

## Transmission of Coronavirus within the School Premises - Example RISK ASSESSMENT

IMPORTANT - THIS NEEDS TO BE AMENDED TO SUIT YOUR LOCAL CIRCUMSTANCES (now delete this Text)



<b>LOCATION:</b> Forest Lodge Academy	<b>DEPARTMENT / TEAM:</b> All building users	
<b>WHO IS AFFECTED BY THE RISKS?</b> All building users	<b>HOW MANY ARE AFFECTED?</b> All building Users (all staff when timetabled to be in building. 618 pupils and 74 staff)	<b>REF:</b> COV- RA4
See end of template for explanation of hazard, risk, control measures, severity, likelihood, risk rating.		

HAZARDS	EXISTING CONTROL MEASURES	RISK RATING			ADDITIONAL CONTROL MEASURES REQUIRED	BY WHOM & WHEN	DATE COMPLETED
		S	L	RR			

<b>Section 1: public health advise to minimise the spread of Coronavirus</b>	<ul style="list-style-type: none"> <li>School will be open for all pupils from the 1<sup>st</sup> September.</li> <li><b>Social distancing</b> where possible to reduce airborne transmission risk.</li> <li>Staff / pupils should always ensure that they have a <b>fresh tissue close to hand</b>. Spare tissues to be made available if needed</li> <li>Good respiratory hygiene is followed. 'Catch it, bin it, kill it' and elbow catching actively promoted</li> <li><b>Ill health on site quickly dealt with</b> (identified, contained, collected from site and area clean up executed as necessary)</li> <li><b>Drop-off and collection</b> times have been <b>staggered</b>. Social distancing protocol in place for parents (e.g. one parent collects, collection times)</li> <li><b>Non-essential building work and maintenance</b> is only to be undertaken once a sound risk based case is made and agreed. Only emergency repairs and maintenance.</li> <li><b>Remote education</b> organised as appropriate if a local lockdown happens or a bubble or year group have a positive Covid test.</li> <li><b>Redesign classroom</b> to facilitate desks that are facing forward.</li> <li>Protocol in place for pupils to use same desks/equipment/area where possible. Precautionary cleaning undertaken as necessary</li> <li>Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units.</li> <li>Engage with the <b>NHS Test and Trace process</b></li> <li>Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team.</li> <li>Schools must ensure that staff members and parents/carers understand the process of track and trace.</li> </ul>	3	1	Med	<ul style="list-style-type: none"> <li>Staggered start and end times for 4 year groups at a time ensuring each corridor has only one year group bubble entering, moving or exiting at any one time.</li> <li>Year group bubbles will be formed with a maximum of 90 per bubble.</li> <li>Regular handwashing timetabled for all classes with soap and water.</li> <li>Hand sanitizer available in classrooms and circulatory corridors.</li> <li>Tissues are readily available in all classrooms and children will be regularly educated on this.</li> <li>All classrooms provided with bins with lids.</li> <li>Air handling units have been switched off and all rooms advised to open windows for ventilation</li> <li>Quarantine room available for staff and pupils showing symptoms.</li> <li>PPE available for intimate care, first aid and any pupils or staff showing symptoms.</li> <li>Staggered entry and exit times/doors restricted to certain year groups</li> <li>Site Manager to ask contractors for appropriate Covid 19 risk</li> </ul>	SLT  SLT <b>Class teachers (CT)</b>  PC and cleaning team  PC  SLT  H&S team  SLT  PC	<b>24/08/20</b>
--	--	---	---	-----	--	--	-----------------

