



**A. Outline of activity or task to be assessed:**

**Area:** Operational risk assessment – reopening Covid measures V3

**Site:** Severndale Specialist Academy

**Date of Assessment:** 8<sup>th</sup> March 2021

**Date for Re-assessment:** 31<sup>st</sup> March 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.

<b>Likelihood (Probability) (P)</b>	<b>X</b>	<b>Severity (S)</b>	
<b>Likely/Frequent</b> - Occurs repeatedly / event only to be expected.	10	<b>Fatality</b>	10
<b>Probable</b> - Not surprised. Will occur several times.	8	<b>Major Injury/ill Health</b>	8
<b>Possible</b> - Could occur sometimes.	6	<b>Over 3 day Injury/ill Health</b>	6
<b>Remote</b> - Unlikely though conceivable.	4	<b>Minor Injury/ill Health</b>	4
<b>Improbable</b> - So unlikely that probability is close to zero.	2	<b>Damage *</b>	2
		<b>No Injury</b>	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 System of Controls - <b>Prevention</b>	Staff Students Community	<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 school</p> <p>2) clean hands thoroughly more often than usual</p> <p>3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p> <p>4) Where possible introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p> <p>5) minimise contact between individuals and maintain social distancing wherever possible</p> <p>6) <b>where necessary (i.e. following personal risk assessment controls or dealing with sick pupils),</b> wear appropriate personal protective equipment (PPE)</p> <p>7) Where schools have LFD testing facilities staff should be encouraged to be tested twice a week 3-4 days apart. Year 7 pupils and above should be encouraged to take 3</p>	H	Circulate risk assessment and ensure Severndale community are aware of the measures.	M	SD	w/c 01.03.2021

			<p>tests within schools from 5<sup>th</sup> March 2021 3-4 days apart and then follow home testing guidance.</p> <p>8) Primary school staff should continue to follow home testing guidance.</p>					
2	<p><b>System of Control - Responsive</b></p>	<p>Staff Students Community</p>	<p>9) Engage with the NHS Test and Trace process. By notifying the Health Protection Hub (HPH) by completing the online notification form <a href="https://apps.telford.gov.uk/testandtrace/">https://apps.telford.gov.uk/testandtrace/</a></p> <p>Follow guidance for use of NHS test and trace app within school</p> <p><a href="https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges">https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges</a></p> <p>10) Manage confirmed cases of coronavirus (COVID-19) amongst the school community. As above follow guidance received from HPH or PHE</p> <p>11) Contain any outbreak by following local health protection team advice. Take part in Incident Management Team meetings as requested by HPH or PHE</p> <p><b>Numbers 9 to 11 must be followed in every case where they are relevant.</b></p>					
3	<p><b>Arrival/departure times at the academy – students</b></p> <p>Dedicated school transport different bubbles on buses</p>	<p>Students Staff Community</p>	<p>Transport have own control measures in place; pupils are in transport bubbles that remain the same every day, hand sanitiser when getting on and off vehicle, social distance queuing and drivers/escorts to wear face masks (unless exempt).</p>	H	<p>Awaiting meeting with transport (Kelly Kovacs) to discuss options, including arrival and departure times, enhanced cleaning of vehicles and the ventilation on vehicles.</p>	M	SD/TM	04/03/21

