

## COVID-19: 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:	Abi Oldfield		
Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers, vulnerable people	Assessment conducted by – job title:	Interim Principal		
Assessment date:	20.05.2021	Review interval:	Monthly	Date of next review:	21/06/2021

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/School documents: Hub B Global Curriculum: <a href="https://drive.google.com/drive/folders/16kBSiR9MBjIAQALeY06_3X9m3vGAOCh">https://drive.google.com/drive/folders/16kBSiR9MBjIAQALeY06_3X9m3vGAOCh</a>  FA Full Opening Guidance May 2021 <a href="https://drive.google.com/drive/folders/18IHnknYH7cdZW65h3Gv31scR6eIV-WN">https://drive.google.com/drive/folders/18IHnknYH7cdZW65h3Gv31scR6eIV-WN</a>	Government guidance: <a href="#">Safe working in education, childcare and children’s social care</a> <a href="#">Coronavirus (COVID-19) Collection: guidance for schools and other educational settings</a> <a href="#">COVID-19 Contingency Framework: Education and Childcare Settings</a> <a href="#">COVID-19: cleaning in non-healthcare settings</a> <a href="https://www.gov.uk/government/publications/face-coverings-in-education">https://www.gov.uk/government/publications/face-coverings-in-education</a> <a href="#">GOV PPE use guidance for Non-Aerosal Generating Procuedyres</a> <a href="#">Gov Stay at Home Guidance</a> <a href="#">Gov arranging a COVID test</a> <a href="#">Safe working in education, including use of PPE</a> <a href="#">NHS Test &amp; Trace Guidance</a>

	<p><a href="#">NHS Posters</a></p> <p><a href="#">Coronavirus Safer Travel Guidance for Passengers</a></p> <p><a href="#">GOV Extra Mental Health Support for Pupils and Teachers</a></p> <p><a href="#">Guidance for Food Businesses on COVID-19</a></p>
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### 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)
		<ul style="list-style-type: none"> <li>the test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test)</li> <li>Anyone told to isolate by NHS Test and Trace or by their public health protection team has a legal obligation to self-isolate</li> <li>Any pupil or staff member needs to go home immediately if they have symptoms. They should take a test as soon as possible.</li> <li>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.</li> <li>If the child uses the bathroom, it must be thoroughly disinfected before use by anyone else.</li> <li>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.</li> </ul> <p>In addition:</p> <ul style="list-style-type: none"> <li>Staff are reminded that they have received training on infection control that gives them a good understanding of how the spread of coronavirus occurs and can be mitigated.</li> <li>Infection control training is arranged for new staff.</li> <li>Staff supporting schools outside of Forest to engage in virtual support as much as possible. If it is essential to visit during school hours, this should involve limited interactions.</li> </ul>	Y	<p><a href="https://drive.google.com/drive/folders/1w3001uvwakxFG0eJ2OEahmN6Ofxdw3A9">https://drive.google.com/drive/folders/1w3001uvwakxFG0eJ2OEahmN6Ofxdw3A9</a></p> <p>See school CV19 signage: <a href="https://drive.google.com/drive/folders/1p8d_TVyxrQ4cGEbD2ItQaMjlAXSuvfD">https://drive.google.com/drive/folders/1p8d_TVyxrQ4cGEbD2ItQaMjlAXSuvfD</a></p>	Y	

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		<ul style="list-style-type: none"> <li>• Any educational day visits must be conducted in line with relevant COVID-secure guidelines and regulations in place at that time. This includes system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination.</li> <li>• Any domestic residential educational visits must be conducted in line with relevant COVID-19 guidance and regulations in place at that time.</li>   <li>• <b>Face Coverings</b></li> <li>• Current government guidance regarding the wearing of face masks is followed :  <a href="https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own">https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own</a></li> <li>• Face coverings may be worn by staff and adult visitors in situations where social distancing is not possible</li> <li>• Staff should be made aware of safe wearing principles and the safe removal of face coverings whilst in school</li> <li>• Staff should be made aware of the need to be sensitive to any exemptions from wearing face coverings</li> <li>• Face coverings are worn by adults and pupils when travelling on school buses and public transport</li> <li>• Schools hold a small contingency supply of face coverings that are available should the need arise</li>   <li>• <b>Clean hands thoroughly more often than usual</b></li> <li>• 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.</li> <li>• Bubbles are assigned specific toilets and sinks if operationally feasible</li> </ul>	Y	<p>See school CV19 signage:  <a href="https://drive.google.com/drive/folders/1p8d_TVyxrQ4cGEbD2ltQaMjlAXSuvfD">https://drive.google.com/drive/folders/1p8d_TVyxrQ4cGEbD2ltQaMjlAXSuvfD</a></p> <p>Premises Daily Checklist May 2021:  <a href="https://drive.google.com/drive/folders/1w3001uvwaxFG0eJ2OEahmN6Ofxdw3A9">https://drive.google.com/drive/folders/1w3001uvwaxFG0eJ2OEahmN6Ofxdw3A9</a></p>	Y	

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		<ul style="list-style-type: none"> <li>• Handwashing routines are taught to pupils using suitable age/need appropriate materials</li> <li>• 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.</li> <li>• <b>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</b></li> <li>• Resources should be available to enable staff to follow this routine e.g. tissues/lidded bins</li> <li>• Posters are downloaded/made that remind pupils and staff about the approach and the importance of handwashing. These are displayed around the school, particularly by washbasins/ toilets and at entry/exit points</li> <li>• The location of lidded bins around the school is checked, and more are ordered if necessary</li> <li>• A schedule for bins to be emptied / disinfected is in place and is adhered to</li> <li>• As with hand washing routines, younger children and those with complex needs should be helped to get this right</li> <li>• <b>Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents</b></li> <li>• The cleaning schedule is reviewed and if necessary additional staff hours are provided to ensure that DfE listed criteria are met</li> <li>• Enhanced cleaning should include:                         <ul style="list-style-type: none"> <li>• more frequent cleaning of rooms or shared areas that are used by different groups</li> <li>• frequently touched surfaces being cleaned more often than normal</li> <li>• cleaning toilets regularly</li> </ul> </li> <li>• Stock checks and stock control are maintained</li> <li>• <a href="#">Current guidance</a> should be followed</li> </ul>	Y	<p>See school CV19 signage:  <a href="https://drive.google.com/drive/folders/1p8d_TVyxrQ4cGEbD2ltQaMjlAXSuvfD">https://drive.google.com/drive/folders/1p8d_TVyxrQ4cGEbD2ltQaMjlAXSuvfD</a></p> <p>Premises Daily Checklist May 2021:  <a href="https://drive.google.com/drive/folders/1w3001uvwakxFG0eJ2OEahmN6Ofxdw3A9">https://drive.google.com/drive/folders/1w3001uvwakxFG0eJ2OEahmN6Ofxdw3A9</a></p> <p>Full Opening Guidance May 2021:  <a href="https://drive.google.com/drive/folders/1w3001uvwakxFG0eJ2OEahmN6Ofxdw3A9">https://drive.google.com/drive/folders/1w3001uvwakxFG0eJ2OEahmN6Ofxdw3A9</a></p>	Y	