	<ul style="list-style-type: none"> <li>• Not come into the school if they have symptoms, and must be sent home to self isolate if they develop them in school.</li> <li>• self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</li> <li>• <b>Staff contact with suspected cases</b> - Where a teacher has been with a child or another adult who has become unwell with a new, continuous cough or a high temperature, there is no requirement for that teacher to go home unless they also feel unwell with COVID-19 related symptoms. However, they should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</li> <li>• <b>First Aid</b> - only designated staff who have been briefed on the updated first aid risk assessment should be involved in first aid activity (i.e. within 2 meters). The exception to this is if a serious or life threatening or time critical incident is in progress</li> <li>• <b>Handwashing guidance closely followed</b> (e.g. on arrival entering the school, after sneezing, coughing and toilet use. Prior to and after eating and regularly throughout the day).</li> <li>• <b>Soap, gels and paper towels</b> are provided (checked and replenished)</li> <li>• <b>Additional handwashing</b> stations provided where necessary</li> <li>• Staff and pupils <b>briefed</b> on the <b>risks from touching face</b>. Staff police this as necessary.</li> <li>• <b>Help is available</b> for children and young people who have trouble cleaning their hands independently</li> <li>• <b>Lessons planned</b> around the new rules and procedures in school, for example social distancing, hand washing, touching objects and surfaces.</li> <li>• All Equipment now reviewed. Some items removed (touch / key pads)</li> <li>• Equipment distributed in bubbles/year groups and kept to a minimum as much as possible.</li> <li>• <b>Regular targeted cleaning</b> takes place on regular touch surfaces and high traffic areas by the facilities team in line with government guidance (see links section). See Cleaning RA</li> <li>• Shared materials and surfaces should be cleaned and disinfected more frequently. Stationery sharing is prevented where possible</li> <li>• Surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, are cleaned more regularly than normal</li> <li>• <b>Deeper cleans</b> initiated where a higher level of risk is identified.</li> </ul>			<p>assessment and to brief on school protocols.</p> <ul style="list-style-type: none"> <li>• All staff will ensure planning is easy to adapt to online learning if necessary.</li> <li>• All year 1-6 classrooms will accommodate 15 desks facing forward with 2 pupils sat at each desk.</li> <li>• Each year group bubble is to be provided with a set of equipment, stationary, laptops, outdoor equipment, to reduce contamination.</li> <li>• Sharing of resources between year group bubbles will be minimised following regular cleaning.</li> <li>• Sporting equipment may be shared between bubbles, it will need to be cleaned frequently or left for a minimum of 72 hours.</li> <li>• Information regarding test and trace will be reiterated to all staff and parents prior to opening.</li> <li>• A test and trace poster will be made available and distributed again as a reminder of this process</li> <li>• First aiders have had new regulations and training protocols sent and have been briefed on this guidance and all have signed to say they have read and understood</li> <li>• PPE is available for first aid</li> <li>• SLT have finalised a plan to mitigate risk of staff, parents and pupils, this will be shared will all stakeholders.</li> <li>• All children encouraged to hand wash at regular intervals throughout the day.</li> <li>• Class teachers will assist children where necessary and lessons will be planned to practise handwashing routine.</li> <li>• Site team briefed on new cleaning regimes daily.</li> </ul>	<p><b>Class teachers</b></p> <p><b>SLT &amp; CT</b></p> <p><b>CT &amp; subject leads</b></p> <p><b>Class teams</b></p> <p><b>PE leads</b></p> <p><b>SLT</b></p> <p><b>SLT</b></p> <p><b>H&amp;S team</b></p> <p><b>H&amp;S team</b></p> <p><b>SLT</b></p> <p><b>CT</b></p> <p><b>CT</b></p> <p><b>PC</b></p>	
--	---	--	--	--	--	--

