



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

Area: Operational risk assessment – COVID measures V6

Site: Severndale Specialist Academy

Date of Assessment: 24<sup>th</sup> May 2021

Date for Re-assessment: June 2021 or as new government guidance is released

Assessors: Allison Christie

Signatures: *Allison Christie*

Managers: Tracey Mullinder

Signatures: *Tracey Mullinder*

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.

\* 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!

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

	No Injury	Damage*	Minor Injury/ill Health	Over 3 Day Injury/ill Health	Major Injury/ill Health	Fatality	
	1	2	4	6	8	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

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	System of Controls - <b>Prevention</b>	Staff Students Community	<ol style="list-style-type: none"> <li>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</li> <li>2) clean hands thoroughly more often than usual</li> <li>3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</li> <li>4) Where possible introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</li> <li>5) minimise contact between individuals and maintain social distancing wherever possible</li> <li>6) <b>where necessary (i.e. following personal risk assessment controls or dealing with sick pupils)</b>, wear appropriate personal protective equipment (PPE)</li> <li>7) 82% of staff have received the COVID-19 vaccine</li> <li>8) Staff are provided with home testing kits and encouraged to test themselves twice a week 3-4 days apart. Year 7 pupils and above are also encouraged to follow the same home testing guidance.</li> <li>9) Primary school staff should</li> </ol>	M	Any staff member who has not had the vaccine is encouraged to do so. The Academy will help staff with scheduling a vaccine if needed.	L	HR	On-going

			<p>continue to follow home testing guidance.</p> <p>10) Risk assessment updates to be circulated to ensure the Severndale Community is aware of the current measures being taken.</p>					
2	<p>System of Control - Responsive</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>  Dedicated school transport different bubbles on buses  Parent/carer pick up and drop off  Increased number of staff</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> <p>Academy has a transport risk assessment</p>	M		M		

	<p>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>in place, including social distancing and hand washing/sanitising facilities</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>Floor markings are in place to help minimise contact in corridors.</p>					
4	<p><b>Arrival and departure at the academy sites – staff</b></p> <p>Maintaining social distancing</p>	<p>Staff</p> <p>Students</p> <p>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> <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 – only one entrance</b></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>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>Floor markings are in place to help minimise contact in corridors.</p>					
5	<p><b>Attendance - students</b> Safeguarding implications Pupil wellbeing</p>	<p>Staff Students</p>	<p>Attendance has been 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>Attendance will be recorded in accordance with the pupil registration regulations for all pupils, in the normal way. Code X if a pupil is self-isolating or quarantining because of coronavirus (COVID- 19).</p> <p>Academy attendance procedures have resumed and COVID-related leave of absence requests have ceased. Back to school plans have been completed for CEV students returning to education.</p>	H	<p>Any pupils or students not attending their setting should receive remote education.</p> <p>The academy will also identify pupils who are reluctant or anxious about attending or who are at risk of disengagement and develop plans for re-engaging them.</p> <p>The educational setting status form completed and submitted by the academy has been amended to reflect wider opening.</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>
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 where possible, while delivering a broad and balanced curriculum</p>	M		M		

Class teams have made adaptations to the classroom/learning environments to support social distancing where possible. This includes moving unnecessary furniture out of the classroom/ learning environment to make more space.

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.

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)

Every classroom shall have hand sanitiser and cleaning materials.

School staff to provide hand wash demonstrations

Teachers to reiterate key messages in class-time (when directed) to pupils to:

- Cover coughs and sneezes with a tissue,
- To throw all tissues in a bin
- To avoid touching eyes, nose and mouth with unwashed hands.

Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas.

Large gatherings and assemblies are still not permitted at this time.

Class bubbles are kept as small as possible

			<p>and mixing of bubbles is kept to a minimum, with due consideration given to support curriculum access, behaviour management, healthcare, specialist facilities, health and safety and safeguarding.</p> <p>Pupils are sat side by side, not face to face</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>Timetables adapted to avoid creating busy corridors.</p> <p>Face coverings for staff and pupils are optional in classrooms</p>					
7	<p><b>Music lessons</b></p> <p>Social distancing</p> <p>Infection control</p>	<p>Staff</p> <p>Students</p>	<p>Play/sing outdoors where possible.</p> <p>Limit group sizes to no more than 15.</p> <p>Position pupils back to back or side to side.</p>	M	<p>Class teachers to carryout risk assessments for all activities.</p>	L	<p>Class Teachers</p>	<p>As required</p>
8	<p><b>Physical activities</b></p>	<p>Staff</p> <p>Students</p>	<p>Bubbles must minimise mixing or crossing zones, with consideration given to identifying alternative ways of working/approaching activities, in consultation with SLT.</p> <p>Outdoor sports should be prioritised</p> <p>Scrupulous attention to cleaning and hygiene when using resources.</p>	M	<p>Staff should refer to the following guidance when completing the risk assessments for PE:</p> <ul style="list-style-type: none"> <li>• <a href="#">guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grass root sport</li> </ul> <p>Advice from organisations such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport</a></p>	L	<p>Party Leaders</p>	<p>As required</p>

