

Risk Assessment for the wider opening of the Midland Academies Trust June 2020

Date of Review: 17th September

Principles: We will reopen to all pupils (except those with health conditions that require them to remain shielding with medical advice to do so). We will make sure the MAT physical and remote learning environments are as safe as possible for our staff and pupils. Enable remote learning and homeworking to be sustained as appropriate (including provision for further lockdown). Enable our pupils and our colleagues to build confidence and resilience to be able to perform effectively, enjoy and thrive during the transition period. Protect and build our financial resilience.

System of Control:

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection:

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

Associated documentation: Trust Strategic Plan, Transition and Rest Plan, Safer Working Protocol, Induction Video, Trust Operational Plan and Estates Checklist.

RISK KEY

1	High Risk
2	High/Medium Risk
3	Medium Risk
4	Low/Medium
5	Low Risk

Section	DETAILS OF THE HAZARDS/SIGNIFICANT FINDINGS	WHO MIGHT BE HARMED AND HOW	EXISTING CONTROL MEASURES (The things that are already being done to control risks)	RISK RATING WITH CURRENT CONTROLS 5? 1-High 2-Med 3-Low	FUTURE CONTROL MEASURES TO BE ACTIONED (The things that still need to be put in place to further control the risks)	RISK RATING WITH PLANNED CONTROLS ? 1-High 2-Med 3-Low	PERSON TO IMPLEMENT FUTURE ACTION	ACTION BY WHEN?
Number of Pupils and Staff on site.	Physical number of people on site increases risks i.e. not being able to socially distance.	Pupils and staff.	Whilst the current system of a rota of staff will end, where roles allow some homeworking or flexible working this will be discussed and accommodated where possible at a local level. Numbers of people on site will be audited and kept to a minimal including external visitors and contractors where an appointment system will be maintained.	3	In light of the need for all pupils to be back at school we will bring all staff back to the workplace. The majority of staff will work on site. Staggered arrival times for staff and pupils and a shift pattern with staff and pupils attached to bubbles. Social distancing (1m+ will be maintained wherever possible, and 2m for staff between pupils and colleagues). Use of staff rooms will be minimised, although staff must still have a break of a reasonable length during the day. The School should welcome back all pupils from the start of the new academic year. Pupil groups or bubbles will be implemented and these groups will not, wherever reasonably practicable, mix with other groups or bubbles. Bubbles will have allocated buildings and entrances. All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable as long as social distancing of 2m is maintained. Bubbles will be allocated staggered social times and toilet facilities to further reduce risk and limit interactions between staff and pupils. The schools shall, wherever reasonably practicable, avoid large gatherings such as assemblies with more than one group. Assemblies where possible will be delivered by live stream to classrooms or pre-recorded. Staff will be inducted into their site through a video and INSET day. Pupils will be inducted back to the sites so that they can see and understand how the site works and the expectations of them.	3	Executive Principal and Principals.	24th August
Staff CPD, Support and Workload	Staff need to be inducted into the new ways of working, have access to support where needed and the Trust must remain committed to reducing workload.	Staff	Commitment to reducing staff workload remains in place through cross Trust collaboration, rotas to ensure all staff have holidays, break and time to rest. Staff wellbeing bulletins set out weekly. All staff have access to chaplaincy, counselling and additional assistance through the employee assistance number. Staff continue to have access to wider CPD offering through virtual courses. Online staff Q&A session offered for staff.	3	Arrangements are in place to induct and reorientate staff back into the work place and an updated safer working practices guide to take into account latest government guidance for staff teams will be applied. INSET days will take place in August and September to support induction and preparation for staff. Support staff will be trained to support online learning where this continues to be required to enable teachers to focus on delivery in classrooms. Cross Trust collaboration will continue using teams or appropriately socially distanced CPD to enable the sharing of best practice.	3	Executive Principal and Principals	24th August and ongoing commitment
Social Distancing, Hygiene, Cleaning, Health and Safety	Social distancing measures are steps you can take to reduce social interaction between people following Public Health England Guidance and 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 . This risk assessment covers the known risks associated specifically with the transmission of COVID 19 and the social distancing control measures that should be taken by both the School, Trust and all staff, pupils and others whilst onsite at School to reduce social interaction between people and in order to reduce the transmission of coronavirus (COVID-19).							

