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**Risk Management**

**Assessment Report: Fowey River Academy**

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| **Risk Area:** | Management and Site Maintenance |
| **Assessment Framework:** | Full Opening to all pupils - COVID-19 |
| **Work Area or Activity:** | COVID-19 |
| **Competent Person** | Jon Rolls |
| **Assisted by:** | Ben Eddy |
|  | Paul Smith |
| **Groups Affected:** | Pupils, Staff, Visitors, Contractors |
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| **Notes:** | Full opening in September 2020 following government  guidance published on 02/07/2020 |

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| **Assessed on:** | **16/04/2021** | **Risk Rating:** | Below 9 - Low Risk 9 to 14 - Medium Risk 15 or above - High Risk |
| **To be Reviewed on:** | **16/04/2021** |

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| **What are the Hazards?** | **What is already being done?** | **Is this considered** **satisfactory?** | **Risk Findings** |
| **Premises not checked to ensure it is safe to re-open.** | Reopening checklist completed to confirm all statutory compliance inspection and testing is complete. This will include but not be limited to fire and safety systems, water systems and environmental hygiene, asbestos inspection, gas safety systems, kitchen equipment. | Yes | Severity:3  Likelihood:1  **Risk Rating:3** |
| **Lack of up-to-date information for Staff** | Regular briefings provided for staff.  Risk Assessment and Safe Working Practices developed through consultation with staff.  Risk Assessment and Safe Working Practices distributed to all staff. Support for mental health and wellbeing is communicated to all staff and there are plans in place to check on staff wellbeing regularly, including senior leaders. Flexible working arrangements needed to support any changes to usual working patterns are agreed. Staff workload expectations are clearly communicated.  Schedule required training for staff to implement any changes that the school plans to make, either delivered remotely or in school | Yes | Severity:1  Likelihood:5  **Risk Rating:3** |
| **Lack of up-to-date information for students and parents/guardians** | Detailed communication sheet will be sent that sets out the arrangements for travel, curriculum, infection controls, expectations for attendance and behaviour. Newsletter prior to opening and issued regularly thereafter.  Key messages in line with government guidance are reinforced via the school website. The newsletter will provide links to the latest government, NHS and Public Health information.  Clear procedures are in place where a child falls ill at school.  Admin team ensure contact details of families are up to date.  Latest stay at home guidance information to be emailed to all staff, students, parents, guardians and promoted on the school website | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Failure to maintain supervision levels if staffing levels drop.** | Due to improvements in cases locally and vaccines etc we are back to normal staffing procedures | Yes | Severity:2  Likelihood:1  **Risk Rating:3** |
| **Staff who are identified as clinically vulnerable coming into contact with Coronavirus** | Staff who are CEV (clinically extremely vulnerable) are enabled to work from home using remote resources.  Clinically Vulnerable staff risk assessed for suitable work arrangements. Duties and supervision will be agreed and follow appropriate guidance for their specific circumstances. | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Students who are identified as shielded or clinically vulnerable coming into contact with Coronavirus.** | Assessed on an individual basis and an attendance plan agreed with parent/guardian.  Medical Alert information on Google Drive to be updated and reviewed weekly by CGS managers. | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Staff or students who live with someone who is identified as shielded or clinically vulnerable to Coronavirus attending site.** | Assessed on an individual basis and an attendance plan agreed with parent/guardian. | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Member of staff displaying symptoms of Coronavirus** | Isolation Room available.  Staff reminded of isolation protocols.  Detailed instructions displayed in the Isolation Room. Refer to NHS Test and Trace guidance.  Procedures are in place for rooms to be cleaned after suspected COVID-19 cases, along with other infected areas, including toilets. | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Student displaying symptoms of Coronavirus** | Isolation Room available.  Parent/Guardian contacted immediately and advised of isolation and testing protocols. Procedures are in place for rooms to be cleaned after suspected COVID-19 cases, along with other infected areas, including toilets.  PPE to be used for accompanying staff where symptomatic student cannot be kept at a 2m distance. | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Lack of engagement with the NHS Test and Trace process.** | Two or more confirmed cases within 14 days or an overall rise in sickness absence where COVID-19 is suspected will require contact with and full cooperation with the Health Protection Team:  **PHE South West Centre HPT (Devon)**  Public Health England Follaton House, Plymouth Road Totnes, Devon, TQ9 5NE  Telephone 0300 303 8162 (option 1, then option 1)  Out of hours advice 0300 303 8162 (option 1) | Yes | Severity:3  Likelihood:1  **Risk Rating:3** |
