

Risk Assessment for Organisation of Academies in September 2021

This is a live document and will be reviewed and updated as necessary

This document is to be read alongside the Contingency Plan which will be activated when the threshold is reached or sooner if appropriate*



Reviewed 4.1.22 updates in red

Risk	Controls/ mitigations and protective measures	Risk grading (using risk grid)
Awareness of and adherence to policies and procedures including but not restricted to: <i>Behaviour Policy</i> <i>Safeguarding & Child Protection Policy</i> <i>Health and Safety Policy</i> <i>Infection Control Policy</i> <i>First Aid Policy</i> <i>School Emergency Plan</i> <i>School Business Continuity Plan</i> <i>Premises Lettings Policy and Contract</i>	<ul style="list-style-type: none"> • Safeguarding policy is updated to reflect the current situation • All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the policies listed on the left. • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2020) 'COVID-19: guidance for educational settings' • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE; NHS; Department of Health and Social Care; PHE Staff reminded at teacher staff meeting/LSA meeting and weekly information to be read the appropriate policies and addendums on DPS.	L
Prevention - Minimise contact with individuals		L
Organisation in case of illness in school	<ul style="list-style-type: none"> • Separate area allocated for children with suspected Covid symptoms waiting to be picked up by parents. 	

	<ul style="list-style-type: none"> • First aid room – ventilation to be open • Separate toilet allocated – this should be cleaned after use • PPE for First Aid staff available 	
Organisation of children	<ul style="list-style-type: none"> • Numbers will be restricted in assembly to approx. 240 initially. Some assemblies will still be virtual • Children will no longer be in “bubbles”. If there is an outbreak of coronavirus and the threshold* is reached, control measures as outlined in the Contingency Plan may be instigated. 	
Organisation of staff	<ul style="list-style-type: none"> • Social distancing is no longer in place but staff are advised to reduce large gatherings, e.g. in staff room • Staff meetings may take place in person in well ventilated areas • Staff to follow hygiene measures • Staff are advised to receive vaccination • Clinically vulnerable staff can work at school. Shielding is now paused. Where staff have not received vaccinations for medical exceptions, individual risk assessments will be made and additional measures put in place where necessary • Staff to wear face coverings in communal areas 	
Organisation of parents	<ul style="list-style-type: none"> • Parents advised to follow hygiene risk control measures • If there is an outbreak of coronavirus and the threshold* is reached, control measures as outlined in the Contingency Plan may be instigated. 	
Organisation of visitors	<ul style="list-style-type: none"> • Visitors advised to follow hygiene risk control measures • If there is an outbreak of coronavirus and the threshold* is reached, control measures as outlined in the Contingency Plan may be instigated. • Visitors to school to wear face coverings 	
Prevention – good hand hygiene		L
Toilet facilities	<ul style="list-style-type: none"> • The COVID-19: cleaning of non-healthcare settings guidance is followed; • Liquid soap and paper towels available in classrooms. Bins available for disposal of paper towels. • Handwashing facilities in toilets and classrooms • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas. • liquid soap dispensers are used. • Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary. • Toilets and sinks cleaned during day as well as after school • Report if facilities need additional attention 	

Washing facilities	<ul style="list-style-type: none"> • Handwashing facilities in classrooms • Report if facilities need additional attention 	
Organisation for children	<ul style="list-style-type: none"> • Bins for tissues are emptied as often as necessary. • Shared resources should be cleaned/wiped down before use by another group. • Play equipment is cleaned between uses • The timetable is revised to implement where possible,; <ul style="list-style-type: none"> ○ Maximise number of lessons or classroom activities which could take place outdoors; ○ Assembly hall - limited key stage 	
Organisation for staff	<ul style="list-style-type: none"> • Staff follow same hand washing and infection control procedures as for children • Signs in staff rooms to remind staff about hygiene and cleaning materials/ hand wash available. 	
Organisation for visitors	<ul style="list-style-type: none"> • Visitors follow school infection control procedures – as above. 	
Prevention – good respiratory hygiene		L
Organisation of children	<ul style="list-style-type: none"> • All adults and children are told to: <ul style="list-style-type: none"> - frequently wash their hands with soap and water for 20 seconds and dry thoroughly; - clean their hands on arrival at school, before and after eating, and after sneezing or coughing; - are encouraged not to touch their mouth, eyes and nose - use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') • Help is available for children who have trouble cleaning their hands independently; • Young children are encouraged to learn and practise these habits through games, songs and repetition; • Children will be taught and encouraged to use the "Catch it, Kill it, Bin it" approach for respiratory hygiene. <p>Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use where necessary.</p>	
Classrooms	<ul style="list-style-type: none"> • Doors to classroom should remain open. Fire doors should remain closed except where adults are in the room. In this case, they may be left open for ventilation but should be closed when the room is vacated. • All spaces are well ventilated using natural ventilation (opening windows) or ventilation units where possible and where this does not significantly impact thermal comfort 	