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(Including Estates)	Contact with touchpoints including handrails, door handles and balustrades - and other resources such as text books, Transmission of COVID 19 Virus from person to person.	Staff, pupils, contractors and others could transmit the Covid-19 virus and suffer illness such as sickness, diarrhoea or spread viruses from contact with or touching contaminated surfaces and then putting their hands to their mouth i.e. blowing their nose or eating.	Appointed cleaning contractor Churchill responsible for periodic washing and sanitisation of balustrades and handrails. Warm running water, hand soap and hand dryers available in all toilet areas. Hand sanitiser and sanitation dispensing units available for use. 'Now wash your hands' posters displayed in all toilet areas at each School.	2	Staff to periodically remind pupils of the importance of regular hand washing. Catch It Kill It Bin It Posters to be placed around sites to remind pupils and staff. Bubbles will be allocated their own buildings and toilets to minimise risks where possible, and daily hygiene reminders will be given to pupils. Each bubble will have access to a kit that contains tissues and anti bacterial (alcohol/bleach based) wipes, with regular access to bins. Duty staff and SLT will ensure all staff, pupils and others sanitise their hands on arrival and when entering School eating facilities - Break times and lunch breaks shall be staggered to prevent groups from mixing. Staff on the gate meeting pupils will disperse crowds and where possible limit groups congregating. Staff on gate duty can wear face coverings but must maintain 2m social distancing. Disposal points for face coverings will be available. Staff and pupils are expected to wear a face covering in corridors and communal spaces where social distancing may be more difficult. Wearing a face covering or face mask in schools or other education settings e.g. in classrooms is otherwise is not recommended unless local restrictions are in place. Staff and pupils will be reminded to read and follow the government advice on the safe wearing of face coverings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus and staff and pupils will be reminded of this. Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission. 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. Where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used. See PPE requirements for First Aid and for staff supervising pupils with symptoms awaiting collection. Sanitise work equipment such as photocopiers, computer keyboards, telephones and other resources with anti-bacterial surface wipes prior to and after use. Regular touchpoint cleaning completed by contractor. Pupils will not, wherever reasonably practicable, share equipment without this being sanitised. If equipment is shared outside of bubbles this will be cleaned between use. Pupils will be reminded not to share equipment and are expected to bring their own pen, pencil and ruler for lessons. Activities such as singing and chanting will not be allowed to take place. Hand sanitisers will be monitored and supervised where possible given risks of ingestion, pupils will be reminded about their safe use e.g. not using in science before experiments involving a Cussen burner. Larger bottles should wherever possible be stored in a secure cabinet (e.g. COSHH cabinet). Academies will obtain the COSHH data sheet and a COSHH risk assessment completed. Outdoor equipment such as climbing frames and slides shall not be used. Ensure all contractors and suppliers adhere to guidance at all times.	3	Estates and Health and Safety, all staff	Prior to re-opening facility and periodically for the foreseeable future.
	Social Distancing - Direct contact with others including members of the public, staff and pupils.	Staff, pupils and others: The spread of viruses is most likely to happen when there is close contact (within 2 metres) with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person. Droplets produced when an infected person coughs or sneezes (termed respiratory secretions) containing the virus are most likely to be the most important means of transmission.	Staff and pupils shall be instructed not to share items such as cups, glasses and water bottles and as advised by the government maintain a physical distance from each other. Those staff, pupils and others including contractors and other visitors that appear to have symptoms of influenza or a virus shall be told not to attend School and should be advised to follow the appropriate guidance with regards to isolation or shielding.	2	School arrival, break times and lunch times will be staggered to avoid large groups congregating. Breaks will only be allowed for fresh air and will be short and socially distanced. Remind staff and pupils to avoid moving around the School as much as possible. Staff and pupils who have been contacted by the NHS to inform them that they have been in contact with someone who has had a positive COVID-19 test will be told not to attend work and to follow the government guidance regarding a 14 day period of self isolation. Normal absence reporting procedures should be followed. Based on the advice from the health protection team, schools must send home those people 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 that person when they were infectious. Pupils should stay in their bubble and not mix with other bubbles whilst on site. Groups within a bubble should use the same classroom or area of a setting throughout the day where possible, and teachers will move not pupils. Teachers desks will be cleaned between use. Where possible pupils should use the same desk each day, however for specialists subjects this will not be possible and instead cleaning of these facilities will take place between bubble use. Signage and reminders to staff to avoid gathering or congregating in groups and observe the social distancing signage, floor markings and directional signage at all times. Social distancing of 2m for colleagues and 1m plus for pupils will remain in place wherever possible. Rearrange classrooms and workshops with pupils facing forward and spaced if possible, i.e. in a class of 30, pupils should sit facing forwards and not face to face. If a class has spare seats pupils should be spaced out to further reduce risk but remain facing forwards. 2 meters social distancing space at the front of the class between the pupils and staff member must be in place. Progress Coaches (Teaching Assistants) in lessons may also have times where they need to be in closer contact than 2 m as they provide the support required for pupils. This time should be limited and staff should move away once support has been provided. Staff should work side to side with the pupil not face to face to further reduce the risk. Support staff may be drawn on in the event there are teacher shortages, working under the direction of other teachers in the setting. Staff such as premises teams should only work in pairs where the nature of the work means that safety could be compromised by working alone. The work should be done next to each other rather than face to face.	3	Estates and Health and Safety, all staff	Prior to re-opening facility and periodically for the foreseeable future.

