



Hartlepool Aspire Trust

**Operational Risk
Assessment from
September 2021**

*(Following the easing of restrictions as part of
roadmap 4)*

**Checks and balances responding
to COVID-19**

Introduction

Coronavirus disease 2019 (COVID-19) is an infectious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). The virus is primarily spread between people during close contact via small droplets produced by coughing, sneezing, and talking (direct transmission). People can also become infected by touching infected surfaces and then touching their face (indirect transmission). Another route of transmission is via aerosols (extremely small droplets, but this is only relevant to medical procedures). Symptoms include: A new and continuous cough; a high temperature; or a loss of, or change in normal sense of smell or taste (anosmia).

From the 19th July, the country moved into Step 4 of the roadmap.

“This marks a new phase in the government’s response to the pandemic, moving away from stringent restrictions on everyone’s day to day lives and towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk.

As COVID-19 becomes a virus we learn to live with, there is now an imperative to reduce the disruption to children and young peoples education – particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine with the opportunity for two doses by mid-September.

At Step 4 it is no longer recommended to keep children in consistent bubbles, however, schools should make sure they have an outbreak plan to cover the possibility that in some local areas may be necessary to reintroduce bubbles for a temporary period, to reduce mixing between groups” (*Special schools COVID-19 operational guidance July 2021*)

Control measures should now include:

1. Good hygiene for everyone
2. Maintaining appropriate cleaning regimes
3. Keeping occupied spaces well ventilated
4. Following public health advice on testing, self-isolation and managing conformed cases

Our actions and control measures that are listed in this risk assessment have been informed by a series of Government guidance publications, which are listed on page 4 & 5 of this document.

Protective measures have been shared with all staff and families and can be found on the school and college websites. Staff are to alert SLT of any shortcomings in arrangements or where systems aren’t functioning as they should be.

The Trust also has an outbreak plan which is to be read alongside this document.

Please note: this risk assessment was undertaken in conjunction with the following guidance:

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

[Special schools and other specialist settings: coronavirus \(COVID-19\)](#)

[Schools COVID-19 operational guidance](#)

[Further education COVID-19 operational guidance](#)

[Health and safety: responsibilities and duties for school](#)

[19 July guidance on protecting people who are CEV from COVID-19](#)

[Guidance on protecting vulnerable workers](#)

[Advice for employers and employees on how to talk about reducing risks in the workplace](#)

[School attendance guidance](#)

[Travel legislation](#) set out in the [Government travel advice](#)

[Improve school attendance](#)

[Who is at higher risk from COVID-19](#)

[Protecting people who are clinically extremely vulnerable](#)

[Supporting pupils at school with medical conditions](#)

[Remote education good practice](#)

[Catch-up premium](#)

[National Tutoring Programme and 16 to 19 tuition fund](#)

[Dedicated transport to schools and colleges COVID-19 operational guidance](#)

[High needs operational guide](#)

[When to self-isolate and what to do](#)

[Contingency framework](#)

[Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)

[Aerosol generating procedures \(AGPs\)](#)

[Use of PPE in education, childcare and children's social care settings](#)

[Cleaning of non-healthcare settings](#)

[Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak](#)

[CIBSE COVID-19](#)

[Get a free PCR test to check if they have COVID-19](#)

[Additional guidance on testing in specialist settings](#)

[Rapid asymptomatic testing in specialist settings \(applies from Step 4\)](#)

Assessment conducted by:	Mrs L. Greig	Job title:	CEO	Covered by this assessment:	Staff, Students, contractors, visitors, volunteers
Date of assessment:	16 th August 2021	Review interval:	Daily/Weekly as required	Period of this RA:	Autumn 21

This document is used with the kind permission of Star Academies.

KEY:

CEO	Chief Executive Officer
DCEO	Deputy CEO
DCS	Director of Corporate Services
AHT	Assistant Head Teacher
DSL	Designated Safeguarding Lead
HSM	H&S Manager
SLT	Senior Leadership Team
HCA	Health Care Assistant
FLO	Family Liaison Officer
LA	Local Authority

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						

* In the tables on the following pages, you will see two columns for risk rating: the first column is the risk rating before any control measures or action is taken to reduce the risk; the second column is for the residual risk rating – that is the risk rating after the control measures and actions have been implemented.

