

RAF4 Rev2	<b>Risk Assessment</b>	©Cope Safety Management 2012 <a href="http://www.jwcope.co.uk">www.jwcope.co.uk</a>
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<b>Risk Assessment No:</b>	V.4	<b>Issue:</b>	1	<b>Task:</b>	<b>Coronavirus – COVID-19</b>		
<b>Company Name:</b>	BOSTON PIONEERS ACADEMY			<b>Signature &amp; Position:</b>	J Bland	<b>Head of Academy</b>	<b>Date:</b> 23.11.20

Probability	Severity		Risk Factor = Probability x Severity
5	Very Likely	5	Fatality
4	Likely	4	Major Injury
3	Probable	3	Medical Injury
2	Possible	2	Minor Injury
1	Very Unlikely	1	No Injury

**Low Risk = 1 to 6**  
**Medium = 7 to 11**  
**High = 12 +**

The following guidelines should be applied to risk factors after control measures have been applied:  
**Risk factor after control measures: 1 – 6**  
 OK to proceed  
**Risk factor after control measures: 7 – 11**  
 Further control measures should be applied. Seek further advice if unsure.  
**Risk factor after control measures: 12+**  
 Unacceptable – Do not proceed

<b>Relevant legislation</b> <i>This list is not exhaustive</i>	Health and Safety at Work Etc. Act 1974 Management of Health and Safety at Work Regulations 1999 (as amended) Manual Handling Operations Regulations 1992 (as amended) Control of Substances Hazardous to Health Regulations 2002 (as amended)	Provision and Use of Work Equipment Regulations 1998 Lifting Operations and Lifting Equipment Regulations 1998 Personal Protective Equipment Regulations 1992 Workplace (Health, Safety, Welfare) Regulations 1992 (as amended)
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This risk assessment accurately defines the work, identifies Health and Safety risks and the appropriate controls required. This risk assessment will be taken as approved by the Company unless the author is advised to the contrary before work commences and in any event a period not exceeding 7 days from receipt.