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	As above	As Above		2	<p>Plexiglass barriers shall be installed at all counter services including reception and eating venues where people may otherwise stand closer than the recommended safe social distance suggested.</p> <p>All staff, pupils and visitors to be reminded that when queuing or waiting in line stand back from the counter and observe the social distancing floor markings,</p> <p>Ensure that toilets do not become crowded by limiting the number of pupils who use the toilet facilities at one time. Toilets will be allocated to bubbles and where this is not possible increased cleaning will take place between bubble use.</p> <p>Avoid hot desking and keep adequate space between desks to maintain the 2 meter social distance guidance. When passing on the stairs or corridor, always walk on the left and wait on the landing areas until the stairs are free to use. Staff should always try to keep at least 8 stairs apart from others. Where practicable adopt one way systems.</p> <p>Although PPE is not required for all staff over and above their normal requirements, PPE including FFP2 rated masks, aprons, eye protection and disposable gloves should be used for first aiders or those supervising pupils in isolation areas with symptoms awaiting collection.</p> <p>Use halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity and only for allocated bubbles. If groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) If pupils need to share space then the bubbles must be kept socially distanced 2m apart. Adequate cleaning between groups between groups is in place, following the COVID-19: cleaning of non-healthcare settings guidance.</p> <p>Staff rooms will remain at limited capacity. Staff work areas will be identified and cleaned between use where possible, if this is not possible staff are asked to sanitise areas before and after use using wipes provided.</p> <p>If required, we will redeploy staff if there are depleted staff numbers due to the consequence of sickness absence.</p>	3	Business Manager, Estates and Health and Safety, all staff	Prior to re-opening facility and periodically for the foreseeable future.
	Toilets	Staff, Pupils and Visitors .	Staff and pupils have access to either individual cubicles or groups of cubicles at each site. Staff and pupil toilets are separate. Where there are groups of toilets there are shared sinks/soap dispensers. Wash hands posters are displayed.	3	The number of pupils allowed to go to the toilet will be limited to 1 per group at any one time. Wherever reasonably practicable, toilets will be identified for each bubble group/cohort to use to ensure there is not cross mixing of groups in these facilities. Staff and pupil toilets will be kept separate. Toilets will be regularly cleaned. Posters will be displayed showing hygiene steps pupils and staff need to take. SLT/Pastoral staff will oversee their bubbles and monitor numbers of pupils using toilets. Teachers in the bubble who release pupils to use the toilets will ensure they limit to 1 per group at any one time.	4	All staff.	Ongoing
	Travel to School and between School sites	Staff and Pupils.	Awareness videos and public information posters displayed in key areas, wash rooms, changing facilities and at entrances.	2	<p>Remind staff, parents and pupils if they are travelling to the School they will still need to observe the social distancing guidance whilst travelling, as far as is practical. Try to avoid public transport such as buses and trains and travelling together in vehicles. Schools, parents and pupils should follow the government guidance on how to travel safely. Pupils, parents and staff will be encouraged to walk or cycle to school and work. Parents are also encouraged to wear a face covering if collecting their child from school at any time including the start and end of the day.</p> <p>The advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, will not apply from the autumn term on dedicated transport. Face coverings should be worn by Children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet. The use of hand sanitiser is required for staff and pupils upon boarding and/or disembarking mini buses. The school will provide facilities for the disposal of masks and other face coverings upon arrival. Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival. (dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom). Ensure school transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers. Work with the LA (WCC/LCC) to ensure appropriate arrangements for pupils travelling on dedicated transport so that this does not impact on the school bubbles and measures. Restrict non essential business travel / movement between School sites and between the college and school. Communicate a reminder to parents the drop-off and pick-up protocols that minimise adult to adult contact. There will be staggered starts to the day to minimise the number of pupils and parents at any entrance gates or car parks. Where possible one way drop off and pick up will be used. Remind pupils and parents not to congregate in groups at any time. When using mini buses - cordoning off seats and eliminating face-to-face seating, where vehicle capacity allows, to help passengers spread out. As far as possible, follow hygiene rules and try to keep a distance from other passengers. Staff encouraged where possible to work remotely and conduct meetings via conference call.</p> <p>A deep clean of the School premises where outbreaks / cases are reported. Restricted access or no entry for members of the public at all sites and restrict access for non essential contractors. Social distancing monitors to be deployed in exercise and playground areas to monitor social distancing between pupils. MAT Central Team will wherever possible limit visits to schools and will block book time in schools where necessary so that they spend a period of time in one school rather than going between all 4 schools.</p>	3	Estates and Senior Management, all staff	Ongoing

