



**MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999  
GENERAL RISK ASSESSMENT FORM**

This Risk Assessment covers  
Opening for vulnerable students and key worker children  
Phase 1 opening for year 10  
Phase 2 opening for year 10

Wider opening beyond phase 2 would be subject to further risk assessment

A	<b>Date:</b> 15 <sup>th</sup> March onwards	<b>School:</b> The Academy of St Francis of Assisi	<b>Team:</b>	<b>Location:</b>
	<b>Review Date:</b> weekly	<b>Ref:</b>	<b>Assessor:</b>	<b>Head Teacher:</b> K Maddocks

<b>Risk indicator Key</b>		
<b>High</b>	<b>Medium</b>	<b>Low</b>
There is a high health and safety risk if the provision was to run at the Academy. As a result, the Academy would need to close until control measures are met.	We must continually review practice and measures in place to safeguard children and students. Medium Risk activities must be reviewed at least twice weekly to ensure plans are sufficient. We must accept that failure to plan sufficiently at this level would result in high risk and so Academy closure. The Academy can run as planned with all staff and students on high alert to reduce the spread of infection.	Measures in place reduce the risk to the in line with government guidance The Academy can run as planned with all staff and students on high alert to reduce the spread of infection.

**This risk assessment has been developing to reduce the risk of infection of COVID-19 at ASFA through our reopening process. In developing this risk assessment, we have used the LCC school reopening guidance, joint union planning guide for reopening, All Saints trust external health and safety consultants and our own internal QA procedures and staff voice. It is vital that all stakeholders work to this risk assessment at all times and that all stakeholders challenge any behaviour that unnecessarily increases risk.**



Description of Activity (Include any equipment and materials used)	Hazard (Description and Effects)	Whom Affected	Uncontrolled risk level	Control Measures	Controlled risk level
Staff coming back on site after school closure	Negative impact on staff wellbeing	Staff	High	<ul style="list-style-type: none"><li>• High levels of communication around key reopening decisions</li><li>• Rationale for key decisions shared with staff</li><li>• Key decisions shared in good time where government timescales allow</li><li>• Hold open dialogue with staff about their decision making (group and individual)</li><li>• Reassure staff of protective measures put in place to reduce risk on health implications</li><li>• Open up a dialogue with vulnerable staff about actions in place to protect them</li><li>• Use volunteer rotas where possible to support vulnerable staff</li><li>• Use volunteer rotas where possible to support staff with childcare concerns</li></ul>	Low
Staff continuing to work from home setting remote work whilst on rota	Negative impact on workload and wellbeing	Staff	High	<ul style="list-style-type: none"><li>• Inform Heads of Department to manage workload expectations. They can report issues via ELT.</li><li>• Use national websites and resources, such as Oak and BBC bitesize to support online learning</li><li>• Stick to the 5 week learning cycle</li><li>• SLT not to introduce any new home learning initiatives unless they further reduce workload</li><li>• Build in time in school for staff to complete work they may need to complete.</li></ul>	Low



Physical opening and closing of the Academy	Not having appropriate staff to open the building so can operate skeleton function	Staff & Students	High	<ul style="list-style-type: none"> <li>Trust site team to open building</li> <li>Training to widen key holder group</li> <li>Plan for long term lack of staffing through recruitment.</li> </ul>	Low
Operational running of the Academy with reduced/no SLT	All 3 members of the SLT not able to come to work due to self-isolation	Staff & Students	High	<ul style="list-style-type: none"> <li>During the phased return we would widen the Senior leadership team responsibilities across the entire ELT to prepare for wider opening.</li> <li>Training to take place with the wider ELT around day to day running of the school</li> </ul>	Medium
Operating Student Lessons/Activity	<p>Not having enough staff to open school or able to adequately supervise students</p> <p>Not being able to cover lesson of the teachers who are self-isolating</p>	<p>Students</p> <p>Students</p>	High	<ul style="list-style-type: none"> <li>At least 2 staff on site when opening for students preferably 1 male, 1 female. (balance of risk to take place by SLT)</li> <li>Ensure ratio of at least 1 staff member to 15 students (these can include non-teaching staff)</li> <li>SLT and leadership staff present</li> <li>Ensure staff are in attendance that have training in first aid, (at least 1 first aider for every 50 adults and 1 first aider for every 190 students)</li> <li>There must be at least one member of the site team on site at all times.</li> <li>Flexibility to review and change school day as required</li> <li>Staff who are shielding are able to support the operation from home.</li> </ul>	Low
Adding staff to a phase 1 and 2 rota.	Negative impact on staff wellbeing	Staff & Students	High	<ul style="list-style-type: none"> <li>Provide a clear rationale for reopening the Academy to all stakeholders</li> <li>Explain all measures in place to safeguard staff and students.</li> <li>Requests volunteers for phase1 to ensure staff who are supporting with phase 1 are comfortable with returning to work.</li> </ul>	Medium



