

## Risk Assessment – COVID 19 – OPENING SEPTEMBER 2020 & MARCH 2021

Details	
School	Watling Academy

Risk Assessment Title:
<ul style="list-style-type: none"> <li>Opening September 2020</li> </ul>

Who is at Risk?	
<b>People at Direct Risk:</b> <ul style="list-style-type: none"> <li>School Staff/Teachers/Students /Parents/Visitors to School</li> </ul>	<b>Other People Who Could be Affected:</b> <ul style="list-style-type: none"> <li>Contractors</li> </ul>

Summary of Risk			
What is your assessment of the risk <u>before</u> the ACTION PLAN is completed?	<input checked="" type="checkbox"/> High risk	<input type="checkbox"/> Medium risk	<input type="checkbox"/> Low risk
What will the level of risk be <u>after</u> <sup>1</sup> the ACTION PLAN is completed?	<input type="checkbox"/> High risk	<input type="checkbox"/> Medium risk	<input checked="" type="checkbox"/> Low risk

<sup>1</sup> Note : if the risk is still classified as 'High', even if you were to complete the action plan, then the hazard should be neutralised immediately (e.g. by stopping the activity or making the area safe) and the school safety co-ordinator and the relevant manager should be informed.

**Assessment and Action Plan**

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom
1. Catching COVID-19	Risk assessments not in place, understood and adopted by all staff.	Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering: <ul style="list-style-type: none"> <li>• Different areas of the school,</li> <li>• When pupils enter and leave school,</li> <li>• During movement around school,</li> <li>• During break and lunch times.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Risk Assessment written for the full opening of the school and sent to staff.
		Complete the risk assessment and present to trustees for sign off and consult staff and unions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scheduled meeting wc 13.07.20 to seek Trustee approval of the Full Opening Risk Assessment.
		Practical activities be included in lesson planning for a full curriculum subject to a separate Risk Assessment completed by the teacher demonstrating that the activity can be undertaken safely within COVID guidelines.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Practical activities subject to separate risk assessment approved by Head of School.
		All staff are sent the risk assessment and consulted, according to guidelines, responding with email voting buttons to signal that they have read the risk assessment in full, before entering school on September 3 <sup>rd</sup> 2020.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Head of School to email all staff the completed Risk Assessment for their consideration. Staff to respond with YES and NO voting buttons to indicate that they have read the Risk Assessment. PA to Head of School to keep a record of responses and ensure that all votes are received before the schools is open more widely.
		Consult with Unions as per advice and guidelines.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Risk Assessment sent to relevant unions ahead of opening via the HR Manager.

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		Communicate fully with parents, allowing them to engage with the plan and risk assessment before September 7 <sup>th</sup> 2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Head of School to communicate with Parents of all students informing them of the rationale behind the plan and how it specifically relates to them.
		Upload risk assessment to Website	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Head of school to signpost the risk assessment to parents on the website.
2. Exposure to COVID-19 in School and to wider School Community, resulting in students and staff contracting COVID-19	Contraction of COVID-19	SLT to check latest <a href="#">Government guidance</a> on a daily basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SLT sign up for GOV.UK email alerts
		Good handwashing technique taught to pupils and staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advice given and supported with posters in handwashing areas demonstrating technique and timing.
		Staff and pupils to wash hands/sanitise more frequently.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Constant drive to raise awareness of handwashing and hygiene practices that will limit the spread of COVID-19, including, <ul style="list-style-type: none"> <li>• before leaving home</li> <li>• on arrival at school</li> <li>• after using the toilet</li> <li>• after breaks and activities</li> <li>• before food preparation</li> <li>• before eating, including snacks</li> <li>• before leaving school</li> <li>• After coughing or sneezing</li> </ul>
		Sanitiser can be used but should not be a replacement for good hand washing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adequate supplies of alcohol-based sanitiser available for use alongside handwashing.
		Regular checks made to ensure a good supply of soap and handtowels are	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site Manager to ensure that sufficient volumes of cleaning materials are available throughout the wider opening period.

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		available at hand washing areas and toilets.				Hygiene rota in place for cleaning and checking toilet and handwashing areas in school.
		Students/adults reminded to wash hands on a regular basis for 20 seconds with water and soap.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reminders for adults, including display of posters promoting handwashing and good hygiene practices. Teachers to remind students, including display of posters promoting handwashing and good hygiene practices.
		Students/adults reminded that coughs or sneezes should be caught in a tissue.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reminders for adults, including display of posters promoting good hygiene practices.
		Tissues to be made available throughout the workplace and lidded bins to dispose of tissues provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ensure that suitable supplies of tissues have been purchased and made available throughout the school for staff and students. Bins available for the safe disposal if used tissues.
		Staff and students to be reminded daily of the importance of social distancing both in the workplace and outside of it.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Message to be reinforced through Head of School briefings
		SLT checks to ensure that students are maintaining a distance from others wherever possible and not intentionally getting too close to others	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SLT to be made aware of any students not following social distancing advice, and to then take appropriate action, to include informing the parent(s)
		Regular cleaning schedule in place. Disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as, <ul style="list-style-type: none"> <li>door handles,</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hygiene plan in place detailing areas to be cleaned, by whom, with what and how frequently.