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	Contact with and use of Gym Equipment and Sporting activities and other extra curriculum activities.	Staff, pupils and other gym users using gym equipment may come into contact with the virus which can live on surfaces for several hours.	Hand sanitising dispensers available for use. Surface wipes available for gym users. Campaign and awareness posters displayed as appropriate.	1	Gym and other commercial sports facilities are permitted to open with a risk assessment and other social distancing control measures in place. Sporting activities should be operated in line with sporting body guidance and government guidance for PE. Changing facilities will remain closed and pupils should wear their PE kit for the whole day on days when they have PE. Schools can resume any breakfast and after-school provision, where possible, from the start of the autumn term. Where possible these will take place in bubbles.	5	Curriculum Director and Sports Staff	Immediate
	Educational Trips, visits and all extra curricular activities. Before and after school clubs.	Pupils and others including staff attending educational visits, trips and extra curricular clubs.	Those organising educational trips and visits should check latest Public Health England and international travel guidance where appropriate. Large gatherings and events may be postponed / cancelled and organisers should confirm with the event venue. Trip organiser to ensure that there are hand washing facilities and hand sanitisation provisions available both on the coach and at the venue.	1	Educational Trips will not take place in the autumn term to limit risk, whilst these can take place from the new academic year we have decided not to do so, but will continue to review this. From January if and when trips operate groups that are attending trips and visits should be in their normal group and not mix with other groups. Overnight stays and residential should not take place for the foreseeable future. When planning the trip the trip co-ordinator should ensure that the venue visited is Covid-19 secure and the control measures on site are adhered to. It may not be possible for pupils to visit some venues in groups such as supermarkets so guidance and permission from the venue should be acquired prior to the trip taking place.	5	Safeguarding / health and safety and curriculum	Immediate
	Vulnerable groups including those with underlying health conditions or immunity compromised	Those with low levels of immunity are vulnerable to diseases, infections.	All staff and pupils are requested to seek further medical advice if they are concerned with regards to their health during a viral outbreak or pandemic. Advice on following good personal hygiene practices shall be provided. The Trust continues to review and consider the emerging information and government guidance relating to those who may be vulnerable or disproportionately affected.	2	Those staff and pupils defined as clinically vulnerable with underlying health conditions will be supported to work at school through COVID secure environments. Individual risk assessments shall be considered where appropriate and reasonably practicable. If medical advice requires them to continue to work or learn from home then remote working and learning will be implemented. Clinically vulnerable staff, staff who are pregnant and those who may otherwise be at risk from coronavirus (COVID-19) are encouraged to speak to their principal or Academy Business Manager if they have any concerns. We will continue to monitor updated government guidance for these groups and respond accordingly.	3	Human Resources / Line Managers / Pastoral Staff	As appropriate
	Staff and Partner Meetings, Events and gatherings	Staff, pupils and others could be exposed to virus if they came into close contact with others.	Where face to face meetings are required ensure that social distancing measures are adhered to at all times. Social distancing measures (2m) should be observed in the meeting. Staff shall be encouraged to conduct meetings via Teams or conference call where necessary. All non essential travel between sites and to School partners shall be restricted. All non essential events such as charity sales and gatherings not permitted.	2	Staff will sit in bubbles socially distanced for CPD or staff briefings where these are delivered face to face. An appointment system will be operated for external visitors and meeting rooms will be furnished to clearly show to all attendees the social distancing in place. E-Services to ensure remote working facilities are available and supported where required. Remote meetings will continue wherever possible and appropriate. Communicate a reminder with regards to meeting arrangements and that all non essential events such as charity sales and gatherings not permitted including parents evenings. Parents evenings will not take place until such time as social distancing allows. Instead electronic means should be used instead with emailed reports or telephone appointments.	4	E-Services/Line Managers	As appropriate
	Building Checks including Legionella	Staff, pupils and others could be exposed to legionella or other dangers if inspections and maintenance are not completed.	Flushing of water systems completed. Legionella testing completed. Disinfecting of water systems completed.	2	It is important that, prior to reopening for the autumn term, all the usual pre-term building checks are undertaken to make the school safe. If buildings have been closed or had reduced occupancy during the coronavirus (COVID-19) outbreak, water system stagnation can occur due to lack of use, increasing the risks of Legionnaires' disease. Ensure all workplace equipment including machine tools and lifts have received their appropriate inspection and are maintained in good working order prior to use.	4	Business Manager, States, Staff	As appropriate.
	Ventilation	Staff, Pupils and visitors.	Ensure that mechanical ventilation systems used for providing general ventilation are maintained (including cleaned as appropriate) in an efficient state, in efficient working order and in good repair.	3	Remind all staff that offices and classroom windows and doors should be kept open where possible to ensure that a fresh air supply is well circulated. Site teams should open windows where possible first thing in the morning to increase airflow. Once the school is in operation, it is important to ensure good ventilation. Advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak.	4	Estates staff. All staff.	Ongoing.

