



Coronavirus (COVID-19)
Risk assessment for September 2020 Opening

Name of school: Inspire Academy

Assessment conducted by: Louise Byrne	Job title: Principal	Covered by this assessment: staff, pupils, parents, visitors and volunteers.
Date of assessment: 20.07.2020	Review interval: When circumstances change	Date of next review: End September 2020 (New school year and term with all new guidance effective)

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

		Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
A	Direct transmission of COVID -19 virus from being in close proximity to people with the virus. I.e. person to person transmission (hand to hand, hand to mouth, hand to body),		Clear guidance will continue to be given to parents and staff to reiterate that anyone who is displaying symptoms, or has tested positive in the last 14 days must not attend the school setting.	Yes	School Leadership/ On website/ Letters to parents etc.	Ongoing	M
			School will communicate the arrangements to all employees and parents prior to the return of additional pupils.	Yes	School Leadership/ On website/ Letters to parents etc.	Passed – effective since wider opening	M
			Where possible contact with parent’s or other non-school staff will be conducted remotely, via telephone or video link.	Yes	Communicated to all via letter, email, website and area manned with staff to ensure smooth running and operation.	Passed – effective since wider opening. Will be employed more widely as more pupils return.	M
			Staff will be advised to only physically meet with parents or other non-school staff if they are satisfied that doing so is consistent with government advice.	Yes	School Leadership/ On website/ Letters to parents etc.	Passed – effective since wider opening	M
			Staff will be asked to not touch/shake hands with parents.	Yes	As above	As above	M
			Where appropriate Pupil Behaviour Policies will be updated to cover COVID-19 related incidents.	No	Principal	Ongoing	M
			The majority of staff in education settings will not require PPE beyond what they would normally need for their work, staff will be advised of situations where additional PPE is required.	Yes	All staff	Passed – effective since wider opening	M

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B	Bubbles / families		Children will, as far as possible, be placed in consistent groups (bubbles / families).	Yes	Leadership	Ongoing. Year group bubbles effective.	M
			Where bubbles / families of a single class can be maintained this is the preferred option.	No	Leadership	For maximum effect and minimum disruption to curriculum offer and high quality learning as well as safety, we have year group bubbles.	M
			Social distancing will be observed wherever possible.	Yes	All staff	Immediate and ongoing (appropriate for age of children)	M
			Bubbles / families will, as far as possible, be kept apart – any assemblies/collective worship will be limited to one bubble / family at a time.	Yes	All staff	No face to face collective worship or similar	M
			Where it is necessary for the delivery of the school timetable, all teachers and other staff can operate across different bubbles / families.	Yes	PPA cover teachers, SEN teachers and specialists	Ongoing.	M
			Where this is necessary staff and teachers will, as much as they can, keep a 2m distance from pupils and other staff.	Yes	PPA cover teachers, SEN teachers and specialists	Ongoing.	H - this will be difficult to maintain, esp. with

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							younger children
C	Arrival / leaving school		Guidance will be given to parents regarding transportation of pupils to and from school, and the preferred avoidance of public transport where possible.	Yes	School Leadership/ On website/ Letters to parents etc.	Ongoing.	H
			Staff are asked to arrive before pupils.	Yes	Majority of staff (except 3)	Ongoing.	M
			Where necessary school gates will be opened earlier to facilitate this.	Yes	All staff	Ongoing.	M
			Parents will be asked to bring their children to school alone.	Yes	Letters to parent/ Parents monitored by staff	Ongoing.	M
			Parents with babies or younger children that do not attend the school will be asked to use a buggy/sling or suitable reins to prevent that child from entering the school building or using play equipment.	Yes	Letters to parent/ Parents monitored by staff	Ongoing.	M
			Where possible separate entrances will be used for class groups / bubbles / families.	Yes	Letters to parent/ Parents monitored by staff	Ongoing.	M
			Entrances will be supervised by staff encouraging parents to leave children and walk away.	Yes	Letters to parent/ Parents monitored by staff	Ongoing.	M
			Staff will discourage loitering by pupils and parents.	Yes	Letters to parent/ Parents monitored by staff	Ongoing.	H
			Advice will be sent out at the start of term reminding parents NOT to loiter or liaise direct with teachers.	Yes	Letters to parent/ Parents	Ongoing.	H

