

Risk Assessment – Covid-19 (Autumn Term Reopening)		28/01/2021	The Totteridge Academy
Responsible Person	Chris Fairbairn (Principal)		
Other Persons Involved	Matt Furnival (Director of Operations), Janina Aitken (Vice Principal and DSL), Peter Atkins (Facilities Manager), Julie-Ann O'Malley (HR Manager), Bronwen Tumani (Chair of Governors), wider Senior Leadership Team (STE, KNO, GID)		
Guidance Material Considered	<ul style="list-style-type: none"> • DfE - Restricting attendance during the national lockdown: schools (January 2021) • DfE - What to do if a pupil is displaying symptoms of COVID-19 (December 2020) • DfE – DfE Guidance for full opening: schools (Updated 3rd December 2020) • DfE – Coronavirus (COVID-19) contingency framework for education and childcare settings (27th November 2020) • DfE - Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak (Updated 8th January 2021) • DfE - guidance on face coverings in education (4th December 2020) • DHSC - DHSC guidance on face coverings, when to wear one. (4th December 2020) • Gov.uk - Gov local COVID alert levels (4th January 2021) • BEIS - Working safely during coronavirus (COVID-19) Offices and Contact Centres (Updated 7th January 2021) Note: this guidance covers office safety such as that carried out by support staff which is not explicitly covered in the education-focussed DfE guidance. • NHS - Test and Trace – How it works (Updated 11th January 2021) • DfE - Guidance on mass asymptomatic testing: schools and colleges (7th January 2021) 		

Details	
<p>Covering staff and pupil H&S and completion of key compliance tasks during the Covid-19 pandemic, for the reopening of schools for vulnerable students and students of key workers during the national lockdown and closure of schools in the winter of 2021 and for those staff who will continue to work from home. To minimise the risk of infection to all persons, the following system of controls has been applied by the school</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 school 2) Clean hands thoroughly and more often than usual 3) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach 4) Introduce enhanced and more regular cleaning, including cleaning frequently touched surfaces, using standard products such as detergents and bleach 5) Minimise contact between individuals and maintain social distancing wherever possible 6) Where necessary, wear appropriate personal protective equipment (PPE) 7) Engage with the NHS Test and Trace process 8) Providing Lateral Flow Testing Programme for staff, students and contractors that are in the academy 9) Manage confirmed cases of coronavirus (COVID-19) amongst the school community 10) Contain any outbreak by following local health protection team advice <ul style="list-style-type: none"> • Numbers 1 to 4 and 7 are in place at all times. • Number 5 is carefully considered with suitable management strategies deployed that account for the specific operating characteristics of the school. • Number 6 applies only in specific circumstances. 	<p>Are Control Measures (Y, N, N/A)?</p>

- Numbers 8 to 10 are followed in every case where they are relevant.

Key changes in this version

- Update to length of self-isolation period
- Updated guidance on face coverings – School to follow tier 2/3 guidance regardless of tier

Hazard	Who is at Risk?	How Can the Hazards Cause Harm?	Control Measures Currently in Place	Are they in Place?	Residual Risk Acceptable?
Infection Control (people)	Staff, Pupils, Visitors	Staff contracting COVID-19	<ul style="list-style-type: none"> • The individual employee risk assessment has been reviewed by central office and a revised version was issued in early August to reflect the Government advice applicable at that time. • Any staff who are not required in school should continue to work from home. • Any staff member with symptoms of COVID-19 is sent home to self-isolate for 10 days from first symptoms and instructed to undertake a COVID-19 test. Their household members are required to self-isolate for 10 days. • To support the testing process, the school have been provided with equipment and training in order to carry out Lateral Flow Testing Programme for all staff, students and contractors that are in the academy. Testing is not compulsory but is encourages once a week. Further details laid out in the section below called: Lateral Flow (LF) Testing Programme • If a someone tests positive for COVID-19: <ul style="list-style-type: none"> ○ The staff member remains off for 10 days from the date of the positive test result and after that they can return if they feel well enough and cannot work from home. They can return if a cough or anosmia persist beyond this time. ○ The staff member must engage with the NHS Test and Trace programme. ○ The staff member must notify the school immediately. ○ The Academy to call Department for Education (DFE) helpline to report confirmed cases of Covid-19. This can be done on the DfE’s helpline phone number 0800 046 8687 selecting the option for reporting a positive case. <ul style="list-style-type: none"> ▪ The line will be open Monday to Friday from 8am to 6pm, and 10am to 4pm on Saturdays and Sundays. ▪ KNO to arrange for the contact tracing form to be completed prior to DFE being rung. The form should be emailed to FAI asap. ○ The Academy will review the case against the United Learning guidance on <i>COVID-19 and report on ARMS</i> to establish if it was likely that the infection was contracted because of occupational exposure. • If a member of staff is symptomatic, they are required to take a PCR test. If the PCR test is returned negative the staff member can return to school if they cannot work from home when they feel well enough to do so. A Lateral Flow test should only be used for staff that are not symptomatic. 	Yes	Yes