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

Hazard:	Risk:	Risk Factor Before Control:						Control Measures	Risk Factor After Control:							
Employees attending/in-attendance at academy showing symptoms of COVID-19  Or failing to report feeling unwell and attending school.	Infecting people who are in close vicinity. Persons contracting COVID-19	Probability	5	4	3	2	1	0	<ul style="list-style-type: none"> <li>Employees who experience symptoms of continuous coughing or a high temperature (37.8 degrees centigrade or higher) or have a loss or change in their normal sense of taste or smell are advised to stay at home, self-isolate and follow NHS current advice, including active engagement with the NHS Test and Trace system.</li> <li>Anyone who has tested positive for COVID-19 within the last 10 days or who has someone in their household who has tested positive <b>OR is showing symptoms</b> MUST NOT attend school and should follow the self-isolation guidance.</li> <li>If a person tests positive whilst not experiencing symptoms but develops symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms.</li> <li>Current advice can be found on <a href="http://www.nhs.uk/coronavirus">www.nhs.uk/coronavirus</a> and <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a> If for any reason employees have a negative test result during their 14-day isolation period after being in close contact with a confirmed positive case, they are still required to isolate for the full 14 days.</li> <li>Staff showing/developing symptoms during the working day are to make the <b>Head of Academy</b> or Deputy on Duty aware, social distance, ensure learners are supervised by others and go home and follow NHS guidance. <a href="http://www.nhs.uk/coronavirus">http://www.nhs.uk/coronavirus</a></li> <li>The staff member is not to return to academy until they have been tested for COVID-19 through a local NHS testing centre.</li> <li>If they then test negative, if they feel well and no longer have symptoms similar to COVID-19, they can stop self-isolating. Other members of their household can also stop self-isolating.</li> <li>Staff are to report any confirmed cases of COVID-19 to the Head of Academy, who in turn will contact the local Public Health England Health Protection Team immediately and the Trust named Health and Safety lead who is to assess if a RIDDOR report is required (See HSA Reporting of COVID-19 for guidance).</li> <li>Local Health Protection Teams may also contact schools directly if they become aware that someone who tested positive for coronavirus attended the school.</li> <li>The above Team will work with work with the Academy to guide them through the actions they need to take. Based on the advice of the Heath Protection Team, schools MUST send home those staff and pupils who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with the person when they were infectious. Close contact means: <ul style="list-style-type: none"> <li>Face to face contact with an infected individual for any length of time.</li> <li>Within 1m contact</li> <li>A face to face conversation</li> <li>Unprotected physical contact (skin-to-skin)</li> <li>Extended close contact (within 1-2m) for more than 15m with an infected individual.</li> <li>Travelling in a small vehicle, like a car, with an infected person.</li> </ul> </li> <li>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member self-isolating subsequently develops</li> </ul>	Probability	5	4	3	2	1	0
			0	1	2	3	4	5			0	1	2	3	4	
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			<p>symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p> <ul style="list-style-type: none"> <li>They should get a test, and: <ul style="list-style-type: none"> <li>If the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.</li> <li>If the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following <a href="#">guidance for households with possible or confirmed coronavirus (COVID-19) infection</a></li> </ul> </li> </ul> <p>Staff self-isolating will be expected to work from home where possible during this period, providing they remain well.</p> <p>Note: Essential workers (which includes anyone involved in education or childcare), have priority access to testing. Call 119 to book a test.</p> <p><b>Further Control Measures:</b></p> <ul style="list-style-type: none"> <li><b>Monitor and review.</b></li> </ul>																																																																																		
Learners attending/in-attendance at academy showing symptoms of Covid 19	Infesting people who are in close vicinity. Persons contracting COVID-19	<table border="1"> <tr> <td rowspan="6">Probability</td> <td>5</td> <td>Green</td> <td>Yellow</td> <td>Red</td> <td>Red</td> <td>Red</td> </tr> <tr> <td>4</td> <td>Green</td> <td>Yellow</td> <td>Red</td> <td>Red</td> <td>Red</td> </tr> <tr> <td>3</td> <td>Green</td> <td>Green</td> <td>Yellow</td> <td>15</td> <td>Red</td> </tr> <tr> <td>2</td> <td>Green</td> <td>Green</td> <td>Green</td> <td>Green</td> <td>Yellow</td> </tr> <tr> <td>1</td> <td>Green</td> <td>Green</td> <td>Green</td> <td>Green</td> <td>Green</td> </tr> <tr> <td>0</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td colspan="7">Severity</td> </tr> </table>	Probability	5	Green	Yellow	Red	Red	Red	4	Green	Yellow	Red	Red	Red	3	Green	Green	Yellow	15	Red	2	Green	Green	Green	Green	Yellow	1	Green	Green	Green	Green	Green	0	1	2	3	4	5	Severity							<ul style="list-style-type: none"> <li>Parents have been informed that if their child experiences symptoms of continuous coughing or a high temperature (37.8 degrees centigrade or higher) or has a loss or change in their normal sense of taste or smell that the child must stay at home, self-isolate and follow NHS current advice, including active engagement with the NHS Test and Trace system.</li> <li>Anyone who has tested positive for COVID-19 within the last 10 days or who has someone in their household who has tested positive MUST NOT attend school. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</li> <li>If a person tests positive whilst not experiencing symptoms but develops symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms.</li> <li>Current advice can be found on <a href="http://www.nhs.uk/coronavirus">www.nhs.uk/coronavirus</a> and <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></li> <li>Learners showing/developing symptoms during the school day are to be taken to the designated isolation area (Hygiene Suite) and made comfortable whilst they await collection by their guardian.</li> <li>Whilst awaiting the collection of a symptomatic learner, the supervising staff member should monitor the learner from a distance of more than 2 metres where possible. The staff member supervising the symptomatic learner will wear a fluid resistant face mask, a disposable apron, eye protection and disposable gloves. (These will be issued to each member of staff to store in their own working space in order that they</li> </ul>	<table border="1"> <tr> <td rowspan="6">Probability</td> <td>5</td> <td>Green</td> <td>Yellow</td> <td>Red</td> <td>Red</td> </tr> <tr> <td>4</td> <td>Green</td> <td>Yellow</td> <td>Red</td> <td>Red</td> </tr> <tr> <td>3</td> <td>Green</td> <td>Green</td> <td>Yellow</td> <td>Red</td> </tr> <tr> <td>2</td> <td>Green</td> <td>Green</td> <td>Green</td> <td>Yellow</td> </tr> <tr> <td>1</td> <td>Green</td> <td>Green</td> <td>Green</td> <td>Green</td> </tr> <tr> <td>0</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td colspan="6">Severity</td> </tr> </table>	Probability	5	Green	Yellow	Red	Red	4	Green	Yellow	Red	Red	3	Green	Green	Yellow	Red	2	Green	Green	Green	Yellow	1	Green	Green	Green	Green	0	1	2	3	4	Severity					
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			<p>know where this is at all times; however spare PPE is available in the isolation room at all times). The guardian of the symptomatic learner should be contacted immediately to collect their child. The parent is to be advised to follow government guidance regarding self-isolation. <a href="http://www.nhs.uk/coronavirus">http://www.nhs.uk/coronavirus</a>.</p> <ul style="list-style-type: none"> <li>• The Academy will issue the child with a home testing kit upon the child being collected, (only where they believe providing one will significantly increase the likelihood of them getting tested), as the Academy has been provided with a very limited supply of these by the DfE.</li> <li>• The designated isolation area should be sanitized by a member of staff immediately. A notice of sanitisation should be left upon completion. The PPE worn by the person supervising them is to be disposed of in named, clinical waste bags and stored safely out of the school building until the outcomes of the individual's test results are known in order for it to be disposed of carefully.</li> <li>• The learner is not to return to academy until they have been tested for Covid19 through a local NHS testing centre. If someone tests negative, if they feel well and no longer have symptoms similar to COVID-19 they can stop self-isolating. They could still have another virus so it is best to avoid contact with others until they are better. Other members of their household can stop self-isolating.</li> <li>• Any confirmed cases of Covid19 should be communicated to the school immediately, who will contact the Public Health England Local Health Protection Team and Trust named Health and Safety lead, who in turn will assess if a RIDDOR report is required (See <a href="#">HSA Reporting of COVID-19</a> for guidance).</li> <li>• The local Health Protection Team may also contact schools directly if they become aware that someone who tested positive for coronavirus attended the school.</li> <li>• The above Team will work with schools to guide them through the actions they need to take. Based on the advice of the Health Protection Team, schools MUST send home those pupils and staff who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with the person when they were infectious. Close contact means: <ul style="list-style-type: none"> <li>○ Face to face contact with an infected individual for any length of time.</li> <li>○ Within 1m contact</li> <li>○ A face to face conversation</li> <li>○ Unprotected physical contact (skin-to-skin)</li> <li>○ Extended close contact (within 1-2m) for more than 15m with an infected individual.</li> <li>○ Travelling in a small vehicle, like a car, with an infected person.</li> </ul> </li> <li>• Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow <a href="#">guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>. They should get a test, and: <ul style="list-style-type: none"> <li>○ if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.</li> </ul> </li> </ul>	

