

COVID-19 Risk Assessment for the Midland Academies Trust



Date of Review: 28.02.2022 Latest DFE Guidance for schools: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

Principles: We will make sure the MAT physical and remote learning environments are as safe as possible for our staff and pupils. Enable our pupils and our colleagues to build confidence and resilience to be able to perform effectively, enjoy and thrive during the transition period. Protect and build our financial resilience.

The Trust shall continue to monitor the guidance from Public Health England and Local Authority and where necessary, introduce additional control measures which may include, but not limited to, providing advice on mass community testing, local lockdown measures and social distancing.

Control

1. Ensure good hygiene for everyone
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

Associated documentation: Trust Strategic Plan, Safer Working Protocol, Induction Video, Trust Operational Plan and Estates Checklist.

RISK KEY

1	High Risk
2	High/Medium Risk
3	Medium Risk
4	Low/Medium
5	Low Risk

Section	DETAILS OF THE HAZARDS/SIGNIFICANT FINDINGS	WHO MIGHT BE HARMED AND HOW	EXISTING CONTROL MEASURES (The things that are already being done to control risks)	RISK RATING WITH CURRENT CONTROLS? 1-High 2-Med 3-Low	FUTURE CONTROL MEASURES TO BE ACTIONED (The things that still need to be put in place to further control the risks)	RISK RATING WITH PLANNED CONTROLS? 1-High 2-Med 3-Low	PERSON TO IMPLEMENT FUTURE ACTION	ACTION BY WHEN?
Social Distancing - Number of Pupils and Staff on attending Social Distancing	Physical number of people on site increases risks i.e. not being able to socially distance.	Pupils, staff, visitors and contractors	Social distancing floor markers have been retained in busy areas or where people are likely to congregate or queue including reception counters and food service areas. Where floor marking have become tired these will be refreshed. One way systems can now be removed. The use of Perspex barrier and sneeze screens will be retained at counter services such as reception and food service counters. Desk sharing by staff continues to be discouraged and staff are encouraged to respect each others personal space. Whilst blended learning can continue, face to face learning implemented without social distancing restrictions in place. The Trust shall continue to encourage meetings to be conducted online unless absolutely essential that they are face to face Any commercial services and lettings can return to a normal service, subject to and following relevant industry guidance.	5	Any general social distancing signage and markers from around the school sites can be removed apart from busy or crowded areas such as restaurant and reception areas. These will however be left in place in case of local/national restrictions returning. They are also a useful reminder to support staff and pupils in respecting each other. One way systems can be removed however these will remain for areas where queuing is likely such as dining service areas. Classroom furniture should remain facing forward wherever possible to allow the flexibility should restrictions be required. Any remaining Social distancing markers between desks can be removed. Posters to be refreshed showing current measures and expectations. New Catch it Kill it campaign posters to be displayed (The e-Bug COVID-19 website contains free resources for you, including materials to encourage good hand and respiratory hygiene). Class number and local area statistics should be closely monitored and the School shall continue to support those staff that wish to continue to wear face coverings and encourage their use when meeting others they would not normally come into contact with including when meeting parents or in crowded or busy areas.	5	Premises Teams	Immediate
Face Coverings - Evidence suggest that the wearing of a face covering reduces the likely spread of droplets which may contain the virus.	Staff, Pupils and others onsite that are in close proximity to each other could be exposed to Covid-19 and develop symptoms such as a new persistent cough, shortness of breath, loss of smell and taste.	Any	From 20 January face coverings are no longer advised for pupils staff and visitors in classrooms and teaching environments. From 27 January, face coverings are no longer advised for students, staff and visitors in communal areas.	5	Case number and local area statistics should be closely monitored and the School shall continue to support those staff that wish to continue to wear face coverings and encourage their use when meeting others they would not normally come into contact with including when meeting parents or in crowded or busy areas. If there is a local outbreak The College may be advised by a director of public health the NHS or local Authority on additional measures requiring the mandatory wearing of face coverings. The Trust will make sure outbreak management plans cover this possibility. A supply of additional face coverings shall be continued to be made available at each school and facilities for their disposal.	5	Premises Teams	Start of new academic year
*OUTBREAK: This is defined by if you have several confirmed cases within 14 days, you may have an outbreak.								
