



A. Outline of activity or task to be assessed:

Area: Operational risk assessment – Covid 19 v12

Site: Severndale Specialist Academy

Date of Assessment: 13th November 2020

Date for Re-assessment: 27th November 2020

Assessors: Sarah Downes

Signatures:

Managers: Tracey Mullinder

Signatures:

Hazard is something with the **potential** to cause **harm**.

Risk (R) is the **likelihood** of someone being hurt multiplied by the **severity** of the occurrence.

* **Damage means 'Damage to plant, property or environment'.**
If computed figure is close to each boundary i.e. 40 or 60 re-appraise after implementation of improvements/new practice or safe systems. Always err on the side of caution!

B. Risk matrix - This section is used for guidance to complete section C.

	No Injury	Damage*	Minor Injury/ill Health	Over 3 Day Injury/ill Health	Major Injury/ill Health	Fatality	
	1	2	4	6	8	10	
Likely/Frequent	10	10	20	40	60	80	100
Probable	8	8	16	32	48	64	80
Possible	6	6	12	24	36	48	60
Remote	4	4	8	16	24	32	40
Improbable	2	2	4	8	12	16	20

Low Risk = Up to 40

Medium Risk = 40 - 60

High Risk = 60 - 80

Very High Risk = 80+

Priority of Action

Very High 80+ Will require urgent & immediate action - possibility of stopping work until additional control measures are in place.

High 60 - 80 Action required either immediate or short-term to alleviate risk.

Medium 40 - 60 Action required medium to long-term depending on whether high or low in range.

Low Up to 40 Action may be required long-term or for other service reasons but not essential.

Likelihood (Probability) (P)	X	Severity (S)	
Likely/Frequent - Occurs repeatedly / event only to be expected.	10	Fatality	10
Probable - Not surprised. Will occur several times.	8	Major Injury/ill Health	8
Possible - Could occur sometimes.	6	Over 3 day Injury/ill Health	6
Remote - Unlikely though conceivable.	4	Minor Injury/ill Health	4
Improbable - So unlikely that probability is close to zero.	2	Damage *	2
		No Injury	1

C. Use information from section B to identify level of risk for each hazard

What are the Hazards?		Who might be harmed	What are you already doing (Existing Controls)	Risk Level Low/Med / High	What further actions are necessary	Residual Risk Level Low/Med / High	Action	
							Who	When
1	Lack of social distancing in the classroom	Staff Students Wider community	<p>The academy will ensure that the following prevention controls are in place:</p> <p>Prevention</p> <p>1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the setting.</p> <p>2) Where recommended, use of face coverings in schools.</p> <p>3) Clean hands thoroughly more often than usual.</p> <p>4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</p> <p>5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.</p> <p>6) Minimise contact between individuals and maintain social distancing wherever possible.</p> <p>7) Where necessary, wear appropriate personal protective equipment (PPE).</p>	High	<p>Ensure up to date guidance is read and understood.</p> <p>Review risk assessment on a weekly basis.</p> <p>Classes 'bubbles' must not mix with other groups indoors or outdoors.</p> <p>Bubbles must stay within their designated zones, if staff are required to move zones to support the pupil's medical/first aid/ behaviours needs PPE must be changed as each zone and hand hygiene followed.</p> <p>Resources not to be shared, they must remain within the zone. All resources, including outdoor play equipment must be disinfected after use. Where this isn't possible resources must not be used for 72 hours.</p> <p>Desks must be cleaned down with the disinfectant at regular intervals throughout the day.</p> <p>Department Leads/Coordinators (DL's/DC's) to ensure consistency across their departments.</p> <p>Additional cleaning stock and PPE can be requested using the Parago</p>	Medium	SLT	When required
							TM/SD	Weekly
							All classes	Daily
							All classes	Daily