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

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			<p>appropriate PPE (Apron &amp; gloves as a minimum) unless from a person showing COVID symptoms (see separate guidance). Hands must be washed after cleaning.</p> <ul style="list-style-type: none"> <li>Posters are displayed throughout the school reminding staff and learners to wash their hands regularly, including before arrival at the setting, before and after eating, and after sneezing or coughing.</li> <li>Learners are regularly reminded not to touch their mouth, eyes and nose. Learners learn and practise good hygiene (including handwashing and coughing or sneezing into their elbow or into a tissue) habits through key message delivery and repetition.</li> <li>Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided at key entry / exit points to the building.</li> <li>Sufficient amounts of soap (not bar soap) or hand sanitiser where applicable, clean water, paper towels and waste disposal bins are supplied in all toilets and sink areas.</li> <li>Air hand dryers are to be switched off to avoid potential air circulation of virus.</li> <li>Learning environments are ventilated using natural ventilation (opening windows).</li> <li>Prop doors open, (Unless fire doors). where safe to do so (bearing in mind safeguarding), to limit use of door handles and aid ventilation.</li> <li>Learner groups kept apart as much as possible (7 discrete year group 'bubbles' created with their own staff and toilets), thereby minimising the number of contacts the learner has during the school day.</li> <li>Pupils with special needs will receive consistent support from the same key workers (where possible) to minimise the number of contacts they have.</li> <li>Head of Academy to monitor the cleaning standards of school cleaning contractors and discuss any additional measures required with regards to managing the spread of coronavirus. Staff are to report and concerns in relation to standard of cleaning to Head of Academy / Deputy on Duty.</li> <li>Any staff crockery must be placed in the dishwasher immediately after use. If the dishwasher is full / is in operation, they must be washed up using hot water and detergent. They must not be left on the side / in the sinks.</li> </ul> <p><b>Further Control Measures:</b></p> <ul style="list-style-type: none"> <li><b>Monitor and review</b></li> </ul>																																																																																					
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			<ul style="list-style-type: none"> <li>○ The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>○ The Health Protection (Notification) Regulations 2010</li> <li>○ Public Health England (PHE) (2017) 'Health protection in Schools and other childcare facilities'</li> <li>○ DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> </ul> <ul style="list-style-type: none"> <li>• Relevant staff receive training to help minimise the spread of infection: coronavirus training; infection control.</li> <li>• First-Aider ratios maintained at all times.</li> <li>• The academy keeps up-to-date with advice issued by, but not limited to, the following:</li> <li>• <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></li> <li>• <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></li> <li>• Staff are made aware of the academy's infection control procedures in relation to coronavirus via email. (Circulation of RA &amp; staff briefing on this; signed record to say shared and understood).</li> <li>• Parents are made aware of the academy's infection control procedures in relation to coronavirus via letter and via publication of RA in website – they are informed that they must contact the Academy as soon as possible if they believe their child has been exposed to coronavirus COVID-19.</li> <li>• Learners are made aware of the academy's infection control procedures in relation to coronavirus in an age-appropriate manner via a year group ('Bubble') assembly and are informed that they must tell a member of staff if they begin to feel unwell.</li> <li>• The <b>GDPR Policy</b> to be followed at all times – this includes withholding the names of staff and learners with either confirmed or suspected cases of coronavirus, COVID-19.</li> </ul> <p><b>Further Control Measures:</b></p> <ul style="list-style-type: none"> <li>• Monitor and review</li> <li>• LCC Guidance</li> </ul>																																											
Infection Control	COVID-19 precautions are not followed within the academy environment, leading to potential spread or outbreak	<table border="1"> <tr><td>Probability</td><td>5</td><td>4</td><td>3</td><td>2</td><td>1</td><td>0</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>Severity</td></tr> </table>	Probability	5	4	3	2	1	0		1	2	3	4	5								Severity	<p><b>Control Measures:</b> Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE: <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance#infection-prevention-and-control">https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance#infection-prevention-and-control</a></p> <p><b>Handwashing:</b></p> <ul style="list-style-type: none"> <li>• Posters are displayed throughout the academy reminding learners to wash their hands, e.g. before entering and leaving the academy.</li> <li>• On entry into academy, all persons must use sanitisation equipment to clean their hands. (Alcohol-based sanitiser that contains no less than 60 percent alcohol)</li> <li>• Learners wash their hands with soap before and after break times, lunchtimes and other times as designated by the Head of Academy (prior to PE / after PE) for no less than 20 seconds (or use hand sanitiser)</li> <li>• Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and sink areas.</li> <li>• Bar soap is not to be used.</li> </ul>	<table border="1"> <tr><td>Probability</td><td>5</td><td>4</td><td>3</td><td>2</td><td>1</td><td>0</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>Severity</td></tr> </table>	Probability	5	4	3	2	1	0		1	2	3	4	5								Severity
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			<ul style="list-style-type: none"> <li>• Where necessary, (according to pupil age / stage of development), learners will be supervised by staff when washing their hands to ensure it is done correctly,</li> </ul> <p><b>Other measures:</b></p> <ul style="list-style-type: none"> <li>• Class teachers to be provided with anti-bacterial wipes or other suitable cleaning product and disposable cloth to wipe down classroom surfaces in between daily cleaning.</li> <li>• Steam cleaners are provided for hard to sanitise items, e.g. toys in EYFS.</li> <li>• Children are placed within year-group 'bubbles' (Maximum size 60). This will reduce the number of pupils required to self-isolate should someone in the group become ill with COVID-19.</li> <li>• The school / outdoor areas are 'zoned' so as to avoid any contact between different bubbles.</li> <li>• Staff are to maintain distance from other staff and pupils from other bubbles as much as possible, including outside of school hours.</li> <li>• Pupils who are old enough to maintain distancing from staff and their peers will be expected and supported to do so (Note: the DfE has recognised that 'children, especially the youngest children and some children with complex needs, cannot socially distance from staff or from each other' and that it is, 'acceptable for them to not distance within their group).</li> <li>• The sharing of rooms and social spaces between groups will be prevented as far as possible.</li> <li>• Although teachers and other staff are able to operate across different classes and year groups to facilitate the delivery of a broad and balanced curriculum, these members of staff will be kept to a minimum and should try to keep their distance from pupils and staff as much as they can (ideally 2m from other adults).</li> <li>• Adults within bubbles should maintain a 2m distance from other adults within each bubble.</li> <li>• Adults should avoid face to face contact with children and should minimise time spent within 1m of anyone. However, it is recognised this is not possible for those assisting pupils with complex needs. (Actions for schools during the coronavirus outbreak, Guidance for full opening: schools, DfE).</li> <li>• Appropriate PPE will be provided for staff at significant risk, due to necessary close personal contact with pupils who can't control behaviour such as spitting, coughing or sneezing or whose behaviour or learning needs to be physically managed.</li> </ul> <p>Resources:</p> <ul style="list-style-type: none"> <li>• Every learner from Y1 up is to have their own 'kit' (pencil case with basic equipment: pencil, glue, scissors, ruler, crayons, etc.) to reduce any unnecessary sharing of equipment.</li> <li>• Any resources shared between bubbles, such as sports, art or science equipment, must be cleaned frequently and meticulously or left out of circulation for 48 hours (72 for plastics) between use by different bubbles.</li> <li>• Locker areas are able to be used, yet access should be limited to small numbers of pupils at a times as these are</li> </ul>	