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		<ul style="list-style-type: none"> <li>• <b>Minimise contact between individuals and maintain social distancing wherever possible</b></li> <li>• Bubbles are used to keep groups separate</li> <li>• Bubbles will be of an appropriate size to achieve the greatest reduction in contact and mixing whilst ensuring the normal operation of school life can be maintained for children</li> <li>• Individuals are encouraged to maintain social distancing where possible. Older children are taught to not touch one another and to distance as much as possible</li> <li>• Staff are kept consistent with each bubble as far as operationally possible. If staff move between bubbles then distancing and good hand hygiene will be reinforced</li> <li>• In class, furniture is arranged so that children are facing forwards and sitting side by side.</li> <li>• Ideally no more than 1 bubble should occupy a shared space (hall, dining room etc) at one time. Should an exceptional operational need necessitate more than 1 group being in a shared space, then a 2m distance between the bubbles must be maintained</li> <li>• Additional cleaning should be in place where spaces are being shared e.g. cleaning of dining tables between bubbles</li> <li>• Timetabling should allow for bubbles to be kept apart as much as possible. Staggered start and finish times, staggered break times and staggered lunch times are implemented.</li> <li>• Large gatherings, such as assemblies, with more than 1 bubble should not take place</li> <li>• Children are taught in age appropriate ways about coronavirus, how it is spread and how they can play their part in keeping everyone safe.</li> <li>• For each bubble, basic equipment (such as pen/ pencil/ eraser/ ruler) that pupils routinely need is collated and kept in separate bags. Each pupil keeps this bag of equipment for their own use</li> </ul>	Y	<p>Full Opening Guidance March 2021:  <a href="https://drive.google.com/drive/folders/1w3001uvwakxFG0eJ2OEahmN6Ofxdw3A9">https://drive.google.com/drive/folders/1w3001uvwakxFG0eJ2OEahmN6Ofxdw3A9</a></p>	Y	

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		<ul style="list-style-type: none"> <li>Frequently shared resources (within a bubble e.g. books/games) should be cleaned more regularly</li> <li>Resources that are shared between groups, such as Science/Art/Maths resources are cleaned between use or quarantined</li> <li>Outdoor equipment should be cleaned more frequently</li> <li>Pupils should only bring essential items onto site: book bag, lunch box, water bottle, hat/scarf/gloves/coat, books and mobile phones</li> <li>Where teachers are sharing resources, they should ensure good hand hygiene and cleaning routines</li> <li>Resources that are taken home should have a cleaning/rotation procedure in place and staff/children should follow the systems of controls</li> <li>Staff shared spaces have maximum occupancy signs displayed to ensure social distancing can be maintained. Any prolonged direct contact should be avoided as much as possible</li> <li>Staff should be regularly reminded of the need to distance</li> <li>All adult large group meetings will continue to be conducted virtually. Most small adult group meetings will be virtual unless a physical meeting is deemed necessary by the HT.</li> <li>Protocols are in place for managing any essential visits to site e.g. supply teachers, peripatetic teachers, volunteers, teacher placement students, Trust staff, emergency contract workers, IT technicians</li> <li>Parents should be informed of all appropriate actions and reminded of how they can also support maintaining reduced contact. Specifically, parents should not enter the school buildings without an appointment and gathering of parents/children must strongly be discouraged by all school staff</li> <li>Staff/parents should all be made aware of the latest <a href="#">government guidance</a> for public transport</li> </ul>	Y	<p>Full Opening Guidance May 2021:  <a href="https://drive.google.com/drive/folders/1w3001uvwakxFG0eJ2OEahmN6Ofxdw3A9">https://drive.google.com/drive/folders/1w3001uvwakxFG0eJ2OEahmN6Ofxdw3A9</a></p> <p>See School Signage March 2021  <a href="https://drive.google.com/drive/folders/1p8d_TVyxtrQ4cGEbD2ItQaMjlAXSuvfD">https://drive.google.com/drive/folders/1p8d_TVyxtrQ4cGEbD2ItQaMjlAXSuvfD</a></p> <p>Letters to parents:  <a href="https://drive.google.com/drive/folders/1fEMMcFhrgcKbWPKhwqcNyu4eEn9lwZZb">https://drive.google.com/drive/folders/1fEMMcFhrgcKbWPKhwqcNyu4eEn9lwZZb</a></p> <p>Premises Daily Checklist May 2021:  <a href="https://drive.google.com/drive/folders/1w3001uvwakxFG0eJ2OEahmN6Ofxdw3A9">https://drive.google.com/drive/folders/1w3001uvwakxFG0eJ2OEahmN6Ofxdw3A9</a></p>	Y	



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		<ul style="list-style-type: none"> <li>Where children require private transportation to school, schools should work with those companies to ensure the latest <a href="#">guidance</a> is followed</li> <li><b>Keeping occupied spaces well ventilated</b></li> <li>Once the school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.</li> </ul> <p>This can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> <li>mechanical ventilation systems – these are adjusted to increase the ventilation rate wherever possible and checked to confirm that normal 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).</li> <li>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.</li> <li>natural ventilation – if necessary external opening doors are opened (as long as they are not fire doors and where safe to do so)</li> </ul> <p><a href="#">Health and Safety Executive guidance</a> on air conditioning and ventilation during the coronavirus outbreak and <a href="#">CIBSE coronavirus</a> (COVID-19) advice is available in school and observed.</p> <ul style="list-style-type: none"> <li><b>Where necessary, wear appropriate personal protective equipment (PPE)</b></li> </ul>	Y	<p>Staff Safety Guidance Doc May 2021:  <a href="https://drive.google.com/drive/folders/1w3001uwvakxFG0eJ2OEahmN6Ofxdw3A9">https://drive.google.com/drive/folders/1w3001uwvakxFG0eJ2OEahmN6Ofxdw3A9</a></p> <p>Staff Safety Guidance Doc May 2021:  <a href="https://drive.google.com/drive/folders/1w3001uwvakxFG0eJ2OEahmN6Ofxdw3A9">https://drive.google.com/drive/folders/1w3001uwvakxFG0eJ2OEahmN6Ofxdw3A9</a></p>	Y	