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					monitored by staff		
D	Reception signing in and out (e.g. Staff, visitors and contractors)		Where possible contact with parent's or other non-school staff will be conducted remotely, via telephone, video call or e-mail.	Yes	Communicated to all staff and parents in letter, Enforced by signage and staff.	Ongoing	M
			Parents, visitors, and the general public will not be allowed in school. Only essential visitors will attend school and social distancing will be in place.	Yes	Communicated to all staff and parents in letter, Enforced by signage and staff.	Ongoing	M
			Supply staff and peripatetic teachers must keep as much distance as possible from other staff.	Yes	Social distancing will be in place at all times.	Ongoing	M
			Where volunteers are supporting the school they will remain 2m from pupils and staff where possible and as far as possible will not assist multiple bubbles / families.	Yes	All staff, closely monitored by SLT	Ongoing	M
			Where possible staff will sign in remotely e.g. from own PC/phone rather than reception.	No	Staff continue to sign in at Reception	Ongoing	M
			Works necessary to maintain the building that cannot be carried out by in-house staff will be undertaken by contractors before/after school or at the weekend.	Yes	Arranged for during school closure/ holiday period.	Ongoing	M
			Works will only be permitted during the school day in an emergency and where the contractor will not come into contact with pupils / school staff e.g. roof leak, boiler failure etc.	Yes	Site Manager. Where possible, arranged for	Ongoing	M

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				during school closure/ holiday period.		
		Contractors will be met on arrival by site staff e.g. Caretaker and reminded about social distancing before commencing work.	Yes	Site Manager Where possible, arranged for during the school closure/ holiday period.	Ongoing	M
		Arrangements for deliveries are in place.	Yes	Office staff	Ongoing	M
		Arrival / reception areas have been configured to encourage social distancing.	Yes	In place.	Ongoing	M
		If no screen is already in place school will consider whether a temporary plexi-screen be installed.	Yes	Already in place	-	L
		Hygiene stations are in place, with instructions to use it, prior to entering the building.	Yes	Ongoing	Ongoing	M
E	In Class	Certain activities may not be taught e.g. PE team sports dependent on the advice at the start of term September 2020.	Yes	PE lessons will take place SLT/ KC continuing to review most recent advice & guidance	Ongoing review	M
		As 2m social distancing is not possible with class bubbles Teachers to ensure that regular handwashing, respiratory hygiene (catch it kill it bin it) and regular touch cleaning takes place throughout the day.	Yes	SLT/Teachers	Ongoing	M
		Unnecessary furniture will be removed from classes to increase space.	Yes	Teaching staff	Ongoing	M
		Where possible windows will be open to aid ventilation.	Yes	All staff	Ongoing	M
		Some classes may be taught outdoors where practicable and weather permitting.	Yes	All staff	Ongoing	M

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			Teaching staff should, as far as possible, maintain 2m away from colleagues and pupils, remaining at the front of the class.	Yes	All staff at least 1m as much as possible	Ongoing	M
F	Moving around school		The school has identified specific pinch points and pupils will move around these at different times to avoid close proximity.	Yes	All staff to manage outdoor 1 way system and indoor proximity	Ongoing	M
			The route of traffic will be signed as appropriate and staff will provide verbal reminders for children.	Yes	Teachers	Ongoing	
			Children will be asked to walk in single file around school.	Yes	All staff	Ongoing	M
			Supervision will be in place to prevent horseplay.	Yes	All staff	Ongoing	M
			Where relevant only 1 person will be permitted in lift at any one time.	N/A			
			As far as possible, class groups will be kept together and in the same room negating the need to move around school.	Yes	Teacher	Ongoing	M
			Toilet use will be supervised to prevent too many pupils entering at once.	Yes	All staff	Ongoing	M
			Where practicable, teachers will move to different classes rather than the pupils.	Yes	All staff esp pastoral, SALT etc.	Ongoing	M
			Communication with teaching staff will be electronically wherever possible.	Yes Or socially distanced briefing in the hall	All staff	Ongoing	M
G			Clear signage will be provided on hygiene, hand washing and the use of hand sanitisers.	Yes	All staff	Ongoing	M