| **Lack of response to a confirmed infection.** | In addition to making immediate contact with the health Protection Team. The school will communicate clearly and quickly to staff and parents/carers what they are required to do:   * Book a test. * Provide details of any recent close contact (see guidance on proportionate recording of contacts). * Self-isolate. * Inform the school of test results.   The Health Protection Team will provide definitive advice and must be provided with group names and timetables to determine who will be sent home.  Staff, students and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented at school  This guidance has been explained to staff and students.  Staff are aware of the location of the emergency PPE pack  Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders  Health and safety governors are satisfied that arrangements are in place and in line with DfE guidelines  Report cases to the Health Protection team.  Keep up to date with Public Health updates on responding to cases in schools during the contact tracing phase of the response.  Any teaching and support staff who develop symptoms of COVID-19 are eligible for testing via the essential worker scheme, which can be a home test kit or drive-through test appointment peer:  h[ttps//www.gov.uk/guidance/coronavirus-covid-19-getting-tested](http://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) | Yes | Severity:3  Likelihood:1  **Risk Rating:3** |
| **Social distancing not observed in staff areas** | Staff have been made aware of social-distancing protocols and duty to comply.  Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing  Staff have been briefed on the use of these rooms | Yes | Severity:3  Likelihood:1  **Risk Rating:3** |
| **Social distancing not maintained during home-to-school transport if transport is boarded directly from school premises?** | Public transport and community school transport providers have their own arrangements which students are required to follow as a condition of being a passenger. School minibuses will have a seating plan, requirement for face coverings to be worn, code of conduct for passengers.  Arrangements are in place for parents and guardians to collect and drop off students following 2 metre separation guidelines  Different bubbles use different areas of the school and different routes for moving into the school. Staff and students are briefed to identify which routes they should use.  A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Social distancing not maintained at school gate or drop-off/pick-up point** | Duty staff at drop-off/pick-up points.  Face coverings to be removed and transferred into a personal bag or put into the bin provided.  Hand sanitiser or hand wipes available from Duty Staff. Pupils go directly to their outdoor zone.  When instructed, entry is via the designated entrance for the year group using the sanitising station at the point of entry. | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Social distancing not maintained by students before school starts** | Students have an arrival window and entry/exit points into the school specific to their allocated group.  Outdoor zones are supervised.  Physical distancing will be expected whilst students are waiting to enter. | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Social distancing not maintained in school corridors** | Students are grouped by year in distinct and separate zones. Circulation areas are not shared.  Timetables will take into account the need to keep a safe distance between groups.  Signage may be used where appropriate.  Passing in corridors where it is unavoidable will be supervised. Face masks must be worn by students and staff when moving around in communal areas such as corridors. | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Social distancing not maintained in classrooms** | Classrooms arranged so that all pupils are forward facing where possible. Surplus furniture removed to support social distancing. Furniture is not re-arranged or moved. Students always occupy the same seat position. Lesson plans do not permit collaborative or group work. Continuous supervision. Students are encouraged to wear facemasks inside classrooms. | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Social distancing not maintained during break-times and lunchtimes** | Break-times and lunchtimes are either in the classroom or in a designated zone fully supervised. There is no overlap or shared spaces with other groups or sessions, unless low numbers facilitate this safely.  Parents will be required to make online payments for the cashless catering services.  The use of biometric scanning for cashless payment may be temporarily suspended. | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Social distancing not maintained during meals** | Meals, fully supervised and follow current guidance (distancing, hand-wash stations.)  During Year 7 and 8 lunchtime both bubbles will have simultaneous access to the canteen but control measures are in place to ensure that they are kept separate.  All students must wear their face masks when moving around the canteen as they do in the corridors | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Social distancing not maintained during physical activities (PE etc.)