

COVID-19: Operational Risk Assessment for Secondary Academy Re-opening. Healing Academy.

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

Assessment conducted by:	Mrs M. Dewland Mr T. Flarty	Job title:	Principal Premises Manager	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
--------------------------	---------------------------------------	------------	--------------------------------------	----------------------------	--------------------------------------------------

Date of assessment:	25 February 2021	Review interval:	This is an agile risk assessment. It will be reviewed weekly as a matter of course, but more frequently when changes occur.	Date of next review:	4 th March 2021
---------------------	------------------	------------------	-----------------------------------------------------------------------------------------------------------------------------	----------------------	----------------------------

Related documents	
<p>Trust/Local Authority documents:</p> <p>Procedures to follow if someone develops symptoms</p> <p>Categories of staff</p>	<p>Government guidance:</p> <p>https://www.gov.uk/government/publications/actions-for-academys-during-the-coronavirusoutbreak/guidance-for-full-opening-academys</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-socialcare/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personalprotective-equipment-ppe https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-yearsfoundation-stage-coronavirus-disapplications</p> <p>https://www.gov.uk/government/publications/face-coverings-in-education</p>

Current Government advice is checked daily for updates and changes are acted upon immediately and the risk assessment amended accordingly.

Local Authority advice is checked weekly for updates and changes are acted upon immediately and the risk assessment amended accordingly.

Document history			
Date of review	Conducted by	Reviewed by	Note of revisions

The risk rating and the residual risk rating may change depending on local circumstance/ building. Where the risk rating moves from a green or amber to a red or from an amber or red to a green, this must be agreed by the CEO and DoF&O.

Risk assessments are all quality assured to ensure they reflect the operational environment

Introduction

Risk matrix

PROBABILITY	Highly probable	5 Moderate	10 Major	15 Major	20 Severe	25 Severe
	Probable	4 Moderate	8 Moderate	12 Major	16 Major	20 Severe
	Possible	3 Minor	6 Moderate	9 Moderate	12 Major	15 Major
	Unlikely	2 Minor	4 Moderate	6 Moderate	8 Moderate	10 Major
	Rare	1 Minor	2 Minor	3 Minor	4 Moderate	5 Moderate
		Very low	Low	Medium	High	Very High
	IMPACT					

The purpose of a risk assessment is not to eliminate all risks, but to put in place control measures in order to mitigate against them as far as possible. It is not realistic to expect that all risk measures should be rated as minor (green). The probability of something happening may be low, but should it happen, the impact would be high, and the risk would therefore be rated as red (severe). In practice, for example, if there was not sufficient cleaning capacity in place to clean an academy, the impact of this would be high, in that we would not be able to open the academy due to the stringent requirements around hygiene. This may therefore rate red on the risk assessment. This does not mean we do not have sufficient cleaning capacity, but only that should this be the case, the impact of this would be high.

Key			
CEO	Chief Executive	DoSI	Director of Academy Improvement
DoF&O	Director of Finance & Operations	P	Principal/ Headteacher
THR	Trust HR Manager	SL	Safeguarding Lead for the Academy
BM	Business Manager	SM	Site Manager for the Academy

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
1. Establishing a systematic process for full opening in Secondary Academies					
1.1 Organisation of classes (CEO & P)					
Unintended mixing between classes will increase the risk of the virus spreading	25 - Severe	<ol style="list-style-type: none"> 1. There is full compliance with the DfE system control measures set out in the latest government guidance. 2. Each bubble remains within its designated room/space and predominantly stays within this area. 3. Any facilities used by more than one class are cleaned and disinfected after use and before use by a new group. 4. Timetabled use of shared areas avoids mixing students from different class groups. 5. Specialist facilities are cleaned after use and before a different class group. Specialist equipment is cleaned or quarantined prior to use by another group. 6. Pupils observe hygiene guidance and wash/sanitise hands frequently limiting risk of contamination from frequently touched surfaces. 7. Teachers moving between pupils comply with social distancing and hygiene guidance. 8. When pupils are withdrawn for small group work (e.g. SEND pupils) social distancing guidelines are fully observed. 9. Staggered arrival and leaving times; break times and lunch times. 	<ol style="list-style-type: none"> 1. Y 2. Y 3. Y 4. Y 5. Y 6. Y 7. Y 8. Y 9. Y 		6 Moderate
1.2 Organisation of teaching spaces (CEO & P)					
Teaching pupils in full classes will increase the risk of the virus spreading	25 - Severe	<ol style="list-style-type: none"> 1. There is full compliance with the DfE system control measures set out in the latest government guidance. 2. Pupils observe hygiene guidance and wash and/or sanitise hands frequently. 3. Good respiratory hygiene is ensured by promoting the 'catch it, bin it, kill it' approach. 4. Face coverings are worn in line with current government guidance. 5. Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents throughout the day. 6. Contact between individuals is minimised and social distancing maintained wherever possible staying at the front of the class. 	<ol style="list-style-type: none"> 1. Y 2. Y 3. Y 4. Y 5. Y 6. Y 7. Y 		3 Minor

