

## Risk Assessment

Date: September 2021

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 Academy Risk Assessment

Risk No.	What are the Risks?	Who might be harmed and how?	Existing Controls - What have we planned to do?	Potential Risk			Further Action Required – How we could mitigate risk further?	Residual Risk			Completion Date	Owner
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1 ↕	Accommodating all year groups on a full time basis in accordance with the latest government recommended guidelines.  (September 2021)	Students and Staff	Year group bubbles are suspended.  Full classes are now in place.  Face Masks are to be worn whilst moving around inside the Academy.  Corridors have chain linked barriers installed to ensure students keep to the left at all times.  Reinstate appropriate learning spaces and entry and exit points that are appropriate on the Academy site.	1	2	2	Should the Government adjust their guidelines over this autumn term, All Saints' planning will be updated and communicated in line with this guidance.	1	2	2	September 2021	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 should a period of shielding is required over this academic year.	2	1	2	We keep their workplace and workforce risk assessments up to date as part of a continuous process in keeping our staff safe.  Risk assessments will be repeated where new information becomes available or where an individual requests a review.	2	1	2	Ongoing	Principal D McNiffe  HR Manager  K Jordan

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3 ↑	Students finding it difficult to socially distance could increase likelihood of transmission	All staff and students by transmission of COVID-19	<p>Staff PPE and cleaning products are provided to maintain excellent levels of hygiene.</p> <p>The academy has clearly marked out one-way systems in corridors and entrances to faculty areas to ensure students give way and keep to the left hand side.</p> <p>All groups arrive at the Academy at a specified entrance.</p> <p>After Period 5 Staff guide students to the nearest exit points.</p> <p>All staff are responsible for ensuring students wear face masks correctly and follow responsible levels of social distancing whilst moving around the Academy</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>Briefings have been provided to all staff teams, continual reminders and monitoring of planned activities.</p>	1	2	2	Further advice and guidance ongoing.	Principal D McNiffe All Staff
4 ↕	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>	1	2	2	Vulnerable students get their free meal voucher.	1	2	2	Completed and adjusted as necessary.	Principal D McNiffe Finance Director R van Driel

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			<p>Students to bring their own drinks bottle.</p> <p>Eat outside where possible.</p> <p>SLT cover lunch.</p>			4						
5 ↕	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 accordance with government advice.</p> <p>LFD COVID-19 Testing is in place since 4<sup>th</sup> January for all staff to be tested regularly.</p> <p>Temperature checking of all staff and students on entering the building.</p> <p>If symptoms develop at the Academy, the child will isolate in the Dance Studio whilst waiting for their parent to collect.</p> <p>Symptomatic Staff are sent home.</p> <p>Staff and students with suspected coronavirus are to access a PCR test a.s.a.p.</p>	2	2	4	Ensure guidelines are communicated regularly in weekly update letters and on the Academy website.	2	2	4	Further advice and guidance ongoing.	SLT First Aid Staff

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			<p>Full PPE equipment provided for staff administering first aid.</p> <p>Clear guidance provided for staff use.</p> <p>Full PPE for cleaners to decontaminate the treatment area and any other areas.</p> <p>Risk assess Covid situations to judge necessity for further action.</p>			2						
6 ↕	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>All staff to have daily temperature checks and a twice weekly LFD COVID-19 Test.</p> <p>Ensure contracted staff have briefed on Academy RA and procedures.</p> <p>All contracted staff to 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>	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	Further advice and guidance ongoing.	Principal D McNiffe  Finance Director  R van Driel  SLT Site Manager  J Burn

All Saints' Academy


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7 ↕	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>Temperature check on arrival.</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 at quieter periods.</p> <p>Visitors to wash hands/use sanitiser on arrival.</p>	2	2	4	Agree protocols for responding to the needs of vulnerable families e.g. virtual meetings and where necessary, physical meetings following full RA etc.	2	2	4	Further advice and guidance ongoing.	Principal D McNiffe SLT Finance Director R van Driel Site Manager J Burn
8 ↕	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 learning zone area. Staff teaching in that zone are to manage students at each muster point.</li> </ul> <p>If above not possible, exit at the nearest point and keep at least 2 metres away from other people.</p> <p>Train staff and explain to students.</p>	2	1	2	Modify the emergency procedures, should there be a significant increase in student numbers.	2	1	2	Ongoing	Principal D McNiffe SLT Site Manager J Burn

