

COVID-19: Generic Health and safety risk assessment

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education.

School name:	Forest Academy	Assessment conducted by – name:	Abigail Oldfield		
Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers, vulnerable people	Assessment conducted by – job title:	Interim Principal		
Assessment date:	20/01/2021	Review interval:	Monthly	Date of next review:	20/02/2021

Note: Risks assessments must be reviewed quarterly, whenever there is a significant change in the activity and following any incident. Risk assessments must be retained for a period of 6 years.

Related documents	
Trust/Local Authority documents: Hub B Curriculum Framework: https://drive.google.com/drive/folders/16kIBSiR9MBjIAQALeY06_3X9m3vGAOCh	Government guidance: Coronavirus (COVID-19): Education and childcare https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools Safe working in education, childcare and children’s social care Coronavirus (COVID-19) Collection: guidance for schools and other educational settings Actions for schools during the coronavirus outbreak COVID-19: cleaning in non-healthcare settings https://www.gov.uk/government/publications/face-coverings-in-education

Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major health issue, significant reduction in educational attainment or risk of complete failure in operational delivery	H	H	M
	Severe: Causes illness requiring medical attention, reduced education attainment that cannot be recovered in the academic year or significant reduction in operational delivery	H	M	L
	Minor: Causes short-term, recoverable health issues, recoverable reduction in education attainment or manageable reduction in operational delivery	M	L	L

Area for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	In place? (Yes/No)	Residual risk rating (H/M/L)
Infection control						
Spread of COVID-19 due to poor hygiene and infection control	H	<ul style="list-style-type: none"> Current government guidance is being applied, and specifically the DfE system of control measures set out in the latest government guidance are in place as follows: 	Y	Staff Safety Guidance Doc Jan 2021 https://drive.google.com/drive/u/2/folders/1fMypl1d-IWOhd_x0mLndAM1ZtOi8tSMD	Y	M
		<ol style="list-style-type: none"> Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school <p>The information below is included in the school's reopening guidance. This information is issued at staff and pupil briefings and in letters home to parents:</p> <ul style="list-style-type: none"> Where possible, staff will be permitted to work from home 	Y	Staff Safety Guidance Doc Jan 2021 https://drive.google.com/drive/u/2/folders/1fMypl1d-IWOhd_x0mLndAM1ZtOi8tSMD	Y	

Area for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	In place? (Yes/No)	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> The school has informed parents, students, carers, employees and visitors not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection) Anyone with symptoms must remain at home and self-isolate for 10 days if they test positive. Anyone in their household needs to self-isolate for 10 days (including siblings). Any pupil or staff member needs to go home immediately if they have symptoms. They should take a test as soon as possible. A child with symptoms awaiting collection needs to be isolated and kept at a distance of 2m from the supervising staff member, ideally in a well-ventilated place. PPE is required if this distance cannot be maintained or there is a risk of contaminated bodily fluids. If the child uses the bathroom, it must be thoroughly disinfected before use by anyone else. Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with disinfectant after they have left to reduce the risk of passing the infection on to other people. Routinely taking the temperature of pupils is not recommended by Public Health England as this is an unreliable method for identifying coronavirus (COVID-19). <p>In addition:</p> <ul style="list-style-type: none"> Staff are reminded that they have received training on infection control that gives them a good 	Y	<p>Revised Safety Guidance shared with all staff in Jan 21 Staff Safety Guidance https://drive.google.com/drive/u/2/folders/1fMypl1d-IWOhd_x0mLndAM1ZtOi8tSMD</p>	Y	

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		<p>understanding of how the spread of coronavirus occurs and can be mitigated.</p> <ul style="list-style-type: none"> Infection control training is arranged for new staff. <p>2. Face Coverings</p> <ul style="list-style-type: none"> Current government guidance regarding the wearing of face masks is followed As an additional precaution staff may choose to wear a mask or face covering in communal areas (such as corridors and halls) If staff are wearing masks in school they should be reminded of safe wearing principles Face coverings are worn by adults and pupils when travelling on school buses and public transport Schools hold a small contingency supply of face coverings that are available should the need arise <p>3. Clean hands thoroughly more often than usual</p> <ul style="list-style-type: none"> Handwashing / sanitising is scheduled into the school day. It takes place as a minimum: when pupils, staff or visitors enter the school; at break; before and after lunch; before leaving school; whenever the toilet is used. Bubbles are assigned specific toilets and sinks. Handwashing routines are taught to pupils using suitable age appropriate materials Checks are scheduled during the day on stocks of hand sanitiser, soap and paper towels. Steps are taken to ensure that there is sufficient supply in school. <p>4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p> <ul style="list-style-type: none"> Posters are downloaded/made that remind pupils and staff about the approach and the importance of handwashing. These are displayed around the 	<p>Y</p>	<p>All parents, visitors, Kendor Nursery and Beckmead staff are asked to wear face coverings when entering the school site. See Partial Opening Guidance Jan 21 https://drive.google.com/drive/u/2/folders/1fMypl1d-IWOhd_x0mLndAM1ZtOi8tSMD</p> <p>Covid signage in every classroom and communal areas. Covid signage docs: https://docs.google.com/presentation/u/2/d/1GqXkj6hKjw15mUdgtmNnX-xv8e9r7Ga/edit?usp=drive_web&ouid=107535683191684077455&rtpof=true</p> <p>Toilets used by children are cleaned twice a day by premises manager and at the end of the day by cleaners. See premises checklist https://drive.google.com/drive/u/2/folders/1fMypl1d-IWOhd_x0mLndAM1ZtOi8tSMD</p> <p>All adults are expected to sanitise toilet seat, handles, locks and taps used every time they use the toilet. Posters in every washroom to remind staff. Only one adult to enter the multiple staff toilets at a time in line with Staff Safety Guidance Doc Jan 2021 https://drive.google.com/drive/u/2/folders/1fMypl1d-IWOhd_x0mLndAM1ZtOi8tSMD</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	