Touchpoint Cleaning including Sharing Resources such as text books, laptops and other work equipment	Contact with touchpoints including handrails, door handles and balustrades - and other resources such as text books, Transmission of COVID 19 Virus from person to person.	Staff, pupils, contractors and others could transmit the Covid-19 virus and suffer illness such as sickness, diarrhoea or spread viruses from contact with or touching contaminated surfaces and then putting their hands to their mouth i.e. blowing their nose or eating.	Frequent cleaning and sanitisation of frequently touched areas (touchpoints) shall continue including handrails and door handles. Cleaning contractor appointed. Pupils and staff shall be encouraged to continue not to share resources such as laptops, text books, pens, cups and glasses. Desk sharing should be avoided. Library lending services can resume, it is recommended that each school set up a designated area for staff and pupils to return borrowed equipment such as books and laptops. Cashless payment systems should be operated where possible. Sanitising dispensing facilities shall continue to be made available for use in key areas such as entrances and dining facilities and will be replenished on a regular basis to ensure they are in good working order. Staff on the gate meeting pupils will disperse crowds and where possible limit groups congregating. Disposal points for face coverings and tissues will be available. Unless absolute essential Trust shall continue to encourage the use of online meetings unless it is absolutely essential to me face to face. Meetings should be planned in advance and kept brief and to the point. Rooms to be cleaned and sanitised between use. Select the parts of the meeting that absolutely must occur in person, and outline others in an agenda or collaboration document/whiteboard that can be further pursued remotely. Where possible try to time limit meetings, open windows to ensure good ventilation and the use of face coverings is encouraged.	4	The school shall encourage all staff and pupils to wash their hands regularly using hand soap and warm running water, after visiting the bathroom, prior to eating, on arrival at the School, after exercise and after sneezing or blowing their nose. Posters to be refreshed to focus on 'catch it, kill it, bin it'. The e-Bug COVID-19 website contains free resources for you, including materials to encourage good hand and respiratory hygiene. Introduce information posters advising pupils, staff and visitors not to lean on or touch counter surfaces such as reception areas and food service counters. Staff and pupils should be encouraged not to print documents and adopt paperless methods. Cashless systems shall be operated wherever possible. Pupils and staff should sanitise their hands before using pay points and again after using these before eating. Limit the amount of shared resources that are taken home and limit exchange of take-home resources between pupils and staff by seeking to prevent the sharing of stationery and other equipment such as laptops where possible.	5	Business Managers, Cleaning Contractor and Estates	Ongoing
Track, Trace and Vaccination - Schools, school/Trusts and special post-16 institutions will be able to test pupils on return, initially on site and then moving towards home testing	Staff and pupils) who have been notified by NHS Test and Trace that they are a contact of a person who has had a positive test result for coronavirus (COVID-19) should follow Government Guidance in relation to self isolation and testing.	Pupils and Staff	From 21 February, staff and pupils in mainstream secondary schools will not be expected to continue taking part in regular asymptomatic testing and should follow asymptomatic testing advice for the general population. (Staff and pupils in specialist SEND settings, Alternative Provision, and SEND units in mainstream schools are advised to continue regular twice weekly testing). The School shall retain a provision of test kits for these groups and whilst testing remains voluntary it strongly encouraged for for all staff and pupils. In the event of an outbreak, a school may also be advised by their local health team or director of public health to undertake testing for staff and students of secondary age and above for a period of time. Pupils, staff and other adults should follow guidance on People with COVID-19 and their contacts if they have COVID-19 symptoms or test positive and encouraged not to attend site.	4	Staff, pupils and parents are encored to continue to follow the latest government advice with regards to self isolation rules and are asked not to attend site if they have any symptoms of Covid-19, test positive or feeling unwell.	5	All staff and pupils	Ongoing
Wellbeing, Support and Vulnerable Groups	During the pandemic individuals may feel isolated or are more susceptible to the virus and may have concerns attending an educational setting. Some pupils may be experiencing a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood.	