

Risk Assessment – Covid-19 (V2.3)	17 th May 2021	Sedgehill Academy
Responsible Person	Clare Cassidy, Principal	
Other Persons Involved	Tanya Wilkings – Executive Business Manager, SLT Members, Mick Hassett Cluster Facilities Manager Kier FM Services – Matt Todd Sent to staff and NEU union rep on 5 th January 2020 Sent to LGB V1: To be reviewed by Jon Coles and Dame Sally before submitted to United Learning Trustees to consider sign off. V1: Sent to Angela Scattergood, Director of Education Lewisham 14 th July 2020 Kerry Lonergan, Public Health England – Lewisham, will walk the site with CCA on 20 th August	
Guidance Material Considered	<ul style="list-style-type: none"> • DfE – Schools coronavirus (COVID-19) operational guidance (https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance) (10 May) • DfE - Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak (10 May) • DfE - Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak (10 May) • DfE – Face coverings in education (10 May) • DfE - Safe working in education, childcare and children’s social care (1 March) • BEIS - Working safely during coronavirus (COVID-19) Offices and Contact Centres (11 May) • NHS - Test and Trace – How it works (13 May) • PHE - COVID-19: cleaning in non-healthcare settings outside the home (16 October) • CLEAPSS - COVID-19 guidance re science, design and technology • AfPE – Coronavirus guidance and support re school sport • OEAP – Coronavirus guidance re educational visits • Music Mark – Guidance for Schools and Music Providers <p>DfE Asymptomatic Testing Procedures and Guidance – available through the DfE portal (secondary)</p>	

This risk assessment takes into consideration the latest variation of the COVID-19 strain which has been found to be considerably more contagious than previous strains (by 50% -70%). It is essential that all users of the school site read, understand and implement the safety procedures detailed in this assessment.

Details	DFE Coronavirus Helpline 0800 046 8687
<p>Covering staff and pupil H&S for the reopening of schools from 8 March 2021 and for those staff who will continue or need to work from home. The term ‘school’ is used throughout to refer to schools and early years settings as applicable.</p> <p>To minimise the risk of infection to all persons, the following system of controls has been applied by the school/setting:</p> <p>At all times</p> <ol style="list-style-type: none"> 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend school 2) Ensure face coverings are used in recommended circumstances 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual 4) Ensure good respiratory hygiene for everyone by promoting the ‘catch it, bin it, kill it’ approach 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents 	

- 6) Minimise contact between across the setting/site and maintain social distancing wherever possible
- 7) Keep occupied spaces well ventilated

In specific circumstances

- 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary
- 9) Promote and engage in asymptomatic testing, where available

In response to any infection

- 10) Promote and engage with the NHS Test and Trace process
- 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community
- 12) Contain any outbreak by following local health protection team advice

A close contact is defined as:

- Anyone who lives with someone with COVID-19 symptoms or a positive test result (PCR or LFD)
- Anyone in a support bubble or childcare bubble as if they were part of the same household
- Anyone who has had the following contact with someone who has tested positive for COVID-19 via PCR or LFD test.
 - face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre skin-to-skin physical contact for any length of time
 - been within 1 metre for 1 minute or longer without face-to-face contact
 - been within 2 metres of someone for more than 15 minutes (either as a one-off contact or added up together over 1 day)
 - travelled in the same vehicle or a plane

The symptoms of COVID-19 are: a new and continuous cough, or a high temperature, or a loss of or change in a person’s normal sense of taste or smell

Hazard	Who is at Risk	How Can the Hazards Cause Harm	Control Measures Currently in Place	In Place?	Residual Risk Acceptable?
Infection Control (people)	Staff, Pupils, Visitors	Staff contracting COVID-19	<ul style="list-style-type: none"> • An individual RA is available for those who feel they may be at higher risk from infection • Clinically extremely vulnerable staff (CEV) are advised not to attend the workplace • Staff who are required to quarantine having recently visited a county outside the common travel area will not come into school • Any other staff who are not required in school and who can continue to work from home will do so • Staff are either taking part in asymptomatic testing in line with DfE guidance, or for those that have not volunteered, weekly health screening is being carried out. • Any staff member with symptoms of COVID-19 is sent home to self-isolate for 10 full days and instructed to undertake a COVID-19 test. Their household members are also required to self-isolate pending the results of this test. 	Y	