Healing Multi Academy Trust operational risk assessment for full Secondary Academy reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> 7. Unnecessary furniture is moved out of classrooms to make more space. 8. Age-appropriate signage is displayed promoting social distancing and handwashing. 	<ul style="list-style-type: none"> 8. Y 		
The use of shared spaces and specialist classrooms increases the risk of infection between bubbles	25 - Severe	<ul style="list-style-type: none"> 1. Larger spaces and specialist classrooms are used by one discrete class at a time. 2. Large and specialist spaces are cleaned and disinfected thoroughly before and after use. 3. Large gatherings of pupils, staff and parents prohibited. 4. Design layout and arrangements are in place to enable social distancing where possible. 	<ul style="list-style-type: none"> 1. Y 2. Y 3. Y 4. Y 		3 Minor
1.3 Availability of Staffing (CEO, & P)					
Due to COVID-19, the number of staff who are available is lower than that required to teach classes in academy	15 - Major	<ul style="list-style-type: none"> 1. As per government guidance, as of 4th January, all clinically extremely vulnerable staff are required to work from home. 2. Clinically vulnerable staff can work in the academy with extra attention paid to washing hands and maintaining social distance with a full risk assessment in place. 3. There is full compliance with the DfE system control measures set out in the latest government guidance. 4. Full use of testing (including lateral flow test) is used to inform staff deployment. 5. The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. 6. A pregnancy risk assessment is in place for any pregnant staff. -If the risk assessment raises any significant issues for pregnant staff who are not in the third trimester, then the full range of options will be considered including working from home earlier than 28 weeks. 7. Pregnant staff are encouraged to work from home from the 28th week of pregnancy. Dialogue is held with Professional Associations/Trade Unions on the academy's approach to staff returning to work. 	<ul style="list-style-type: none"> 1. Y 2. Y 3. Y 4. Y 5. Y 6. Y 7. Y 	New, updated guidance details that working in school can continue with strict control measures adhered to.	3 Minor

1.4 The academy day (CEO & P)					
The start and end of the academy day create risks of contact between discrete class bubbles	20 - Severe	<ol style="list-style-type: none"> 1. Start and departure times are staggered. 2. The number of entrances and exits to be used is maximised to avoid mixing. 3. Different entrances/exits are used for different groups. 4. Staff and pupils are briefed, and signage provided to identify which entrances, exits and circulation routes to use. 5. A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. 6. Floor markings are visible where it is necessary to manage any queuing. 	<ol style="list-style-type: none"> 1. Y 2. Y 3. N 4. Y 5. Y 6. Y 	One-way system followed across school by all to further minimise contact.	4 Moderate
1.5 Planning movement around the academy (CEO & P)					
Movement around the academy risks contact between discrete class group bubbles	20 - Severe	<ol style="list-style-type: none"> 1. Class / year group 'bubbles' remain in their home bases for most of their learning. 2. Timetabling avoids more than one class / year group moving between areas at the same time in the same part of the building. 3. Staff moving between class groups observe social distancing and hygiene procedures at all times. 4. One-way systems are in place where possible. 5. Corridors are divided where feasible. 6. Appropriate signage is in place to clarify circulation routes. 7. Appropriate duty rota and levels of supervision are in place. 	<ol style="list-style-type: none"> 1. N 2. N 3. Y 4. Y 5. Y 6. Y 7. Y 	Movement takes place for pupils to be able to access the full curriculum (as per guidance). Additional supervision and staggering of classes leaving classrooms in place. One-way systems are in place at all times.	9 Moderate
1.6 Supporting children with special needs (CEO & P)					
Pupils with special needs are not supported and fail to keep pace with their peers should they be unable to attend school (e.g. extremely critically vulnerable / critically vulnerable)	25 - Severe	<ol style="list-style-type: none"> 1. The SENDCo keeps an up to date record of all children with additional needs. 2. IEPs are reviewed regularly to ensure that children's needs are met. 3. Vulnerable pupils and their provision are discussed every week at senior leadership meetings. 4. The SENDCo monitors engagement with remote learning where students are not accessing face to face teaching. 5. Teachers and the SENDCo engage with parents to ensure that these pupils needs are being met through the remote learning offer. 	<ol style="list-style-type: none"> 1. Y 2. Y 3. N 4. Y 5. Y 6. Y 7. Y 8. Y 	Vulnerable pupils are reviewed by SENDCo and VP LM as well as by pastoral team.	6 Moderate

Healing Multi Academy Trust operational risk assessment for full Secondary Academy reopening