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		<ul style="list-style-type: none"> <li>handrails,</li> <li>tabletops,</li> <li>play/sports equipment,</li> <li>light switches,</li> <li>reception area</li> </ul> all using appropriate cleaning products and methods				Spot checks conducted by Site Manager throughout the day.
		Daily cleaning of the class rooms at the end of the day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning plan to encompass rooms used by all students Hygiene plan to include these rooms. Rigorous checks will be carried out by Site Manager and SLT to ensure that the necessary procedures are being followed
		Ensure classrooms and corridors are marked out and signage and safety barriers are put in place in corridors and classrooms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Purchase quantities of signage and tape in order to mark out areas, according to the safety plan, ready for opening on September 7th
		Zonal plan for West and South wings has been devised and staggered lesson changeover arranged	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Zoned wings communicated to staff and students
		Pinch points and bottlenecks have been identified and managed accordingly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Potential areas where distancing might be more difficult have been identified in the plan and dealt with appropriately.
		Managed timings throughout the day to minimise contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Communication to parents prior to opening making arrival and departure expectations and timings clear.
		Two entrances depending on whether Breakfast Club or 8:25am onwards arrival	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Communication to parents prior to opening making arrival expectations and timings clear. No students will arrive before 7:55am

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						Two arrival times: 7:55am – 8:25am and 8:25am – 8:40am to reduce number of students arriving at once
						Sanitiser to be available and used on entry to school
		Students to move straight to tutor rooms for the beginning of the day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff on duty to ensure students move swiftly to rooms. Communication to parents prior to opening to make expectations and timings clear.
		Parents encouraged to send students to school via walking or cycling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Communicated to parents prior to opening and explanation of parking arrangements in rear car park for Watling.
		SLT will be available every day to manage the start and end of each day and movement around school, including responding to any behaviour issues.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ensure expectations for SLT are clear as regards their availability. SLT rota produced to direct which roles and responsibilities SLT have during the teaching block.
		Midday supervisors will supervise toilets and movement of students, alongside cleaning common areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Midday supervisors allocated to toilets and clear about the protocols in place.
		Toilets to be allocated to Wings each day to minimise social contact				Signage to be put in place
		Toilets to be cleaned during the day and at the end of each day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hygiene plan stipulates the timings of toilet cleaning, with what and who.
		Door handles, common equipment and vertical surfaces commonly touched cleaned more frequently.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hygiene plan stipulates the timings of door handles, common equipment, and vertical surfaces cleaning, with what and who.
		Hand sanitiser at school entrance, lidded bins in every classroom double bagged and emptied frequently.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sufficient hand sanitiser purchased and made available at the school entrance and in every classroom.

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						Lidded bins purchased and installed in every classroom.
						Suitable waste disposal bags purchased and installed in each of the classroom bins.
						Waste disposal rota to be part of the school hygiene plan, detailing when, where and who disposes of the classroom waste each day/
		Plan in place to supervise toilets and ensure that they are used safely in line with handwashing advice and only by the correct year group.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Toilets to only be used by correct half year group dependent on zone/wing – signage to make clear which toilets should be used by students each day.
						Monitoring ensures a constant supply of soap and paper towels are available.
						Bins are emptied regularly.
		Classroom configuration to ensure that students sit facing the front	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Daily checking on room layout to ensure it is as it should be
		Classroom doors to be kept open to ease entry and exit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Classroom doors to be kept open, in order to minimise contact on surfaces (handles etc.)
						Door stoppers used where necessary.
		Seating plans in place for each class/each classroom to minimise potential for cross-contamination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students to be informed of seating plans and explanation given by staff as to why this is important
		Students and staff to clean own desk area as they leave, putting rubbish in lidded bin as they leave the room.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Desk to be sprayed with sanitiser by the teacher and student to clean down the desk with tissues provided. Disposal in the lidded bins as they leave.
		Staff rooms and offices have been reviewed and appropriate safe working guidelines issued to staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Individual staff in their working area offices have been given guidance about safe working whilst colleagues might be occupying the same space.

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		Staff will be able to take PPA and any other additional non-teaching hours at home (where business needs allow)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff, whilst in school, will follow the Risk Assessment for Full Opening.
						Staff who work from home will adhere to the risk assessment and be mindful of the advice given about safe working from home, including ACAS guidance.
		Timetable will be rewritten and re-roomed to minimise movement within the day and half year groups will stay in either South or West wing for an entire day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students will stay in one wing (South or West) for the whole day
						Teachers stay in classrooms and use these as working spaces when not teaching
						Where students do have to move, it will only be before school, at break or lunchtime and will be directed by SLT
						Members of staff will supervise movement to ensure students follow directions, signage and move quickly to lessons.
		Break and lunch times will be staggered and zoned to minimise crossing half year groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Breaks and lunchtimes will be staggered and each Wing/zone of 90 students will rotate through social time and time in canteen
						No bells to signal the ends/beginnings of lessons to allow a more staggered movement of students between and at the end of lessons.
						Access to canteen will be by half year group (25 minute session) and eating food purchased in Cucina will be separated from those eating their own packed lunches.
				Surfaces will be wiped between half year group sessions. Students entering canteen will sanitise their hands		
				Outside areas will also be for use by half year group on rota basis (max 90 students)		

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		No lockers will be used by students as not enough at Fairfields for one each so initial plan was for sharing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Communication with parents/students to explain that lockers will not be accessible and that students will need to carry anything needed with them
		Changing facilities not available and PE at Bletchley Lesiure Centre postponed until further guidance or review	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	On days when students have PE they will arrive in, and stay in, their PE kit.
		No lending or borrowing of basic equipment (excluding specfici practical equipment) in lessons (students must bring their own equipment).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students and parents advised to ensure that they come to school fully equipped for the day as no basic materials will be provided.
		Safe Fire Evacuation plan in place as an amendment to the existing plan for the wider opening period.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Fire evacuation procedures to be amended to allow mustering by year group away from the school building and Fairfields staff/students dependent on the location of the classroom students are in.</p> <p>Fire evacuation procedures to be written down and disseminated to all staff on site.</p> <p>Temporary notices in each classroom to show route to take.</p>
		Addendum included to behaviour policy to allow sanctions to be imposed for behaviour inappropriate and/or dangerous in the light of the existence of Coronavirus e.g. coughing in someone's face, crowding them in corridors/classrooms etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Students and staff to be briefed on possible consequences to poor COVID behaviours.</p> <p>Communication home to parents informing them of the addendum to the behaviour policy and possible consequences.</p>
		No unnecessary gathering of staff during the wider opening of the school unless socially distanced.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No unnecessary gatherings of staff to take place e.g. no assemblies, briefings. INSET days will be run socially distanced or in small groups in separate classrooms led by members of SLT.