Probability x Impact = Residual Risk Rating

SLT, chair of Finance and Audit committee, staff, parents and H&S Support from AVEC have all supported the writing of this Risk Assessment.

RISK ASSESSMENT

Areas for concern	*Risk rating prior to action: RAG colour and number	Control measures	Who is responsible	In place? (Yes/No)	Further action/comments	*Residual risk rating RAG colour and number
<p>1. Students and staff from other parts of the school/college will mix resulting in increased contact (in school/college and within the grounds) which may lead to the transmission of COVID-19 resulting in ill health or death</p>	<p>20 (4x5)</p>	<p>As part of the Government's Road Map out of lockdown, it was announced on the 6th of July the majority of COVID related measures will be eased including no longer needing consistent bubbles.</p> <p>All staff and students will continue to distance where possible.</p> <p>Whilst consistent bubbles will cease, the school will continue to operate in pathways which will allow for 'natural segregation' and we will reduce unnecessary mixing through the following measures:</p> <p>Exit and Entrance Points Numerous entrance and exit points will continue to be used at the school (please see plan). This will help reduce pinch points and unnecessary mixing.</p> <p>Break and Lunch Each pathway (academy) will continue to have a dedicated outside space and split break and lunch times.</p> <p>Corridors Staff and students will be discouraged from congregating in corridors.</p> <p>Offices Staff to be mindful of distancing in offices and communal areas.</p>	<p>SLT</p> <p>All staff</p>	<p>Y</p>	<p>Please note from September the Trust will be operating on 4 sites: Main school site, Sixth Form, CECA and Catcote Futures. Students will only move from site to site where necessary e.g. timetable lessons.</p> <p>Breakfast Club will remain in classes for the first two weeks and then it will be reviewed.</p> <p>Whilst the wearing of face coverings is no longer required, it will remain staff/students personal choice.</p> <p>Perspex screens are available for offices.</p> <p>Staff will be informed of the importance to still social distance in the workplace where possible – especially in relation to other staff, visitors and parents</p>	<p>8 (2x4)</p>

Areas for concern	*Risk rating prior to action: RAG colour and number	Control measures	Who is responsible	In place? (Yes/No)	Further action/comments	*Residual risk rating RAG colour and number
2. Visitors attending school/college may mix with students/staff which may lead to the transmission of COVID-19 resulting in ill health or death	12 (3x4)	<ul style="list-style-type: none"> No visitors will be allowed on site without prior approval from SLT. Details of visitors will be recorded and retained for 21 days Assurances have been sought from the visitors/companies that all staff attending the setting will be in good health (symptom-free) If social distancing can't be maintained face coverings may be worn or Perspex screens provided. On arrival all visitors to wash hands Where possible visitors to attend site before or after school hours to reduce mixing where possible When on site visitors to distance where possible Perspex screens in reception areas and meeting rooms will remain in place initially and will be later reviewed Continued practice for deliveries i.e. deliveries left outside of reception doors or on table at the front of reception. Clear signage for visitors not to come into the building and wait till a member of staff comes to the door Maximum number of people in reception sign to remain on the main doors. EHC meetings will return face to face with an option of attendees using virtual means if needed. 	DCS/HSM	Y	<p>Essential visitors only to be allowed on site initially and will be asked to wear face coverings (reviewed at the end of September)</p> <p>Visitors may wear face coverings (or visor if a face covering cannot be worn for medical reasons) if they choose to do so whilst transitioning around the school and college and in general communal areas</p>	4 (1x4)
3. Enhanced cleaning is not in place and cleaning capacity is reduced so that on-going cleaning of surfaces are not undertaken to the standards required which may lead to the transmission of COVID-19 resulting in ill health or death	12 (3x4)	<ul style="list-style-type: none"> An enhanced cleaning plan is agreed and implemented to minimise the spread of indirect transmission which includes staff cleaning during the course of the day (classes, shared areas, offices, trust vehicles). Cleaning kits issued. Surfaces, handles, light switches, bin lids, resources, toilets will need to be cleaned down frequently. Staff will wipe down surfaces in multi-use rooms before leaving. If there are reduced numbers of cleaners we will look to use other staff or external services 	HSM, DCS, AHT	Y		8 (2x4)