		<ol style="list-style-type: none"> 6. Where necessary, children with SEND will be provided with bespoke materials to continue with their learning. 7. Specialist teachers will be given usual levels of access to the academy. Where required, these visitors will be provided with PPE to allow them to access their work. 8. Appropriate levels of supports will be provided with SEND in accordance with their EHCP. 			
1.7 Curriculum organisation (CEO & P)					
Having missed on-site learning for an extended time, pupils will have fallen behind in their progress during academy closures and achievement gaps will have widened	25 - Severe	<ol style="list-style-type: none"> 1. Gaps in learning are assessed and addressed systematically in teachers' planning. 2. Remote learning continues and are calibrated to complement in-academy learning and address gaps identified where pupils are unable to attend school due to COVID-19. 3. Groups of pupils may undertake sport / PE indoors in well ventilated rooms. However, where possible, all sporting activity will take place outdoors. Contact team sports are avoided. 4. Subject leaders will monitor coverage of their curriculum area. 	<ol style="list-style-type: none"> 1. Y 2. Y 3. Y 4. Y 		3 Minor
Some learning activities (for example singing, wind and brass playing and some sports) pose increased risks of spreading COVID-19 infection	25 - Severe	<ol style="list-style-type: none"> 1. Learning activities for which there is a greater risk of infection are identified and relevant staff informed. 2. Opportunities for singing outdoors are sought when the weather allows. 3. Enrichment activities are reviewed and revised accordingly. 4. The use of all wind instruments have been suspended. 	<ol style="list-style-type: none"> 1. Y 2. Y 3. Y 4. N 	Individual, one-to-one Wind Instrumental lessons are still taking place in with maximum ventilation and social distancing in place.	6 Moderate
The resumption of non-overnight academy visits poses risks to infection control	25 - Severe	<ol style="list-style-type: none"> 1. No visits planned. 	<ol style="list-style-type: none"> 1. Y 		1 Minor
1.8 Staff workspaces (CEO & P)					
Staff rooms and offices do not allow for observation of social distancing guidelines	20 - Severe	<ol style="list-style-type: none"> 1. Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. 2. Timetables have been issued for all staff areas. 	<ol style="list-style-type: none"> 1. Y 2. N 	Head of Faculty is monitoring staff area use within curriculum areas across school.	3 Minor

1.9 Managing the academy lifecycle (CEO & P)					
Pupils moving on to the next phase in their education do not feel prepared for the transition	25 - Severe	<ol style="list-style-type: none"> Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts. Tours of the academy are available for parents and pupils. Induction for pupils and parents are planned. 	<ol style="list-style-type: none"> Y N Y 	Decision will be revisited in line with non-professional visitors being permitted on-site again.	6 Moderate
1.10 Governance and policy (CEO & P)					
Governors are not fully informed or involved in making key decisions about reopening	20 - Severe	<ol style="list-style-type: none"> Online meetings are held regularly with governors. Governing bodies are informed on key decisions on reopening. Governors are briefed regularly on the latest government guidance and its implications for the academy and the Chair of Governors is kept fully informed. The principal provides regular updates to the Chair of Governors. 	<ol style="list-style-type: none"> Y Y Y Y 		1 Minor
1.11 Policy review (CEO & P)					
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	25 - Severe	<ol style="list-style-type: none"> All relevant policies have been revised to take account of government guidance Fire evacuation has been reviewed and amended. Any changes to trust policies are approved by the Trust board prior to circulation to all academies. Staff, pupils, parents and governors have been briefed accordingly. 	<ol style="list-style-type: none"> Y Y Y 		4 Moderate
1.12 Communication strategy (CEO & P)					
Key stakeholders are not fully informed about the plans for reopening and their implications	20 - Severe	Communications strategies for the following groups are in place: <ol style="list-style-type: none"> Staff Pupils Parents Governors/Trustees Local Authority Regional Schools Commissioner Professional associations Other partners Academy and Trust websites are updated very regularly so that everyone has immediate access to the most recent updates. 	<ol style="list-style-type: none"> Y Y Y Y Y N Y Y Y 	Principal reports via Link officer Not at school level	2 Minor

Healing Multi Academy Trust operational risk assessment for full Secondary Academy reopening

<p>An unforeseen lockdown situation prevents effective communication with pupils, parents and staff regarding contingency arrangements</p>	<p>20 - Severe</p>	<ol style="list-style-type: none"> 1. Contingency plans are in place, including arrangements for home/remote learning, pastoral care and safeguarding. 2. A communication strategy for pupils, parents and staff in the event of an unforeseen lockdown is in place, building on the experience of the academy closure period. 3. Information about remote learning – including the academy’s policy and arrangements, are available on the academy website. 4. Contact records for pupils, parents and staff are kept up to date. 	<ol style="list-style-type: none"> 1. Y 2. Y 3. Y 4. Y 		<p>1 Minor</p>
<p>1.13 Pupil attendance (CEO & P)</p>					
<p>Pupil attendance is lower than expected due to parental concerns about pupils’ safety from infection</p>	<p>20 - Severe</p>	<ol style="list-style-type: none"> 1. Attendance is prioritised in weekly leadership meetings to ensure all pupils and families understand the need to re-engage with school. 2. The usual attendance procedures are followed, including first day absence call etc. 3. Communications with parents reassure them about the safety of full reopening under the latest government guidance. Dialogue is held with parents who have concerns. 	<ol style="list-style-type: none"> 1. Y 2. Y 3. Y 		<p>1 Minor</p>
<p>1.14 Staff induction and CPD (CEO, DoF&O, P)</p>					
<p>Staff are not trained in new procedures, leading to risks to health</p>	<p>25 - Severe</p>	<ol style="list-style-type: none"> 1. A staff handbook is issued to all staff prior to reopening. 2. Induction and CPD programmes are in operation for all staff prior to reopening, and include: <ul style="list-style-type: none"> • The DfE system control measures set out in the latest government guidance • Organisational arrangements (i.e. class groups operating as ‘bubbles’) • Infection control • Fire safety and evacuation procedures • Constructive behaviour management • Safeguarding • Risk management 3. Staff are aware of arrangements for reporting illness. 	<ol style="list-style-type: none"> 1. N 2. Y 3. Y 	<p>General staff handbook is available, however all Covid related systems, procedures and policy changes are communicated and sent to all staff. An oversight of procedures is sent as a weekly reminder via staff briefing.</p>	<p>4 Moderate</p>
<p>New staff are not aware of policies and procedures prior to starting at the academy when it reopens</p>	<p>25 - Severe</p>	<ol style="list-style-type: none"> 1. Induction programmes are in place for all new staff – either online or in-academy – prior to them starting. 2. The staff handbook is issued to all new staff prior to them starting. 	<ol style="list-style-type: none"> 1. Y 2. Y 	<p>As above also.</p>	<p>3 Minor</p>

1.15 Free school meals (DoF&O, P & BM)					
Pupils eligible for free school meals do not receive them due to discontinuity during the academy closure period	20 - Severe	1. A member of the academy's administrative team is tasked with ensuring that the list of pupils eligible for free school meals is accurate and up to date and that pupils receive free meals when in academy.	1. Y		1 Minor
1.16 Risk assessments (CEO, DoF&O)					
Risks are not comprehensively assessed in every area of the academy in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	25 - Severe	1. Risk assessments are updated or undertaken before the academy reopens and mitigation strategies are put in place and communicated to staff covering: <ul style="list-style-type: none"> • Different areas of the academy • When pupils enter and leave academy • During movement around academy • During break and lunch times 	1. Y	Currently being updated prior to reopening.	3 Minor
1.17 Responding to cases of COVID-19 and local/national lockdowns (CEO, DoF&O & P)					
The academy is unsure how to respond when there are suspected or confirmed cases of COVID-19 amongst pupils or staff	25 - Severe	1. Staff are fully trained in dealing with suspected or confirmed cases of coronavirus. 2. There is full compliance with the DfE system control measures set out in the latest government guidance. 3. Class / year group 'bubbles' are kept discrete at all times. 4. The academy engages swiftly with NHS Test and Trace if cases are suspected. 5. The Toolkit for confirmed COVID-19 cases in academy, including the Action Plan, is followed for all confirmed cases. 6. Advice is sought from the Trust/Local Authority/Public Health Teams and appropriate action is taken. Close contacts are identified and asked to self-isolate. 7. Arrangements are in place for home and remote learning for pupils who are required to self-isolate.	1. Y 2. Y 3. Y 4. Y 5. Y 6. Y 7. Y		6 Moderate

		<ul style="list-style-type: none"> Stocks of PPE are regularly monitored and replenished <p>8. Keeping Occupied spaces well ventilated</p> <p>Once the academy is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained.</p> <p>This can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> Mechanical ventilation systems – these should be 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) Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air Natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice. <p>9. Engage with the NHS Test and Trace process</p> <ul style="list-style-type: none"> Academy leaders understand the complexity of the arrangements for testing and self-isolation and ensure that staff and parents are fully aware of them. Special advice sheets are prepared in the event that a child is sent home with symptoms, for the parents of that child and other members of the bubble. Staff induction for return to academy includes information about the NHS Test and Trace process. <p>10. Manage confirmed cases of coronavirus (COVID-19) amongst the academy community</p> <ul style="list-style-type: none"> The 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 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Home-testing kit booklet also provides guidance on NHS Test and Trace, all staff have been issued with a copy. Testing protocol to be sent to all staff – this include reference to NHS Test and Trace</p>	
--	--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

Healing Multi Academy Trust operational risk assessment for full Secondary Academy reopening

		<p>Trust, the Local Authority, the DfE/Local Health Protection Team as required).</p> <ul style="list-style-type: none"> 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. Toolkit for confirmed COVID-19 cases in academy including the Action Plan 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. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>		
2.2 Cleaning (DoF&O, P, BM, SM)					
<p>Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required</p>	<p>20 - Severe</p>	<ol style="list-style-type: none"> A return-to-work plan for cleaning staff (including any deep cleans) is agreed with Premises Manager prior to opening. An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. Cleaning staff work appropriate hours to ensure the academy is COVID secure. 	<ol style="list-style-type: none"> Y Y Y 		<p>4 Moderate</p>
2.3 Hygiene and handwashing (DoF&O, P, BM & SM)					
<p>Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency</p>	<p>15 - Major</p>	<ol style="list-style-type: none"> An audit of handwashing facilities and sanitiser dispensers is undertaken before the academy reopens and additional supplies are purchased if necessary. Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. 	<ol style="list-style-type: none"> Y Y 		<p>2 Minor</p>