			<ul style="list-style-type: none"> • Close contact self-isolation of staff and their contacts will continue even when an asymptomatic testing programme is in place. • Where the PCR test returns a positive result: <ul style="list-style-type: none"> ○ The staff member self-isolates for 10 full days from the day after onset of symptoms and after that they can return if they feel well enough. They can return if a cough or anosmia persists beyond this time. ○ The staff member must notify the school of the test result immediately ○ Where two or more cases occur within 14 days the school contacts the DfE helpline for advice on any further action required ○ The school will carry out close contact tracing to identify any other staff or pupils who will be required to self-isolate ○ The school will review the case against the Group guidance on <i>COVID-19 and ARMS</i> to establish if it was likely that the infection was contracted as a result of occupational exposure and record it on ARMS if it was. • If the test result is negative the staff member can return to school when they feel well enough to do so. Any close contacts who were self-isolating can stop doing so. • Where an LFD test returns a positive result: <ul style="list-style-type: none"> ○ (Home testing) self-isolate, arrange a PCR test, and follow the above if positive. If negative, return to work ○ (In school testing) staff member self-isolates for 10 full days from the day after the test. Any close contacts must also self-isolate ○ The school must be notified of the test result in the case of testing from home ○ Where two or more cases occur within 14 days the school contacts the DfE helpline for advice on any further action required <p>The school reviews the case against the Group guidance on <i>COVID-19 and ARMS</i> to establish if it was likely that the infection was contracted as a result of occupational exposure and record it on ARMS if it was.</p>		
		Pupils contracting COVID-19	<ul style="list-style-type: none"> • Any pupil with symptoms of COVID-19 should not attend school for 10 full days from day after the onset of symptoms and is expected to undertake a test. The pupil/parents are instructed to notify the school immediately if a positive result is obtained. • Where two or more cases occur within 14 days the school contacts the DfE helpline for advice on any further action required • A negative result means the pupil can return to school. • Secondary pupils are eligible for enrolment on the asymptomatic testing programme (three tests on the return to school, twice weekly home tests after that) <ul style="list-style-type: none"> ○ (Home testing) self-isolate, arrange a PCR test, and follow the above if positive. If negative, return to work 	Y	

			<ul style="list-style-type: none"> ○ (In school testing) pupil self-isolates for 10 full days from the day after the test. Any close contacts must also self-isolate ○ The school must be notified of the test result in the case of testing from home ● Where a pupil indicates an individual in their household is unwell with symptoms compatible with COVID-19, they must self-isolate for up to 10 days. The symptomatic household member should arrange a test. If this test result is negative the pupil can return to school if they do not have any COVID-19 related symptoms. ● Clinically extremely vulnerable pupils are advised not to attend school at this time. ● Pupils/children who are required to quarantine having recently visited a county outside the common travel area must not come into school 		
		Visitors contracting COVID-19	<ul style="list-style-type: none"> ● All visitors to site carefully managed and identification details recorded and held for 21 days to support the Test and Trace process. ● Details of any specific local procedures are communicated to all visitors before they come to site. ● Parents are advised to drop children off alone, i.e. not to come with partners or family and not to congregate at the school entrance. ● Contractors attending while school is operational are notified that the school is operational and their access requirements reviewed on a case by case basis. ● Central office staff visiting schools are eligible for inclusion in asymptomatic testing but this is not a condition of entry and all normal infection control practices will still be followed. 	Y	
Suspected / confirmed case in school	Staff/ pupils	Potential contamination of surfaces and for person to person spread	<ul style="list-style-type: none"> ● Pupil/staff member sent home and instructed to arrange a COVID-19 test. The school may provide a PCR test kit where doing so may increase the likelihood of a test being completed. ● Pupils with symptoms are isolated in a dedicated room with an open window. Where this is not possible, they are kept at least 2m away from all other persons. ● If unwell/symptomatic, staff send to front and radio Lesson Support or use alert button on computer. ● CCA/LOR informed by radio if anyone identified and then lead response. ● Pupil isolated in secure area outside under the canopy or Meeting Room 1, if awaiting collection in line with government guidelines. ● Staff and pupils who were with the affected party should wash their hands thoroughly but do not need to go home unless symptomatic themselves or should they subsequently be identified as a 'close contact' when they will be treated as such ● A small quantity of PPE, i.e. disposable face masks, gloves, and apron and suitable waste streams will be required for handling suspected cases where 2m separation cannot be maintained. These are in the medical room and headteacher office. ● Cleaning and disinfection carried out by cleaning staff in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings 	Y	