Areas for concern	*Risk rating prior to action: RAG colour and number	Control measures	Who is responsible	In place? (Yes/No)	Further action/comments	*Residual risk rating RAG colour and number
4. Students forget to wash their hands regularly and frequently which may lead to the transmission of COVID-19 resulting in ill health or death	20 (5x4)	<ul style="list-style-type: none"> Staff to remind students of the need to wash their hands regularly and frequently and for some the continuation where necessary of the use of soapy water play to their daily activities. Staff to continue to promote a hygiene culture Posters will remain in situ to reinforce the need to wash hands regularly and frequently School leaders to continue to monitor the extent to which hand washing is taking place on a regular and frequent basis All students to continue washing hands on entry and exit to the school/college, before and after using the toilet, before and after break/lunch, after coughing and sneezing and after activities such as PE 	SLT and staff	Y	Hand washing with soap and water should be used in preference to hand sanitisers. Any students using hand sanitiser will be used under close supervision. Hand sanitiser will be located in secure areas	4 (1x4)
5. Students forget to follow respiratory hygiene rules placing staff and students at higher risk which may lead to the transmission of COVID-19 resulting in ill health or death	12 (3x4)	<p>Staff to continue to follow and reiterate respiratory hygiene message to students:</p> <ul style="list-style-type: none"> Cover your cough or sneeze with a tissue If there is no tissue available, cough and sneeze into the crease of the elbow Dispose of tissue in a lidded bin only and wash hands Avoid touching eyes, nose and mouth with unwashed hands 'Catch it, bin it, kill it' approach will be reinforced across the school/college 	All staff	Y	Cleaning resources will be in each class in case a student coughs or sneezes on a piece of equipment/furniture	8 (2x4)

Areas for concern	*Risk rating prior to action: RAG colour and number	Control measures	Who is responsible	In place? (Yes/No)	Further action/comments	*Residual risk rating RAG colour and number
<p>6. Inadequate ventilation increases the risk of airborne transmission</p>		<ul style="list-style-type: none"> • Windows and doors will continue to be opened where possible in all occupied spaces to aid ventilation (even an open crack will help reduce the concentration of any virus in the air) • Air conditioning will only be used where it is deemed safe to do so (<i>in-line with government guidance, link on page 5</i>) • When students are not in classes windows will remain open to purge the air in the space • In cooler weather staff and students will be allowed to dress more warmly 	All staff	Y	<p>It is the continued responsibility of individual staff to ensure that windows and doors (where appropriate) are fully opened within occupied spaces</p> <p>From September, we will use CO2 monitors in areas to quickly identify where ventilation may need to be improved (we will prioritise areas where we have concerns e.g. rooms with no windows and air conditioning or rooms with few windows) and rooms that do not fall into the range 600-800 ppm carbon dioxide</p> <p>HEPA filters will be considered for rooms with poor ventilation which cannot be improved on other ways</p> <p>We will continue to operate one in one out policy in toilets especially where there is reduced ventilation</p> <p>Where mechanical ventilation is in place ventilation should start ahead of the working day and continue after classes have finished for cleaners working in those rooms. Where natural ventilation is relied on these will also be opened ahead of the day.</p> <p>A maximum capacity will be introduced for smaller rooms to ensure greater dilution (see Louise)</p>	

Areas for concern	*Risk rating prior to action: RAG colour and number	Control measures	Who is responsible	In place? (Yes/No)	Further action/comments	*Residual risk rating RAG colour and number
					Consideration will be given to activities that have been shown to increase aerosol generation eg singing, exercise in smaller or less well ventilated rooms	
7. Testing is not used effectively to help identify asymptomatic cases which would increase the likelihood of transmission and could lead to ill health and death	12(3x4)	<ul style="list-style-type: none"> All staff and students who have consented to carry out LFD tests will continue to be provided with home test kits. Tests will be carried out twice weekly. Positive tests will be reported and the member of staff/student will be asked to isolate immediately and get a PCR test to confirm the result Anyone displaying symptoms will be advised to go for a PCR test and isolate until results are confirmed. If a member of staff/student is a close contact of a positive case, they will be strongly advised to take a PCR test, and for other contacts daily LFD testing will be encouraged. 	DCS	Y	<p>Close contacts of a positive case will be identified via NHS Test and Trace. School will continue to have a role in working with health protection teams in the case of a local outbreak</p> <p>From September SLT will inform staff and families of the new LFD Test (<i>Orient Gene</i> or <i>Acon-flowflex</i> which is nasal swabbing only)</p>	4 (1x4)