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			<p>small areas where distancing is hard to achieve. Rather, coats will go on the back of chairs.</p> <ul style="list-style-type: none"> <li>Pupils must limit the resources they bring into school each day, to essentials only ie lunchboxes, hats, coats and books. Bags are allowed but should be minimal in size.</li> <li>Pupils and teachers can take books and other resources home, although unnecessary sharing is to be avoided. Rules on hand cleaning, cleaning of resources and rotation still applies.</li> <li>Learners must not share cutlery, cups or food.</li> <li>Outdoor gym equipment is to be fenced off as we are unable to sanitise this between different bubbles.</li> <li>Implement a "clean hands before use" rule within school for IT equipment: wipe down keyboards, touchscreens and any other shared IT/tech equipment with a <b>damp</b> soft cloth which has been sprayed with sanitiser or use an anti-bacterial wipe (Do not directly spray onto IT equipment).</li> </ul> <p><b>Further Control Measures:</b></p> <ul style="list-style-type: none"> <li><b>Monitor and review.</b></li> </ul>																																																																																																																															
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			<ul style="list-style-type: none"> <li>• Where support staff capacity is available, this will be used to support catch-up provision or targeted interventions for individuals / groups of pupils. (It may be appropriate to suspend some subjects for some pupils in exceptional circumstances should it be in the best interests of the pupils). Note: The EEF has published guidance on effective intervention to support schools.</li> <li>• All children were assessed fully upon their return to school in September 2020 (not using formal tests, rather regular, formative assessment) in order to identify gaps in knowledge and skills created during the 'lockdown' period. Curriculum planning has been revised to address these needs; including covering missed content and giving priority to core subject learning where required: <ul style="list-style-type: none"> <li>○ In reception, priority has been given to assessing and addressing gaps in language, early reading and maths, particularly ensuring children's acquisition of phonic knowledge and extending their vocabulary. Note: Although the statutory rollout of the reception baseline assessment has been postponed until September 2021, we are an early-adopter school.</li> <li>○ For pupils in Key Stages one and two, priority has been given to identifying gaps and re-establishing good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics, identifying opportunities across the curriculum so they read widely, and developing their knowledge and vocabulary). Note: The majority of pupils will continue to be taught the full range of subjects over the academic year. Note: Year 2 pupils will be administered a past version of the phonics screen during the second half of the Autumn Term 2020. Those who do not meet the required standard will be required to take the statutory check in June 2021.</li> </ul> </li> <li>• The school will engage with the National Tutoring Programme for identified pupils if given the opportunity to do so.</li> </ul> <p><b>'High Risk' Activities:</b></p> <p>Performing Arts (Music, Dance and Drama):</p> <ul style="list-style-type: none"> <li>• Some aspects of music (singling and wind / brass instrument playing), dance and drama are considered to currently be 'high risk and will only be undertaken in line with specific guidance on this area: <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</a></li> <li>• Where staff move between bubbles, for example, to deliver specialist subject teaching, they should try to keep their distance from pupils and other staff as much as they can, ideally 2m from other adults.</li> </ul> <p>Physical Education:</p> <ul style="list-style-type: none"> <li>• PE will be delivered to all classes. However, in the case of Team sports, only team sports whose national governing bodies have developed guidance under the principles of the governments guidance on team sport will be permitted: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a> (5<sup>th</sup> November Update)</li> </ul>	

Hazard:	Risk:	Risk Factor Before Control:	Control Measures	Risk Factor After Control:
			<ul style="list-style-type: none"> <li>• Pupils will have PE delivered in consistent groups, with sports equipment thoroughly cleaned between each use by different individual groups.</li> <li>• Contact sports are not to be played.</li> <li>• Outdoor sports are to be prioritized where possible, with large indoor spaces used where it is not possible, ensuring the space is ventilated through opening windows.</li> </ul> <p>Those delivering PE in schools must refer to the following guidance:  <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation</a>  and:  <a href="https://www.sportengland.org/how-we-can-help/coronavirus/return-play">https://www.sportengland.org/how-we-can-help/coronavirus/return-play</a>  and:  <a href="https://www.afpe.org.uk">https://www.afpe.org.uk</a> 'COVID-19: Interpreting the Government guidance in a PESSPA context.'  And:  <a href="https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020#schools">https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020#schools</a></p> <p><b>School performances:</b></p> <ul style="list-style-type: none"> <li>• There are to be no indoor face-to-face performances in front of a live audience during the COVID response period.</li> <li>• Outdoor, strictly socially-distanced events for the parents / carers of children within the same bubble may be considered where community transmission rates remain low and government restrictions allow. However, modern technologies should be used wherever possible to avoid the potential 'bringing together' and therefore the potential of virus transmission between adults from many households.</li> </ul> <p><b>Remote Education:</b></p> <ul style="list-style-type: none"> <li>• A TEAMS based learning platform has been developed by the Academy and staff trained on its use. (Microsoft Office 365 education). Parents/Carers have been informed as to how to access this in order that pupils are given the support they need to master the curriculum should it be necessary for a class or group of pupils to be educated at home e.g. closure of year group bubbles or the instruction from Public Health England to close to control transmission rates in the area.</li> <li>• The remote curriculum will provide access for pupils to high-quality online and off-line resources.</li> <li>• In the case of bubble closure, for day 1 of bubble closure, staff will simply post work to be completed to give time for remote learning to be thoroughly and collaboratively planned as lessons will need to be adapted for online delivery. 'Live lessons' will be delivered from day 2 of isolation.</li> <li>• The online tools selected for use will include teaching videos and will allow for interaction, assessment and feedback to be given.</li> <li>• Printed resources will be provided for pupils who do not have suitable online access or loan devices issued where resources allow.</li> </ul>	