		<p>Numbers 1 to 5 must be in place in all settings, all the time.</p> <p>Number 6 must be properly considered, and settings must put in place measures that suit their particular circumstances.</p> <p>Number 7 applies in specific circumstances.</p> <p>Furniture and resources to be laid out to increase the classroom space.</p> <p>Resources and activities will be planned to reduce shared contact and individual learning.</p> <p>Students to use the same desk on a daily basis.</p> <p>Students to use the same peg on a daily basis.</p> <p>Interactions to be carried out a distance where possible.</p> <p>Teachers, TA's and PSA have to work with the same students throughout the day.</p> <p>Staff can remain at adult height and not at child level for interactions, unless there is a need, PPE is available for close contact work.</p> <p>Maintain a good standard of handwashing throughout the day. Use Ebug posters as visual reminders https://e-bug.eu/</p> <p>Overcrowding at hand wash stations to be managed by staff and social distancing to</p>	<p>system.</p> <p>Staff to support students to understand the importance of handwashing, Makaton posters available to be displayed in class. Hand wipes to be purchased for complex and PMLD groups.</p> <p>Staff and pupil entrances: EYFS staff to enter through the front nursery gate into the academy by the rainbow room. Zone 1 via the pedestrian gates (maintaining social distance) on the bus bay through the double doors by the DL/DC office. Zone 2 (maintaining social distance) via the pedestrian gate on through the double doors by Safeguarding Office. Zone 3 (excluding the PMLD Hub) through the double doors off the upper playground. PMLD hub through double doors off the bus bay directly into the hub area. The first floor staff must enter through the staff entrance. The cleaning team must enter/exit their zone through the correct zone entrance.</p>		
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			<p>be encourage at all times.</p> <p>Maintain culture of 'catch it, bin it, kill it' tissues and bins available in all classrooms. Use Ebug posters as visual reminder. https://e-bug.eu/</p> <p>Enhanced cleaning must continue throughout the day, products are available in all classrooms. Cleaning products to be locked away when not in use. COSHH risk assessments completed for the products and shared with staff.</p> <p>Ensure good ventilation by opening windows and doors where appropriate and safe to do so.</p> <p>Quiet rooms are for a maximum of two people at a time (1 student and 1 member of staff).</p>					
2	Lack of social distancing using toilets/hygiene rooms and poor hygiene resulting in direct and indirect transmission of the virus	Staff Students Wider community	<p>PSA/MDC to support toileting socially distanced. PPE available.</p> <p>Classes to use the same toilets within their zones.</p> <p>Staff carrying out personal care must follow the PPE guidance. All guidance is available on the academy website http://www.severndaleschool.org/coronaviruses-updates/</p> <p>Hand washing to be encouraged.</p> <p>Overcrowding at hand wash stations to be managed by staff and social distancing to be encourage at all times. Use Ebug posters as visual reminders https://e-bug.eu/</p> <p>Hand sanitiser to be used. Overcrowding at hand wash stations to be managed by staff</p>	High	<p>Two contract cleaners will be onsite between 09:00-15:00 cleaning hot spots, toilets/hygiene across the academy throughout the day, as part of the enhanced cleaning procedure. For assistance please use a radio call to cleaners.</p> <p>Classes 'bubbles' must not mix with other groups indoors or outdoors. Bubbles must stay within their designated zones, if staff are required to move zones to support the pupil's medical/first aid/ behaviours needs PPE must be changed as each zone and hand hygiene followed.</p>	Medium	<p>TM/SD</p> <p>All classes</p> <p>All classes</p> <p>Everyone</p>	<p>Daily</p> <p>Daily</p> <p>Daily</p>

			<p>and social distancing to be encourage at all times.</p> <p>Site cleaning team onsite 15:00-18:00 to deep clean site.</p> <p>Toilet seats to be closed prior to flushing.</p>					
3	Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus	Staff Students Wider community	<p>Staggered playtimes and/or allocated play areas for zones. All resources, including outdoor play equipment must be disinfected after use. Where this isn't possible resources must not be used for 72 hours.</p> <p>Pupil to play non-contact games to be which will encourage social distancing.</p> <p>Staff supervision throughout pupil breaks, staff to actively encourage social distancing.</p> <p>Hand wash facilities installed on the playgrounds staff and students to wash hands prior to re-entering the building.</p> <p>Staff rooms seating is arranged to encourage social distancing. Maximum of 6 chairs in a staffroom space.</p> <p>Staff to use disinfectant to wipe down tables, chairs and equipment in the staffrooms after use.</p> <p>In circulation areas staff and students where appropriate will be required to wear a face covering.</p>	High	<p>Classes 'bubbles' must not mix with other groups indoors or outdoors.</p> <p>Bubbles must stay within their designated zones.</p> <p>Site to maintain the hand wash facilities on a daily basis and check to ensure dispensers are in good working order.</p> <p>Additional staff room space to be identified: Zone 1: Blue room (EYFS staff) Lower food tech Zone 2: Upper food tech Zone 3: Outreach conference room and second half of PPA room PMLD Hub have own designated staff space within the Hub.</p> <p>Maximum of 6 people in a staff room space at one time.</p>	Medium	<p>All classes</p> <p>All classes</p> <p>Site</p>	<p>Daily</p> <p>Daily</p> <p>Daily</p>
4	Lack of social distancing in the dining room	Staff Students Wider	<p>PMLD students to have lunch in their classrooms, staff to wear PPE whilst assisting with feeding (if social distancing</p>	High	<p>PSA/MDC to ensure students remain seated and serve the food to the students at the table. If not</p>	Medium	PSA/MDC	Daily