	<ul style="list-style-type: none"> <li>Academy staff to have <b>access to cleaning resources</b> so they can clean resources and surfaces after being used. Bins emptied regularly</li> <li>Where necessary, cleaning of areas and equipment will take place between group different group / cohort / pupil occupancy</li> <li><b>Provision of PPE</b> – Current Government guidance, has said “The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others”. PPE is only needed in a very small number of cases including: dealing with a suspected case or those with intimate care needs.</li> </ul>				<ul style="list-style-type: none"> <li>All year groups have been issued with personal pencils cases and equipment</li> <li>Site manager informed of deep clean when required if confirmed cases of Covid 19</li> <li>All classes will be issued with antibacterial trigger spray and cloths to carry out additional cleaning where necessary.</li> <li>PPE and a Quarantine room has been designated on site, if anyone is systematic.</li> <li>3 boxes of PPE have been designated on site, one for intimate care, one for first aid and one for suspected cases.</li> </ul>	<p><b>AW</b></p> <p><b>PC</b></p> <p><b>PC</b></p> <p><b>H&amp;S team</b></p> <p><b>H&amp;S team</b></p>	
<p><b>Section 1: public health advise to mitigate lack of awareness or knowledge</b></p>	<ul style="list-style-type: none"> <li><b>Physical Intervention</b> - Staff should keep physical intervention with pupils to the absolute bare minimum possible. Use de-escalation skills if possible. If intervention is essential, gloves and masks that are to hand, can be worn if available and does not create undue delay (but PPE is not routinely provided by the school for this purpose). In all cases of close contact, staff (and pupils involved) should wash their hands thoroughly for 20 seconds afterwards.</li> <li><b>Staff and pupils regularly briefed and updated</b> as our understanding of this risk expands. Plans, measures and arrangements amended as necessary. Effective and timely communication is on-going</li> <li><b>Parents</b> provided with regular <b>updates and advice</b> to follow.</li> <li>Widespread use of handwashing <b>signs and warning posters</b>.</li> <li><b>Staff/parents /pupils / visitors</b> understand the need <b>not to attend school if feeling unwell</b> or believe that they may have been exposed to a person who has symptoms including someone in their household</li> <li>Reminders have been made regarding staff and pupil eligibility for testing if they become ill with coronavirus symptoms, as will members of their households.</li> <li>Pupils and parents provided with education resources designed to increase awareness of the need for good personal hygiene (e.g. e-bug materials and <a href="#">guidance on hand cleaning</a> ).</li> </ul>	<p><b>2</b></p>	<p><b>1</b></p>	<p><b>Low</b></p>	<ul style="list-style-type: none"> <li>Learning behaviour mentor kept out of a bubble to aid with any behaviour incidents.</li> <li>Staff briefed on physical intervention procedures and will write a behaviour charter together within the bubble.</li> <li>Relevant information, risk assessments, timetabling and parent / staff handbook shared with staff including whole school RA, daily LEAD briefings where appropriate and DFE updates.</li> <li>Weekly/daily communication with parents, updating them on systems and procedures and risk assessment.</li> <li>Communication regarding staying away from site if symptoms occur and testing, have been communicated through newsletters, website and Facebook.</li> <li>The pupils and parent handbook have clear expectations on personal hygiene and handwashing</li> <li>Parents and staff handbook for the opening of the school will shared</li> </ul>	<p><b>PE leads</b></p> <p><b>SLT</b></p> <p><b>SLT</b></p> <p><b>H&amp;S team</b></p> <p><b>H&amp;S team</b></p> <p><b>SLT</b></p> <p><b>CT</b></p> <p><b>CT</b></p>	<p><b>24/08/20</b></p>

