

## Activity Risk Assessment

<b>Reference</b>	COVID -19	<b>Activity Description</b>	All
<b>Assessment Date</b>	22/02/21 with ongoing reviews	<b>Publish to Website.</b>	Yes
<b>Assessor Name</b>	Hugh Johnston	<b>Activity Description</b>	COVID-19 - Education General Risk Assessment
<b>Assessment Team Members</b>	DCEO, COO, Principal, Estates and Facilities Manager and N Robinson	<b>Review Date</b>	Ongoing review
<b>Org Unit</b>	Mossbourne Federation		
<b>Location</b>	Mossbourne Community Academy	<b>Number of people at risk?</b>	<b>1455 pupils and 203 staff</b>
<b>Risk Assessment Category</b>	Activity risk assessment	<b>People at risk</b>	
<b>Date Record Created</b>	20/05/2020		

Substance, activity or a process with potential to cause harm.

Details those that may be affected by the Hazard

Lists legal requirements along with any control measures that may already be in place.

A list of recommended control measures put in place to reduce the level of risk and new ratings to indicate how effective they are.

Hazard Type & Example	Category of person who may be at risk.	Examples of Legal requirements and Control Measures	L	S	R	Additional Control Measures	L	S	R
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Likelihood	
1	Very Unlikely
2	Unlikely
3	Likely
4	Very Likely

Severity	
1	Trivial
2	Minor
3	Moderate
4	Significant
5	Very Significant

Risk (likelihood x severity)	
1 – 6	Low
7 – 14	Moderate
15 – 20	High

Hazard Type & Example	Category of person who may be at risk.	Examples of Legal Requirements and Control Measures	L	S	R	Additional Control Measures	L	S	R
1 <b>Severe illness from exposure to COVID-19</b>	<p>The federation has categorised all staff into 5 categories as follows:</p> <p>A. No significant concerns</p> <p>B. Living with a clinically vulnerable or extremely clinically vulnerable person</p> <p>C. Vulnerable due to a combination of age, ethnicity and / or underlying health condition that is not listed under category D or E.</p> <p>D. Clinically vulnerable</p> <p>E. Clinically extremely vulnerable</p> <p>Staff in category E have been identified by the most recent guidance.</p> <p>Students who are clinically extremely vulnerable (confirmed by medical professional).</p>	<p>Remote learning provision for pupils affected.</p> <p>Additional wash stations provided throughout the Academy.</p> <p>Sanitising stations at entry points and high traffic areas.</p> <p>Staff and students may choose to wear face coverings when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.</p> <p>In addition, staff and pupils may choose to wear face coverings in classrooms or during activities, unless social distancing can be maintained. 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.</p> <p>Visitor restrictions.</p>	4	5	20	<p>Employees have been asked to update their category status by notifying the federation of any changes (including a copy of their doctor's/ NHS letter for inclusion). HR have updated the risk assessments and ensured the categorisation includes recent changes made by the government on people who need to shield.</p> <p>Managers to monitor the wellbeing of staff working on site and at home.</p> <p>All staff concerned about their work environment should speak to HR.</p> <p>Category E staff risk assessments have been updated and action plans put in place.</p> <p>Hand sanitisation and cleaning supplies to continue to be replenished regularly.</p> <p>Ventilation in rooms doors and windows where possible to remain open.</p> <p>Federation Leadership Team are continuously monitoring government guidance.</p>	1	4	4
2 <b>Individuals contracting COVID-19 by any means.</b>	<p>Any individual attending the academy, including: Staff in all categories Contractors Members of the public Pupils</p>	<p>Remote learning provision for pupils affected.</p> <p>Schools' coronavirus operational guidance, <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-</a></p>	4	5	20	<p>Pupils to be made aware of regular hand washing upon entry to the academy.</p> <p>Classroom laid out to create as much space as possible between stations.</p>	2	4	8