					<a href="#">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) 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 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>	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 asset management 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



10	<p><b>Breaks times</b> Social distancing Space Infection control</p>	<p>Staff 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, ensuring that correct contact time for cleaning chemicals is followed.</p> <p>Where this isn't possible resources must not be used for 72 hours.</p> <p>Pupils are encouraged to play non-contact games to promote social distancing.</p> <p>There must be staff supervision throughout pupil breaks, staff to actively encourage social distancing where possible.</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) staff, where not exempt, are required to wear a face covering.</p> <p>Class bubbles must minimise mixing with other groups indoors or outdoors. Bubbles must stay within their designated zones where practicable with due consideration given to support curriculum access, behaviour management, healthcare, specialist facilities, health and safety and safeguarding.</p> <p>Additional staff room space identified: <b>Zone 1:</b> Blue room (EYFS staff) Lower food tech  <b>Zone 2:</b></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 Allison Christie.</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>
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			<p>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 have been 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 where possible.</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 appropriate classes to be escorted to the hot trolley one at a time to maintain social distancing.</p> <p>Class bubbles must minimise mixing with other groups indoors or outdoors. Bubbles</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>	M	<p>DL/DC</p> <p>DL/DC/Class Teacher</p>	<p>Daily</p> <p>As required</p>

			must stay within their designated zones where practicable with due consideration given to support curriculum access, behaviour management, healthcare, specialist facilities, health and safety and safeguarding.					
12	<b>Circulation spaces</b> Social distancing Space	Staff Students Wider community	<p>Floor markings are in place to help minimise contact in corridors.</p> <p>Social distancing signage in place throughout the corridors.</p> <p>Students and staff should minimise 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) 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>Class bubbles must minimise mixing with other groups indoors or outdoors.</p> <p>Bubbles must stay within their designated zones where possible with due consideration given to support curriculum access, behaviour management, healthcare, specialist facilities, health and safety and safeguarding.</p> <p>Floor markings are in place to help minimise contact in corridors.</p>	H	Break and lunchtime should be staggered to ensure corridor areas are kept as clear as possible.	M	DL/DC	Ongoing
13	<b>Crossing bubbles/zones</b> Social distancing	Staff Students	Where staff need to move between groups, they should try and keep their distance from	M		M	All staff	As required

	Infection control Track and trace	Wider community	<p>pupils and other staff as much as they can, ideally 2 metres apart.</p> <p>The academy will work to minimise the number of interactions or changes wherever possible.</p> <p>Walking around the outside of the building is encouraged, to minimise the traffic in the corridors.</p> <p>Timetables reviewed to minimise traffic to its lowest possible level, movement of HLTA and FS leaders working across zones to be kept to a minimum.</p> <p>ICT (Monkmoor) have a zone each, any requests for IT support (unless an emergency) must go through the Parago asset management system.</p> <p>The academy has designated cleaners for each zone: 3 at Monkmoor, 1 at Mary Webb and 1 at Futures.</p>					
14	<b>Grouping pupils – school</b> Social distancing Infection control Track and trace	Staff Students	<p>The overarching principal to apply is reducing the number of contacts between children and staff.</p> <p>Consistent groups ('bubbles') and maintaining distance between individuals reduces the risk of transmission by minimising the number of pupils and staff in contact with each other. These are not alternative options and both measures will help, but the balance between them will change depending on:</p> <ul style="list-style-type: none"> <li>- Children's ability to distance</li> <li>- Setting lay out</li> <li>- Feasibility of keeping distinct groups separate while offering a broad curriculum or access to support and specialist staff and therapists.</li> </ul>	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> <p>Considerations to include:</p> <ul style="list-style-type: none"> <li>- Use of seating plans to ensure contacts can be identified.</li> <li>- Pupils should keep to their allocated seat wherever possible</li> </ul>	M	Staff  All staff	Ongoing  Ongoing

15	<b>Grouping pupils – post 16</b> Social distancing Infection control Track and trace	Staff Students	As a minimum, the academy will work to keep groups or cohorts of students separate from each other during the day, as far as is reasonably practicable.	H	Bubbles should be kept apart and logistics such as start and finish times, lunch and break times, will be reviewed to ensure this.	M	Staff	Ongoing
16	<b>Use of supply staff</b> Infection control Track and trace	Staff Students Community	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.  Supply staff will have to complete track and trace when signing in every day.  Supply will not be able to work in any other settings on the same day, prior to arriving at the academy.	H	Supply will not work across bubbles/zones on a daily basis.  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)	M	Staff  Supply staff	Ongoing  Ongoing
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 risk assessments.  Class staff should complete individual risk assessments with support from Allison Christie 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 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. )	M	Staff	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.	M	Outdoor and playground equipment should be more frequently cleaned than normal by class teams.	L	Staff	Ongoing