	<ul style="list-style-type: none"> <li>• young children are encouraged to learn and practise good hygiene habits / cleaning methods through games, songs and repetition</li> <li>• <b>Central Trust</b> provides <b>regular updates</b> to all head teachers in the Trust. This compliments the regular updates received by the <b>DfE</b> and other government sources.</li> <li>• SLT have access to a wide <b>range of guidance</b> that has been uploaded to a dedicated Coronavirus area of the Trust's <b>SharePoint</b> site.</li> </ul>				<p>regarding protocols and procedures before the reopening of the school on the 1<sup>st</sup> September</p>	<p><b>PC</b> <b>AW</b> <b>PC</b> <b>PC</b></p>	
<p><b>Section 2</b> <b>School operations: risk of spread of coronavirus-surface spread.</b></p>	<ul style="list-style-type: none"> <li>• <b>Welfare Facilities</b> - Separate provision is made for dedicated staff facilities (including staff room, refreshment facilities and dedicated toilets/washrooms). Appropriate social distancing will be enforced.</li> <li>• <b>Transport</b> - Unnecessary travel on coaches, buses or public transport should be minimised, especially at peak times by encouraging staggered start/end times and encouraging walking and cycling.</li> <li>• <b>Catering</b> – Kitchen will be fully open and operational <b>with appropriate RA and cleaning procedures followed</b>. City catering RA will be provided and staff from the catering team will be informed of duties required.</li> <li>• <b>Daily Routine</b> – All staff updated on current, new Government guidance, including whole school wider occupancy risk assessment and Covid staff and pupil handbook which outlines all school timings procedures and systems.</li> <li>• <b>Staggered start collections time</b> – minimal staff in bubbles, class bubbles and year group bubbles only. Minimal transitory movement around site.</li> <li>• <b>Site checks</b> - Steps will be taken to ensure the necessary <b>health and safety compliance checks</b> have been undertaken before opening. This includes procedures such as fire evacuation and new cleaning guidance when released.</li> <li>• Additional cleaning of high used areas more regularly, door handles, toilets, bannisters and frequently used equipment, communal areas.</li> </ul>	<p><b>3</b></p>	<p><b>1</b></p>	<p><b>Med</b></p>	<ul style="list-style-type: none"> <li>• Breakout rooms will made available for staff at break and lunchtime; however, they will have a limited amount of spaces. (Key Stage 2)</li> <li>• Parents advised in parent's handbook to avoid public transport where possible to lower risk.</li> <li>• EY and Key stage 1 staff will be encouraged to stay within their year group bubbles for lunch and breaktimes.</li> <li>• Rec, year 1 and year 2 will be provided with a hot meal in the dining hall. Each year group will have an allotted time to go in and eat, with 10 minutes in-between each year group to ensure a thorough clean has been done.</li> <li>• Key stage 2 pupils will be provided with a packed lunch in their classroom at an allotted time.</li> <li>• Each year group will also have a time slot to go outside in one of the 3 areas of our playground for lunch and break time.</li> <li>• External visitors will be encouraged to liaise or meet with staff virtually, for example social workers, SEN support teachers.</li> </ul>	<p><b>SLT</b> <b>SLT,</b> <b>Lunchtime staff</b> <b>SLT, Lunchtime staff</b> <b>SLT &amp; staff</b> <b>SLT</b></p>	<p><b>24/08/20</b></p>

	<ul style="list-style-type: none"> <li>Unnecessary visitors not permitted onto the premises.</li> <li>No overnight residential trips to take place, but domestic visits can resume in line with clear risk assessment and protective measures.</li> <li>School uniform to be worn by all pupils.</li> <li><b>Breakfast club/After school club</b> – Provision will resume will limited allocated places.</li> </ul>				<ul style="list-style-type: none"> <li>Staff who do mix from year group bubbles (break out rooms, corridors etc) will be encouraged to adhere to current social distancing rules.</li> <li>Parents will be provided with the usual attendance guidance and will be made aware of procedures that are in place to aid their child’s transition back into school.</li> <li>All staff will ensure planning is easy to adapt to online learning if necessary and this will be available immediately following pupils’ absence.</li> <li>Any trips planned will have a clear risk assessment in line with Government advice and will be shared with all SLT and health and safety officers before visit is due to take place.</li> <li>New guidance will be issued regarding breakfast club and after school club, dependent upon provision / numbers</li> <li>Places in breakfast club and after school club will be limited to reduce risk of transmission.</li> </ul>	<p>SLT</p> <p>SLT &amp; CT</p> <p>All Staff</p> <p>SLT</p> <p>SLT</p> <p>SLT</p>	
<b>Risk of Well-being and anxiety</b>	<ul style="list-style-type: none"> <li><b>Workforce</b> – Staff will be well trained and briefed to alleviate anxiety about returning to work fully. Leaders will advise, listen, discuss and reassure but be clear that staff need to be at work.</li> <li>Staff made aware of the signs of <b>stress and anxiety</b></li> <li><b>Information and Training</b> modules available</li> <li>Staff have <b>regular contact</b> with Line Managers. Line Managers to be vigilant for signs of excessive stress amongst staff and to initiate remedial action as soon as possible.</li> <li>Workload and work life balance is being monitored on an ongoing basis. This includes all members of staff up to and including SLT</li> <li>Support available via the <b>Employee Assistance Programme (EAP)</b></li> <li>Mental health support is available for pupils and staff.</li> <li>Annual safeguarding training on the updated KCSIE 2020 will take place before pupils return to school. Staff are reminded and made aware of protocols.</li> <li>Consideration is given to pupils’ mental health and wellbeing and steps are taken to identify any pupil who may need additional support</li> </ul>	2	1	Low	<ul style="list-style-type: none"> <li>All staff have completed stress and COVID - Flick modules before being timetabled.</li> <li>All staff are aware of the support from education help care programme.</li> <li>SLT to monitor wellbeing of staff</li> <li>SLT, SENCo to be informed of any child who needs a mental health assessment and a referral to CAHMS.</li> <li>Mental health first aiders will be alerted to any pupils who are struggling to cope.</li> <li>All staff briefed on changes made to KCSIE 2020 before children return on 1<sup>st</sup> September.</li> </ul>	<p>SLT, Office</p> <p>CT and H&amp;S team, SLT</p> <p>SLT</p> <p>SLT, BC lead, ASC lead</p>	24/08/20

