

COVID-19 Risk Assessment for the Midland Academies Trust



Date of Review: 05.01.2022 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 reopen to all pupils (except those with health conditions that require them to remain shielding with medical advice to do so). We will make sure the MAT physical and remote learning environments are as safe as possible for our staff and pupils. Enable remote learning and homeworking to be sustained as appropriate (including provision for further lockdown). 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 Measures

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 |
|--|---|---|--|---|--|---|--|
| Social Distancing - Number of Pupils and Staff on/attending site (Including Social Distancing) | Physical number of people on site increases risks i.e. not being able to socially distance. | Pupils, staff, visitors and contractors | <p>From 13 December staff who can work from home should do so. The Trust has identified the staff that this applies to and individual conversations will have taken place with identified staff. The majority of staff cannot work from home and therefore should continue to go to their place of work therefore not disrupting face-to-face education. Teaching and learning should and will not be moved online as a result of the work from home guidance. The majority of staff will only be asked to work from home in the event of a move to remote learning for the majority of pupils as a result of local/national restrictions requiring this or increased staff absence.</p> <p>The Trust will take a flexible approach to working from home particularly for those roles where it is not necessary to attend the system, flexible working arrangements may include hybrid working, working on a rotational basis or flexible working hours, these arrangements shall be discussed on a case by case basis with their line manager. Social distancing signage and markers shall remain in indoor busy or crowded spaces such as reception and where queuing is likely such food or dining areas.</p> <p>Perspex sneeze screens installed at reception and counter services shall remain.</p> <p>It is no longer recommended that it is necessary to keep children in consistent groups ('bubbles') and no longer required to make alternative arrangements to avoid mixing at lunch. Bubble systems can be removed. Should there be an outbreak in the local area it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.</p> <p>Staff and pupils have access to either individual cubicles or groups of cubicles at each site. Staff and pupil toilets are separate. Where there are groups of toilets there are shared sinks/soap dispensers. Wash hands posters are displayed.</p> <p>Staff shall be encouraged to conduct meetings via MS Teams or conference call and only hold face to face meetings when absolutely essential or necessary.</p> <p>Staff or Pupils that were previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again, if staff were previously identified as being in one of these groups, they are advised to continue to follow the guidance contained in Coronavirus: how to stay safe and help prevent the spread. If the vulnerable pupils wishes to be absent from face-to-face education during local or national restrictions, they should make the School aware. The young person should not be included in the COVID-19 attendance monitoring data as 'expected to attend'.</p> | 4 | <p>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.</p> <p>One way systems can be removed however these will remain for areas where queuing is likely such as dining service areas.</p> <p>Classroom furniture should remain facing forward wherever possible to allow the flexibility should restrictions be required. Social distancing markers between desks can be removed.</p> <p>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).</p> | 5 | Premises Teams |
| 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 on site 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. | Staff, Pupils and others including visitors, parents and guardians | <p>From 4th January 2022, following Government Guidance, Where pupils in year 7 (which would be children who were aged 11 on 31 August 2021) and above are educated, it is recommended that face coverings should be worn by pupils, staff and adult visitors when moving around the School, outside of classrooms, such as in corridors and communal areas. This is a temporary measure. Also from January 4th, it is recommended that in those schools where pupils in year 7 and above are educated, face coverings should be worn in classrooms. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. This will also be a temporary measure.</p> <p>Pupils in these schools must also wear a face covering when travelling on public transport and should wear it on dedicated transport to and from school. It is not expected for teachers to wear a face covering in the classroom if they are at the front of the class, to support education delivery, although the School shall be sensitive to the needs of individual teachers.</p> | 4 | <p>From the 4th January 2022, unless exempt, the wearing of face coverings is now mandatory on all public or School provided transport and inside most public venue. Unless exempt, in line with current guidance, The School shall make strong recommendation requirement for face coverings to be worn by pupils from year 7 upwards, staff and adult visitors in all classrooms and workshops and when moving around the School especially in busy communal areas, corridors and outside classrooms and workshops unless staff and pupils are sat eating and drinking in a dining or rest area. A face covering should be worn when holding face to face meetings or meeting with visitors you would not normally come into contact with such as adult visitors, contractors and parents. Teachers and support staff shall be requested to monitor, facilitate and encourage the above requirements.</p> <p>Teachers are not required to wear a face covering when teaching from the front of the classroom as they will be able to do this at a distance from pupils (2 meter social distancing markings are displayed in most classrooms and workshops however, The Trust recognise that some colleagues may wish to do so and the School shall support with this. Colleagues should wear a face covering when walking around the classroom to check pupils work.</p> <p>Colleagues who are based in office spaces with others are asked to sensibly assess whether a face covering should be worn whilst kindly respecting each other's personal space. Line Managers shall monitor their Teams movements and in line with guidance Colleagues should work at home if they can or not directly involved with direct delivery of teaching.</p> | 5 | Premises Teams |
| *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. | <p>Frequent cleaning and sanitisation of frequently touched areas (touchpoints) shall continue including handrails and door handles. Cleaning contractor appointed.</p> <p>Pupils and staff encouraged not to share resources such as laptops, text books, pens, cups and glasses. Desk sharing should be avoided.</p> <p>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.</p> <p>Cashless payment systems should be operated where possible.</p> <p>Duty staff and SLT will ensure all staff, pupils and others sanitise their hands on arrival and when entering School eating facilities - 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.</p> <p>Hand sanitiser and sanitation dispensing units available for use and will be replenished on a regular basis to ensure they are in good working order.</p> <p>Meetings should be planned in advance and kept brief and to the point adhering to a booking system so that rooms can 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 recommended.</p> | 4 | <p>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.</p> <p>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.</p> <p>Introduce information posters advising pupils, staff and visitors not to lean on or touch counter surfaces such as reception areas and food service counters.</p> <p>Staff and pupils should be encouraged not to print documents and adopt paperless methods.</p> <p>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.</p> <p>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 stationary and other equipment such as laptops where possible.</p> | 5 | Business Managers, Cleaning Contractor and Estates |
| 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 | <p>Staff and pupils should continue to test twice weekly at home, with lateral flow device (LFD) test kits, 3-4 days apart. Testing remains voluntary but is strongly encouraged.</p> <p>The School shall also retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to pupils who are unable to test themselves at home. For the Trust Schools this can be a designated supervised area that pupil and staff may use for testing.</p> <p>Schools are strongly encouraged to ask parents and other visitors to take a lateral flow device (LFD) test before entering the school.</p> <p>Further information on Daily Rapid Testing can be found in the Tracing close contacts and isolation section.</p> | 4 | <p>Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. From 11th January 2022, Staff or students without symptoms, no longer need to confirm a positive lateral flow test with a PCR. Anyone in England who receives a positive lateral flow device (LFD) test result should report their result on gov.uk and must self-isolate immediately in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. After reporting a positive LFD test result, they will be contacted by NHS Test and Trace so that their contacts can be traced.</p> <p>Anyone who tests positive will be able to leave self-isolation seven days after the date of their initial positive test if they receive two negative lateral flow test results, 24 hours apart, on days six and seven.</p> <p>Anyone who develops one of the three main symptoms of Covid-19 should self-isolate and take a PCR test. Whilst awaiting the PCR result, the individual should continue to self-isolate. If the PCR test is taken within 2 days of the positive LFD test, and is negative, it overrides the LFD test result and the staff member or student can return to the College as long as the individual does not have COVID-19 symptoms.</p> <p>People who receive Test and Trace financial support, those taking part in Covid research studies and around one million people in England eligible for new NHS treatments for Covid will all be asked to take a follow-up PCR.</p> <p>The School shall encourage all school staff and eligible pupils take up the offer of a vaccine and booster.</p> | 5 | All staff and pupils |
| 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 | <p>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</p> <p>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.</p> <p>The Trust shall maintain the capacity to deliver high-quality remote education for the next academic year if necessary.</p> <p>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.</p> <p>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.</p> <p>All staff have access to the Trust appointed support services advice line.</p> <p>Chaplain support is available to all staff and pupils</p> | 4 | <p>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.</p> <p>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.</p> <p>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.</p> <p>Periodic reminders will be communicated to staff reminding them to minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, not to attend College.</p> <p>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.</p> <p>Regularly remind staff of the help and support that is also available through the Trust employee assistance programme (EAP)</p> <p>Regular employee engagement survey to be conducted.</p> | 5 | Managers and Senior Managers |
| Long Covid / Vulnerable groups including those with underlying health conditions or immunity are 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 | <p>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.</p> <p>Advice on following good personal hygiene practices shall be provided.</p> <p>All staff who are clinically 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.</p> | 4 | <p>The Trust shall continue to follow Government Guidance with regards to vulnerable and clinically vulnerable groups.</p> <p>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.</p> <p>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:</p> <ul style="list-style-type: none"> - 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. <p>The government welcome support in encouraging vaccine take up and enabling staff and pupils who are eligible for a vaccination to attend booked vaccine and booster appointments where possible even during term time.</p> | 5 | HR, Managers and Senior Management |