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		<ul style="list-style-type: none"> <li>• The school continues to maintain and monitor stocks of PPE and has access to supplier lists</li> <li>• Staff are supplied with PPE when supervising a pupil who has symptoms of COVID-19 (if 2m social distancing cannot be ensured) and for the provision of routine intimate care to pupils that involves the use of PPE</li> <li>• Gloves and aprons are provided for cleaning staff</li> <li>• Face masks are worn by staff when cleaning visible bodily fluids from suspected COVID-19 case</li> <li>• Stocks of PPE are regularly monitored and replenished</li> <li>• <a href="#">Latest guidance is followed</a></li>   <li>• <b>Promote and engage in asymptomatic testing</b></li> <li>• The latest <b>government guidance</b> on LFD testing in Primary schools is in place :  <a href="https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/rapid-asymptomatic-testing-in-specialist-settings">https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/rapid-asymptomatic-testing-in-specialist-settings</a></li> <li>• School communication highlights the benefits of this approach for the community</li> <li>• Regular school communication will remind staff of the expectations for reporting</li> <li>• School provides a training session to help all staff understand how to test effectively and how to report test outcomes</li> <li>• School maintains a test kit log and a separate results log</li> <li>• Test distribution is managed in a COVID safe way (schools to outline their safety measures) including appropriate face covering and maintaining a 2m distance</li> <li>• All staff who receive a positive test will need to isolate immediately and follow the government guidance</li> <li>• Tests will only be used to support detection of asymptomatic cases</li> <li>• School to maintain adequate stocks of LFD test kits</li> </ul>	Y	<p>See LFD training resources and PP:  <a href="https://drive.google.com/drive/folders/1dyL1ZIQ_cr7JyoR9xXLcs8aLfl4py5">https://drive.google.com/drive/folders/1dyL1ZIQ_cr7JyoR9xXLcs8aLfl4py5</a></p>	Y	

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		<ul style="list-style-type: none"> <li>• Engage with the NHS Test and Trace process</li> <li>• School leaders understand the complexity of the arrangements for testing and self-isolation and ensure that staff and parents are fully aware of requirements.</li> <li>• Staff induction for return to school includes information about the NHS Test and Trace process</li> <li>• External visitors to site are aware, and adhere to, the track and trace system as implemented by the school</li>   <li>• <b>Promote and engage with <a href="#">NHS Test and Trace</a></b></li> <li>• All staff and families are cognisant with the <a href="#">latest guidance</a> on what to do if they, or their child, displays COVID symptoms</li> <li>• School leaders understand the complexity of the arrangements for testing and self-isolation and ensure that staff and parents are fully aware of them. Letters are prepared in the event that a child is sent home with symptoms and a flow chart system of actions is in place</li> <li>• If staff test positive they should provide details to the school of close contacts within the setting. NHS Test and Trace should be used for contacts outside the setting</li> <li>• Schools should ensure their PCR test stocks are monitored and replenished. These tests are to be used in exceptional circumstances. Parents and staff should be encouraged to always use a test site as this will enable faster results</li> <li>• Staff who are using the NHS app should be made aware of the <a href="#">latest guidance</a> for use in education settings</li>   <li>• <b>Manage confirmed cases amongst the school community</b></li> <li>• Contact details for local Public Health England team and local authority health and safety team are readily to hand</li> </ul>	Y	<p>Track and trace QR code in school lobby</p> <p>Letter to parents re attendance:  <a href="https://drive.google.com/drive/folders/1fEMMcFhrgcKbWPKhwcqNyu4eEn9lwZZb">https://drive.google.com/drive/folders/1fEMMcFhrgcKbWPKhwcqNyu4eEn9lwZZb</a></p>	Y	

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		<ul style="list-style-type: none"> <li>• 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)</li> <li>• 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</li> <li>• Use is made of any template letters provided by Public Health England / local authority as directed locally</li> <li>• The agreed DfE actions for confirmed COVID-19 cases in school is followed for all confirmed cases</li> <li>• 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</li> <li>• Advice provided by the local health protection team is acted on immediately</li> <li>• Good working relationships are established and maintained enabling rapid communication with local authorities and local Public Health England</li> <li>• <b>Contain any outbreak by following PHE local health protection team advice</b></li> <li>• 2 or more cases in 14 days will be reported to PHE</li> <li>• Advice from PHE will be followed</li> </ul>	Y	<p>Croydon LA Flowchart Guidance and recording templates:  <a href="https://drive.google.com/drive/folders/1w3001uvwakxFG0eJ2OEahmN6Ofxdw3A9">https://drive.google.com/drive/folders/1w3001uvwakxFG0eJ2OEahmN6Ofxdw3A9</a></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)
Pupils operate in discrete 'bubbles' but there are risks of these bubbles mixing at certain times resulting in cross-infection between bubbles		<p>Current government guidance is being applied: <a href="#">Safe working in education, childcare and children's social care</a></p> <ul style="list-style-type: none"> <li>• Pupils observe hygiene guidance and wash hands frequently</li> <li>• Teachers moving between groups comply with social distancing and hygiene guidance</li> <li>• Timetable and arrangements for each bubble avoid contact between bubbles when moving outside their designated space</li> <li>• Staggered arrival and leaving times; break times and lunch times are in place</li> </ul>	Y	<p>See Full Opening Guidance May 2021: <a href="https://drive.google.com/drive/folders/1w3001uvwakxFG0eJ2OEahmN6Ofxdw3A9">https://drive.google.com/drive/folders/1w3001uvwakxFG0eJ2OEahmN6Ofxdw3A9</a></p>	Y	
Risk of failure to maintain effective social distancing to prevent spread of COVID-19 leading to increased risk of infection spread		<p><a href="#">Safe working in education, childcare and children's social care</a> guidance is being applied</p> <ul style="list-style-type: none"> <li>• Pupils are operating in discrete 'bubbles'</li> <li>• 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.</li> <li>• Staff and pupils are regularly reminded about social distancing</li> </ul>	Y	<p>See Full Opening Guidance May 2021: <a href="https://drive.google.com/drive/folders/1w3001uvwakxFG0eJ2OEahmN6Ofxdw3A9">https://drive.google.com/drive/folders/1w3001uvwakxFG0eJ2OEahmN6Ofxdw3A9</a></p> <p>See school CV19 signage: <a href="https://drive.google.com/drive/folders/1p8d_TVyxrQ4cGEbD2ltQaMjlAXSuvfD">https://drive.google.com/drive/folders/1p8d_TVyxrQ4cGEbD2ltQaMjlAXSuvfD</a></p>	Y	