		community	<p>cannot be maintained).</p> <p>Lunchtime period extended to allow for more 'sittings'. PSA/MDC to sanitise tables and chairs in-between each use.</p> <p>Hands must be washed before and after eating. Overcrowding at hand wash stations to be managed by staff and social distancing to be encourage at all times. Use Ebug posters as visual reminders https://e-bug.eu/</p> <p>Let's Dine comply with the guidance for food businesses on Coronavirus and have Covid 19 risk assessments. Let's Dine staff to wear PPE including gloves and a mask/visor.</p> <p>Students to be seated 2 meters apart.</p> <p>No students to move around the dining hall. Plates, cutlery and waste food to be disposed of on behalf of the students. PSA/MDC to wear appropriate PPE (supplied by the academy).</p> <p>In circulation areas staff and students where appropriate will be required to wear a face covering.</p>		<p>appropriate classes to be escorted to the hot trolley one at a time to maintain social distancing.</p> <p>Classes 'bubbles' must not mix with other groups indoors or outdoors.</p> <p>Bubbles must stay within their designated zones.</p>		<p>All classes</p> <p>All classes</p>	<p>Daily</p> <p>Daily</p>
5	Lack of social distancing in the corridors resulting in direct transmission of the virus	Staff Students Wider community	<p>One way system in place, keeping to the left.</p> <p>Social distancing signage in place throughout the corridors.</p> <p>Students and staff to have limited movement around the academy.</p> <p>Doors to be open along the corridor, with the exception of the Paxton lock doors. This will reduce hot spots on the handles and</p>	High	<p>Two contract cleaners will be onsite between 09:00-15:00 to clean hot spots (including door handles and walls) throughout the day, as part of the enhanced cleaning procedure.</p> <p>If, with prior authorisation, staff/students/visitors have to cross over from the different zones blue shoe covers must be worn and changed at each zone entrance.</p>	Medium	<p>TM/SD</p> <p>All staff/student s/visitors</p>	<p>Daily</p> <p>When required</p>

			<p>increase ventilation. Doors will automatically close in the event of a fire.</p> <p>In circulation areas staff and students where appropriate will be required to wear a face covering.</p>		<p>Hand hygiene to be maintained.</p> <p>Classes 'bubbles' must not mix with other groups indoors or outdoors.</p> <p>Bubbles must stay within their designated zones.</p>		<p>All classes</p> <p>All classes</p>	<p>Daily</p> <p>Daily</p>
6	Risk of spreading the virus due to close contact with students and interventions	<p>Staff</p> <p>Students</p> <p>Wider community</p>	<p>Follow the pupils individual behaviour management plan (IBMP).</p> <p>Follow students Manual Handling Plans.</p> <p>Staff to follow academy PPE guidance for close contact work with pupils, including personal care. PPE provided by the academy.</p> <p>Handwashing and sanitising protocols to be followed.</p> <p>In circulation areas staff and students where appropriate will be required to wear a face covering.</p>	High	<p>Equipment including wheelchairs and manual handling equipment will need to be regularly disinfected, especially hot spots e.g. handles. Antibacterial wipes available across the academy.</p> <p>Classes 'bubbles' must not mix with other groups indoors or outdoors.</p> <p>Bubbles must stay within their designated zones.</p>	Medium	<p>All staff/professionals</p> <p>All classes</p> <p>All classes</p>	<p>When required</p> <p>Daily</p> <p>Daily</p>
7	Risk of spreading virus due to poor hygiene resulting in direct transmission of the virus	<p>Staff</p> <p>Students</p> <p>Wider community</p>	<p>Hand sanitiser stations across the academy. Overcrowding at hand wash stations to be managed by staff and social distancing to be encouraged at all times Use Ebug posters as visual reminders https://e-bug.eu/</p> <p>Hand wash facilities in all classrooms.</p> <p>Hand wash facilities available on the playgrounds and corridors.</p> <p>Handwashing/ sanitising on entry to the academy, before and after break, before and after lunch, leaving the academy, using the toilets and after coughing/sneezing.</p>	High	<p>Stock levels are closely monitored and ordered in large quantities. Work closely with our Arrow account manager to identify products that are on back order and what alternative products are available.</p> <p>Time for hand washing built into the 2020-21 timetables, throughout the school day.</p>	Medium	<p>SD/RM</p> <p>SLT/ All staff</p>	<p>Weekly</p> <p>Daily</p>