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		<p>school, particularly by washbasins/ toilets and at entry/exit points</p> <ul style="list-style-type: none"> • The location of lidded bins around the school is checked, and more are ordered if necessary • A schedule for bins to be emptied / disinfected is in place and is adhered to • Pupils using public transport are reminded of the need to wear face coverings/masks • A stock of masks is maintained and made available for staff who cannot socially distance (for use if they are required to provide first aid / intimate care to pupils with COVID-19 symptoms) and for pupils who do not have a mask for use on public transport <p>5. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents</p> <ul style="list-style-type: none"> • Premises Manager ensures delivery of the induction package to cleaning staff so they fully understand their role in preventing the spread of coronavirus • The cleaning schedule is reviewed and if necessary additional staff hours are provided to ensure that DfE listed criteria are met • Stock checks and stock control are maintained by premises and office staff. • Soft furnishings, soft toys and those with intricate parts have been removed and are not permitted. <p>6. Minimise contact between individuals and maintain social distancing wherever possible</p> <ul style="list-style-type: none"> • Under national lockdown, school utilising a rota system to reduce number of staff on site 	<p>Y</p>	<p>See premises checklist https://drive.google.com/drive/u/2/folders/1fMypl1d-IWOhd_x0mLndAM1ZtOi8tSMD</p> <p>See Partial Opening Guidance Jan 21. Staff are advised to spend break and lunch times with staff in their bubble to minimise cross contamination where possible. A lunch and breaktime rota is also in place to minimise contact between staff and children in separate bubbles https://drive.google.com/drive/u/2/folders/1fMypl1d-IWOhd_x0mLndAM1ZtOi8tSMD</p>	<p>Y</p> <p>Y</p> <p>Y</p>	

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		<p>operation meets current guidance (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).</p> <ul style="list-style-type: none"> • natural ventilation – windows are opened (in cooler weather windows are opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Internal doors are opened where possible to assist with creating a throughput of air. • natural ventilation – if necessary external opening doors are opened (as long as they are not fire doors and where safe to do so) • Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice is available in school and observed. <p>9. Engage with the NHS Test and Trace process</p> <ul style="list-style-type: none"> • School leaders understand the complexity of the arrangements for testing and self-isolation and ensure that staff and parents are fully aware of requirements. • Staff induction for return to school includes information about the NHS Test and Trace process • External visitors to site are aware, and adhere to, the track and trace system as implemented by the school <p>10. Manage confirmed cases of coronavirus (COVID-19) amongst the school community</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Track and trace QR code for all visitors to check in in school foyer.</p> <p>Croydon LA Covid 19 flowchart used by Int Principal and Ass HT and all procedures followed https://drive.google.com/drive/u/2/folders/1fMypl1d-IWOhd_x0mLndAM1ZtOi8tSMD</p> <p>Weekly attendance spreadsheet completed and saved to the shared drive https://drive.google.com/drive/u/2/folders/1Hg4szfbXax1uibbnRfNFYR7R0rBjcDVn</p> <p>Croydon LA Covid 19 flowchart used by Int Principal and Ass HT and all procedures followed https://drive.google.com/drive/u/2/folders/1fMypl1d-IWOhd_x0mLndAM1ZtOi8tSMD</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	

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		<ul style="list-style-type: none"> • Contact details for local Public Health England team and local authority health and safety team are readily to hand • In line with current guidance, a clear process is in place to notify the appropriate authorities of any cases that test positive (e.g., the Trust, the Local Authority, the DfE/Local Health Protection Team as required) • A spreadsheet is maintained to record all staff and pupils who are self-isolating who have tested positive. These spreadsheets are kept up to date • Use is made of any template letters provided by Public Health England / local authority as directed locally • The agreed DfE actions for confirmed COVID-19 cases in school is followed for all confirmed cases • Support and advice are sought from the Trust for any queries/complex cases. Further advice is sought from the Local Authority/DfE/PHE as required <p>11. Contain any outbreak by following local health protection team advice</p> <ul style="list-style-type: none"> • Advice provided by the local health protection team is acted on immediately • Good working relationships are established and maintained enabling rapid communication with local authorities and local Public Health England 	Y			
Pupils operate in discrete 'bubbles' but there are risks of these bubbles mixing at certain times		<ul style="list-style-type: none"> • Current government guidance is being applied • Pupils observe hygiene guidance and wash hands frequently • Teachers moving between groups comply with social distancing and hygiene guidance 	Y	See Partial Opening Guidance Jan 21. Staff are advised to spend break and lunch times with staff in their bubble to minimise cross contamination where possible. A lunch and breaktime rota is also in place to minimise contact between staff and children in separate bubbles https://drive.google.com/drive/u/2/folders/1fMyp1d-IWOhd_x0mLndAM1ZtOi8tSMD	Y	

