

## Risk Assessment

Date: August 2020

This Risk Assessment focuses on two aspects of providing an educational provision during the current COVID 19 Pandemic:

- **Likelihood:** the probability of the risk occurring.
- **Severity:** the impact of a risk and the negative consequences that would result.

The risk definition includes the description of the risk and the consequence of the risk.

Likelihood is defined as;

Low - unlikely to occur during the reopening of our Academy  
 Medium - quite likely to occur during the reopening of our Academy  
 High - likely (almost certain) to occur in the reopening of our Academy

Severity is defined as;

Low - almost no impact on control measures  
 Medium - significant impact on control measures  
 High - control measures could not be achieved (critical)

The arrow shown under the rank number indicates the risk's movement in the overall ranking since the last review.

We have assessed the status depending on a combination of the risk's likelihood and severity, as shown below.

Likelihood	3	Medium (3)	High (6)	High (9)
	2	Low (2)	Medium (4)	High (6)
	1	Low (1)	Low (2)	Medium (3)
		1	2	3
		Severity		

## Risk Assessment

## COVID-19 Reopening of Academy Risk Assessment

Risk No.	What are the Risks?	Who might be harmed and how?	Existing Controls - What have we planned to do?	Likelihood	Severity	Risk Rating	Further Action Required – How we could mitigate risk further?	Likelihood	Severity	Risk Rating	Completion Date	Owner
1 ↕	Accommodating all year groups on a full time basis in accordance with the latest government recommended guidelines.	Students and Staff	Review and adjust provision to provide a broad curriculum for all year groups within their own learning zone (bubble)  Identify appropriate learning spaces and entry and exit points that would be appropriate on the Academy site.	1	2	2	Should the Government adjust their guidelines before opening in September, update All Saints' planning in line with guidance.	1	2	2	20 <sup>th</sup> July 2020	Principal D McNiffe SLT
2 ↕	Availability of staff	Staff with underlying health conditions who are more vulnerable to infection with COVID-19	HR provide the updated list of vulnerable groups to staff (PHE guidance)  Agree flexible working agreements for those who need to maintain greater social distancing due to shielding.	2	2	4	Seek further HR advice on provision on support for BAME employees or other critical groups and advise in accordance with Government guidance.	2	1	2	20 <sup>th</sup> July 2020	Principal D McNiffe HR Manager K Jordan
3 ↕	Risk of transmission between adults at Academy drop off and pick up	All staff	All access to the academy has to be through the Blaisdon Way Entrance.  The Howell Gate entrance will be closed at all times.	2	1	2	In an event of a Government request to further relaxing or tightening of precautions, the Academy will review and adjust the existing controls as necessary.	2	1	2	20 <sup>th</sup> July 2020	Principal D McNiffe SLT Site Manager

## Risk Assessment

Risk No.	What are the Risks?	Who might be harmed and how?	Existing Controls - What have we planned to do?	Likelihood	Severity	Risk Rating	Further Action Required – How we could mitigate risk further?	Likelihood	Severity	Risk Rating	Completion Date	Owner
			<p>A staggered drop off and pick up time will be implemented in accordance to the academy partial opening plans 20<sup>th</sup> July 2020.</p> <p>No parent or carer access into the academy building without a prior arranged appointment.</p> <p>Only one parent or carer should bring their child on to the Academy site and collect.</p> <p>No access to academy reception – parents to speak to SLT first at drop-off point.</p> <p>SLT and Site Staff will marshal drop off and pick up at the designated zones.</p> <p>SLT and Teaching Staff to welcome and manage student entrance and access to the building whilst ensuring two metre distancing for safety.</p> <p>Make clear to parents and carers in advance that there will be no contact with teachers – communication through email and telephone to the academy only.</p> <p>If at all possible, parents and carers should avoid bringing siblings to the academy.</p>									J Burn