			<p>PPE available for staff and students.</p> <p>Waste disposed of correctly.</p> <p>Protocol in place for dealing with suspected and confirmed cases (detailed in this risk assessment).</p> <p>In circulation areas staff and students where appropriate will be required to wear a face covering.</p>					
8	<p>Suspected case of Covid 19</p> <p><i>Falling ill whilst at the academy:</i></p>	<p>Staff</p> <p>Students</p> <p>Wider community</p>	<p>Anyone who develops symptoms of Covid 19 or whose household member develops symptoms, should immediately self-isolate. They should not attend school.</p> <p>Parents/carers/staff should notify the academy of an absence by telephone.</p> <p>Direct parent/carer/staff member to stay at home guidance.</p> <p>Advise the person reporting the absence to arrange for a test as soon as possible. The academy has a small number of Covid tests onsite for students/staff unable to access a test in their community.</p> <p>Whilst waiting to be collected pupil of staff member to be moved to the quiet room. For admin, finance, IT or site staff the member of staff should be moved to the meeting room in reception. Windows should be open in isolation rooms where possible. If it is not possible to isolate 2 meters distance must be maintained at all times and full PPE must be worn.</p> <p>If visiting the bathroom whilst awaiting collection a separate bathroom should be used where possible, this must then be</p>	High	<p>Following guidance from Public Health Shropshire temperature checks will not be routinely taken as this is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).</p> <p>Record of suspected cases to be maintained by Sarah Downes, all suspected cases must be reported to Sarah as soon as possible.</p> <p>Personal waste from individuals with symptoms and waste from cleaning should be put into a rubbish bag, this must be placed in a second bag and tied. This should be stored securely and not placed in the communal waste until negative tests are known, or where the waste can be stored for 72 hours.</p> <p>Attendance is being monitored on a daily basis. As per the Principals update 16/09 the academy will continue to manage pupils who come to school with cold-like symptoms, however we also appreciate the proactive measures that many parents and carers have taken over</p>	Medium	<p>SLT</p> <p>Site</p> <p>SLT</p>	<p>Daily</p> <p>When required</p> <p>Daily</p>