<p>8. Infection transmission within school/college due to staff/students (or members of their household) displaying symptoms which may lead to the transmission of COVID-19 resulting in ill health or death</p>	<p>15 (3x5)</p>	<ul style="list-style-type: none"> • Students, parents and staff have been reminded of what steps to take if they, or any member of their household, displays symptoms. Guidance is listed on all websites and will be continued to be clearly communicated via letters • Procedures are in place to deal with any students or staff displaying symptoms at school/college (HBC have produced an outbreak guide for schools to follow which includes a single point of contact to report suspected confirmed infections – 01429 523733) This includes the use of testing for both staff and students and appropriate action, in line with government guidance. The Trust has also produced an alert system; AMBER alert is where there is a positive case from a class / or a direct household contact which will result in this class minimising mixing and all visitors will be alerted to this status. RED alert is where there are 2 or more, positive cases on site within ten days of each other and all classes will remain in bubbles whilst advice for PHE is sought. Measures in each of these alert stages have been shared with stakeholders • If a child is symptomatic and no contact can be gained with parent/carer, the symptomatic child will isolate in school/college until contact is made. If a parent is unable to collect their child school/college transport will be used and a deep clean will follow. Staff will wear appropriate PPE and suitable distance will be maintained. • Ventilated rooms have been identified within school/college to place students or staff if they become symptomatic. PPE is available on each site. A sign will be displayed so that no one enters. • School/college will continue to issue a home testing PCR kit to parents/guardians if they can't attend a testing site • Staff and parents will be advised to book a test immediately at https://www.nhs.uk/conditions/coronavirus-covid-19/ or call 119 • The school/college will contact the parents, carer or member of staff no later than 48 hours after the person has been sent home for an update regarding the test and results and the persons welfare • If a test is positive the student/member of staff will isolate for at least 10 days. NHS Test and Trace will identify close contacts. Due to the vulnerability of our students we will contact families if we are made aware of their child being a contact of a positive case. • From the 16th August anyone under the age of 18 years and 6 months or anyone who has been fully vaccinated 	<p>SLT , HCA and FLO</p>	<p>Y</p>	<p>Any area where the confirmed case has been enhanced cleaning measures will be implemented</p> <p>If cleaning is not required immediately e.g. the room is not needed the process will be delayed for 72 hours. During this time, these areas will be secured with appropriate signage on the door 'Do not enter, closed for cleaning'.</p> <p>PPE will continue to be used when assisting a person who is symptomatic, for deep cleaning or cleaning up bodily fluids will then be double bagged and left for 72 hours before disposal.</p> <p>The Trust will continue to inform staff, parents and students of any positive cases without identifying any individuals directly or indirectly. This is important so that each employee, student and their family are aware of the local risks. We will send students or groups of student's home if it is deemed as a necessary measure to protect others students and staff from serious infection.</p>	<p>10 (2x5)</p>
---	------------------------	--	--------------------------	----------	---	------------------------

		<p>will no longer be required to isolate if they are a contact of a positive case. Instead they will be advised to go and get a PCR Test.</p> <ul style="list-style-type: none"> • Staff members who have opted not be vaccinated have been asked to make their line manager aware of this so there is a contingency in place if self-isolation cover is required • Staff and students can return with a cough or loss of taste/smell as this can last several weeks. • If a person has tested positive without symptoms but then is later symptomatic the 10 days isolation must be restarted. • The classroom/area where the person becomes unwell, the isolation room and toilet will be thoroughly cleaned after use, using a standard disinfectant • If any site has 2 individuals who are likely to have mixed closely, test positive for COVID within a 10 day period the school/college will notify the local health protection team and follow advice given which may mean adhering to the Trust's outbreak plan. • All students will be continually made aware of symptoms so there is not an over reliance on LFD testing. 				
<p>9. Students with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them which may lead to the transmission of COVID-19 resulting in ill health or death</p>	15 (3x5)	<ul style="list-style-type: none"> • Shielding is currently paused. Although advice to shield has ended, clinically vulnerable people must continue to follow the rules that are in place for everyone. • We are also advising clinically vulnerable people to continue to take extra precautions to protect themselves. • All student's health needs are documented which will support dynamic risk assessments. • Where a student is advised to shield and the families choose to stay at home, remote education will continue to be provided. (see page 4 for specific governmental guidance link) • For students who have AGPs the following guidance will be adhered to: https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care 	SLT, SENCo and HCA	Y	<p>From 26th August CEV children under age of 18 have been removed from SPL and are no longer considered as CEV. For a few very individual children specific clinical advice may be given and this will continued to be followed.</p> <p>Everyone on the shielded patient list should have already been offered a COVID 19 vaccine which will offer some degree of protection. Booster programmes will start for the most vulnerable from September 21.</p> <p>From September CYP (12-15 years) who are at risk with underlying health conditions will be offered the vaccination (PMLD. SLD. Downs syndrome and those on learning disability register)</p> <p>For those students who</p>	10 (2x5)