			<ul style="list-style-type: none"> • Collate information on bubbles/groups and other close contacts to inform decision making about who needs to self-isolate or be serial tested • All rooms to have pedal, lidded bin. • Kier staff regularly empty bins. • Kier staff dispose of waste following symptomatic pupils/staff. • Stocks of PPE and sanitiser are checked weekly by HR officer 		
Infection Control (practices)	Staff, Pupils, Visitors	Operational practices in place to minimise the risk of the spread of infection	<p><u>Face Coverings</u></p> <ul style="list-style-type: none"> • <u>Secondary</u> <ul style="list-style-type: none"> ○ Adults and pupils will wear face coverings when moving around the premises, in corridors and communal areas and in areas where social distancing cannot be reliably practised (subject to any exemptions and not during exercise or strenuous activity) ○ Pupils can wear face masks in classrooms if preferred. Staff may remove their mask while teaching from a safe distance at the front of the room, but should wear a mask while moving through the classroom. ○ • <u>All</u> <ul style="list-style-type: none"> ○ Face coverings are required by law for those >11yrs using public transport. The school supports safe disposal and hand hygiene practices for those arriving with these ○ The school holds a small supply of disposable face coverings ○ Pupils, staff, and visitors are briefed in the safe wearing, removal and storage of face coverings including hand hygiene <p><u>Good Hand and Respiratory Hygiene (key principles to be applied)</u></p> <ul style="list-style-type: none"> • Alcohol based hand sanitiser to be readily available via individual bottles given to students and staff. Extra large bottles also available in key locations. Sanitiser checked at roll call and replaced as necessary. Hand sanitiser used at Sedgehill will be more than 70% alcohol based. • Soap and hot water in toilets. Spot check by SLT x3/day. • Hands cleaned by all pupils, staff members and visitors, using soap or sanitiser on arrival, after break, when changing rooms, before eating and after lunch. • Practices built into school behaviour culture – roll call and end of some lesson routines. • Catch-it, bin-it, kill-it, promoted throughout school – assemblies, tutors, posters. • School provides tissues and enough lidded/pedal bins to support disposal of waste. • School considers support for those who may have difficulty or those who spit or use saliva as a sensory stimulant – none at present. • Face coverings in school are required for those >11 yrs using public transport – plastic bags issued on entry for these to be safely kept during the school day. Face covering use in corridors 	Y	

			<p>encouraged – staff and students. Briefings and Assemblies used to teach good mask hygiene and expectations around this.</p> <ul style="list-style-type: none"> • Hand sanitiser at reception and use monitored by receptionist. <u>I</u>f pens provided at reception not taken back in. • Finger pad for catering wiped after use – Caterlink • Measures repeated regularly in briefing and assemblies <p><u>Cleaning</u></p> <ul style="list-style-type: none"> • A cleaning schedule is in place showing increased frequency with a focus on areas used by multiple groups and frequently touched surfaces in line with normal procedures and cleaning risk assessment. No requirement for additional PPE to be worn for routine cleaning. • Cleaning following confirmed/suspected case carried out in accordance with PHE guidance COVID-19: cleaning of non-healthcare settings • Where cleaning is contracted out the school maintains a record of what enhanced processes have been implemented 		
			<p><u>Grouping (key principles to be applied)</u></p> <ul style="list-style-type: none"> • To minimise contacts and mixing while still delivering the curriculum. We will: • Operate Year Group Bubbles at all times; each year group bubble will have a dedicated area for (Y7-9: All lessons except PE. Y10-13: All lessons except those that require specialist rooms) • Year 7-9: use of specialist rooms for Drama and Art in place. Rooms and equipment cleaned following use. Teachers collect from the Year Group Area at the start of a lesson and take over to specialist area to avoid mixing with other year groups as they start to be used • An area in each classroom where the teacher can be, but students cannot, to ensure 2m distance is maintained. • Move out excess furniture and equipment not required from rooms. • Move desks and chairs so that classes sit in rows facing the front towards the back of the room. • Year group bubbles will not mix after entering the school except a small amount of passing outside in the Agora or corridors. • Year Group Bubbles will not mix at break or lunch – see timetable. Each Year Group will be directed to their own area of the playground • Only Year Group Assemblies will take place. • No clubs or trips will operate until after the week 4 review. • Eating spaces to be cleaned between bubbles. 	Y	

