

Activity	Whole School Return September 2020 – managing the risk.		
Establishment	UNIVERSITY OF WOLVERHAMPTON MULTI ACADEMY COMPANY		
Academy Name	Smestow High School		
	Name	Position	Signature
Risk Assessor/Principal/Manager	Clive Jones Anne WEBB	Executive Headteacher Business Manager	 
			Date
			04/01/21 26/02/21

The Risk Assessments have been compiled taking into consideration the current national guidance:-

Preparing for the full opening of schools -

[Actions for schools during the coronavirus outbreak](#)

Implementing protective measures in education and childcare settings -

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf

Closure of educational settings – information for parents and carers -

[What parents and carers need to know about early years providers, schools and colleges during the coronavirus \(COVID-19\) outbreak](#)

[Guidance for full opening: schools - GOV.UK](#)

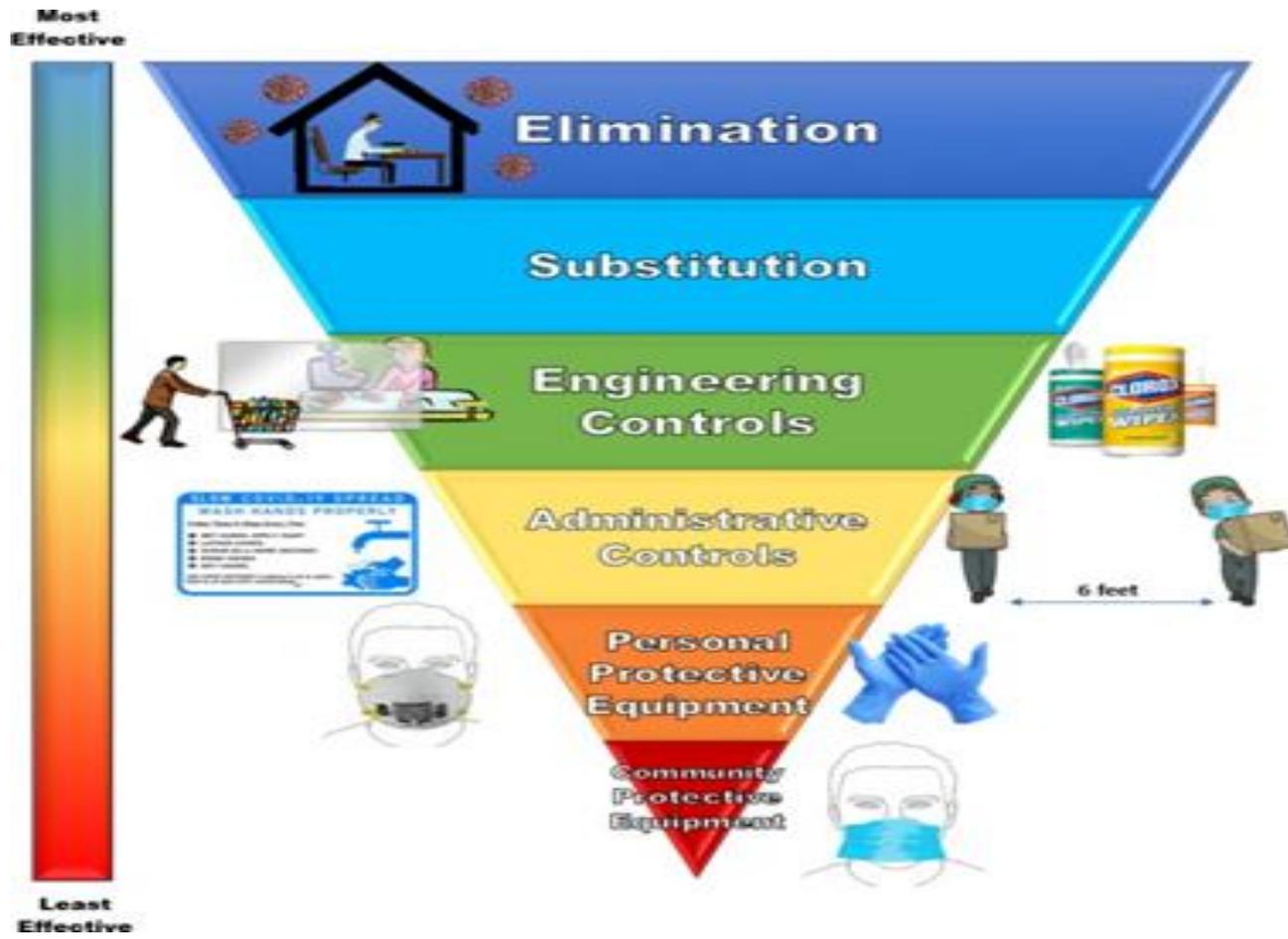
[What parents and carers need to know about early years providers, schools and colleges during the coronavirus \(COVID-19\) outbreak](#)

[COVID-19: cleaning in non-healthcare settings](#)

YOU MUST DATE THE SECTIONS THAT HAVE BEEN CONSIDERED AND IMPLEMENTED AND SHARED WITH STAFF.