** | PE sessions will follow current PE Guidance Document: *COVID-19: Interpreting the Government Guidance in a PESSPA Context*  Pupils will be kept in consistent groups.  Physical distancing should be maximised.  Outdoor PE will be prioritised.  Sports equipment thoroughly cleaned before and after use.  Contact sports not permitted. | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Moving and handling of furniture to facilitate social distancing** | Site team move furniture following Manual Handling Operations Regulations 1992 (as amended) (MHOR)and a suitable risk assessment. | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Storage of furniture or equipment removed from classrooms workspaces and other areas.** | Storage rooms will be locked during core hours.  Surplus furniture is to be removed and safely stowed. No items to be left in corridors or circulation areas. | Yes | Severity:2  Likelihood:1  **Risk Rating:2** |
| **Lack of hand-washing facilities.** | Facilities are available in all zones.  Hand sanitiser stations will be set up at zone entrances.  Posters & teaching reinforce the need to wash hands regularly and thoroughly, including on arrival at school  Reinforce “Catch it, bin it, kill it” message  Cleaning team to monitor hand wash stations and supplies of hand soap, hand sanitiser and hand towels are maintained throughout the day.  Students and staff are encouraged to wash their hands on arrival, on their return from breaks, before and after eating, before entering a new classroom and after using the toilet | Yes | Severity:3  Likelihood:1  **Risk Rating:3** |
| **Over-use or misuse of hand sanitiser.** | Staff supervise and monitor sanitiser stations during break times.  Students misusing hand sanitiser are reminded of the consequences hierarchy by staff. | Yes | Severity:2  Likelihood:2  **Risk Rating:4** |
| **Staff and students not washing hands frequently.** | Hygiene protocols will be included in the session planning.  Reminder notices in each classroom and in circulation areas/washrooms. | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Cross-contamination from used tissues etc.** | Each room has a bin for immediate disposal of used tissues or any waste produced during the session. Bins are emptied daily.  Posters on display in each classroom as reminder of infection controls. | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Provision of adequate ventilation when the school is in use.** | Good ventilation is important.  No timetabled sessions in closed rooms. All rooms in use must have operable windows.  Toilets must have both mechanical forced air and natural ventilation in use where available. | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Temporary closure in the event of a local outbreak.** | Closure or part closure is a possibility.  Refer to the Contingency Plan that sets out the arrangements for remote educational support for this eventuality.  The Contingency Plan is available from the Principal. | Yes | Severity:2  Likelihood:2  **Risk Rating:4** |
| **Timetable does not support physical distancing.** | The timetable will be drawn up to keep consistent groups together in discrete zones wherever possible and practicable.  Large groups (assemblies, events etc.) will not be timetabled.  Teaching and support staff may move between zones but limited wherever possible.  Where the curriculum can only be delivered outside the year group zone (PE, Music, Art etc.) detailed arrangements for access, use of resources and cleaning of the spaces used will be agreed and implemented.  Bubble sizes and numbers reviewed through daily planning. Keeping bubbles to an appropriate size as agreed by the school in line with available staff and resources.  Arrangements in place to support students when not at school with remote learning at home  Bubbles don’t mix with each other  Plan of action to cover staff absences | Yes | Severity:4  Likelihood:2  **Risk Rating:8** |
| **Wellbeing of staff and pupils not sufficiently considered.** | All existing mechanisms for supporting staff wellbeing, mental health and work-life balance will remain fully available.  Staff will be reminded in briefings of the scope of these services.  The Department for Education is providing additional support in the current situation:  <https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers>  Flexible working arrangements needed to support any changes to the usual working patterns are agreed  Staff workload expectations are clearly communicated  Staff well being remains within priority 1 on the Trust annual development plan.  CEO and chairs of LACs will regularly “check in” on headteachers and SLTs.  Headteachers and SLTs will regularly “check in” on teaching and support staff.  Schools will communicate the measures they are putting in place to all staff and involve them in this process where possible. | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Child protection policy and procedure not reviewed.** | Safe guarding remains highest priority and is updated to reflect changes.  The Designated Safeguarding Lead will review the child protection policy to reflect the return of more pupils.  