



Coronavirus (Covid 19) Pandemic Risk Assessment

Assessed by: Senior Leadership Team/Trustees

Date of assessment: July 2020/revised Sept 2020/revised Nov 2020/Jan 2021

Purpose of this document:

This COVID19: Risk Assessment sets out the decisions taken and measures put in place to prepare for the full re-opening of the academy September 2020 and ensure the academy continues to operate in a safe way. This risk assessment has been created following Government guidance, which may be subject to change. Whilst we cannot eliminate the risk entirely, we have put in control measures to reduce the risk and aim to fully implement all control measures prior to opening the academy fully.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Business Continuity Plan
- Health and Safety Policy
- GDPR Data Protection Policy
- First Aid Policy
- Ill Health and Infectious Control Process
- Child Protection Policy
- Behavioural Policy
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities

A guidance document on processes and protocols will be circulated to families and staff pre-opening

Risk Matrix

LIKELIHOOD	CONSEQUENCE	RISK = LIKELIHOOD x CONSEQUENCE
<p>1- Highly unlikely LOW Unlikely to happen or very infrequently</p> <p>2- Unlikely MEDIUM Could happen on a less regular basis</p> <p>3-Likely HIGH Will almost certainly Happen on a regular basis</p>	<p>1- Minor LOW Minor issue of little concern to community/isolated case some small disruption</p> <p>2- Major MEDIUM Requires attention, some disruption, absence of staff and students</p> <p>3- Serious HIGH Requires urgent attention, wider impact to community, wider absence of staff or students</p>	<p>Overall Risk</p> <p>Score: 1 & 2 = LOW Tolerable risk, action may be required</p> <p>Score: 3 & 4 = MEDIUM Monitoring and reviewing</p> <p>Score: 6 & 9 = HIGH Urgent action required</p>

Risk Assessment

Hazard	Who is at Risk	Risk Rating Prior to Control Measures	What are you already doing? Current control measures	What further action is necessary? Further Control Measures	Risk Factor taking all controls into consideration		
					L	C	Risk
Exposure to COVID-19 in Academy and to wider Academy Community	Staff/families and visitors	High	<p>Senior Leadership Team to check the latest Government guidance on a daily basis. https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-academys-and-other-educational-settings</p> <p>Good hand washing technique taught to students and staff. Staff and students to wash hands more frequently including:</p> <ul style="list-style-type: none"> • before leaving home • on arrival at academy • after using the toilet • after breaks and activities • in between lessons • before food preparation • before eating, including snacks • before leaving academy • after coughing or sneezing <p>Hand Sanitiser can be used but should not be a replacement for good hand washing. Additional signage on all toilet doors re safe entering and usage for staff. Students will be allocated a toilet block per year group. All to be informed that coughs or sneezes are to be caught in a tissue and disposed of immediately. Bins emptied on a regular basis. Where students are dropped off and collected by car this will be from a specified entrance gate. Families to be reminded not to</p>	<p>Toilet seats to be closed when flushing. All stakeholders returning to site to be briefed on new practices and protocols in place at the setting. 2-day cleaners to be in operation between 9.30 - 2.30, key hours of the day. Day cleaners to complete daily cleaning schedule. Contract supervisor to sign off on all cleaning works at the end of every day. Classrooms adjusted to enable 2m staff student separation and Perspex screen fitted where this is not possible in classrooms. Look at feasibility of Perspex screens in admin and teacher offices Fans can be used in ventilated rooms https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm?utm_source=govdelivery&utm_medium=email&utm_campaign=coronavirus&utm_term=more-guidance-3&utm_content=digest-22-jul-20</p>	2	2	4