			<p>disinfected.</p> <p>PPE must be worn by staff supporting a person with suspected Covid 19 if a 2 meter distance cannot be maintained.</p> <p>Everyone must wash their hands (for 20 seconds) or use hand sanitiser after any contact with someone who is unwell.</p> <p>The area must be cleaned down with normal house hold bleach to prevent the possible spread of infection. Cleaners to be contacted via radio for deep clean.</p> <p>Incident to be recorded by Sarah Downes using Shropshire Council's template.</p>		<p>the past week to keep children and young people at home if they seem unwell. This helps us to support and sustain a stable and operational workforce as well as keep our environment safe for our pupils.</p>			
9	Confirmed case of Covid 19	Staff Students Wider community	<p>A member of the leadership team at the academy will be asked to work with the contact tracer to identify direct and close contacts of the case during the 48 hours prior to the child or staff member falling ill. This is likely to be the classmates and teacher of that class.</p> <p>The social distancing measures put in place by the academy outside the classroom should reduce the number of other direct/close contacts.</p> <p>Direct close contact without PPE:</p> <ul style="list-style-type: none"> - being coughed on, or having a face-to-face conversation within 1 metre, or o having unprotected skin-to-skin physical contact, or - travel in a small vehicle with the case, or o any contact within 1 metre for 1 minute or longer without face-to-face contact <p>Proximity contact without PPE:</p> <ul style="list-style-type: none"> - extended close contact (between 1 	High	<p>DL's/DC's to provide lists of staff and students to Sarah Downes for the following:</p> <ul style="list-style-type: none"> - lunchtime dinner sittings - playground rotas and staffing - any information that would be required as part of tracing <p>The academy can call the DfE's existing coronavirus helpline number on 0800 046 8687, and select option 1. This option will take us through to the dedicated team of advisors who will inform the academy what action is needed based on the latest public health advice. They will work through a risk assessment with you to identify close contacts. Advisors will be responsible for referring more complex cases, as necessary, following a triaging of your circumstances during the call. Information required for the call URN: 140531, DfE number: 893/7016 UKPRN: 10044500.</p>	High	DL/DC SLT	Weekly When required

			<p>and 2 metres for more than 15 minutes) with a case</p> <p>All direct close contacts will be excluded from school and advised to self-isolate for 14 days.</p> <p>An advice letter from the contact tracer will be sent to contacts and their families via the academy's Squad in Touch system.</p> <p>The academy will work with Shropshire Public Health on communication to staff and students.</p>		<p>The academy will need access to pupils/staff information including full name, DOB, post code, email address and contact numbers.</p> <p>The academy will also need to confirm what type of contact they had with the confirmed case – direct or proximity.</p> <p>The academy team on rota to deal with a confirmed case will work closely with PHE and make contact with those families that have been affected.</p> <p>Rota to be added to the website so parents/carers know who to contact to report a positive case out of hours</p>		<p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SD</p>	<p>When required</p> <p>When required</p> <p>When required</p> <p>05/11/20</p>
10	Possible outbreak – defined as two or more cases from the same site within 14 days	Staff Students Wider community	<p>The academy will notify the Health protection team in Public Health England and Shropshire Council public health team.</p> <p>A further risk assessment will be undertaken and an action plan including control measures, test and trace and communicating the outbreak with the Severndale community.</p> <p>Two confirmed cases from the same household is a 'cluster'.</p>	High	The academy will work closely with Shropshire Public Health England to monitor local infection levels.	High	TM/SD	When required
11	Geographical community outbreak	Staff Students Wider community	The academy will work with Shropshire Councils Incident Management Team (IMT) and would follow their outbreak management steps.	High	The academy can call the DfE's existing coronavirus helpline number on 0800 046 8687, and select option 1. This option will take us through to the dedicated team of advisors who will inform the academy what action is needed based on the latest public health advice. They will work through	High	SLT	When required

					a risk assessment with you to identify close contacts. Advisors will be responsible for referring more complex cases, as necessary, following a triaging of your circumstances during the call. Information required for the call URN: 140531, DfE number: 893/7016 UKPRN: 10044500.			
12	High risk groups Clinically vulnerable Pregnant staff BAME groups	Staff Students Wider community	<p>All staff and students are able to return to work, shielding ceased on 01.08.20</p> <p>The academy follows the prevention measures to ensure the academy is Covid Secure:</p> <ol style="list-style-type: none"> 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the setting. 2) Where recommended, use of face coverings in schools. 3) Clean hands thoroughly more often than usual. 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach. 6) Minimise contact between individuals and maintain social distancing wherever possible. 	High	<p>Individual staff risk assessments will be completed using Shropshire Council's template.</p> <p>Full PPE is available to staff (provided by the academy).</p> <p>Staff that fall in to the high risk groups must inform Sarah Downes and Tracey Mullinder and an individual risk assessment will be completed.</p>	Medium	SD	Ongoing