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		Canteen to be open but timetable for access by half year group (90 students)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students and staff to be made aware of when they can access the canteen and must eat in designated dining areas
		Surveys sent each week to for parents to book students into after school provision until 4:30pm.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SIMS Pay used to book breakfast club or after-hours provision – limited numbers (FSM studnts will get access automatically). Review of numbers after 2 weeks to see if provision is needed/insufficient and plans made accordingly to adjust if needed
		Safeguarding – any children booked in but not using the service phoned to check reasons.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff leading sessions to register students and arrange to phone any parents if students are not attending.
		Monitoring for symptoms throughout the day of children by adults. Adults self-monitor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff and students aware of the symptoms of COVID-19 and understand the protocols for reporting sickness during the day.
		Listening for coughs, watching for signs of illness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Any concerns regarding symptoms being shown through the day will immediately be referred to the First Aider (medial alert) who will assess the condition (Thermometer available on site to check temperature).
		<a href="#">Government guidance</a> on wearing of face masks in schools to be followed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students to be advised that wearing of masks in communcal spaces is advisable and acceptable.
		3. Those with specified health conditions attend school and contract COVID-19	Those with specified medical conditions which make	Ensure staff and students know of the guidance and keep reiterating this.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HR to speak with staff and discuss any issues arising from their attendance in school

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	them more vulnerable to COVID-19 don't follow Government advice to remain 2m apart from others	Update if guidance changes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Guidance to be closely followed by SLT and those staff/students affected to be updated with any changes by Head of Year 7.
		Parents have been provided with clear guidance and this is reinforced on a regular basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nominated staff (Head of Year) keep lines of communication open with parents of <a href="#">clinically vulnerable</a> and <a href="#">clinically extremely vulnerable</a> to ensure there are no issues
		Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facilitate a mechanism for parents to be able to contact school and update on any medical condition that changes through the course of the year (phonecall through to school or email to <a href="mailto:admin@watling.academy">admin@watling.academy</a> )
		The school, and parents are clear about the definitions and associated mitigating strategies relation to people who are classed as <a href="#">clinically vulnerable</a> and <a href="#">clinically extremely vulnerable</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reinforced through regular briefings to parents and also through Head of Year contact with identified parents.
		A regularly updated register of pupils with underlying health conditions is maintained on MedicalTracker	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	First Aider in school regularly updates the MedicalTracker with relevant information about clinically vulnerable students and extremely clinically vulnerable students.
4. First Aid provision not being available in school, limiting ability to treat students	Symptoms not recognised, treated and isolated.	Rota is available for all staff in school with information about who First Aider is.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff are made aware who is first aid trained if the First Aid provision is closed
		Qualified first aider will be in school every day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If First Aider is not available, rota will be put in place manned by qualified teacher/associate staff first aiders.

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with symptoms, resulting in spread of COVID-19.		Any students requiring emergency first aid during the day, will trigger the member of staff to press the medical alert function, and a first aider will respond to the classroom.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff reminded of the Medical Alert functionality and its use.
		Normal first aid procedures will apply for any and all incidents not related to COVID-19, whilst taking all COVID-19 precautions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff to be aware that normal first aid will continue to be provided during this time and to signal to the responder, what the suspected problem is allowing PPE to be worn as necessary.
		Only one student allowed in the medical room at a time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Medical room door used to ensure that distances can be maintained as far as is practicable whilst treatment is given.
		Queuing zone designated outside the medical room.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Queuing zone identified outside the Medical room, with areas marked on the floor to help students maintain distance.
		G1 designated as isolation room for student(s) showing symptoms of the virus. If G1 in use then MU1 used.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students and staff are aware that G1 is the isolation room for anyone showing symptoms. G1 fully cleaned and disinfected after use in suspected COVID case and not used by students or staff until cleaned
		Staff informed of names of First aiders.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	First Aiders board outside of the medical room is updated to reflect current staff (removing any lapsed staff and adding in any newly qualified staff).
		First Aider has access to appropriate PPE to be used as necessary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Face masks, Visor, gloves, aprons and gowns are purchased ready for the wider opening. First aiders are aware of the provision of PPE and its location.

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						Staff trained in the effective use of PPE to minimise infection (especially face mask fitting – <a href="http://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm">www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</a> )
		Staff whose First Aid Certificates have run out given access to refresher online course to be completed whilst in Lockdown.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff identified who have lapsed in their qualifications. Suitable online courses identified, and lapsed staff and new staff invited to train as first aiders.
5. Social distancing may damage staff mental health	Potential for staffs' health to deteriorate under constant strain of maintaining distance from students and other staff members	Monitoring, advice and guidance to help staff well being	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Keep up to date with the latest advice from NHS, DfE, Unions and professional associations to help support the mental health of staff during remote learning and lockdown.
		Staff are encouraged to focus on their wellbeing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regular communications from HR and Head of School emphasising the importance to mental health wellbeing.
		We are proactive in discussing wellbeing with staff, including their workload.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regular staff meetings should have some aspect of mental health wellbeing that can be recorded as part of agenda and any issues recorded.
		Staff have been signposted to useful websites and resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Resources provided to staff Employer Assistance Programme has been publicised again for staff so that they are able to access support confidentially over the phone or via the App. EAP cover level has been increased to provide counselling sessions for staff.
		Identified member of staff has C8 target to lead provision for remote learning for any pupils who need to stay at home.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Planned and developed over first few weeks of half term to ensure in place for students who are shielding or if lockdown happens. Monitored by member of SLT.