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		<ul style="list-style-type: none"> <li>• Clear social distancing signage is in place throughout the school</li> <li>• Supervision and staggering of break times, lunch times prevents pupils from different bubbles from mixing in toilets</li> <li>• Arrangements for the provision of PPA carefully consider how 'bubbles' can be maintained</li> <li>• Where necessary, classrooms have been remodelled so that pupils are in rows facing the front</li> <li>• Spare chairs and desks have been removed if necessary</li> <li>• Classrooms are well-ventilated</li> <li>• Outdoor learning is incorporated into the curriculum where possible.</li> <li>• Floor markings clearly demarcate social distancing measures in areas where queues may form (e.g., dining room, corridors, reception).</li> <li>• Whole staff meetings, congregational assemblies and other large gatherings should be avoided</li> <li>• All adult large group meetings will continue to be conducted virtually. Most small adult group meetings will be virtual unless a physical meeting is deemed necessary by the HT.</li> <li>• Signage is in place to deter parents from gathering at the school gate</li> <li>• Restrictions are placed on the number of staff using staff rooms and communal working spaces at any one time</li> <li>• Arrangements are put in place in kitchens to remind staff of the need to work separately from each other</li> <li>• Access to toilets is planned and managed to avoid large groups/queues from forming</li> <li>• 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</li> </ul>	Y	<p>See Harrison's Risk Assessment Doc:  <a href="https://drive.google.com/drive/folders/1w3001uvwakxFG0eJ2OEahmN6Ofxdw3A9">https://drive.google.com/drive/folders/1w3001uvwakxFG0eJ2OEahmN6Ofxdw3A9</a></p> <p>See Full Opening Guidance May 2021:</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)
		<ul style="list-style-type: none"> <li>Where possible, one-way systems are implemented for circulation. Routes are clearly marked with appropriate signage</li> <li>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</li> <li>Dining area layouts are configured to ensure separation of diners. Tables/chairs are cordoned off/removed where distancing is not possible.</li> <li>Breaks are staggered (where necessary) and designated areas are used by particular groups of pupils during social times (both inside and outside the building).</li> <li>Pupil behaviour policy has been reviewed and updated in light of the new arrangements with clear sanctions in place for anyone ignoring or deliberately flouting the rules, including exclusion where required</li> <li>Senior leaders closely monitor compliance with the bubble arrangements and social distancing and adjust procedures where necessary</li> </ul>		<p><a href="https://drive.google.com/drive/folders/1w3001uvwakxFG0eJ2OEahmN6Ofxdw3A9">https://drive.google.com/drive/folders/1w3001uvwakxFG0eJ2OEahmN6Ofxdw3A9</a></p> <p>See school CV19 signage: <a href="https://drive.google.com/drive/folders/1p8d_TVyxrQ4cGEbD2ItQaMjIAXSuvfD">https://drive.google.com/drive/folders/1p8d_TVyxrQ4cGEbD2ItQaMjIAXSuvfD</a></p> <p>See Behaviour Policy with Covid 19 addendum : <a href="https://drive.google.com/drive/folders/1w3001uvwakxFG0eJ2OEahmN6Ofxdw3A9">https://drive.google.com/drive/folders/1w3001uvwakxFG0eJ2OEahmN6Ofxdw3A9</a></p> <p>Behaviour Folders in every classroom to record incidents</p> <p>Reflection tables in every classroom.</p>		
<p>Risk of a member of staff or pupil with suspected COVID-19 symptoms being in school which leads to spread of infection</p>		<p><a href="#">Safe working in education, childcare and children's social care</a> guidance is being applied</p> <ul style="list-style-type: none"> <li>The school engages fully with the NHS Test and Trace process and staff and parents understand and act on their obligations under NHS Test and Trace to get tested if they show symptoms of COVID-19</li> <li>Appropriate guidance is followed according to the result of the test. If the test is positive this may mean sending other pupils in the bubble home to isolate together with staff members who may have been in close contact as defined in the latest government guidance (families of staff/pupils without symptoms do not need to self-isolate unless the staff member/pupil develops symptoms).</li> </ul>	Y	<p>See Staff Safety Guidance May 2021 : <a href="https://drive.google.com/drive/folders/1w3001uvwakxFG0eJ2OEahmN6Ofxdw3A9">https://drive.google.com/drive/folders/1w3001uvwakxFG0eJ2OEahmN6Ofxdw3A9</a></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)
		<ul style="list-style-type: none"> <li>• Staff, pupils and parents have been briefed regarding the need to self-isolate with symptoms or if anyone in household has symptoms in accordance with the latest government guidance</li> <li>• Procedures are in place to ensure that staff, pupils or visitors do not enter the school if: they have COVID-19 symptoms/ live with someone who has COVID-19 symptoms / have been told to self-isolate by a healthcare professional until is safe to do so according to the latest government guidance</li> <li>• 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</li> <li>• 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</li> <li>• 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)</li> <li>• 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</li> <li>• Arrangements are in place to notify the Trust/Local Authority of any pupils or staff who test positive for COVID-19</li> <li>• Pupils suspected of having COVID-19 are sent home until confirmation of a test result under NHS Test and Trace is received</li> <li>• The DfE actions for confirmed COVID-19 cases in school is followed for all confirmed cases</li> <li>• 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</li> </ul>	Y	<p>Letter to parents re attendance:  <a href="https://drive.google.com/drive/folders/1fEMMcFhrqckBWPKhwcqNyu4eEn9lwZZb">https://drive.google.com/drive/folders/1fEMMcFhrqckBWPKhwcqNyu4eEn9lwZZb</a></p> <p>Whole school attendance tracker completed weekly:  <a href="https://drive.google.com/drive/u/2/folders/1Hg4szfbXax1uibbnRrNFYR7R0rBjcDVn">https://drive.google.com/drive/u/2/folders/1Hg4szfbXax1uibbnRrNFYR7R0rBjcDVn</a></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)
	H	<ul style="list-style-type: none"> <li>Deliveries are managed effectively in a timely manner, with recipients adhering to social distancing and wearing PPE where appropriate</li> </ul>				M
<p>Lack of / incorrect use of PPE or inappropriate disposal leading to increased risk of infection</p>	H	<ul style="list-style-type: none"> <li>The latest <a href="#">government guidance on wearing PPE</a> in schools is applied</li> <li>School guidance has been issued to staff around the need for PPE and how to put on, and take off, PPE correctly</li> <li>The need for PPE in some circumstances, such as providing intimate care, will be subject to a thorough individual risk assessment</li> <li>Adequate supplies of PPE are secured for staff where risk assessment identifies wearing of PPE is required</li> <li>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</li> <li>Guidance has been issued regarding the correct disposal of PPE</li> <li>Staff are provided with face masks if specifically required. Gloves and aprons are made available if required</li> <li>Staff are referred to the government PPE guidance document</li> </ul>	Y	<p>See Staff Safety Guidance May 2021  <a href="https://drive.google.com/drive/folders/1w3001uwakxFG0eJ2OEahmN6Ofxdw3A9">https://drive.google.com/drive/folders/1w3001uwakxFG0eJ2OEahmN6Ofxdw3A9</a></p> <p>Individual Pupil Risk Assessments in place where needed</p>	Y	M
<p>Spread/contraction of COVID-19 due to insufficient First aid measures or poor arrangements when handling student's medication. This includes:</p> <ul style="list-style-type: none"> <li>Dealing with general First aid;</li> <li>Lack of trained first aiders;</li> </ul>	H	<ul style="list-style-type: none"> <li>A specific First aid needs assessment has been completed</li> <li>The FA assessment takes into account numbers and ages of students, number and training of employees;</li> <li>This information forms the decision on what activities and groups can safely be managed within the school;</li> <li>This includes sufficient first aiders for the school to the number of students with a particular focus on early years provision;</li> <li>Qualified first aiders are in place at an appropriate ratio for paediatric first aiders for Early Years provision (Note there is a three-month additional time allowed for requalification due to current restrictions);</li> <li>The school has a specific room/area dedicated for suspected cases of COVID-19;</li> </ul>	Y	<p>See First Aid Policy CV19 Addendum  <a href="https://drive.google.com/drive/u/2/folders/1fx6ar-YcFUHraDgKfuV71pkrvsElnbTd">https://drive.google.com/drive/u/2/folders/1fx6ar-YcFUHraDgKfuV71pkrvsElnbTd</a></p> <p>See Staff Safety Guidance May 2021  <a href="https://drive.google.com/drive/folders/1w3001uwakxFG0eJ2OEahmN6Ofxdw3A9">https://drive.google.com/drive/folders/1w3001uwakxFG0eJ2OEahmN6Ofxdw3A9</a></p>	Y	M