	<p>Parent/carer pick up and drop off</p> <p>Increased number of staff and students in collection/drop off areas at the beginning and end of day</p> <p>Increase in traffic affecting the arrival/departure of priority vehicles (Monkmoor)</p>		<p>Transport will return to normal from the 8<sup>th</sup> March 2021.</p> <p>Academy have transport risk assessment in place. Including social distancing and hand wash measures.</p> <p>Social distancing posters in use on the bus bay.</p> <p>Hand sanitiser stations for students in use across all sites, and available before entering the building.</p> <p>Staff to escort only pupils from their zone from the bus bay to class, and back again for afternoon transport.</p> <p>One-way system in corridors.</p>		<p>Consideration for staggered start and end times, for parent/carer drop off.</p>		<p>SLT</p>	<p>w/c 01.03.21</p>
4	<p><b>Arrival and departure at the academy sites – staff</b></p> <p>Maintaining social distancing</p>	<p>Staff Students Community</p>	<p><b>Staff and pupils MUST enter their zones using the following entrances at Monkmoor Campus:</b></p> <p><b>EYFS</b> to enter through the front nursery gate into the academy by the rainbow room.</p> <p><b>Zone 1</b> via the pedestrian gates on the bus bay through the double doors by the DL/DC office.</p> <p><b>Zone 2</b> via the pedestrian gate on through the double doors by Safeguarding Office.</p> <p><b>Zone 3</b> excluding the PMLD Hub) through the double doors off the upper playground.</p> <p><b>PMLD hub (maintaining social distance)</b> through double doors off the bus bay directly into the hub area.</p>	M	<p>Face masks to be worn by all staff (unless exempt) in all circulation areas. A visor cannot be worn instead of a mask, but can be worn in addition to a mask.</p> <p>Staff must sign in/out, in the folders provided.</p>	L	<p>All staff (unless exempt)</p> <p>All staff</p>	<p>Daily</p> <p>Daily</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> <p><b>Mary Webb Centre</b> – only one entrance and exit in use, staff must maintain social distancing at all times.</p> <p><b>Futures</b> – main automatic doors to remain on lockdown. Staff to enter via the back of the building and exit using the opposite door at the back of the centre.</p> <p>Hand sanitiser stations for staff in use across all sites, and available before entering the building.</p> <p>Face masks to be worn by all staff (unless exempt) in all circulation areas. A visor cannot be worn instead of a mask, but can be worn in addition to a mask.</p> <p>One-way system in corridors.</p>					
5	<p><b>Attendance - students</b> Safeguarding implications Pupil wellbeing</p>	<p>Staff Students</p>	<p>Attendance is compulsory from the 8<sup>th</sup> March 2021.</p> <p>Pupils and students who are self-isolating because they are following public health advice should not attend school or college.</p> <p>Those pupils and students who are clinically extremely vulnerable (CEV) are also currently advised not to attend whilst shielding remains in place (end date 31/03/21).</p> <p>Attendance will be recorded in accordance with the pupil registration regulations for all pupils, in the normal way. Code X if a pupil</p>	H	<p>Any pupils or students not attending their setting should receive remote education.</p> <p>The academy will request from parents a copy of the shielding letter sent to CEV children, to confirm that they are advised not to attend school or other educational settings whilst shielding guidance is in place.</p> <p>The academy will also identify pupils who are reluctant or anxious about attending or who are at risk of disengagement and</p>	M	<p>DL/DC</p> <p>Class teacher</p> <p>Class teacher</p>	<p>As required</p> <p>As required</p> <p>Ongoing</p>

			<p>is self-isolating or quarantining because of coronavirus (COVID- 19).</p> <p>Academy attendance procedures will resume and leave of absence requests will cease.</p>		<p>develop plans for re-engaging them.</p> <p>The educational setting status form completed and submitted by the academy will be amended to reflect wider opening.</p>		SLT	As required
6	<p><b>Classrooms</b> Shared spaces Social distancing Infection control</p>	<p>Staff Students Community</p>	<p>Adults should maintain 2 metre distance from each other and from children and young people.</p> <p>Where possible, for example with older pupils and students with less complex needs who can self-regulate their behaviours without distress, should also be supported to maintain distance and not touch staff and their peers.</p> <p>Posters are displayed around school and in every classroom reminding staff, pupils, parents and visitors of the hygiene practice required in school (e.g., washing hands before entering and leaving school)</p> <p>Every classroom shall have hand sanitiser and cleaning materials.</p> <p>School staff to provide hand wash demonstrations</p> <p>Teachers to reiterate key messages in class-time (when directed) to pupils to:</p> <ul style="list-style-type: none"> <li>- Cover coughs and sneezes with a tissue,</li> <li>- To throw all tissues in a bin</li> <li>- To avoid touching eyes, nose and mouth with unwashed hands.</li> </ul>	H	<p>Class teams should small adaptations to the classroom or learning environment to support distancing where possible. That should include seating pupils or students side by side and facing forwards, rather than face-to-face or side on. This includes moving unnecessary furniture out of the classroom or learning environment to make more space.</p> <p>Undertake COSHH assessment if using new products</p>	M	<p>Class teams</p> <p>Site Services (BR and AT)</p>	<p>w/c 01.03.2021</p> <p>w/c 01.03.2021</p>