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		<p><a href="#">outbreak/schools-coronavirus-covid-19-operational-guidance</a></p> <p>Individuals who display symptoms must self-isolate (10 days) and book a test.</p> <p>Individuals identified by track and trace as having been in contact with a confirmed case must self-isolate (10 days)</p> <p>Distribution and display of PHE (Public Health England) literature/posters across indoor screens desktops etc.</p> <p>Pupils who consent to LFT should test at home twice per week.</p> <p>Staff who consent to LFT should test at home, twice per week.</p>				<p>Reorganisation of the academy day to minimise pupils contact outside of class as well as bubble sizes.</p> <p>Bubble sizes to ensure that in the event of a positive confirmed case a maximum 100 pupils are sent home.</p> <p>Distribution and display of literature/posters across Federation.</p> <p>If symptomatic, book a test at a local testing station.</p> <p>If in close contact, live in a household with anyone who develops symptoms and/or develop symptoms, self-isolate and not come to school.</p> <p>Pupils or staff with a positive lateral flow test result will need to self-isolate and follow. <a href="#">guidance</a>.</p> <p>The academy has established a protocol for managing confirmed and/or suspected cases for staff and students.</p>			
<b>3</b> <b>Reception areas</b>	Any individual attending the academy, including: Staff in all categories Contractors Members of the public Pupils	<p>Sanitising units at point of entry.</p> <p>Signage to be displayed on social distancing measures where possible.</p> <p>Controlled entry and access.</p> <p>Staff and students may choose to wear Face coverings when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.</p>	4	4	16	<p>Distribution and display of literature/posters across all academies in the Federation.</p> <p>Line managers should account for staff on a daily basis, this will allay the need to sign-in, reducing contact and lessening risk transmission.</p> <p>Visitors by appointment only (appointments should be conducted via telephone or other means, where possible).</p> <p>Controlled entry and exit into receptions, one in one out.</p>	2	2	4

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		In addition, staff and pupils may choose to wear face coverings in classrooms or during activities, unless social distancing can be maintained. 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. Visitor restrictions.				<p>Front of receptions fitted with Perspex screens.</p> <p>Sanitising station on entry.</p> <p>A record of name and telephone number should be kept for all visitors for the purpose of track and trace.</p> <p>Adopt Catch it Bin it Kill it slogan publicise at Reception.</p>			
<b>4</b> <b>Pupil Drop off/ Pick up</b>	Any individual attending the academy, including: Staff in all categories Contractors Members of the public Pupils	<p>Students to be met and greeted at the gate.</p> <p>No parents allowed to enter through gates.</p> <p>Schools' coronavirus operational guidance, <a href="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/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance</a></p> <p>Visitor restrictions</p>	4	4	16	<p>No parents to enter academy grounds, anyone that may have a need to must have an appointment and enter via reception.</p> <p>Drop off and pick up.</p> <p>Monday – Wednesday Years 7,8,9 7.50am Dismissal 16.05pm – 16.15pm</p> <p>Years 10,11, 8.05am Dismissal 16.20 -,16.25pm</p> <p>Year 12,13 07.50 Dismissal 15.25-16.20pm</p> <p>Thursday -Friday Opening times as above. Dismissal times Years 7,8,9 15.10pm 15.25pm,15.20pm Years 10,11,12,13 15.25pm 15.30pm, 1430/15.25pm</p> <p>Hand sanitising units fitted at all entry points.</p> <p>Entry points to be staffed at opening and closing times.</p>	2	4	8

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						Signage displayed. Adopt 'Catch it, Bin it, Kill it.'			
<b>5</b> <b>Dining Hall arrangements</b>	Any individual attending the academy, including: Staff in all categories Contractors Pupils	Schools' coronavirus operational guidance, <a href="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/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance</a>  Follow government guidance on social distancing ensuring that 2m distance is maintained at all times.  Lunch queue to be controlled, access restricted accordingly.  Staff and students may choose to wear Face coverings when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.  In addition, staff and pupils may choose to wear face coverings in classrooms or during activities, unless social distancing can be maintained. 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. Visitor restrictions.	4	4	16	Lunch to be taken within form group bubbles.  Where possible, social distancing to be followed, if not, face coverings to be worn.  Set Menu; 1x Main & 1 x Vegetarian to enable queue management. To reduce queues and move students quicker.  Hand sanitising units fitted at the entrance to dining halls.  Students and staff encouraged to wash hands and sanitise before eating food. Sanitise table before and after lunch.  Adopt Catch it Bin it Kill it.	3	3	9
<b>6</b> <b>Till Operators / Kitchen staff.</b>	Any individual attending the academy, including: Staff in all categories	Dining halls to be staffed appropriately with during mealtimes.  Hand washing before and after eating.	3	4	12	<b>Option a.</b> Biometrics to be done manually by operator student to give name and identify themselves by	3	3	9