	Unable to staff a rota			<ul style="list-style-type: none"> <li>Staff who are considered to extremely clinically vulnerable to stay at home.</li> <li>Staff who are vulnerable to be supported through social distancing and hand hygiene to return to work.</li> </ul>	
Students and staff being in the building	Risk of spread of Covid 19 before entering school	Staff & Students	High	<p><b>Pre entry questionnaire</b></p> <ul style="list-style-type: none"> <li>Staff and students to be asked a series of health based questions before they enter the building. Staff will be asked this via email via the weekly briefing. (see reopening guide for SLT)</li> <li>Staff/students who have been exposed to, or who have contracted, the virus must not enter the building.</li> </ul> <p><b>Pre entry hand hygiene</b></p> <ul style="list-style-type: none"> <li>Staff and students will be told to use the non-contact hand sanitiser in reception.</li> <li>Staff and students will be informed that they need to clean their hands with soap and water for 20 seconds throughout the day. Student toilets will remain open.</li> </ul> <p><b>Pre entry Social distancing</b></p> <ul style="list-style-type: none"> <li>Markings will be placed on the ground 2 meters apart outside of the school entrance, staff and students must adhere this whilst queuing to enter the building</li> </ul> <p><b>Rota</b></p> <ul style="list-style-type: none"> <li>Rota of staff in place for easy identification of staff in students if an outbreak on a particular day takes place. Staff and students on that rota would then need to isolate for 14 days.</li> </ul>	Medium



Students and staff being in the building	Risk of spread of Covid 19 whilst in school	Staff & Students	High	<ul style="list-style-type: none"><li>• Social distancing to be enforced</li><li>• Small number of students and staff on site in phase 1 and 2. All plans will ensure a distance of 2 meters at all times</li><li>• Hand washing to be encouraged throughout the day</li><li>• Cleaning staff on hand through the day to clean high contact areas.</li><li>• Reduce movement if staff and students to a minimum to stop contamination of surfaces</li><li>• One-way system in place to reduce likelihood of children coming into contact</li><li>• Packed lunch used in phase 1</li></ul> <p>In school deterioration in health</p> <ul style="list-style-type: none"><li>• The Head Teacher and/or SLT will be notified immediately.</li><li>• Staff or pupils displaying symptoms of Coronavirus will be sent home</li><li>• Where necessary Parents/Carers will be contacted to arrange for their child to be collected.</li><li>• Where possible the child will be isolated away from other staff and pupils.</li><li>• Staff and pupils who have been in contact with the ill person will wash their hands thoroughly for 20 seconds.</li><li>• A suspected coronavirus letter will be sent home with each child and parents/cares are asked to monitor the health of their child.</li><li>• PPE used by first aider if any first aid is required.</li></ul>	Medium
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Students and staff being in the building	Risk of spread of Covid 19 after leaving school	Staff & Students	High	<ul style="list-style-type: none"> <li>Inform students. Parents and staff that if they become ill after being in school they must inform the Headteacher/SLT.</li> <li>Advice will be sent to all staff and students who have been in contact with that ill person about self-isolation in line with track and trace principles.</li> </ul>	Medium
Break Time/Lunch time  Phase 1/2	Lack of adequate catering available	Staff & Students	High	<ul style="list-style-type: none"> <li>No break during phase 1</li> <li>No Lunch time during Phase 1</li> <li>No food during break time in phase 2</li> <li>Trust resources to be redeployed to support catering at lunch time (phase 1 packed lunch/Phase 2 TBC)</li> <li>External Caterers contracted to provide food for students.</li> <li>Tara Welsh to confirm allergies and food requirements with external caterers</li> </ul>	Low
Break Time/Lunch time  Phase 1/2	Lack of staffing to supervise during break and lunch	Staff & Students	High	<ul style="list-style-type: none"> <li>Break time could be limited</li> <li>School would finish at lunch time and students provided with a packed lunch</li> <li>Students not allowed to leave would be supervised indoors by SLT</li> </ul>	Medium
Break Time/Lunch time  Phase 1/2	Unable to maintain social distancing	Staff & Students	High	<ul style="list-style-type: none"> <li>No break during phase 1</li> <li>No lunch time during Phase 1</li> <li>No food during break time in phase 2</li> <li>Phase 1 staff and student provided with packed lunch to eat at home, or staff at their daily station.</li> <li>Phase 2</li> </ul>	Medium/low