Statutory safeguarding guidance and COVID-19 specific guidance will be followed:  <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers>  All staff are briefed on updated safeguarding arrangements, including those contacting families of students that are not attending school  The designated safeguard lead has access to advice from LA, MARU, school/health visitors and police  DSL capacity is factored into staffing arrangements, either on site or on call.  Weekly contact is maintained with families where there are EHCP students that are not attending school due to parent/carer decision.  SLT to contact any students who are not engaging, to monitor and support their wellbeing.  School is aware of support through Early Help Hubs and other outside agencies.  Advice is available through MARU safeguarding and prevent team.  Any concerns regarding mental health or needs for pastoral care are passed onto the SENCO/SLT  Staff are supported to deliver pastoral care as appropriate | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Disposal of potentially contaminated waste.** | Following recent LFT guidance, waste now treated in accordance with normal waste management. | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Cross-contamination from sharing equipment** | Equipment is not shared. If any resources are unavoidably shared they are separated and stored for 72 hour quarantine and disinfection before being reused. | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Cross-contamination from sharing personal possessions (water bottles, food etc.)** | Personal items are not shared. Continuously monitored during sessions. | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Cross-contamination from contact with frequently touched surfaces (door handles, hand-rails, tables, etc.).** | Cleaning arrangements include an interim clean for toilets and touch points followed by a complete clean at the end of the day. Groups will not overlap or use a classroom before cleaning is complete. | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Cross-contamination from use of welfare facilities, toilets, sinks, water fountains etc.** | Cleaning arrangements include enhanced cleaning during the day for toilets and touch points followed by a complete clean immediately at the end of the day.  Refer to the cleaning COVID-19 site risk assessment for detailed procedures. Students bring their own pre-filled water bottle. Toilets are either single cubicle or arranged to avoid overlap.  Students and staff know that they can only use the toilet one at a time.  Students are encouraged to access the toilet during class/throughout the day to avoid queues.  Toilet supplies monitored by cleaning team.  Toilets cleaned more frequently and bins emptied regularly.  Provision of hand gel is made available where there are no handwashing facilities including all used entry and exit points to the building. Supervised use for all students. | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Cross-contamination from food served on premises** | Food services will be delivered in bubbles and enhanced cleaning will occur between sessions. | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Lack of appropriate cleaning materials and personal protective equipment for cleaning and catering staff** | Cleaning and catering staff will have a Covid-19 Resources Pack and briefing. Where required, cleaning agents will be EN14476 Virucidal used in accordance with the appropriate Safety Data Sheets and COSHH EH40 guidance.  Cleaning supplies to be checked weekly.  A minimum of 2 weeks stock must be available.  Cleaners are aware of the guidance for cleaning of non-healthcare settings, as outlined on the government website.  Plans are in place to identify and clean all areas with which the symptomatic person has been in contact.  Government guidance on wearing PPE is understood and communicated.  Suitable & sufficient PPE equipment is available for all staff undertaking any cleaning.  Staff are reminded that wearing of gloves is not a substitute for good handwashing.  Adequate waste disposal arrangements are in place to dispose of contaminated equipment and PPE. | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Visitors to the school site.** | Visitors will be by prior agreement and outside core school hours wherever possible. Visitor screening, hand-sanitising etc. available at Main Reception.  Prominent signs displayed at Main Entrance, Entrance Lobby and Reception Desk.  A record of visitors will be kept.  See Sports Hub risk assessment for public use of school facilities.  Scheduled inspections for schools will continue - following COVID guidance.  Visitors must keep their masks on and comply with distancing guidance while on site. | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Contractors** | All contractors will be sent our Guidance for Contractors document.  General contractors will have their own COVID-19 risk assessments.  Planned maintenance will follow the prevention measures and be in controlled safety zones.  Reactive maintenance will follow the prevention measures with additional controls (safety zone barriers, cleaning before re-occupancy etc.).  Contractors will be required to provide a copy of their ‘COVID-19 Procedures’ before undertaking any work.  Where possible contractors to attend out of school hours.  If attendance is required a mask must be worn onsite.  Any work undertaken will be under guidance of the site team manager.  