	<ul style="list-style-type: none"> <li>If there are any shortages of teachers, then teaching assistants will be allocated to lead a group, working under the direction of a teacher. Support staff may also be asked to provide classroom support.</li> </ul>						
<b>Section 3</b> <b>Risk to education:</b> <b>Curriculum and pastoral support</b>	<ul style="list-style-type: none"> <li>A full, broad and balanced curriculum will begin from the Autumn term.</li> <li>A recovery curriculum will be implemented, where gaps have become apparent due to Covid Closure, after baseline.</li> <li>Covid catch strategy will be completed using additional funding and the National tutoring programme (see AIP)</li> <li>All curriculum planning will be able to be remotely accessed if needed.</li> <li><b>Physical activity</b> – to resume as normal is class bubble, with class teacher or sports coach, using outdoor spaces and large spaces when indoors</li> <li>Parents and pupils will be issued with updated behaviour policy and guidance on expectations of returning to school</li> <li>Help and support will be given to pupils as they learn to adapt to new systems and procedure that are in place.</li> </ul>	2	1	Low	<ul style="list-style-type: none"> <li>All staff have been briefed on curriculum expectations.</li> <li>A 7 week recovery curriculum plan, focussing on mental health and wellbeing will be taught in all year groups, alongside the current curriculum.</li> <li>Outdoor space and resources will be allocated and timetabled to use for physical activity</li> <li>Any PE resources being shared between bubbles will have to either be regularly and thoroughly cleaned or left for a minimum of 72 hours.</li> </ul>	<b>SLT &amp; Subject leads</b>  <b>JM, SLT</b>  <b>JM, ZF, LD, SENCo</b>  <b>SLT, PE leads</b>  <b>PE Leads</b>	24/08/20
<b>Risk to spread : behaviour</b>	<ul style="list-style-type: none"> <li>Those with an <b>EHC plan are risk-assessed</b> in consultation with the relevant authorities and parents, to decide whether they need to continue to be offered a school or college place in order to meet their needs, or whether they can safely have their needs met at home.</li> <li>For those who are having <b>difficulties complying with instructions</b>. Staff should review this on a case by case in liaison with SEND team to see if the risks to staff (and others) can be mitigated further.</li> <li>In cases where pupils are <b>repeatedly non-compliant</b> in following instructions due to poor behaviour. The pupil may be removed from the classroom setting and if necessary, parents/ carer will be contacted to discuss / collect (Especially if spitting is involved).</li> <li>A <b>system is in place to report incidents</b> and apply additional control measures as necessary.</li> </ul>	3	1	Med	<ul style="list-style-type: none"> <li>All staff have been briefed on curriculum expectations.</li> <li>Behaviour charters will be enforced and if behaviour is non-compliant continuously then parent will be informed.</li> <li>Learning behaviour mentor kept out of a bubble to aid with any behaviour incidents.</li> <li>Severe SEN year 1 child EHCP 1:1 staff member briefed and recommended de-escalation strategies to be used where necessary. PPE discussed and available.</li> <li>All EHCP children will be risk assessed by SENCo and SLT before starting on September 1<sup>st</sup> and staff will be provided with strategies to support.</li> <li>SLT to be informed of any incidents and logged in SIMs and this will be analysed each half term.</li> </ul>	<b>SLT, Class teachers</b>   <b>KS</b>  <b>SENCo</b>  <b>SENCo</b>  <b>SLT</b>	