	<ul style="list-style-type: none"> • classes should be ventilated whenever possible – e.g. lunch/playtime/while children are on the daily mile/PE. Consider opening top windows to reduce draught/open windows enough to ensure constant background ventilation. • Posters are displayed throughout the school reminding pupils to wash their hands, e.g. before entering and leaving the school. • 	
Prevention – enhanced cleaning		L
Classroom cleaning	<ul style="list-style-type: none"> • Surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal; Staff to wipe down surfaces at lunch • Staff to be issued with own cleaning pack for classroom – this is to be stored safely out of reach of children. • All surfaces/tables should be left clear at the end of the day for cleaning. • Room should be ventilated before cleaning contractors enter the room to clean. 	
Cleaning classroom equipment	<ul style="list-style-type: none"> • This should be cleaned regularly and especially before sharing between other year groups. 	
Cleaning playground equipment	<ul style="list-style-type: none"> • This should be cleaned regularly 	
Monitoring of cleaning	<ul style="list-style-type: none"> • Site manager to monitor cleaning by contractors. • Site manager and duty SLT to monitor standards during the day and areas to be cleaned as necessary • Staff should report any areas that have not been cleaned to specification 	
Appropriate use of PPE	<ul style="list-style-type: none"> • PPE is available for office staff dealing with medical issues. 	
Responses to Infection		L
Sick Room provision	<ul style="list-style-type: none"> • Separate area allocated for children with suspected Covid symptoms waiting to be picked up by parents. • First aid room – ventilation to be open • Separate toilet allocated – this should be cleaned after use 	
First Aid	<ul style="list-style-type: none"> • Each class will have a small first aid kit. • For more serious issues, children should be sent the office, where staff will have access to PPE or staff should use their mobile phones (temporary change to code of conduct to allow for use of mobiles) 	
Manage confirmed COVID 19 cases	<ul style="list-style-type: none"> • Children or staff will be required to stay at home if they test positive and follow Government guidelines. <p>Individuals will only be asked to stay home for Covid-related reasons if:</p> <ul style="list-style-type: none"> • they are symptomatic 	

	<ul style="list-style-type: none"> • they have tested positive with a PCR or LFD (they may return if a positive LFD result is followed by a subsequent confirmatory negative PCR within 2 days) • School should be informed of positive result. • The Government Track and Trace will identify and trace close contacts. This is no longer the responsibility of school • Under-18s, irrespective of their vaccination status, and double vaccinated adults will not need to self-isolate if they are a close contact of a positive case. They will be strongly advised to take a PCR test and, if positive, will need to isolate. • Staff who have not been double vaccinated should make themselves known to head teacher, as they may be required to self-isolate if contacted by Track and Trace. 	
Contain any outbreaks	<ul style="list-style-type: none"> • Staff will be encouraged to engage in the LFD testing twice a week to detect any asymptomatic cases. Results should be reported to school and Government track and trace. If a member of staff tests positive, they will be required to self-isolate and book a PCR test • Children who have displayed symptoms of coronavirus are sent home as soon as parents are able to collect. Parents asked to arrange testing of children. • Where necessary, the Contingency Plan will be activated 	
Emergency procedures	<ul style="list-style-type: none"> • Fire evacuation procedure/lockdown procedure remains in place. 	
Travelling to and from school		L
Managing school transport	N/A	
Encourage walking/cycling	<ul style="list-style-type: none"> • Parents encouraged to walk/scoot/cycle to school through newsletters and assemblies • Cycle storage area available 	

*If the number of cases in school reaches the following threshold

(whichever of these thresholds is reached first):

- 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or
- 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period

Risk Assessment Tool

Calculating the Risk

Consequence: A number 1- 5 indicating the impact of the risk occurring. Definition scale below:

Level	Impact on Learning & Teaching	Impact on People	Financial Impact	Impact on whole Trust
Low 1	No / superficial harm	Individual people affected	Less than £100 to reduce risk Financial risk less than £1k	No impact
Minor 2	No permanent harm (less than half a term)	One team / group of people affected	Between £100 and £1k to reduce risk Financial risk between £1k and £5k	Adverse publicity unlikely
Moderate 3	Semi-permanent harm (over a term)	Leadership team affected	Between £1k and £10k to reduce risk Financial risk between £5k and £10k	Local adverse publicity Moderate loss of confidence in organisation
Major 4	Major harm (over the whole academic year)	Whole academy affected	Litigation maybe required Between £10k and £50k to reduce risk Financial risk between £10k and £50k	Temporary service closure National adverse publicity Major loss of confidence in organisation
Severe 5	Severe harm	Affecting people across the Trust	Litigation maybe required Greater than £50k to reduce risk Financial risk more than £50k	Extended service closure Protracted National adverse publicity Extreme loss of confidence in organisation

Likelihood: A number 1- 5 indicating the impact of the risk occurring. Definition scale below:

Level	Likelihood	Description
1	Rare	This type of event will not occur in the foreseeable future

2	Unlikely	This type of event is unlikely to occur (remote chance)
3	Possible	This type of event may happen (25% - 50%)
4	Likely	This type of event may happen (above 50% probability)
5	Almost certain	This type of event will happen (and frequently)

Risk Rating – Consequence and likelihood multiplied together.

		Consequence				
		1	2	3	4	5
Likeli hood	1	L	L	M	H	S
	2	L	L	M	H	S
	3	L	M	H	S	S
	4	L	M	H	S	E
	5	M	M	H	S	E

Extreme Risk: CEO/Non Executive immediate attention required

Severe Risk: Executive Team immediate attention required

High Risk: Executive Head attention required

Moderate Risk: Academy SLT attention required

Low risk: Manage by routine procedures within academy