			<p>Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas.</p> <p>Large gatherings and assemblies are not permitted at this time.</p> <p>Try to keep the bubbles as small as practicable.</p> <p>Seat pupils' side by side, not face to face or side on.</p> <p>Stagger movement around classroom.</p> <p>Individual equipment such as pens and pencils allocated for each pupil.</p> <p>Allocate items such as books/toys to bubbles, to avoid mix use.</p> <p>Shared equipment such as PE, art, science etc should be cleaned in between use and where possible isolated for 48-72 hours.</p> <p>adapt timetables to avoid creating busy corridors.</p>					
7	<b>Music lessons</b> Social distancing Infection control	Staff Students	Play/sing outdoors where possible.  Limit group sizes to no more than 15.  Position pupils back to back or side to side.	M	Class teachers to carryout risk assessments for all activities.	L	Class Teachers	As required
8	<b>Physical activities</b>	Staff Students	Bubbles must not mix or cross zones, this guidance will be reviewed on 31.03.21  Outdoor sports should be prioritised Scrupulous attention to cleaning and hygiene when using resources.	M	Staff should refer to the following guidance when completing the risk assessments for PE: <ul style="list-style-type: none"> <li><a href="#">guidance on the phased return of sport and recreation</a> and guidance</li> </ul>	L	Party Leaders	As required

					from <a href="#">Sport England</a> for grass root sport			
					Advice from organisations such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a>			
9	<b>Toilets and hygiene rooms.</b> Shared spaces Social distancing Infection control	Staff Students Wider community	<p>Maintain social distancing where appropriate. PPE available where close contact work is being carried out.</p> <p>Classes to use the same toilets within their zones.</p> <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.</p> <p>Correct method of hand washing posters to be displayed across the academy sites.</p> <p>Site cleaning team onsite 09:30-15:30 to clean toilets and hot sports 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.</p> <p>Toilets and hygiene rooms are cleaned more than the recommended three times a day, at each site.</p> <p>Staff to escort students to the toilet, where appropriate, and encourage the pupil to wipe down the area after use. Contract</p>	H	<p>For assistance from the onsite cleaners please use a radio to contact them.</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. Class teams to manage their stock levels to ensure they do not run out.</p> <p>Personal care items must be put in to nappy sacks, provided by the academy, and put into clinical waste.</p>	M	All staff  Staff  All staff  All staff	As required  At all times  As required  As required

			<p>cleaners to be contact where this is not appropriate.</p> <p>Any soiled clothes are put into a plastic bag (double bagged) and sent home.</p> <p>Prop doors open where possible to reduce hand contact surfaces</p>					
10	<p><b>Breaks times</b></p> <p>Social distancing</p> <p>Space</p> <p>Infection control</p>	<p>Staff</p> <p>Students</p>	<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> <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.</p> <p>Classes 'bubbles' must not mix with other groups indoors or outdoors. Bubbles must stay within their designated zones.</p> <p>Additional staff room space identified:</p>	H	<p>Site to maintain the hand wash facilities on a daily basis and check to ensure dispensers are in good working order.</p> <p>Staff to report overcrowding Sarah Downes.</p> <p>Staff to report issues at break and lunchtime to DL/DC's.</p>	M	<p>Site services</p> <p>Staff</p> <p>Staff</p>	<p>Daily</p> <p>As required</p> <p>As required</p>