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			SLT to review site checks following a scheduled test evacuation.									
9 ↕	Responding to personal care needs, first aid and other accidents	First Aiders  Named staff on EHCP plans.	COVID-19 PPE (aprons, gloves, goggles and facemasks) plus cleaning materials in place  Designated first aiders and stations agreed with protocol for managing unwell students/adults.  COVID First Aid training complete.  SENCO review/amend, as needed all EHCPs, liaising with First Aiders, staff and parents.  Designated treatment area for suspected COVID 19 is Cleeve Ground Floor.	2	1	2	Risk Assessment of first-aid needs has been conducted in accordance with 'Guidance for First Aid for Schools'.  All our first aiders hold a valid certificate of competence.	2	1	2	Ongoing	Lead First Aider  J Burn  VP  T Cummings
10 ↓	COVID-19 virus left on surfaces risking increased transmission	All students and staff	Cleaning rota for toilets is clearly scheduled and signed off after each clean. Recording of this is visible in each toilet area.  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.	2	2	4	Keep reviewing and monitoring cleaning provision.  Rotas and quality of cleaning are checked daily by Site Team.	1	2	2	Further advice and guidance ongoing.	D McNiffe  Finance Director  R van Driel  Site Manager  J Burn  All Staff

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			<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>									
11 	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.</p> <p>20 seconds with soap and water, drying thoroughly – supervised by their teacher or duty staff.</p> <p>Hygiene posters positioned by all sinks as reminders for students.</p> <p>All staff have a daily hygiene kit to clean surfaces etc.</p> <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>	3	1	3	<p>Keep reviewing and monitoring Hygiene measures.</p> <p>Constant briefing, messages displayed as constant reminders.</p> <p>Highlight any potential risk that could undermine academy hygiene measures.</p>	2	1	2	Further advice and guidance ongoing.	<p>D McNiffe Finance Director.</p> <p>R van Driel Site Manager</p> <p>J Burn All Staff</p>



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12 ↕	Shared resources in Academy could increase transmission	All students and staff	<p>Sharing of equipment is to 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.</p> <p>Laptop wipes for cleaning laptops before/after use with their group. .</p>	1	2	2	CPD in place and regular briefings on how to maintain these expectations.	1	2	2	Ongoing	Principal D McNiffe All Staff
13 ↕	Items brought in from home could increase the risk of transmission	All students and staff	<p>Equipment and other items stored in a students' own personal bag.</p> <p>Students use their own designated work space and desk.</p> <p>Students bring their own water bottle and keep it in their bag.</p>	2	1	2	<p>Regularly remind parents to wash and return water bottles.</p> <p>Limit students to bring one bag to the academy.</p>	1	1	1	Further advice and guidance ongoing.	Principal D McNiffe All Staff

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			Work and eating areas are cleaned regularly i.e. before and after use using the cleaning kit provided or general cleaning routine.									
14 ↕	Risk of transmission between staff in smaller working spaces e.g. offices	Office staff/SLT/Pastoral Team	<p>All onsite meetings to be in a venue that accommodates 1-2 metre distancing or use MS Teams.</p> <p>Wear a face mask or covering.</p> <p>Microsoft Teams to be used if distancing measures cannot be met.</p> <p>Keep windows and doors open where possible.</p> <p>Ensure staff do not sit and talk face-to- face, side by side.</p> <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>	2	1	2	<p>Review any office jobs that can be completed in another Academy location or from home.</p> <p>Clearer expectations for all staff on social distancing in smaller places e.g. office space</p>	2	1	2	Further advice and guidance ongoing.	<p>Principal D McNiffe Site Manager J Burn IT Manager A Broady B Lake</p>

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			Only 1 person in a lift at a time.									
15 ↕	Increased safeguarding risks for students not attending Academy who should be in Academy	Students	<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	<p>Regular online contact made to students by PLs, Tutors and Teachers. If no contact can be established this is levelled up to the DSL, AEWm to investigate and implement the necessary next steps.</p> <p>All concerns relating to the welfare and safeguarding of students is acted on in accordance with Academy Safeguarding Policy.</p>	2	1	2	Further advice and guidance ongoing.	<p>Vice Principal T Cummings (DSL) AEWM J Newstead</p>
16 ↕	Behaviour	All staff and students	<p>Revise behaviour policy to include clear rules and sanctions to support Covid-19 measures.</p> <p>Communicate changes to staff and parents.</p> <p>Brief students on changes.</p>	2	1	2	Provide a visual PowerPoint for students explaining the changes to expect when coming back to the Academy, including the revised behaviour expectations.	1	1	1	Completed	<p>Vice Principal T Cummings</p>
17 ↕	Risk of staff to staff transmission as well as staff to pupil	All staff and students	<p>Staff to wash their hands on arrival to the Academy and throughout the day.</p> <p>Temperature check on arrival.</p>	2	1	2	<p>Staff room not to be used.</p> <p>Keep to designated work areas only. Use outside spaces too.</p>	2	1	2	Further advice and guidance ongoing.	<p>Principal D McNiffe SLT</p>

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			<p>Have an LFD COVID-19 test each week.</p> <p>Hand sanitiser to be in each classroom for adults during the day.</p> <p>Staff guidance given regarding social distancing of adults – risks of adults mixing in pupil groups.</p> <p>Remind staff about dress code and other routines.</p> <p>Meetings to be held virtually where possible or in open, ventilated areas with 1- 2 metre distancing.</p> <p>Wear a face mask or shield in corridors and classrooms.</p>				Allocating staff toilets in each area of the building.					
18 ↕	Teacher workload impacts on staff wellbeing	All teachers	<p>Agree planning and procedures and share with all staff.</p> <p>Provide staff advice on how to balance workload during the COVID 19 crisis.</p> <p>Weekly briefings and communications to keep all staff updated and abreast of any changes.</p>	2	1	2	Ensure consultation with all staff and Academy Union Representatives.	2	1	2	Further advice and guidance ongoing.	Principal D McNiffe HR Manager K Jordan