			<ul style="list-style-type: none"> • Timetable highlighted and rooms organised to ensure Year Groups don't use the same specialist space. • Rota in place to ensure lesson changes are supervised as staff move. • All staff issued with a lift key. Lifts operate as 1 in 1 out • All staff issued with a wheelie trolley to carry equipment if required. • Books given out and collected by students. • To enable the tracing process to be work effectively, we will keep a comprehensive record of group/bubble composition and records of any close contact that takes place between children and staff in different groups. Close contact is defined as: <ul style="list-style-type: none"> ○ direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) ○ proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual ○ travelling in a small vehicle, like a car, with an infected person ○ Track and trace app in place for visitors • SIMS registers to be used to identify which group an individual is part of so that breaches of these groups can be identified. Staff will be briefed at the September INSET on what close contact means and asked to keep a log • All staff have submitted a seating plan to central are for easy access 		
			<p><u>Measures within Classrooms</u></p> <ul style="list-style-type: none"> ○ Staff remain distanced from pupils, at the front of the class, away from any other colleagues, and 2m from all parties where possible. Tape indicates space for this. ○ Pupils sitting side by side and facing forwards wherever possible. Desks moved for this. ○ Avoid face to face contact and limit time spent within 1m of anyone. ○ Education and care support for those with complex needs to be provided as normal. ○ Any books used can be distributed by students and staff will not need to handle (review week 4) ○ Laptops will be issued to staff for the period of time required and a HDMI cable used. Cleaning materials will be available where any keyboard is used 	Y	

			<p><u>Measures Elsewhere (key principles applied)</u></p> <ul style="list-style-type: none"> • Assemblies – Year Group only to take place. • Passing the odd person remains low risk, but pinch-points considered, and the Y10-13 timetable reviewed, and some rooms changed made to reduce these. • Fire evacuation (though in a real fire the risk from fire takes precedence). Year group bubbles will mix outside in a fire evacuation. Distancing at Astro Turf as at roll call. Other measures remain the same. • Fire Drill done as induction for all students to avoid Year Group bubbles mixing but ensure all understood. • Meetings to be virtual if 2m distance cannot be maintained. • Staff spaces. Staff room chairs marked to indicate 2m distancing. Staff areas in departments to be marked to indicate 2m distance between chairs or desks • Library – out of use except Y12/13 study and some library lessons – Year 7 only • Regular and thorough handwashing or use of alcohol-based sanitiser to be carried out by all pupils and staff members including: <ul style="list-style-type: none"> ○ On arrival and before departure ○ Before break ○ When groups change areas ○ After using the bathroom <p style="margin-left: 40px;">This will be directed and monitored each time by staff – see T/t</p> 	Y	
			<p><u>Measures for Arrival and Departure (key principles applied)</u></p> <ul style="list-style-type: none"> • Stagger start and finish times to prevent groups mixing where possible. Y7-9 arrive at 8am and enter 3 large spaces. • Y7-9 dismissed doing lesson 6 one-year group at a time. Now only 15 mins early • Y12+13 to leave after final lesson. Year 12 & 13 only have one tutor group per week • Communicate arrangements to parents and agree a process for drop off and collection to prevent gathering at the school gates – Letters July, August. Team Live Event August. • SLT and HOY and AHOY on duty. • Plastic bags issued for masks. • Bins for masks available. • Hand sanitiser checked. • Refill station available so enough for day. • Year groups go straight to distinct areas. • Soap and water in toilets at reception available to students. 	Y	