| 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 |
|---|---|---|---|---|---|---|--|
| 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 | <p>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.</p> <p>This shall be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> Mechanical ventilation systems – these shall 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, if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply. Where mechanical ventilation systems exist, these shall be maintained in accordance with the manufacturers' recommendations. Natural ventilation – The School staff shall 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 through put of air. <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> | 4 | Monitor and Maintain | 5 | Site Teams, Business Managers and Estates |
| 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 | <p>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.</p> <p>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.</p> <p>First aiders providing treatment shall be provided with disposable aprons, eye protection and disposable gloves.</p> <p>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.</p> <p>The procedures for the treatment by first aiders have been communicated to all first aiders.</p> | 4 | <p>Communicate a reminder to all first aiders and staff about normal first aid practices. 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.</p> <p>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.</p> <p>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.</p> <ul style="list-style-type: none"> 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. <p>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.</p> <p>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.</p> <p>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).</p> | 4 | Business Managers and First Aiders |
| 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 | <p>Although national guidance advised that educational trips and visits is permitted, due to the cost implications through cancellations and the spread of the virus in the local area the Trust advises that educational trips and visits should not go ahead at this time, this is a temporary measure and will be reviewed again at the end of the Spring Term.</p> | 2 | Monitor and Maintain. Any request for a future visit to be planned and booked will be considered on a case by case basis. | 4 | Trips and Visits co-ordinators and Business Managers |
| 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 | <p>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.</p> <p>All other building and maintenance checks completed as normal.</p> | 2 | Prior to the start of the new academic year 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 |
| 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. | 2 | <p>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.</p> <p>End of year reports must continue to be prepared for all year groups. These should include both attainment and attendance information.</p> | 4 | Director of Education, Subject Leads and Executive Principal/Principals. |
| | 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 Senica to provide a broad and balanced curriculum. Digital curriculum group developing strategy to ensure that staff are well supported. | 3 | A blended curriculum approach will remain in place in 2021/22 in line 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 remote 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, MLK 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 | Executive Principal and Director of Education. |
| 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. | 2 | 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 lockdown 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 | Safeguarding Leads / DSL's. |
| | 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. | 3 | Trust is implementing e-safe. 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 | AP Pastoral. |
| | 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. | 2 | 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 | Principals and Pastoral Leads. |
| 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. | 2 | 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. |
| | 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. DfE reporting on pupil attendance to be maintained. | 2 | Maintain and monitor. | 5 | Attendance Officer |
| | 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. | 5 | Pastoral Leads, HR and Principals for staff. |