		<ul style="list-style-type: none"> Where a staff member indicates an individual in their household is unwell with symptoms compatible with COVID-19, they must self-isolate for 10 days. Under the Test and Trace programme there is an expectation that their symptomatic household member is tested using a PCR test. If this test result is negative the staff member can return to school if they do not have any COVID-19 related symptoms. 		
	Pupils contracting COVID-19	<ul style="list-style-type: none"> Any pupil with symptoms of Covid-19 should not attend school for 10 days and is expected to undertake a PCR test under the NHS Test and Trace programme. The pupil/parents are instructed to notify the school immediately if a positive result is obtained. The Academy to call DFE helpline to report confirmed cases of Covid-19. This can be done on the DfE's helpline phone number 0800 046 8687 selecting the option for reporting a positive case. <ul style="list-style-type: none"> The line will be open Monday to Friday from 8am to 6pm, and 10am to 4pm on Saturdays and Sundays. KNO to arrange for the contact tracing form to be completed prior to DFE telephone call. The form should be emailed to FAI asap. The Academy will review the case against the United Learning guidance on <i>COVID-19 and report on ARMS</i> to establish if it was likely that the infection was contracted because of occupational exposure. If the student is in class when symptoms develop, the teacher is to call SLT lead to collect the student from the classroom. The student should immediately sit in the corridor by themselves until the walkabout member of staff arrives. Procedure for isolating students in correction has been communicated to staff. The student will be instructed to isolate for 10 days and arrange to take a PCR test. To support the testing process, the school have been provided with a supply of home testing kits. Where a positive result is obtained from a PCR test, the school will contact the DFE team for advice on any further action required. A negative result from a PCR test means the pupil can return to school. Where a pupil indicates an individual in their household is unwell with symptoms compatible with Covid-19, they must self-isolate for up to 10 days. Under the Test and Trace programme there is an expectation that their symptomatic household member is tested. If this test result is negative the pupil can return to school if they do not have any COVID-19 related symptoms. 	Yes	Yes
	Visitors contracting COVID-19	<ul style="list-style-type: none"> All visitors to site carefully managed and identification details recorded, including phone number, and held for 21 days on EntrySign™ system to support the Test and Trace process if called upon. In the event of the electronic register failing, a paper record will be kept using GDPR compliant template. Details of local procedures communicated to all visitors before they come to site. Parents advised to drop children off alone (i.e. not to come with partners or family), remain in car, and use sign-posted zones Contractors attending while school is operational to be notified that the school is operational, and their access requirements reviewed on a case-by-case basis. <i>In most cases visitors should not come to the Academy (use of Teams for remote meetings)</i> 	Yes	Yes