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	Contractors Pupils	<p>Staff and students may choose to wear Face coverings when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.</p> <p>In addition, staff and pupils may choose to wear face coverings in classrooms or during activities, unless social distancing can be maintained. 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. Visitor restrictions.</p>				<p>their planner till staff to manually enter into the till system. <b>Option b.</b> Fingerprint scanning till operator to clean the point of contact after each use.</p> <p>Catering staff to wear PPE (Personal Protective Equipment) whenever the Government guidelines of social distancing cannot be achieved.</p> <p>Catering staff deployed behind hotplate to wear Gloves and masks.</p> <p>Gloves to be changed frequently.</p> <p>Till staff to wear Gloves and visors during lunch periods.</p>			
7 <b>Classroom layouts</b> <b>6<sup>TH</sup> Form students, Sanitising of desks</b>	Any individual attending the academy, including: Staff in all categories Contractors Pupils	<p>Classrooms to be laid out to create as much space as possible between stations.</p> <p>Staff and students may choose to wear Face coverings when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.</p> <p>In addition, staff and pupils may choose to wear face coverings in classrooms or during activities, unless social distancing can be maintained. 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. Visitor restrictions.</p>	3	4	12	<p>Double desks to be separated where possible creating as much distancing between students as possible.</p> <p>Reorganisation of the academy day to minimise pupils contact outside of class as well as bubble sizes.</p> <p>Bubble sizes to ensure that in the event of a positive confirmed case a maximum 100 pupils are sent home.</p> <p>Students should be greeted and move straight into rooms on arrival and not line up outside rooms.</p> <p>Hand sanitising units on entry.</p> <p>Whenever possible students should be facing the front and not directly opposite each other.</p>	2	2	4

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		<p>Schools' coronavirus operational guidance, <a href="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/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance</a></p>				<p>Movement in classrooms should be minimised.</p> <p>Clear routes through all rooms to be maintained and fire Evacuation routes not compromised.</p> <p>Minimal objects in classrooms to enable efficient cleaning.</p> <p>Adopt 'Catch it, Bin it, Kill it'.</p> <p>All classrooms to be fitted with the following sanitisation equipment to allow for sanitising hands-on entry and the cleaning of desktops frequently:</p> <p>Blue roll x1</p> <p>Sanitising spray x1</p> <p>Hand gel x1</p> <p>Daily cleaning in each room cleaning staff x1.</p> <p>Replenishment daily and on request vis the helpdesk. <a href="mailto:Site.services@mossbourne.org">Site.services@mossbourne.org</a></p> <p>It is compulsory that all 6<sup>th</sup> formers sanitise desks in all classrooms that they use including ES room.</p> <p><b>All classrooms, where possible, have been rearranged to create a 2-metre distance between staff and students.</b></p> <p>Ventilation systems have been serviced and operated accordingly.</p>			