			<p><b>Zone 1:</b> Blue room (EYFS staff) Lower food tech</p> <p><b>Zone 2:</b> Upper food tech</p> <p><b>Zone 3:</b> Outreach conference room.</p> <p><b>PMLD Hub</b> 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>					
11	<p><b>Lunchtimes</b> Infection control Space / social distancing Eating in classrooms</p>	<p>Staff Students Wider community</p>	<p>To ensure social distancing lunch can be eaten in classrooms. Hot food risk assessments need to be carried out.</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 encourage at all times.</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>	H	<p>DL/DC to ensure PSA/MDC support across the zone at lunch.</p> <p>Staff to be encouraged to take their breaks at different times to the pupils to ensure there is adequate support for all pupils.</p> <p>Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness.</p>	M	<p>DL/DC</p> <p>DL/DC/Class Teacher</p> <p>SD</p>	<p>Daily</p> <p>As required</p> <p>w/c 01.03.2021</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> <p>Classes 'bubbles' must not mix with other groups indoors or outdoors. Bubbles must stay within their designated zones.</p>					
12	<p><b>Circulation spaces</b> Social distancing Space</p>	<p>Staff Students Wider community</p>	<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.</p> <p>Contract cleaners are employed Monday-Friday at all sites to clean hotspots throughout the day.</p> <p>Classes 'bubbles' must not mix with other groups indoors or outdoors.</p>	H	<p>Break and lunchtime should be staggered to ensure corridor areas are kept as clear as possible.</p>	M	DL/DC	Ongoing

			<p>Bubbles must stay within their designated zones.</p> <p>One-way system in corridors.</p>					
13	<p><b>Crossing bubbles/zones</b> Social distancing Infection control Track and trace</p>	<p>Staff Students Wider community</p>	<p>Where staff need to move between groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.</p> <p>The academy will work to minimise the number of interactions or changes wherever possible.</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> <p>Timetables reviewed to minimise to its lowest possible level, movement of HLTA and FS leaders working across zones.</p> <p>Isolated circumstances that have a significant impact to health, safety and safeguarding, may be required to merge bubbles /staff to move to support. This will be risk assessed on an individual basis</p> <p>Site services (Monkmoor) are allocated to a zone. For health, safety and safeguarding issues site are permitted to work outside of their designated zone. PPE must be worn and changes at each zone entrance. This is to enable site to respond to requests for hand gels and PPE.</p>	H	<p>Measures are being reviewed on the 31.03.21</p> <p>Where staff crossing zones is unavoidable, a lateral flow test will need to be undertaken, a negative result will need to be received prior to moving.</p>	M	<p>SLT</p> <p>All staff</p>	<p>31.03.21</p> <p>As required</p>

			<p>ICT (Monkmoor) have a zone each, any requests for IT support (unless an emergency) must go through the parago system.</p> <p>The academy has designated cleaners for each zone: 3 at Monkmoor, 1 at Mary Webb and 1 at Futures.</p> <p>If Site or ICT are required to provide support at Futures or Mary Webb prior authorisation and risk assessments will need to be carried out first. The academy will endeavour to carry out works before the start/end of day .</p>					
14	<p><b>Grouping pupils – school</b> Social distancing Infection control Track and trace</p>	<p>Staff Students</p>	<p>Consistent groups reduce the risk of transmission by limiting the number of pupils, students and staff in contact with each other to only those within the group.</p> <p>The bubbles achieve the greatest reduction in contact and mixing, the academy will ensure that this won't affect the quality and breadth of teaching or access for support and specialist staff and therapists.</p>	H	<p>Staff will encourage students to keep their distance within groups.</p> <p>Interactions and sharing spaces between bubbles will be limited as much as is reasonably practicable.</p>	M	<p>Staff  All staff</p>	<p>Ongoing  Ongoing</p>
15	<p><b>Grouping pupils – post 16</b> Social distancing Infection control Track and trace</p>	<p>Staff Students</p>	<p>As a minimum, the academy will work to keep year groups or cohorts of students separate from each other during the day.</p>	H	<p>Bubbles should be kept apart and logistics such as start and finish times, lunch and break times, will be reviewed to ensure this.</p>	M		
16	<p><b>Use of supply staff</b> Infection control Track and trace</p>	<p>Staff Students Community</p>	<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>	H	<p>Supply will not work across bubbles/zones on a daily basis.</p> <p>Long term supply staff will be able to access weekly lateral flow testing. Daily supply are to be tested through their agency (agreed with agencies by Nic Copeland HR)</p>	M	<p>Staff  Supply staff</p>	<p>Ongoing  Ongoing</p>