A record of contractors attending will be kept. | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Providing care (dispensing medicines etc.) for students with medical needs** | Individual Medical Health Plans should continue and be supported as before. Student Provision staff may be issued PPE where required.  Qualified first aider on site each day.  All student services offices are equipped with first aid kits and accident log books.  Each bubble takes their own first aid kit outside for any activity (breaktime etc.)  Revisit First Aid Procedures for CPR  If CPR needs to be carried out, only perform chest compressions and avoid rescue breaths as per resus council guidance. PPE should be used. Ensure area is cleaned thoroughly following treatment. Dispose of PPE & any contaminated materials ensuring that they are double bagged. | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Providing a safe working environment for ITT trainees.** | Trainees will have a comprehensive induction that includes the prevention arrangements.  Trainees will complete a health declaration to determine if any special arrangements are required.  Provide a wide range of support activities for the trainee to ensure their needs as well as those of the school are met.  Adhere to statutory guidance:  <http://www.legislation.gov.uk/uksi/2012/762/schedule/paragraph/6/made> | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Providing care for students with specific care needs (support for toileting etc.)** | Individual Care Plans should continue and be supported as before. Student Provision staff may be issued PPE where required. | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Providing care for students with specific emotional or behavioural needs** | Pastoral Care staff will continue as before but incorporating the physical distancing and infection control protocols. Pastoral Care staff may be issued PPE where required.  Pastoral Care staff will work with all external agencies where pupils with bereavement, anxiety, social, emotional and mental health concerns need help to reintegrate back into school life. | Yes | Severity:3  Likelihood:2  **Risk Rating:6** |
| **Providing access to remote education to any pupil unable to attend.** | Where a pupil is complying with clinical and/or public health advice a fully supported remote learning provision will be put in place. | Yes | Severity:2  Likelihood:2  **Risk Rating:4** |
| **Evacuation procedures during reduced occupancy of the school** | Evacuation procedures as per normal school operating. | Yes | Severity:5  Likelihood:1  **Risk Rating:5** |
| **Daily attendance registers for bubbles are not in place** | Office staff responsible for completion of class daily attendance registers.  Regular reporting and monitoring of online & “Bubble” attendance to DfE | Yes | Severity: 3  Likelihood:2  **Risk**  **Rating:6** |
| **The school is unable to provide wraparound care** | N/A | Yes | Severity: Likelihood:  **Risk**  **Rating:** |
| **School unable to meet full provision required in line with EHCP** | Review individual pupil’s EHCP to consider what can reasonably be provided whilst in school.  Where EHCPs have been adapted to make any allowances for the restrictions of COVID-19, these plans are reviewed to include the interim arrangements.  Support offered through LA SEND Team/Early Years Inclusion Support Service.  Any changes to provision will be communicated to parents. | Yes | Severity: 3  Likelihood:2  **Risk**  **Rating:6** |
| **Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces and touch points are not undertaken to the standards required** | The continuation of an enhanced cleaning schedule is agreed.  Enhanced daily cleaning of doorways, handles and corridor walls and other frequently touched surfaces.  More frequent cleaning of rooms / shared areas that are used by different groups  Working hours for cleaning staff are monitored to ensure time to clean effectively. Hours are increased/changed in agreement with staff.  Lone working risk assessment completed & circulated to cleaning staff. | Yes | Severity: 3  Likelihood:1  **Risk**  **Rating:3** |
| **Fire evacuation drills - unable to apply social distancing effectively** | Plans for fire evacuation drills are in place and are in line with social distancing measures | Yes | Severity: 3  Likelihood:1  **Risk**  **Rating:3** |
| **Fire marshals absent due to self-isolation or ‘Lock Down’ measures** | Fire marshals identified in the fire safety policy. During absence the head teacher will appoint an appropriate replacement fire marshal to cover the absent fire marshal | Yes | Severity: 3  Likelihood:1  **Risk**  **Rating:3** |
| **The costs of additional measures and enhanced services to address COVID-19 when reopening puts the school in financial difficulty** | Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review.  Additional sources of income are under exploration | Yes | Severity: 3  Likelihood:2  **Risk**  **Rating:6** |