Template risk assessment

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		<ul style="list-style-type: none"> • Timetable and arrangements for each bubble avoid contact between bubbles when moving outside their designated space • Staggered arrival and leaving times; break times and lunch times are in place 				
Maintaining effective social distancing to prevent spread of COVID-19		<ul style="list-style-type: none"> • Current government guidance is being applied • Pupils are operating in discrete 'bubbles' • Expectations of social distancing are established and communicated to all staff and relevant pupils before school reopens. For pupils this includes expectations within and outside their bubble. For teachers this includes expectations on social distancing at all times, and when moving between bubbles. • Staff and pupils are regularly reminded about social distancing • Clear social distancing signage is in place throughout the school • Arrangements have been made for assigned pupils and staff only to mix in their small, consistent group or 'bubble'. • Supervision and staggering of break times, lunch times prevents pupils from different bubbles from mixing in toilets • Arrangements for the provision of PPA carefully consider how 'bubbles' can be maintained • Where necessary, classrooms have been remodelled so that pupils are in rows facing the front • Spare chairs and desks have been removed if necessary • Classrooms are well-ventilated • Outdoor learning is incorporated into the curriculum where possible. Outdoor play 	Y	<p>See Partial Opening Guidance Jan 21. https://drive.google.com/drive/u/2/folders/1fMypl1d-IWOhd_x0mLndAM1ZtOi8tSMD</p> <p>See letters to parents re CV19 on school website https://www.forestacademy.org.uk/page/?title=COVID+19+Updates&pid=74</p>	Y	
			Y	<p>See Partial Opening Guidance Jan 21. https://drive.google.com/drive/u/2/folders/1fMypl1d-IWOhd_x0mLndAM1ZtOi8tSMD</p>	Y	

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		<p>equipment must not be used without thorough cleaning between usage of pupils from different 'bubbles'.</p> <ul style="list-style-type: none"> • Floor markings clearly demarcate social distancing measures in areas where queues may form (e.g., dining room, corridors, reception). • Whole staff meetings, congregational assemblies and other large gatherings are cancelled. • Signage is in place to deter parents from gathering at the school gate • Restrictions are placed on the number of staff using staff rooms and communal working spaces at any one time • Arrangements are put in place in kitchens to remind staff of the need to work separately from each other • Access to toilets is planned and managed to avoid large groups/queues from forming • Activities that involve shared resources/equipment are considered carefully in light of their contribution to pupil education and development. Should sharing resources/equipment be deemed appropriate good cleaning routines should be in place • Where possible, one-way systems are implemented for circulation. Routes are clearly marked with appropriate signage • Appropriate signage and floor markings are in place to protect reception staff so that they can remain at a distance of 2m from any visitors. Where possible, they are further protected by screens • Dining area layouts are configured to ensure separation of diners. Tables/chairs are cordoned off/removed where distancing is not possible. 	<p>Y</p> <p>Y</p> <p>Y</p>	<p>Covid signage docs: https://docs.google.com/presentation/u/2/d/1GqXkjh6hKjwI5mUdgtmNnX-xv8e9r7Ga/edit?usp=drive_web&ouid=107535683191684077455&rtpof=true</p> <p>Harrisons Risk Assessment for kitchen staff: https://drive.google.com/drive/u/2/folders/1fMypl1d-IWOhd_x0mLndAM1ZtOi8tSMD</p> <p>See Partial Opening Guidance Jan 21. https://drive.google.com/drive/u/2/folders/1fMypl1d-IWOhd_x0mLndAM1ZtOi8tSMD</p> <p>See Partial Opening Guidance Jan 21. https://drive.google.com/drive/u/2/folders/1fMypl1d-IWOhd_x0mLndAM1ZtOi8tSMD</p> <p>See FA Behaviour Policy and CV19 addendum: https://docs.google.com/document/d/1iilvPh_6J70pVB-Xf3iI8FHj1sM5uJHV/edit</p>	<p>Y</p> <p>Y</p> <p>Y</p>	