17	<b>Close contact work</b> Social distancing Infection control Track and trace	Staff Students Wider community	Follow the pupils individual manual handling plans and  Class staff should complete individual risk assessments with support from Sarah Downes and Tracey Mullinder.  Staff to follow academy PPE guidance for close contact work with pupils, including personal care. PPE provided by the academy.  Handwashing and sanitising protocols to be followed.  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.	H	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.  Classes 'bubbles' must not mix with other groups indoors or outdoors.  Bubbles must stay within their designated zones.	M	Staff  Staff  Staff/students	Ongoing  Ongoing  Ongoing
18	<b>Equipment – academy</b> Infection control	Staff Students Community	For individual and very frequently used equipment, such as pencils and pens, staff, pupils and students should have their own items.  Classroom or learning environment based resources, such as books and games, can be used and shared within the bubble. These should be cleaned regularly, along with all frequently touched surfaces.  Resources that are shared between classes or bubbles, such as sports, arts, and science equipment will be cleaned frequently. When sharing equipment between different bubbles, staff should: <ul style="list-style-type: none"> <li>• clean it before it is moved between bubbles; or</li> <li>• allow them to be left unused for a period of 48 hours (72 hours for plastics)</li> </ul>	M	Measures will be reviewed on the 31.03.21	L	SLT	31.03.21

			Outdoor and playground equipment should be more frequently cleaned than normal by class teams.					
19	<b>Equipment – personal</b> Social distancing Infection control	Staff Students Community	Pupils and students and staff need limit the amount of equipment they bring into the setting each day, including essentials such as: <ul style="list-style-type: none"> <li>• lunch boxes</li> <li>• hats and coats</li> <li>• books • stationery</li> <li>• mobile phones</li> </ul> Bags are allowed.	M		L		
20	<b>Suspected case of Covid 19</b>	Staff Students Wider community	Anyone who develops symptoms of Covid 19 or whose household member develops symptoms, should immediately self-isolate. They should not attend school.  Parents/carers/staff should notify the academy of an absence by telephone.  Direct parent/carer/staff member to stay at home guidance.  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.  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).  Staff/students that receive notification from the NHS track and trace app must notify the academy immediately of any isolation periods.	H	Record of suspected cases to be maintained by Sarah Downes, all suspected cases must be reported to Sarah as soon as possible. X code tracker to be maintained.  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.	M	SLT/admin  Site	When required  When required

	<b>Falling ill whilst at the academy:</b>		<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>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>					
21	<b>Confirmed case of Covid 19</b>	Staff Students Wider community	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	H	SLT and admin have a process for dealing with confirmed cases during the school day.	M	SLT/Admin  SLT/SMT	Ongoing  Ongoing

			<p>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> <p>People who have had a confirmed positive case must follow the governments guidance:  <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></p>		Cases reported over the weekend will be dealt with by SMT/SLT in the first instance.			
22	<b>Geographical community outbreak</b>	Staff Students Wider community	The academy will work with Shropshire Councils Incident Management Team (IMT) and would follow their outbreak management steps.	H	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 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.	H		
23	<b>Clinically extremely vulnerable (CEV) staff and students</b>	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>Current shielding guidance is until the 31<sup>st</sup> March. The guidance will be reviewed at this date. Until then all CEV staff and</p>	H	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.	M	Staff	As required

			students, unless otherwise agreed, must work from home.					
24	<b>Clinically vulnerable</b>	Staff Students Wider community	<p>Individual risk assessment to be completed/reviewed for clinically vulnerable staff and pupils</p> <p>Protective measures will be put in place for staff and pupils, as far as is possible, to ensure that the risk of transmission is reduced.</p> <p>Clinically vulnerable staff can continue to attend school. While in school they should follow the control measures the school has put in place to minimise the risks of transmission.</p> <p>This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in the 'prevention' section of government guidance. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children and adolescents.</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace unless advised otherwise</p>	H	Staff to contact Sarah Downes to complete a personal risk assessment.	M	Staff	As required
25	<b>Changes to academy policies and procedures and national guidance changes</b>	Staff Students Parents/ carers	The academy policies are all available on the shared network, staff are encourage to read the policies to familiarise themselves with processes and procedures and seek further clarity if unsure.	M	<p>Information on the website is kept up to date.</p> <p>Information on social media channels to be updated and refreshed regularly.</p>	L		