<b>Section 4 Assessment and accountability Risk to quality of education:</b>	<ul style="list-style-type: none"> <li>• Inspection – All staff are aware of new guidelines involving OFSTED inspections during the Autumn term</li> <li>• Primary assessment – Statutory primary assessment will take place during Summer 2021.</li> </ul>	1	1	Low	<ul style="list-style-type: none"> <li>• New OFSTED guidance is shared with all staff before we return on September 1<sup>st</sup></li> <li>• Assessment procedures resume and await further Government guidelines on administration.</li> </ul>	SLT  SLT	24/08/20
<b>Section 5 Risk of local outbreak: Contingency planning</b>	<ul style="list-style-type: none"> <li>• Local outbreaks/lockdown – contingency plans are in place, alongside remote education plans if school is part of a local lockdown.</li> </ul>	2	2	Med	<ul style="list-style-type: none"> <li>• All staff, parents and pupils are aware of procedures following a positive Covid test or a localised lockdown.</li> <li>• Staff/parent handbook will outline the procedures the school and parents must take if there is a positive Covid test.</li> <li>• Remote education resume immediately and online learning will be provided as was original lockdown procedures.</li> </ul>	SLT  SLT	24/08/20
<b>Add Additional Hazards as you see fit: Forest Lodge is a large Academy therefore large</b>	<ul style="list-style-type: none"> <li>• Ensuring levels of children using toilets are monitored.</li> <li>• One way system still in place for parents and pupils using the outside area.</li> <li>• New children to Nursery will have a staggered start to introduce them to their new class and teachers.</li> <li>• This will be done through small groups of children (max 6 children) attending with their parents for 1 hour on the 2<sup>nd</sup> September.</li> <li>• 3<sup>rd</sup> September children will come in slightly larger groups for 1 hour on their own.</li> </ul>	2	1	Low	<ul style="list-style-type: none"> <li>• Staff and parent handbooks issued</li> <li>• SLT to review provision and procedures to ensure they are effective and any changes can be made quickly</li> <li>• Bubbles monitored to ensure procedures are consistently being followed.</li> <li>• Review procedures after Nursery and Reception staggered intake and adapt accordingly.</li> </ul>	SLT  SLT  SLT  SLT	24/08/20

<b>groupings and movement around the school is a risk</b>	<ul style="list-style-type: none"> <li>• 4<sup>th</sup> September will come in for a 2 hour sessions with the whole of their group.</li> <li>• Nursery will start their normal session on Monday 7<sup>th</sup> September, with no parents allowed in the classroom.</li> <li>• Reception children will have a slightly staggered start.</li> <li>• 2<sup>nd</sup> September will spend half a day with their new teacher in 2 separate groups: 1<sup>st</sup> group are new children to Forest Lodge (9:30 – 12:00) 2<sup>nd</sup> group Nursery children transitioning into Reception (1:00pm – 3:00pm).</li> </ul> <p>Both groups will start together, fulltime on September 3<sup>rd</sup>.</p>				<ul style="list-style-type: none"> <li>• Continue to monitor social distancing in the classrooms and across the school where ever possible.</li> <li>• Weekly review and discussions with SLT on provision and procedures.</li> </ul>	<b>SLT</b>  <b>SLT</b>	
<b>Other Risk Assessments</b>	<b>Specific activity risk assessments will include new additional control measures dealing with Coronavirus. Please refer to them as necessary. These include:</b> First Aid Risk Assessment      Intimate Care and Administration of Medicines RA      Cleaning RA      Site Manager      School wider Occupancy risk assessment						