| **Lack of a contingency plan in place for the transition to full opening (or reclosing) including rapidly sharing decisions?** | The school has developed proven, effective systems for delivering pupils’ provision using Seesaw/FireFly as its main platform, or blended provision (some pupils in school and some accessing remotely). Any changes to provision, as advised by the Government, will be shared with parents using electronic mailing and notice posted on the front page of the school website. If emergency notification to parents needs to be sent, then emergency contact details are available and SMS communication to parents’ mobile telephones may be used.  If immediate change in risk-level is identified, the HT or his/her deputy will act and follow PHE instruction, before informing governors & CEO; wherever possible, change to the school’s open status will be communicated to the CEO and governors in advance of a wider announcement and action.  In each room teachers have immediate access to communication with the school office and with senior duty staff via the internal telephone system, or Walkie Talkie or IPads/Mac. | Yes | Severity: 3  Likelihood:2  **Risk**  **Rating:6** |
| **The costs of additional measures and enhanced services to address COVID-19 when reopening puts the school in financial difficult** | Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review.  Additional sources of income are under exploration | Yes | Severity: 3  Likelihood:2  **Risk**  **Rating:6** |
| **The quality of remote education is less than good.**  **-It is not of high quality**  **-Does not align as closely as possible with in-school provision**  **-Does not provide a broad and balanced curriculum.** | All Headteachers will familiarise themselves with the updated guidance for remote education pg. 46-50 ‘Restricting attendance in the national lockdown’, January 2021  The school will have a remote education policy in place (and published on the school website) which communicates expectations to parents and staff.  Senior leadership teams and LAC’s will assure themselves that their remote education offer meets the expectations in the DFE guidance by using the DFE "review your remote education provision" tool.  The Trust will appoint leaders to quality assure and support the remote education provision across the schools | Yes | Severity: 1  Likelihood:3  **Risk**  **Rating:3** |
| **Pupils are unable to access remote education due to lack of technology** | Systems will be put in place to ascertain which pupils do not have adequate access to technology which enables them to fully engage with remote education.  Systems will be in place to offer technology to pupils who need it.  Engagement with the DFE ordering platforms to receive additional technology for those pupils who need it most will be utilised. | Yes | Severity: 1  Likelihood:3  **Risk**  **Rating:3** |
| **‘Catch-up funding’ is not used effectively to support ‘catch-up’** | School to complete the mid-way review on ‘Catch-up funding strategy’ progress review 1.  Following progress review 1 of the ‘catch-up funding strategy’, schools will strategically plan the catch-up support now needed | Yes | Severity: 1  Likelihood:2  **Risk**  **Rating:2** |
| **Lack of adherence to online safety procedures creates risk for pupils and/or staff** | Importance of online safety will be included within remote education session to pupils  The Trust and school online safety policies will reflect remote learning policies  Online safety policies will be communicated and reiterated to all appropriate staff | Yes | Severity: 2  Likelihood:3  **Risk**  **Rating:6** |
| **Staff are unaware of the health implications of working on computers for long periods of time** | Ensure that an in house DSE assessor/s has been appointed with up to date training in place.  The appointed DSE assessor/s to perform a suitable risk assessment of computers – even for flexible and home workers – and take steps to control risks  All staff are asked to complete ‘The Certificate in Display Screen Equipment in Schools’ on the National College Website  A PDF copy of Fowey River Academy EEClive DSE (Display Screens Assessment) will be circulated to all staff via email  Support will be available where necessary | Yes | Severity:3  Likelihood:2  Risk Rating:6 |
| New and expectant mothers are at greater risk of severe illness if they catch coronavirus from 28 weeks gestation or if they also have underlying health conditions | Pregnant staff/students are encouraged to inform the school as soon as possible so that sufficient control measures may be implemented.  Pregnant staff/students are considered clinically vulnerable and depending on underlying health conditions may be considered clinically extremely vulnerable  Headteacher will consider adapting duties or facilitating home working in order to mitigate risk.  School will inform the Trust and follow specific government advice on <https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees> | Yes | Severity:4  Likelihood:1  Risk Rating:4 |
| Unsafe removal and application of face coverings in school | Staff and students should clean their hands before and after touching their face covering, including to remove or put them on. Face masks should be stored in individual, sealable plastic bags in between use. Staff and students must not wear face coverings if it has become damp and should replace with a dry one. School retains a stock of spare masks should people require them. Staff and students may also consider bringing a spare mask should they need to replace theirs. Staff and students are reminded that they should not touch the front of their face covering during use or when removing it. Face masks must be disposed of in black waste bags - not recycling.  Reusable face masks should be contained in a sealed plastic bag that staff and students can take home with them | Yes | Severity:3  Likelihood:2  Risk Rating:6 |