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6. Staff working from home can adversely affect physical health	Staff may become unwell and unable to do their jobs	Monitoring, advice and guidance to help with staff well being	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staff are given suitable advice about home working conditions and to look at aspects of their homeworking such as,</p> <ul style="list-style-type: none"> <li>• Length of time working</li> <li>• Taking breaks</li> <li>• Exercise</li> <li>• Eating healthily</li> <li>• Working environment</li> <li>• Screen time</li> <li>• Posture etc.</li> </ul> <p>All based on ACAS guidance.</p>
						Staff risk assess their own home working environment and make sensible adjustments as necessary, in consultation with their line manager.
						Staff may take home some equipment to aid their homeworking, as agreed with their line manager, e.g. larger screens etc.
						Any items taken home should be noted on the asset register.
		Staff working from home due to self-isolation have regular catchups with line managers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Physical health is a topic of conversation during Teams meetings.
		Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Opportunities are created for staff to talk with colleagues for support.
		Appropriate work plans have been agreed with support provided where necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Line manager agrees with colleagues suitable work plans which take into account the home working situation, including but not limited to childcare etc.

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7. Suspected Case of Covid-19 in school, putting others at risk.	Student or adult may fall ill during the day, and if not isolated pose a significant risk to staff and students	Monitoring of students and staff during the day as above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff are vigilant through the day for telltale symptoms of COVID-19 and are briefed on pressing the medical alert to have the student removed from class immediately.
		Adults to be made aware of instructions below.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Informed through shared Risk Assessment and also Wider Opening Plan and presentation.
		If someone starts to display symptoms of COVID-19 whilst at school then they should go home (students collected) and follow the <a href="#">Government guidance</a> on staying at home, currently isolate for 10 days, following a positive test.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff vigilant for the symptoms, <ul style="list-style-type: none"> <li>• continuous cough</li> <li>• temperature,</li> <li>• a loss of, or change in, the normal sense of taste or smell (anosmia)</li> </ul> Staff press the medical Alert which will call a First Aider to attend the classroom to assess the student with suspected symptoms.
		Where a pupil becomes unwell and is waiting for collection, they will be moved to a separate area identified for this use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Student is moved to G1 (MU1) once the First Aider has confirmed that symptoms are consistent with potential COVID-19 infection.
		Other students will be kept away from this room if someone is identified with symptoms and needs to go to G1 (MU1)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SLT/First Aider to manage
		They will be collected and leave straight through the double doors and not through reception	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contact will be made with parents requesting that the student is collected. If the student is unable to be collected until the end of the session, then they will continue to be isolated in G1, whilst maintaining a 2m distance. Parent will be advised that their child is showing symptoms of COVID-19 and encouraged to immediately book a test, <a href="https://www.nhs.uk/ask-for-a-coronavirus-test">https://www.nhs.uk/ask-for-a-coronavirus-test</a> or call 119 if no access to internet.

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom
		First Aider will wear PPE in all contacts with this student until their departure (if a 2m distance cannot be maintained).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	First Aider will ensure before responding to any medical alert, that PPE is worn until such time as the nature of the alert can be determined.
		Anyone who displays symptoms of Covid-19 should get a test (staff and students)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ensure all parents engage with NHS Test and Trace through communication and reminders in Head of School bulletin.
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide details of anyone they have been in close contact with, or if asked by NHS Test and Trace
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Self-isolate for 10 days or until they have a negative result and inform the school immediately of the outcome of a test. If the test outcome is negative schools should not request evidence of negative test results before welcoming children back.
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If the test is positive they should follow the <a href="#">stay at home: guidance for households with possible or confirmed coronavirus infection</a> and must continue to self-isolate for at least 10 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
		If a confirmed case of COVID-19 is declared to the School, then the School	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents and Carers are instructed to email <a href="mailto:admin@watling.academy">admin@watling.academy</a> if their child tests positive.

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom
		should seek further advice from Public Health England <a href="#">health protection team</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Head of School to contact the health protection team who will work with the school to undertake any necessary actions including sending home 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. A template letter will be provided to send to parents and staff if needed. Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, or staff member who is self-isolating subsequently develops symptoms.
		Mitigate the risk of exposure to surfaces etc. during the day from the infected student	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rooms and toilets are to be closed off with alternatives utilised.
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rooms and toilets to remain locked and where possible, undisturbed for 72 hours.
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rooms and toilets to be thoroughly cleaned with usual bleach-based products.
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaners to have access to appropriate PPE throughout the cleaning.
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Once rooms and toilets have been through the cleaning cycle they can be brought back into use.
8. Students with SEND or behaviour issues or violence and aggression, expose themselves or other to risk of	Student may not understand or not be able to maintain the	Any students attending school that have an EHCP, will have an individual risk assessment completed by the SENDCo to carefully plan for their needs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students identified and their risk assessment considered from the point of view of their risk to themselves and others of breaking the COVID-19 guidance Head of School to make a decision as to whether the student attends school or continues to be educated in remotely in the home setting.

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom
infection with COVID-19.						Any staff likely to be in contact with any such students should ensure that they have read the individual student risk assessment.
		Guidance to be given to staff to ensure they are appropriately dressed. Gloves and visor/mask provided if required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff to be alerted to any students posing an increased risk that will be in the school setting. Staff will be provided with PPE for their interactions as appropriate.
		Clothing worn by staff to be considered such as long sleeves and robust clothing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff will be advised to wear appropriate clothing as detailed in the risk assessment.
		Use appropriate PPE if required due to violent behaviour by children -arm guards are recommended if biting is likely and if spitting is also an issue face/eye/mouth protection would be recommended.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ensure that appropriate PPE is bought and stored appropriately for access when the student in in school. Ensure that staff receive appropriate training in the correct use of the PPE
		Staff to be trained and provided relevant information on how to use PPE.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Appropriate PPE to be available as required
9. Number of staff who are available is lower than that required to teach classes in school or maintain the site, putting staff and student at risk.	Students left without teachers or site unable to be adequately cleaned and maintained for safe provision of education.	All staff unwell to email to dedicated email address, and phone the school on each day of illness so that this can be tracked.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff continue to use the protocols for contacting school in case of sickness absence, ( <a href="mailto:cover@watling.academy">cover@watling.academy</a> ) If staff are isolating, they should email each day stating this and which day they are up to, e.g. Day 10 of 14.
		SLT member to assess each morning whether sufficient staff are available to keep school open safely.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	After SLT assessment decision taken as to whether school can safely stay open for all year groups and if not, which year groups will need to be remotely taught and for what period of time.
		Health status and availability of every member of staff is known and is regularly updated by HR so that deployment can be planned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff keep in regular contact with the school so that we are aware of staff coming back after isolating or infection.