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	Dining and Eating Facilities	Staff, pupils and others may come into direct contact with others and be unable to maintain social distancing guidelines, those with symptoms transmitting the virus to others	Restaurant facilities are being reviewed to determine if they can open. Consideration shall be made to close all non essential food service such as grab and go stations.	1	Catering facilities will reopen. Pupils should clean their hands beforehand and enter in the groups they are already in. Install barrier protection screening and all self service food to be removed. Social distancing markers to be installed and signage displayed. SLT and Duty staff will control numbers entering eating facilities. Staff will be vigilant and remind pupils about hygiene and social distancing.	4	All staff, Estates, Appointed Contractor Aramark	Prior to opening
	Handling Resources- Library Services, Cash Handling, Text Books and Paper Resources	Studies suggest that coronaviruses (including preliminary information on the COVID-19 virus) may persist on surfaces for a few hours or up to several days.	Online resources have been used instead. Disposable gloves available for cash handling services. Parents have been encouraged to sign up for parent pay to limit the need for cash to be brought into school.	2	Staff and pupils should be encouraged not to print documents and adopt paperless methods. Cashless systems shall be operated wherever possible. Pupils and staff should sanitise their hands before using pay points and again after using these before eating. Those handling cash and Resources should wear disposable gloves when handling. Library book lending where possible will remain open, but library access will be limited to reduce pupils coming in. Pupils will be asked to only pick up books they are going to take out. Where lending is permitted books should be put into quarantine for 72 hours prior to being returned before being lent to the next person. Limit the amount of shared resources that are taken home and limit exchange of take-home resources between pupils and staff by seeking to prevent the sharing of stationery and other equipment where possible. Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same pupils in one day, or properly cleaned between bubbles. Teaching staff must wear disposable gloves when reading and checking pupil work after lessons to plan and prepare for future lessons.	4	All staff, Aramark, Estates.	Prior to opening and ongoing
	Health Checks	Those with symptoms could pass the virus to others.	No health checks or screening currently completed. Staff and pupils should not attend the setting if they have COVID19 symptoms or have tested positive for COVID19 in the last 7 days.	2	All staff and pupils will be reminded not to attend the setting if they have any COVID19 symptoms (fever, new and persistent cough, loss of smell and taste) . They should arrange for a COVID19 test to be completed, the result of which needs to be communicated immediately to the school. If symptoms develop whilst in the setting then arrangements for them to go home will be made immediately, pupils or staff awaiting collections should be separated from the bubble and moved to an 'isolation' room behind a closed door, ideally with a open window, staff in contact with the pupil should wear PPE and the room should be cleaned afterwards with disinfectant and hands washed. All staff and pupils are expected to engage with and follow the instructions of track and trace. Contactless thermometers can be used for anyone displaying or arriving at the School with symptoms. Normal absence reporting procedures should be followed. Pupils and staff must inform their school immediately of the results of a COVID-19 test, whether this is positive or negative.	4	HR, Senior Management, Line Managers.	Prior to reopening
	Accidents and First Aid	Our obligation to ensure that staff and pupils who require first aid assistance whilst at the School continues however, because of social distancing, first aid assistance may not be provided in the normal way because of the risk of first aiders contracting coronavirus	First aid provisions are checked termly. Disposable gloves and sanitising fluid available for use. First aid treatment rooms available at all School sites.	2	Communicate a reminder to all first aiders and staff about normal first aid practices. Additional space will be provided and first aiders provided with appropriate PPE. A small supply of plasters and antiseptic wipes are available from reception for the self-treatment of small cuts and grazes if needed. To reduce the risk of accidents avoid the use of machine tools where possible including pillar drills, lathes and milling machines. Only operate tools you are authorised and trained to use and only when absolutely necessary. NOTE: there may well be some projects where the risk of a first aider refusing to assist is too great, and a decision may need to be taken to suspend those projects accordingly. When providing first aid treatment, both the first aider and pupil should wear a face covering (This is not classified as PPE) and disposable gloves, apron and eye protection. For CPR, an FFP2 rated mask must be worn. • Disposable gloves and gowns/aprons to be made available in the first aid treatment rooms at each site. • Reminder to first aiders: Always wash and sanitise your hands before and after providing first aid treatment. If a pupil is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door (Holding room), depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).	4	First aiders, H&S Manager and Estates and staff	Ongoing