			<p><u>Other Considerations (key principles applied)</u></p> <ul style="list-style-type: none"> • Specific assessment for those with SEND needs to help with adjustments. All have RA. • Supply/peripatetic teachers can move between schools, but we will minimise contact and distance as much as possible and record kept of anyone on site and which bubbles they worked with by relevant SLT. Specialist staff e.g. therapists work as normal. CCA informed regarding all before invited. • Specialist staff e.g. therapists work as normal • Parents are informed of the processes in place for drop-off and collection, including discouraging gathering at the school gates • Contractors and other visitors. Explain local processes to them before arrival. Keep a record of all visitors. Electronic record of sign in available. Kier hold contractors' details. Signage in reception to explain procedures. Hand sanitiser usage monitored by reception • Tours of Year 6 children and their families taking place after school. Only SLT on site. Social distancing, hand washing, wearing of masks and signing in in place • Dual registered children can attend, we will liaise with the other provider – none at present. • Equipment – <ul style="list-style-type: none"> ○ Personal items, e.g. pens and pencils etc. provided by student. Staff do not collect in. ○ Classroom resources – can be used freely within the bubble/group, but subject to regular cleaning ○ Resources shared between groups will require frequent meticulous cleaning, i.e. always before being used by another group, or quarantined for 48 hours between use (72 hours for plastic items) – Science equipment. Art resources. Musical instruments – see other section 		
					Y

			<ul style="list-style-type: none"> ○ Outdoor play equipment cleaned more regularly – Kier to confirm. Most taped up and out of use. ○ Pupils should limit the amount of equipment they bring to school – explain in Assembly and Parent letters. ○ Resources can be taken home where it contributes to education and development and subject to the same rules re cleaning and rotation as above. ○ Laptops used by staff travelling between rooms and cleaning product available for keyboards and computer 		
			<p><u>Public Transport (key principles applied)</u></p> <ul style="list-style-type: none"> ● Steps to depress demand at peak times – Y7-9 arrive at 8am, staggered end to the day with year groups escorted from their area to exit, Y12/13 only attend for lessons. ● Promote walking/cycling to school if possible, via assemblies and letters. ● Face coverings are required on public transport for all over 11 years old. See section above re management of these on arrival 		
Infection Control (premises)	Staff, Pupils, Visitors	Changes to or introduction of physical control measure to minimise the risk of the spread of infection	<ul style="list-style-type: none"> ● Any unnecessary furniture removed to aid distancing between groups ● One-way system implemented in corridors and on stairwells using emergency exits where different bubbles will regularly cross. Timetables and rooms for KS4 will minimise crossover to avoid the need for this as much as possible. Staff able to use emergency exit stairwells. Markings on floor indicate keeping to one side ● Demarcation of playground spaces, classrooms, staff rooms or other areas where social distancing controls are difficult to manage. ● Demarcating staff rooms or other areas where adult may congregate. On seats. Staff informed at INSET regarding use of space. ● Access to print rooms/photocopiers limited to PSU. ● Reduce occupancy for lifts. One in one out in operation. All staff given a key. ● Offices – single occupancy by using spare offices. Where reception is used as a multiple office a risk assessment has been carried out and screens in place and a one ‘visitor’ in – one out in operation ● Windows opened where possible and without creating undue risks. Students allowed to wear coats if cold ● Non-fire doors propped open to remove need for hand contact. ● Where multiple staff have to occupy a single office and 2m separation is not possible: <ul style="list-style-type: none"> ○ Work back-to-back ○ Install screens between workstations ● Prohibit shared workstations if robust cleaning cannot be ensured between users ● Complete and display the <i>Covid-19 Secure in 2020</i> poster 	Y	