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom
		If school cannot be kept open safely, Head of School, with CEO, to make decision by 7:30am and information to be put onto Academy Website and communicated by normal channels to MKC to be put onto School closure MK website.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Head of School and CEO to follow "School closure protocols". Early decision made reading closure, allowing parents and staff time to respond and make alternative arrangements. Alert MKC via school closures <a href="#">portal</a> Warn staff and students to sign up to the MK school closures portal for free text and email alerts. Lead Administrator to upload a message to the Watling Website Assessment whether the reduction in capacity can still facilitate Critical Worker and Vulnerable children.
		Staff who are self-isolating but well enough to work, to be used to monitor remote learning of students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assessments are made of staff not in school, as to whether they can still contribute to the remote learning of students from home, despite isolation or shielding.
		Use to be made of Cover Supervisor, Inclusion Assistant and TAs to supervise classes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In some instances, it might be necessary to utilise Cover Supervisor, Inclusion Assistant and TA's to supervise groups of students
		Capacity analysis ready if unions decide to call for strike action.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Head of School and CEO to ensure that they respond to information from the Unions about possible strike action and take all necessary action if such action impacts on the staff capacity and ability to keep the school open.
		School to manage a blended model of onsite learning and remote learning until staffing levels improve	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This will be managed by providing remote learning provided by faculties. Both online and booklets will be made available.

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom
		Staff to be made aware of procedures in place for those needing to quarantine following a holiday as per government guidance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Any staff that are affected by the quarantine rules and not able to return to work on the start date, should contact HR immediately to receive advice and guidance relating to their individual circumstances.
		Staff to be made aware of government guidance regarding local lockdowns and Head of School/SLT to monitor developments regarding local lockdowns	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ensure staff are aware that current guidelines allow travel across local boundaries for key workers to go to work
10. Recruitment unable to take place, or to take place safely.	Risk to ongoing staffing and safeguarding risk towards students.	All recruitment continued by video conferencing if it is determined that the process could not be carried out safely by social distancing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Interviews to take place socially distanced or via Microsoft Teams where appropriate
						Alternative activities can be used to replace staff teaching a lesson.
						Recruitment complete for September but changes to staffing may occur requiring recruitment
		ID documents to be viewed over video link and scanned documents to be received from scanned or photos of original documents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">DfE</a> relaxation of rules relating to recruitment followed. Candidates to be viewed online alongside their passports. Scanned photo of relevant documents to be kept on file.
		Appointees should present the original documents on the first day of their employment or earlier if practicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Original documents to be seen and copied at the first available opportunity. Any candidate that are not able to produce original documents should be referred by HR to the Head of School for a decision on their position.
11. Necessary short term start of year planning Affected	School may not be able to effectively	Use of Teams meetings to allow discussion and development of ongoing strategy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ensure that School development meetings and planning are scheduled as necessary.

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom
which impacts on the ability of the school to function effectively.	train and introduce staff, students and parents to routines and expectations.	Extended SLT members to continue with allocated tasks and discussed at weekly meeting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Line management of Extended SLT to continue through a combination of Teams, OneNote and some face-to-face meetings where this can be achieved with social distancing in place. Line Management meeting notes reflect objectives and timelines agreed for work plans.
		Maintain comprehensive communication avenues with staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To include, <ul style="list-style-type: none"> <li>school bulletin,</li> <li>weekly staff briefings,</li> <li>additional information as and when required.</li> </ul>
		Maintain comprehensive communication avenues with parents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To include, <ul style="list-style-type: none"> <li>school bulletin to all parents,</li> <li>bulletins to specific groups of parents as required,</li> <li>emails from parents responded to promptly, within 48 hours guidelines.</li> </ul>
12. Key stakeholders are not fully informed about changes to policies and procedures due to Covid-19	Risks to health of staff and students	Planned programme of communications to take place with students	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Communication with students: <ul style="list-style-type: none"> <li>school bulletin,</li> <li>emails responded to promptly, within 48 hours guidance.</li> </ul>
		Planned programme of communications to take place with governors/trustees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Communication with governors/trustees: <ul style="list-style-type: none"> <li>school bulletin,</li> <li>governor and trustee meetings,</li> <li>Head of School speaks to Chair of Governors regularly,</li> <li>CEO speaks to Chair of Trust regularly,</li> <li>emails responded to promptly, within 48 hours guidance.</li> </ul>

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom
		Planned programme of communications to take place between Head of School and CEO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Communication between HoS and CEO: <ul style="list-style-type: none"> <li>regular meetings,</li> <li>email correspondence.</li> </ul>
13. New Staff not trained in school procedures, and therefore are at greater risk of contracting COVID-19	Inadequate induction allows staff not to be fully informed on the workings of the school.	HR have created a remote staff induction programme which will be uploaded onto staff laptops.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	New staff have engaged remotely and collected their allocated laptop, enabling them to follow the remote induction programme. HR and IT created a schedule of allocation of laptops.
		Remote Programme of Staff Induction created	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Remote programme includes, <ul style="list-style-type: none"> <li>Health &amp; Safety,</li> <li>Behaviour Policy,</li> <li>Safeguarding,</li> <li>Teaching &amp; Learning etc.</li> </ul>
		New staff invited in at pre-agreed time to collect laptops and so have access to remote induction programme.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Invites sent out to all new staff, mindful of guidelines and allowing flexibility.
14. Existing Policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance are no longer fit for purpose in current circumstances, creating significant risk of failure.	Risks to safety of staff and students by policies and procedures no longer being for purpose.	All relevant policies have been revised to take account of government guidance on social distancing and Covid-19 and its implications for the school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HR manager produces a tick list of the policies which need to be reviewed or amended in light of COVID-19 Any policies requiring additional work, are scheduled and allocated to a suitable member of the SLT.
		Staff, pupils, parents and governors/trustees have been briefed accordingly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Policies amended, approved, and uploaded to the relevant place on the website and portal, Staff, students and parents alerted as necessary to amended policies and procedures.
15. Reception Area is not a COVID	Increased risk due to lack of	Reception door is locked and able to be opened by receptionist only.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ensure that receptionist is aware of the operation and that controls are in place and working.