			<p>enter further than reception gate area unless they have an appointment.</p> <p>Visitor access will be via main gate and intercom.</p> <p>Visitor sign-in on new electronic system to minimise interaction with reception staff and increase safeguarding and security procedures. Investigate Inventory sign in system into the 6th form study room to avoid signing in and out at reception.</p> <p>Students to follow revised guidance on entering and exiting premises, one-way systems and new line ups.</p> <p>https://www.teachingpacks.co.uk/free-hand-washing-posters-for-academys/</p> <p>Signage in toilets for good hand washing.</p> <p>Regular checks made to ensure a good supply of soap, hand sanitiser and disposable hand towels are available at hand washing areas, toilets and classrooms.</p> <p>Families reminded to observe social distancing of 1 metre + when collecting and dropping students to and from academy.</p> <p>Signage at academy entrance, reception and other areas in the academy to remind adults of the need to keeping socially distanced where possible</p> <p>Fogging will be carried out on a 12-week rotation per block to provide regular deep cleans on all areas.</p>	<p>LFD testing centre to be setup in the main hall.</p> <p>Weekly LFD testing for staff from Jan 2021.</p> <p>Mass testing of students upon return to school in 2021. Two lateral flow tests will be taken with a minimum of 3 days in between tests (ideally 3-5 days)</p> <p>Staff and students on site during lockdown will be asked to take a weekly LFD test.</p> <p>Serial testing will take place following a positive Covid-19 case.</p> <p>All staff to wear visors when teaching or working face to face with students all of the time. Face masks can also be worn if preferred.</p> <p>Students to wear face masks at all times when inside. Masks can be removed when outside. This will be reviewed constantly. This measure is designed to be in place whilst transmission rates are high and the academy are in Tier 4 or Tier 5 category.</p>			
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Infection may be transmitted via the physical academy environment	Staff/families and visitors	High	<p>The academy has put in place an enhanced cleaning programme to include regular cleaning of touchpoint surfaces during the day. Fogging will be carried out on a per block rota basis based on product guidance</p> <ul style="list-style-type: none"> • Only essential items should be brought into school. Items brought in from home by either Staff or Students should not be shared. • Students and staff will be encouraged not to share equipment with others. • When inside the students will be in normal class groups in well ventilated areas seated facing the front of the classroom where practicable. • Rooms to be well ventilated when in use and a comfortable working environment maintained. In cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the room. • Teacher desk/working space will be marked on the floor to demonstrate a 2m protected space. Where this is not achievable a screen has been installed. • Year groups have an allocated toilet per block. With one exception, the café will be for Y11 plus students on break. • A cleaner will be allocated to the café and toilet area during breaks to further enhance the cleaning. • Agreed student outdoor zones for break times, so as to keep year group bubbles separate. • Staggered student entry, break times and departure times. • Year groups allocated a gate to stagger entry. • Face masks to be worn by students and staff indoors, including whilst transitioning in corridors during lesson changeovers and at all other times whilst transitioning when social distancing cannot be maintained. This will be reviewed before the academy reopens in 2021. 	<p>Cleaning supplies to be provided in teaching rooms and offices.</p> <p>CLEAPSS advice to be followed for DT and Science. Guidance to all staff and families on new processes and protocols. Face masks are available in the two school bases for staff or students who temporarily need them. During lockdowns these will be available in the designated room for key worker and the students on site that day.</p> <p>Further guidance on face coverings:</p> <ul style="list-style-type: none"> • Safe working in education, childcare and children's social care provides • Face coverings in education settings <p>Communication to families and staff about the right uniform and clothing to be worn during the pandemic and the importance of layering Gloves are available in the café for staff on duty and are aware of when to use them. Students and staff are allowed to wear coats during lessons due to increased ventilation.</p>	2	2	4
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Suspected case of COVID-19 in Academy	Staff/families and visitors	High	<p>If someone starts to display symptoms of COVID-19 whilst onsite (continuous cough or temperature, loss of smell and/or taste), then they will go home and follow the Government guidance on staying at home, take a test to confirm symptoms and report findings to the Academy. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>Where a student becomes unwell and is waiting for collection, they will be moved to a separate area identified for this use.</p> <p>PPE will be worn by staff caring for the student while they await collection if a distance of 2 meters cannot be maintained (such as for a very young student or a student with complex needs). If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom. The bathroom should be cleaned and disinfected using recommended products, before being used by anyone else see COVID-19: cleaning of non-healthcare settings</p> <p>Poster to be displayed Symptoms COVID19 Guidance Education Poster.pdf</p> <p>If a confirmed case of COVID-19 is declared to the Academy then the Academy will seek further advice from Public Health England. Public Health England Regions Local centers and Emergency Contacts and notify DfE as per guidance</p> <p>Seating plans to be in place for all lessons and registers to be taken for each lesson to ensure the Academy is able track and trace when needed.</p>	<p>Guidance to all stakeholders on process and protocols. Guidance to include a section on First Aid about collection of students with symptoms. A medical waste bag will be provided per individual to use for tissues etc. First Aider will follow government guidance for disposal COVID-19: cleaning of non-healthcare settings</p> <p>Utilise government testing kits supplied for staff and students who have barriers to obtaining a timely test.</p> <p>Communicate to families and staff the use of the NHS Covid-19 app to improve test and trace. Staff and Students in Y12 & Y13 are eligible to use the app. Introduce new LFD testing</p>	2	3	6
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			During lockdown key worker and vulnerable student provision will create seating plans and retain the daily to assist with track and trace.				
Disruption to teaching and learning following introduction of LFD testing	Staff/agency staff/students /families	High	<ul style="list-style-type: none"> • Employed more cover supervisors in 2020 • Have a contract and process in place for supply staff • Establish a threshold to move to remote teaching if staff absence indicates this is necessary 	<ul style="list-style-type: none"> • Agency staff to arrive 40 mins before start of lessons to have an LFD test. • Agency staff to agree to LFD testing and must adhere to timings set 			
Class or group sizes	Staff and students	High	<p>Classrooms, workshops and other areas have been re-configured to accommodate full class sizes and ensure that all students are facing forwards where practicable and there is a 2m distance maintained between the teachers and students. Where this is not possible a screen is in place.</p> <p>Internal exclusion will be based in a larger space so that it may still accommodate up to 6 students from mixed year groups at least 2m apart</p> <p>Smaller assemblies and virtual assemblies with students watching in form rooms will be used to reduce movement and large gatherings.</p> <p>Increased scrutiny on cleaning throughout the school.</p>	<p>Promote and reinforce good hygiene practice in classrooms</p> <p>2m distancing between teachers and students. Screens to be installed where this cannot be achieved.</p> <p>Students are grouped into year group bubbles. They have been allocated year group toilet blocks, entry points, staggered breaks, entry and exit times and gates.</p> <p>Detentions are held in form time in the main hall, students are separated into year group bubbles during detention with 2m distance between year group bubbles.</p>	1	3	3
Students with SEND	Staff and students	High	<p>Additional controls are in place for students with known behavioural /emotional issues.</p> <p>SEND department given additional space in which to work (library) in anticipation of increased support required.</p> <p>Pre-visits arranged to re-orientate students (MLY)</p>	<p>Students with known behavioural concerns will have individual plans reviewed.</p> <p>Students demonstrating new concerns will be assessed and a</p>	1	3	3