			<p>Covid 19 addendums have been added to the relevant policies including H&amp;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>					
26	<p><b>Poor communication with stakeholders</b> Miscommunication Misinformation</p>	<p>Staff Students Parents/carers</p>	<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>	M	<p>Risk assessment to be made available online as a result the Severdale Community are working with current advice.</p>	L	MW	As required
27	<p><b>Visitors to any of the academy sites</b> Social distancing Infection control Track and trace</p>	<p>Staff Students Parents/carers Visitors</p>	<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. Risk assessments must be shared prior to the visits and academy covid measures adhered to. Zoom meetings/observations is the preferred method.</p> <p>All visitors will complete a covid declaration on arrival. Any visitors are unable to enter the academy if they are showing any signs of covid.</p>	H	<p>No more than three people to be in the reception area at one time. Receptionist to control visitor numbers.</p> <p>LCT will continue to share updates with the Severdale community.</p>	L	<p>CJ/LP  GE/LT</p>	<p>As required  Ongoing</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 ID stickers.</p> <p>Supply staff must adhere to the academy's prevent measures, and all points in the risk assessment.</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>				
28	<p><b>Shared office spaces</b> Social distancing Infection control Track and trace</p>	Staff	<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>	M	<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>	L	

			Where possible paperwork should be scanned and shared with admin, paperwork should be reduced to a minimum.		Staff must not make refreshments for each other.			
29	<b>Contractors, deliveries and visitors increase the risk of infection.</b> Social distancing Infection control	Staff Students Community	<p>All contractors to be checked to ensure that they are essential visitors prior to entry to the school. Prearranged by Cathie Holding.</p> <p>Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils, arranged by Cathie Holding.</p> <p>All contractors/visitors to wash hands in reception when signing in.</p> <p>Contractors and visitors are directed to specific/designated handwashing facilities.</p> <p>All areas in which contractors work are cleaned in line with government guidance.</p> <p>Contractors to bring own food, drink and utensils onto site.</p> <p>Staff who receive deliveries to the school to wash hands in line with government guidance after handling.</p>	M	<p>Deliveries will not be accepted at reception. Reception to call site and direct deliveries to gates on Hearne Way. For other sites, where possible, staff to identify safe/designated place for delivery without need for contact with staff. Drivers are not permitted to enter the school premises when making deliveries</p> <p>Site should exercise good hand hygiene when opening parcels/deliveries.</p> <p>Parcels should be opened in a well ventilated space.</p>	L	CJ/LP  Site services  Site services  Site services	As required  As required  At all times  At all times
30	<b>Face to face meetings</b> Social distancing Infection control Track and trace	Staff Students Parents/carers Visitors	<p>All meetings where possible are via zoom/ Microsoft teams.</p> <p>This includes all annual reviews.</p>	H	<p>Visiting professionals will be asked to read the academies risk assessment and copies of their risk assessment will be obtained prior to visits taking place.</p>	L	SD	As required
31	<b>Ensuring the mental wellbeing of staff and students</b>	Staff Students Parents/carers	<p>Staff have access to the SAS service for counselling.</p> <p>The <a href="#">Education Support Partnership</a> provides a free helpline for school staff and targeted support for mental health and wellbeing.</p>	H	<p>DSL/s/ DCs/DL's will ensure appropriate planning is in place to support the mental health of pupils returning to school.</p> <p>Agree what returning support is available to pupils with SEND in conjunction with families and other agencies.</p>	M	DSL/s/ DCs/DL's  SLT/SMT	Ongoing  Ongoing