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			<ul style="list-style-type: none"> <li>Younger pupils and those with SEND may not be able to access remote education without adult support and the Academy will work with adults to deliver a broad and ambitious curriculum. (Note: Children with an EHCP will have daily contact with their named person and interventions where health allows and is reasonably practical, will be delivered remotely).</li> <li>Pupils will be provided with meaningful and ambitious assignments each day in a number of different subjects, which are equivalent in length to the core teaching pupils would receive in school. (Wherever possible this will include daily contact with teachers).</li> <li>The remote learning will be delivered sequentially, in order that knowledge and skills are built incrementally.</li> <li>Frequent, clear explanations of new content will be provided via video or live inputs. Some of these may be provided by external agencies, e.g. National Oak Academy, but wherever possible, inputs will be provided by pupils' own teachers.</li> <li>Clear expectations will be set in relation to the completion and the checking of work.</li> <li>Care must be taken to ensure appropriate safeguarding measures are taken whilst children are learning remotely:</li> </ul> <p><a href="https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19">https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19</a></p> <ul style="list-style-type: none"> <li>In the case of a local COVID outbreak or the instruction to close schools to all but key worker and vulnerable children, devices will be made available for disadvantaged pupils in y3+ and clinically extremely vulnerable children from all year groups as a priority. However, these devices will remain owned by the school and must be returned to the Academy once the pupils return to school. Wifi data cards will be provided for disadvantaged pupils whose families are reliant on a mobile internet connection whilst the response to COVID-19 requires learners to learn from home.</li> </ul> <p><b>Further Control Measures:</b></p> <ul style="list-style-type: none"> <li>Monitor and review</li> </ul>																																																																																		
Communication	<p>Miscommunication or no communication leads to:</p> <ul style="list-style-type: none"> <li>increase in transmission of COVID 19</li> <li>low staff morale</li> </ul>	<table border="1"> <tr><td rowspan="6">Probability</td><td>5</td><td>Green</td><td>Yellow</td><td>Red</td><td>Red</td><td>Red</td></tr> <tr><td>4</td><td>Green</td><td>Yellow</td><td>Red</td><td>Red</td><td>Red</td></tr> <tr><td>3</td><td>Green</td><td>Green</td><td>Yellow</td><td>Red</td><td>Red</td></tr> <tr><td>2</td><td>Green</td><td>Green</td><td>Green</td><td>Yellow</td><td>10</td></tr> <tr><td>1</td><td>Green</td><td>Green</td><td>Green</td><td>Green</td><td>Green</td></tr> <tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td colspan="7">Severity</td></tr> </table>	Probability	5	Green	Yellow	Red	Red	Red	4	Green	Yellow	Red	Red	Red	3	Green	Green	Yellow	Red	Red	2	Green	Green	Green	Yellow	10	1	Green	Green	Green	Green	Green	0	1	2	3	4	5	Severity							<p><b>Control Measures:</b></p> <ul style="list-style-type: none"> <li>The academy's website and social media channels are kept up-to-date with any information regarding COVID-response measures, e.g. Bubble closures, etc.</li> <li>Parents are informed via WEDUC messaging and social media about closures / return arrangements and individual phone calls made to those immediately affected (requiring to isolate).</li> <li>Staff are informed via email about the relevant information regarding closures / return arrangements.</li> <li>Staff are informed of who they can turn to for support / with concerns, ensuring they understand there are several avenues they can follow, e.g. line manager, other senior staff, colleagues or central HR team.</li> <li>Where education is having to take place remotely, when communicating with parents and pupils the Academy will: <ul style="list-style-type: none"> <li>Communicate within school hours as much as possible.</li> <li>Communicate only through channels approved by the SLT.</li> <li>Use school email accounts (not personal ones)</li> </ul> </li> </ul>	<table border="1"> <tr><td rowspan="6">Probability</td><td>5</td><td>Green</td><td>Yellow</td><td>Red</td><td>Red</td></tr> <tr><td>4</td><td>Green</td><td>Yellow</td><td>Red</td><td>Red</td></tr> <tr><td>3</td><td>Green</td><td>Green</td><td>Yellow</td><td>Red</td></tr> <tr><td>2</td><td>Green</td><td>Green</td><td>Green</td><td>Yellow</td></tr> <tr><td>1</td><td>Green</td><td>Green</td><td>Green</td><td>Green</td></tr> <tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td colspan="6">Severity</td></tr> </table>	Probability	5	Green	Yellow	Red	Red	4	Green	Yellow	Red	Red	3	Green	Green	Yellow	Red	2	Green	Green	Green	Yellow	1	Green	Green	Green	Green	0	1	2	3	4	Severity					
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			<ul style="list-style-type: none"> <li>- Address and equip. pupils to respond to issues linked to COVID-19</li> <li>- Support pupils with approaches to improving their physical and mental wellbeing.</li> <li>• Children requiring more support than that delivered in the above sessions will be provided with more focused pastoral support, drawing on external support where necessary and possible.</li> <li>• The Academy will use the materials provided by the government to respond to the wellbeing and mental health needs of children and young people as a result of COVID-19. (Named lead to receive specialist training during the Autumn Term) <a href="https://www.gov.uk/government/news/8m-programme-to-boost-pupil-and-teacher-wellbeing">https://www.gov.uk/government/news/8m-programme-to-boost-pupil-and-teacher-wellbeing</a> including <a href="https://www.minded.org.uk">https://www.minded.org.uk</a></li> </ul> <p>Online safety:</p> <ul style="list-style-type: none"> <li>• When learning remotely, all staff delivering remote education have been advised that the same principles set out in the staff behaviour policy (code of conduct apply).</li> <li>• Clear protocols are in place to protect both staff and children when accessing learning remotely (See remote learning policy). This includes the recording of lessons in cases where two members of staff are not able to be in the session; &amp; the platform policies being set up in order that children can see and hear the teacher, but not each other.</li> <li>• Parents are provided with information as to keeping their child safe online via useful links on the Academy's website.</li> </ul> <p>See also: In line with the guidance below: <a href="https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19">https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19</a></p> <p><b>Further Control Measures:</b></p> <ul style="list-style-type: none"> <li>• <b>Monitor and review.</b></li> </ul>																																																																																		