			<ul style="list-style-type: none"> Staff regularly reminded of safe working practices at briefing and by email 		
Anxiety, stress and worry	Staff, pupils (parents indirectly)	Those coming back to work or school may be anxious, worried or stressed	<ul style="list-style-type: none"> Involve the workforce in the development of this risk assessment and control measures (refer to Group Consultation (HS) Policy for guidance) – sent out 15/07/20. This risk assessment and its findings have been shared with staff and published on the school website. Feed the determined approach into the communication strategy. Staff have access to Group’s occupational health and counselling service Publish the findings of this risk assessment on the school website. Staff have been signposted to the UL Hub re welfare via staff briefings SLT discuss staff welfare and individual staff in LM and SLT meetings 	Y	
Cleaning	Staff, Pupils, Visitors	General hygiene to interrupt transmission from contact surfaces	<ul style="list-style-type: none"> Frequency to be increased with focus on all hand-contact surfaces in line with normal procedures and cleaning risk-assessment. Handrails, door handles, toilets, phones, sinks, fridges and light switches to be cleaned throughout the day. No requirement for additional PPE to be worn. Kier confirm enhanced cleaning completed daily to TWI/CCA. Cleaning following confirmed/suspected case in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings by Kier. A record of what enhanced processes have been implemented by Kier was received by the school TWI to check Kier is operating in line with Govt guidance. This has been discussed and reviewed at all SPV meetings. Water fountains out of use. Bottles or cups of water available for staff and students in staffroom or dining room. Students encouraged to bring in water 	Y	
Delivery of ‘higher risk’ subjects	Staff, Pupils	<p>Delivery of lessons such as science, D&T, Drama and PE require pupils and staff to work in close proximity thereby increasing the risk of infection</p> <p>Educational visits</p>	<ul style="list-style-type: none"> Subject leads to review their risk assessments for the planned activities and update accordingly. No performances with an audience to take place Science Experiments limited. Equipment meticulously cleaned or left for 48 hours (72 hours plastic) – details to be confirmed following a meeting in August. Use of video to replace some practical Drama – curriculum reviewed to minimise contact Art – Equipment for Y7-9 kept in Year Group Bubble bases. Left 48 hours before use/wiped – Technician signed to indicate ready for use. <p>Music and Drama</p> <ul style="list-style-type: none"> Consistent groupings are maintained wherever possible 	Y	

		<ul style="list-style-type: none"> • Singing and wind instrument playing takes place in in larger rooms with players, singers, and any other persons 2m apart, and with ventilation maximised. Where possible outdoors if the weather permits. • Choirs and ensembles will only take place where social distancing and high levels of natural airflow can be maintained • Wind players positioned so that air is not blown into another player • Backing tracks/accompanying music operated with volume levels as low as possible. • Microphones used where possible and amplification is required; if shared they are cleaned between each user • Performances with an audience to not take place at this time. • Robust handwashing practised, before and after handling equipment/instruments • Any shared equipment is cleaned regularly and always between users • Music – no singing in group of bigger than 15 and socially distanced and well ventilated. Distance maintained when using instruments. Keyboards or any other equipment cleaned after use. KS3 will not operate in music area until after week 3 review at the earliest. After this the classes will operate in 3 smaller groups and only using students own instrument • MFL – no singing <p>Physical Activity</p> <ul style="list-style-type: none"> • Consistent groupings maintained • Equipment thoroughly cleaned between groups • Outdoor lessons prioritised where possible. Indoor spaces have natural ventilation maximised • Use of external facilities is risk assessed on a case-by-case basis • Team sports only carried out where NGB has published guidance on how this can be carried out safely and with this guidance implemented • Physical activity is encouraged at break and lunch time where it can be carried out within existing groups and with any shared equipment cleaned after use • PE – will be mostly outside. Non-contact sports planned. PE kit will be worn on PE days to avoid changing room use. Equipment will be cleaned between use • No inter-school sport to take place • Business & Computing – some classes re-roomed to avoid class using the same room after another. Computers cleaned with specific cleaning materials after use • Specialist advisory bodies latest guidance reviewed regularly. (CLEAPSS, AfPE). 		
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			<p>Educational Visits</p> <ul style="list-style-type: none"> Primary and Secondary – Trips will not take place at this time. Domestic, non-residential educational visits are permitted. Schools will refer to OEAP National Guidance when planning – currently we will not be doing trips. Review week 4. 		
Failure to follow local rules	Staff, Pupil, Visitors	<p>Persons fail to follow local rules due to lack of awareness.</p> <p>Persons violate local rules</p>	<ul style="list-style-type: none"> Risk assessment developed in collaboration with staff and Union reps and shared with all parties All staff reminded of their duty to follow these control measures and to support staff or pupils who may fail to follow these in a constructive manner Transgressions will be escalated through existing behaviour/disciplinary arrangements RA item at all staff briefings. Students will all be trained in new procedures at first assembly. Students informed regarding changes via PPT and letter sent home in August. Start of year more staggered than usual to allow detailed induction/training – see timetable. SLT LW to monitor aspects of RA in action and report back to daily SLT briefing. Updates/feedback given at all staff briefings. Kier to send daily email to confirm enhanced cleaning checklist completed. SLT to monitor compliance during lesson support that takes place each lesson and observations/conversations with staff regularly. RA discussed at SLT meetings and reviewed by all SLT each half term to widen input DFL policy amended to include consequence regarding failure to comply with COVID 19 procedures – up to an including exclusion – see DFL update. 	Y	
Maintaining a compliant premises	Pupils, Staff	Loss of site staff and access to contractors resulting in PPM and other compliance checks lapsing.	<ul style="list-style-type: none"> Premises compliance status to be reviewed by Site/Facilities/Estates Manager to be reviewed prior to reopening and briefing provided to the school’s Head via Joint Walk around August 26th. Contractor access to site for PPM/compliance inspections to be continued wherever possible. Legible record of all contractor details to be held for 21 days (to support Test and Trace process if necessary) – Kier. 	Y	
The school lapses in following national/group	Staff, Pupil, Visitors	Lack of awareness leads to potential contamination of the premises or an outbreak	<ul style="list-style-type: none"> Central office to ensure that Coronavirus pages on the Hub are kept updated Important updates/changes to be included - Jon Coles Bulletins. 	Y	