The cross-infection control measures considered in the risk assessment below is based upon the following hierarchy of control:

- **Elimination** – Completely eliminating exposure to the hazard. The most effective control, e.g. stay home, work remotely, avoid public areas.
- **Substitution** – Replacing the hazard with a non-hazardous object, device or substance (none currently identified).
- **Engineering Controls** – Isolating the person from the hazard through physical or mechanical means e.g. barriers, partitions, ropes, hands-free equipment etc.
- **Administrative Controls** – Changes made to the way that people work e.g. social distancing procedure, floor markings, cough / sneeze etiquette procedure, hand hygiene, cleaning and disinfection etc.
- **Personal Protective Equipment** – Equipment worn by the person to protect themselves from real or potential hazards, e.g. gloves, aprons, safety glasses, masks, etc.
- **Community Protective equipment** – Equipment worn by a person to prevent community spread from an asymptomatic carrier of COVID-19. This is the last line of defence and its effectiveness depends on community use and their ability to adopt disinfection, distancing, and hygiene practices (not considered in school risk assessment as beyond the control of a school).



Please note, University of Wolverhampton MAT are working with Wolverhampton City Council to align with the city aims of:

The Local Authority has identified seven principles to guide the development of a common approach.

1. Safety is first - we will make decisions taking account of the health, safety and wellbeing of adults and children in schools and settings
2. At all times we will provide advice and guidance based on evidence from international, national and local research and information
3. Good communication with families, schools and settings is essential to the success of the arrangements
4. The approach we take will be flexible, incremental and evolving, we do not need to do everything at once
5. We will support leaders to promote a curriculum which balances the academic and wellbeing needs of our children and young people
6. Key actions for schools in preparing their organisational management for re-opening will be simple and supported by LA services wherever possible
7. Vulnerable children remain our priority.

(RESIDUAL) RISK RATING	ACTION REQUIRED
VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
HIGH (H) Possibility of fatality/serious injury occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team
MEDIUM (M) Possibility of significant injury or over 3 day absence occurring	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
LOW (L) Possibility of minor injury only	No further action required.

Hazards	Who is at risk?	How can the hazard cause harm?	Existing control measures	Risk Rating	Action Completed Date
<p>Individuals with pre-existing health conditions</p> <p>Shielded and clinically extremely vulnerable children and young people</p> <ul style="list-style-type: none"> - shielding paused as of 1st August 2020 - shielding reinstated for 4 week period 5th November - 2nd December 2020 - Shielding reinstated due to academy being in local restriction (tier 4) - shielding reinstated until 31st March 2021 	Pupils	Contracting / spreading Coronavirus	<p>Children and young people who have been classed as clinically extremely vulnerable due to pre-existing medical conditions must follow government advice.</p> <p>If rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore, they may be temporarily absent.</p> <p>In the event of national lockdown restrictions shielding may be reinstated and children will be advised to shield during the period where rates remain high and therefore, they may be temporarily absent.</p> <p>Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to the academy (usually at their next planned clinical appointment).</p>	L	<p>July 2020</p> <p>Reviewed</p> <p>Sept- 20</p> <p>Nov-20</p> <p>04/01/2021</p> <p>24/02/2021</p>
<p>Individuals with pre-existing health conditions</p> <p>Clinically vulnerable (but not clinically extremely vulnerable) children and young people</p>	Pupils	Contracting / spreading Coronavirus	<p>Children and young people who have been classed as clinically vulnerable due to pre-existing medical conditions follow medical advice and a separate risk assessment is considered to meet the needs of the individual. The pupils must however return to school. Maintain good hand hygiene and continue to wear masks at all times when in communal corridors and classrooms. The</p>	M	<p>July 2020</p> <p>Reviewed</p> <p>Sept- 20</p>

			only exception to this would be at break and lunchtime in the consumption of food and drink.		Nov-20 04/01/2021 24/02/2021
<p>Individuals with pre-existing health conditions</p> <p>Shielded and clinically extremely vulnerable adults</p> <ul style="list-style-type: none"> - shielding paused as of 1st August 2020 - shielding reinstated for 4 week period 5th November - 2nd December 2020 - Shielding reinstated due to academy being in local restriction (tier 4) - shielding reinstated until 31st March 2021 	Staff, external essential agency/ professional workers	Contracting / spreading Coronavirus	<p>It remains the case that wider government policy advises those who can work from home to do so. Where a role may be conducive to home working, for example some administrative roles, they should continue to do so. Those who are classified as CEV need to make the employer aware of their CEV status by producing an up-to-date letter from their GP or Specialist Consultant.</p> <p>If rates of the disease rise in local areas, staff from that from that area, and that area only, will be advised to shield during the period where rates remain high and therefore, they may be temporarily absent.</p> <p>Individual risk assessment are carried out with any staff who are considered to be shielded or clinically extremely vulnerable.</p> <p>Information for those shielding is available here.</p> <p>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</p> <p>In the event of national lockdown restrictions shielding may be reinstated and staff will be advised to shield during the period where rates remain high and therefore they may need to work</p>	L	<p>July 2020</p> <p>Reviewed</p> <p>Sept- 20</p> <p>Nov-20</p> <p>04/01/2021</p> <p>24/02/2021</p>