Community wellbeing	Reputational Risk to the Academy/Trust	<table border="1"> <tr><td rowspan="6">Probability</td><td>5</td><td>Green</td><td>Yellow</td><td>Red</td><td>Red</td><td>Red</td></tr> <tr><td>4</td><td>Green</td><td>Yellow</td><td>Red</td><td>Red</td><td>Red</td></tr> <tr><td>3</td><td>3</td><td>Green</td><td>Yellow</td><td>Red</td><td>Red</td></tr> <tr><td>2</td><td>Green</td><td>Green</td><td>Yellow</td><td>Yellow</td><td>Yellow</td></tr> <tr><td>1</td><td>Green</td><td>Green</td><td>Green</td><td>Green</td><td>Green</td></tr> <tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td colspan="7">Severity</td></tr> </table>	Probability	5	Green	Yellow	Red	Red	Red	4	Green	Yellow	Red	Red	Red	3	3	Green	Yellow	Red	Red	2	Green	Green	Yellow	Yellow	Yellow	1	Green	Green	Green	Green	Green	0	1	2	3	4	5	Severity							<p><b>Control Measures:</b></p> <ul style="list-style-type: none"> <li>• Relevant staff liaise with the parents of learners who are deemed more vulnerable to infection and discuss any concerns in relation to school attendance.</li> <li>• Staff notify the Head of Academy if they are 'clinically extremely' or 'clinically very vulnerable' individuals in order that an individual risk assessments can be undertaken for them if they so request. This is also the case for any employee with concerns, eg those living with a clinically vulnerable person.</li> <li>• Unless local transmission rates are high (Tier 3) or there is a need for a further national lockdown, staff who are clinically extremely vulnerable should follow the same guidance as the clinically vulnerable population, taking particular care to practice frequent, thorough handwashing and cleaning of frequently touched areas in their home or workspace. This advice will be revised should community transmission rates require a localized lockdown to be implemented. (See below)</li> <li>• Staff who are clinically vulnerable (Which includes staff who are pregnant, older staff, disabled staff and black and ethnic minority staff) or who may otherwise be at increased risk from</li> </ul>	<table border="1"> <tr><td rowspan="6">Probability</td><td>5</td><td>Green</td><td>Yellow</td><td>Red</td><td>Red</td></tr> <tr><td>4</td><td>Green</td><td>Yellow</td><td>Red</td><td>Red</td></tr> <tr><td>3</td><td>Green</td><td>Green</td><td>Yellow</td><td>Yellow</td></tr> <tr><td>2</td><td>2</td><td>Green</td><td>Green</td><td>Green</td></tr> <tr><td>1</td><td>Green</td><td>Green</td><td>Green</td><td>Green</td></tr> <tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td colspan="6">Severity</td></tr> </table>	Probability	5	Green	Yellow	Red	Red	4	Green	Yellow	Red	Red	3	Green	Green	Yellow	Yellow	2	2	Green	Green	Green	1	Green	Green	Green	Green	0	1	2	3	4	Severity					
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			<p>coronavirus should take care to practice good hand and respiratory hygiene, minimize contact and maintain social distancing in line with section 6 of the DfE guidance. Namely, that ideally adults should maintain 2m distance from others and where this is not possible, avoid face to face contact and minimise the time spend within one metre of others.</p> <p><a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people</a></p> <ul style="list-style-type: none"> <li>• <b>Head of Academy</b> (in consultation with the Trust) is to consider requests made by staff who wish to make temporary changes to their working environment or working hours in the interest of health and safety. However, most school-based roles are not ideally suited to home working and it should be noted that those that there is no right to paid leave unless instructed to shield or self-isolate by PHE, NHS Track &amp; Trace or other medial professional (evidence may be requested).</li> <li>• <b>Head of Academy</b> ensures that the academy can be adequately and safely staffed, inc. in the case of potential year group bubble closures.</li> <li>• The <b>Head of Academy</b> and the <b>SENCO</b> identify learners with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available.</li> <li>• The <b>Head of Academy</b> and <b>DSL</b> ensure provision is in place to help protect wellbeing and mental health, and ensure all staff and learners have access to support. <a href="https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers">https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers</a>.</li> </ul> <p>Note: <a href="https://www.gov.uk/guidance/new-national-restrictions-from-5-november#protecting-people-more-at-risk-from-coronavirus">https://www.gov.uk/guidance/new-national-restrictions-from-5-november#protecting-people-more-at-risk-from-coronavirus</a></p> <p>During the second National Lockdown period (From 5<sup>th</sup> November)</p> <ul style="list-style-type: none"> <li>• Staff who are clinically vulnerable (<a href="https://www.gov.uk/guidance/new-national-restrictions-from-5-november#protecting-people-more-at-risk-from-coronavirus">https://www.gov.uk/guidance/new-national-restrictions-from-5-november#protecting-people-more-at-risk-from-coronavirus</a>) or who may otherwise be at increased risk from coronavirus may continue to attend work, yet should take care to practice good hand and respiratory hygiene, minimize contact and maintain social distancing in line with section 6 of the DfE guidance. Namely, that ideally adults should maintain 2m distance from others and where this is not possible, avoid face to face contact and minimise the time spend within one metre of others.</li> <li>• Those living with persons classed as clinically vulnerable or extremely clinically vulnerable are also able to attend.</li> <li>• Those who are deemed to be clinically extremely vulnerable (Who have been issued with an NHS shielding letter) on medical grounds, over this period are advised to work from home. Further information can be found at: <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></li> </ul>	