**The Headteacher has directed staff and pupils to carry out these arrangements. Staff briefings will be set up and a handbook for staff and parents will be shared enclosing documentation on H+S measures and routines. Steps are being taken to ensure that they remain in place and effective and will be reviewed weekly where necessary.**

**The above risk assessment allows for us to open fully for all pupils on roll (618).**

We are following Government guidance, procedures and systems to open safely for all pupils on roll. Staff, parents and pupils will all be made aware of the health and safety measure that the academy have put in place to minimise risk. At present, all staff will be returning and timetables and organisation has been devised to allow for increased pupil numbers.

Staff training will take place from the 24<sup>th</sup> August 2020, where staff, pupils and parents will be issued with arrangements and expectations. The site setup, including layout of classroom and signage will be completed for the pupil return on Tuesday 1<sup>st</sup> September.

Staggered start and end times will allow us to review and monitor procedures if needed. Cleaning regimes will be adjusted accordingly, included hours if needed.

Peripatetic staff, sports coach and agency staff all have training on school organisation and safety measures.

All classrooms will be used throughout the school, with several specialist rooms used for staff break out rooms to aid with social distancing. The majority of staff have already worked on site during the pandemic and understand the changes and procedures undertaken to mitigate risks. All staff questions will be answered from meetings held before the wider opening of the school on the 1<sup>st</sup> September.

**Each new hazard must be on a new row. Add extra rows if necessary. This will make the assessment easier to view and understand. Roll over into another page if necessary.**



ASSESSMENT OWNER:	DATE OF ORIGINAL ASSESSMENT:	DATE OF LAST REVIEW:	FREQUENCY OF REVIEW:	DATE OF NEXT REVIEW:
<b>Forest Lodge Academy</b> <b>Claire Caldwell (Head teacher)</b> <b>Umrana Malik (Deputy Head teacher)</b> <b>Shelley Meer (Assistant Head teacher)</b>	7/7/20	7/7/20 <b>28/08/20</b> <b>11/09/20</b>	<ul style="list-style-type: none"> <li>• Weekly reviews when all pupils return or when advice changes or issues arise.</li> <li>• Staggered Start</li> <li>• <b>Changes made since full school return:</b></li> <li>• <b>Opened up new exit point thoroughfare on the field to elevate congestion KS1</b></li> <li>• <b>Changed fire procedures to keep bubbles separate</b></li> <li>• <b>Music outside provision RA will be drawn up</b></li> <li>• <b>Classroom stock refreshed re sanitiser and sprays</b></li> <li>• <b>Early Years lunchtime additional staggering introduced to enable staff member to be familiar with children</b></li> <li>• <b>Opened the fields to allow for more social distancing. The council painted lines outside at 2m distances.</b></li> <li>• <b>Regular feedback from staff on procedures and reviewed weekly.</b></li> <li>• Issued changes to parents re wearing masks on site as instructed to by Leicester City Council.</li> <li>• Sent letter, updated newsletter and website.</li> <li>• All staff when now outside at peak congestion times will wear a visor and have been issued one from the school</li> <li>• Music RA shared with appropriate staff and equipment given re cleaning / storage.</li> </ul>	28/08/20 4/09/20 <b>18/09/20</b>
		<b>18/09/20</b>		<b>25/09/20</b>