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						Classroom have been fitted with visible markers in the flooring to create 2m social distancing wherever possible.			
<b>8</b> <b>Class changeover</b>	Any individual attending the academy, including: Staff in all categories Contractors Pupils	<p>Transition periods to be kept to a minimum.</p> <p>Use of building to be minimised.</p> <p>Staff and students may choose to wear face coverings when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.</p> <p>In addition, staff and pupils may choose to wear face coverings in classrooms or during activities, unless social distancing can be maintained. 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.</p> <p>Visitor restrictions.</p>	4	5	20	<p>Decrease movement around corridors and stairwells.</p> <p>Staggered changeover to be considered to decrease the volume of traffic in corridors.</p> <p>Face coverings issued to all staff and pupils who cannot access them.</p> <p>Bubble sizes to ensure that in the event of a positive confirmed case a maximum 100 pupils are sent home.</p>	2	2	4
<b>9</b> <b>Class line-ups (Playground)</b>	Any individual attending the academy, including: Staff in all categories Contractors Pupils	<p>Where students should maintain a safe distance in line up.</p> <p>Staff and students may choose to wear Face coverings when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.</p>	3	4	12	<p>Classes should be dispersed intermittingly to rooms and go straight to room as soon as possible after entry.</p> <p>During class line-up visual checks should be done of all students regarding any visible health issues.</p>	2	2	4



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		In addition, staff and pupils may choose to wear face coverings in classrooms or during activities, unless social distancing can be maintained. 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.  Visitor restrictions.				Staff to check and ensure students put on a suitable face covering before entering the building.  Bubble sizes to ensure that in the event of a positive confirmed case a maximum 100 pupils are sent home.			
<b>10</b> <b>Lifts</b>	Any individual attending the academy, including: Staff in all categories Contractors Visitors Pupils	Access controlled.  Staff and students may choose to wear Face coverings when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.  In addition, staff and pupils may choose to wear face coverings in classrooms or during activities, unless social distancing can be maintained. 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.  Visitor restrictions.	4	4	16	Lift use should be discouraged and only used if necessary.  To be cleaned inside, including buttons, frequently.  Full list of cleaning duties to be placed on the cleaning schedule and issued to cleaning staff.	2	2	4
<b>11</b> <b>Medical rooms/First aid</b>	Any individual attending the academy, including: Staff in all categories Contractors Visitors Pupils	First Aid should continue to be administered whenever required.  COVID-19 symptoms to be reported to 111 immediately.	4	4	16	Where possible, all first aid to be conducted in the confines of the medical room.  A stock of PPE will be held centrally in first aid rooms for use, when required.	3	3	9

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		Deep clean to take place as soon as possible after detection.				<p>A separate stock of PPE will be held in each medical room to deal with emergency situations.</p> <p>Qualified staff (including paediatric first aid for early years) to oversee administration of first aid for the number of pupils and staff onsite.</p> <p>One patient in room at a time, adhering to social distancing measures whenever possible.</p> <p>Deep clean to take place as soon as possible after confirmed case of COVID-19.</p> <p>Adopt Catch it Bin it Kill it.</p>			
<b>12</b> <b>Staff bases / TA rooms</b>	Any individual attending the academy, including: Staff in all categories Contractors Visitors Pupils	<p>Social distancing measures, where possible.</p> <p>Staff and students may choose to wear Face coverings when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.</p> <p>In addition, staff and pupils may choose to wear face coverings in classrooms or during activities, unless social distancing can be maintained. This does not apply in situations where wearing a face covering</p>	4	4	16	<p>Staff to use the same desks and keyboards where possible.</p> <p>Line managers to restrict number of staff in these areas.</p> <p>Staff to seek alternative free space to work if required.</p>	2	3	6

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		would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.  Visitor restrictions.				All staff MUST maintain a 2m distance at all times and find alternative spaces to complete work when staff base or room if busy.			
<b>13</b> <b>Departmental meetings</b>	Any individual attending the academy, including: Staff in all categories	Social distancing measures, where possible.  Staff and students may choose to wear Face coverings when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.  In addition, staff and pupils may choose to wear face coverings in classrooms or during activities, unless social distancing can be maintained. 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.  Visitor restrictions.	3	4	12	Where possible, telephone conversations/digital meetings should be used, rather than face to face.  Face to face should be restricted to no more than 2 people, where possible  All staff MUST maintain a 2m distance at all times and find alternative spaces to complete work when staff base or room if busy.  If more than two people are required, the room should be big enough to allow social distancing.	2	2	4
<b>14</b> <b>All staff briefing (Weekly)</b>	Any individual attending the academy, including: Staff in all categories	Social distancing measures, where possible.  Staff and students may choose to wear Face coverings when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.	3	4	12	Principal to email all staff with key information.	2	2	4