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	Fire Evacuation	Staff, pupils and visitors on site.	Normal fire evacuation procedures and assembly points in place. These are spaced out and in lines, with registers provided for roll call.	3	Normal fire evacuation procedures remain in place. Pupils and staff go to assembly points quickly, and line up socially distanced and spread out in cohort groups with registers for the group held by the staff teaching them. E.g. line up for years 7-8 keyworker, vulnerable pupils. Registers updated daily with any changes to pupils in groups. A walk through of the evacuation procedures including walking pupils through the evacuation route and the location of the assembly point may be preferable to conducting a full evacuation practice where there is a risk of groups mixing.	4	Business Manager, Estates and Health and Safety, all staff	Ongoing.
	Track and Trace	Staff, pupils and visitors on site.	Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to: Book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace 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)	3	Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the DfE advice line for COVID-19 who will put schools through to a dedicated NHS advice team for schools. They will advise on the risk assessment and actions. This team or Public Health will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace. DfE Advice team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. The DfE will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the DfE, schools must send home those people 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 that person when they were infectious. See guidance with regards to what constitutes close contact. A reminder of the process to be communicated to all staff of what to do if there is a confirmed positive Covid-19 case or a pupil or colleague has symptoms of Covid-19. Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website. The School should ask parents and staff to inform them immediately of the results of a test. Pupils and staff must inform their school immediately of the results of a COVID-19 test, whether this is positive or negative. If someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.	4	Business Manager, all staff	Ongoing.
	Hot Desks, Classroom Layouts, Elevators and Other Shared Resources	Studies suggest that coronaviruses (including preliminary information on the COVID-19 virus) may persist on surfaces for a few hours or up to several days.	Appointed contractor appointed to wash and sanitise School touch points including balustrades and handrails. Hot desk usage is in use at most School sites.	2	Line Managers to reduce wherever possible hot desk facilities and only travel to different sites when essential. Classrooms should be laid out with desks facing forward with a 2 meter social distancing space between the pupils and staff member at the front of the class. Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day. Sanitising spray and wipes to be provided for all telephones, computers and other resources including photo copiers. Employees will be required wherever reasonably practicable, to clean and sanitise resources after use. Staff encouraged to use stairs wherever possible and to avoid confined areas such as elevators.	3	Estates, All Staff and Line Managers.	Ongoing
Quality of Education	How do we compensate for the gaps in pupils' knowledge and skills that will have developed following their extended absence from school?	Pupils in Years 7-11 who have not been in school.	The Trust has a 5 year knowledge rich curriculum with core knowledge identified. Cross Trust subject teams have been developing these over the last 2 years. These plans have been maintained through remote learning and working. cross Trust subject teams are already working to adjust plans in light of COVID-19. The Trust remains committed to reducing workload and accelerating progress. The Trust has a policy of no routine marking and will not be asking staff to mark work moving forward, staff will continue to provide verbal feedback or group feedback as appropriate.	2	Identify key component knowledge and skills within individual year groups and subjects areas (i.e. the non-negotiables) Baseline pupils on re-entry in an efficient, timely manner, so as not to further delay teaching and learning. Take into account the online learning that pupils may have engaged in during the school closure (in some areas there may have been a high level of engagement and this should not be ignored) Use pupil premium funding to provide disadvantaged pupils with more intensive/catch up support. Use progress coaches to target those pupils with greatest need of additional support initially using online opportunities. Focus on new teaching and filling in gaps where absolutely necessary. Continue to deliver a broad and balanced curriculum. Ensure the Year 7 curriculum meets the gaps pupils may have from year 6. Monitor and evaluate Year 11 curriculum based on changes in guidance for summer 2021 exams.	4	Director of Education, Subject Leads and Executive Principal/Principals.	24th August-30th September.
	Starting points for September may be unclear as end-of-year assessments may not be carried out if pupils do not return before the summer break	Pupils in year 6 joining schools in Year 7.	SAT testing has been cancelled.	4	Transition meetings between staff will be vital to share pupils' work/ and/or the most recent assessments, these meetings to occur using Microsoft teams. Transition curriculum provided to Primary Schools, and Baseline Testing - Progress in English, Maths and Science tests to be completed with pupils in September. Risk removed due to Year 6 now moving into Y7 in September and all actions are in place for this including induction into school and summer academy.	5	Trust and Academy Transition Leads. School Improvement Lead.	1st September.
	End of year reports will contain limited information if pupils do not return before the summer break	All pupils	Currently reporting to parents is on hold to support staff. The Trust uses learning conversations to collect information for reporting to pupils to limit staff data input and ensure any data has impact in the classroom.	4	Required report production as per DfE guidance is for Years 10 and 11 only, this will be generated with information already obtained from staff, with some QA required from middle leaders. All learning conversations cancelled at this time. Focus currently is on staff developing a blended curriculum for in person and online delivery with core concepts clearly defined. In September a series of meetings (online or in person depending on guidance) will take place to check on curriculum progress and agree next steps. Removed as this risk is no longer relevant. New reporting template in place for 2020/2021 that will take account of blended learning and delivery if needed.	5	Vice Principals - reporting.	Immediate.