guidelines and advice		spreads rapidly through the school and wider community	<ul style="list-style-type: none"> • Headteacher to ensure that all relevant guidance is followed and communicated via briefing Tuesday and Friday. • Senior Leaders to keep up to date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review this risk assessment accordingly – DfE daily email received by Principal and weekly email from Lewisham Director of Education. Principal attending all Lewisham Head Teacher meetings. • Information on the school website is updated. Parent tab has dedicated menu item for information relevant to parents. • Parents/Pupils updated via classrooms/email/parent text as necessary. • Any change in information to be shared with Chair of Governors and passed on to parents and staff by email 		
Other Risk Assessments	Staff, Pupils	Other risk assessment that aren't updated and therefore become invalid	<ul style="list-style-type: none"> • Extra-curricular provision subject to specific risk assessment developed with reference to DfE Guidance on Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak. None until week 4 when this will be reviewed. • Fire risk assessment reviewed – see previous notes • Fire safety procedures amended to support COVID-19 arrangements • Key premises risk assessments reviewed to ensure they remain valid, e.g. fire risk assessment, manual handling, COSHH if new chemicals are brought in. 	Y	
Wellbeing/ Stress	Staff	COVID 19 leading to issues with wellbeing Unusual working environment arrangements contributing to stress	<ul style="list-style-type: none"> • Guidance on wellbeing provided on Hub coronavirus pages – dedicated wellbeing section • Guidance provided to managers on supporting their teams and reasonable expectations during this period. • Working from home guidance issued via Hub coronavirus pages 	Y	

Details of any additional control measures for consideration	Target for completion	Date of completion	Completed By
<p>From 4th January only vulnerable and Essential worker children will be on site. (plus exam candidates)</p> <p>They will be asked to consent to be tested and be tested</p> <p>They will work in the B ground floor or C ground floor and will remain in Year Group bubbles, 2m apart, they will be provided with a mask to wear if they do not have</p> <p>They will be given guidance on measures each day</p>			

All other students will be taught via Teams online. Safeguarding advice provided to staff via meetings and guidance			
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Assessment completed by:	C Cassidy	Date:	15 th July 2020 Walk around with PHE Lewisham on 20 th August	Date of next review: Updated January 25 th Updated February 25 th March 8 th April 25 th May 17 th	
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