Staff and Pupils	Commitment to reducing staff workload remains in place through cross Trust collaboration, rotas to ensure all staff have holidays, break and time to rest. Staff wellbeing bulletins set out weekly. All staff have access to chaplaincy, counselling and additional assistance through the employee assistance number. Staff continue to have access to wider CPD offering through virtual courses. Online staff Q&A session offered for staff as appropriate All clinically extremely vulnerable (CEV) children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend. The Trust shall maintain the capacity to deliver high-quality remote education for the next academic year if necessary. The government have announced a number of programmes and activities to support pupils to make up education missed as a result of the pandemic. Further information is available on education recovery support. Some pupils may be experiencing a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood. The Schools can access useful links and sources of support on promoting and supporting mental health and wellbeing in schools. All staff have access to the Trust appointed support services advice line. Chaplain support is available to all staff and pupils	4	Arrangements are in place to induct and reorientation staff back into the work place and an updated safer working practices guide to take into account latest government guidance for staff teams will be applied on an ongoing basis as appropriate. If staff are concerned, including those who may be clinically vulnerable, clinically extremely vulnerable or who believe they may be at possible increased risk from coronavirus, The Trust recommend that the Schools discuss any concerns with the individuals about their particular circumstances and reassure staff about the protective measures in place. The School and Trust can access useful links and sources of support on promoting and supporting mental health and wellbeing in schools. The Trust has a mental health strategy group with representatives from all academies and key business functions to ensure support is in place for pupils and staff. The Trust will continue to consider additional staff wellbeing support including the introduction of any additional mechanisms to support staff wellbeing. Regularly remind staff about the role of mental health first-aiders, so that staff have a first point of contact if they need to reach out to someone, or need guidance on where to get further support from within the organisation. Regularly remind staff of the help and support that is also available through the Trust employee assistance programme (EAP) Regular employee engagement survey to be conducted.	5	Managers and Senior Managers	Ongoing
Long Covid / Vulnerable groups including those with underlying health conditions or immunity compromised	Some staff and pupils could be disproportionately affected by the long term health implications of Covid including those with low levels of immunity are vulnerable to diseases, infections.	Staff and Pupils	All staff and pupils are requested to seek further medical advice if they are concerned with regards to their health during a viral outbreak or pandemic. The school/Trust continues to review and consider the emerging information and government guidance relating to those who may be vulnerable or disproportionately affected. Advice on following good personal hygiene practices shall be provided. All staff who are clinical extremely vulnerable receive individual risk assessments that should be reviewed at regular intervals. Clinically vulnerable groups or those who may be disproportionately affected, as well as staff who may show higher levels of anxiety will be supported through individual risk assessments where applicable/required on a case by case basis.	4	The Trust shall continue to follow Government Guidance with regards to vulnerable and clinically vulnerable groups. Staff who are identified as Vulnerable who can not complete their roles from home should complete a individual risk assessment with their line manager and be consulted in relation to any adaptations to their roles, identifying how safety can be optimised when on site. The Trust is aware that the effects of long COVID may be variable for some affected staff. This will be managed in line with Trust absence management procedures and in consideration of any reasonable adjustments that may be applicable. If someone is absent from work as a result of the virus, they might feel isolated or need support to return to work. Employers should: -seek guidance from HR where necessary and agree how and when to make contact during any absence. -Talk about ways to support them as they return to work where and when possible. -It may be necessary for the school/Trust to make a reasonable adjustment to the workplace or to how an employee works, such as different working hours, in order to facilitate a return to work.	5	HR, Managers and Senior Management	Ongoing / case by Case
Ventilation - Good ventilation reduces the concentration of the virus in the air, which reduces the risks from airborne transmission. This happens when people breathe in small particles (aerosols) in the air after someone with the virus has occupied an enclosed area.	The concentration of virus in the air could be increased through poor or inadequate ventilation	Staff, Pupils and Visitors	Good ventilation reduces the concentration of the virus in the air, which reduces the risks from airborne transmission. This happens when people breathe in small particles (aerosols) in the air after someone with the virus has occupied an enclosed area. When the setting is in operation, it is important to ensure it is well ventilated and a comfortable teaching and learning environment is maintained. This shall be achieved by a variety of measures including: • Mechanical ventilation systems – These should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. • Natural ventilation – A reasonable comfortable workplace / teaching environment temperature shall be maintained however staff may open windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space), opening internal doors can also assist with creating a through put of air • Natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors (signed with keep shut or closed) and do not compromise safeguarding of pupils. Opening internal doors can assist with creating a