			from home or will be required to follow sickness procedures.		
<p>Individuals with pre-existing health conditions</p> <p>Clinically vulnerable individuals who are at higher risk of severe illness</p>	<p>Staff, external essential agency/ professional workers</p>	<p>Contracting / spreading Coronavirus</p>	<p>Clinically vulnerable individuals are advised they can now attend work outside of the home and therefore can attend school; as long as they follow all recommended control measures – 2m where possible, wear a face mask, wash hands and/or hand sanitiser</p> <p>Employees who have been classed as clinically vulnerable due to pre-existing medical conditions follow medical advice and a separate risk assessment is required to meet the needs of the individual.</p> <p>Maintain good hand hygiene and continue to wear masks at all times when in communal corridors and classrooms. The only exception to this would be at break and lunchtime in the consumption of food and drink.</p> <p>The deployment to undertake other tasks is carefully assessed and discussed with the individual.</p> <p>Staying alert and safe (social distancing) - GOV.UK</p>	M	<p>July 2020</p> <p>Reviewed</p> <p>Sept- 20</p> <p>Nov-20</p> <p>04/01/2021</p> <p>24/02/2021</p>
<p>Living with a shielded, clinically extremely vulnerable or clinically vulnerable person</p>	<p>Staff, pupils, external essential agency/</p>	<p>Contracting / spreading Coronavirus</p>	<p>Where staff or pupils live with someone who is critically vulnerable (but not extremely vulnerable), including those who are pregnant, they attend school and follow procedures as set out in this risk assessment.</p> <p>Where staff or pupils live with someone who is clinically extremely vulnerable, they must</p>	L	<p>July 2020</p> <p>Reviewed</p> <p>Sept- 20</p>

	professional workers		adhere to social distancing and in the case of students, they must be able to understand and follow instructions. Where social distancing cannot be adhered to, the following precautions are followed; washing your hands regularly, avoiding touching your face and keeping 2m away from people outside of your household or bubble wherever possible. Maintain good hand hygiene.		Nov-20 04/01/2021 24/02/2021
Low staff numbers	Staff, pupils	Inability to implement wider school opening	<p>School monitors any staff absence daily.</p> <p>Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus.</p> <p>Daily report to the Head of School or Executive Head on the number of absences and symptoms for both staff and students.</p> <p>Staff do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance.</p> <p>Where there are any shortages of teachers, Student Support Leaders or Teachers with directed periods will be allocated to cover. Supply teachers may also be used if staff absence is extremely high.</p> <p>Where acceptable staff to student ratio cannot be maintained year groups will be closed</p>	M	<p>July 2020</p> <p>Reviewed</p> <p>Sept- 20</p> <p>Nov-20</p> <p>04/01/2021</p> <p>24/02/2021</p>

Travelling to and from the Academy	Staff, pupils, external essential agency/ professional workers	Contracting / spreading Coronavirus	<p>Walking or cycling should be considered. If using public transport, adhere to transport advice, government guidelines and wear a face covering.</p> <p>Staff should not be car sharing to and from work unless within the same household group.</p> <p>Students to be encouraged to walk to school and should no be car sharing with other students outside of their household.</p> <p>Parents will be reminded at timely intervals of the social distancing rules when arriving at the start and end of the school day.</p> <p>Temporary signage to be used to remind students of social distancing measures.</p>	M	<p>July 2020</p> <p>Reviewed</p> <p>Sept- 20</p> <p>Nov-20</p> <p>04/01/2021</p> <p>24/02/2021</p>
Catching Coronavirus through contaminated surfaces	Pupils, staff, external essential agency/ professional workers	Contracting / spreading Coronavirus	<p>Cleaners are employed to carry out daily thorough cleaning of classrooms and other areas following national guidance (Covid-19; Cleaning of non-healthcare settings) and is compliant with the COSHH regulations and the H&S policy.</p> <p>Liaison with cleaners to review cleaning arrangements and make any necessary changes.</p> <p>The academy has increased the number of cleaners within the academy so that areas can be cleaned more thoroughly and frequently.</p> <p>Increased focus on cleaning and disinfecting objects and surfaces that are touched regularly (touch points) particularly in areas of high use such as door handles, door panels, bannisters, light switches, reception area and toilets using appropriate cleaning products and methods.</p>	M	<p>July 2020</p> <p>Reviewed</p> <p>Sept- 20</p> <p>Nov-20</p> <p>04/01/2021</p> <p>24/02/2021</p>

			<p>Rigorous checks carried out by the Business Manager and Cleaning Supervisor to ensure that the necessary procedures are being followed.</p> <p>Areas heavily contaminated with bodily fluids e.g respiratory and nasal discharges are cleaned up immediately in line with guidance available from the link above. PPE must be used.</p>		
<p>Catching Coronavirus through contaminated surfaces</p> <p>School Entrance</p> <p>Staff/visitors entering and exiting school.</p>	<p>Pupils, staff, external essential agency/ professional workers</p>	<p>Contracting / spreading Coronavirus</p>	<p>Emails/ MCAS notifications sent to parents stating how all correspondence with the academy should be via telephone or school email. If they wish to speak to a teacher, a time can be organised for the teacher to call them back. Due to lockdown restrictions parent meetings will only take place in exceptional circumstances.</p> <p>Signage is displayed in the school main entrance giving advice about the virus and the relevant government message – currently, STAY ALERT, CONTROL THE VIRUS, SAVE LIVES.</p> <p>Social distancing at 2m where possible</p> <p>Non-essential visits from external visitors are to be cancelled and only where these are exceptional visits from external essential agencies or professional workers will be allowed to happen. Any visitors will be asked if they have any COVID symptoms before access is gained.</p> <p>Staff to apply anti-bacterial gel when entering the building.</p> <p>Regular staff wellbeing checks must continue for all staff, particularly those not on site through line management.</p>	M	<p>July 2020</p> <p>Reviewed</p> <p>Sept-20</p> <p>Nov-20</p> <p>04/01/2021</p> <p>2402/2021</p>

			Visitor lanyards will NOT be given out. Adhesive visitor badges will be used instead		
Catching Coronavirus through contaminated surfaces School Corridors	Pupils, staff, external essential agency/ professional workers	Contracting / spreading Coronavirus	<p>Where possible, movement around the academy is reduced due to year group bubbles. For situations where this is not feasible, markings are placed on the floor using non-slip tape or signage vinyl.</p> <p>Signage regarding social distancing displayed.</p> <p>Where safe to do so all doors propped open to limit use of door handles and aid ventilation.</p> <p>Lesson change over should be kept to a minimum, with timetabling used to prevent large groups moving through corridors, but where necessary (collecting lunch, dismissal, accessing subject specialist classrooms (e.g. art, design, technology, science, music and PE), remind children of social distancing when entering the classrooms.</p>	M	<p>July 2020</p> <p>Reviewed</p> <p>Sept- 20</p> <p>Nov-20</p> <p>04/01/2021</p> <p>24/02/2021</p>
Catching Coronavirus through contaminated surfaces Toileting	Pupils, staff, external essential agency/ professional workers	Contracting / spreading Coronavirus	<p>Toilets are allocated appropriately for staff and pupil 'bubbles'.</p> <p>Pupils MUST be reminded of the social distancing rules. Toilets must be flushed with the lid down. Pupils must wash their hands/use hand sanitiser on their return to the classroom.</p> <p>Toilets are cleaned through out the day</p>	M	<p>July 2020</p> <p>Reviewed</p> <p>Sept- 20</p> <p>Nov-20</p> <p>04/01/2021</p> <p>24/02/2021</p>

<p>Catching Coronavirus through contaminated surfaces</p> <p>Classrooms</p>	Pupils, staff	Contracting / spreading Coronavirus	<p>Where possible the movement of teachers/staff members are minimised and staff assigned to each bubble. <i>There will be some subject specialist rotation of staff. Extra precaution is taken where this is the case. Staff will sanitise their hands upon entering the classroom, wipe down their desk using antibacterial wipes and stay within a designate area at the front of the classroom.</i></p> <p>Desks spaced as appropriate, including staff desk. Pupils sit at a designated desk each day.</p> <p>Marking - where work needs to be marked, this should be completed as per the academy COVID marking policy. Staff wash hands after handling pupils' work.</p> <p>Teachers and pupils can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.</p> <p>All classrooms to be well ventilated with windows open (temperature/weather permitting). Staff and students can wear coats in the classroom.</p> <p>Where safe to do so all doors propped open to limit the use of door handles and aid ventilation.</p> <p>Pupils provide their own equipment for their use.</p> <p>Shared resources cleaned between year group bubble usage or left for 48 hours (72 hours for plastics) prior to use by alternate bubbles.</p>	M	<p>July 2020</p> <p>Reviewed</p> <p>Sept- 20</p> <p>Nov-20</p> <p>04/01/2021</p> <p>24/02/2021</p>
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			<p>Pupils and staff wash hands after using shared resources.</p> <p>Desks should be clutter free - so that they can be easily wiped etc.</p>		
<p>Catching Coronavirus through contaminated surfaces</p> <p>PE</p>	Pupils, staff	Contracting / spreading Coronavirus	<p>Students wear academy uniform as normal. Apart from when PE is taking place. In this case kit is to worn to and from the academy to avoid additional clothing being handled.</p> <p>Only sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government are permitted.</p> <p>Any sports that require high amounts of respiration are not to take place while the local area is within tier 4.</p> <p>Schools must only provide team sports on the list available at return to recreational team sport framework.</p> <p>Sports kit – bibs and bands and equipment are not to be used. Ropes, balls, sticks, bats, rackets, and gym mats will be sanitised between use or where not possible left 72 hours before next use.</p> <p>Organised contact activities (including team practices or training), high risk activities requiring spotting (gymnastics) and non-contact sports delivered in line with guidance from the relevant sporting body/association.</p>	M	<p>July 2020</p> <p>Reviewed</p> <p>Sept- 20</p> <p>Nov-20</p> <p>04/01/2021</p> <p>24/02/2021</p>

			<p>Playing fields and artificial surfaces will be used. Hand hygiene measures implemented before and after use.</p> <p>All equipment with a hard surface will be cleaned after use. Soft equipment which cannot be easily cleaned will not be used.</p> <p>Where possible design PE lessons where sharing is not needed and outside where possible</p>		
<p>Catching Coronavirus through contaminated surfaces</p> <p>Art/Design and Technology</p>	Pupils, staff	Contracting / spreading Coronavirus	<p>Equipment such as pens, scissors, tools and IT equipment will not be shared unless they can be cleaned between each use.</p> <p>Pupils will work alone.</p> <p>Where possible lessons designed where sharing is not needed.</p>	M	<p>July 2020</p> <p>Reviewed</p> <p>Sept- 20</p> <p>Nov-20</p> <p>04/01/2021</p> <p>24/02/2021</p>
<p>Catching Coronavirus through contaminated surfaces or person to person transmission</p> <p>Music, Dance and Drama</p>	Pupils, staff	Contracting / spreading Coronavirus	<p>Shared use of equipment is not permitted. Practical singing and music lessons are not permitted.</p> <p>Pupils will work alone.</p> <p>Lesson designed where sharing is not needed.</p> <p>Peripatetic music lessons can go ahead. Risk assessments from the music provider obtained and control measures put in place.</p>	M	<p>July 2020</p> <p>Reviewed</p> <p>Sept- 20</p> <p>Nov-20</p> <p>04/01/2021</p>

			<p>Keep background/accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly.</p> <p>Minimise contact and mixing between both pupils and staff. Observe social distancing maintaining a 2-metre distance between staff and pupils.</p>		24/02/2021
<p>Catching Coronavirus through contaminated surfaces</p> <p>Arrival/Dismissal</p>	Pupils, staff	Contracting / spreading Coronavirus	<p>Staggered arrival and dismissal times are in place for students.</p> <p>All available outside space to be used.</p> <p>Students will be allocated an arrival entrance. They must wait in this area only.</p> <p>Students are encouraged to arrive at the given arrival time.</p> <p>Students and staff must wear face covering and sanitise hands when arriving at the allocated entrance and departing.</p>	M	<p>July 2020</p> <p>Reviewed</p> <p>Sept- 20</p> <p>Nov-20</p> <p>04/01/2021</p> <p>24/02/2021</p>
<p>Catching Coronavirus through contaminated surfaces</p> <p>Breaktime/dinner arrangements</p>	Pupils, staff	Contracting / spreading Coronavirus	<p>Staggered break times in separate classrooms and/or areas of the academy building.</p> <p>Increased supervision.</p> <p>All available outside space to be used.</p> <p>Catering providers' risk assessments to be reviewed to ensure they are meeting the needs of each individual site specifics.</p> <p>All dining tables to be placed out in individual areas and students will sit with others in their year group bubble.</p>	M	<p>July 2020</p> <p>Reviewed</p> <p>Sept- 20</p> <p>Nov-20</p> <p>04/01/2021</p> <p>24/02/2021</p>

			<p>Stagger lunch times as appropriate to ensure year group bubbles do not mix together.</p> <p>The biometrics system will be sanitised between use.</p> <p>Where possible, and aligned to new timetabling arrangements, staff should be taking their breaks on a rota to minimise gatherings.</p> <p>Staff must take their breaks applying strict social distancing measures.</p> <p>Wash hands upon entering the staff room. Turn taps using a paper towel.</p> <p>Staff are assigned their own desk in designated break out rooms. Different facilities in each breakout area.</p> <p>Staff must take their breaks applying strict social distancing measures where possible.</p> <p>Staff are to use their own mugs and keep them with them/wash them with hot, soapy water before putting them away.</p> <p>Staff to wipe down any surfaces they touch including canisters, fridge handles, kettle/hot water boiler controls, microwave controls and door handles.</p> <p>Staff to be assigned particular toilet/washing facilities - the closest ones to where they are working.</p>		
<p>Catching Coronavirus through contaminated surfaces</p> <p>First aid arrangements</p>	Pupils, staff	Contracting / spreading Coronavirus	Full PPE to be worn by staff – disposable gloves, disposable face mask, disposable apron and if necessary, eye protection.	M	July 2020

			<p>If more than one member of staff is needed, social distancing measures must be put in place as much as possible.</p> <p>On the rare occasion of a severe first aid incident and there being insufficient time to apply PPE, thorough handwashing must be adhered to. Where possible, staff can return home to change clothing etc.</p>		<p>Reviewed</p> <p>Sept- 20</p> <p>Nov-20</p> <p>04/01/2021</p> <p>24/02/2021</p>
<p>Catching Coronavirus through contaminated surfaces</p> <p>Staff meetings/briefings</p> <p>Pupil gatherings</p>	Staff, pupils	Contracting / spreading Coronavirus	<p>Staff meetings where possible should be undertaken virtually, as has been the case during lockdown.</p> <p>Where meetings are not virtual a face covering must be worn and hand sanitiser used. A two-metre social distance must be maintained.</p> <p>Pupils are to come straight into school at the start of the day - Gathering should be kept to a minimum at entrances</p> <p>Staff to direct pupils to designated classrooms on arrival.</p>	M	<p>July 2020</p> <p>Reviewed</p> <p>Sept- 20</p> <p>Nov-20</p> <p>04/01/2021</p> <p>24/02/2021</p>
<p>Catching Coronavirus through contaminated surfaces</p> <p>School office/</p> <p>Reprographics</p>	Staff	Contracting / spreading Coronavirus	<p>Desk arrangements must provide seating more than 2m with precautions apart, enable social distancing to be strictly applied.</p> <p>Desks should be clutter free - so that they can be easily wiped etc.</p> <p>All office staff must use their own equipment.</p> <p>Windows open when appropriate.</p>	M	<p>July 2020</p> <p>Reviewed</p> <p>Sept- 20</p> <p>Nov-20</p>