## Risk Assessment

Risk No.	What are the Risks?	Who might be harmed and how?	Existing Controls - What have we planned to do?	Likelihood	Severity	Risk Rating	Further Action Required – How we could mitigate risk further?	Likelihood	Severity	Risk Rating	Completion Date	Owner
			Parents and carers are not to gather outside the academy gate in groups.									
4 ↕	Students finding it difficult to socially distance could increase likelihood of transmission	All staff and students by transmission of COVID-19	<p>Students are in Year groups in a specified learning zone in the Academy.</p> <p>One metre social distancing is applied and reinforced.</p> <p>Students use the same learning zone for all lessons.</p> <p>An allocated toilet provision will be given to each year group.</p> <p>A staff corridor duty point will be in place to monitor and manage one student access to a toilet at any one time.</p> <p>Teaching and Support Staff work within the zoned off area of the classroom.</p> <p>Students always work at the same desk in their allocated classroom.</p> <p>Specialist Teaching Staff are permitted to move between each learning area to deliver teaching.</p> <p>Teaching and Support Staff entering different teaching environments are responsible for cleaning their work space and</p>	2	2	4	<p>Ensure that parents and carers have resources to support the preparation of students in understanding the expected social distancing routines.</p> <p>Provide CPD to all staff teams, continual reminders and monitoring of planned activities against RA for safety and social distancing.</p>	1	2	2	20 <sup>th</sup> July2020	Principal D McNiffe  All Staff

## Risk Assessment

Risk No.	What are the Risks?	Who might be harmed and how?	Existing Controls - What have we planned to do?	Likelihood	Severity	Risk Rating	Further Action Required – How we could mitigate risk further?	Likelihood	Severity	Risk Rating	Completion Date	Owner
			<p>equipment. PPE Kit and cleaning products will be provided.</p> <p>The academy has clearly marked out one-way systems in corridors and entrances to classrooms.</p> <p>All groups enter and leave at their specified entrance and exit points detailed in the reopening plan.</p> <p>All staff are responsible for ensuring students follow social distancing expectations.</p>									
5 ↕	Students mixing across year groups and sharing equipment	All students and staff	<p>Year groups must not mix during the Academy day.</p> <p>Sharing of equipment should be avoided. However, given the nature of secondary education there may be a necessity to share. Hence: only permissible where equipment can be appropriately cleaned between groups of students and staff using it.</p> <p>Multiple groups are not to mix equipment across classes, year groups and other student groups (necessary equipment remains in the bubble of the group).</p> <p>Designated zones: an outdoor area and field is provided for each year group.</p>	2	2	4	CPD in place and regular briefings on how to maintain these expectations.	1	2	2	20 <sup>th</sup> July 2020	Principal D McNiffe All Staff

## Risk Assessment

Risk No.	What are the Risks?	Who might be harmed and how?	Existing Controls - What have we planned to do?	Likelihood	Severity	Risk Rating	Further Action Required – How we could mitigate risk further?	Likelihood	Severity	Risk Rating	Completion Date	Owner
			<p>SLT and Support Staff will supervise students at break and lunch.</p> <p>Drinking fountains are specified for each year group..</p> <p>The Library (GLH) will be closed.</p> <p>Use of sports equipment follows all National Governing Body guidelines for COVID-19, e.g. LTA for tennis, FA for football, etc.</p>									
6 ↕	Provision of Academy meals and lunchtime organisation	All students and staff	<p>A full catering service will be provided for each year group from a dedicated serving point.</p> <p>We are providing a FSM Voucher system where necessary and appropriate.</p> <p>Students may bring snacks and a packed lunch. Including a drinking bottle.</p> <p>Students to bring their own drinks bottle.</p> <p>Eat outside where possible.</p> <p>SLT cover lunch.</p>	1	2	2	<p>Should there be an increase in student numbers. We have arranged catering provision offering a cold lunch agreed with Aspens.</p> <p>Vulnerable students get their free Academy meal voucher.</p>	1	2	2	20 <sup>th</sup> July 2020	Principal D McNiffe Finance Director R van Driel
7 ↕	Risk of student/staff member in Academy with symptoms or developing symptoms	All staff and students at risk of COVID-19 transmission	<p>Communication to parents and staff that those who have coronavirus symptoms, or have someone in their household with them, should isolate at home in</p>	2	2	4	<p>Ensure guidelines are communicated regularly in weekly update letters and on the Academy website.</p>	2	2	4	Ongoing	SLT First Aid Staff