			<p>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.</p> <p>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:</p> <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>					
19	<p><b>Equipment – personal</b> Social distancing Infection control</p>	<p>Staff Students Community</p>	<p>Students and staff should minimise the amount of equipment they bring into the setting each day, including essentials such as:</p> <ul style="list-style-type: none"> <li>• lunch boxes</li> <li>• hats and coats</li> <li>• books • stationery</li> <li>• mobile phones</li> </ul>	M		L		
20	<p><b>Suspected case of COVID 19</b></p>	<p>Staff Students Wider community</p>	<p>Staff are informed of the symptoms of possible coronavirus infection:</p> <ul style="list-style-type: none"> <li>- A high temperature- this means they feel hot to touch on their chest or back</li> <li>- A new continuous dry cough- this means coughing a lot more than an hour, or 3 or more coughing episodes in 24 hours (if they usually have a cough, it may be worse than usual)</li> <li>- A change to their normal sense of taste or smell (anosmia)</li> </ul> <p>Anyone who develops symptoms of COVID 19 or whose household member develops symptoms, should immediately self-isolate. They should not attend school.</p>	H	<p>All suspected cases must be reported to SLT 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>	M	<p>SLT/admin</p> <p>Site</p>	<p>When required</p> <p>When required</p>

***Falling ill whilst at the academy:***

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.

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.

If visiting the bathroom whilst awaiting collection, a separate bathroom should be used where possible, this must then be disinfected.

PPE must be worn by staff supporting a person with suspected COVID 19 if a 2 meter distance cannot be maintained.

Everyone must wash their hands (for 20 seconds) or use hand sanitiser after any

			<p>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 Allison Christie using Shropshire Council's template.</p>					
21	<b>Confirmed case of COVID 19</b>	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><b>Close contact means:</b></p> <ul style="list-style-type: none"> <li>- <b>Direct close contacts-</b> face to face contact with an infected individual for any length of time, within 1 metre for 1 minute, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin)</li> <li>- <b>Proximity contacts-</b> extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual/travelling in a small vehicle, like a car, with an infected person</li> </ul> <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</p>	H	<p>SLT and admin have a process for dealing with confirmed cases during the school day.</p> <p>Cases reported over the weekend will be dealt with by SMT/SLT in the first instance.</p>	M	<p>SLT/Admin</p> <p>SLT/SMT</p>	<p>Ongoing</p> <p>Ongoing</p>



			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>					
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 returning to work/education</b>	Staff Students Wider community	Staff that fall into the high-risk categories must contact Nic Copeland to arrange for an individual risk assessment to be carried out.  If staff require an individual risk assessment for pupils they must first discuss this with their Department Lead.  Staff have received a pack of lateral flow testing kits prior to returning.  Staff have received an induction to support their return to work.	H	Staff are being met by their Buddy when returning to work to be shown the academy zones and COVID measures.	M	Staff	As required
24	<b>Clinically vulnerable</b>	Staff Students Wider community	Individual risk assessment to be completed/reviewed for clinically vulnerable staff and pupils  Protective measures will be put in place for staff and pupils, as far as is possible, to ensure that the risk of transmission is	H	Staff to contact Allison Christie in the first instance to complete a personal risk assessment.	M	Staff	As required

			<p>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, where reasonably practicable.</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace unless advised otherwise</p>					
25	<b>Changes to academy policies and procedures and national guidance changes</b>	Staff Students Parents/ carers	<p>The academy policies are all available on the shared network, staff are encouraged to read the policies to familiarise themselves with processes and procedures and seek further clarity if unsure.</p> <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>	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		

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> <p>Changes/updates to be communicated as part of Tuesday Whole School Briefing</p>	M	<p>Risk assessment to be made available online to demonstrate that Severdale is keeping up with current guidance.</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 visits 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> <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</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>assessment.</p> <p>All areas which have been 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></p> <p>Social distancing Infection control Track and trace</p>	Staff	<p>Office layout has been organised to ensure that 2m social distance can be maintained.</p> <p>The location of shared use equipment (e.g. photocopiers and laminators, etc.) positioned to ensure that they have 2m social distance around them.</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> <p>Where possible paperwork should be scanned and shared with admin, paperwork should be reduced to a minimum.</p>	M	<p>Admin should minimise 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 stationery 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> <p>Staff must not make refreshments for each other.</p>	L		
29	<p><b>Contractors, deliveries and visitors increase the risk of infection.</b></p> <p>Social distancing Infection control</p>	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</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</p>	L	CJ/LP	As required
							Site services	As

