



**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> 09 <sup>th</sup> October onwards	<b>Academy:</b> The Academy of St Francis of Assisi	<b>Team:</b>	<b>Location:</b> ASFA
	<b>Review Date:</b> Ongoing	<b>Ref:</b>	<b>Assessor:</b>	<b>Head Teacher:</b> K Maddocks

The main approaches being taken to protect staff and students are to prevent people who are ill with COVID-19 entering the building, ensure good hand and respiratory hygiene of those staff and students in the building and then act swiftly if a case occurs in the Academy.

<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 are 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 are in place to reduce the risk 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 developed 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 academy 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. The RA has been updated to take account for the planned full opening in September 2020**

**Overview of September Updates:**

Preventing the spread of infection from foreign travel.

Reducing academy-based adult contacts.

The wearing of facemasks and the tiered approach to academy closures.

Reopening of the academy letting service.

Lack of parental consent for children to follow the academy risk assessment.

Risk to loss of Education.

All September updates are highlighted in green

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 academy 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> </ul>	Low



				<ul style="list-style-type: none"> <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>• Health questionnaire will be asked prior to 1<sup>st</sup> September.</li> <li>• All staff will be instructed to follow government guidelines about isolation and track and trace.</li> </ul>	
Children in Self isolation	Loss of education and children falling behind further in their studies	Students	High	<ul style="list-style-type: none"> <li>• Remote learning in place.</li> <li>• Engagement monitoring in place.</li> <li>• Staff and student training in place to ensure access is not an issue.</li> <li>• National Laptop scheme and catch up funding used to remove barriers in children accessing remote learning</li> </ul>	Low
Vulnerable groups attending academy	Vulnerable group being more at risk at contracting the COVID-19	Staff and Students	High	<ul style="list-style-type: none"> <li>• The academy has liaised with their staff and parents to ascertain which members of staff and students are at higher or moderate risk from coronavirus.</li> <li>• Where necessary the academy has carried out a Vulnerable Persons risk assessment, reviewed Educational Care Plans and conducted a Needs Assessment.</li> <li>• Staff and parents will follow the advice given to them by their/or their child's General Practitioner.</li> <li>• Staff and parents have a responsibility to keep their/the manager/head teacher informed of any changes to their/or their child's condition or the advice given to them by their/or their child's General Practitioner.</li> <li>• The academy has reviewed each individual case to ensure all necessary precautions are in place to protect each vulnerable person.</li> <li>• Temporary adjustments when necessary will be put in place.</li> </ul>	Medium
Spread of infection from foreign travel	Risk of spread of infection from staff and students not following quarantine	Staff and Students	High	<ul style="list-style-type: none"> <li>• Current UK Government Travel guidelines will be followed.</li> <li>• Student absence monitored forensically and any suspected cases of foreign travel investigated.</li> <li>• Communication with staff regarding foreign travel.</li> <li>• Where necessary Head Teacher will instruct all students and</li> </ul>	Medium/low