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		In addition, staff and pupils may choose to wear face coverings in classrooms or during activities, unless social distancing can be maintained. 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.  Visitor restrictions.							
<b>15</b> <b>Doors Internal / External.</b> <b>All Hard surfaces</b>	Employees Contractors Members of the Public Clinically extremely vulnerable person Disproportionately affected groups such as male, BAME and older individuals	Doors remain open.	3	4	12	Where possible, doors should be wedged open in classrooms corridors etc. to reduce contact.  Barrier tape, markings, and signage to identify routes.  Where possible, and weather permitting, external doors should remain open.	2	2	4
<b>16</b> <b>Playgrounds</b>	Any individual attending the academy, including: Staff in all categories Contractors Visitors Pupils	Schools' coronavirus operational guidance, <a href="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/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance</a>  Staff and students may choose to wear Face coverings when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.  In addition, staff and pupils may choose to wear face coverings in classrooms or during activities, unless social distancing can be maintained. This does not apply in situations where wearing a face covering	4	5	20	Control number of people in playgrounds. (Bubbles)  Bubble sizes to ensure that in the event of a positive confirmed case a maximum 100 pupils are sent home.  Equipment to be cleaned prior to and after use.  Handwashing/sanitising units used before and after play.  Reduce equipment that is shared, where possible.	3	3	9

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		would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.  Visitor restrictions.				Any equipment that cannot be cleaned should be removed.			
<b>17</b> <b>Daily student briefings at the start of the day. Visiting site</b>	Employees Contractors Members of the Public Clinically extremely vulnerable person Pupils Disproportionately affected groups such as male, BAME and older individuals	Hand washing techniques to be displayed in corridors etc.  Hand washing facilities replenished throughout operating hours.  Staff and students may choose to wear Face coverings when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.  In addition, staff and pupils may choose to wear face coverings in classrooms or during activities, unless social distancing can be maintained. 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.  Visitor restrictions.  Sanitiser units fitted in key areas.	3	4	12	Pupils to be reminded of social distancing, face covering arrangements and hygiene rules upon site entry.  Reiterate Catch it Bin it Kill it.	2	2	4

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<b>18</b> <b>Contractors</b>	Employees Contractors Members of the Public Clinically extremely vulnerable person Pupils Disproportionately affected groups such as male, BAME and older individuals	Only essential works to be carried out.  Contractors responsible for the provision of their own PPE, to be checked before commencement.	3	4	12	Planned maintenance to continue scheduled out of hours, where possible.  All contractors to provide information relating to their social distancing methods and use of PPE.  Work only to take place when no pupils are onsite.  Risk assessment method statements to supplied by contractors.	3	2	6
<b>19</b> <b>Sourcing of PPE</b>	Employees Contractors Members of the Public Clinically extremely vulnerable person Pupils Disproportionately affected groups such as male, BAME and older individuals	Staff and students may choose to wear Face coverings when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.  In addition, staff and pupils may choose to wear face coverings in classrooms or during activities, unless social distancing can be maintained. 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.  Visitor restrictions.	4	4	16	A stock of PPE will be maintained and held centrally to support the stock held by academies.  Training in the use of PPE used in the course of duties provided to staff and slides available on the desktop.  All staff issued with a face mask (visors are no longer suitable)	3	2	6
<b>20</b> <b>Cleaning</b>	Employees Contractors Members of the Public Clinically extremely vulnerable person	Daily cleaning in place.	4	3	12	Day cleaners to be put in place during opening hours of academies to support enhanced cleaning.	2	2	4