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| **Jon Rolls** | **Signed** | **Dated** |
| **Co-ordinator** | **Signed** | **Dated** |
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**SAFE WORKING PRACTICES**

**Full opening - September 2020**

These arrangements follow government guidance: *Coronavirus (COVID-19): implementing protective measures in education and childcare settings.* The systems of controls set out in the guidance, **prevention** and **response to any infection**, are not discretionary and should be seen as the minimum baseline standards to keep the school as safe as necessary. The viability of the new arrangements will depend on the cooperation of the pupils attending, teaching and support staff vigilance and a consistent application of the guidelines across all aspects of the school day.

It is possible that a minority of pupils will not be able to reengage for various reasons. Staff must not permit disruption by any individual pupil and must intervene rapidly by calling supporting duty colleagues to ensure a situation does not develop where sanctions are required.

The following guidance is complimentary and must be read in conjunction with a more detailed COVID-19 September Opening Plan, available here:

<https://docs.google.com/document/d/1lYhamxkvWo1Hv_BLmxRc7TKT_Vf7fB6uA3Jt0wwwwbA/edit?usp=sharing>

**DO** carefully brief the group to describe the following:

* Expected behaviour on the journey to school.
* Expected behaviour outside the classroom.
* Expected behaviour in class and the observance of social distancing.
* Expected behaviour at break-times and lunchtime.
* The limits of their individual learning zone.
* Access to other timetabled teaching spaces outside their zone.
* Entry and exit points to their zone.
* The toilets that are assigned to their zone.
* Toilet access arrangements and the need to wait at a safe distance when cubicles are in use.
* The importance of hygiene and handwashing.
* The need to cough or sneeze into a tissue which is binned immediately.
* The need for ventilation in the classroom.
* The intention that you stay 2m physical distance from pupils wherever possible.
* The seating plan as fixed and not interchangeable. If there is a break, the pupil returns to the same desk position.
* No collaborative work.
* Resources should not be shared unless it is unavoidable. Shared resources, if any must be quarantined immediately after the session for 72 hours and where necessary, disinfected before re-use.

**DO NOT**

* Allow pupils to wander about or leave the session unsupervised.
* Permit pupils to enter any rooms other than their allocated classroom.
* Permit pupils to access any area or part of the school outside their zone before, during or after the school day.
* Allow pupils to interact or engage with any other sessions within their zone.
* Permit unrestricted or unsupervised access to alcohol based hand sanitiser or cleaning agents.
* Permit the use of a copier or printer during the session unless agreed access arrangements are in place.

**Health, Safety and Welfare Arrangements**

* Furniture should remain as set-out pre-session and not be moved or rearranged.
* Where practical rooms are used for sessions, pupils must not operate or tamper with fixed equipment.
* Your session will be visited by duty support staff in case you need additional materials, support or a comfort break.
* Ensure you understand the correct procedures if you or any other person starts to feel unwell during the school day.
* Teachers should check the medical or special needs status of any pupils in their group.
* First Aid, if needed is available on call.
* First Aid duty staff must wear appropriate PPE.
* The Site Cleaning Team has virucidal cleaning materials available for rapid deployment if needed.
* In case of an emergency evacuation all sessions must leave by their nearest available exit and assemble in their Fire Evacuation Zones staying within their groups and at a safe distance both within the group and from other groups.
* Please take personal responsibility and fully cooperate with social distancing at all times. It can be awkward and unsettling for others if you do not.
* Please understand that some staff may be identified as vulnerable according to government guidelines and their return to work may be a challenge.
* Please look out for each other and be supportive.

The latest guidance is available here:

https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance

<https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees>

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

[https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/%20)

<https://www.hse.gov.uk/coronavirus/working-safely/index.htm>

<https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19>

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation>

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

<https://www.gov.uk/guidance/contacts-phe-health-protection-teams#south-west-centre-hpt>

**RISK MATRIX**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| SEVERITY | Death/Multiple Deaths | 5 | **5** | **10** | **15** | **20** | **25** |
| Critical Injury | 4 | **4** | **8** | **12** | **16** | **20** |
| Severe Injury | 3 | **3** | **6** | **9** | **12** | **15** |
| Minor Injury | 2 | **2** | **4** | **6** | **8** | **10** |
| No Injury | 1 | **1** | **2** | **3** | **4** | **5** |
|  | | | 1 | 2 | 3 | 4 | 5 |
| Unlikely | Possible | Very Possible | Likely | Very Likely |
| LIKELIHOOD | | | | |