		<b>25/09/20</b>	<ul style="list-style-type: none"> <li>• Visitor's policy issued and sent to all visitors before entering to ensure they follow the protocol.</li> <li>• Reminders were sent to parents re wearing masks and social distancing as this is very limited without staff being present / spare to control this.</li> <li>• Extra signs have been posted prominently around the school site to enforce mask wearing and social distancing.</li> <li>• No sweets allowed for birthday celebrations form home and this has been shared in staff meeting and with parents.</li> <li>• Constant reminders of all procedures through Facebook, weduc etc.</li> <li>• Senior Leaders met with catering company to introduce hot meals in KS2 using a staggered approach rather than packed lunch. Arrangements being made re delivery etc. ready for after half term.</li> </ul>	<b>2/10/20</b>
--	--	-----------------	---	----------------

## Risk Assessment Guidance

Further guidance on the completion of risk assessments can be found in the risk assessment section of the Trust Safety Manual. This includes a specific sub policy covering risk assessment and associated documentation. This can be found in SharePoint. Advice is also available from the central Trust team.

## Standard Risk Assessment Definitions

- **Hazard** - is the *potential* to cause harm. e.g. an electric shock from using electrical equipment.
- **Control Measures** - are the actions taken to prevent harm (e.g. an electric shock) as a result of using electrical equipment - such as regular visual inspections to ensure there is no damage to the cable or the plug, making sure the cable is gripped correctly, making sure the right fuse is fitted, PAT Testing etc.
- **Risk** - is the likelihood that harm will occur, after the control measures have been carried out.
- **Severity (S)** - rated as follows:
  - **MAJOR** = 3 fatality or specified injury as defined by RIDDOR 2013 (e.g. a fracture).
  - **MODERATE** = 2 'over 7 day' injury - ref. RIDDOR 2013.
  - **SLIGHT** = 1 injuries where persons may be off work for less than 7 days (or not at all).
- **Likelihood (L)** - rated as follows:
  - **LIKELY** = 3 could happen anytime.
  - **POSSIBLE** = 2 might happen sometimes.
  - **UNLIKELY** = 1 where harm is unlikely to occur.
- **Risk Rating (RR)** - is a means of 'measuring' the risk by multiplying the *severity* by the *likelihood* e.g. a *severity* factor 'MODERATE' with a *likelihood* factor 'POSSIBLE' would give a risk rating of 2 x 2 =4. This should represent the risk at the time of the assessment, given the control measures in place at the time.
- **Additional Control Measures** – is what further action could be implemented to further mitigate the risk. If an action is identified, who will do this action and the time frame for implementation will also need to be identified. Once additional control measures have been put in place, the risk rating can be re-visited.
- **Risk Rating**
  - High** = from 6 – 9 requires **IMMEDIATE** action to achieve a reduction in risk.
  - Med** = from 3 - 4 requires action **AS SOON AS POSSIBLE**.
  - Low** = from 1 - 2 may be considered acceptable (although action may be possible to reduce the risk even further can be considered).

Simple Risk Matrix			
	Consequences		
Likelihood	Minor	Moderate	Major
Likely	Yellow	Red	Red
Possible	Green	Yellow	Red
Unlikely	Green	Green	Yellow

  

Risk Treatment Key	
Red	Intolerable Risk Level. Immediate action required
Yellow	Tolerable Risk Level. Risks must be reduced so far as is practicable.
Green	Broadly Acceptable Risk Level. Monitor and further reduce where practicable.

## Passing on the Key Findings

**Important:** The key findings of this assessment need to be passed on to those who need it. This does not necessary mean passing on this assessment. There are many ways to effectively communicate these findings. The method used needs to suit the recipient and be easy to understand (e.g. staff handbook, tool-box talk).

## Government Guidance – Links Section

Key government guidance is being followed includes (not an exhaustive list):

1. Coronavirus (COVID-19): implementing protective measures in education and childcare settings

<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>

2. Actions for educational and childcare settings to prepare for wider opening

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

3. Social Distancing <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>

4. Shielding and Protecting Vulnerable Persons <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

5. COVID-19: cleaning of non-healthcare settings [COVID-19: cleaning of non-healthcare settings guidance](#)

6. Maintaining Educational Provision - <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>