			<ul style="list-style-type: none"> Where this is not possible: <ul style="list-style-type: none"> All invitations must be cleared by SLT. Visitors should be booked in with reception at least 24 hours in advance. Wherever possible visits should be outside school hours (8.00am-3.30pm). 		
Suspected / confirmed case in school	Staff/pupils	Potential contamination of surfaces and for person to person spread	<ul style="list-style-type: none"> Pupil/staff member sent home and instructed to order a test under the NHS Test and Trace programme. Individual provided with a test by the school if supplies allow and where the school believe providing a testing kit may increase the likelihood of a test being completed and increase testing speed. Pupil isolated in secure area if awaiting collection in line with government guidelines. <ul style="list-style-type: none"> Potential rooms for isolation – Student support centre (old correction), 107. First Aid to be delivered in Correction room (water cooler has been set up in Correction room). Staff and pupils who were with the affected party should wash their hands thoroughly but do not need to go home unless symptomatic. A quantity of PPE, i.e. disposable face masks, gloves, and apron and suitable waste streams will be required for handling suspected cases where 2m separation cannot be maintained and are available in all isolation and welfare areas. Cleaning and disinfection carried out by cleaning staff in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings. Waste in first aid and isolation rooms to be stored in pedal operated bins with yellow waste bags. <ul style="list-style-type: none"> Yellow bags to emptied, double bagged and stored in dedicated general waste bin in School Shed Store for 72 hours prior to collection. 	Yes	Yes
Infection Control (practices)	Staff, Pupils, Visitors	Operational practices in place to minimise the risk of the spread of infection	<p><u>Good Hand and Respiratory Hygiene (key principles to be applied)</u></p> <ul style="list-style-type: none"> Soap and running water or alcohol-based hand sanitiser to be readily available Hands cleaned by all pupils, staff members and visitors, using soap or sanitiser on arrival, after break, when changing rooms, and before eating (at a minimum) Skin friendly cleansing wipes used for those who need assistance in cleaning hands Practices built into school behaviour culture. Catch-it, bin-it, kill-it, promoted throughout school. School provides tissues and a sufficient number of bins to support disposal of waste. School considers support for those who may have difficulty or those who spit or use saliva as a sensory stimulant. Face coverings should always be carried by staff and worn when staff are: <ul style="list-style-type: none"> In busy indoor classrooms. In classrooms when not teaching. For example, when walking through lessons (such as a learning walk or walkabout. In classrooms if the teacher needs to circulate 	Yes	Yes

			<ul style="list-style-type: none"> ○ In meetings when 2m distance cannot be maintained. ● Face coverings for students: <ul style="list-style-type: none"> ○ To be encouraged in communal areas. ○ Must be worn on public transport. ○ Are optional in classrooms. <p>Details of local arrangements:</p> <ul style="list-style-type: none"> ● Cleaning and site staff to check teaching spaces, toilets and communal areas regularly to ensure that they are well kept, bins emptied, and to keep up stock levels. ● Pedal Bins in all toilets to store paper towels. ● Hand sanitiser stations placed at all entrances and food service areas, in addition to those already in the corridors. ● Each member of TTA will be given an individual hand sanitiser. ● Dettol wipes in every room. ● Promoting washing of hands. ● Full time cleaner employed during Covid-19 controls. ● Daily checks of classrooms and key areas such as changing rooms to ensure all outlined measures are in place and stocks are re-filled. ● Students in the Academy are to access the remote learning resources in year group bubbles as detailed below. <ul style="list-style-type: none"> ○ Year 7 – LRC ○ Year 8 – T5 ○ Year 9 – Room 2 ○ Years 10 & 11 – Room3 ○ 6th form – Sixth Form Study space ● Each student remote learning room is staffed by one member of staff who remains with the same group all day. ● Students are encouraged to use the outside spaces for break and lunch time or the larger indoor spaces of the hall and gym. The external doors to the indoor spaces are to be kept open to provide good ventilation. 		
			<p><u>Grouping (key principles to be applied)</u></p> <ul style="list-style-type: none"> ● Schools to do all they can to minimise contacts and mixing while still delivering the curriculum. ● Aim to reduce contact between staff and pupils. 	Yes	Yes