Healing Multi Academy Trust operational risk assessment for full Secondary Academy reopening

Pupils forget to wash their hands regularly and frequently	25 - Severe	<ol style="list-style-type: none"> Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. Academy leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. 	<ol style="list-style-type: none"> Y Y N 	<p>Included in half-termly procedures document reminders</p> <p>Teachers instigate hand sanitisation at the start of every lesson.</p>	6 Moderate
2.4 Clothing/fabric (P, BM & SM)					
Not wearing clean clothes each day may increase the risk of the virus spreading	20 - Severe	<ol style="list-style-type: none"> Where possible, children will wear full uniform. Staff will wear business dress 	<ol style="list-style-type: none"> Y Y 		6 Moderate
The use of fabric chairs may increase the risk of the virus spreading	15 - Major	<ol style="list-style-type: none"> Fabric chairs are taken out of use where possible. Where that is not possible, chairs are limited to single person use, where possible. 	<ol style="list-style-type: none"> N Y 	Fabric chairs are sprayed by cleaners with viral disinfectant to reduce the risk.	6 Moderate
2.5 Testing and managing symptoms (DoF&O, P)					
NHS Test and Trace is not used effectively to help manage infection control amongst pupils and staff, maximise staffing levels and support staff wellbeing	25 - Severe	<ol style="list-style-type: none"> Guidance on engaging with the NHS Test and Trace process has been explained to staff as part of testing induction/information Staff, parents and pupils are clear that they should book a test if they are displaying symptoms. Staff, parents and pupils are clear that they should provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace. Staff, parents and pupils are clear that they should self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19) or if someone they live with develops coronavirus (COVID-19) symptoms. Post-testing support is available for staff through the academy's health provider. 	<ol style="list-style-type: none"> Y Y Y Y Y 		6 Moderate
Transmissions due to asymptomatic cases, especially of the new variants, put pupils and staff at risk and could result in some transmissions in academy's going undetected	25 - Severe	<ol style="list-style-type: none"> In-academy testing is provided in line with current government guidance. Any testing arrangements carried out in academy are in line with government guidance and are covered by an appropriate risk assessment, with additional control measures in place as required. A positive result must require a full COVID test Face masks / coverings must be worn in communal areas. 	<ol style="list-style-type: none"> Y Y Y Y 		6 Moderate

Healing Multi Academy Trust operational risk assessment for full Secondary Academy reopening

<p>Staff, pupils and parents are not aware of the academy's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19</p>	<p>20 - Severe</p>	<p>10. Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the academy. 11. This guidance has been explained to staff and pupils as part of the induction process. 12. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</p>	<p>10. Y 11. Y 12. Y</p>		<p>3 Minor</p>
<p>Staff, pupils and parents are not aware of the academy's procedures should there be a confirmed case of COVID-19 in the academy</p>	<p>20 - Severe</p>	<p>13. Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the academy. 14. This guidance has been explained to staff and pupils as part of the induction process. 15. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</p>	<p>13. Y 14. Y 15. Y</p>		<p>3 Minor</p>
<p>2.6 First Aid/Designated Safeguarding Leads (DoF&O, P, SL)</p>					
<p>The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk</p>	<p>25 - Severe</p>	<p>1. The Academy has appropriately trained Paediatric first aider. A programme for training additional staff is in place. 2. Collaborative arrangements for sharing staff with other academies in the locality have been agreed.</p>	<p>1. N 2. N</p>	<p>A number of staff are first aid trained, but not at Paediatric specialist level</p>	<p>4 Moderate</p>
<p>2.7 Medical rooms (DoSI, EP)</p>					
<p>Medical rooms are not adequately equipped or configured to maintain infection control</p>	<p>25 - Severe</p>	<p>1. Social distancing provisions are in place for medical rooms. 2. Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. 3. Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</p>	<p>1. Y 2. Y 3. Y</p>	<p>Overspill area identified. Separate isolation room for suspected Covid – 19 cases.</p>	<p>3 Minor</p>

2.8 Communication with parents (CEO & P)					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the academy	25 - Severe	<ol style="list-style-type: none"> As part of the overall communications strategy referenced in 1.12, parents are kept up to date with information, guidance and the academy's expectations regularly using a range of communication tools. A specific communication on the requirements for academy attendance from March 2021 is issued and followed up with discussion where necessary. A COVID-19 section on the academy website is created and updated. Parent and pupil handbooks/information are created and updated. 	<ol style="list-style-type: none"> Y Y Y Y 		3 Minor
Parents and carers may not fully understand their responsibilities should a child show symptom of COVID-19	25 - Severe	<ol style="list-style-type: none"> Key messages in line with government guidance are reinforced on a regular basis via email, text and the academy's website. 	<ol style="list-style-type: none"> Y 		1 Minor
2.9 Personal Protective Equipment (PPE) (DoF&O)					
Provision of PPE for staff where required is not in line with government guidelines	20 - Severe	<ol style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. Those staff required to wear PPE (e.g. staff supervising pupils with symptoms where 2m distancing cannot be maintained, and cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. Staff are reminded that wearing of gloves is not a substitute for good handwashing. 	<ol style="list-style-type: none"> Y Y Y 		3 Minor
2.10 Signing in System (P & BM)					
Inappropriate use of signing in will lead to the spread of the virus	20 - Severe	<ol style="list-style-type: none"> Sanitising stations in place. Alcohol wipes and/or disinfectant spray available to wipe screen / pen. COVID-19 declaration has been set up as part of the signing in system. 	<ol style="list-style-type: none"> Y Y Y 		3 Minor