			The academy will work on Back to School plans for identified students. These will be completed on Monday 8 <sup>th</sup> March and shared with parents.					
32	<b>Educational trips and visits</b> Social distancing Infection control Track and trace	Staff Students Parents/carers	The academy is working to reintroduce educational trips and visits after the 31 <sup>st</sup> March 2021.	H	The academy Educational Trips and Visits Coordinators are working on risk assessments for trips and visits with the added Covid measures.	M	SD/TM	Ongoing
33	<b>Extended schools clubs</b> Social distancing Infection control	Staff Students Parents/carers	The academy is working to reintroduce extended schools after the 31 <sup>st</sup> March 2021.	M	Appropriate clubs and classes are being identified and risk assessed with the added Covid measures.	L	NF/DR	Ongoing
34	<b>Face masks/coverings</b> Infection control Correct use and disposal	Staff Students Visitors	<p>Safe wearing of face coverings requires the;</p> <ul style="list-style-type: none"> <li>• Cleaning of hands before and after touching, this includes removal and putting on</li> <li>• Safe storage of them in individual, sealable plastic bags</li> </ul> <p>Pupils in year 7 and above face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.</p> <p>Face coverings do not need to be worn by pupils when outdoors on the premises.</p> <p>In addition, face coverings should be worn in classrooms or during activities unless social distancing can be maintained.</p> <p>This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.</p>	M	Exemption cards to be worn on a lanyard can be requested from Cathie Holding.	L	CH	As required

In primary schools, we recommend that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas).

Children in primary school do not need to wear a face covering.

When face coverings become damp, it should not be worn, and the face covering should be replaced carefully

You must instruct pupils to;

- Not touch the front of their face coverings during use or when removing it
- Dispose of temporary face coverings in a black bag waste bin (not recycling bin)
- Place reusable face covers in a plastic bag and take them home with them
- Wash their hands again before heading to classroom

There are sufficient waste bins located around the school for disposal of face masks and face covers.

Schools should have a small contingency supply available for people who:

- are struggling to access a face covering
- are unable to use their face covering as it has become damp, soiled or unsafe
  - have forgotten their face covering

35	<b>Lateral Flow Testing –</b> Testing pupils Staff not taking part in testing process	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> <p>Futures Centre have their process set up and in place.</p> <p>The Mary Webb Centre have their process set up.</p> <p>Team to completed online training, all certificates received.</p> <p>Testing centre will remain open Monday, Wednesday and Fridays to test pupils and supply staff.</p>	M	<p>Home test kits will be provided to staff (across all three sites) on Friday 5<sup>th</sup> March.</p> <p>Staff taking a home test can only attend work if a negative result is received. If a positive result is received they must inform the academy using the absence line immediately. Staff are provided with 7 test kits to test themselves twice a week.</p> <p>When staff run out of home test kits they must inform HR to request more.</p>	L	<p>HR</p> <p>All staff</p> <p>All staff</p>	<p>5<sup>th</sup> March 2021</p> <p>As required</p> <p>As required</p>
36	<b>Ventilation</b>	Staff Students	<p>Good ventilation can help reduce the risk of spreading coronavirus, so focus on improving natural ventilation, preferably through fresh air or mechanical systems.</p> <p>Where possible, classes should consider ways to increase the supply of fresh air, for example, by opening windows and doors (unless fire doors) for 15 minutes before the start of school then 5 minutes every half hour until the end of school when they should be open for another 15 minutes.</p> <p>Air conditioning split systems that cool the air for individual rooms must only be used</p>	M	<p>Classes wishing to discuss ventilation should contact Tracey Mullinder and Sarah Downes in the first instance.</p> <p>If wishing to use the air conditioning unit in your room, please seek advice from Tracey Mullinder and Sarah Downes in the first instance.</p>	L	<p>Class staff</p> <p>Class staff</p>	<p>As required</p> <p>As required</p>

			when the air temperature is above 26 deg C and there are no alternative teaching areas. It should be noted that the risk of spreading new variants within the class bubble is increased					
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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, transport returns to normal from the 8<sup>th</sup> March.
- 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 risk assessment will be updated if the Government reintroduce the tiers.

**Guidance used to complete this risk assessment:**

- [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/964351/Schools\\_coronavirus\\_operational\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf)
- [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/965449/Additional\\_operational\\_guidance\\_for\\_special\\_schools\\_special\\_post-16\\_institutions\\_and\\_alternative\\_provision.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/965449/Additional_operational_guidance_for_special_schools_special_post-16_institutions_and_alternative_provision.pdf)
- [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/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>
- [Health and Safety Executive \(hse.gov.uk\)](https://www.hse.gov.uk)
- <https://www.hse.gov.uk/coronavirus/working-safely/index.htm>
- <https://www.gov.uk/government/publications/covid-19-vaccination-guide-for-healthcare-workers/covid-19-vaccination-guide-for-healthcare-workers>