			<ul style="list-style-type: none"> • Two sides to this: distancing and bubbles/groups - blended approach taken. • • Keep groups apart as much as possible. • In shared environments, such as indoor break areas, increase cleaning frequencies. • Students are encouraged to keep distance in their groups. • The larger the group, the more robust the other controls need to be. • Partial fulfilment of these aims acknowledged as being of benefit. • Siblings can be in different groups. • To enable the tracing process to be work effectively, schools will need to keep a comprehensive record of group/bubble composition and records of any close contact that takes place between children and staff in different groups. Close contact is defined as: <ul style="list-style-type: none"> ○ direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin). ○ proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual. ○ travelling in a small vehicle, like a car, with an infected person. • Students eligible to attend the reduced school provision are identified by Directors of Learning and confirmed by the Vice Principal who will be responsible for creating extra spaces if they are required due to larger student numbers attending provision • A daily tracker of attendance is kept on the Staff Shared area in the folder labelled: 3.0 Lockdown Documents • Students are guided by staff through the transition in the corridor to encourage social distancing. • Students leaving a gap of at least one workstation between each other in remote study spaces. • Students to use the same workstation throughout day wherever possible. Workstations should be labelled to indicate which student is using it. 		
			<p><u>Measures within Classrooms – (key principles applied)</u></p> <ul style="list-style-type: none"> • Staff remain distanced from pupils, at the front of the class, away from colleagues, and 2m from all parties where possible. <p>Details of local arrangements:</p> <ul style="list-style-type: none"> • Students in the Academy are to access the remote learning resources in year group bubbles as detailed below. <ul style="list-style-type: none"> ○ Year 7 – LRC 	Yes	Yes

			<ul style="list-style-type: none"> ○ Year 8 – T5 ○ Year 9 – Room 2 ○ Years 10 & 11 – Room3 ○ 6th form – Sixth Form Study space <ul style="list-style-type: none"> ● Each member of teaching and teaching support staff given touch screen 2-in-1 laptop to remove need for shared desktops and reduce need to use whiteboards. ● Pedal bins to store used paper towels and tissues in every room and will be emptied daily by cleaning staff. ● Classrooms to be cleaned regularly throughout the day. Each classroom to be provided with a set of anti-viral cleaning wipes that are located around the room. The member of staff in each room will be responsible for check the stock at the start of every day. ● Each student and member of staff will be provided with their own hand sanitising bottle and encouraged to use regularly. ● Students to use the same workstation throughout the day. Workstation should be wiped thoroughly with anti-viral wipes after each break and at the start and end of each day 		
			<p><u>Measures Elsewhere (key principles applied)</u></p> <ul style="list-style-type: none"> ● Year groups to be kept apart where possible. ● Consider staff spaces. Staff room use may be impractical. Refer to BEIS guidance on Office and Contact Centres for guidance on staff only areas. ● Regular and thorough handwashing or use of alcohol-based sanitiser to be carried out by all pupils and staff members including: <ul style="list-style-type: none"> ○ On arrival and before departure to and from school. ○ Before lunchbreak. ○ When groups change areas. ○ After using the bathroom. ● Regardless of tier, face coverings should always be carried by staff and worn when staff are: <ul style="list-style-type: none"> ○ In indoor communal areas. ○ In classrooms when not teaching. For example, when walking through lessons (such as a learning walk or walkabout. ○ In classrooms if the teacher needs to circulate ○ In meetings when 2m distance cannot be maintained. ● All-staff meetings will now be held virtually. ● Department and line management meetings should all be held either: <ul style="list-style-type: none"> ○ In a classroom with well over 2m of distance between colleagues. ○ Virtually. 	Yes	Yes

		<p>Details of local arrangements:</p> <ul style="list-style-type: none"> • Year groups always kept apart during remote study time and lunch time where possible as detailed above under grouping. • Student movement to be managed by the member of staff responsible for the remote study space and by SLT at break and lunch • Each year group to have their own fire evacuation muster point. <ul style="list-style-type: none"> ○ Teachers to escort classes to year group muster point in single file lines. ○ Staff to use softphone solution to communicate during emergency. 		
		<p><u>Measures for Arrival and Departure</u></p> <ul style="list-style-type: none"> • Communicate arrangements to parents and agree a process for drop off and collection to prevent gathering at the school gates. • Process required for those arriving wearing face coverings, including safe disposal (covered bin) and wash hands before going to class (note point 2 on the system of control 'Clean hands more often than usual' which accepts alcohol-based hand sanitiser as a suitable substitute for soap and water. This may be more practical for schools that have large numbers of pupils arriving by public transport. <p>Details of local arrangements:</p> <ul style="list-style-type: none"> • Parents are not to leave car. • Drop off and collection zones clearly sign posted. <ul style="list-style-type: none"> ○ See TTA September Plans.pptx. • Details communicated through weekly newsletter and from reopening plan communication. • SLT to be on duty in carpark and student entrance to guide drop off and collection. <p>Hand sanitiser station and bins to be available at student entrance.</p>	Yes	Yes