	guidance			staff who have travelled abroad to adhere to current government guidelines and ( <i>Self-isolate for 14 days at a declared UK address</i> ).	
Controlling an outbreak	Parents not giving permission for their children to follow the academy risk assessment	Staff and Students	High	<ul style="list-style-type: none"> <li>Each case will be dealt with in on an individual basis.</li> <li>Discussion to take place with parents to explain the measures in place and the desired impact of these measures.</li> <li>Identification of key issues and solutions agreed.</li> <li>Escalation to Headteacher in the case of no solutions found.</li> </ul>	Medium
Controlling an outbreak	<p>Staff and Students showing signs or confirmed of having Coronavirus COVID-19 in the last 7 days</p> <p>Or a member of their household is suspected or confirmed with having Coronavirus</p>	Staff and Students	High	<ul style="list-style-type: none"> <li>Staff and students are instructed <b>NOT</b> to attend classes if they or a member of their household are displaying Coronavirus symptoms. <i>This is to be communicated in all languages via the academy text message service.</i></li> <li>Staff and students are asked to follow the advice of the NHS/GP and should self-isolate for 7 to 14 days. <i>Attendance officer to hold a central record of all children who are off and monitor their attendance.</i></li> <li>Upon instruction of the NHS/GP all persons and persons linked to a person showing signs of coronavirus will be <i>supported to be tested.</i></li> <li><i>The importance of children being tested text to parents regularly in all required languages.</i></li> <li>All staff and parents have a responsibility to inform the academy immediately of the result of the COVID-19 test (Negative/Positive).</li> <li><i>Academy police officer informed of any suspected cases of students not following isolation guidance/law.</i></li> <li><i>Deep clean organised for a suspected case.</i></li> </ul>	Medium
Controlling an outbreak	There is a confirmed case in academy	Staff and Students	High	<p><b>Whilst on site.</b></p> <ul style="list-style-type: none"> <li>The Academy will be notified immediately.</li> <li>Staff and students displaying symptoms of Coronavirus will be sent home.</li> <li><i>A student and staff out of hours reporting system created to allow for reporting at evening and weekends. A shared responsibility system to reduce staff workload.</i></li> <li>All remaining staff and students will be kept informed of</li> </ul>	Medium



				<p>the persons condition and asked to monitor their own health.</p> <ul style="list-style-type: none"><li>• A suspected coronavirus letter will be sent home with each student and parents/carers are asked to monitor the health of their child.</li><li>• Where necessary the infected person will be moved to a designated isolation room whilst they await medical assistance and/or arrangements are made for the person to be collected and taken home.</li><li>• Suitable PPE is available for First Aiders or staff providing care where a distance of 2 metres cannot be maintained.</li><li>• Staff and students who have been in contact with the ill person will wash their hands thoroughly for 20 seconds.</li><li>• Upon instruction of the NHS/GP all persons showing signs of coronavirus will be tested.</li><li>• All staff and students have a responsibility to inform the academy immediately of the result of the COVID-19 test (Negative/Positive)</li><li>• A staffing plan is in place to ensure safe staffing levels are achievable, agreed established and monitored appropriate to group sizes/ pupil needs and the activities required.</li></ul> <p><b>Positive Result</b></p> <ul style="list-style-type: none"><li>• The Head Teacher will notify Local Health Protection Team, Compliance Education and Academy Governors/Trust/LA</li><li>• Coronavirus Letter will be sent out to all parents and staff who have had contact with the ill person (This is provided by LHPT)</li><li>• Text sent to all parents to inform them of a positive case, this text will make it clear that their child hasn't been directly contacted.</li><li>• The academy will work closely with the DFE and Local Health Protection Team and follow their advice, even if this means sending large groups of staff and students' home or the complete closure of the academy.</li><li>• Where possible classrooms are secured and left for 72</li></ul>	
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				<p>hours before a <b>DEEP CLEAN</b> is carried out.</p> <ul style="list-style-type: none"> <li>This will allow time for the virus to naturally die and will protect the cleaning staff.</li> </ul>	
Physical opening and closing of the Academy	Not having appropriate staff to open the building	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> <li>Agile working plan created to support with academy opening and closure.</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 Term 1 we would widen the Senior Leadership Team responsibilities across the entire ELT to prepare for reduced SLT cover.</li> <li>Training to take place within the wider ELT around day to day running of the academy.</li> </ul>	Medium
Transport to academy	Staff and students are unable to travel to academy	Staff & Students	High	<ul style="list-style-type: none"> <li>Actions from the reopening plan to be followed.</li> <li>Any individual issues to be discussed with Pastoral or HR team.</li> <li>Staff should only to car share if there are no other options for transport to academy.</li> </ul>	
Operating Student Lessons/Activity	<p>Not having enough staff to open academy 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>Staff Ratios to be Continually reviewed</li> <li>SLT team must be onsite for the effective running of the academy.</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 academy day and year groups on site as required.</li> </ul>	Low
Students and staff being in the building	Risk of spread of Covid 19 before entering academy	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.</li> <li>Staff/students who have been exposed to, or who have contracted, the virus must not enter the building.</li> </ul>	Medium