3. Adopting the new organisational model of discrete class group 'bubbles'					
3.1 Pupil behaviour (CEO & P)					
Pupils' behaviour on return to academy does not comply with the new guidance on operating within discrete class / year group 'bubbles'	25 - Severe	<ol style="list-style-type: none"> 1. Clear messaging to pupils on the importance and reasons for operating in class / year group 'bubbles' and on social distancing at other times is reinforced throughout the academy day by staff and through posters, electronic boards, and floor markings. 2. Staff continue to model social distancing consistently. 3. The movement of pupils around the academy is minimised. 4. Large gatherings are avoided. 5. Break times and lunch times are structured to avoid different class / year groups coming in to contact with each other and are closely supervised. 6. The academy's behaviour policy has been revised to include compliance with the new arrangements and this has been communicated to staff, pupils and parents. 7. Senior leaders monitor areas where there are breaches of the discrete class / year group 'bubble' model and arrangements are reviewed. 8. Messages to parents reinforce the importance of adhering to the new arrangements. 9. Wilful disobeying of rules relating to staying within class / year groups and following hygiene procedures will be sanctioned appropriately. 	<ol style="list-style-type: none"> 1. Y 2. Y 3. Y 4. Y 5. Y 6. Y 7. Y 8. Y 9. Y 	Pupils move to access the full curriculum and specialist provision. Additional measure in place as per guidance (Face masks, one-way system, being accompanied at the start of break and lunch by teachers, additional supervision in between lessons).	6 Moderate
3.2 Classrooms and teaching spaces (CEO & P)					
The size and configuration of classrooms and teaching spaces does not allow teachers to comply with social distancing measures	20 - Severe	<ol style="list-style-type: none"> 1. All furniture not in use has been removed from classrooms and teaching spaces. 2. Arrangements are reviewed regularly. 3. Staff are not required to restrain students unless wearing PPE except in emergency circumstances. 4. Staff wear PPE when in contact with parents. 5. All staff know where PPE stock is. 	<ol style="list-style-type: none"> 1. Y 2. Y 3. Y 4. N 5. N 	Furniture only removed where necessary. Parents are not currently permitted on site, unless in an emergency and are required to wear face masks. PPE stock is monitored and issued by the Premises Manger. Where required, teams maintain a small stock for theirs and/or pupil use.	3 Minor

3.3 Shared spaces (CEO & P)					
The use of shared spaces (e.g. hall, dining room) risks different class / year group bubbles mixing	20 - Severe	<ol style="list-style-type: none"> No more than one-year group is scheduled to occupy a shared space at any one time. Class / year group bubbles are kept at least 2 metres apart if occupying the same shared space. Shared spaces are cleaned after use. 	<ol style="list-style-type: none"> Y Y Y 	No mixing of year group bubbles in shared indoor spaces like hall, dining hall.	3 Minor
3.4 Movement in corridors (CEO & P)					
The discrete class / year group 'bubble' arrangements are breached when pupils circulate in corridors	20 - Severe	<ol style="list-style-type: none"> Class / year group 'bubble' arrangements are in place The use of shared learning spaces is timetabled to avoid different bubbles groups coming in to contact with each other. One-way systems are in operation where feasible. Corridors are divided where feasible. Movement of pupils around the academy is minimised as much as possible and is clearly marked with appropriate signage. Any pinch points/bottle necks are identified and managed accordingly. Pupils are regularly briefed regarding observing social distancing guidance. Appropriate levels of supervision are in place. 	<ol style="list-style-type: none"> Y Y Y Y N Y Y Y 	Reference section 3.1	3 Minor
3.5 Break/lunch times (CEO & P)					
Class / year groups may mix at break times	25 - Severe	<ol style="list-style-type: none"> Break times are staggered. Pupils are kept within their assigned 'bubbles' during social times. External areas are designated for different groups. Pupils are reminded about staying in their assigned 'bubbles' as break times begin. Appropriate signage is in place around the academy and in key areas. Supervision levels have been enhanced. Pupils wash their hands before eating. Dining areas are cleaned before and after each class group has used them. Chairs are cordoned off where necessary. Guidance has been issued to parents and students on packed lunches, where applicable. 	<ol style="list-style-type: none"> Y 		3 Minor