			<p>Behavioural policy updated with Covid 19 addendum includes any student not able to follow expected conduct will be told to leave site and not return until a review can take place.</p> <p>Where distance cannot be maintained due to SEND needs the DfE guidance should still be followed:</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf</p>	<p>behaviour/support plan put in place.</p> <p>Consideration of PPE usage for TAs working closely with students. Visors supplied, face masks may be worn under the visor Staff are advised not to sit next students where possible and to work at a distance when this allows.</p> <p>Screens have been placed on desks in the library for close working whilst in SEND dept.</p> <p>Laptops provided to SEND dept for exams. Curriculum software installed that will limit F2F contact.</p> <p>Department risk assessment in place and closely monitored.</p>			
Controlled access	Staff/families and visitors including contractors	High	<p>Families have been informed that they must not gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely) social distancing signage is displayed on the three designated gate entrances.</p> <p>Students, young people, families, or any visitors, such as suppliers, are told not to enter the academy if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)</p>	<p>Briefing to all stakeholders on process and protocols. Families will be advised to carry their own bottle of hand sanitiser if possible. Year groups have allocated gates for entry into Academy. Protocols in place for students to line up before lessons, whenever possible, along with staggered entry and exit times.</p>	1	2	2

			<p>Families and young people travelling by car are informed of their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use).</p> <p>Hand sanitiser must be used before entering the academy premises. The academy will provide appropriate supply of hand sanitiser for this purpose in reception for visitors.</p> <p>Face masks to be worn by students and staff in corridors during lesson changeovers and whilst transitioning at other times. Whilst in classrooms during Tier4 and Tier 5 category.</p> <p>Student classroom line ups will be outside to minimise traffic in corridors. Staff to collect students at the start of each lesson and phase students into classrooms.</p> <p>Zoned areas have been implemented for all bubbles</p>	<p>Staggered breaks to limit movement into the café and outdoor space.</p> <p>Allowing movement time between registration and period 1 and at the end of the school day to stagger movement.</p> <p>Year groups have dedicated arrival spaces which correspond with tutor block. Tutor groups will line up outside and be collected by tutor.</p> <p>Visitors must wear face coverings</p>			
Refresh the timetable	Staff/families and visitors	High	<p>Adjustments made to the timetable in order to stagger start, break and departure times.</p> <p>Form time extended to allow a greater focus on well-being</p> <p>Movement time added between registration and period 1</p> <p>Periods 2 and 3 adapted to accommodate staggered breaks for all year groups</p> <p>Adaptations made to the assembly rota to meet DfE health and safety guidelines.</p>	<p>Briefing to all stakeholders on process and protocol</p> <p>Staggered breaks have been reviewed and new routine in place for Jan 2021.</p> <p>Review contact tracing options during year group breaks, including use of CCTV in the café</p> <p>Wet break provisions will be relocated to the marquee now it has been moved off the grass.</p>	1	2	2