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		<ul style="list-style-type: none"> <li>• PPE is disposed of in accordance with NHS COVID-19 waste management guidance; <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>• The first aid room is cleaned frequently and after each use (when first aid care has been provided).</li> <li>• 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</li> <li>• Where appropriate, students should take the medication out of the blister packs/bottles then place the unused ones back in the cupboard, etc.</li> </ul> <p>Waste disposal measures</p> <ul style="list-style-type: none"> <li>• 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:</li> <li>• Put in a plastic rubbish bag and tied when full;</li> <li>• The plastic bag is placed in a second bin bag and tied;</li> <li>• It is put in a suitable and secure place and marked for storage until the individual's test results are known;</li> <li>• Waste is stored safely and kept away from children;</li> <li>• 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;</li> <li>• If the individual tests negative, this can be put in with the normal waste;</li> <li>• If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste;</li> <li>• 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</li> </ul>	Y	<p>See First Aid Policy CV19 Addendum <a href="https://drive.google.com/drive/u/2/folders/1fx6ar-YcFUHraDgKfuV71pkrvsElnbTd">https://drive.google.com/drive/u/2/folders/1fx6ar-YcFUHraDgKfuV71pkrvsElnbTd</a></p> <p>See Staff safety Guidance May 2021: <a href="https://drive.google.com/drive/folders/1w3001uvwakxFG0eJ2OEahmN6Ofxdw3A9">https://drive.google.com/drive/folders/1w3001uvwakxFG0eJ2OEahmN6Ofxdw3A9</a></p>	Y	

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	H	waste contractor. They will supply you with orange clinical waste bags for waste bags can be sent for appropriate treatment				M
Staff and pupil wellbeing						
Staff and pupils (or close family members), which current evidence suggests, have increased vulnerability to infection or poorer outcomes from COVID-19 are not given adequate consideration for this higher risk of infection leading to higher risk of infection in this group	H	<ul style="list-style-type: none"> <li>The latest <a href="#">government guidance</a> is applied</li> <li>The assumption that most staff and pupils, except those who have been shielding, will return to school is communicated clearly and in a timely manner</li> <li>Staff and pupils with underlying health issues have been provided with updated guidance and discussions have been held with them regarding attending work/school</li> <li>All members of staff and pupils with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated</li> <li>Members of staff and pupils with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice</li> <li>Staff and pupils are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable as set out in the latest government guidance</li> <li>For vulnerable staff and pupils, concerns are discussed, procedures explained and risk assessments in place.</li> <li>An individual risk assessment is in place for any clinically vulnerable or clinically extremely vulnerable members of staff and this is reviewed regularly.</li> <li>A pregnancy risk assessment is in place for any pregnant staff and this is reviewed regularly.</li> </ul>	Y	<p>Letter to parents re attendance: <a href="https://drive.google.com/drive/folders/1fEMMcFhrgcKbWPKhwcqNyu4eEn9lwZZb">https://drive.google.com/drive/folders/1fEMMcFhrgcKbWPKhwcqNyu4eEn9lwZZb</a></p> <p>See Staff Safety Guidance May 2021: <a href="https://drive.google.com/drive/folders/1w3001uwwakxFG0eJ2OEahmN6Ofxdw3A9">https://drive.google.com/drive/folders/1w3001uwwakxFG0eJ2OEahmN6Ofxdw3A9</a></p> <p>Staff and pupil individual risk assessments are reviewed and updated March 2021</p>	Y  Y	M

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<p><b>Staff and / or Pupils suffer deterioration in their Mental health due to COVID-19</b></p>		<ul style="list-style-type: none"> <li>Wellbeing/mental health issues are discussed with pupils during PSHE/assemblies and at other appropriate opportunities</li> <li>Regular contact is kept with any vulnerable families who are isolating</li> <li>Age-appropriate websites/resources are provided for pupils. Staff direct pupils to these resources and are open to discussing them</li> <li>Pastoral support and extra-curricular activities should be used to support with re-building friendships and improving mental well being</li> <li>Schools should draw on external support for children as necessary</li> <li>Leadership teams should ensure all staff are aware of resources that can be used to support the mental well-being of young people</li> <li>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</li> <li>Line managers stay in touch regularly with staff and check that they are well</li> <li>Staff are made aware of the Test and Trace Support Scheme</li> <li>Staff are made aware of national initiatives such as the Well-being for Education return programme and Education Support helpline</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>Weekly PSHE sessions and daily assemblies focus on aspects of well-being and mental health, as well as core values</li> <li>Daily mindfulness sessions included as part of timetable for remainder of academic year.</li> <li>Weekly parent newsletter on school website contains information regarding support for mental-health and week-being issues <a href="https://www.forestacademy.org.uk/page/?title=Whole+School+Newsletters&amp;pid=34">https://www.forestacademy.org.uk/page/?title=Whole+School+Newsletters&amp;pid=34</a></li> <li>Pastoral support interventions planned for Spring and summer term in The Den nurture unit e.g. Draw and Talk sessions with specific children</li> <li>Ongoing fixed item in weekly staff notices every week with links to resources available for staff on the shared drive and Inspire Together Platform: <a href="https://drive.google.com/drive/folders/1tVkhFzQU4sDITd7Ou6842DsxAzC9rwRG">https://drive.google.com/drive/folders/1tVkhFzQU4sDITd7Ou6842DsxAzC9rwRG</a></li> <li>Staff wellbeing an ongoing item in weekly SLT agenda 1:1 fortnightly check in meetings with staff since September 2020</li> </ul>	<p>Y</p>	

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		<ul style="list-style-type: none"> <li>• Staff briefings and training focus on wellbeing, recognising the importance of their own wellbeing and that of their pupils</li> <li>• Appropriate work plans are agreed with staff and support is provided where necessary</li> <li>• Staff working from home help to provide remote learning for any pupils who are not at school</li> <li>• Staff are considered as individuals and managed accordingly</li> <li>• Wellbeing and work-life balance are promoted with all staff</li> <li>• The trust has access to trained staff who can deliver any bereavement counselling and support</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Individual risk assessments for staff reviewed in May 2021</li> <li>• Place2Be counsellor on site 3 days a week- staff may request a session.</li> </ul>	Y	
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		<p><a href="#">Safe working in education, childcare and children's social care</a> guidance is being applied</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Where water systems have not been maintained in line with required schedules, they have been chlorinated, flushed and certified by a specialist contractor prior to reopening.</li> </ul>	Y	School has remained fully open throughout the lockdown period so site maintenance checks have continued as normal.	Y	

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		<ul style="list-style-type: none"> <li>Ventilation systems have been tested and any practical improvements to improve ventilation have been put in place</li> <li>School leaders and premises team inspect the site prior to full re-opening and action any immediate priorities</li> </ul>		SBM meets weekly with premises manager. Interim Principal meets weekly with premises manager.		
<b>Current policies and procedures have not been adapted/updated to take account of COVID-19 impact resulting in conflict between policies or policies not fit for purpose in the current Covid climate</b>		<ul style="list-style-type: none"> <li>Existing policies and procedures have been updated/adapted to take account of COVID-19 impact</li> <li>Fire procedures have been reviewed and revised where required, e.g., due to:                             <ul style="list-style-type: none"> <li>pupils operating in discrete class group bubbles</li> <li>possible absence of Fire Marshalls</li> <li>social distancing rules during evacuation and at muster points</li> </ul> </li> <li>Staff and pupils have been briefed on any new evacuation procedures</li> <li>Incident controller and Fire Marshalls have been trained/briefed appropriately</li> <li>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</li> </ul>	Y	Fire evacuation policy CV19 addendum reviewed and updated March 2021: <a href="https://drive.google.com/drive/u/2/folders/1fx6ar-YcFUHraDgKfuV71pkrvsEInbTd">https://drive.google.com/drive/u/2/folders/1fx6ar-YcFUHraDgKfuV71pkrvsEInbTd</a>  Staff Meeting Wednesday 2 <sup>nd</sup> March -Arrangements for Full Reopening: <a href="https://drive.google.com/drive/folders/1w3001uvwakxFG0eJ2OEahmN6Ofxdw3A9">https://drive.google.com/drive/folders/1w3001uvwakxFG0eJ2OEahmN6Ofxdw3A9</a>	Y	L
<b>Third party contractors and visitors on-site whilst school is in operation may pose a risk to social distancing and infection control</b>		<ul style="list-style-type: none"> <li>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</li> <li>Where contractors are likely to spend significant amount of time on site and there is a potential for some mixing with staff/children, then they should be requested to conduct lateral flow tests</li> <li>In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been</li> </ul>	Y	See school CV19 signage: <a href="https://drive.google.com/drive/folders/1p8d_TVyxrQ4cGEbD2ItQaMjIAXSuvfD">https://drive.google.com/drive/folders/1p8d_TVyxrQ4cGEbD2ItQaMjIAXSuvfD</a>  Full Reopening Guidance May 2021 <a href="https://drive.google.com/drive/folders/1w3001uvwakxFG0eJ2OEahmN6Ofxdw3A9">https://drive.google.com/drive/folders/1w3001uvwakxFG0eJ2OEahmN6Ofxdw3A9</a>	Y	



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		<p>updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction) and these have been reviewed</p> <ul style="list-style-type: none"> <li>• Site guidance on physical distancing and hygiene is explained to visitors on or before arrival.</li> <li>• Social distancing measures will be adhered to at all times for all visitors;</li> <li>• 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</li> <li>• 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.</li> </ul>	Y	<p>Health and Safety Policy with CV19 addendum -March 2021 Review <a href="https://drive.google.com/drive/u/2/folders/1fx6ar-YcFUHraDgKfuV71pkrvsElnbTd">https://drive.google.com/drive/u/2/folders/1fx6ar-YcFUHraDgKfuV71pkrvsElnbTd</a></p>	Y	
<p><b>Staff shortages due to absence may compromise operational safety</b></p>		<ul style="list-style-type: none"> <li>• The health status and availability of every member of staff is regularly updated so that deployment can be planned</li> <li>• All SLT/senior staff members are briefed on each other's roles in order to avoid any single point of failure</li> <li>• Sufficient cover/supply staff are available</li> <li>• Roles have been reallocated to cover any critical functions where appropriate. Staff have appropriate competences and training to fulfil their roles</li> <li>• Staff have been trained /briefed across disciplines to avoid any single points of failure</li> <li>• There are sufficient qualified first aiders to cover the numbers of staff and pupils on site</li> <li>• Premises staff levels are maintained and suitable for the use of the building</li> <li>• Appropriate cleaning and premises staffing levels are in place</li> <li>• Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste</li> </ul>	Y	<p>Health and Safety Policy with CV19 addendum -March 2021 Review <a href="https://drive.google.com/drive/u/2/folders/1fx6ar-YcFUHraDgKfuV71pkrvsElnbTd">https://drive.google.com/drive/u/2/folders/1fx6ar-YcFUHraDgKfuV71pkrvsElnbTd</a></p>	Y	

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<b>Hazardous substances management, unsuitable COSHH management and unsafe use of chemicals leading to ill-health, environmental contamination or fire.</b>		<ul style="list-style-type: none"> <li>• Suitable storage and management of flammable hand sanitizer is in place</li> <li>• All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately</li> <li>• Material safety data sheets are held for all chemicals and readily available to all staff</li> <li>• All cleaning chemicals are stored safely and securely in accordance with requirements</li> <li>• COSHH safety training has been completed by all those using chemicals for cleaning, COSHH e-learning training is available from the Judicium portal</li> <li>• Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment.</li> </ul>	Y	Premises Daily Checklist May 2021: <a href="https://drive.google.com/drive/folders/1w3001uvwakxFG0eJ2OEahmN6Ofxdw3A9">https://drive.google.com/drive/folders/1w3001uvwakxFG0eJ2OEahmN6Ofxdw3A9</a>	Y	
<b>Catering arrangements lead to increased risk of infection; failure of provision leads to pupils not being fed properly</b>		<ul style="list-style-type: none"> <li>• The catering services are aware of all the latest government guidance and adhere to this</li> <li>• Benefit related FSM pupils will be provided for whether they are in school or at home (term time). This will be provided in accordance with government guidance.</li> <li>• Parents will be encouraged to register for FSM where their financial circumstances have changed and they now meet the requirement for FSM</li> </ul>	Y	See Harrison's Risk Assessment Doc: <a href="https://drive.google.com/drive/folders/1w3001uvwakxFG0eJ2OEahmN6Ofxdw3A9">https://drive.google.com/drive/folders/1w3001uvwakxFG0eJ2OEahmN6Ofxdw3A9</a>	Y	
<b>Risk of infection during PE due to lack of COVID secure arrangements</b>		<ul style="list-style-type: none"> <li>• Consistent groups should be kept</li> <li>• Equipment should be cleaned thoroughly between use by different groups</li> <li>• Outdoor sports should be prioritised</li> <li>• Where lessons take place indoors, ventilation is maximised and where practical doors and windows opened whilst the lesson is taking place</li> <li>• Sports equipment is thoroughly cleaned between each use</li> <li>• Activities are selected that allow for social distancing and small consistent groupings</li> </ul>	Y	See Full Reopening Guidance May 2021: <a href="https://drive.google.com/drive/folders/1w3001uvwakxFG0eJ2OEahmN6Ofxdw3A9">https://drive.google.com/drive/folders/1w3001uvwakxFG0eJ2OEahmN6Ofxdw3A9</a>	Y	

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		<ul style="list-style-type: none"> <li>• Social distancing is maintained in changing rooms and the use of showers is avoided</li> <li>• Changing rooms are cleaned after use</li> <li>• Hand sanitiser is available in changing rooms</li> <li>• Team sports and competitions do not take place</li> </ul>				
<p><b>Wrap around and extra-curricular provision leading to compromised bubbles and increased risk of infection</b></p>		<ul style="list-style-type: none"> <li>• The provision should be used under the following circumstances:                             <ul style="list-style-type: none"> <li>- the provision is being offered as part of the school's educational activities (including catch-up provision)</li> <li>- the provision is as part of their child's efforts to obtain a regulated qualification or meet the entry requirements of an education institution</li> <li>- the use of the provision is reasonably necessary to support them to work, seek work, undertake education or training, attend a medical appointment or address a medical need or attend a support group</li> </ul> </li> <li>• Schools should engage with any external wraparound providers to try to keep bubbles consistent as much as possible</li> <li>• Where parents are using other external childcare, they will be made aware of:                             <ul style="list-style-type: none"> <li>- advise them to limit their use of multiple out-of-school settings providers, and to only use one out-of-school setting in addition to school as far as possible.</li> <li>- encourage them to check providers have put in place their own protective measures</li> <li>- send them the link to the guidance for parents and carers</li> </ul> </li> <li>• Where school premises are hired out to external providers, they will be made aware of the following:                             <ul style="list-style-type: none"> <li>- the relevant government guidance for their sector</li> </ul> </li> </ul>	<p>Y</p>	<p>Breakfast and After School Club CV19 Addendum March 2021:  <a href="https://drive.google.com/drive/u/2/folders/1fx6ar-YcFUHraDgKfuV71pkrvsEInbTd">https://drive.google.com/drive/u/2/folders/1fx6ar-YcFUHraDgKfuV71pkrvsEInbTd</a></p>	<p>Y</p>	

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		- their responsibility to put in place protective measures  Overarching principles of any extended provision <ul style="list-style-type: none"> <li>• 2m+ distance is ideally maintained between staff and pupils from different class bubbles</li> </ul>				
<b>Music, dance, and drama in school – increased risk of infection due to the nature of the activity</b>		<ul style="list-style-type: none"> <li>• Social distancing and consistent groupings are maintained during dance, drama and music</li> <li>• Keep a log of seating plans</li> <li>• Teachers closely monitor and supervise the use of equipment</li> <li>• Where music equipment is shared it is disinfected regularly after every use, including any accessories.</li> <li>• Singing, wind and brass instrument playing should be undertaken in line with the latest guidance</li> <li>• 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) Outdoor use should be considered as a first option</li> <li>• Performers should be encouraged to not raise their voices unduly</li> <li>• Pick and drop off points are designated for returning equipment with appropriate quarantine/cleaning procedures in place</li> <li>• Virtual performances will be first option. If there are live performances the latest advice in the <a href="#">working safely during COVID 19 in the performing arts</a> guidance will be followed. 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.</li> </ul>	Y	Full School Opening Guidance May 2021: <a href="https://drive.google.com/drive/folders/1w3001uwwakxFG0eJ2OEahmN6Ofxdw3A9">https://drive.google.com/drive/folders/1w3001uwwakxFG0eJ2OEahmN6Ofxdw3A9</a>	Y	

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<b>Arrangements not kept up to date with current guidance (e.g., local/national arrangements for CEV staff and pupils) leading to ineffective measures to manage current level of Covid risk</b>		<ul style="list-style-type: none"> <li>COVID arrangements are regularly reviewed to ensure they are in line with current guidance and any additional restrictions introduced as part of the Contingency Framework/national lockdown</li> </ul>	Y	Reviewed monthly or when renewed guidance received.	Y	
<b>Increased risk of infection for Clinically Extremely Vulnerable (CEV) staff and clinically vulnerable (CV) staff</b>		<ul style="list-style-type: none"> <li>CEV staff are no longer advised to shield -updated guidance should be adhered to.</li> <li>Risk assessments are in place for all CEV staff who choose to attend work</li> <li>CV staff have a risk assessment in place and if their role is conducive to home working this may be considered</li> <li>All staff must follow the systems of controls to reduce risk of transmission</li> <li>Specific risk assessments for new and expectant mothers are completed in line with current Government Guidance.</li> <li>An ongoing review will be carried out for expectant mothers from 28 weeks' gestation and for new or expectant mothers with underlying health conditions to identify reasonable adjustments and home working arrangements when required</li> </ul>	Y	All staff individual risk assessments have been updated and reviewed in line with most recent guidance March 2021 .  Not aware of any pregnant staff at present.	Y	
<b>Increased risk of infection for Clinically Extremely Vulnerable (CEV) pupils</b>		<ul style="list-style-type: none"> <li>All pupils deemed CEV should attend school. One CEV child attending school.</li> </ul>	Y	Individual risk assessments for CEV children have been reviewed and updated March 2021.CEV child will not be in school.	Y	
<b>Increased risk of infection for staff who may otherwise be at increased risk or may have close family members who are</b>		<ul style="list-style-type: none"> <li>Individual risk assessments will be conducted via leadership team as required</li> <li>All staff are regularly reminded to follow the system of controls to keep everyone safe</li> </ul>	Y	Individual staff risk assessments have been reviewed and updated.	Y	