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		<p>isolate by a healthcare professional until is safe to do so according to the latest government guidance</p> <ul style="list-style-type: none"> • Any staff/pupils who become unwell at school must be isolated immediately and sent home as soon as possible with arrangements made for them to take a test under NHS Test and Trace • A room and separate toilet have been designated to accommodate any suspected case whilst they are waiting to be collected. Additional spaces have been identified in the event of multiple simultaneous cases arising • Arrangements are in place for staff supervision of any pupil displaying COVID-19 symptoms (2m distancing should be observed and where this is not possible, they should wear suitable PPE) • Staff and pupil absence related to COVID-19 is monitored and carefully tracked so that no pupils or staff are accepted back into school before the incubation timeline has elapsed as set out in the latest government guidance • Arrangements are in place to notify the Trust/Local Authority of any pupils or staff who test positive for COVID-19 • Pupils suspected of having COVID-19 are sent home until confirmation of a test result under NHS Test and Trace is received • The DfE actions for confirmed COVID-19 cases in school is followed for all confirmed cases • Support and advice are sought from the Trust for any queries/complex cases. Further advice is sought from the Local Authority/DfE/PHE as required 	Y	<p>Croydon LA Covid 19 flowchart used by Int Principal and Ass HT and all procedures followed https://drive.google.com/drive/u/2/folders/1fMypl1d-IWOhd_x0mLndAM1ZtOi8tSMD</p> <p>Staff Safety Guidance Doc Jan 2021 https://drive.google.com/drive/u/2/folders/1fMypl1d-IWOhd_x0mLndAM1ZtOi8tSMD</p>		

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<p>Access to /egress from site results in social distancing measures not being adhered to and / or infection spreading</p>		<ul style="list-style-type: none"> • Arrangements for dropping off and picking up pupils have been reviewed. Staggered arrivals/pick-ups have been scheduled • Parents have been told to avoid getting out of cars where possible and to avoid congregating at the school entrance • Staff, pupils and parents have been briefed regarding organisational arrangements, including staggered start/finish times • Supervision supports the observation of social distancing rules when pupils get in and out of vehicles near the school entrance • The number of entrances and exits to be used has been maximised. Separate managed entrances/exits are used for different groups • Outside doors are used to access classrooms directly where these are available • No non-essential visitors are admitted to school • Procedure is in place for receptionist to check that no one enters the school who has COVID-19 symptoms or lives with someone who has COVID-19 symptoms • Staff, where possible, use their ID badge to sign in hands-free • If the signing in screen is used, the member of staff is directed to use hand sanitiser before and after using the touch screen • The signing in touch screen is cleaned frequently with disinfectant wipes • A dedicated waiting area and meeting room is made available for visitors, adjacent to reception where possible • Protocols are agreed with transport provider(s) to reflect social distancing so that pupils do not sit next to each other on buses /in contracted taxis unless they are in the same 'bubble' 	<p style="text-align: center;">Y</p> <p style="text-align: center;">Y</p>	<p>See Partial Opening Guidance Jan 21. https://drive.google.com/drive/u/2/folders/1fMypl1d-IWOhd_x0mLndAM1ZtOi8tSMD</p> <p>See letters to parents re CV19 on school website https://www.forestacademy.org.uk/page/?title=COVID+19+Updates&pid=74</p> <p>See Partial Opening Guidance Jan 21. https://drive.google.com/drive/u/2/folders/1fMypl1d-IWOhd_x0mLndAM1ZtOi8tSMD</p> <p>Appointment system used for all visitors to school, including parents to minimise gathering of multiple households.</p>	<p style="text-align: center;">Y</p> <p style="text-align: center;">Y</p> <p style="text-align: center;">Y</p>	

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		<ul style="list-style-type: none"> • Recommendations are made to parents/pupils to avoid using public transport where possible • Designated person(s) are assigned to receive deliveries • Deliveries are managed effectively in a timely manner, with recipients adhering to social distancing and wearing PPE where appropriate 	Y	<p>Premises Manager or office staff are assigned to receive deliveries.</p> <p>All visitors to school site are expected to wear a face covering unless exempt. See Partial Opening Guidance Jan 21. https://drive.google.com/drive/u/2/folders/1fMyp1d-IWOhd_x0mLndAM1ZtOi8tSMD</p>	Y Y	
Lack of / incorrect use of PPE or inappropriate disposal leading to increased risk of infection		<ul style="list-style-type: none"> • The latest government guidance on wearing PPE in schools is applied • Guidance has been issued to staff around need for and how to put on and take off PPE correctly • The need for PPE in some circumstances, such as providing intimate care, will be subject to a thorough individual risk assessment • Adequate supplies of PPE are secured for staff where risk assessment identifies wearing of PPE is required. PPE ordered from YPO and Ship Shape • Spill kits are available to be used when cleaning visible bodily fluids produced by a person with coronavirus (COVID-19) to reduce the risk of contamination • Guidance has been issued regarding the correct disposal of PPE • Staff are provided with face masks if specifically required. Gloves and aprons are made available if required • Staff are referred to the government PPE guidance document 	Y	<p>Document shared with staff: Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) Updated 14 December 2020 https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p> <p>Individual RA for a pupil requiring intimate care (not currently attending school) Parents called and asked to come in and change child if accidents occur during the school day.</p> <p>All staff have a personal 'bum bag' containing PPE All classrooms have a first aid box containing PPE KS1 playground First Aid box contains PPE KS2 playground First Aid Box contains PPE Additional stores of PPE in Medical Room and Safe Room</p> <p>Staff Safety Guidance Doc Jan 2021 https://drive.google.com/drive/u/2/folders/1fMyp1d-IWOhd_x0mLndAM1ZtOi8tSMD</p>	Y	

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		<p>double bagged and stored securely for 72 hours before disposal.</p> <ul style="list-style-type: none"> • Staff or contractors carrying out the area clean should be provided with a minimum of disposable gloves, aprons, mop heads or paper towels. • Where visible contamination, e.g. saliva droplets, is present face protection in the form of mask, goggles or face shield will be provided. • All building users advised re monitoring their own health, reporting of symptoms and self-isolating • Where available, the school will provide individual displaying symptoms with a home testing kit – where the individual is a pupil, the kit will be provided to their parent or carer • First aiders required to assist this person will wear full PPE including, apron, gloves, mask and visor; • First aiders have completed appropriate training for 'donning and doffing' PPE; • First aiders have completed appropriate training for 'donning and doffing' PPE – PHE guidance: https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures • PPE is disposed of in accordance with NHS COVID-19 waste management guidance; https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings • The first aid room is cleaned frequently and after each use (when first aid care has been provided). • Staff dispensing medication to students should minimise contact and their wash hands before and after dispensing the medication. If required, gloves will be worn by staff when giving medication 	Y		Y	

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		<ul style="list-style-type: none"> • Where appropriate, students should take the medication out of the blister packs/bottles then place the unused ones back in the cupboard, etc. • Waste disposal measures • Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows: <ul style="list-style-type: none"> • Put in a plastic rubbish bag and tied when full; • The plastic bag is placed in a second bin bag and tied; • It is put in a suitable and secure place and marked for storage until the individual's test results are known; • Waste is stored safely and kept away from children; • Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours; • If the individual tests negative, this can be put in with the normal waste; • If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste; • If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for waste bags can be sent for appropriate treatment. 	Y		Y	
Staff and pupil wellbeing						

Area for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	In place? (Yes/No)	Residual risk rating (H/M/L)
Staff and / or Pupils suffer deterioration in their Mental health due to COVID-19	H	<ul style="list-style-type: none"> Wellbeing/mental health issues are discussed with pupils during PSHE/assemblies and at other appropriate opportunities Age-appropriate websites/resources are provided for pupils. Staff direct pupils to these resources and are open to discussing them Staff are directed to the trust's Employee Assistance Programme provider and are made aware useful websites and resources that they might find also find helpful themselves Line managers stay in touch regularly with staff and check that they are well Staff briefings and training focus on wellbeing, recognising the importance of their own wellbeing and that of their pupils Appropriate work plans are agreed with staff and support is provided where necessary Staff working from home help to provide remote learning for any pupils who are not at school Staff are considered as individuals and managed accordingly Wellbeing and work-life balance are promoted with all staff The trust has access to trained staff who can deliver any bereavement counselling and support 	Y	<p>Wellbeing and mental health support agencies and resources are shared in the weekly parent newsletter.</p> <p>Age- appropriate resources are provided via Google Classroom.</p> <p>Fortnightly 1:1 meetings continue to take place for all school staff.</p> <p>There is a weekly focus on staff well-being in staff notices and PDMs.</p> <p>Individual rotas are set up for staff where needed.</p> <p>Place2Be counsellor is available for staff to provide support when needed.</p>	Y	H
Operational issues						
Existing site maintenance regimes are not up to date and/or all systems are not operational resulting in unsafe site or inoperable systems / facilities	H	<ul style="list-style-type: none"> Current government guidance is being applied All utilities and systems (including gas, heating, water supply, mechanical and electrical systems and catering equipment) have been re-commissioned before reopening as would have been the case after a long holiday period Where water systems have not been maintained in line with required schedules, they have been 	Y Y		Y Y	M

Area for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	In place? (Yes/No)	Residual risk rating (H/M/L)
	H	chlorinated, flushed and certified by a specialist contractor prior to reopening. <ul style="list-style-type: none"> Ventilation systems have been tested and any practical improvements to improve ventilation have been put in place 				M
Current policies and procedures have not been adapted/updated to take account of COVID-19 impact	H	<ul style="list-style-type: none"> Existing policies and procedures have been updated/adapted to take account of COVID-19 impact Fire procedures have been reviewed and revised where required, e.g., due to: <ul style="list-style-type: none"> pupils operating in discrete class group bubbles possible absence of Fire Marshalls social distancing rules during evacuation and at muster points Staff and pupils have been briefed on any new evacuation procedures Incident controller and Fire Marshalls have been trained/ briefed appropriately A staff rota for additional Fire Marshalls has been drawn up to cover any absences. Any additional staff temporarily taking on the role have been briefed accordingly 	Y	Fire Evacuation Policy has been revised, updated and shared with staff Jan 21. https://drive.google.com/drive/u/2/folders/1fMypl1d-IWOhd_x0mLndAM1ZtOi8tSMD	Y	M
Third party contractors and visitors on-site whilst school is in operation may pose a risk to social distancing and infection control	H	<ul style="list-style-type: none"> Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction) and these have been reviewed 	Y	All visitors to school site are expected to wear a face covering. This is communicated to all visitors prior to their visit and school signage outside and inside the school reflects this.	Y	M

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		<ul style="list-style-type: none"> • Visitors will only be permitted outside of the usual school day to enable minimal contact. • Site guidance on physical distancing and hygiene is explained to visitors on or before arrival. • Social distancing measures will be adhered to at all times for all visitors; • Premises' contractors will be encouraged, where possible, unless in an emergency, to come after hours to mitigate against staff and children; all bookings for visitors will occur after school unless it is an essential case which is discussed with SLT • Any visitors to the school will have enhanced checking-in compared to normal. An NHS Track and Trace poster will be available for those to sign in with the COVID-19 NHS app. For those without the app, a check-in register will be available where they provide their number and name to aid with any potential test and trace. 	Y	Track and trace poster visible in entrance foyer. Office staff ask all visitors to school site to check in.	Y	
Staff shortages due to absence may compromise operational safety		<ul style="list-style-type: none"> • The health status and availability of every member of staff is regularly updated so that deployment can be planned • All SLT/senior staff members are briefed on each other's roles in order to avoid any single point of failure • Sufficient cover/supply staff are available • Roles have been reallocated to cover any critical functions where appropriate. Staff have appropriate competences and training to fulfil their roles • Staff have been trained /briefed across disciplines to avoid any single points of failure • There are sufficient qualified first aiders to cover the numbers of staff and pupils on site • Premises staff levels are maintained and suitable for the use of the building 	Y	Rotas are in place for some staff, with the proviso that staff may be asked to work in different bubbles/be called in to school if there are staff shortages.	Y	

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		<ul style="list-style-type: none"> • Appropriate cleaning and premises staffing levels are in place • Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste 				
<p>Hazardous substances management, unsuitable COSHH management and unsafe use of chemicals leading to ill-health, environmental contamination or fire.</p>		<ul style="list-style-type: none"> • Suitable storage and management of flammable hand sanitizer is in place • All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately • Material safety data sheets are held for all chemicals and readily available to all staff • All cleaning chemicals are stored safely and securely in accordance with requirements • COSHH safety training has been completed by all those using chemicals for cleaning, COSHH e-learning training is available from the Judicium portal • Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment. 	Y	<p>Stock of hand sanitising gel is stored in a metal container in the safe room.</p> <p>All cleaning chemicals are stored appropriately in the locked cleaning cupboard (entry code on door for access)</p> <p>Additional PPE is available for the use of premises and cleaning staff in the medical room, safe room and cleaning cupboard</p>	Y	
<p>Catering arrangements lead to increased risk of infection; failure of provision leads to pupils not being fed properly</p>		<ul style="list-style-type: none"> • The catering services are aware of all the latest government guidance and adhere to this • Benefit related FSM pupils will be provided for whether they are in school or at home. This will be provided in accordance with government guidance. • Parents will be encouraged to register for FSM where their financial circumstances have changed and they now meet the requirement for FSM 	Y	<p>Harrison's CV19 Risk Assessment shared with school: https://drive.google.com/drive/u/2/folders/1fMypl1d-IWOhd_x0mLndAM1ZtOi8tSMD</p> <p>Food vouchers provided for parents of FSM children from 04.01.21</p>	Y	

Area for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	In place? (Yes/No)	Residual risk rating (H/M/L)
Risk of infection during PE due to lack of COVID secure arrangements	H	<ul style="list-style-type: none"> • Where possible PE is undertaken outdoors • Where lessons take place indoors, ventilation is maximised and where practical doors and windows opened whilst the lesson is taking place • Sports equipment is thoroughly cleaned between each use • Activities are selected that allow for social distancing and small consistent groupings • Social distancing is maintained in changing rooms and the use of showers is avoided • Changing rooms are cleaned after use • Hand sanitiser is available in changing rooms • Team sports and competitions do not take place 	Y	<p>All PE sessions take place outdoor weather permitting. If in main hall, all windows and fire exit doors are opened. Sports Coach (Sport and Health Academy) leads sessions in school.</p> <p>Sports equipment is sanitised between use.</p> <p>Hand sanitiser gel (X2) and sanitising spray and towels are available in main hall and dining hall.</p> <p>All team sports and competitions have been postponed.</p> <p>Children sanitise their hands before and after PE sessions (and during if required)</p>	Y	M
Wrap around and extra-curricular provision leading to compromised bubbles and increased risk of infection	H	<ul style="list-style-type: none"> • Small consistent bubbles are created • 2m+ distance is maintained between pupils from different class bubbles • Registers are kept and seating plans are adhered to 		<p>No demand for breakfast and after school club currently due to low numbers of children in school. If this changes, RA is already in place: https://drive.google.com/drive/u/2/folders/1fMypl1d-IWOhd_x0mLndAM1ZtOi8tSMD</p>		M
Music, dance, and drama in school – increased risk of infection due to the nature of the activity	H	<ul style="list-style-type: none"> • Social distancing and consistent groupings are maintained during dance, drama and music • Teachers closely monitor and supervise the use of equipment • Where music equipment is shared it is disinfected regularly after every use, including any accessories. • Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles. Where these activities are taking place in smaller groups need to allow significant space, natural airflow (at least 10l/s/person for all present) • Pick and drop off points are designated for returning equipment with appropriate quarantine/cleaning procedures in place • No performances with audiences are held 	Y	<p>All performances (within bubbles) by individuals or small groups are videoed and shared virtually.</p>	Y	M