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			<p>Staff Wellbeing:</p> <ul style="list-style-type: none"> <li>The overall working day will not be longer for any members of staff as a result of the changes made (ie staggered starts / ends).</li> <li>Directed time arrangements for teachers will remain unchanged.</li> <li>The Academy will regularly review support for newly and recently qualified staff, staff new to the school, and any staff displaying anxiety in relation to school opening.</li> <li>individual support will be offered to staff experiencing anxiety or effects of trauma. (SAS service)</li> <li>During the Autumn Term, the Academy will continue with online meetings where possible and will keep to a minimum physical meetings in order to reduce transmission.</li> </ul> <p><b>Further Control Measures:</b></p> <ul style="list-style-type: none"> <li>Monitor and review.</li> </ul>																																																																																																																	
Wider Community	Mixing of Persons on site who might be infected but not be showing symptoms.	<table border="1"> <tr><td>Probability</td><td>5</td><td>4</td><td>3</td><td>2</td><td>1</td><td>0</td></tr> <tr><td></td><td>5</td><td>4</td><td>3</td><td>2</td><td>1</td><td>0</td></tr> <tr><td></td><td>4</td><td>3</td><td>2</td><td>1</td><td>0</td><td></td></tr> <tr><td></td><td>3</td><td>2</td><td>1</td><td>0</td><td></td><td></td></tr> <tr><td></td><td>2</td><td>1</td><td>0</td><td></td><td></td><td></td></tr> <tr><td></td><td>1</td><td>0</td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td></td><td colspan="6" style="text-align: center;">Severity</td></tr> </table>	Probability	5	4	3	2	1	0		5	4	3	2	1	0		4	3	2	1	0			3	2	1	0				2	1	0					1	0						0	1	2	3	4	5		Severity						<p><b>Control Measures:</b></p> <ul style="list-style-type: none"> <li>Children to be placed into colour-coded year group 'bubbles' with own staff teams.</li> <li>School 'zoned' to minimise chance of children / parents of children in different 'bubbles' meeting whilst on school site.</li> <li>Clear visible markings around school to ensure that persons collecting children / dropping off children follow a one way, 'bubble segregated' route and promote social distancing whilst waiting for pupils at collection time. (5 different colour coded drop off / entrance zones).</li> <li>Different year group 'bubbles' are to have different toilets (At rear of each pair of classrooms).</li> <li>There will be staggered drop off and collection times to allow distancing to be maintained and non-contamination of 'bubbles'. Each 'group' will have a 5-minute allocated drop off and collection time, with 5-minute clearance time between groups to keep groups apart as far as possible when they arrive and leave school.</li> <li>A 'no gathering at the school gates' message is to be clearly communicated to families.</li> <li>All parents / Carers are required to wear face coverings (unless exempt) when entering site to collect / drop off their child(ren). Staff members (unless exempt) are also to wear facemasks at handover points.</li> <li>Social distancing promoted throughout building via use of Velcro carpet markers and clear signage (internal and external).</li> <li>Breakfast club will run, however parents may only access this facility in line with Gvmt. guidance, i.e. where it is reasonably necessary to enable them to: <ul style="list-style-type: none"> <li>Work or search for work</li> <li>Undertake training or education</li> <li>For the purposes of respite care (including for vulnerable children)</li> </ul> </li> </ul> <p>Note: Space at the facility is limited and this will only be able to be maintained should staffing levels be able to facilitate its safe operation; as one member of staff from within each bubble is required for each bubble of children to avoid any cross-contamination.</p> <p>See also:  <a href="https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020#schools">https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020#schools</a></p>	<table border="1"> <tr><td>Probability</td><td>5</td><td>4</td><td>3</td><td>2</td><td>1</td><td>0</td></tr> <tr><td></td><td>5</td><td>4</td><td>3</td><td>2</td><td>1</td><td>0</td></tr> <tr><td></td><td>4</td><td>3</td><td>2</td><td>1</td><td>0</td><td></td></tr> <tr><td></td><td>3</td><td>2</td><td>1</td><td>0</td><td></td><td></td></tr> <tr><td></td><td>2</td><td>1</td><td>0</td><td></td><td></td><td></td></tr> <tr><td></td><td>1</td><td>0</td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td></td></tr> <tr><td></td><td colspan="6" style="text-align: center;">Severity</td></tr> </table>	Probability	5	4	3	2	1	0		5	4	3	2	1	0		4	3	2	1	0			3	2	1	0				2	1	0					1	0						0	1	2	3	4			Severity					
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			<ul style="list-style-type: none"> <li>School-led after school clubs will not run during the Autumn Term, although this will be kept under regular review.</li> <li>A central booking system is to be established for outdoor learning spaces in an afternoon (after last lunch and prior to collection times) – this includes the nature area, astro and fenced sports area.</li> </ul> <p><b>Further Control Measures:</b></p> <ul style="list-style-type: none"> <li>Monitor and review.</li> <li>Consider one-way system around site as required.</li> </ul>																																											
Public / school transport	Mixing of persons who might be infected in a confined space. Persons contracting COVID-19	<table border="1"> <tr><td>Probability</td><td>5</td><td>4</td><td>3</td><td>2</td><td>1</td><td>0</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td></td></tr> <tr><td></td><td colspan="6">Severity</td></tr> </table>	Probability	5	4	3	2	1	0		1	2	3	4	5			Severity						<p><b>Control Measures:</b></p> <p>The Academy, working with the LA, uses the transport guidance to arrange transport for those eligible for it. <a href="https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020#:~:text=Vehicles%20that%20provide%20transport%20to,is%20organised%20by%20local%20authorities.">https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020#:~:text=Vehicles%20that%20provide%20transport%20to,is%20organised%20by%20local%20authorities.</a></p> <ul style="list-style-type: none"> <li>All parents / staff requested to use private as opposed to public/school transport wherever possible to travel to school.</li> <li>Where transport cannot be avoided: <ul style="list-style-type: none"> <li>Discuss use of face masks as per government requirements (Under 11s are not required to wear facemasks, although if old enough to put on and dispose of safely, may do so if they so wish).</li> <li>Ensure disposable face masks are disposed of appropriately upon entry to school site.</li> <li>On dedicated school transport, children are to sit either with their 'bubble' on school transport or with the same constant group of children each day.</li> <li>Children are to clean their hands before boarding transport and again after disembarking.</li> </ul> </li> </ul> <p>See also: And for those who come to school via a public transport (as opposed to dedicated school transport): <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></p> <p>Note: Unless advised otherwise, even during localised lockdowns and National lockdowns, travelling to deliver or access education is still permitted.</p> <p>See also: <a href="https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020#schools">https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020#schools</a></p> <p><b>Further Control Measures:</b></p> <ul style="list-style-type: none"> <li>Monitor and review.</li> </ul>	<table border="1"> <tr><td>Probability</td><td>5</td><td>4</td><td>3</td><td>2</td><td>1</td><td>0</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td></td><td></td></tr> <tr><td></td><td colspan="6">Severity</td></tr> </table>	Probability	5	4	3	2	1	0		1	2	3	4				Severity					