3.6 Toilets (P, BM & SM)					
Queues for toilets and handwashing risk non-compliance with social distancing measures between pupils from different discrete class / year group 'bubbles'	25 - Severe	<ol style="list-style-type: none"> Maximum number of pupils allowed in the toilet block is monitored by pastoral staff to maintain social distancing. Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. The toilets are cleaned more frequently. Monitoring ensures a constant supply of soap and paper towels. Bins are emptied regularly. Pupils are reminded regularly on how/when to wash and sanitise hands. Water fountains remain decommissioned. Pupils bring their own water bottles. These are taken home each evening for cleaning. High use areas and places visited by multiple bubbles are cleaned throughout the day. 	<ol style="list-style-type: none"> Y Y Y Y Y Y Y Y 		3 Minor
3.7 Medical Rooms (P, BM & SM)					
The configuration of medical rooms may compromise social distancing measures	15 - Major	<ol style="list-style-type: none"> Social distancing provisions are in place for medical rooms. Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	<ol style="list-style-type: none"> Y Y Y 		3 Minor
3.8 Reception area (DoSI, EP, P)					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	12 - Major	<ol style="list-style-type: none"> Social distancing points are clearly set out, using floor markings, continuing outside where necessary. Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). Non-essential deliveries and visitors to academy are minimised. Arrangements are in place for segregation of visitors. 	<ol style="list-style-type: none"> Y Y Y Y 		3 Minor
3.9 Arrival and departure from academy (CEO & P)					
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply and risking pupils from	25 - Severe	<ol style="list-style-type: none"> Start and finish times are staggered for each discrete class group 'bubble' The use of available entrances and exits is maximised. Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. Regular messages to parents stress the need for social distancing at arrival and departure times. 	<ol style="list-style-type: none"> N Y Y Y 	Times are staggered for KS3 and KS4. Additional SLT duty staff in place for each bubble to ensure mixing does not take place.	6 Moderate

Healing Multi Academy Trust operational risk assessment for full Secondary Academy reopening

different class groups mixing		<ol style="list-style-type: none"> 5. All adults to wear masks on-site, including parents. 6. Parents are requested not to enter the school site if they bring their child to school. 7. Parents are asked to adhere to the timings of the academy day; not arriving too early or too late to drop-off or collect their child. 8. SLT to supervise and ensure compliance at the start and the end of the day and staff in Hi-Vis jackets to support pupils with new routines. 	<ol style="list-style-type: none"> 5. Y 6. Y 7. Y 8. Y 		
3.10 Staff areas (CEO & P)					
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	12 - Major	<ol style="list-style-type: none"> 1. Reconfiguration of staff rooms and offices has been undertaken prior to the academy opening to allow for social distancing between staff. 2. Staff are briefed about the limitations to use of staff rooms. 	<ol style="list-style-type: none"> 1. Y 2. Y 		1 Minor
4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Pupils with underlying health issues (CEO & P)					
Pupils who are clinically vulnerable or clinically extremely vulnerable do not attend academy even though it is deemed safe to do so	25 - Severe	<ol style="list-style-type: none"> 1. Parents of pupils with underlying health conditions have been provided with updated guidance and discussions have been held with them on a case by case basis regarding attendance at academy from March. 2. Parents have been asked to make the academy aware of pupils' underlying health conditions and the academy has sought to ensure that the appropriate guidance has been acted upon. 3. The academy, and parents 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. 4. The register of pupils with underlying health conditions is regularly updated. 5. For clinically extremely vulnerable and clinically vulnerable pupils, concerns are discussed, procedures explained and risk assessments offered. 	<ol style="list-style-type: none"> 1. Y 2. Y 3. Y 4. Y 5. Y 		3 Minor

4.2 Staff with underlying health issues (DoF&O, THR, P & BM)					
<p>Staff who are clinically vulnerable or clinically extremely vulnerable do not return to work even though it is deemed safe to do so</p>	<p>25 - Severe</p>	<ol style="list-style-type: none"> All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the academy. Records are kept of this and regularly updated. Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. Staff 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. Extremely clinically vulnerable staff remain at home in any academy. For clinically extremely vulnerable and clinically vulnerable staff, concerns are discussed, procedures explained and risk assessments offered /reviewed. Current government guidance is being applied. 	<ol style="list-style-type: none"> Y Y Y Y Y Y 		<p>3 Minor</p>
5. Enhancing mental health support for pupils and staff					
5.1 Mental health concerns – pupils (CEO & P)					
<p>Pupils' mental health has been adversely affected during the period that the academy has been closed and by the COVID-19 crisis in general</p>	<p>16 - Major</p>	<ol style="list-style-type: none"> There are sufficient numbers of trained staff available to support pupils with mental health issues. There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies. Meetings take place regularly to discuss any concerns and agree strategies moving forward. Resources/websites to support the mental health of pupils are provided. 	<ol style="list-style-type: none"> Y Y Y Y Y 		<p>6 Moderate</p>
5.2 Mental health concerns – staff (CEO, DoF&O, THR & P)					
<p>The mental health of staff has been adversely</p>	<p>12 - Major</p>	<ol style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. 	<ol style="list-style-type: none"> Y 		<p>6 Moderate</p>