			<p><u>Other Considerations (key principles applied)</u></p> <ul style="list-style-type: none"> • Specific assessment for those with SEND needs to help with adjustments. Vulnerable students will be talked through plans on the phone by the inclusion team, as well as going through them in extended tutor time. Necessary aids will be put in place – e.g. picture timetable, timeout plan, toilet pass etc. • Specialist/peripatetic teachers can move between schools but minimise contact and distance as much as possible. Specialist staff e.g. therapists work as normal. Any 1:1 therapy sessions will take place in a large space so that distancing measures can be met; these will be limited in time and only when necessary with external specialists/teachers. • Dual registered children can attend, but the two settings should liaise to agree controls. • Equipment – <ul style="list-style-type: none"> ○ Personal items, e.g. pens and pencils recommended to remain individual. ○ Classroom resources can be used freely within the bubble/group, but subject to regular cleaning. ○ Resources shared between groups will require frequent meticulous cleaning, i.e. always before being used by another group or quarantined for 48 hours between use (72 hours for plastic items). ○ Outdoor play equipment cleaned more regularly (refer to the previous point). ○ Pupils should limit the amount of equipment they bring to school. ○ Resources can be taken home where it contributes to education and development and subject to the same rules re cleaning and rotation as above. <p>Details of local arrangements:</p> <ul style="list-style-type: none"> • Risk assessment completed for all contractor work on site. • All construction areas to be separated by Harris fencing and hording from the rest of the Academy. • Contractor staff not to be allowed to move between areas without supervision from DBS-checked member of contractor company, or member of TTA staff. • Pupils to bring all equipment themselves and not to share. Pupils should also limit the amount of equipment they bring to school. • SLT to check all student have face mask with them at the start of the day. Teachers responsible for each remote study room to ensure that students put on masks correctly before leaving the room and do not remove masks until they are sat at their social distanced workstation. • Resources can be taken home where it contributes to education and development and subject to the same rules regarding cleaning and rotation as above. 	Yes	Yes
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			<p><u>Public Transport</u></p> <ul style="list-style-type: none"> Promote walking/cycling to school through assemblies, posters and form-time notices. Face coverings are required on public transport for all over 11 years old. Schools need to plan for how to manage safe arrival of these students (see above). <p>Details of local arrangements:</p> <ul style="list-style-type: none"> Member of SLT to be on duty at student entrance at start of day to ensure students use hand sanitiser and remove other PPE before entering. Disposable PPE to be put in bin by student entrance. Member of staff to be on student exit and 606 bus stop at end of day. Member of staff to have disposable face masks to give to students who are getting on the 606 but do not have their own mask. 	Yes	Yes
Infection Control (premises)	Staff, Pupils, Visitors		<ul style="list-style-type: none"> Any unnecessary furniture removed to aid distancing between groups. Photocopy rooms will only be accessible to staff two at a time. <ul style="list-style-type: none"> Wipes to be available for staff to wipe down after use. Wherever possible printing should be avoided, and jobs should be sent to admin@tta.org.uk to complete, three days' notice is required. HVAC system switched to fresh air mode where possible. Windows opened where possible, where temperature allows it, and without creating undue risks. Non-fire doors propped open to remove need for hand contact. Removal of soft furnishings from rooms so only plastic chairs remain. Where multiple staff must occupy a single office and 2m separation is not possible: <ul style="list-style-type: none"> Work back-to-back. Complete and display the <i>Covid-19 Secure in 2021</i> poster. Each member of teaching and teaching support staff given touch screen 2-in-1 laptop to remove need for shared desktops. Staff should carry whiteboard pens and rubbers to rooms. Pedal Bins to store paper towels and tissues in every room and to be emptied daily by cleaning staff. Used classrooms to be cleaned regularly throughout the day. Regardless of tier, face coverings should always be carried by staff and worn when staff are: <ul style="list-style-type: none"> In indoor communal areas. In classrooms when not teaching. For example, when walking through lessons (such as a learning walk or walkabout). 	Yes	Yes