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	Pupils Disproportionately affected groups such as male, BAME and older individuals	Antiseptic chemicals used.  Attention to door handles hard surfaces and toilets.				Pinnacle Cleaning ltd and SND cleaning to ensure their staff have all the necessary PPE available to safely work with the academies.  Additional cleaning to be put in place throughout, toilets corridors doors stairwells including bannisters. Along with dining hall.  Staff and pupils will frequently clean desktops with sanitiser and blue roll.  Adopt Catch it Bin it Kill it.  Additional cleaning schedule issued to cleaning staff.			
<b>21</b> <b>IT Equipment /IT staff</b> <b>Touch screens</b>	Employees Contractors Clinically extremely vulnerable person Pupils Disproportionately affected groups such as male, BAME and older individuals	IT equipment to be cleaned after each use.  Telephones to be cleaned daily and before first use.  Photocopier touch screens to be wiped down by operator before use.	4	4	16	IT equipment to be frequently cleaned.  Sanitising spray to be available in all IT Rooms.  IT issues to be remedied remotely, where possible.  Password resets to be done remotely.  Adhere to social distancing measures where IT response is required to attend workstations.	3	3	9

Hazard Type & Example	Category of person who may be at risk.	Examples of Legal Requirements and Control Measures	L	S	R	Additional Control Measures	L	S	R
<b>22</b> <b>Hot desking</b>	Any individual attending the academy, including: Staff in all categories Contractors Visitors	Staff and students may choose to wear Face coverings when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.  In addition, staff and pupils may choose to wear face coverings in classrooms or during activities, unless social distancing can be maintained. 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.  Visitor restrictions.  Visitor restrictions	3	3	9	Where hot desking cannot be avoided, workstation should be sanitised before use.  Anti-bacterial spray to be provide in hot desk areas.  All staff concerned about their work environment should speak to HR.  Hand sanitisation and cleaning supplies to continue to be replenished regularly.  Ventilation in rooms doors and windows where possible to remain open.  Federation Leadership Team are continuously monitoring government guidance.  Academy staff and Central Services staff to avoid meeting face to face and arrange virtual meetings instead.	2	2	4
<b>23</b> <b>Fire Evacuation</b>	Any individual attending the academy, including: Staff in all categories Contractors Visitors Pupils	Fire Evacuation Policy.	3	4	12	Assembly points to adhere to social distancing measures, space permitting.  Flick online training available for new staff identified as fire wardens.	2	2	4



Hazard Type & Example	Category of person who may be at risk.	Examples of Legal Requirements and Control Measures	L	S	R	Additional Control Measures	L	S	R
<p><b>24</b></p> <p><b>Car parking &amp; Public transport</b></p> <p><b>School Minibuses</b></p>	<p>Any individual attending the academy, including: Staff in all categories Contractors Visitors Pupils</p>	<p><a href="https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020?utm_source=87cee944-f032-4662-93a2-fdc249e6b5b0&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=immediate">https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020?utm_source=87cee944-f032-4662-93a2-fdc249e6b5b0&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=immediate</a></p>	2	2	4	<p>Prioritise Car parking for disabled staff those with specific Health issues followed by distance to their academy workplace.</p> <p>Staff made aware of alternative parking availability in surrounding residential areas.</p> <p>Staff to refer concerns around travel to line managers, Principals and/or HR Business Partners</p> <p>Face coverings is always compulsory while travelling in the school minibus.</p> <p>All users must sanitise on boarding the bus.</p> <p>While waiting to board all passengers must socially distance at 2m.</p>	1	2	3
<p><b>25</b></p> <p><b>Clothing School uniform.</b></p>	<p>Pupils</p>	<p>Schools' coronavirus operational guidance, <a href="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/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance</a></p> <p>Where possible social distancing to be in place.</p> <p>Staff and students may choose to wear Face coverings when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.</p> <p>In addition, staff and pupils may choose to wear face coverings in classrooms or during activities, unless social distancing can be maintained. This does not apply in situations where wearing a face covering</p>	3	3	9	<p>Any stocks of uniforms in academies should be utilised and issued to students who may require it.</p> <p>Uniforms should be washed daily.</p>	1	2	3