Healing Multi Academy Trust operational risk assessment for full Secondary Academy reopening

affected during the period that the academy has been closed and by the COVID-19 crisis in general		<ol style="list-style-type: none"> 2. Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. 3. Staff briefings, communication and training have included content on wellbeing. 4. Staff have been signposted to useful websites and resources. 	<ol style="list-style-type: none"> 2. Y 3. Y 4. Y 		
5.3 Bereavement support (CEO, DoF&O, THR, & P)					
Pupils and staff are grieving because of loss of friends or family	12 - Major	<ol style="list-style-type: none"> 1. The academy has access to trained staff who can deliver bereavement counselling and support. 2. Support is requested from other organisations when necessary 	<ol style="list-style-type: none"> 1. Y 2. Y 		3 Minor
6. Operational issues					
6.1 Review of fire procedures (DoF&O, P, BM & SM)					
Fire procedures are not appropriate to cover new arrangements	25 - Severe	<ul style="list-style-type: none"> • Fire procedures have been reviewed and revised to allow for safe evacuation. • All fire marshals have deputies in case of absence. • Fire drills have been carried out following social distancing rules. • Staff and pupils have been briefed on any new evacuation procedures. • Incident controller and fire marshals have been trained and briefed appropriately. 	<ol style="list-style-type: none"> Y Y Y Y Y 	Fire policy has been changed and updated.	4 Moderate
Fire evacuation drills - unable to apply social distancing effectively between discrete class group 'bubbles'	20 - Severe	<ul style="list-style-type: none"> • Plans for fire evacuation drills are in place which take account of the new arrangements and apply social distancing where necessary. 	<ol style="list-style-type: none"> Y 		6 Moderate
6.2 Managing premises on reopening after lengthy closure (DoF&O, P, SM)					
All systems may not be operational	16 - Major	<ul style="list-style-type: none"> • Government guidance is being implemented where appropriate. • All systems have been recommissioned. 	<ol style="list-style-type: none"> Y Y 		4 Moderate

Healing Multi Academy Trust operational risk assessment for full Secondary Academy reopening

<p>Statutory compliance has not been completed due to the availability of contractors during lockdown</p>	<p>16 - Major</p>	<ul style="list-style-type: none"> All statutory compliance is up to date. Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. Statutory compliance information is available from DOFO. 	<p>Y Y</p>		<p>4 Moderate</p>
<p>6.3 Contractors working on the academy site (DoF&O, P, BM & SM)</p>					
<p>Contractors on-site whilst academy is in operation may pose a risk to social distancing and infection control</p>	<p>12 - Major</p>	<ul style="list-style-type: none"> Ongoing works and scheduled inspections for academy's (e.g. estates related) have been designated as essential work by the government and so are set to continue. Due diligence is carried out prior to any contractors attending site, and methods statements and risk assessments are obtained and reviewed. 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. Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. 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). 	<p>Y Y Y Y Y Y</p>	<p>Where possible, contractors visit the site outside of pupil attendance. In emergencies social distancing is maintained and PPE worn as appropriate.</p> <p>New contractors complete a Covid declaration form.</p> <p>Any longer, difficult work is undertaken at half term holidays.</p>	<p>4 Moderate</p>
<p>7. Finance</p>					
<p>7.1 Costs of the academy's response to COVID-19 (CEO, DoF&O, P)</p>					
<p>The costs of additional measures and enhanced services to address COVID-19 when reopening places the academy in financial difficulties</p>	<p>12 - Major</p>	<ul style="list-style-type: none"> Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. Trust finance team has been consulted to identify potential savings in order to work towards a balanced budget. Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. Additional sources of income are under exploration. The academy's projected financial position has been shared with the Trust Board. 	<p>Y Y Y Y</p>	<p>Separate Covid related codes are in place to ensure close monitoring of additional costs.</p>	<p>4 Moderate</p>

8. Governance					
8.1 Oversight of the Trust Board (CEO, DoF&O)					
Lack of Trust Board oversight during the COVID-19 crisis leads to the academy failing to meet statutory requirements.	10 - Major	<ul style="list-style-type: none"> The Trust Board continues to meet regularly via online platforms. The Trust Board agendas are structured to ensure all statutory requirements are discussed and academy leaders are held to account for their implementation. The CEO's report to Trust Board includes content and updates on how the academies are continuing to meet its statutory obligations in addition to covering the academies response to COVID-19. Regular dialogue with the Chair of Trust Board and those Trustees with designated responsibilities is in place. Minutes of Trust Board meetings are reviewed to ensure that they accurately record Trustee's oversight and holding leaders to account for areas of statutory responsibility. 			
8.2 Oversight of the Local Governing Board (CEO, DoF&O, P)					
Lack of governor oversight during the COVID-19 crisis leads to the academy failing to meet statutory requirements.	10 - Major	<ul style="list-style-type: none"> The governing body continues to meet regularly via online platforms. The governing body agendas are structured to ensure all statutory requirements are discussed and academy leaders are held to account for their implementation. The Principal's report to governors includes content and updates on how the academy is continuing to meet its statutory obligations in addition to covering the academy's response to COVID-19. Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility. 	Y		4 Moderate
			Y		
			Y		
			Y		
			Y		
9. Additional site-specific issues and risks					
Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them					

Healing Multi Academy Trust operational risk assessment for full Secondary Academy reopening