throughput of air. Windows shall be opened in meeting room and where large numbers of pupils or staff may congregate such as gyms, sports hall and meeting rooms giving particular consideration when holding events where visitors such as parents are on site including parents evening and concerts however a reasonable comfortable workplace / teaching temperature shall be maintained. The Trust Schools have access to CO2 monitors so staff can quickly identify where ventilation needs to be improved. These will be situated in identified key locations i.e. where it has been identified ventilation is poor or in enclosed spaces where there is limited access to ventilation i.e. no operable windows or mechanical ventilation. Although CO2 levels are not a direct measure of possible exposure to COVID-19, checking levels using a monitor can help you identify poorly ventilated areas. Guidance: Outdoor levels are around 400 parts per million (ppm) and indoors a consistent CO2 value less than 800ppm is likely to indicate that a space is well ventilated. A CO2 concentration of above 1500ppm in a space is an indicator of poor ventilation. You should take action to improve ventilation where CO2 readings are consistently higher than 1500ppm.	4	Monitor and Maintain	5	Site Teams, Business Managers and Estates	Ongoing

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Accidents and First Aid - Employers have a legal obligation to protect their employees, and others from harm and should continue to assess health and safety risks (alongside coronavirus (COVID-19) risks) in the usual way.	First aiders or those providing treatment to injured persons could be at increased risk through close contact with others.	Pupils, staff First aiders and those providing first aid treatment	The Health and Safety Executive published guidance on first aid during coronavirus (COVID-19) which will support local risk assessments and provides guidance for first aiders. Where it is necessary for first aid provision to be administered in close proximity, those administering it should pay particular attention to sanitation measures immediately afterwards including washing hands. First aid provisions are checked regularly and first aid treatment rooms are available at all School sites. A small supply of plasters and antiseptic wipes and other provisions are available from reception for the self-treatment of small cuts and grazes if needed. First aiders providing treatment shall be provided with disposable aprons, eye protection and disposable gloves. A face covering should be worn by the first aider and the person receiving treatment. First aiders have been provided with FFP2 masks when conducting CPR. KN95 masks are not to be used as PPE however, they can be used as a face covering when providing general first aid treatments other than CPR. The procedures for the treatment by first aiders have been communicated to all first aiders.	4	Additional space will be provided and first aiders provided with appropriate PPE. A small supply of plasters and antiseptic wipes are available from reception for the self-treatment of small cuts and grazes if needed. Communicate a reminder that First aiders should try to assist at a safe distance from the casualty as much as they can and minimise the time they share in a breathing zone. When providing first aid treatment, both the first aider and pupil should wear a face covering (This is not classified as PPE) and disposable gloves, apron and eye protection. For CPR, an FFP2 rated mask must be worn. • Disposable gloves and gowns/aprons to be made available in the first aid treatment rooms at each site. • Reminder to first aiders: Always wash and sanitise your hands before and after providing first aid treatment. If a pupil is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door (Holding room), depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).	4	Business Managers and First Aiders	Ongoing
Educational Trips and Visits	Local restrictions and venue operating guidance will need to be considered when organising educational trips and visits.	All staff and pupils attending or organising trips and visits	National guidance advises that educational trips and visits are now permitted, the Trust will ask all schools to review any trip or visit proposal carefully and when considering the approval of educational trips and visits shall consider any changes with regards to local restrictions, the cost implications should the trip need to be cancelled due to restrictions or a local outbreak, and any specific site control measures at the venue or location visited.	4	Any request for a future visit to be planned and or booked will be considered on a case by case basis.	4	Trips and Visits co-ordinators and Business Managers	Ongoing
Legionella and Building Checks	Those attending site including pupils, staff and visitors could be at risk if compliance checks including legionella checks are not completed.	All persons on site including staff, pupils, contractors and visitors	Flushing of water systems and legionella testing to continue as per the water management plan with the disinfecting of water systems where necessary. Site Teams to where appropriate PPE including the use of FFP3 masks when conducting water flushing activities. All other building and maintenance checks completed as normal.	4	It is important that all the usual pre-term building checks are undertaken to make the school safe. If any buildings or areas have been closed or had reduced occupancy during the coronavirus (COVID-19) outbreak, water system stagnation can occur due to lack of use, increasing the risks of Legionnaires' disease.	4	Site Managers, Premises Teams and Estates	Prior to new academic year and ongoing.
Quality of Education	How do we compensate for the gaps in pupils' knowledge and skills that will have developed following their extended absence from school?	Pupils in Years 7-11 who have not been in school.	The Trust has a 5 year knowledge rich curriculum with core knowledge identified. Cross Trust subject teams have been developing these over the last 2 years. These plans have been maintained through remote learning and working. Cross Trust subject teams are already working to adjust plans in light of COVID-19. The Trust remains committed to reducing workload and accelerating progress. The Trust has a policy of no routine marking and will not be asking staff to mark work moving forward, staff will continue to provide verbal feedback or group feedback as appropriate. Identify key component knowledge and skills within individual year groups and subjects areas (i.e. the non-negotiables) with diagnostic testing used as required, in an efficient, timely manner, so as not to further delay teaching and learning. Take into account the online learning that pupils may have engaged in during the school closure (in some areas there may have been a high level of engagement and this should not be ignored) Use pupil premium funding to provide disadvantaged pupils with more intensive/catch up support. Use progress coaches to target those pupils with greatest need of additional support initially using online opportunities. Focus on new teaching and filling in gaps where absolutely necessary. Continue to deliver a broad and balanced curriculum. Monitor and evaluate Year 11 curriculum based on changes in guidance for summer 2022 assessment. End of year reports must continue to be prepared for all year groups. These should include both attainment and attendance information.	4	Implement changes to exam preparation as set out by Ofqual and exam boards.	4	Director of Education, Subject Leads and Executive Principal/Principals.	23rd August-30th September.
	Approach to blended learning needed. Online or home learning may need to continue for some pupils, running alongside return to school for other pupils.	Pupils who are either in school or at home.	Hybrid model to remain available if needed due to local or national restrictions. Remote learning systems and provision have been in place since March 2020, with a range of systems in place if needed e.g. Teams lessons, on site provision and a joint on site provision for MAT at NWSLC for vulnerable pupils, those with an EHCP, and keyworker children. Hundreds of devices issued in case these are needed at any point. Parents who have needed paper copy access for work have had this posted home. Make sure teacher workload is managed well by utilising already developed cross Trust resources and lessons. Utilise the available online resources from Oak National Academy and BBC bite size as well as Hegarty maths, Microsoft teams, Educate and Seneca to provide a broad and balanced curriculum. Digital curriculum group developing strategy to ensure that staff are well supported. A blended curriculum approach will remain in place in 2021/22 inline with government guidance. This will be built into the curriculum and a range of scenarios have been planned for. Pupils who need to work from home due to isolating (symptoms or positive test), or bubbles that need to be at home will be able to access report learning set by the individual academies. A team of support staff will be trained up to do the following tasks: Uploading work provided by subject teachers onto Microsoft 365 or other school specific platforms e.g. Hearty, MILK and MyEd. Collating information for subject leads, pastoral and safeguarding staff regarding the access to and completion of work by pupils. Communicating with pupils and parents so that they know what work is to be completed.	4	Maintain and monitor.	4	Executive Principal and Director of Education.	Ongoing
Safeguarding	School staff are not aware of safeguarding incidents that occurred during the school closure	Pupils may have suffered forms of abuse during lockdown and they have not had the opportunity to disclose these to anyone	Trust have maintained online safeguarding systems (CPOMS), and had daily check in calls to all vulnerable pupils and parents. Regular reminders to pupils and parents about safeguarding concerns and how to report them have been maintained. Frequent calls are made by staff to pupils to check on progress and staff to speak to pupils wherever possible. Counselling service has been maintained. DSLs maintain contact with social workers/keyworkers of pupils with CP Plans, CIN Plans and Early Help Plans. Email addresses and phone numbers on websites. Any developments during lockdowns or periods of remote learning are recorded on the system. Ensure that school information is up-to-date – safeguarding leads at LAs to send DSLs information in relation to new referrals as a matter of urgency. Ensure any guidance issued re safeguarding is followed. Policy in place. Communication with primary safeguarding leads for Year 6 is maintained. Ensure that there are opportunities for whole class PSHE lessons/discussions, group activities and one-to-one discussions (if required) for pupils to share feelings/ anxieties/thoughts in a safe manner (this will be of benefit to all pupils). Counselling service in place along with chaplaincy. Who to go to and speak to message will be reinforced in pupil induction back to school. Academy resocialisation plans enable opportunities for staff to speak to pupils. Staff will be reminded to 'notice things', and annual safeguarding training will be maintained for all staff. Signs and symptoms will be highlighted. Each Academy to ensure all DSL training is up to date and where not get this booked.	4	Maintain and monitor.	4	Safeguarding Leads / DSL's.	Immediate
	Support for remote learning and online safety for vulnerable and disadvantaged pupils.	Pupils are more at risk whilst working at home.	Regular online safety messages provided to pupils. All pupils attended online safety assemblies before any planned closure. New laptops for disadvantaged pupils will be put onto the school network to ensure Acceptable User Policy compliance. Pastoral staff and teachers contact parents of vulnerable pupils and provide advice and tips for support. Current safeguarding alerts continue to be monitored from school systems and where pupils need to work from home reminders for pupils and parents about online safety will be provided.	4	Maintain and monitor.	4	AP Pastoral.	Immediate
	Some parents may be reluctant to send their children back to school because of the risk of infection and bringing the virus back into the family home	Some parents may choose to home educate rather than have their children return to schools.	Regular communication is already in place with parents. All pupils are now required to attend. Talk to parents about the reasons for their decision. Provide information to parents about how the curriculum will be adapted if necessary to address pupils' needs post-COVID-19. Liaise with external agencies where appropriate and needed. Reassure parents of the strategies that are being followed in school. Induction video for pupils shared with parents and parent letters with clear reassurance about measures in place.	4	Maintain and monitor.	4	Principals and Pastoral Leads.	24th August
Behaviour, Attitudes and Wellbeing	Some pupils and staff may have experienced a bereavement in their family due to COVID-19 or during any period of closure.	Pupils and staff who have suffered loss during the crisis.	School counsellors and Mental health first aiders in place. Regular communication with parents, and chaplaincy support offered if needed. Staff also provided with employee assistance counselling number. Weekly wellbeing bulletins for staff.	4	Where schools are aware support has already been provided. Prior to re-opening following any closure, encourage parents to share any significant information about their child with the school (via e-mail/telephone if possible) Provide in-school support and a named person (someone the pupil is close to) to support the pupil when they need it. If required, access specialist support for the pupil, and if need be their family	4	Pastoral Leads, HR and Principals for staff.	Immediate
	Attendance	Maintained attendance systems for pupils so schools know who is on site.	Normal school attendance systems in place and completed for all sessions and lessons. Schools to follow Trust attendance processes for any absentees. OFE reporting on pupil attendance to be maintained.	4	Maintain and monitor.	5	Attendance Officer	23rd August
	Uniform	Parents unable to buy uniform or wash regularly	Normal uniform rules now apply.	4	Normal school uniform rules apply. Pupils to bring a coat/school jumper/plain black jumper to school in case it is cold with windows needing to be kept open to enable ventilation although the School shall maintain a reasonable workplace temperature and comfortable teaching environment.	5	Pastoral Leads, HR and Principals for staff.	Immediate.
	Some pupils may be more vulnerable to exclusion. Behaviour policy may need to be reviewed to reflect the additional support needs of your pupils E.g. Pupils with social and emotional difficulties may struggle with managing their behaviour when returning to school and the routines of school life.	Pupils at risk of exclusion.	Normal behaviour policy and procedures apply.	4	Maintain and monitor.	4	Behaviour Leads (VP's) and Principals.	23rd August
Evacuation including fire.	All pupils, staff and visitors need to be made aware of the emergency procedures to follow should an evacuation be necessary. During the pandemic it was not necessary to assemble large groups of staff and pupils together to satisfy the Fire Reform Order	Staff, pupils and visitors on site.	Normal fire evacuation procedures and assembly points in place. These are spaced out and in lines, with registers provided for roll call.	4	Normal fire evacuation procedures remain in place.	4	Business Manager, Estates and Health and Safety, all staff	Ongoing.