## Risk Assessment

Risk No.	What are the Risks?	Who might be harmed and how?	Existing Controls - What have we planned to do?	Likelihood	Severity	Risk Rating	Further Action Required – How we could mitigate risk further?	Likelihood	Severity	Risk Rating	Completion Date	Owner
			<p>accordance with government advice.</p> <p>If symptoms develop at the academy, the child is isolated in Cleeve Ground Floor and parent asked to collect. Staff go home.</p> <p>Staff and students with suspected coronavirus to be tested a.s.a.p. and Academy advised of result. If staff or pupil tests positive all members of the group must self-isolate for 14 days.</p> <p>Full PPE equipment provided for staff administering first aid.</p> <p>Clear guidance provided for staff use.</p> <p>Full PPE for cleaners decontaminating the treatment area and any other areas.</p> <p>Risk assessment to judge necessity for further action.</p>									
8 ↕	Risk of transmission by employees of contracted services	Cleaners / Catering Staff  Academy Staff and Students	<p>FD to confirm availability of contract staff and agree any changes to daily routines and hours required (Caterers, Cleaners).</p> <p>Ensure contracted staff have training on Academy RA and procedures.</p>	2	1	2	Cleaning and contract rotas/schedules will be adapted to fit around the needs of the students and staff to prevent contamination and keep the environment safe and clean.	2	1	2	Ongoing	Principal D McNiffe  Finance Director  R van Driel  SLT  Site Manager

All Saints' Academy

Risk Assessment

Risk No.	What are the Risks?	Who might be harmed and how?	Existing Controls - What have we planned to do?	Likelihood	Severity	Risk Rating	Further Action Required – How we could mitigate risk further?	Likelihood	Severity	Risk Rating	Completion Date	Owner
			<p>Cleaner's hours to be in areas when students have left the zone or building.</p> <p>All contracted staff to wash hands follow academy and government hygiene guidelines.</p> <p>Report concerns, spillages or incidents where contamination may have occurred to the Site Manager, SLT or FD</p>									J Burn
9 ↕	Risk of transmission to Academy staff by other visitors to the Academy	All staff	<p>Parents and carers enter the academy by appointment only.</p> <p>A mask or face covering must be worn.</p> <p>Meetings to take place virtually where possible or in large spaces with good ventilation.</p> <p>Timetable contractors who need to visit Academy, during quieter periods.</p> <p>Visitors to wash hands/use sanitiser on arrival.</p>	2	1	2	Agree protocols for responding to the needs of vulnerable families e.g. virtual meetings and where necessary, physical meetings following full RA etc.	1	1	1	Ongoing	<p>Principal</p> <p>D McNiffe</p> <p>SLT</p> <p>Finance Director</p> <p>R van Driel</p> <p>Site Manager</p> <p>J Burn</p>
10 ↕	Change of routines affect fire evacuation and lockdown procedures	All staff and students	<p>Update fire and lockdown procedures.</p> <p>Muster points:</p> <ul style="list-style-type: none"> <li>Outside Main Entrance for the dedicated</li> </ul>	2	1	2	Modify the emergency procedures, should there be a significant increase in student numbers.	2	1	2	20 <sup>th</sup> July 2020	<p>Principal</p> <p>D McNiffe</p> <p>SLT</p> <p>Site Manager</p>