				<p><b>Pre-entry hand hygiene</b></p> <ul style="list-style-type: none"> <li>• Contactless sign in and out to be reviewed. Enhanced cleaning on inventory monitor</li> <li>• Staff should 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 academy entrance, staff, students and visitors must adhere to this whilst queuing to enter the building.</li> <li>• Staff and students will be informed to wear face covering in line with government advice.</li> </ul>	
Students and staff being in the building	Risk of spread of Covid 19 whilst in academy	Staff & Students	High	<ul style="list-style-type: none"> <li>• All actions in the reopening plan and risk assessment to be followed.</li> <li>• Hand washing to be encouraged throughout the day</li> <li>• Catering and Admin to be split into two staff teams. Each team mustn't mix.</li> <li>• Good ventilation maintained where possible</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 during week 1</li> <li>• Reducing staff contacts guidance shared with all staff on a regular basis.</li> <li>• Where direct or close contact is reported a best practice interview will take place with HR. to reduce further near misses and issue guidance to reduce further close or direct contacts.</li> <li>• Staff and students will be informed to wear face covering</li> </ul>	Medium



Students and staff being in the building	Risk of spread of Covid 19 after leaving academy	Staff & Students	High	<p><i>in line with government advice.</i></p> <ul style="list-style-type: none"> <li>• Inform students' parents and staff that if they become ill after being in academy 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> <li>• <i>Out of hours reporting system set up for cases out of normal hours.</i></li> <li>• The member of staff or student will be directed to be tested and follow the national track and trace process</li> <li>• <i>Information about the NHS track and trace app to be shared with all staff.</i></li> <li>• 14-day isolation principle used for all staff and students who come in direct contact with a person who tests positive.</li> </ul>	Medium
Break Time/Lunch time	Social distancing not maintained between groups at lunch and break.	Staff & Students	High	<ul style="list-style-type: none"> <li>• Different groups will have lunch and break in different zones.</li> <li>• Each group will have their own toilet.</li> <li>• Lining up routines will ensure orderly movement around the building.</li> <li>• Staff will be present on all transitions.</li> <li>• Full details are in the reopening plan.</li> </ul>	Low
Behaviour Management	Lack of adequate and or appropriate staffing or students not following guidance	Staff & Students	High	<p>Our 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.</p> <ul style="list-style-type: none"> <li>• Staff and students repeatedly disobeying the rules will be placed on a behavioural plan. <a href="https://www.gov.uk/government/publications/behaviour-and-discipline-in-academys">https://www.gov.uk/government/publications/behaviour-and-discipline-in-academys</a></li> <li>• The Academy will do everything possible to minimise contacts and mixing while delivering a broad and balanced</li> </ul>	Medium





				<p>curriculum.</p> <ul style="list-style-type: none"><li>• All staff and students are instructed in the importance of minimising contact and practicing social distancing where possible.</li></ul> <p><b>This includes etc:</b></p> <ul style="list-style-type: none"><li>• Following all temporary alterations to the academy's routine and procedures that have been implemented by the Headteacher and ELT/SLT to protect both the staff and students.</li><li>• Staff and students wear PPE that is required in accordance to the tiered response plan.</li><li>• Staff and Students are required to wash their hands for 20 seconds regularly throughout the day. Hand Sanitiser units are strategy placed around the building to supplement hand washing.</li><li>• Staff and students are instructed to wash their hands before and after using equipment and eating, on arrival.</li><li>• Staff and students are encouraged to cover their mouth and nose with a tissue. 'catch it, bin it, kill it'</li><li>• Cleaning routines have been enhanced.</li><li>• The academy timetable has been adjusted to factor in the need to stagger access/egress, breaks, lunch etc in order to reduce movement around the building.</li><li>• Where possible staff and students will refrain from having close face to face contact with another person.</li><li>• Staff are instructed to maintain a 2 metres distance at all times from students and other members of staff.</li><li>• Staff and students are discouraged from gathering in large close groups.</li><li>• Staff and students are instructed to keep to the left-hand side of the corridor and stairs whilst walking around site.</li><li>• Tape used to identify key areas of the academy</li><li>• Reducing staff contacts guidance shared with all staff on a regular basis.</li><li>• Where direct or close contact is reported a best practice interview will take place with HR to reduce further near</li></ul>	
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				misses and issue guidance to reduce further close or direct contacts.	
Safe procedures around site	Procures not followed around the site to ensure safety of staff and students	Staff & students	High	<ul style="list-style-type: none"> <li>• Each department has carried out a needs analysis for issues created by COVID-19. Heads of Department are responsible for creating, managing and implementing their own plan.</li> <li>• Cleaning products placed in each classroom for staff to use as part of their classroom routines.</li> <li>• All plans have been reviewed by the Head Teacher and ELT</li> </ul> <p><b>Site team/Cleaners</b></p> <ul style="list-style-type: none"> <li>• Ensure all predetermined routes are clearly sign posted/marked.</li> <li>• ASJ has reviewed classrooms with the site team to ensure a COVID classroom safety plan has been discussed and actions put in place.</li> <li>• Room risk assessment review created and actions taken.</li> <li>• Protective screening is erect if required where required.</li> <li>• All unnecessary furniture is removed and stored safety.</li> <li>• All internal ventilation symptoms are checked to ensure they comply with current guidance and are maintained.</li> <li>• The academy will manage contractors to ensure all works carried out do not have an impact on the staff and student's health.</li> <li>• The site team ensure that there are adequate supplies of tissues, soap, hot water, paper towels and that bins are emptied regularly.</li> <li>• The site team will ensure alcohol (&gt;60%) hand sanitiser/gel is made available to the whole academy for more hygienic hand washing</li> <li>• The Infection Control cleaning routine is implemented for both general daily cleaning and the deep cleaning of the academy.</li> <li>• Rota's are implemented or adapted to ensure the academy is cleaned and maintained regularly throughout</li> </ul>	