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		to identify next steps and follow up activities with parents to increase engagement. <ul style="list-style-type: none"> <li>Covid catch up funding is strategically planned for and utilised. This is recorded on the catch-up funding strategy document and is available on the school website</li> </ul>				
<b>Widening of education gaps for pupils with SEND further disadvantaging them in comparison to their peers</b>		<ul style="list-style-type: none"> <li>Ensure that pupils with identified learning needs continue to make progress and have their needs met.</li> <li>All pupils with an EHC plan and vulnerable pupils requiring 1:1 support have an individual learning plan in place which clearly identifies bespoke strategies to ensure learning needs are met. Learning plans should include:                             <ul style="list-style-type: none"> <li>Additional resources required to complete remote learning (where appropriate)</li> <li>How additional adults are providing learning support and any other factors that are contained in EHC plans that require modification</li> <li>How learning progress and needs are communicated with parents and carers</li> <li>Specific learning strategies required to be supported by parents and carers</li> </ul> </li> </ul>	Y	IEPs in place and progress towards targets will be reviewed again in Spring Term.  Face to face intervention timetables for spring term reviewed for spring term.  Intervention Impact Doc completed after each session: <a href="https://drive.google.com/drive/folders/1dNEA0qxPswRs0HbsLquhf25eFCgHolLfM">https://drive.google.com/drive/folders/1dNEA0qxPswRs0HbsLquhf25eFCgHolLfM</a>  Learning packs delivered/collected weekly to children not able to come into school.	Y	
<b>Widening of education gaps for pupils with poor language and vocabulary as a result gaps in attainment widen</b>		<ul style="list-style-type: none"> <li>To ensure that pupils of nursery - KS1 age continue to maintain progress language and oracy development. Risk mitigation includes:                             <ul style="list-style-type: none"> <li>SLT to monitor that Inspire Partnership EYFS guidance document is being used to support planning.</li> <li>SLT to monitor that Inspire Partnership Language and Oracy framework is being adapted for any remote learning and supports weekly planning in school.</li> <li>Leaders to routinely monitor promotion of good oracy skills in lessons</li> <li>Remote learning/in school learning to include recommended sentence stems / discussion items to be</li> </ul> </li> </ul>	Y	NELI intervention to commence in spring term and continue until end of academic year (may also continue in September 2021)  EYFS Spring and Summer term MTP to have a dominant oracy focus across the curriculum.	Y	

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		<p>included in remote learning and clear modelled vocabulary for each session.</p> <ul style="list-style-type: none"> <li>All schools have identified specific pupils for planned language and oracy intervention delivered by identified adults.</li> <li>SEND leaders have monitored planning / EHC plans to ensure any specific language and vocabulary needs are differentiated and included in remote learning / physical learning</li> <li>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.</li> <li>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: EYFS NELI programme delivered by EYE Daily Morning Breakfast/Phonics masterclasses to resume from 15.03.2021for Years 1,2,5 and 6. Daily Y3/4 intervention groups set up to receive reading, writing and maths interventions</li> </ul>		<p>Intervention timetables established for remainder of spring term, will be reviewed as part of spring pupil progress meetings.</p> <p>Intervention impact docs completed after every intervention: <a href="https://drive.google.com/drive/folders/1QYT2VVG426BAiQJ4tag1Q_0Dj0gHcJy4">https://drive.google.com/drive/folders/1QYT2VVG426BAiQJ4tag1Q_0Dj0gHcJy4</a></p> <p>Daily Morning Breakfast/Phonics masterclasses to resume from 15.03.2021for Years 1,2,5 and 6. Letters to parents: <a href="https://drive.google.com/drive/folders/1yQS88szAjAE1hn09JEkrjVOCgFT-bXy3">https://drive.google.com/drive/folders/1yQS88szAjAE1hn09JEkrjVOCgFT-bXy3</a></p> <p>Daily Y3/4 intervention groups set up to receive reading, writing and maths interventions. Timetable: <a href="https://drive.google.com/drive/folders/1w3001uwwakxFG0eJ2OEahmN6Ofxdw3A9">https://drive.google.com/drive/folders/1w3001uwwakxFG0eJ2OEahmN6Ofxdw3A9</a></p>	Y	
<p><b>Risk of widening of education gaps as a result of failure to focus on core provision expectations.</b></p>		<ul style="list-style-type: none"> <li>Planning and monitoring of education provision ensures that quality first teaching follows national guidance and Trust wide expectations.</li> <li>Remote learning policy to be followed</li> <li>The majority of children will access the full curriculum</li> <li>Whilst a broad and balanced curriculum should remain in place, school leadership teams may consider suspension of some subjects for some pupils in exceptional circumstances e.g. PRIME areas in EYFS may be given more attention for some children</li> </ul>	Y	<p>SLT weekly monitoring of quality of teaching and learning across the school.</p>	Y	



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		<ul style="list-style-type: none"> <li>• Across KS1/KS2 reading should be a focus in every curriculum subject. Children should have regular opportunities to read, be read to and to develop their vocabulary/spoken language skills. Schools will monitor planning, lessons, pupil voice etc. to ensure this is prioritised by all staff</li> <li>• Covid catch up funding is strategically planned for and utilised. This is recorded on the catch-up funding strategy document and is available on the school website</li> </ul>		<p>Reading an ongoing key priority on the TP.</p> <p>Covid catch up funding strategy document on school website:  <a href="https://www.forestacademy.org.uk/page/?title=COVID+19+Updates&amp;pid=74">https://www.forestacademy.org.uk/page/?title=COVID+19+Updates&amp;pid=74</a></p>		
<p>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.</p>		<ul style="list-style-type: none"> <li>• The latest government guidance on LFD testing in Primary schools is in place - <a href="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-scho">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-scho</a></li> <li>• School communication highlights the benefits of this approach for the community</li> <li>• Regular school communication will remind staff of the expectations for reporting</li> <li>• School provides a training session to help all staff understand how to test effectively and how to report test outcomes</li> <li>• School maintains a test kit log and a separate results log</li> <li>• Test distribution is managed in a COVID safe way including appropriate face covering and maintaining a 2m distance. All tests are stored centrally and tests are collected without any touch contact between safe. Collection happens in the leadership suite, 1 adult at a time, to ensure sufficient social distancing can be maintained.</li> <li>• All staff who receive a positive test will need to isolate immediately and follow the government guidance</li> </ul>	Y			L

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		<ul style="list-style-type: none"> <li>• Tests will only be used to support detection of asymptomatic cases</li> <li>• School to maintain adequate stocks of LFD test kits</li> </ul>				
Additional site-specific issues						
Kendor Nursery staff and children on site all day-risk of cross contamination.		<ul style="list-style-type: none"> <li>• 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.</li> <li>• Staff only leave the Kendor site to collect lunches from the dining hall, visit the staffroom to wash children’s crockery in the dishwasher, or to use the staff toilet next to the Kendor site.</li> <li>• All Kendor staff wear face coverings when in the communal areas of the school.</li> <li>• RA is shared with Forest Academy</li> </ul>	Y	May 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	
The Beck staff and children on site am-risk of cross contamination.		<ul style="list-style-type: none"> <li>• The Beck staff and children are in a self-contained wing of the school.</li> <li>• Children arrive at 8am and leave at 2:30pm so do not come in contact with any staff or children at Forest Academy at these times.</li> <li>• The Beck have their own external entrance so do not need to walk through the school.</li> <li>• 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.</li> <li>• RA is shared with Forest Academy.</li> </ul>	Y	May Control Risk assessment, Staff Safety Guidance and Full Opening Guidance shared with The Beck  All Beckmead staff to wear masks when in main school site e.g. collecting lunches from kitchen, using staff toilets.	Y	