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			<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>									
19 ↕	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 remote home learning for absent students.</p> <p>Outdoor learning can be used to support distancing measures, learning and wellbeing.</p> <p>To Microsoft 365 and Teams to provide a full timetable of remote learning. Academy to enhance</p>	1	1	1	Laptop scheme is in place to provide IT hardware to our disadvantaged students who require it.	1	1	1	Further advice and guidance ongoing.	Vice Principal L Wilkinson

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			teaching and learning in the home and on site for a blended learning approach if and when appropriate.									
20 ↕	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 polices.	1	2	2	Ensuring that catering staff: continuous to comply with Aspens Services Limited 'COVID-19 return to work guidelines' (as per attached document).	1	2	2	Further advice and guidance ongoing.	Principal D McNiffe  Finance Director  R van Driel
21 ↕	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.	1	2	2	We are using two of our school minibuses for the school run, maintaining social distancing and therefore ensuring safe transport.  Students living within 3 miles radius are coming into school by parental car, by public transport, by foot or by bike.	1	2	1	Further advice and guidance ongoing.	Principal D McNiffe  Site Manager  J Burn
22 ↕	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 Academy setting if they are displaying any symptoms of coronavirus.	2	1	2	Adhere to and consult operational procedures and protocols.	2	1	2	Further advice and guidance ongoing.	Principal D McNiffe  Finance Director

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			Discuss new arrangements for entering and leaving the school building and use of school equipment.  Temperature check and LFD COVID Testing as appropriate.				Ensuring that other staff: continuous to comply with their return to work guidelines.					R van Driel
23 ↕	Inadequate management of contractors / suppliers increasing risk of COVID-19 transmission.	Students, Staff and Contractors / Suppliers	Avoid any contractor works unless emergency or essential.  Communicate with contractors and suppliers that they need to prepare to support school arrangements (e.g. building maintenance contractors, food suppliers, hygiene suppliers).  Key procedures for working in the school environment and COVID-19 controls discussed with contractors or suppliers on arrival.  Temperature check and LFD COVID testing on arrival.	1	2	2	Site Manager has conducted and will continue to conduct contractor / supplier induction and maintain a record.	1	2	2	Further advice and guidance ongoing.	Principal D McNiffe Site Manager J Burn
24 ↔	Ability to carry out coronavirus testing for all staff and students in time for their scheduled return to our academy.  Not being able to recruit and train all the people	Students, Staff, Other Staff (Move More) and Contractors (catering and cleaners)	<b>How the testing system will operate?</b>  Tests will be carried out as per NHS guidance and instructions.  Lateral flow testing involves a swab	2	2	4	<b>Positive test</b>  If a test result is positive, the staff member / student will need to self-isolate and follow the guidance from NHS Test and Trace.	2	2	4	6 <sup>th</sup> September 2021	Principal D McNiffe Finance Director R van Driel

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	<p>needed to carry out tests and organise the logistics of the testing.</p> <p>Not being able to obtain consent from parents / carers to test students.</p>		<p>of the nose Results are available after approximately 30 minutes.</p> <p>We have set up appropriate spaces in the building - sports hall and Marquee areas.</p> <p>Schedule is to test students twice, three days apart, to make sure we are breaking the transmission of the virus.</p> <p>Both staff and students will be tested daily, if they have been identified as a close contact of a positive case, so that they can stay in the Academy, rather than isolate.</p> <p><b>Who will run the tests?</b></p> <p>Staff have been provided with PPE, including training in the use of and safely disposal of testing kits.</p> <p>We are recruiting volunteers to help with the logistics of testing.</p> <p><b>Is being tested mandatory?</b></p> <p>Tests are not mandatory for students or staff. They can return to school on the due date even if not tested.</p>			<p>This means:</p> <ul style="list-style-type: none"> <li>Self-isolating for 10 days from the date of the test.</li> <li>Stop self-isolating on day 11, if they haven't had a high temperature for 48 hours and are well.</li> <li>People they live with must self-isolate for 10 days from when they start self-isolating.</li> </ul> <p>In case of shortage of staff and/or volunteers, temporary staff can be hired, for which we will be reimbursed.</p> <p><b>What happens if staff or students don't want to be tested?</b></p> <p>Staff and students who experience COVID-19 symptoms must continue to follow government guidance as normal, including immediate self-isolation and should book a test</p>						



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							through nhs.uk/coronavirus or by calling 119.  Staff or students who are a contact of someone who has tested positive and who do not wish to undertake the daily test for seven days will have to follow the self-isolation guidelines.					