				<ul style="list-style-type: none"> <li>• Large open eating space provided for staff (no lunch provided) Staff must sit 2 metres apart</li> <li>• Large open eating space provided for students (meal type TBC) students must sit 2 metres apart</li> <li>• Strict instructions given around spaces for exercise at lunch.</li> </ul>	
Behaviour Management	Lack of adequate and or appropriate staffing	Staff & Students	High	<ul style="list-style-type: none"> <li>• Reduced numbers of students on site during phase 1&amp;2.</li> <li>• Part of phase 1 will be to reintroduce students to our expectations.</li> <li>• Operation of normal on call system with pastoral staff on duty</li> <li>• Normal behaviour policy and expectations in place.</li> </ul> <p><i>NB the current behaviour policy has been reviewed for suitability in dealing COVID related behaviour issues – we feel that the current policy is robust enough to deal with any issues that may arise. We will also review the policy in light any issues that arise when we reopen.</i></p>	Medium
First Aid Cover	Lack of appropriately trained staff to carry out first aid  Staff	Staff & students	High	<ul style="list-style-type: none"> <li>• See above-staff headcount and checks that first aid staff are on site.</li> <li>• Normal rules will apply. (First aid is carried out by trained first aiders)</li> <li>• First aid triaged from 2m in the first instance.</li> <li>• PPE will be onsite for any first aid that requires a social distancing rules to be broken.</li> </ul>	Medium



Health & Safety	Lack of appropriate staff with responsibility for H&S	Staff & Students	High	<ul style="list-style-type: none"> <li>Trust H&amp;S team will conduct all relevant health and safety checks</li> <li>Compliance education consulted for all risk assessment</li> <li>LCC consulted for all risks assessment</li> <li>Normal H&amp;S rules will apply</li> </ul>	Low
Students requiring 1-2-1 support	Students/staff involved in 1-2-1 support spreading infection	Staff & students	Medium	<ul style="list-style-type: none"> <li>Social distancing should be maintained at all times</li> <li>Each students' needs are evaluated to ensure that staff and the child safety is at the forefront of every decision.</li> <li>The school's ability to meet 1-2-1 needs should be discussed with the student and parents.</li> <li>The teaching spaces used should support 1-2-1 provision.</li> <li>Non-scheduled breaks may be taken to enable both parties "time out" if required.</li> <li>Where possible teachers will refrain from stooping down to the child's height and avoid close face to face contact.</li> </ul>	Medium
Fire Alarms	Lack of appropriately trained staff.	Staff & students	High	<ul style="list-style-type: none"> <li>See above-staff headcount and checks that site team fire officer is on site.</li> <li>Normal rules will apply. (Academy can consider operating to clear building policy)</li> </ul>	Low
Emergency Lockdown of school	Lack of adequate staffing.  Communications	Staff & Students	High	<ul style="list-style-type: none"> <li>See above-reduction of student numbers and check of ratios as above.</li> <li>Ensure a member of SLT is on site who can control a lockdown situation.</li> </ul>	Low