			<p>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>		<p>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>		<p>Site services</p> <p>Site services</p>	<p>required</p> <p>At all times</p> <p>At all times</p>
30	<p><b>Face to face meetings</b></p> <p>Social distancing</p> <p>Infection control</p> <p>Track and trace</p>	<p>Staff</p> <p>Students</p> <p>Parents/carers</p> <p>Visitors</p>	<p>All meetings where possible are via Zoom/ Microsoft Teams, face to face meetings should be kept to a minimum.</p> <p>This includes all annual reviews and parental meetings, where virtual meetings remain the preferred option.</p>	H	<p>Visiting professionals will be asked to read the academy's risk assessment and copies of their risk assessment will be obtained prior to visits taking place.</p>	L	TM	As required
31	<p><b>Ensuring the mental wellbeing of staff and students</b></p>	<p>Staff</p> <p>Students</p> <p>Parents/carers</p>	<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> <p>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.</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	<p>DSL/s/ DCs/DL's</p> <p>SLT/SMT</p>	<p>Ongoing</p> <p>Ongoing</p>
32	<p><b>Educational trips and visits</b></p> <p>Social distancing</p> <p>Infection control</p> <p>Track and trace</p>	<p>Staff</p> <p>Students</p> <p>Parents/carers</p>	<p>The academy is working to reintroduce educational trips and visits in line with the government's roadmap</p>	H	<p>The academy Educational Trips and Visits Coordinators are working on risk assessments for trips and visits with the added COVID measures.</p>	M	TM	Ongoing

33	<b>Extended schools clubs</b> Social distancing Infection control	Staff Students Parents/carers	The academy is working to reintroduce extended school clubs in line with the government's roadmap	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>In line with the government's move to Step 3 of the roadmap, from 17<sup>th</sup> of May, Severndale will be following the new advice applied to the use of face coverings by staff, pupils and students.</p> <p>Face coverings will no longer be required for pupils in classrooms or communal areas, but are optional.</p> <p>Face coverings will also no longer be required for staff in classrooms, but are optional.</p> <p>Face coverings should be worn by staff and visitors in situations outside of classrooms where social distancing is not possible (for example, when moving around in corridors and communal areas).</p> <p>The reintroduction of face coverings for pupils, students or staff may be advised for a temporary period in response to particular localised outbreaks, including variants of concern.</p> <p>In all cases, any educational drawbacks will be balanced with the benefits of managing transmission.</p> <p>The Local Action Committee structure (Bronze/Silver/Gold) will be used in such circumstances to re-introduce the use of face coverings.</p> <p>In the event of face coverings being reintroduced, the following guidelines still apply:</p> <p>When face coverings become damp, it should not be worn, and the face covering</p>	M	<p>Exemption cards to be worn on a lanyard can be requested from Cathie Holding.</p> <p>Severndale Academy will seek advice from the Director of Public Health, Shropshire Council regarding immediate outbreak response (at the level of individual settings or a cluster of settings).</p>	L	CH	As required

			<p>should be replaced carefully</p> <p>You must instruct pupils to;</p> <ul style="list-style-type: none"> <li>• Not touch the front of their face coverings during use or when removing it</li> <li>• Dispose of temporary face coverings in a black bag waste bin (not recycling bin)</li> <li>• Place reusable face covers in a plastic bag and take them home with them</li> <li>• Wash their hands again before heading to classroom</li> </ul> <p>There are sufficient waste bins located around the school for disposal of face masks and face covers.</p> <p>Schools should have a small contingency supply available for people who:</p> <ul style="list-style-type: none"> <li>• are struggling to access a face covering</li> <li>• are unable to use their face covering as it has become damp, soiled or unsafe <ul style="list-style-type: none"> <li>• have forgotten their face covering</li> </ul> </li> </ul>					
35	<b>Lateral Flow Testing –</b>	Staff Students	<p>Home test kits will be provided to staff (across all three sites) on a regular basis.</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. Home tests will require a follow up PCR test to be completed.</p> <p>When staff run out of home test kits they</p>	L		L	HR  All staff	Ongoing  As required

			must inform HR to request more.				All staff	As required
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 when the air temperature is above 24 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.</p>	M	<p>Classes wishing to discuss ventilation should contact Tracey Mullinder in the first instance.</p> <p>If wishing to use the air conditioning unit in your room, please seek advice from Tracey Mullinder in the first instance.</p>	L	<p>Class staff</p> <p>Class staff</p>	<p>As required</p> <p>As required</p>

### If more hazards are identified please add more boxes

- Shared sports equipment to be disinfected, and where this is not possible equipment will be left for 72 hours in-between use
- Any staffing, pupil or room changes must be agreed by SLT.
- Activity and classroom risk assessments must cover updated COVID measures.
- DfE's helpline available 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>