## Risk Assessment

Risk No.	What are the Risks?	Who might be harmed and how?	Existing Controls - What have we planned to do?	Likelihood	Severity	Risk Rating	Further Action Required – How we could mitigate risk further?	Likelihood	Severity	Risk Rating	Completion Date	Owner
			<p>learning zone area. Staff teaching in that zone are to manage students at each msuter point.</p> <p>If above not possible, exit at the nearest point and keep at least 1 metre away from other people.</p> <p>Train staff and explain to students.</p> <p>SLT to review site checks following a scheduled test evacuation.</p>									J Burn
11 ↕	Responding to personal care needs, first aid and other accidents	First Aiders  Named staff on EHCP plans.	<p>PPE ordered (aprons, gloves, goggles and facemasks) plus cleaning materials.</p> <p>Designated first aiders and stations agreed with protocol for managing unwell student/adult.</p> <p>SENCO review/amend, as needed all EHCPs, liaising with First Aiders, staff and parents.</p> <p>Designated treatment area for suspected COVID 19 is Cleeve Ground Floor.</p>	2	1	2	Revise First Aid Policy and communicate with staff.	2	1	2	20 <sup>th</sup> June2020	Lead First Aider  J Burn  VP  T Cummings
12 ↕	COVID-19 virus left on surfaces risking increased transmission	All students and staff	<p>Reopening Plan details all rooms and areas of designated provision for each learning group.</p> <p>Cleaning rota for toilets is clearly scheduled and signed off after each</p>	2	2	4	<p>Keep reviewing and monitoring cleaning provision.</p> <p>Check rotas and quality of cleaning.</p>	2	2	4	Ongoing	D McNiffe  Finance Director  R van Driel  Site Manager

## Risk Assessment

Risk No.	What are the Risks?	Who might be harmed and how?	Existing Controls - What have we planned to do?	Likelihood	Severity	Risk Rating	Further Action Required – How we could mitigate risk further?	Likelihood	Severity	Risk Rating	Completion Date	Owner
			<p>clean. Recording of this is visible in each toilet area.</p> <p>Finance Director/Site Manager to agree any changes to daily cleaning routine with anti-bacterial sprays/wipes and clothes in all rooms to be used during the day.</p> <p>Cleaning kit provided for all staff to manage possible contamination in their teaching areas.</p> <p>Any shared resources must be cleaned using the kit provided before and after use.</p>									<p>J Burn</p> <p>All Staff</p>
15 ↕	Lack of personal hygiene may make transmission more likely	All students and staff	<p>All students wash hands on arrival, before and after eating, after a break time, before leaving the Academy, after sneezing and coughing – 20 seconds with soap and water, drying thoroughly – supervised by their teacher or duty staff.</p> <p>Hygiene posters to be positioned by all sinks as reminders for students.</p> <p>E-bug resources to be used to continue teaching students about hygiene – in class and shared with parents.</p>	3	1	3	<p>Keep reviewing and monitoring Hygiene measures.</p> <p>Check rotas and quality of cleaning.</p> <p>Constant briefing, messages displayed as constant reminders.</p> <p>Highlight any potential risk that could undermine academy hygiene measures.</p>	3	1	3	Ongoing	<p>D McNiffe</p> <p>Finance Director.</p> <p>R van Driel</p> <p>Site Manager</p> <p>J Burn</p> <p>All Staff</p>

## Risk Assessment

Risk No.	What are the Risks?	Who might be harmed and how?	Existing Controls - What have we planned to do?	Likelihood	Severity	Risk Rating	Further Action Required – How we could mitigate risk further?	Likelihood	Severity	Risk Rating	Completion Date	Owner
			<p>Finance Director/Site Manager ensure hand wash, paper towel and sanitizer in all shared areas and checked during the day.</p> <p>Tissues accessible in all rooms.</p> <p>Black bins labelled 'Safe Disposal' provided.</p>									
16 ↕	Shared resources in Academy could increase transmission	All students and staff	<p>Sharing of equipment should be avoided. However, given the nature of secondary education there may be a necessity to share. Hence: only permissible where equipment can appropriately be cleaned between groups of students and staff using it.</p> <p>Students to keep their own equipment e.g. pencils, ruler, rubber.</p> <p>If it is essential to supply an A4 notepad, pen or pencil the student must keep it thereafter.</p> <p>If it is essential i.e. a barrier to a student's learning and progress, the compiling of paper resources will be permitted. However gloves must be used when compiling this resource to limit contamination.</p> <p>Laptop wipes for cleaning laptops before/after use with their group. .</p>	2	2	4	CPD in place and regular briefings on how to maintain these expectations.	1	2	2	20 <sup>th</sup> July 2020	Principal D McNiffe All Staff