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		<ul style="list-style-type: none"> Peripatetic teachers will work closely with the leadership team to review risks ensuring distancing requirements are maintained where appropriate and efforts are made to reduce the number of groups taught and locations worked in. 				
Increased infection rates due to high levels of community transmission, and impact of new variants.		<ul style="list-style-type: none"> Current government, PHE, DfE, Local Authority guidance is followed. Contingency Framework is implemented if/when additional restrictions are applied to Local Authority area. DfE System of controls is implemented and regularly reviewed. Local Authority notified of all positive cases in school. 	Y	<p>Croydon LA Covid 19 flowchart used by Int Principal and Ass HT and all procedures followed https://drive.google.com/drive/u/2/folders/1fMypl1d-IWOhd_x0mLndAM1ZtOi8tSMD</p>		
Arrangements not kept up to date with current guidance (e.g., local/national arrangements for CEV staff and pupils)		<ul style="list-style-type: none"> COVID arrangements are regularly reviewed to ensure they are in line with current guidance, including the current Tier levels and any additional restrictions introduced as part of the Contingency Framework/national lockdown 	Y	<p>Staff Safety Guidance regularly updated Doc Jan 2021 https://drive.google.com/drive/u/2/folders/1fMypl1d-IWOhd_x0mLndAM1ZtOi8tSMD</p> <p>See Partial Opening Guidance Jan 21 (regularly updated) https://drive.google.com/drive/u/2/folders/1fMypl1d-IWOhd_x0mLndAM1ZtOi8tSMD</p>	Y	
Clinically Extremely Vulnerable (CEV) staff and clinically vulnerable (CV) staff in high transmission areas are at increased risk due to new variants.		<ul style="list-style-type: none"> Under national lockdown CEV staff are advised to work from home in line with current government guidance Risk assessments are in place for all CEV staff who choose to attend work CV staff have a risk assessment in place and rotas support working from home where operationally possible Specific risk assessments for new and expectant mothers are completed in line with current Government Guidance. An ongoing review will be carried out for expectant mothers from 28 weeks' gestation and for new or 	Y	There are currently no CEV or pregnant staff in school.	Y	

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		expectant mothers with underlying health conditions to identify reasonable adjustments and home working arrangements when required				
Clinically Extremely Vulnerable (CEV) pupils in high transmission areas are at increased risk due to new variants.		<ul style="list-style-type: none"> Under national lockdown, shielding is currently in place and all children still deemed CEV are advised not to attend school. 	Y	All CEV children are learning from home.	Y	
Staff who may otherwise be at increased risk or may have close family members who are		<ul style="list-style-type: none"> Rota systems support working from home where operationally possible. Individual risk assessments will be conducted via leadership team 	Y	Individual rotas in place for those staff who are at increased risk		
Education risks						
Ensuring that all pupils from Inspire Partnership schools maintain recommended daily learning activities and continue to make good progress. The risks of not maintaining good learning progress are especially high for pupils with SEND, younger age pupils and pupils deemed disadvantaged.		<ul style="list-style-type: none"> Forest to ensure that all pupils engage with remote learning via electronic devices / printed learning. Audit of provision of parental access to broadband networks / devices per household / access flexibility / pupils at risk of not completing learning or engaging in learning. <p>Planned intervention to:</p> <ul style="list-style-type: none"> Ensure pupils without access are provided with school device resources Where there are concerns that children may have difficulty engaging with remote learning at home (e.g. due to devices or lack of quiet space) schools are to review an in-school place as per the vulnerable criteria Identified pupils to receive daily phone calls from identified staff 	Y	<p>Daily registers are taken and saved on the shared drive to monitor engagement with daily zoom calls and home learning. Parents of children not seen for two consecutive days are texted, then telephoned so that safeguarding needs are met and support provided if needed. If there has been no visible contact with a child and no home learning has been submitted for 2 weeks, home visits are carried out. https://drive.google.com/drive/folders/1VvNC-Olw0YCYiTSEOWeCRFSAt4XLI6R</p> <p>Parent survey re devices and internet access completed in Autumn term 2020. https://drive.google.com/drive/u/2/folders/1fMyp1d-IWQhd_x0mLndAM1ZtOi8tSMD</p> <p>Vulnerable families receive phone calls from SLT at least weekly (dependent upon engagement with home learning). Tracker to monitor phone calls on shared drive.</p> <p>Devices loaned to families where needed.</p>	Y	