			<ul style="list-style-type: none"> ○ In classrooms if the teacher needs to circulate ○ In meetings when 2m distance cannot be maintained. 		
Lateral Flow (LF) Testing Programme	Staff, Pupils	Additional measures required to support the routine weekly and daily contacts testing programme from January 2021.	<ul style="list-style-type: none"> ● Full details of our LF testing programme can be found in our detailed planning document: LF testing at The Totteridge Academy.docx ● All testing is carried out in strict adherence to the procedures contained in the “NHS How to Guide: Rapid Testing in Schools and Colleges”. ● Training – The school have followed the “NHS Training Guide for Rapid Testing in Schools and Colleges”. All staff involved in the mass testing programme have completed the online training programme relevant to their assigned role(s) and have been signed off as competent by the using the competency assessment templates provided by DfE/PHE. This has been led and collated by Sejal Rabone. ● Premises – The boxing gym, next to the sports hall, has been set up as the LF Testing Zone in compliance with the “NHS How to Guide Rapid Testing in Schools and Colleges”. The school have made provision for all materials required as detailed in the same. Testing areas will be cleaned down before being returned to normal use. General safety of the premises, e.g. condition, slips and trips, is already managed in other existing school risk assessments. ● Signage – the LF testing zone has been clearly demarcated to support flow and to prevent unauthorised entry. ● Logistics – there is a weekly schedule of LF testing slots for staff and students. The test subject arrives at the LF testing zone, registers and then takes their test, they then return to their classroom (or area of work) and are notified in the case of a positive case. This is in line with pilot school recommendations and is deemed appropriate due to the social distancing and safety measures in place around school. ● PPE – PPE requirements vary by role but are provided in line with the DfE/PHE guidance. All testing staff are trained in correct donning and doffing procedures. PPE is changed in line with the frequencies detailed in the “NHS How to Guide: Rapid Testing in Schools and Colleges” ● Storage of materials – testing kits are stored securely at a temperature between 2C and 30C. Prior to use all reagents are brought up to 15C if necessary. Deliveries are handled in accordance with the school’s existing manual handling procedures. ● Waste – Clinical waste contracts have been established and Peter Atkins will ensure that waste streams are not contaminated. ● Cleaning – Cleaning is carried out in line with the requirements and frequencies detailed in the How to Guide and the linked training modules. ● First Aid – the school will ensure that access to first aid provision is possible at all times that asymptomatic testing is being carried out. ● Monitoring – Tom Knott and Sejal Rabone will verify the school is ready to start testing and carry out periodic monitoring to verify that the requirement standards are being maintained. 	Yes	Yes

			<ul style="list-style-type: none"> • Testing – tests will be self-administered under direction of the testing team. Where additional assistance is required, Frances Steel and Tom Knott have put the necessary additional support in place for students. • Results: <ul style="list-style-type: none"> ○ For routine weekly testing, participants may return to work or class while awaiting their result. ○ Anyone in receipt of a positive result needs to self-isolate and take a confirmatory PCR test. Schools will be supplied with PCR kits for participants to use at home. ○ Close contacts of any positive cases will now, in line with the latest government guidance, be asked to self-isolate. We are no longer offering serial contact testing. 		
Anxiety, stress and worry	Staff, pupils (parents indirectly)	Those coming back to work, or school may be anxious, worried or stressed	<ul style="list-style-type: none"> • Involve the workforce in the development of this risk assessment and control measures (refer to Group Consultation (HS) Policy for guidance). • Communicate this risk assessment and its findings to staff and pupils/parents via the school website. • Feed the determined approach into the communication strategy. • Staff have access to Group’s occupational health and counselling service. • Publish the findings of this risk assessment on the school website. • Regular comms and updates will be sent to parents and staff via the weekly bulletin and newsletter. • Students have extended tutor time when they first come back in order to outline plans clearly. • Phone calls will be made by the inclusion team to any parents/students/families who may have concerns. • Place2Be counselling service available to all students, parents, and staff – a letter has gone home about this and individuals will be targeted based on needs. • Forest School running for new students and current students in the last week of the holidays – targeting any students who may be anxious. • Equine Therapy in the summer term had focus on supporting students with anxiety. Weekly GROW lessons also focusing on strategies to support this. 	Yes	Yes
Cleaning	Staff, Pupils, Visitors	General hygiene to interrupt transmission from contact surfaces	<ul style="list-style-type: none"> • Frequency to be increased with focus on areas used by multiple groups and hand-contact surfaces in line with normal procedures and cleaning risk assessment. No requirement for additional PPE to be worn. Full time cleaner employed by the Academy with cleaning rota to be followed to ensure complete coverage. • Cleaning staff reminded to be mindful to minimise face contact and the need for regular handwashing. • Cleaning following confirmed/suspected case will be in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings. • Cleaning to be completed with Selden Selgiene Ultra. • Training to be provided to all staff on how to wipe down workstations and desks using cleaning wipes. • All surfaces to be cleaned daily. Toilets to be cleaned 3 times per day. Canteen to be cleaned between each service. • Spaces used for lets to be cleaned in between new people entering letting space and prior to the Academy using them again. 	Yes	Yes