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	Ensuring that teacher assessed results for Y11 and Y13 pupils/pupils are accurate and decided upon following a transparent and rigorous process	Year 11 pupils.	Grading has been initially completed following Ofqual and Awarding Body guidance. Instructions for this were provided to staff, and followed in full ahead of deadlines. This information has been cross checked and moderated.	1	Grades to be submitted during window for submission (first 2 weeks of June) for GCSE's and BTEC qualifications. Organise 'results day' so that social distancing can be observed. Additional CEAIG support is in place and all pupils have been provided with support to secure post 16 destinations. Close relationship with NWSLC has provide support where needed for some pupils. Risk removed as process is now complete. Risks are captured on the Trust risk register.	4	Trust School Improvement and Transition Leads.	Immediate (12th June for GCSE grade submission)
	Approach to blended learning needed. Online or home learning may need to continue for some pupils, running alongside return to school for other pupils.	Pupils who are either in school or at home.	Remote learning has been in place since 20/3, with a joint on site provision for MAT at NWSLC for vulnerable pupils, those with an EHCP, and keyworker children. Parents who have needed paper copy access for work have had this posted home. Make sure teacher workload is managed well by utilising already developed cross Trust resources and lessons. Utilise the available online resources from Oak National Academy and BBC bite size as well as Hegarty maths, Microsoft teams, Educake and Senica to provide a broad and balanced curriculum. Digital curriculum group developing strategy to ensure that staff are well supported. 71 laptops and 37 internet devices have been allocated to the Trust for issuing to disadvantaged Year 10.	3	A blended curriculum approach will remain in place in 2020/21 inline with government guidance. This will be built into the curriculum and a range of scenarios have been planned for 2020/21. Pupils who need to work from home due to isolating (symptoms or positive test), or bubbles that need to be at home will be able to access report learning set by the individual academies. A team of support staff will be trained up to do the following tasks: Uploading work provided by subject teachers onto Microsoft 365 or other school specific platforms e.g. Hearty, MILK and MyEd. Collating information for subject leads, pastoral and safeguarding staff regarding the access to and completion of work by pupils. Communicating with pupils and parents so that they know what work is to be completed.	4	Executive Principal and Director of Education.	24th August
Safeguarding	School staff are not aware of safeguarding incidents that occurred during the school closure	Pupils may have suffered forms of abuse during lockdown and they have not had the opportunity to disclose these to anyone	Since 20/3 the Trust have maintained online safeguarding systems (CPOMS), and had daily check in calls to all vulnerable pupils and parents. Regular reminders to pupils and parents about safeguarding concerns and how to report them have been maintained. Frequent calls are made by staff to pupils to check on progress and staff to speak to pupils wherever possible. Counselling service has been maintained.	2	DSLs maintain contact with social workers/keyworkers of pupils with CP Plans, CIN Plans and Early Help Plans. Email addresses and phone numbers on websites. Any developments during lockdown are recorded on the system. Ensure that school information is up-to-date – safeguarding leads at LAs to send DSLs information in relation to new referrals as a matter of urgency. Ensure any guidance issued re safeguarding is followed. Policy in place. Communication with primary safeguarding leads for Year 6 is maintained. Ensure that there are opportunities for whole class PSHE lessons/discussions, group activities and one-to-one discussions (if required) for pupils to share feelings/ anxieties/thoughts in a safe manner (this will be of benefit to all pupils). Counselling service in place along with chaplaincy. Who to go to and speak to message will be reinforced in pupil induction back to school. Academy resocialisation plans enable opportunities for staff to speak to pupils. Staff will be reminded to 'notice things', and all staff will redo safeguarding training at the start of term before seeing pupils. Signs and symptoms will be highlighted. Each Academy to ensure all DSL training is up to date and where not get this booked.	4	Safeguarding Leads / DSL's.	Immediate
	Support for remote learning and online safety for vulnerable and disadvantaged pupils.	Pupils are more at risk whilst working at home.	Regular online safety messages provided to pupils. All pupils attended online safety assemblies before closure. New laptops for disadvantaged pupils will be put onto the school network to ensure Acceptable User Policy compliance. Pastoral staff and teachers contact parents of vulnerable pupils and provide advice and tips for support.	3	Trust is looking to invest in e-safe. Current safeguarding alerts continue to be monitored from school systems and where pupils need to work from home reminders for pupils and parents about online safety will be provided.	4	AP Pastoral.	Immediate
	Some parents may be reluctant to send their children back to school because of the risk of infection and bringing the virus back into the family home	Some parents may choose to home educate rather than have their children return to schools.	Regular communication is already in place with parents and for those accessing the MAT joint provision conversations to reassure and/or to decide on what is best for the pupil/family has already been in place.	2	Talk to parents about the reasons for their decision. Provide information to parents about how the curriculum will be adapted if necessary to address pupils' needs post-COVID -19. Liaise with external agencies where appropriate and needed. Reassure parents of the social distancing strategies that are being followed in school. Provide extra capacity to the attendance team where needed by asking staff working from home to make calls is needed, so that they can work with and support relevant families to get their pupils back into school. Induction video for pupils shared with parents and parent letters with clear reassurance about measures in place.	4	Principals and pupil Support Managers	24th August
Behaviour, Attitudes and Wellbeing	Some pupils and staff may have experienced a bereavement in their family during the school's closure (possibly in relation to COVID-19)	Pupils and staff who have suffered loss during the crisis.	School counsellors and Mental health first aiders in place. Regular communication with parents, and chaplaincy support offered if needed. Staff also provided with employee assistance counselling number. Weekly wellbeing bulletins for staff.	2	Where schools are aware support has already been provided. Prior to opening, encourage parents to share any significant information about their child with the school (via e-mail/telephone if possible) Provide in-school support and a named person (someone the pupil is close to) to support the pupil when they need it. If required, access specialist support for the pupil, and if need be their family	4	pupil Support Manager. HR and Principals for staff.	Immediate
	Attendance	Maintained attendance systems for pupils so schools know who is on site.	Daily reporting to LA (WCC/LCC) and DFE on pupil attendance.	2	Reintroduction of school based attendance systems -SIMS, with continuation of daily reporting as required to DFE and LA (WCC/LCC). Additional training provided to admin staff to support attendance checking. Attendance is compulsory and normal attendance tracking and strategy in place.	5	Attendance Officer	24th August
	Uniform	Parents unable to buy uniform or wash regularly	Uniform policy amended until October half term. Pupils do not need to wear blazer and tie as these are difficult to wash and instead are asked to wear a white shirt, trousers and black shoes.	4	PE Kit to be worn on the days when pupils have PE as changing facilities will be closed.	5	pupil Support Manager. HR and Principals for staff.	Immediate.