All Saints' Academy

Risk Assessment

Risk No.	What are the Risks?	Who might be harmed and how?	Existing Controls - What have we planned to do?	Likelihood	Severity	Risk Rating	Further Action Required – How we could mitigate risk further?	Likelihood	Severity	Risk Rating	Completion Date	Owner
17 ⇅	Items brought in from home could increase the risk of transmission	All students and staff	Equipment and other items stored in a students' own personal bag.  Students use their own designated work space and desk.  Students bring their own water bottle and keep it in their bag.  Work and eating areas are cleaned regularly i.e. before and after use using the cleaning kit provided or general cleaning routine.	2	1	2	Regularly remind parents to wash and return water bottles.  Limit students to bring one bag to the academy.	1	1	1	Ongoing	Principal D McNiffe All Staff
18 ⇅	Risk of transmission between staff in smaller working spaces e.g. offices	Office staff/SLT/Pastoral Team	VP office for 1 member of staff only. Exam Officer and Data Manager moved to a new office.  All onsite meetings to be in a venue that accommodates 1-2 metre distancing.  Where a face mask or covering where social distancing can't be maintained.  Microsoft Teams must be used if distancing measures cannot be met.  Keep windows and doors open where possible.  Ensure staff do not sit and talk face-to-face, side by side.	2	1	2	Review any office jobs that can be completed in another Academy location or from home.  Clearer expectations for all staff on social distancing in smaller places e.g. office space	2	1	2	12 <sup>th</sup> June 2020	Principal D McNiffe Site Manager J Burn IT Manager A Broady B Lake

## Risk Assessment

Risk No.	What are the Risks?	Who might be harmed and how?	Existing Controls - What have we planned to do?	Likelihood	Severity	Risk Rating	Further Action Required – How we could mitigate risk further?	Likelihood	Severity	Risk Rating	Completion Date	Owner
			<p>Students should not be sent to the Pastoral Office, Admin Office and Reception or asked to stand outside the classroom.</p> <p>Students must not be asked to do errands.</p> <p>Students being collected early should be kept in their classroom until the parents or carer arrives and is waiting outside. The tannoy will notify students.</p> <p>Only 1 person in a lift at a time.</p>									
19 ↕	Increased safeguarding risks for students not attending Academy who should be in Academy	Students	<p>Update safeguarding policy using DfE and LA guidance and train staff if necessary.</p> <p>Clear expectations given to parents regarding daily absence reporting.</p> <p>Designated Safeguarding Lead, complete full review of vulnerable families to agree thresholds for actions once Academy reopens to more students e.g. contact calls.</p> <p>Attendance Manager follow up absences daily.</p>	2	1	2		2	1	2	Ongoing	Vice Principal T Cummings AEWM J Newstead
20 ↕	Behaviour	All staff and students	Revise behaviour policy to include clear rules and sanctions for breaking these rules - to support implementation of restrictions.	2	1	2	Create a visual PowerPoint for students explaining the changes to expect when coming back to	1	1	1	20 <sup>th</sup> June 2020	Vice Principal T Cummings

## Risk Assessment

Risk No.	What are the Risks?	Who might be harmed and how?	Existing Controls - What have we planned to do?	Likelihood	Severity	Risk Rating	Further Action Required – How we could mitigate risk further?	Likelihood	Severity	Risk Rating	Completion Date	Owner
			Communicate changes to staff and parents. Brief students on changes.				the Academy, including the revised behaviour expectations.					
21 ↕	Risk of staff to staff transmission as well as staff to pupil	All staff and students	Staff to wash their hands on arrival at Academy and throughout the day.  Hand sanitiser to be in each classroom for adults during the day.  Staff guidance given regarding social distancing of adults – risks of adults mixing in pupil groups.  Remind staff about dress code and other routines.  Meetings to be held virtually where possible or in open, ventilated areas with 1- 2 metre distancing.	2	2	4	Staff room not to be used.  Keep to designated work areas only. Use outside spaces too.  Allocating staff toilets in each area of the building.	2	1	2	20 <sup>th</sup> July 2020	Principal D McNiffe SLT
22 ↕	Teacher workload impacts on staff wellbeing	All teachers	Agree planning and procedures and share with all staff.  Provide staff advice on how to balance workload during the COVID 19 crisis.  Weekly briefings and communications to keep all staff updated and abreast of any changes.	2	1	2	Keep consultation flowing with all staff and Academy Union Representatives.	2	1	2	Ongoing	Principal D McNiffe HR Manager K Jordan