Dance and Drama (Performing Arts) and Open Events	Staff involved in drama and performance activities could be at an increased risk of exposure to the virus due to the nature of the activities and the spread of droplets.	Staff and Pupils	The School should Continue teaching music, dance and drama as part of your school curriculum. Some lessons / courses, such as Drama vocational training, healthcare-related courses and the performing arts may pose particular risks of aerosol, droplet and surface transmission and may therefore warrant increased consideration, for example, face coverings, ventilation or cleaning in accordance with guidance issued for the relevant professional working arrangements. The school shall continue to follow national guidance with regards to any additional control measures for drama and performing arts. When planning any performance or shows with an audience a risk assessment shall be completed taking into account national guidance and any additional control measures required; control measure may include but not limited to the encouragement to wear face coverings, not attending if you have symptoms of Covid 19, provision of hand sanitising dispensers and limiting numbers in attendance.	4	Monitor and maintain existing arrangements	4	All staff	Ongoing

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Physical Education / PE and Sport	Staff and pupils involved in sports and physical activities could be at an increased risk of exposure to the virus due to the nature of the activities and the spread of droplets.	Staff, Pupils and those attending sports venues	The School shall continue to follow any relevant advice from the National Governing Bodies or activity provider on how to participate safely in sport or activity. This may set out different ways to organise matches or tournaments, or measures you should follow like regular breaks to sanitise the ball or other equipment. Changing rooms and facilities should be maintained and cleaned regularly, and kept clear of personal items. Pay attention to frequently hand touched surfaces, and consider using disposable cloths or paper roll to clean all hard surfaces. Sanitiser should continue to be provided for those attending the gym and users advised to wipe down equipment prior to and after use. Facilities for the disposal of paper roll or wipes to be provided. Venues should continue to be well ventilated either through the mechanical ventilation system or by opening windows and doors (providing this does not compromise safeguarding or fire safety).	4	In settings where a face covering is not legally required, businesses can choose to encourage customers, visitors or workers to wear a face covering, however Face coverings should not be worn when people are exercising including dancing. Staff, students and others attending the gym or sports facilities should avoid sharing water bottles or other refreshment containers. Where possible, users should bring their own drink, in a labelled or highly distinguishable container. Everyone should avoid sharing equipment where possible and practical, particularly equipment which is used around the head and face (such as masks and helmets). If equipment needs to be shared, it should be cleaned and sanitised between users, where possible. Further advice is available here: https://www.gov.uk/government/publications/guidance-on-coronavirus-covid-19-measures-for-grassroots-sport-participants-providers-and-facility-operators/guidance-on-coronavirus-covid-19-measures-for-grassroots-sport-participants-providers-and-facility-operators	5	All Staff	Ongoing
Home Visits	Staff attending or visiting the homes of pupils could be exposed to Covid 19	Staff that conduct home visits for attendance or safeguarding purposes	The School shall continue to follow safer working practices and safeguarding practices for those staff that are required to attend a home visit for pupils.	4	Staff to be reminded that when conducting a home visit they should: • Ensure that the visit is absolutely essential only • Not attend if it is confirmed that someone in the household is experiencing symptoms of Covid-19 or someone in the household is isolating • It is recommended not to go inside the home of the pupil, if it is necessary social distancing should be maintained at all times, and the use of a face covering is recommended. • When handling any shared resources such as paperwork or pens they should wash or sanitise their hands afterwards. Please remember to ensure that you have: • A face covering • Rubbish bags (tie handle or with separate ties) if required to dispose of any paperwork • Alcohol based hand sanitiser and sanitation wipes	4	All staff	Ongoing
Recruitment	After a period of huge disruption for so many pupils during the pandemic, Schools need the support of experienced former teachers to help those most affected get back on track.	Staff, HR and those considering teaching	NOTE After a period of huge disruption for so many pupils during the pandemic, Schools need the support of experienced former teachers to help those most affected get back on track. Returning to teaching might be easier than expected with help and support from the Department for Education (DfE). If former colleagues are unsure about a full return, there is also an opportunity to engage with the National Tutoring Programme to provide tutoring or mentoring to help disadvantaged pupils. Recruitment for teaching staff continued throughout the covid-19 situation and all vacancies are now filled either permanent or fixed term with Aurelia (Canada) agency supporting in some roles at HHS.	4	Recruitment process remain in place as normal with contingency arrangements in place if needed. Trust marketing in addition to national campaign to get retired teachers back into the classroom.	4	All staff / HR	Ongoing
Exams	Large groups of pupils congregating could be exposed to the Covid Virus	Staff, invigilators and pupils	Monitor and maintain existing arrangements	4	Exams set to take place in 2022 as scheduled. Monitor and maintain existing arrangements, responding to any updates/changes from JCQ and DfE. https://www.jcq.org.uk/ and https://www.gov.uk/government/publications/guidance-on-contingency-arrangements-for-gcse-as-and-a-levels-in-summer-2022/guidance-for-schools-colleges-and-other-exam-centres-on-contingency-arrangements-for-students-entering-gcse-as-and-a-levels-the-advanced-extension	4	All staff	Ongoing