			<p>7) Where necessary, wear appropriate personal protective equipment (PPE).</p> <p>Where a pupil is unable to attend their setting, due to clinical or public health advice the academy will arrange access to remote education (via zoom) and monitor attendance. DL/DC to identify any students in their departments and inform SLT.</p>					
13	Awareness of policies and procedures and national guidance changes	Staff Students Parents/ carers	<p>The academy policies are all available on the shared network, staff are encourage to read the policies and seek further clarity if unsure.</p> <p>Covid 19 addendums have been added to the relevant policies including H&S and First Aid.</p> <p>The process for reporting safeguarding concerns is visible in all rooms, staff should familiarise themselves with the process and the academy's Designated Safeguarding Leads (DSL's)</p> <p>The academy to keep up to date with advice from but not limited to: DfE, PHE, NHS and review the risk assessment accordingly.</p>	Medium	<p>Policies that are required to be ratified by the Trustees' must be amended and ready for the first Trustee meeting.</p> <p>Information on the website is kept up to date.</p> <p>Pupils able to access safety information in a way that is relevant to their needs. Some pupils will be able to access symbolised information and social stories.</p> <p>Changes to information will be shared with the Chair of Trustees', employees and parent/carers.</p> <p>Staff to be aware of all infection control procedures.</p>	Low	LT	Autumn Term
14	Poor communication with stakeholders	Staff Students Parents/carers	<p>The academy will continue to use the home-school books for daily communication. Hands will be washed before/after handling the books.</p> <p>The Principal will continue to regularly update parents/carers via a letter. This will continued to be emailed out to parents with email addresses. Hard copies will be posted to those without.</p>	Medium	<p>SLT to complete a communication strategy and share with the Severndale community.</p> <p>Risk assessment to be made available online as a result the Severndale Community are working with current advice.</p>	Low	SLT	Autumn term

			<p>The academy website is regularly updated with the latest news stories and useful information.</p> <p>The academy Facebook page and Instagram accounts will continue to post good news stories from across the academy.</p>					
15	Visitors to any of the academy sites	<p>Staff</p> <p>Students</p> <p>Parents/carers</p> <p>Visitors</p>	<p>Planned visitors are being minimised to reduce the amount of people onsite to reduce the risk.</p> <p>Therapists visiting pupils onsite will be able to continue their visits unless told otherwise by the Principal and Business Manager.</p> <p>Visiting professionals will be risk assessed individually by the Business and Assistant Business managers, this will done to ensure professional services resume in the safest possible way. Zoom meetings/observations is the preferred method.</p> <p>Test and trace procedure to be followed, all visitors to complete the form. This is then saved for 21 days before being destroyed.</p> <p>Inventry system used for signing in, screen to be wiped down with disinfectant after each use.</p> <p>The reception desk has a Perspex screen for protection.</p> <p>Hand wash sink available in reception.</p> <p>Visitors are issued with stickers.</p>	High	<p>No more than three people to be in the reception area at one time. Receptionist to control visitor numbers.</p> <p>Visits may need to be cancelled at short notice due to unforeseen circumstances.</p> <p>All areas touched will be disinfected on a regular basis, the receptionist will ensure this takes place. Cleaners onsite 09:00-15:00 to assist with the enhanced cleaning procedures.</p> <p>Passes to be returned and disinfected every day.</p> <p>The academy will minimise, where possible, any supply staff onsite and ensure that they have not visited any other setting prior to attending</p>	Low	<p>Receptionist</p> <p>BM</p> <p>HR</p>	<p>Every day</p> <p>When required</p> <p>As required</p>

			Supply staff must adhere to the academy's prevent measures, and all points in the risk assessment. Supply staff can work between schools.		Severndale.			
16	Poor hygiene – admin office spaces	Staff	Admin have two designated office (first floor and ground floor). Staff should refrain from entering the admin office, unless prior agreement has been sought). Staff to follow hand hygiene guidance. Each admin member to be allocated with their own desk and telephone, these must not be shared. Each staff member is responsible for wiping down equipment such as photocopiers and printers and telephones. In circulation areas staff and students where appropriate will be required to wear a face covering.		Admin should avoid crossing bubbles, where this cannot be avoided PPE will need to be worn and social distancing maintained. Social distancing must be maintained in the office. Staff are not permitted to share stationary or equipment. Where telephones/computers need to be shared they must be disinfected after every use. Paperless systems in place, or being introduced wherever possible.			
17	Deliveries	Staff Students	Deliveries will not be accepted at reception. Drivers will contact site services for assistance. Site should exercise good hand hygiene when opening parcels/deliveries.	Medium	Parcels should be opened in a well ventilated space when the students have left site.	Low	All staff	At all times
18	Face to face meetings	Staff Students Parents/carers Visitors	All meetings where possible are via zoom. This includes all annual reviews.	High	The onsite conference room has a maximum capacity of 6 people. Social distancing must be maintained at all times. The meeting room in old reception can be used, for no more than 3 people for meetings. The room must be ventilated and cleaned down after use.	Low	All staff	At all times