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First Aid	<p>Students/staff at increased risk of developing COVID-19 from bring unable to maintain social distancing.</p>	<table border="1"> <tr> <td>5</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>20</td> </tr> <tr> <td>3</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>0</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td></td> </tr> <tr> <td colspan="7">Severity</td> <td></td> </tr> </table>						5							4						20	3							2							1							0	1	2	3	4	5		Severity								<p><b>Control Measures:</b> The Health and Safety executive have published guidance in relation to the administration of First Aid During the coronavirus (COVID-19) outbreak. <a href="https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</a></p> <ul style="list-style-type: none"> <li>Treating any casualty properly will remain the first concern.</li> <li>If a child requires first aid, this will be administered by the staff in their bubble where possible.</li> <li>In the case of a more significant injury (where a fully trained first aider is required), if one cannot be found from within their designated 'bubble', the need to administer first aid will supersede the requirement to stay within discrete bubbles.</li> <li>Where it is not possible to maintain a 2-metre or more distance away from an individual when providing first aid, the staff administering it must ensure the following PPE (Personal Protective Equipment) is used and pay particular attention to sanitation measures immediately afterwards, including washing hands: <ul style="list-style-type: none"> <li>disposable gloves</li> <li>disposable plastic apron</li> <li>eye protection (E.g. visor or goggles) if there is a risk of droplets</li> </ul> </li> <li>resuscitation face shield if the decision is made to perform mouth to mouth CPR.</li> </ul>	<table border="1"> <tr> <td>5</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>0</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td></td> <td></td> </tr> <tr> <td colspan="7">Severity</td> <td></td> </tr> </table>						5							4							3							2							1							0	1	2	3	4			Severity							
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Hazard:	Risk:	Risk Factor Before Control:	Control Measures	Risk Factor After Control:																																																								
			<p>All staff are to clean their hands thoroughly with soap and water or alcohol sanitiser before putting on and after removing PPE.</p> <p>Government produced easy to follow information posters on putting on and removing PPE - <a href="#">Guidance on putting on and taking off PPE</a> are displayed in staff rooms, rooms identified for dealing with suspected cases of Covid-19 and First Aid rooms.</p> <p><b>Further Control Measures:</b> Monitor and review.</p>																																																									
Educational Visits	Children missing valuable learning experiences.	<table border="1"> <tr><td>Probability</td><td>5</td><td>4</td><td>3</td><td>2</td><td>1</td><td>0</td></tr> <tr><td></td><td>9</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td></td></tr> <tr><td></td><td colspan="6">Severity</td></tr> </table>	Probability	5	4	3	2	1	0		9							1	2	3	4	5			Severity						<p><b>Control Measures:</b> There will continue to be no overnight educational visits during the COVID response period. Non-overnight visits can take place, as long as:</p> <ul style="list-style-type: none"> <li>Community Transmission rates remain low (No National or localised lockdown is in place)</li> <li>Children remain in their allocated bubbles (consistent groups) on the visits.</li> <li>COVID-secure measures are in place at their destination. (Additional support will be available from the Educational Visits Co-ordinator when planning any visit so that assurances can be given that venues are covid-secure).</li> <li>Children are transported (if transport is required) on private hire coaches as opposed to public service vehicles.</li> <li>Full and thorough risk assessments are completed (as required for all educational visits).</li> </ul> <p><b>Further Control Measures:</b> Monitor and review.</p>	<table border="1"> <tr><td>Probability</td><td>5</td><td>4</td><td>3</td><td>2</td><td>1</td><td>0</td></tr> <tr><td></td><td>6</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td></td></tr> <tr><td></td><td colspan="6">Severity</td></tr> </table>	Probability	5	4	3	2	1	0		6							1	2	3	4	5			Severity					
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Wrap Around Care (Non-school led)	Children mixing with children from other 'bubbles' / settings, therefore potentially spreading any infection further.	<table border="1"> <tr><td>Probability</td><td>5</td><td>4</td><td>3</td><td>2</td><td>1</td><td>0</td></tr> <tr><td></td><td>20</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td></td></tr> <tr><td></td><td colspan="6">Severity</td></tr> </table>	Probability	5	4	3	2	1	0		20							1	2	3	4	5			Severity						<p><b>Control Measures:</b></p> <ul style="list-style-type: none"> <li>Wraparound provider requested to keep children in a group with other children from the same bubble they are in during the school day if possible and where this is not possible, providers are requested to maintain small, consistent groups.</li> <li>Parents advised to limit the number of out of school settings providers they access as far as possible and to seek assurance that the providers are carefully considering their own protective measures.</li> <li>Those accessing wrap-around care are to be handed over to staff from the other settings at a given handover point to avoid staff from the other setting moving internally between settings, thereby reducing the chance of unnecessary transmission.</li> </ul> <p><b>Further Control Measures:</b> Monitor and review.</p>	<table border="1"> <tr><td>Probability</td><td>5</td><td>4</td><td>3</td><td>2</td><td>1</td><td>0</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td></td></tr> <tr><td></td><td colspan="6">Severity</td></tr> </table>	Probability	5	4	3	2	1	0									1	2	3	4	5			Severity					
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### RAF4 Risk Assessment Progress and Review Sheet

Risk Assessment No:	Issue:	Task:	Coronavirus – COVID 19
Company Name:			

Date:	Details of Progress Made:	Initials:
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Date:	Details/Reason for Review:	Initials: