

## RISK ASSESSMENT FORM

Heath Academy Trust

<b>Location / Organisation / School</b>	Heath Academy Trust schools
Full return to school following COVID-19 nationwide school closure	
<b>What is the Activity / Task / Procedure</b>	Safe full reopening of schools
Safe operation in line with guidance: <a href="https://www.gov.uk/coronavirus/education-and-childcare">https://www.gov.uk/coronavirus/education-and-childcare</a> <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>	
<b>Who is at Risk</b>	All
Pupils, staff and visitors	
<b>Hazard</b>	
Separate groupings need to be in place in the school building, throughout the school day	
<b>Control Measures Required</b>	
<p>All children should attend school from September 2020.</p> <p>Children will be organised into class groups.</p> <p>Staggered start and finish times will remain in place for different groups of children</p> <p>Breakfast and after school sessions will restart. Social distancing will be in place for different groups as much as reasonably possible</p> <p>Regular cleaning will take place throughout the day.</p> <p>Children will have a designated seat.</p> <p>Children will have individual equipment, where possible. Classes will have their own resources as necessary but cleaning will take place if shared with other classes.</p> <p>Staff will reinforce expectations, such as cough etiquette, handwashing and support mental health.</p> <p>Break and lunch times will be staggered.</p> <p>Timetable will be adapted to avoid use of the area by groups at parallel times and minimise movement</p> <p>Classrooms and other learning environments for those groups will be organised to maintain space between seats and tables where possible.</p> <p>Designated groups of children will stay separate throughout the day and will not mix with</p>	

<p>other year groups          Lunches will take place at designated staggered times          Toilets will be used by a limited number of children at a time in order to maintain social distancing.          Alternative arrangements will be made for any usual large groups activities, such as assemblies/ performances.</p> <p>Ensure no large group gatherings take place on site.</p> <p>There will be no school visits using transport.</p>	
<b>Hazard</b>	
Minimise adult to adult contact	
<b>Control Measures Required</b>	Protect adult/ parents
<p>Parents are informed about the designated drop off and pick up times and are informed to arrive promptly but without a wait time. Parents will be reminded that social distancing should be practised at pick up and drop off.</p> <p>Only one carer should pick up or drop off.</p> <p>Parents will be asked to wait outside the school grounds distanced from each other.</p> <p>Children, only, will be admitted on site. There will be no adult to adult contact. If a child is unable to leave the parent, the parent will be asked to speak to the child to explain.</p> <p>School staff will not be able to make physical contact to assist with hand over.</p> <p>Children will access the school using an outside door, preferably an individual one to their classroom, if available, and immediately wash hands on entry to school.</p> <p>We will make clear to parents that 'they cannot gather at the school gates'.</p> <p>There will be limited face to face visits to other schools.</p> <p>Records will be kept of all essential visitors to support Track and Trace.</p> <p>Where there is a confirmed case, schools will inform the CEO and Public Health will be informed. The school will work with them to identify direct close contacts and proximity contacts as well as those who may have travelled in cars together.</p>	
<b>Hazard</b>	Minimise contamination of virus
Risk of contamination on site	
<b>Control Measures Required</b>	Identify control measure to manage hazard
Children remain in the same small groups at all times each day, and different bubble	

groups are not mixed during the day  
 Wherever possible children use the same classroom throughout the day, with a thorough cleaning of the rooms at the end of use.  
 Regular supervised hand washing takes place, throughout the day, for at least 20 seconds in line with guidance.  
 Children are actively informed not to touch their face and to dispose of tissues then wash hands after use.  
 Used surfaces are cleaned throughout the day. Anti-bac spray is available in each learning area and stored at height when not in use.  
 High use items, such as light switches and door handles are sanitised regularly throughout the day.  
 Areas are well ventilated at all times, with windows and doors open if possible  
 Parents will be advised to wash all clothes regularly, and preferably daily, to minimise risk.  
 Out door play equipment will be sanitised before and after use.  
 If shared rooms are used, such as the school hall or library, areas will be sanitised before and after use.  
 ICT equipment will be sanitised before and after use.  
 Outdoor access to rooms is used if possible.  
 Resources and equipment for taking home and brought from home will be limited.  
 An area will be allocated for any child who becomes unwell during the school day to wait for collection. This must be well ventilated in line with the guidance and sanitised after use.  
 Communication with cleaning contractors will ensure high standards of hygiene and cleaning are maintained daily.

<b>Hazard</b>	Staff risk- adult to adult
Minimise the risk to the workforce	
<b>Control Measures Required</b>	Identify control measure to manage hazard
<p>Social distance will be maintained between adults on site.                  Staff toilets use a system to maintain social distancing. Taps and handles will be sanitised after use.</p> <p>Personal hand sanitiser will be available to staff.</p> <p>Masks, aprons and gloves are available for any instances when social distancing cannot be maintained, such as first aid or intimate care. In line with the guidance it is not recommended that face masks are worn routinely.</p> <p>Access to the site is for essential users only. Deliveries will be left outside if possible.</p> <p>School offices will remain closed to the public. Communication will remain via email as the first option.</p> <p>Staff communication and staff meetings will continue remotely, rather than face to face meetings.</p>	

Face to face meetings with other professionals will be discouraged. Where possible meetings will take place remotely.

<b>Hazard</b>	Extremely and clinically vulnerable people
Clinically vulnerable adults are supported to work safely	
<b>Control Measures Required</b>	
<p>Clinically vulnerable and extremely vulnerable adults including women who are pregnant must follow strict social distancing on site and must be supported to work safely. Working practices must be adapted to support their safe working. This may include redeployment or extra measures for personal safety. They should be offered the safest on site roles. Line managers must agree the working practices for the clinically vulnerable. In most cases this will be the individual school headteacher.</p> <p>If possible, ensure that other staff recognise who the designated clinically vulnerable adults are so they are not expected to take extra risks.</p>	
<b>Hazard</b>	
Safeguarding, safety and wellbeing remain a high priority	
<b>Control Measures Required</b>	
<p>Keeping Children Safe in Education is followed.</p> <p>The Heath Academy Trust Child Protection Policy is followed.</p> <p>'My Concern' is used as the main system for child protection concerns.</p> <p>The curriculum is tailored to support PHSE and wellbeing as a focus.</p> <p>Safe working practices are regularly reviewed.</p> <p>Staff wellbeing is considered across operation procedures.</p> <p>Referrals to Dorset Family Partnership will take place for non-attendance.</p> <p>All meetings continue to take place remotely and on site time is kept to a minimum.</p>	

<b>With these control measures the risk is:</b>	Circle which of following is most applicable
<b>UNACCEPTABLE</b>	<b>FURTHER CONTROLS REQUIRED</b>
<div style="border: 2px solid black; padding: 2px; background-color: green; color: white; display: inline-block;"><b>ADEQUATELY CONTROLLED</b></div>	

<b>Assessor's comments</b>	Insert additional information as required
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Shared with headteachers to add site specific information.

Shared with staff

Shared with trustees and local governors.

<b>Name of Assessor</b>	Rachael Musselwhite Headteacher Justine Horn, CEO
<b>Signature of Assessor</b>	
<b>Date of Assessment</b>	July 2020 Updated October 2020 Reviewed and updated January 2020