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secure reception area, putting receptionist and public at increased risk of catching COVID-19.	sensible precautions and	Only one person (other than receptionist) allowed in reception at any time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signage on doors and windows indicating a one in and one out system, with queuing outside of reception.
		Perspex screen put in place between receptionist and visitor.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Perspex screen sourced and fitted appropriately to provide added protection for the receptionist and visitors.
		Limited external visitors are invited to school and in the case of visits deemed essential by Head of School.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff are informed that they should not invite any visitors into school for meetings without first gaining permission from HoS. They should be conducted remotely where possible.
		No face to face parent engagement events including meetings unless in exceptional circumstances and agreed by HoS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parent engagement events and meetings conducted remotely or via Teams/telephone call other than in exceptional circumstances agreed by HoS
16. Pupils and staff that are grieving because of loss of friends and family are badly supported adding to their worries, unable to return to school.	Staff are unable to fulfil their role. Students are unable to attend school/do their work	Bereavement policy reviewed and rewritten to clearly outline the processes to be followed by staff in these situations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Additions made to cover COVID specific support that might be required remotely.
		Policy made available to all staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Policy uploaded onto website and emailed to staff with voting buttons.
		Use of EAP available for bereavement counselling and support.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EAP is available remotely to provide bereavement counselling to staff, students and families. EAP link also able to signpost to outside agencies which are also available for bereavement support.
17. Year 6 students do not feel prepared for their transition, resulting in poor	Students take longer to settle into secondary school, impacting on	Communications with the parents of new Year 7s takes place regularly both before the start and through the year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Thorough plan is in place for students arriving into Watling including, <ul style="list-style-type: none"> <li>• letters,</li> <li>• newsletters and</li> <li>• online broadcasts</li> <li>• videos</li> </ul>

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom
outcomes and engagement.	their performance, engagement and behaviour.	Additional measures have been put in place to ease transition of year 6 students	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	These include, <ul style="list-style-type: none"> <li>• Visit to outside of school to show entrance, car park etc.. for identified SEND and vulnerable students</li> <li>• FAQ sheet following parents submitting questions</li> <li>• A dedicated area on the website for information on transition</li> <li>• A remote induction evening for parents</li> <li>• A tailored start to year 7</li> </ul>
18. Contractors working on the school site do not follow guidance, are non-compliant and infect students or staff (or get infected themselves).	Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control.	Ensure that contractors comply with all COVID related health and Safety guidance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	When booking a contractor, it should be established before work is agreed that they are COVID compliant and will follow instructions on the school premises as per Trust Risk Assessments.
		Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Known contractors should be used for regular and routine works and inspections to exploit familiarity with the school premises and operations to minimise risk of non-compliance.
		An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Additional risk assessments are carried out and method statements produced for any and all contractor works to ensure COVID compliance.
		Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copies of contractor risk assessments are obtained relating to safe COVID working before the contractors begin work on site.

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			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom
		Alternative arrangements have been considered such as using a different entrance (middle Fairfields staircase) for contractors and organising classes so that contractors and staff/pupils are kept apart.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Entry and exit strategies, including timing, will be considered depending upon the work to be undertaken in order to minimise the risk to students and staff and contractors by unnecessary exposure.
		Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractors are to be remotely supervised, and if there are any breaches of safe COVID working, this is to be reported immediately to the Site Manager in the first instance to be dealt with. Works are to be suspended until the breach is addressed.
		In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This is to include, <ul style="list-style-type: none"> <li>• contractor risk assessments</li> <li>• method statements</li> <li>• contractor induction).</li> </ul>
19. Costs of the school's response to COVID-19 accumulate and put unnecessary strain on the budget.	The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties and might not be claimed back.	Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Additional costs are identified and added to the forecast returns and reported to both Governors and Trustees. This is balanced alongside any cost savings made during this time.
		Trust finance team has been consulted to identify potential savings in order to work towards a balanced budget.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	COVID expenditure is carefully monitored and any savings are identified which could help to offset any COVID related expenditure.
		Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Careful accounting of any and all COVID related costs are kept and reported to both Governors and Trustees.
		Case for <a href="#">claiming back</a> COVID related costs will be thoroughly explored and actioned as appropriate, up to a possible £75k, depending on updated guidance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Strategy is developed to allow the Trust to claim back a reasonable COVID costs from DfE at year end 2020-21.

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom
20. BAME Staff and students feel increased anxiety about returning to school for the full opening plan and don't attend.	BAME students and staff do not attend school impacting on staff capacity and learning.	Ensure that the plan is carefully communicated to staff, students and parents, including the risk assessment in order to minimise anxiety.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Head of School to email staff students and parents with details of the full opening plan.
						HR manager available for discussion with any staff that are reluctant to come back to school.
						CEO & Head of School to ensure that they stay up to date with DfE/Public Health England guidance directly relating to the BAME community and take appropriate action.
21. Oversight of the Governing body/Trustees not in place resulting in non-compliance.	Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	The Governors/Trustees continues to meet regularly via online platforms (Teams).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Teams meetings organised as per the original schedules of Governors and Trustees meeting (unless agreed in advance to combine meetings in the interest of efficiency). New timetable includes all relevant meetings. Decision to be taken as to whether these are face-to-face or on Teams at the time of each meeting according to current guidance
		The Governors/Trustees agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ensure that normal compliance areas continue to be covered on meeting agendas and are not missed amidst the COVID crisis.
		The Head of School's report to Governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Head of School prepares the normal report to governors, covering all statutory areas, but includes a section relating to COVID-19.