				<p>the day.</p> <ul style="list-style-type: none"><li>• The site team will check cleaning products, handwashing/drying, hand sanitizer and PPE stock levels are maintained.</li><li>• The site team will ensure Material Safety Data Sheets (MSDS) and COSHH Risk Assessments are obtained for all cleaning products used.</li></ul> <p><b>Catering</b></p> <ul style="list-style-type: none"><li>• All normal food systems will remain in place.</li><li>• The Catering staff will ensure personal hygiene and handwashing is maintained.</li><li>• The Catering Manager/Contractor will adjust the kitchen cleaning rota and routine to ensure the kitchen is cleaned thoroughly throughout the day.</li><li>• The catering staff will clean and disinfect food storage and preparation areas.</li><li>• The catering staff will ensure a clean uniform is worn each day.</li><li>• The Catering Manager/Contractor will ensure normal PPE is worn when preparing and serving food (gloves, hair net/hat, apron)</li><li>• The Catering Manager/Contractor will review their menu to reduce the number of catering staff in the kitchen at any one time.</li><li>• The Catering Manager/Contractor will plan their meals to reflect the equipment needed and its location.</li><li>• The Catering Manager/Contractor will look at ways to protect staff whilst serving.</li><li>• Screens have been erected where necessary</li><li>• Clean hand systems will be used for finger print payment.</li></ul> <p><b>Library</b></p> <ul style="list-style-type: none"><li>• The academy library will be closed for the first two weeks</li></ul>	
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				<p>and then reopen in a controlled approach as led by the academy librarian and site team.</p> <ul style="list-style-type: none"> <li>• We will keep abreast of all current guidelines in relation to library safety.</li> <li>• The academy will review their collection and return books process.</li> <li>• The academy will monitor and manage the number of persons in the library at any one time.</li> <li>• Rooms are well ventilated.</li> </ul> <p><b>Classroom</b></p> <ul style="list-style-type: none"> <li>• Guidance in the academy opening plan will be followed.</li> </ul> <p><b>Offices/Reception</b></p> <ul style="list-style-type: none"> <li>• A staff rota is in place in order to maintain social distancing in offices.</li> <li>• In some cases, non-teaching staff may be asked to work from home.</li> <li>• Where necessary temporary offices are created around the academy and/or screens are erected.</li> <li>• Touch points on equipment will be wiped down regularly.</li> </ul> <p><b>Reception Area</b></p> <ul style="list-style-type: none"> <li>• A protective screen has been installed to the reception desk.</li> <li>• Only essential visitors and contractors are allowed on site and by appointment only.</li> <li>• Visitors are discouraged from gathering in large groups.</li> <li>• All unnecessary furniture in the reception area has been removed.</li> <li>• Where possible staff will refrain from having close face to face contact with others.</li> <li>• Rooms are well ventilated.</li> </ul>	
Before and after academy	Students mixing with other groups	Staff & students	High	<ul style="list-style-type: none"> <li>• Breakfast club will resume with students going to their own zone.</li> </ul>	



provision	during Extra-Curricular Provision			<ul style="list-style-type: none"> <li>Enrichment clubs will be suspended for at least the first two weeks of academy and likely to be for the entire first half term.</li> </ul>	
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
Lock down or fire alarm siren sounding	Unable to social distance during an emergency	Staff & students	High	<p>A balance of risk must take place between the transmission of an infection and risk of injury or death from a fire or the reason to lock down.</p> <ul style="list-style-type: none"> <li>Fire Risk Assessment completed in accordance with the Regulatory Reform (Fire Safety) Order 2005.</li> <li>All alarm and emergency lighting systems are maintained by appointed competent contractor.</li> <li>The COVID-19 fire procedure is explained to all staff members before the academy reopens to students.</li> <li>Regular fire evacuation drills are practiced termly as a minimum.</li> <li>All staff members receive fire awareness training at regular intervals</li> </ul>	
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 risk 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 academy'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</li> </ul>	Medium



				<p>parties “time out” if required.</p> <ul style="list-style-type: none"> <li>• Where possible teachers will refrain from stooping down to the child’s height and avoid close face to face contact.</li> </ul>	
Emergency Lockdown of Academy	<p>Lack of adequate staffing.</p> <p>Communications</p>	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 building 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>• Attendance team to manage in academy registers</li> <li>• Correct coding to be used as per government guidance.</li> <li>• Students and parents made aware of attendance procedures that must be followed.</li> <li>• Forensic tracking of attendance to take place to support safeguarding procedures.</li> </ul>	Low
Travel to and from Academy	It may be unsafe for staff to travel to work or unsafe once they are at work	Staff	High	<p>Staff and students will all advice of the local transport planning authority.</p> <p><b>Dedicated academy transport</b></p> <ul style="list-style-type: none"> <li>• Staff and students are advised to practice social distancing.</li> <li>• Where possible students are grouped together on transport which reflects the group adopted by the academy.</li> <li>• Hands are sanitised upon boarding and/or/disembarking.</li> <li>• The Academy vehicle is cleaned regularly.</li> <li>• Students are instructed to maintain an orderly queue and where possible seated in order of dismemberment.</li> <li>• All students will wear a face covering if they are likely to come into contact with people outside their group/POD.</li> </ul> <p><b>Public Transport</b></p> <ul style="list-style-type: none"> <li>• Staff and students are advised to practice social</li> </ul>	Medium