Intimate Care/Higher Dependency Pupils	Staff, Pupils	Intimate care brings people within close proximity of each other thereby increasing the risk of infection	<ul style="list-style-type: none"> Staff providing intimate care to use PPE as they would do normally for providing care in line with children's needs. No specific PPE required unless the child in question is symptomatic (see <i>Suspected/confirmed case in school</i> section). LSA's will move around the room and avoid sitting next to students when supporting in class. LSAs will work with specific year groups as far as possible to avoid any additional adults crossing between year group bubbles. Any small group or 1:1 intervention will remain in year group bubbles, use large space, and be limited in time. Counselling and Cognitive Behavioural Therapy, as well as 1:1 timeout with an allocated LSA will be in place for students struggling with anxiety. These will all be in large spaces to avoid close contact. 	Yes	Yes
Failure to follow local rules	Staff, Pupil, Visitors	<p>Persons fail to follow local rules due to lack of awareness.</p> <p>Persons violate local rules</p>	<ul style="list-style-type: none"> Vice Principal to communicate the local rules in staff meetings with regular updates via email of daily notices. Staff to be sent a copy of the risk assessment. Students will be informed of all local rules in by member of SLT at the start of each day and during line-up at the beginning of break, lunch and at the end of the day. There will be signage around the Academy reminding the students of key rules and guidelines. Visitors are to be discouraged and must be preapproved by a member of SLT. Visitors will be required to follow all rules as set out in the risk assessment or will not be able to enter the Academy. This will be communicated upon arriving in Reception with full details of each visitor taken as was the case prior to COVID-19. Risk assessment will be sent to the local authority as per deadlines set. There will be regular discussions with key stakeholders to ensure consistent compliance and this will be done through observations and interviews with members of staff and students. Students who fail to follow the local rules will be sanctioned as set out by the updated behaviour policy. 	Yes	Yes
Maintaining a compliant premises	Pupils, Staff	Loss of site staff and access to contractors resulting in PPM and other compliance checks lapsing.	<ul style="list-style-type: none"> Premises compliance status to be reviewed by Site/Facilities/Estates Manager prior to reopening and briefing provided to the Principal. <ul style="list-style-type: none"> All records to be kept on SharePoint. Contractor access to site for PPM/compliance inspections to be continued wherever possible. Legible record of all contractor details to be held for 21 days (to support Test and Trace process if necessary) Please see records - https://thetotteridgeAcademy.sharepoint.com/sites/TTAHealthSafety 	Yes	Yes
The school lapses in following national/group guidelines and advice	Staff, Pupil, Visitors	Lack of awareness leads to potential contamination of the premises or an outbreak spreads rapidly through	<ul style="list-style-type: none"> Central office to ensure that Coronavirus pages on the Hub are kept updated. Important updates/changes to be included in Jon Coles' Bulletins to Academy Heads. Principal to ensure that all relevant guidance is followed and communicated. Senior Leaders to keep up to date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review this risk assessment accordingly. 	Yes	Yes