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom
		The CEO's report to Trustees includes content and updates on how the school(s) is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CEO prepares the normal report to governors, covering all statutory areas, but includes a section relating to COVID-19.
		Regular dialogue with the Chair of Governors/Chair of Trust and those Governors/Trustees with designated responsibilities is in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regular meetings (virtual) are scheduled in order to keep the chair of Governors/Trustees abreast of any and all relevant developments.
		Minutes of governing body meetings are reviewed to ensure that they accurately record Governors'/Trustees' oversight and holding leaders to account for areas of statutory responsibility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minutes are produced in the usual way for all Governor/Trustee meeting (making use of the recording function in teams for greater accuracy), checked and published as normal. Nominated Governors/Trustees for safeguarding, Careers and Pupil Premium are consulted during this period to ensure scrutiny and compliance.
22. Governance and policy	Governors are not fully informed or involved in making key decisions	Online/telephone meetings are held regularly with governors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regular meetings (virtual) are scheduled in order to keep the chair of Governors/Trustees abreast of any and all relevant developments.
		Chair of Governors/Chair of Trust are involved in key decisions on reopening.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chair of Governors and Chair of Trustees keep informed and up to date with plans for reopening and any developments in the guidance which might impact on plans.
		Chair of Governors/Chair of Trust are briefed regularly on the latest government guidance and its implications for the school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regular meetings (virtual) are scheduled in order to keep the chair of Governors/Trustees abreast of any and all relevant developments.

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom
23. Fairfields posing a risk as a source of COVID 19.	Risk of catching COVID-19 from visits to Fairfields for meetings or to inspect build progress	All visits to Fairfields must be conducted under the arrangements that they have in place as dictated by their own Risk Assessments.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Visits must be kept to a minimum and only of absolutely necessary e.g. training, inspection of facilities, induction, liaison with SLT over operational issues and arrangements. Such visits will only be by agreement of those involved.
		All visits to Fairfields must follow latest social distancing rules with opportunity for handwash/hand-gel before, during and after visit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lead contact from Watling Academy will liaise with Fairfields to ensure this is the case.
		Any PPE will have been cleaned before use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaned PPE available for any visits.
		Fairfields must inform Head of School for Watling if there have been any confirmed cases of COVID-19 within their immediate school community e.g. staff, pupils, parents, construction workers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Head of School will check with Fairfields on the day before any visit. If there has been a confirmed case of COVID-19 then visit will be postponed until 14 days after final confirmed case (if more cases occur)
		Fairfields staff to read Watling Academy risk assessment and Watling Academy staff to read Fairfields risk assessment if entering each others' premises	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Each Head of School to ensure their own staff have read the other school risk assessment where appropriate
24. Main Build posing a risk as a source of COVID 19.	Risk of catching COVID-19 from visits to main build for meetings or to inspect build progress	All visits to main build must be conducted under the arrangements they have in place as dictated by their own Risk Assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Visits must be kept to a minimum and only of absolutely necessary e.g. training, inspection of facilities, induction. Such visits will only be by agreement of those involved.
		All visits to main build must follow latest social distancing rules with opportunity for handwash/hand-gel before, during and after visit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lead contact from Watling Academy will liaise with Graham's/MKC to ensure this is the case.

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom
		Any PPE will have been cleaned before use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaned PPE available for any visits.
		Grahams/LA must inform Head of School for Watling if there have been any confirmed cases of COVID-19 on site	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Head of School will check with Graham's on the day before any visit. If there has been a confirmed case of COVID-19 then visit will be postponed until 14 days after final confirmed case (if more cases occur)
25. NHS Track and Trace App	Student/Staff alert may sound during school day	If staff alert sounds, staff member will notify First Aider and leave the building to go home.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	First Aider will notify Head of School who will ensure that all aspects of teacher's work are covered.
26. Poor or lack of Ventilation exacerbates spread of COVID.	Increased spread of COVID.	Natural Ventilation – <u>opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space).</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Teachers and other staff (offices), should open windows if in an outside ventilated room. Teachers should use their professional judgement as regards working temperatures and whether students can keep on their coats to better facilitate comfortable working.
		<u>Opening internal doors can also assist with creating a throughput of air</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Classrooms, with doors propped open should be allowed to ventilate between lessons, and at lunchtimes and breaktimes.
		<u>natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	External doors can be opened as appropriate as long as they are not fire doors.
27. Transmissions due to asymptomatic cases put pupils and staff at risk and could result in some transmissions in	Increased spread of COVID.	Testing is provided in line with current government guidance (Scientific evidence indicates that lateral flow testing identifies new variants of Covid-19).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	School nominates a Team Leader(s) (VRS )to take responsibility for the School approach to Mass and Serial testing. Team Leader(s) ensures full compliance with DfE controls and guidance

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom
school going undetected. This is a particular concern given the high transmissibility of the new variants of Covid-19.		Any testing arrangements carried out in school are in line with government guidance and with additional control measures in place as required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Team leader ensures compliance and conducts spot tests on the testing facility and testing staff to support processes. Spot tests are recorded.
		<a href="#">DfE procedures</a> and processes followed for all staff involved in testing in school testing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		All students and staff offered three Lateral Flow tests within first week of returning to school, including one prior to 8/3/2021. Link to current DfE guidance around Lateral flow testing is here: <a href="https://www.gov.uk/government/guidance/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges">Coronavirus (COVID-19) asymptomatic testing in schools and colleges - GOV.UK (www.gov.uk)</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Team Leader will arrange for invites for all students and staff who consent to come into the Academy and be tested once before 8 <sup>th</sup> March. Team Leader will arrange for two subsequent tests in the w/b 8 <sup>th</sup> March, these two tests will take place on site during the Academy day.
		All students and staff will be offered twice weekly home tests for asymptomatic cases as per DfE guidelines.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Team Leader will arrange for distribution of tests to families of students and staff who consent.
		Staff and students on site to wear face mask at all times unless eating and drinking or in a room/office on their own, or have a medical exemption. This includes teachers when teaching.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff, students and parents to be made aware of expectations prior to returning to school on Monday 8 <sup>th</sup> March. Communication fro CEO of the Denbigh Alliance Multi Academy Trust to reinforce we are working within government and PHE advice.