				<p>distancing.</p> <ul style="list-style-type: none"> <li>• All staff and students will wear a face covering.</li> <li>• The academy will endeavour to encourage staff and students to walk or cycle to the academy or will look at staggered start and finish times to ease the congestion on public transport.</li> </ul> <p><b>Car Sharing or Parents picking students up</b></p> <ul style="list-style-type: none"> <li>• All staff and students will wear a face covering if they are traveling with a person from another household.</li> <li>• Parents are responsible for the safety of their own children; parents will arrange all travel arrangements between themselves.</li> </ul> <p><b>Cycling</b></p> <ul style="list-style-type: none"> <li>• The academy has adequate bicycle security racks.</li> </ul> <p><b>Training for removing face coverings</b></p> <ul style="list-style-type: none"> <li>• The academy will provide safe instruction to all Staff and Students on the importance of wearing a face covering and how to put it on and remove safely.</li> </ul>	
Staff conducting home visits during a academy 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 conduct a home 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 Head Teacher.</li> <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 will be provided with Handgel to keep in their car.</li> <li>• Staff should not enter the home of child under any circumstances, these situations should be discussed with the Head Teacher.</li> <li>• Staff should not receive items from the home, but only drop items off. This will stop any cross contamination of households.</li> </ul>	Medium



				<ul style="list-style-type: none"> <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 academy and spreading infection	Staff and students	High	<ul style="list-style-type: none"> <li>• All non-essential academy 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 academy 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	Academy building not safe to receive students or staff after the academy closure	Staff and Students	High	<p>The Academy has all relevant checks completed each day during the lockdown. These are not exclusive to but including;</p> <ul style="list-style-type: none"> <li>• Waste water system checks.</li> <li>• Fresh water system checks.</li> <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>	Low
Communication	Lack of reopening communication can	Staff and Students	High	<ul style="list-style-type: none"> <li>• High level of staff communication via email in the planning phase.</li> </ul>	Low





	lead to measures not being followed			<ul style="list-style-type: none"> <li>• Risk assessments shared.</li> <li>• Parents written to in advance 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>	
Academy letting service resumes	Lack over control over external clubs hiring the academy facilities	Staff and Students	High	<ul style="list-style-type: none"> <li>• The academy will only allow external clubs and organisations to use/hire their facilities when it is ready and feels the academy, the club or organisation can maintain a COVID-safe environment.</li> <li>• The Academy will carry out all necessary due-diligence to ensure the club or organisation hiring the facilities have all the necessary qualifications and have provided the academy with sufficient information on how they will ensure all persons attending and your facilities will be kept COVID-safe.</li> <li>• Lettings will only be allowed after 6pm, when the academy site is closed to ASFA students and staff.</li> <li>• Letting company must report all cases of positive COVID-19.</li> <li>• Where necessary a Coronavirus QR code will be obtained via <a href="https://www.gov.uk/create-coronavirus-qr-poster">https://www.gov.uk/create-coronavirus-qr-poster</a> and displayed.</li> </ul>	Medium