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SEND	Some pupils may be more vulnerable to exclusion. Behaviour policy may need to be reviewed to reflect the additional support needs of your pupils E.g. Pupils with social and emotional difficulties may struggle with managing their behaviour when returning to school and the routines of school life.	Pupils at risk of exclusion.	Trust wide policy of warm-strict behaviour standards and expectations. Flexible consistency. Review of behaviour policy and addition of appropriate sanctions where a pupil does not follow social distancing guidance or inappropriately behaves in relation to the current COVID-19 situation e.g. purposefully coughing on another pupil or member of staff.	2	All pupils will have at least 1 day induction into the new systems and expectations of school. These induction days will be run in bubbles and using the appropriate bubble spaces. Pupils will be clear on what is required of them. Revised behaviour policy in place. Maintain support for pupils, with a warm strict approach. SEND support and pastoral support to remain in place. Principals to take into account individual needs and pupils current lived experience to support them and staff. Ensure that these pupils are closely monitored and provided with the relevant support to help them to manage their emotions e.g. access to progress coaches and counselling. Identify the particular pupils who could be vulnerable to exclusion. Facilitate a phased return for some pupils if necessary to meet their needs. Review of risk assessments in place for pupils who have these. It is likely that there will be an increased level of anxiety and emotional support needed. Schools will utilise current resources such as counselling, tutor/prep time to support, and pastoral care. Resocialisation plans are in place for each school, which will assist with some pupils anxieties. Additional capacity will be sourced if needed depending on needs.	4	Behaviour Leads (VP's) and Principals.	24th August
	Sudden announcement of a return to school for ASC pupils will cause anxiety	Pupils with ASC needs.	SENCO, Teaching Staff and Progress Coaches have maintained appropriate remote provision and support. Regular calls to vulnerable pupils and families.	2	Ensure parents have advance notice of start date, so that they can prepare their child for the return to school (walk to school and back home each day – put uniform on daily – structure the day at home to begin to mirror the day at school – telephone call(s) between the pupil and teacher). Share posters, video and induction information to support.	4	SENCO	24th August
	Alternative Provision	Pupils who normally access AP may not be able to do so.	Remained in contact with AP providers, and where pupils are vulnerable they have continued to attend.	2	Provide pupils who attend AP with extra in-school support to help them manage their emotions and mental health. Currently all pupils who attend INSPIRE have access to this provision. Maintain contact with AP providers and before any pupil attends ensure that all appropriate social distancing and hygiene guidance is in place. Ensure where more than one provision is used for a pupil that risks are minimised by maintaining contact between providers. Schools aware of measures in place at provision.	4	Academy behaviour leads.	Ongoing
	LA organised transport to and from school for pupils with EHCPs has stopped	Pupils who have LA organised transport may not be able to attend.	Trust have provided transport where possible during the partial closure.	2	Where transport is not available, pastoral staff will contact parents and see whether they can provide the transport short term. Pupils should be encouraged to walk or cycle wherever possible. As a last resort the schools may consider if appropriate use of school minibus with appropriate social distancing guidelines in place. Organise alternative transport where possible.	3	SENCO and pupil Support Manager	Immediate
	Ensure the success of SEND pupils. Work towards individual SEND targets has stopped and slipped back	Pupils with SEND needs.	SENCO, Teaching Staff and Progress Coaches have maintained appropriate remote provision, including for Direct Instruction during closure.	2	Timely assessment of pupils linked to their specific targets on return to school – short, sharp interventions planned throughout the day and week to make up for lost learning and accelerate progress towards individual targets. Blended curriculum and with additional progress coach support where possible remotely to support pupils not in school.	3	SENCO.	Immediate
	Medicines in school may become out-of-date	Pupils who have medical conditions.	Normally checks are made on stored medicines to check in date and parents asked to maintain up to date medicines on site as part of care plan.	3	An appointed member of staff e.g. pupil Support Manager to check all medications and inform parents/necessary bodies if they need to be replaced.	4	pupil Support Manager.	Immediate
Catering	Ensure catering arrangements are in place for all pupils	Pupils and staff.	Pupils in schools (Vulnerable, EHCP, keyworker pupils) are provided with a packed lunch.	3	Pupils on site will be able to purchase food during staggered break and lunch times. At break a snack may be provided to limit movement, this to be delivered to their classroom. Pupils can bring a packed lunch, and will be told where they can eat this on each site. Staff asked to bring in food from home wherever possible to limit numbers in the catering facilities. Staff should eat at the desk where they are working where possible.	5	Catering Manager and Business Manager	24th August
Building Work	Planned maintenance e.g. Summer works.	Planned maintenance works not completed.	All quotes and expected summer works are planned.	2	The Board have approved Capital works for 2020/20201. Summer works will be carried out inline with social distancing and health and safety requirements. Works will depend on availability of contractors and suitability to adhere to guidance.	3	Trust Estates Team	17th July
Recruitment	Staffing for 2020/2021	Staffing structure not complete and vacancies.	Recruitment for teaching staff continued throughout the covid-19 situation and all vacancies are now filled either permanent or fixed term with Aurelia (Canada) agency supporting in some roles at HHS.	4	Posts on the support staff structure frozen during COVID 19 have been unfrozen, and start dates offered to those who had already been appointed, recruitment underway where this is not yet complete. Online recruitment procedures to remain in place if needed in 2020/2021	4	CEO, Executive Principal, HR and Business Managers.	Ongoing.