					<p>remain under the care of specialist health professional clear communication has been given to families to seek advice in order that additional care plans and measures can be put in place where necessary and where practically possible.</p> <p>Encouraging staff and students to carry out rapid lateral flow tests will help us along with other infection prevention and control measures to manage the spread of the virus.</p> <p>On individual RAs, staff will state if there are any students that are CEV and what mitigation are in place.</p> <p>From September CO2 monitors will be placed in room where there are CEV people</p>	
<p>10. Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them which may lead to the transmission of COVID-19 resulting in ill health or death</p>	15 (3x5)	<ul style="list-style-type: none"> Shielding is currently paused. Although advice to shield has ended, clinically vulnerable people must continue to follow the rules that are in place for everyone. We are also advising clinically vulnerable people to continue to take extra precautions to protect themselves. All members of staff with underlying health issues, those within vulnerable groups (including pregnant women) or who are shielding have been instructed to make their condition or circumstances known to the Trust. Evidence to be requested. Records are kept of this and regularly updated. Staff whom are CEV will receive an individual risk assessment and will be designated a point of contact for any specific concerns regarding their health. A risk assessment review will be carried out with all pregnant staff approaching 28+, so that additional control measures can be considered (if required) 	DCS	Y	<p>Everyone on the shielded patient list should have already been offered a COVID 19 vaccine which will offer some degree of protection. Booster programmes will start for the most vulnerable from September 21</p> <p>Staff who are concerned who have particular characteristics of being at comparatively increased risk from COVID-19 are encouraged to discuss their concerns and school will explain measures the school/college a putting in place to reduce risk. School/college will try as far as practically possible to accommodate additional</p>	10 (2x5)



					<p>measures where appropriate.</p> <p>Encouraging staff and students to carry out rapid lateral flow tests will help us along with other infection prevention and control measures to manage the spread of the virus.</p> <p>From September CO2 monitors will be placed in room where there are CEV people</p> <p>Groups of students with which they work with will be kept as consistent as reasonably possible</p>	
11. The number of staff who are available is lower than that required to teach classes in school/college and operate effective remote learning which may lead to school/college closure or major disruption in school/college services	8 (2x4)	<ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned Flexible and responsive use of teaching assistants and non-teaching staff to supervise classes is in place to maintain service If numbers become too low and all internal resources have been utilised, supply staff will be employed to cover staff absences 	DCS, DCEO	Y		4 (1x4)
12. The number of staff to provide necessary services is too low (corporate services) which may lead to school/college closure or major disruption in school/college services	6 (3x2)	<ul style="list-style-type: none"> If there is a staffing shortage in central services we would look to 'buy in' those services (cleaning, catering, maintenance) Utilise existing external support to guide remaining staffing on site (ICT, H&S, HR) Use staff in alternative roles e.g. cleaning and catering Buy in ready-made food supplies If the site cannot be operated safely the school/college would look at temporarily closing on H&S grounds 	DCS	Y		2 (1x2)