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Widening of education gaps for pupils with poor language and vocabulary as a result gaps in attainment widen		<ul style="list-style-type: none"> To ensure that pupils of nursery - KS1 age continue to maintain progress language and oracy development. Risk mitigation includes: SLT to monitor that Inspire Partnership EYFS guidance document is being used to support planning. SLT to monitor that Inspire Partnership Language and Oracy framework is being adapted for remote learning and supports weekly planning. Remote learning to include recommended sentence stems / discussion items to be included in remote learning and clear modelled vocabulary for each session. All schools have identified specific pupils for planned language and oracy intervention delivered by identified adults. SEND leaders have monitored planning / EHC plans to ensure any specific language and vocabulary needs are differentiated and included in remote learning / physical learning Leaders have worked with planning teams to ensure that planned phonics interventions are happening for all pupils not making required progress or who have been identified as at risk of not making sufficient progress via learning assessments. Additional reading interventions planned and delivered for pupils who are at risk of not making required progress in reading or who are falling behind year group expectations. Support to include: 	Y	<p>SLT monitor quality of home learning provided weekly across the school, including EYFS, to ensure quality and quantity is consistent and includes: Language and oracy framework objectives Recommended sentence stems, clear modelling of vocabulary</p> <p>Interventions via Google Meet to be introduced WB 25.01.21 Phonics- Toe by Toe Reading- Black Sheep Maths Social Skills</p>	Y	

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		<p>subjects or areas, including video clips or sequences (such as BBC Bitesize, etc.).</p> <ul style="list-style-type: none"> All pupils should engage with remote education daily as if they were in school, with a minimum of a maths, reading/phonics, English and 1 wider curriculum lesson (e.g. PE, science, history, geography or art). [Please note that X School will need to expand on this to ensure routines and expectations are clear.] Each year group to communicate with parents/carers regarding remote learning expectations. Vulnerable families will receive additional support from identified SLT / learning mentors to ensure needs are met. This can include routines to support your child's education (daily timetable at home), providing a clear and quiet environment to complete remote learning and supporting any learning and questions Suggested timetables of how remote education can be scheduled and provide structure and routine will be provided by school Pupils are expected to wear their school uniform (jumper or cardigan) during the online learning sessions Regular communication with parents so they understand the expectations of home learning, systems and processes Daily follow up phone calls made to pupils by teaching staff to talk to children and check their engagement if their attendance is not seen through Google Classrooms. Attendance will be monitored and recorded through a daily register and attendance of Google Meet sessions Work can be submitted through Google Classrooms/ Learning will be emailed through a 		<p>Video outlining Forest Academy home learning expectations posted on school website: https://www.forestacademy.org.uk</p> <p>Parent home learning survey shared with parents 19.01.21 -deadline 26.01.21 https://forms.gle/9HpX1KJGciZbE4yt7</p> <p>Attendance registers currently saved on shared drive. Will transfer to Remote Learning Engagement Tracker WB 25.01.21</p>		

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	H	dedicated school email address: admin@forestacademy.org.uk <ul style="list-style-type: none"> All schools to use Remote Learning Engagement Tracker to identify pupils at risk of not making progress & will follow up individually with action points. 				H
Transmissions due to asymptomatic cases put pupils and staff at risk and could result in some infections in schools going undetected. This is a particular concern given high transmissibility of new variants.	H	<ul style="list-style-type: none"> The latest government guidance on LFD testing in Primary schools is in place School communication highlights the benefits of this approach for the community Regular school communication will remind staff of the expectations for reporting School provides a training session to help all staff understand how to test effectively and how to report test outcomes School maintains a test kit log and a separate results log Test distribution is managed in a COVID safe way (schools to outline their safety measures) including appropriate face covering and maintaining a 2m distance All staff who receive a positive test will need to isolate immediately and follow the government guidance Tests will only be used to support detection of asymptomatic cases School to maintain adequate stocks of LFD test kits 	Y	https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools	Y	M
Additional site-specific issues						
Kendor Nursery staff and children on site all day-risk of cross contamination.	H	<ul style="list-style-type: none"> Kendor staff and children occupy two classrooms, linked corridors and outdoor area that is not accessible to Forest Staff. Door to Kendor Nursery remains locked during the day. Staff only leave the Kendor site to collect lunches from the dining hall, visit the staffroom 	Y	Control Risk assessment, Staff Safety Guidance and Partial Opening Guidance shared with Kendor All Kendor staff to wear masks when in main school site e.g. collecting lunches from kitchen, using staff toilets.	Y Y	M

Template risk assessment

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		<p>to wash children’s crockery in the dishwasher, or to use the staff toilet next to the Kendor site.</p> <ul style="list-style-type: none"> All Kendor staff wear face coverings when in the communal areas of the school. RA is shared with Forest Academy 		Control Risk assessment, Staff Safety Guidance and Partial Opening Guidance shared with Kendor		
The Beck staff and children on site am-risk of cross contamination.		<ul style="list-style-type: none"> The Beck staff and children are in a self-contained wing of the school. Children arrive at 8am and leave at 12:00 so do not come in contact with any staff or children at Forest Academy at these times. The Beck have their own external entrance so do not need to walk through the school. All staff from The Beck wear face coverings if they need to come into communal areas of Forest Academy e.g. to collect lunches or post. RA is shared with Forest Academy. 	Y	Control Risk assessment, Staff Safety Guidance and Partial Opening Guidance shared with The Beck	Y	