			<p>Staff briefings will be virtual and meetings adapted to accommodate size of rooms available.</p> <p>C2 detentions have changed to commence the following day during registration. The cafe will be used for this purpose whilst mass testing is in place.</p> <p>Breaks have been amended and limit two bubbles on break at any one time. One in Cafe, one outside.</p>				
Transport	Staff/families and visitors	High	<p>Information provided to families of students that travel by car on where and when students should arrive at the academy.</p> <p>Read the Coronavirus COVID 19 Safer Travel Guidance for Passengers and Buckinghamshire Council guidance on school transport https://www.buckinghamshire.gov.uk/coronavirus/service-changes/school-transport-faqs-parents/</p> <p>Staff should also follow COVID 19 Safer Travel Guidance for Passengers</p> <p>Year group times have been adjusted to accommodate two drop off and collection times for families not using buses.</p> <p>Students that arrive by coach/taxis will go to their dedicated year group zone on arrival.</p> <p>Students will line up end of the day in the tennis courts and be phased on to the buses in year groups</p>	<p>Survey families and staff on transport to and from school, identify need for public or private transport requirements</p> <p>Government guidance to is wear face masks on public transport. It is the law that you must wear a face covering when travelling in England on a:</p> <ul style="list-style-type: none"> • Bus or coach • Train or tram <p>Academy is working with transport companies to put in place detailed seating plans and coach companies are fogging the coaches.</p>	1	3	3
Those with specific health conditions	Staff/families and visitors	High	<p>Academy follows the updated DfE guidance</p>	<p>SLT will be the contact to discuss this with staff.</p>	1	3	3

			<p>Those. with specified medical conditions which make them more vulnerable to COVID-19 will follow Government advice, including BAME, follow the link below for up to date guidance on shielding.</p> <p>Government advice on shielding based on tiers</p>	<p>Pastoral team will be the contact to discuss this with students</p> <p>Shielding was ceased during August. Vulnerable information still retained and risk assessments in place where required.</p> <p>Mental Health & Wellbeing check with vulnerable staff and students takes place.</p> <p>Additional laptops have been provided to SEND to alleviate scribe support</p> <p>Due to Tier 4/5 shielding is now reinstated for extremely clinically vulnerable, these students and staff should remain at home.</p>			
First Aid provision	Staff/families and visitors	High	<p>The Staff on site are aware of who the first aider is and how to contact them.</p> <p>PPE equipment purchased for first aider. Refer to flowchart for advice on PPE</p> <p>Student Welfare Officer to update location points. Briefing to all stakeholders on process and protocols Staff are made aware of the location of first aid boxes.</p> <p>When a student becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask will be worn by the supervised adult if a distance of 2 metres cannot be maintained. If contact with the student or young person is</p>	<p>Revising first list and researching training to increase first aider capacity.</p> <p>New first aiders trained in Sept providing increased capacity across the team.</p> <p>Two members of staff have received Mental Health First Aid training.</p>	1	3	3

			necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask will be worn by the supervising adult.				
Cleaning	Staff/families and visitors	High	<p>The academy follows COVID 19 : Cleaning of Non-Healthcare Settings Guidance</p> <p>Sufficient handwashing facilities are available. Where a sink is not nearby hand sanitizer has been provided.</p> <p>Surfaces that all stakeholders come into regular contact, such as: desks; doors; sinks; toilets and bannisters will be cleaned as per guidance.</p> <p>Cleaning rota/check to be placed in every block and signed off weekly.</p> <p>All adults and students will be encouraged to:</p> <ul style="list-style-type: none"> - Wipe down any surfaces and equipment they are personally about to use, with wipes or paper towel provided, including student desks and chairs in classrooms - Frequently wash their hands with soap and water for 20 seconds and dry thoroughly. guidance on hand cleaning - Clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing. 	<p>Employ a second day cleaner. Hours for both 9.30 - 2.30pm to ensure cleaning between lessons/breaks is enhanced. Continuous liaison with cleaning contractor on cleaning standards and requirements, complete daily cleaning checklist. Carry out inventory check of cleaning products and stock at regular intervals, restocking as necessary. Protocols put in place, in consultation with Curriculum Leaders on the use of changing facilities and use of equipment/resources by subjects throughout the day to be agreed.</p> <p>Brief staff on fire and safety protocols.</p> <p>Briefing to all stakeholders on process and protocols</p>	1	3	3

			<ul style="list-style-type: none"> - Not to touch their mouth, eyes and nose - Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') - Use the hand sanitisers in classrooms and central locations <p>Ensure disposable tissues and hand sanitiser are available in each room for both staff and students. Where possible, all spaces will be well ventilated using natural ventilation (opening windows)</p> <p>Doors will be propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.</p> <p>Guidance on the following link, section, When Open https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p> <p>Teachers to review classroom resource and operate a clean surface area where practicable</p> <p>Cleaning team will wipe down door handles and frequently touched surfaces throughout the day.</p> <p>Regular fogging will take place.</p>	Additional attention to main corridors is being given due to the increased level of mud around the site, due to other Covid-19 control measures in place affecting this.			
Separation	Staff/families and visitors	High	<p>Rooms will be accessed from outside wherever possible.</p> <p>One-way circulation is in place, where possible.</p>	Briefing to all stakeholders on process and protocols	1	3	3

			<p>Year groups will be allocated a block for registration and a set of toilets to use throughout the day.</p> <p>Where a one-way system is not possible tape will be placed down the middle of the corridor to keep groups apart in a two-way system.</p> <p>The main front entrance to the school will be for adults only. The nearest exit for students will be via the meeting room/finance office.</p> <p>Students must give way to staff and step back from doorways for them to enter/exit.</p> <p>Knock and wait signs to be on all staff toilet doors Numbers will be limited in staff toilets with a one in one out system in place.</p> <p>Staff and students will be briefed on restricted use of the facilities.</p>				
Practical activities	Staff and students	High	<p>Practical equipment will be used following Government advice with systems devised in collaboration with CLs</p> <p>COVID 19: Cleaning of Non-Healthcare Settings Guidance</p> <p>Practical activities can take place during school in line with regulatory body advice and guidance.</p> <p>For clubs hiring facilities. A risk assessment will be requested, they will be required to check with their regulatory body that the activity can take place and will be responsible for administering their own track and trace facility should a Covid-19 case arise. The</p>	<p>Briefing to all stakeholders on process and protocols agreed for outdoor activities</p> <p>Department risk assessments are in place with a specific Covid-19 risk assessment.</p> <p>Clubs and lettings are cancelled when in Tier 4 or 5 and full lockdown.</p>	1	4	4

			academy has issued a QR code to all hirers in line with governments advice on this.				
Mental Health and Well Being (MHWB)	Staff and families	High	<p>Leaders will promote mental health & wellbeing awareness to staff and families during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ https://schoolsweb.buckscc.gov.uk/covid-19-corona-virus-latest-advice/covid-19-well-being-support-for-pupils/ https://www.hse.gov.uk/stress/mental-health.htm</p> <p>Regular communication of mental health information and open-door policy is in place for those who need additional support.</p> <p>A pack of information is available about local and/or national support groups, include PAM Assist website, Education Support charity, Healthy Mind Bucks</p> <p>https://academysweb.buckscc.gov.uk/covid-19-corona-virus-latest-advice/covid-19-well-being-support-for-academy-staff/</p> <p>Systems are in place so staff and families can talk to key members if they need to.</p> <p>Appointment of school counsellor.</p>	<p>Staff and families' surveys</p> <p>Use of bulletins to staff and families that include links and articles on well-being. Refresher training for staff on signs/symptoms; support and reporting procedures. Increased alertness.</p> <p>Learning for Life curriculum programme and tutor time programme to focus on MHWB</p> <p>Extended form time built into the timetable to focus on MHWB</p>	2	2	4

Control Measures Acceptable Yes / No

Agreed by Trustees: Date:.....

Revision date – 18/12/2020

Revision date - 05/01/2021