			<p>Handwashing/use of hand sanitiser after touching devices / screens.</p> <p>Telephones/computers - don't share the use of telephones/computers/laptops.</p> <p>Where necessary process and rooms designed to facilitate social distancing.</p> <p>Wear masks at all times where share an office or entering other offices</p>		<p>04/01/2021</p> <p>24/02/2021</p>
Contamination through poor personal hygiene	Pupils, staff, external essential agency/ professional workers/ visitors	Contracting / spreading Coronavirus	<p>All staff and pupils have been reminded about covering their mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing.</p> <p>Staff and pupils continually reminded not to touch their face with their bare hands.</p> <p>DFE / Government posters have been placed in all the toilets and across the school sites.</p> <p>In addition, the teaching staff have been told to go through the thorough cleaning process with the pupils.</p> <p>Regular handwashing (20 seconds) is encouraged to take place as frequently as possible. Particularly before and after eating and after sneezing or coughing. How to wash your hands</p> <p>Students are encouraged to use hand sanitiser upon arrival at school.</p> <p>Any questions and concerns are dealt with and the importance emphasised.</p> <p>Appropriate information related to 'catch it, bin it, kill it' is displayed around the academy</p>	L	<p>July 2020</p> <p>Reviewed</p> <p>Sept- 20</p> <p>Nov-20</p> <p>04/01/2021</p> <p>24/02/2021</p>

			<p>Posters and information systems have been updated with this information.</p> <p>Advice provided to all staff about putting used tissues in a bin immediately, washing hands with soap and water often – use of hand sanitiser gel if soap and water is not available, trying to avoid close contact with people who are unwell and not to touch eyes, nose or mouth if hands are not clean. Boxes of tissues, hand sanitiser and multi surface wipes have been provided for every classroom, replacements through site team when required.</p>		
<p>Contractors, volunteers and other visiting staff to the school</p> <p>Third party users of the school site</p>	<p>Pupils, staff, external essential agency/ professional workers / visitors</p>	<p>Contracting / spreading Coronavirus</p>	<p>Due to the lock down restrictions all non-essential visits from external visitors are to be cancelled and only essential business critical* visits from external agencies or professional workers will be permitted. Any visitors will be asked to fill in a COVID questionnaire by reception before access to the site is permitted.</p> <p>Signage is displayed in the school main entrance and throughout the school giving advice about the virus.</p> <p>Anyone showing symptoms will be asked to go home, this includes staff / students / visitors or parents. Please see the section on test and trace for further control measures.</p> <p>Non-essential visits from contracted staff are cancelled or to take place virtually.</p> <p>Where volunteers are required to enhance the learning opportunities for pupils social distancing</p>	L	<p>July 2020</p> <p>Reviewed</p> <p>Sept- 20</p> <p>Nov-20</p> <p>04/01/2021</p> <p>24/02/2021</p>

			rules apply. Volunteers must maintain good hand hygiene. Lettings usage should not take place until further notice. Upon which, full risk assessments will need to be agreed.		
Individuals coming into school feeling unwell or having been in close contact with someone with Coronavirus.	Pupils, staff, external essential agency/ professional workers / visitors	Contracting / spreading Coronavirus	<p>Regular checks are made for the most up-to-date information and this is relayed to staff, students and parents.</p> <p>Communication to parents giving strict guidance on reporting of absences.</p> <p>Where staff/pupils have symptoms, the academy is informed by email or telephone absence.</p> <p>Staff and students are reminded not to come in if they have any of the symptoms the government has advised and published.</p> <p>Staff have been emailed to confirm that the normal absence monitoring procedure does not apply to self-isolation related to the Coronavirus.</p> <p>Parents informed not to send students in if they have any of the symptoms. If students display symptoms in the academy, the parent/carer will be contacted to collect the student from the academy. The student will be taken to a room away from all other pupils.</p> <p>Staff, students and parents/carers have been provided with information on Coronavirus and changing school procedures regularly.</p> <p>All visitors asked questions relating to coronavirus symptoms before access is gained to the site.</p> <p>EAL advice available in key languages</p>	L	<p>July 2020</p> <p>Reviewed</p> <p>Sept- 20</p> <p>Nov-20</p> <p>04/01/2020</p> <p>24/02/2021</p>

Individuals displaying coronavirus symptoms during the school day	Staff, pupils, external essential agency/ professional workers / visitors	Contracting / spreading Coronavirus	<p>If anyone becomes unwell with a new, continuous cough or a high temperature and or a loss of, or change in, your normal sense of taste or smell (anosmia) they are sent home and advised to follow government guidance on COVID-19.</p> <p>If a pupil is awaiting collection, they are moved to an area to be isolated and with appropriate adult supervision; wearing appropriate PPE if a 2m with precautions distance cannot be maintained.</p> <p>If they need to go to the toilet while waiting to be collected, they should use a stand-alone unit if one is available. The toilet is cleaned and disinfected using standard cleaning products prior to anyone else using it.</p> <p>In an emergency, 999 is called if the pupil appears to be seriously ill, injured or their life is at risk.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.</p>	M	<p>July 2020</p> <p>Reviewed</p> <p>Sept- 20</p> <p>Nov-20</p> <p>04/01/2021</p> <p>24/02/2021</p>
Asymptomatic lateral flow testing	Staff, pupils	Contracting / spreading Coronavirus	<p>Staff and students are advised to receive regular LFD testing, parental consent is required. As students return 8th March testing will commence in school for students. They are to be tested day 1, 3 and 5 then home testing kits will be provided. Staff will receive home testing kits to test themselves twice weekly or can go to a local testing facility in order to identify asymptomatic COVID cases.</p>	M	<p>Reviewed</p> <p>04/01/2021</p> <p>24/02/2021</p>