		the school and wider community	<ul style="list-style-type: none"> Information on the school website is updated. Home page has dedicated menu item for information relevant to parents. Parents/Pupils updated via tutor time/email/newsletter/website/parent text as necessary. Any change in information to be shared with Chair of Governors and passed on to parents by MailChimp and staff by email. 		
Other Risk Assessments	Staff, Pupils	Other risk assessment that aren't updated and therefore become invalid	<ul style="list-style-type: none"> Extra-curricular provision subject to specific risk assessment developed with reference to DFE Guidance on Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak. Fire risk assessment reviewed. Fire safety procedures amended to support COVID-19 arrangements see TTA September Plans.pptx. Staff training scheduled monitored and any slippage identified: <ul style="list-style-type: none"> Health and safety records kept on Educare and https://thetotteridgeAcademy.sharepoint.com/sites/TTAHealthSafety. Key premises risk assessments reviewed to ensure they remain valid, e.g. fire risk assessment, manual handling, COSHH if new chemicals are brought in. 	Yes	Yes
First Aid (temporary home workers)	Staff	Staff suffering injury at home	<ul style="list-style-type: none"> Low-risk, office-style work. No specific controls required. Any accidents to be logged onto ARMS. Walkabout to be used for any First Aid incident to assess in first instance. First Aiders can be called by using First Aid extension number. See first aid procedure on https://thetotteridgeAcademy.sharepoint.com/sites/TTAHealthSafety 	Yes	Yes
Wellbeing/ Stress (temporary home workers)	Staff	Social isolation leading to issues with wellbeing Unusual working environment arrangements contributing to stress	<ul style="list-style-type: none"> Guidance on wellbeing provided on Hub coronavirus pages – dedicated wellbeing section. Guidance provided to managers on supporting their teams and reasonable expectations during this period. Managers to maintain regular contact with their employees, preferably by video link. Furloughed staff to have keep in touch days with their line manager. Place2Talk sessions offered to all staff if they would like support with their mental health or any school issues. These will be done in a large space to ensure social distancing. 	Yes	Yes

Details of any additional control measures for consideration	Target for completion	Date of completion	Completed By
Music, PE, Drama, D&T and GROW departmental risk assessments	01/10/2020	5/10/2020	DAV/WAL

Assessment completed by:	Chris Fairbairn	Date:	28/01/2021	Date of next review:	05/02/2021
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Guidance on completing the form

This form may be used to record the risk assessment for any activity. Only complete a risk assessment if you have a good understanding of the activity being assessed and the principles of carrying out a risk assessment.

Risk Assessment Title and Responsible Person

Give the risk assessment a logical and clear title and date. The manager who is responsible for the activity being undertaken should carry out the risk assessment detailing the hazard and controls and any additional action required. Those employees to whom the risk assessment relates should be consulted in its development. It should then be signed and dated and stored securely in department and made available to employees, e.g. through communication on induction and following review.

Details

Provide a brief description of the activities to which the risk assessment relates. The short title detailed above may not make it clear what is in and/or out of scope of the assessment.

What are the hazards and Who is at Risk?

In the Hazards column, list the hazards (something with the potential to cause harm) which could reasonably be expected to result in significant harm.

Identify individuals or groups of people who might be affected by the Hazard. Besides staff and pupils consider visitors, members of the public, volunteers and others who could be affected.

What harm is associated with the hazard?

For each hazard, there may be one or more types of harm that could occur, and each is likely to require different control measures to be implemented. It is recommended each is given a separate line on the form.

What control measures are, or will be put, in place?

List what is, or will be put in place to reduce the likelihood of harm or make any harm less serious. These precautions should meet legal standards, represent good practice and reduce risk as far as reasonably practicable. A hierarchy of control such as below may help in determining suitable controls, preference should be given to controls higher up the hierarchy where possible.

- Eliminate or avoid the risk at its source
- Reduce the risk at its source
- Contain the risk
- Remove employees/pupils (as applicable)
- Reduce exposure to the risk
- Utilise personnel protective equipment

Evaluation of Adequacy

The application of and consideration of the adequacy of the controls in place needs to be determined. This is a subjective judgement to be made by the responsible person. Where the response to the question of adequacy is 'no' this indicates an area requiring additional control (see below). An alternative way to think of this question would be 'is the residual risk acceptable'?

Areas of additional control for consideration

Areas for additional control can include items where the judgement in the evaluation of adequacy section was negative. It can also relate to developmental or goal-setting objectives in support of the journey of continuous improvement.

Review Period

United Learning's Risk Management (HS) Policy requires that all risk assessments are reviewed every two years to ensure validity. For activities undergoing regular change, consider a shorter timeframe for review.