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom
		<p>Teachers will continue to wear a visor and a face mask when necessary to move around the classroom to support students, where a 2m distance cannot be maintained. Link to DfE guidance around face coverings is here:  <a href="https://www.gov.uk/government/publications/face-coverings-in-education?utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_source=3a807be2-0b24-4fea-b6a4-0c75d24190cc&amp;utm_content=immediate1y">https://www.gov.uk/government/publications/face-coverings-in-education?utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_source=3a807be2-0b24-4fea-b6a4-0c75d24190cc&amp;utm_content=immediate1y</a></p>				<p>Students encouraged to bring two masks to school, changing part way through the day for reasons of comfort and to prevent the mask getting damp.</p> <ul style="list-style-type: none"> <li>Students should remove their mask in line with guidance and store in a sealed plastic bag.</li> </ul>
		Seating plans arranged to maximise social distance within classroom within parameters of room and to minimise risk including that by anyone who is unable to wear a face covering or visor.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>A small number of masks are available for students that do not bring or forget their masks.</p> <p>During breaks and lunch, students encouraged to go outside and remove face mask and spend some time without wearing for reasons of comfort, ensuring they get direct fresh air.</p>
						Teachers to consider the layout of their classrooms and construct appropriate seating plans.

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom
28. Asymptomatic cases put pupils or staff at risk of contracting COVID19	Positive test result from Lateral Flow test either in school or through twice weekly testing at home	Follow the steps outlined above in the Risk Assessment in 'Part 7 – for those who are displaying symptoms' for any positive test in school <ul style="list-style-type: none"> <li>in the case of a student – use G1 then contact parent to collect student and then self isolate following PHE/government guidelines</li> <li>in the case of a member of staff – leave the site immediately and self isolate following PHE/government guidelines</li> <li>at home – book a PCR test and self isolate following government guidelines</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Team Leader ensures all staff particularly those involved in Testing are clear of process above and that affected student/staff/families are aware of latest advice regarding PCR tests and self-isolation

## Sign Off Sheet

### Assessor Details:

<b>Assessor(s) name:</b>	<b>Assessor(s) signature:</b>	<b>Date:</b>
Ian Bacon		24/7/2020

### School safety co-ordinator to sign below to accept the assessment

<b>School safety co-ordinator's name:</b>	<b>School safety co-ordinator's signature:</b>	<b>Date:</b>
Verity Rhodes		5/11/2020

### School safety co-ordinator to sign below to accept the assessment

<b>CEO:</b>	<b>CEO signature:</b>	<b>Date:</b>
Andy Squires		24/7/2020

### A review of this risk assessment is to be undertaken annually or else if any changes occur that affect the facts given above

<b>Date of review:</b>	<b>Reviewed by (Name):</b>	<b>Comments:</b>
25/08/2020	Ian Bacon/Andy Squires	Additional information added related to quarantine and changes to reflect updated government guidance.
27/08/2020	Ian Bacon/Andy Squires	Additional information added in respect of the government U turn on wearing facemasks.
23/09/2020	Ian Bacon/Andy Squires	Tightening of measures in place to reduce COVID-19 transmission <ul style="list-style-type: none"> <li>• Visitors now only if essential to the operation of the Academy (and must wear facemask at all times)</li> </ul>

		<ul style="list-style-type: none"> <li>• Face masks STRONGLY encouraged in all social and communal areas (staff and students)</li> <li>• Staff to wear face covering whilst on duty at gate at start and end of the day and whilst on duty on the canteen at lunchtime</li> <li>• Parents to be asked to wear face coverings when waiting at the gate to pick up (or drop off) their child</li> <li>• Staff working across both schools (Denbigh and Watling) to wear face masks</li> <li>• Staff and visitors encouraged to download and engage with NHS Test and Trace App</li> <li>• Introduction of new COVIDpositive email address</li> </ul>
<b>5/11/2020</b>	<b>Ian Bacon/Andy Squires</b>	<p>Further tightening of measures in place to reduce COVID-19 transmission in light of national lockdown</p> <ul style="list-style-type: none"> <li>• Face coverings compulsory in all social and communal areas – students/staff and visitors</li> <li>• Face coverings compulsory for students in lessons unless there is a medical or other good reason for them not to wear one</li> <li>• Teachers to wear mask and visor when circulating around the classroom to help students in lessons. A visor is adequate whilst the teacher remains at the front of the classroom</li> <li>• Rule of 12 + 1 for seating in the staff room to ensure social distancing. Every alternate chair to have sticker demonstrating out of use</li> <li>• To keep ventilation appropriate during the cold weather, students and staff can wear coats in lessons if they so wish</li> <li>• Students and staff/driver to wear face coverings in minibus to and from PE lesson at SMSG</li> <li>• Students and staff to wipe down seats and areas used in minibus after use (just as in lessons)</li> </ul>
<b>14/01/2021</b>	<b>Andy Squires (CEO)</b>	Amended following Mass Testing and Serial Testing in school.
<b>8/3/2021</b>	<b>Ian Bacon</b>	Following re-opening of schools on 8/3/2021