Closing the Academy at the end of each day	Not having appropriate staff to close the building	Staff	High	<ul style="list-style-type: none"><li>Trust site team will close the building</li><li>Training to widen key holder group</li><li>Plan for long term lack of staffing through recruitment.</li></ul>	Low
Recording of absence in SIMS	Inaccurate recording of staff information	Staff	High	<ul style="list-style-type: none"><li>Ruth Ryan to manage in school registers</li><li>Ian Gladden to record attendance remotely via the DfE portal.</li><li>J Diamond to be trained in this</li></ul>	Low
Travel to and from School	It may be unsafe for staff to travel to work or unsafe once they are at work	Staff	High	<ul style="list-style-type: none"><li>Staff and students should follow the advice of the relevant authorities</li><li>Staff and students should only travel to work if it is essential to our core business of providing education and/or safeguarding the health and wellbeing of our students. Travel to work should be part of the co-ordinated response from the HoS</li><li>Phase 1 interviews will start and end outside the normal rush hour time period</li><li>Travel difficulties should be discussed with Head of Year or Head of School to look for solutions.</li></ul>	Medium
Staff conducting home visits during a school closure	It may be unsafe for staff to travel to work or unsafe once they are at work	Staff	High	<ul style="list-style-type: none"><li>Staff should follow the advice of the relevant authorities.</li><li>Any staff who attend should follow the advice of Public Health England and all other relevant authorities.</li><li>Staff should only travel for work if it is essential to our core business of providing education and/or safeguarding the health and wellbeing of our students. Any home visits should be part of the co-ordinated response from the HoS</li></ul>	Medium



				<ul style="list-style-type: none"> <li>• Staff should stay at least 2 meters away from parents and children at all times and follow the most up to date hand hygiene advice after each visit.</li> <li>• Staff should not enter the home of child under any circumstances.</li> <li>• Staff should not receive items from the home, but only drop items off. This will stop any cross contamination of households.</li> <li>• Workpack/food packs should be left on the door step. The member of staff should knock on the door and move 2 meters away before the door is answered</li> <li>• Staff are encouraged to discuss any concerns about home visits immediately with the HoS.</li> </ul>	
Visitors	Visitors attending school and spreading infection	Staff and students	High	<ul style="list-style-type: none"> <li>• All non-essential school visits cancelled until further notice</li> <li>• The site team will try to book all contractors visits at a time of reduced staffing and student attendance. This will not always be possible</li> <li>• Contractors must comply to all school procedures as for as social distancing and hand hygiene procedures.</li> <li>• Face to face parent meeting must only take place if all other options for meeting are unavailable</li> <li>• Meeting must take place in the SLC reception area and use screen.</li> <li>• Health questionnaire will be used to ensure they are safe to enter the site.</li> </ul>	Medium
Reopening the site	School building not safe to receive students	Staff and Students	High	<p>The school has all relevant checks completed each day during the lockdown. Not exclusive to but including</p> <ul style="list-style-type: none"> <li>• Waste water system checks</li> <li>• Fresh water system checks</li> </ul>	Low



	or staff after the school closure			<ul style="list-style-type: none"> <li>• Fire alarm checks</li> <li>• Catering system checks</li> <li>• Infestation checks</li> <li>• Intruder checks</li> <li>• Automatic gate checks</li> <li>• Reprographic equipment</li> <li>• ICT infrastructure</li> <li>• The building has been cleaned everyday consisting of a complete deep clean across the Academy.</li> <li>• These measures will continue during phase 1 and 2</li> <li>• Daily deep cleaning routines will continue.</li> </ul>	
Communication	Lack of reopening communication can lead to measures not being followed	Staff and Students	High	<ul style="list-style-type: none"> <li>• High level of staff communication via email in the planning phase</li> <li>• Risk assessments shared with at least 1 week notice to Phase 1 reopening.</li> <li>• Parents of year 10 written to in advance to explain all procedures.</li> <li>• Parents/carers of children who are accessing the school provision spoken to explain all procedures.</li> <li>• All stakeholders to be given the confidence to ask question of the risk assessment and reopening plan</li> </ul>	Low

Signed-----

Post/title-----

Date-----