## Risk Assessment

Risk No.	What are the Risks?	Who might be harmed and how?	Existing Controls - What have we planned to do?	Likelihood	Severity	Risk Rating	Further Action Required – How we could mitigate risk further?	Likelihood	Severity	Risk Rating	Completion Date	Owner
			<p>Allow staff to wear their own additional PPE whilst on premises, if appropriate i.e. face covering.</p> <p>Communicate revised ways of working and reasons to parents to help manage expectations.</p> <p>Provide HR Support to meet needs.</p> <p>Provide contact details and support routes for staff with any concerns.</p> <p>Brief staff on the protocols for online learning in accordance with the Academy 'Acceptable Use Policy'.</p>									
23 ↕	Curriculum Provision in Academy and at home	Students	<p>Curriculum model allows for continuity of provision in line with DfE guidelines whilst maintaining a broad curriculum..</p> <p>Teachers plan in faculty teams to support Academy and home learning.</p> <p>Outdoor learning can be used to support distancing measures, learning and wellbeing.</p> <p>To further extend Microsoft 365 provision across the Academy to enhance teaching and learning in the home and on site.</p>	1	1	1		1	1	1	Ongoing	Vice Principal L Wilkinson

## Risk Assessment

Risk No.	What are the Risks?	Who might be harmed and how?	Existing Controls - What have we planned to do?	Likelihood	Severity	Risk Rating	Further Action Required – How we could mitigate risk further?	Likelihood	Severity	Risk Rating	Completion Date	Owner
	Catering contractors (Aspens Services Limited) do not comply with latest COVID-19 guidance to reduce risk of infection / contamination.  Food that is prepared on premises is compliant with COVID-19 health and hygiene guidance.	Students and Staff	Ensuring that catering staff: follow usual food safety and hygiene procedures and Government guidance for catering establishments.  Catering staff are operating in a safe environment, i.e. in line with our academy's health & safety policies.	2	2	4	Ensuring that catering staff: comply with Aspens Services Limited 'COVID-19 return to work guidelines' (as per attached document).	1	2	2	August 2020	Principal D McNiffe Finance Director R van Driel
	Spread and contracting virus during travel to and from school and provision of safe school transport.	Students and Staff	School transport arrangements in support to changes to school times.  Where possible encourage parents, children, and young people to walk or cycle to school.  Follow government guidance.	2	2	4	Instead of using one school minibus for the school run, using more than one vehicle to ensure safe transport.  We are expecting students living within 3 miles radius to come into school by parental car, by public transport, by foot or by bike.	1	2	1	August 2020	Principal D McNiffe Site Manager J Burn
	Spread of virus by other staff (e.g. Move More) working in the building.	Students, Staff and Other Staff	Tell other staff not to enter the education or childcare setting if they are displaying any symptoms of coronavirus.  Discuss new arrangements for entering and leaving the school building and use of school equipment.	2	2	4	Adhere to and consult operational procedures and protocols.  Ensuring that other staff: comply with their return to work guidelines	2	1	2	August 2020	Principal D McNiffe Finance Director R van Driel



## Risk Assessment

Risk No.	What are the Risks?	Who might be harmed and how?	Existing Controls - What have we planned to do?	Likelihood	Severity	Risk Rating	Further Action Required – How we could mitigate risk further?	Likelihood	Severity	Risk Rating	Completion Date	Owner
	Inadequate management of contractors / suppliers increasing risk of COVID-19 transmission.	Students, Staff and Contractors / Suppliers	<p>Avoid any contractor works unless emergency or essential.</p> <p>Communicate with contractors and suppliers that they need to prepare to support school arrangements (e.g. building maintenance contractors, food suppliers, hygiene suppliers).</p> <p>Key procedures for working in the school environment and COVID-19 controls discussed with contractors or suppliers on arrival.</p>	2	2	4	Site Manager to conduct contractor / supplier induction and maintain a record.	1	2	2	August 2020	Principal D McNiffe Site Manager J Burn