13. The use of public and school transport by students poses risks in terms of social distancing which may lead to the transmission of COVID-19 resulting in ill health or death	12 (3x4)	<ul style="list-style-type: none"> From July 19th, the Government removed the requirement to wear face coverings but expects and recommends them to be worn in enclosed and crowded spaces where you may come in to contact with people that you don't normally meet. This includes public transport and dedicated transport to school and college. 	SLT DCEO	Y	Families have been informed of the Governmental guidance regarding face coverings on transport.	8 (2x4)
14. Insufficient Fire marshals absent due to sickness and self-isolation which may lead to injury or death	12 (3x5)	<ul style="list-style-type: none"> Additional staff are in place for fire marshals to cover any absences and staff have been briefed accordingly. 	HSM	Y		5 (1x5)
15. Students' mental health has been adversely affected during the COVID-19 crisis which could result in acute or long term mental distress	16 (4x4)	<ul style="list-style-type: none"> There are sufficient numbers of trained staff available to support pupils with mental health issues (Thrive practitioners, TLR SEMH, Art Therapy, EP). Wellbeing/mental health will continue to be incorporated into the curriculum. Resources/websites to support the mental health of students will continue to be provided 	DCEO	Y	From September, we are increasing the Thrive provision within the academy through the use of additional COVID funding to provide further support for students	8 (2x4)
16. The mental health of staff has been adversely affected by the COVID-19 crisis in general which could result in acute or long term mental distress	9 (3x3)	<ul style="list-style-type: none"> Staff will continue to focus on their wellbeing Line managers will continue to discuss wellbeing with the staff that they manage, including their workload Staff will continue to be signposted to useful websites and resources Continued open door policy with SLT Continued regular communication in advance of any new arrangements Continued Individual RA carried out by DCS where concerns can be addressed 	SLT	Y		6 (2x3)

17. Students will have fallen behind in their learning during school/college non-attendance and achievement gaps will have widened	15 (5x3)	<ul style="list-style-type: none"> Gaps in learning will continue to be assessed and addressed in teachers' planning. There will be a focus on emotional and physical wellbeing Staff will continue to carry out bespoke interventions with individuals through the use of 'catch-up' funding Home and remote learning will continue for any students who remain at home following health professional advice with staff sending home 'work packs' and uploading online resources. Leaders will quality assure these. 	AHT and TLRs	Y	Staff will continue to collaborate to review students progress and implement interventions necessary	12 (4x3)
18. There are no outbreak plans in place for a possible localised outbreak resulting in increased transmissions and causing possible ill health and death	20 (4x5)	<ul style="list-style-type: none"> An outbreak plan is in place highlighting increased control measures up to and in line with the Summer 2021 RA. 	SLT	Y		5 (1x5)
19. Staff and students do not follow guidance in relation to international travel increasing transmission and causing possible ill health / death. Additionally, causing reduced staffing to facilitate safe delivery of education.	20 (4*5)	<ul style="list-style-type: none"> Clear communication of governmental guidance with staff and families. 	SLT		Staff being aware of the current RAG rating in relation to travel and taking in to account the impact of this on the ability to work.	15 (3*5)
20. Infection due to trips off the base site.	12 (3*4)	<ul style="list-style-type: none"> Any trip will need to be authorised by a SLT member. Trip risk assessments will need to take account of COVID-19 as well as other hazards and will need suitable and sufficient controls in place to reduce the level of risk to an acceptable level. An appropriate amount of experienced staff will be on hand on any trip. 			All staff in attendance will be made aware of any risks and controls included in the risk assessment. A dynamic risk assessment will take place on the day of the trip, to make sure it can go ahead before any student leaves the site.	8 (2*4)

Emergency Situations	4 (2*4)	<p>There is an automatic fire detection system fitted at the school which is tested and inspected on at least an annual basis.</p> <p>Staff to follow evacuation plan displayed in the room and walk children through this as part of induction.</p> <p>Staff are to monitor the flow of traffic in the corridor areas when evacuating to reduce the contact that pupils have with other age groups /staff members.</p> <p>Staff and pupils are to maintain social distancing where possible when evacuating the building.</p> <p>Staff and pupils are to maintain social distancing when registers are being taken at the assembly point.</p> <p>Staff and Pupils re-entering the building is to be staggered.</p> <p>Staff and pupils are to wash their hands when they're enter the building.</p> <p>Lockdown All normal procedures apply.</p>			<p>Termly emergency evacuation drills and occasional lockdown drills continue to take place.</p> <p>The school's caretaker ensures that that weekly testing of the fire alarm is carried out to ensure legal requirements are met.</p>	4 (2*4)
-----------------------------	---------	---	--	--	--	---------

Checked by J. Henry (H&S partner/AVEC on 20.08.21)

Signed: CEO					
Name:	Mrs. L. Greig	Signature:		Date	16.08.21
Signed: Chair of Trustees (F&A Committee)					
Name:	Dr. G. Jones	Signature:		Date	16.08.21

Last updated: 16th August 2021