19	Ensuring the mental wellbeing of staff and students	Staff Students Parents/carers	Staff have access to the SAS service for counselling. The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing.	High		Medium		
20	Educational trips and visits	Staff Students Parents/carers	The academy is working to reintroduce educational trips and visits in Autumn 2 following the end of the national lockdown 02/12/20	High	The academy Educational Trips and Visits Coordinators are working on risk assessments for trips and visits with the added Covid measures.	Medium	SD/TM	02/12/20
21	Extended schools clubs	Staff Students Parents/carers	The academy is working to reintroduce extended schools in Autumn 2 following the end of the national lockdown 02/12/20	Medium	Appropriate clubs and classes are being identified and risk assessed with the added Covid measures.	Low	SD/TM/NF	02/12/20
22	National lockdown 5th November – 2nd December 2020	Clinically extremely vulnerable staff and students	Government advice is to work from home. If you cannot work from home, you should not attend work for this period of restrictions. This will be reviewed before the proposed end date of the lockdown 02/12/20. Clinically extremely vulnerable staff, who have received a letter from the Government will be required to support the academy from home.	High	For clinically vulnerable students distant learning will be put in place. Safeguarding risk assessments will be completed for those students not able to attend the academy. Everyone must ensure they follow the updated government guidance on lockdown rules: https://www.gov.uk/guidance/new-national-restrictions-from-5-november	Low	SLT DL's/DC's Whole community	05/11/20 05/11/20 05/11/20
23	PPE usage and stock levels	Staff Students	The academy will continue to supply staff with the following PPE: Mob hats Goggles Visors Surgical masks Aprons Gloves Blue shoe covers	High	Staff can request additional PPE stock from Site Services using the Parago system. Staff are required to wear their own appropriate face coverings when arriving at the academy and walking in communal areas.	Medium	All staff All staff	When required When required

			Scrubs (when required)		PPE stock levels are closely monitored at all times are orders placed on a regular basis.		Finance/Site Services	At all times
24	Face masks	Staff Students Visitors	<p>Staff, students and visitors to wear face coverings in all public areas of the academy e.g. corridors.</p> <p>If you are visiting an office space face coverings must be worn.</p> <p>It is vital that face coverings are worn correctly and that clear instructions are provided to staff, children and young people on how to put on, remove, store and dispose of face coverings in all of the circumstances above, to avoid inadvertently increasing the risks of transmission.</p> <p>Exemption cards If you have an age, health or disability reason for not wearing a face covering:</p> <ul style="list-style-type: none"> - you do not routinely need to show any written evidence of this - you do not need show an exemption card <p>This means that you do not need to seek advice or request a letter from a medical professional about your reason for not wearing a face covering.</p> <p>If staff and students would feel more comfortable showing something that says they do not have to wear a face covering. An exemption card can be requested from Sarah Downes.</p>	Medium	<p>Students/pupils in years 7 and above, where appropriate, must wear face coverings in communal areas and in circulation areas where social distancing cannot be maintained.</p> <p>For more information about school transport and PPE requirements please see: https://shropshire.gov.uk/school-transport/coronavirus-emergency-guidance-for-school-transport-and-other-council-passenger-transport-from-september-2020/</p>			

If more hazards are identified please add more boxes

- Shared sports equipment will need to be disinfected, where this is not possible equipment will need to left for 72 hours in-between use
- Transport are not in the same zones/bubbles as the academy.
- Any staffing, pupil or room changes must be agreed by SLT.
- Activity and classroom risk assessments must cover updated Covid measures.
- Public Health England (PHE) are experiencing high numbers of calls the academy can now contact the DfE's helpline on 0800 046 8687 for any Covid related queries.
- The country is in a national lockdown from 05/11/20-02/12/20