Hazard Type & Example	Category of person who may be at risk.	Examples of Legal Requirements and Control Measures	L	S	R	Additional Control Measures	L	S	R
		would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.  Visitor restrictions.							
<b>26</b> <b>Science, Technology, Music and Art rooms</b>	Any individual attending the academy, including: Staff in all categories Contractors Visitors Pupils	Schools' coronavirus operational guidance, <a href="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/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance</a>  See section relating to listed subjects.	3	3	9	Sharing of any equipment should be restricted. Where this is not possible it should be sanitised between use.  Desktops should be sanitised between lessons.  Staff to spray sanitiser Students to wipe down with blue roll.	2	2	4
<b>27</b> <b>Sports hall</b>	Any individual attending the academy, including: Staff in all categories Contractors Visitors Pupils		3	3	9	Sport where possible should not include physical contact.  Sports lessons conducted outside where possible.  Hand washing before and after lessons.  Equipment should be cleaned in between groups.	2	2	4
<b>28</b> <b>Students requiring additional support.</b>	Any individual attending the academy, including: Staff in all categories Pupils	TA supervision.  Schools' coronavirus operational guidance, <a href="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/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance</a>	3	3	9	It is compulsory for staff working and providing intimate care students that PPE is worn.  All staff to be briefed on the requirement to wear PPE.  Items required, Face mask/ Visor gloves and apron.	2	3	6

Hazard Type & Example	Category of person who may be at risk.	Examples of Legal Requirements and Control Measures	L	S	R	Additional Control Measures	L	S	R
		<p>Staff and students may choose to wear Face coverings when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.</p> <p>In addition, staff and pupils may choose to wear face coverings in classrooms or during activities, unless social distancing can be maintained. 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.</p> <p>Visitor restrictions.</p>							
<b>29</b> Educational Visits	Any individual attending the academy, including: Staff in all categories Contractors Visitors Pupils	Schools' coronavirus operational guidance, <a href="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/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance</a>	3	3	9	No educational visits will take place until further notice.	1	2	2
<b>30</b> Catering Provision	Any individual attending the academy, including: Staff in all categories Contractors Visitors Pupils	Schools' coronavirus operational guidance, <a href="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/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance</a>	3	3	9	<p>In the event of a covid-19 outbreak within the kitchen that would cause the kitchen to close the following procedure should be put in place.</p> <p>AIP will relocate to the nearest Federation site that is not affected.</p>	2	3	6

Commented [RW1]:

Hazard Type & Example	Category of person who may be at risk.	Examples of Legal Requirements and Control Measures	L	S	R	Additional Control Measures	L	S	R
						<p>AIP will be depending on space Cater for MCA students and staff and deliver to site.</p> <p>It may not be possible to cater for all students, as a minimum AIP will provide food for Free school Meals in the form of a packed lunch.</p> <p>Principals should inform non-FSM students to bring a packed lunch.</p>			

<b>Signed</b>	H Johnston	<b>Date</b>	18 <sup>th</sup> May 2020
<b>Revised by</b>	H Johnston	<b>Date</b>	28 <sup>th</sup> May 2020
<b>Revised by</b>	H Johnston	<b>Date</b>	01 <sup>st</sup> June 2020
<b>Revised by</b>	H Johnston	<b>Date</b>	11 <sup>th</sup> June 2020.
<b>Revised by</b>	H Johnston	<b>Date</b>	1 <sup>st</sup> August 2020.
<b>Revised by</b>	H Johnston	<b>Date</b>	2 <sup>nd</sup> September 2020.
<b>Revised by</b>	H Johnston	<b>Date</b>	9 <sup>th</sup> September 2020
<b>Revised by</b>	H Johnston	<b>Date</b>	18 <sup>th</sup> September 2020.
<b>Revised by</b>	H Johnston	<b>Date</b>	06 <sup>th</sup> November 2020
<b>Revised by</b>	H Johnston	<b>Date</b>	2 <sup>nd</sup> December 2020

<b>Revised by</b>	H Johnston	<b>Date</b>	5 <sup>th</sup> January 2021
<b>Revised by</b>	H Johnston	<b>Date</b>	25 <sup>th</sup> January 2021
<b>Revised by</b>	H Johnston	<b>Date</b>	22 February 2021
<b>Revised by</b>	M Ojja	<b>Date</b>	8 <sup>th</sup> March 2021
<b>Revised by</b>	H Johnston	<b>Date</b>	13 <sup>th</sup> May 2021