			Any positive cases need to be reported to the academy. The staff/student will need to provide details of close contacts for the previous 48 hours.		
If you become unwell with symptoms of Coronavirus out of school hours	Staff, pupils, external essential agency/ professional workers / visitors	Contracting / spreading Coronavirus	<p>If anyone becomes unwell with coronavirus symptoms they must go to a local testing facility for a COVID PCR test.</p> <p>A small number of home testing kits is provided to each academy from the Government so they can give them directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.</p> <p>They should provide details of close contacts if they test positive or if asked by NHS Test and Trace.</p> <p>Those who have been in close contact with someone testing positive must self-isolate.</p> <p>Parents and staff should inform the academy immediately of the results of a test and take appropriate action.</p>	L	<p>July 2020</p> <p>Reviewed</p> <p>Sept- 20</p> <p>Nov-20</p> <p>04/01/2021</p> <p>24/02/2021</p>
Confirmed cases of coronavirus	Staff, pupils, external essential agency/ professional workers / visitors	Contracting / spreading Coronavirus	<p>If staff or pupils develop symptoms consistent with coronavirus they are sent home and advised to self-isolate for 10 days. Staff and pupils must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to the academy only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several</p>	M	<p>July 2020</p> <p>Reviewed</p>

			<p>weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.</p> <p>If staff or pupils have tested positive whilst not experiencing symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms.</p> <p>Other members of their household (including any siblings) should self-isolate for 10 days from the day after the symptomatic person first had symptoms.</p> <p>All staff and pupils attending school will have access to a test if they display symptoms of coronavirus and they are encouraged to get tested.</p> <p>Where staff or pupils receive a negative test result, and no longer have symptoms they can return to school and household members can end their self-isolation.</p> <p>Where staff or pupils receive a positive test result, the rest of their class or group will be sent home and advised to self-isolate for 10 days. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10 day isolation period they should follow guidance for households with possible or confirmed coronavirus (COVID-19) infection. They should get a test, and:</p> <ul style="list-style-type: none"> - if the test delivers a negative result, they must remain in isolation for the remainder 	<p>Sept- 20</p> <p>Nov-20</p> <p>04/01/2021</p> <p>24/02/2021</p>
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			<p>of the 10-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.</p> <ul style="list-style-type: none"> - if the test result is positive, they should inform their academy immediately, and should isolate for at least 10 days from the day after the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate for at least 10 days from the day after the symptomatic person first had symptoms, following guidance for households with possible or confirmed coronavirus (COVID-19) infection. <p>If staff or pupils have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day after they develop symptoms.</p> <p>If other cases are detected within the academy, PHE's local health protection teams will advise the academy appropriately.</p>		
Offsite visits	Staff, pupils, external essential agency/ professional workers / visitors	Contracting / spreading coronavirus	<p>Off-site visits with pupils to take place where a risk assessment has been completed and agreed with the senior leadership team and Educational Visits Coordinator.</p> <p>Residential visits are prohibited at this time. Further advice regarding off site visits is available from https://oeapng.info/downloads/download-info/4-4k-coronavirus/</p>	L	<p>July 2020</p> <p>Reviewed Sept- 20</p>

			<p>Visits should only take place where social distancing guidelines can be maintained, including transportation to and from the location.</p> <p>Visits are not currently taking place</p>		<p>Nov-20</p> <p>04/01/2021</p> <p>24/02/2021</p>
Home Visits	Pastoral/ Welfare/DSL /DDSL Staff	Contracting/ spreading Coronavirus	<p>Avoid making home visits unless this is absolutely necessary. If necessary face coverings should be worn and hand sanitiser used before entering and after leaving the property.</p> <p>Staff should continue to contact parents remotely where possible using our Academy Risk Registers and continue with the well-established practice of contacting colleagues in the Inclusion Support, Strengthening Families or the allocated social worker if you have concerns about a child or family.</p> <p>Academies must continue to contact Wolverhampton MASH in the usual way should they have a safeguarding concern about a Child, Young Person or Family. Please refer to 'home visit guidance' addendum to the staff code of conduct policy</p>	L	<p>July 2020</p> <p>Reviewed</p> <p>Sept- 20</p> <p>Nov-20</p> <p>04/01/2021</p> <p>24/02/2021</p>
Individuals with workplace adaptations in school	Staff	Musculoskeletal injuries	<p>Where staff are required to move from room to room any equipment i.e. special chairs, monitor risers, foot rests etc. installed to prevent them from injury must be available within all rooms they work in.</p> <p>Where necessary staff have lift keys to access different levels of the building.</p>	L	<p>July 2020</p> <p>Reviewed</p> <p>Sept- 20</p> <p>Nov-20</p> <p>04/01/2021</p>

					24/02/2021
Individuals from high risk groups	Staff, pupils, external essential agency/ professional workers / visitors	Contracting / spreading Coronavirus	<p>There is evidence that individuals from BAME backgrounds are of greater risk of contracting coronavirus. BAME staff and pupils should observe social distancing and should avoid contact with others outside of their social group.</p> <p>Trust/Schools to carry out Equality Impact Assessment (EIA) to give due diligence and consideration of staff, students, any visitors. Areas to cover include that are part of an Equality Impact Assessment:</p> <p><u>Age:</u></p> <p>Staff over the age of 60 are identified as being clinically vulnerable, therefore, with a higher risk</p> <p><u>Race:</u></p> <p>There is current evidence that the BAME community are at higher risk</p> <p><u>Disability:</u></p> <p>Individuals identified as clinically vulnerable or extremely clinically vulnerable are at higher risk of serious illness.</p> <p>The amended arrangements in the schools, including location of handwashing/sanitisation products may present a disadvantage to individuals with mobility difficulties. Children with mobility difficulties and other disabilities may require personal or other care that cannot be provided whilst maintaining 2m or 1m with</p>	M	<p>July 2020</p> <p>Reviewed</p> <p>Sept- 20</p> <p>Nov-20</p> <p>Jan – 21</p> <p>24/02/2021</p>