| 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 |
|---|--|--|---|---|---|---|--|
| | 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. | 2 | Maintain and monitor. | 4 | Behaviour Leads (VP's) and Principals. |
| 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 regulations. | 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 |
| 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. From 10th December - Performing Arts, Performance and Drama should follow sector specific guidance when available and it is now a mandatory requirement for all persons to wear a face covering when entering most public buildings including when attending cinemas and theatres. Where the capacity of the performance or event is likely to exceed 500 persons in attendance unseated a covid pass system shall be introduced to confirm the covid vaccination status of all those in attendance. However, Schools are not required to use the NHS COVID Pass, unless they are holding a specific event (such as a reception, concert or party) that meets the attendance thresholds. Any open event or planned performance e.g. concerts where members of the public are invited require approval from Trust and an appropriate risk assessment. Other additional control measures including social distancing, the availability of hand sanitiser and the management of the capacity shall be considered when organising theatre performances, events and shows. Where applicable, schools should follow guidance on mandatory certification for events. Under 18s are exempt from showing their COVID Status but should be counted towards attendance thresholds. The School should not use the NHS COVID Pass as a condition of entry for education or related activities such as exams, teaching, extra-curricular activities or any other day-to-day activities that are part of education or training. | 3 | Monitor and maintain existing arrangements | 4 | |
| 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 | All the trust schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. The School can hold PE lessons indoors, including those that involve activities related to team sports, for example practising specific techniques, within system of controls. Outdoor sports shall be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible). Sports provisions/venues: Are permitted to host unlimited exercise but there are limits on the number of people you can exercise with. You can exercise in a group of up to 30 people when outdoors. When indoors, you can exercise: -on your own -in a group of up to 6 people -in a larger group of any size from up to 2 households (and their support bubbles, if eligible) You can also take part in formally organised indoor and outdoor sports or licensed physical activity with any number of people. This must be organised by a business, charity or public body and the organiser must take the required precautions, including the completion of a risk assessment. You should avoid contact in training and, for some sports, avoid contact in all activities. The School / Trust shall follow the guidance: on grassroots sport and recreation in England for providers of grassroots sports and gym and leisure facilities Follow guidance issued by the association for physical education The enclosed nature of changing rooms may result in increased risk of COVID-19 spreading. The School shall: Ensure adequate ventilation in changing rooms. Set clear use and cleaning guidance for showers, lockers and changing rooms. This is to ensure they're kept clean and clear of personal items. Ensure there is enhanced cleaning of all facilities regularly during the day and at the end of the day and make and sanitiser available on entry and exit points. Whilst changing rooms and showers can open. The Trust recommend that those arriving to participate in sport or exercise arrive 'ready' to ensure the changing rooms are manageable and not over crowded Sports equipment shall be thoroughly cleaned between each use by different individual groups. Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that it is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures. | 3 | Schools must only provide team sports on the list available at return to recreational team sport framework. This shall be monitored to ensure only the appropriate team sports are performed. Sports equipment to be thoroughly cleaned between each use by different individual groups. Sports should be undertaken outdoors wherever possible. All equipment should be cleaned and sanitised prior to and after each use. | 4 | All Staff |
| 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 isolating either because they have travelled abroad, contacted by NHS track and trace and informed to self isolate or because someone (whether it is the person you are visiting or someone else) has COVID-19 symptoms • 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 |
| 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 |
| 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 |