Signed-----

Post/title-----

Date-----



Health and Safety Responsibilities	<a href="https://www.gov.uk/government/publications/health-and-safety-advice-for-academys/responsibilities-and-duties-for-academys">https://www.gov.uk/government/publications/health-and-safety-advice-for-academys/responsibilities-and-duties-for-academys</a>
	<a href="https://www.hse.gov.uk/services/education/sensible-leadership/academy-leaders.htm">https://www.hse.gov.uk/services/education/sensible-leadership/academy-leaders.htm</a>
	<a href="https://www.hse.gov.uk/services/education/fags.htm#a1">https://www.hse.gov.uk/services/education/fags.htm#a1</a>
Business Continuity Plan	<a href="https://www.gov.uk/guidance/emergencies-and-severe-weather-academys-and-early-years-settings">https://www.gov.uk/guidance/emergencies-and-severe-weather-academys-and-early-years-settings</a>
Guidance for full opening – academies (published 2 <sup>nd</sup> July 2020)	<a href="https://www.gov.uk/government/publications/actions-for-academys-during-the-coronavirus-outbreak/guidance-for-full-opening-academys">https://www.gov.uk/government/publications/actions-for-academys-during-the-coronavirus-outbreak/guidance-for-full-opening-academys</a>
Current guidance on shielding	<a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a>
Current guidance on Clinically vulnerable	<a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people</a>
Other nonmedical vulnerable people	<a href="https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes">https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes</a>
Providing extra mental health support	<a href="https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers">https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers</a>
	<a href="http://www.educationsupport.org.uk/">http://www.educationsupport.org.uk/</a>
	<a href="https://www.eventbrite.co.uk/e/dfe-supporting-pupil-and-student-mental-wellbeing-tickets-110796856380">https://www.eventbrite.co.uk/e/dfe-supporting-pupil-and-student-mental-wellbeing-tickets-110796856380</a>
Behaviour Expectations	<a href="https://www.gov.uk/government/publications/behaviour-and-discipline-in-academys">https://www.gov.uk/government/publications/behaviour-and-discipline-in-academys</a>
Remote Education Support	<a href="https://www.gov.uk/government/publications/actions-for-academys-during-the-coronavirus-outbreak/guidance-for-full-opening-academys#res">https://www.gov.uk/government/publications/actions-for-academys-during-the-coronavirus-outbreak/guidance-for-full-opening-academys#res</a>



	<a href="https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources">https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources</a>
	<a href="https://educationendowmentfoundation.org.uk/covid-19-resources/covid-19-support-guide-for-academy/">https://educationendowmentfoundation.org.uk/covid-19-resources/covid-19-support-guide-for-academy/</a>
	<a href="https://edtech-demonstrator.lqfl.net/">https://edtech-demonstrator.lqfl.net/</a>
	<a href="https://get-help-with-tech.education.gov.uk/about-bt-wifi">https://get-help-with-tech.education.gov.uk/about-bt-wifi</a>
Coronavirus Symptoms	<a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus</a>
Stay at home guidance	<a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a>
Arranging a Test	<a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a>
Testing and Tracing	<a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</a>
Contacting your Local Health Protection Team	<a href="https://www.gov.uk/guidance/contacts-phe-health-protection-teams">https://www.gov.uk/guidance/contacts-phe-health-protection-teams</a>
Guidance on staff wearing PPE	<a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a>
Site Manager/Caretaker	<a href="https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm">https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm</a>
	<a href="https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown">https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown</a>
	<a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a>
Cleaning	<a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a>
Catering	<a href="https://www.gov.uk/government/publications/covid-19-">https://www.gov.uk/government/publications/covid-19-</a>



	<a href="https://www.gov.uk/guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19">guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</a>
Safer Travel	<a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a>
Educational Visits	<a href="https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings</a>
	<a href="https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits">https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits</a>
Extra-curricular provision	<a href="https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-academy-clubs-and-other-out-of-academy-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-academy-settings-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-academy-clubs-and-other-out-of-academy-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-academy-settings-during-the-coronavirus-covid-19-outbreak</a>
Physical Education and Sports	<a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation</a>
	<a href="https://www.sportengland.org/how-we-can-help/coronavirus">https://www.sportengland.org/how-we-can-help/coronavirus</a>
	<a href="https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf">https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf</a>
Science and Design Technology	<a href="http://www.cleapss.org.uk/">http://www.cleapss.org.uk/</a>
	<a href="https://www.ase.org.uk/resources/health-and-safety-resources">https://www.ase.org.uk/resources/health-and-safety-resources</a>
	<a href="https://www.data.org.uk/for-education/health-and-safety">https://www.data.org.uk/for-education/health-and-safety</a>