			<p>precautions social distancing, therefore, placing them at higher risk from COVID-19.</p> <p><u>Pregnancy and maternity:</u></p> <p>Individuals who are pregnant have been identified as being clinically vulnerable, therefore, a higher risk.</p>		
Individuals who are obese (a BMI of 40 or above)	Staff, pupils, external essential agency/ professional workers / visitors	Contracting / spreading Coronavirus	<p>There is evidence that obese individuals are of greater risk from contracting coronavirus. Obese staff and pupils should observe social distancing and should avoid contact with others outside of their social group.</p> <p>An individual risk assessment will be carried out. It is the responsibility of the member of staff to inform management.</p>	L	<p>July 2020</p> <p>Reviewed</p> <p>Sept- 20</p> <p>Nov-20</p> <p>04/01/2021</p> <p>24/02/2021</p>
Low morale	Staff, pupils	Poor mental health	<p>Opportunities to discuss current situation and living during coronavirus.</p> <p>Promotion of mental health awareness.</p> <p>Pupil access to pastoral support.</p> <p>Bereavement support available.</p> <p>Staff have access to the SAS employee assistance support.</p> <p>Well being checks from Line Managers</p>	M	<p>July 2020</p> <p>Reviewed</p> <p>Sept- 20</p> <p>Nov-20</p> <p>04/01/2021</p> <p>24/02/2021</p>

Lack of communication	Staff, pupils, external essential agency/ professional workers / visitors	Poor reputation of Academy.	Regular updates provided on the school website, social media and via other appropriate media streams and methods	L	July 2020 Reviewed Sept- 20 Nov-20 04/01/2021 24/02/2021
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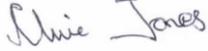
Additional control required	Action by	Date for completion	Action Completed	Residual Risk
Remind all staff and students about the fire drill expectations. Fire drills must continue to take place ensuring social distancing between groups is maintained. Ensure contingency plans in place to allow for safe evacuation from the building during key staff absences.	SLT/Student Support Leaders	To complete 05/03/2021	Change to origin muster points before lockdown. Signage to be changed in classrooms used for vulnerable students and all staff to be notified	H
Increased site cleaning during the day, with the increased need for doors and windows being open.	Business Manager	Ongoing	Updating and reviewing continuously. Additional checks to make sure classrooms are ventilated.	M
Lateral flow testing facility on site to test asymptomatic pupils.	Trust/SLT	03/03/2021	Currently planning to implement from beginning of March as DFE guidance.	H
Individual risk assessments to be reviewed in light of	Business Manager	01/03/2021	Email and individual meetings	M

returning to school after lockdown down restrictions.				
Masks to be worn in all internal spaces where social distancing isn't possible, this includes staffrooms	SLT ALL staff	On Going		M
Masks to be worn correctly at all times – over mouth and nose	SLT All staff	On Going		M
Putting on and removing of masks guidance to be available for students and staff	Business Manager	26/02/2021	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	M
High risk students including SEND students to have individual return plans	Deputy HT and SENDCO	05/03/2021	Parents are being invited into the school for individual meetings	H

Definitions:

*Business Critical Activities are activities which cannot take place via a remote platform and can be safely accomplished at MAT settings or associated schools and businesses following social distancing guidelines. Activities must be associated with one or more of the following:

- Activities which are paramount to the immediate welfare of staff and children and/or the safe operation of the school
- Training deemed to be essential by members of the Executive leadership team
- Critical strategic planning meetings, HR proceedings and planning, financial planning
- Ensuring safeguarding matters are addressed promptly in line with Trust policy
- Facilitating effective transitions for pupils

Comments	Position	Signature
<p>Pupils are operating in discrete year group 'bubbles'. This will change for year groups 8 and 9 at Smestow to change to just "bubbles" not "year group bubbles"</p> <p>Expectations of social distancing are established and communicated to all staff and all 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. This will include masks</p>	Executive Headteacher	
<p>Statutory and in house health and safety inspections have been maintained and recorded and this continues. This has been monitored by the Business Manager</p>	Executive Headteacher Business Manager	 
<p>All other health, safety and wellbeing management procedures remain in place and continue to be adhered to.</p>	Executive Headteacher Business Manager	 
<p>Risk assessments relating to SEND pupils reviewed in line with government guidance.</p>	SENDCO	Tara Hartley
<p>Where it is not possible to avoid a member of staff having to quarantine during term time, Executive Head should consider if it is possible to temporarily amend working arrangements to enable them to work from home.</p>	Executive Headteacher	
<p>On return from March 8th the legal requirement for students to attend is reinstated. The Academy will take legal action to ensure this happens</p> <p>There is a risk that where families travel abroad, their return travel arrangements could be disrupted due to factors arising beyond their control in relation to coronavirus (COVID-19), such as the potential for reinstatement of lockdown measures in the place they are visiting or compulsory quarantine on their return to England.</p>	Executive Headteacher	

Version	Date	Action/Notes	Signature of the Chair of Committee/Board
1	04/01/2020		
2	26/02/2021		
3			