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	Lunchtimes/consumption of food		Hand washing will be managed before and after eating food.	Yes	All staff	Ongoing	M
			Hand washing will be managed before and after touching/preparing food.	Yes	All staff	Ongoing	M
			Lunch times will be staggered for both pupils and staff.	Yes	All staff	Timetable communicated. All children where adequate seating is available, to eat in classrooms	M
			Lunch seating areas restricted to the minimum number of pupils per table or considering social distancing measures.	Yes	All staff	Ongoing	M
			Any fruit stations will be managed so children do not handle multiple pieces before selecting.	Yes	All staff	Ongoing	M
			The bringing of a full personal water bottle each day will be encouraged. Water fountains will be taken out of use.	Yes	All staff. Water bottle will remain in school and cleaned in school.	Ongoing	M
H	Office/Support staff		Where feasible and appropriate for members of staff to work from home consideration will be given to this.	Only shielding staff			
			Small offices will be restricted to single occupant use only.	One office contains 2 staff.			
			Signage will be used to reinforce the message and to advise of areas which should be restricted to one person at a time.	Yes	All staff	Ongoing	M
			Reprographics areas will be restricted to single user where possible.	Yes	All staff	Ongoing	M

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I	Vulnerable persons		Extremely clinically vulnerable/clinically vulnerable/vulnerable staff members will be identified and an individual risk assessment will be completed with them to identify any additional control measures for them beyond those in place generally.	Yes	Principal	Ongoing	M
			Individual risk assessments will be carried out for pupils identified as extremely clinically vulnerable/clinically vulnerable/vulnerable or as having behaviours which can increase the risk of transmission of covid-19 (e.g. spitting or biting)	Yes	Principal	Ongoing	M
J	Staff or pupils arriving at school unwell or become unwell whilst in school		They will be sent home and advised to follow the staying at home guidance to self-isolate for at least 14 days and arrange to have a test. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance	Yes	All staff	Ongoing	M
			Whilst a child is awaiting collection, they will be moved, if possible and if appropriate, to a room where they can be isolated behind a closed door.	Yes	Principal/ SLT/ All staff	Ongoing	M
			If possible a window will be opened for ventilation.	Yes	All staff	Ongoing	M
			Where it is not possible to isolate them, staff have been advised to move them to an area which is at least 2 metres away from other people.	Yes	All staff	Ongoing	M
			The area around the person with symptoms will be cleaned and disinfected with cleaning products after they have left.	Yes	All staff	Ongoing	M
			Children that need to go to the bathroom while waiting to be collected are told if possible to use a separate bathroom.	Yes	All staff	Ongoing	M
			The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.	Yes	All staff	Ongoing	M
			The school will engage with the NHS test and trace process.	Yes	All staff	Ongoing	M
			A step by step document has been provided by Public Health to assist schools in identifying the correct steps to follow.	Yes	SLT	Ongoing	M
			There is a dedicated Public Health email which schools may contact for further advice and clarification on actions to be taken.	Yes	SLT	Ongoing	M

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K	First Aid		A first aid needs assessment will be completed to determine first aid provision based on the workplace setting, occupants and the hazards and risks that may be present in school.	Yes	All staff will wear appropriate PPE in first aid situations and ensure they Social Distance where possible. All TAs & Middays have been given additional First Aid training.	Ongoing	M
			Staff that hold a first aid certificate that expires on or after 16 March 2020 and cannot access requalification training because of coronavirus will apply for a 3-month extension.	Yes	Helen Thomas	Sept 2020	M
			Assistance should be given from a safe distance as far as possible to minimise the time in a shared breathing zone.	Yes	All trained staff	Ongoing	M
			When responding to incidents, PPE should be worn by staff if a distance of 2 metres cannot be maintained or if contact is necessary.	Yes	All staff	Ongoing	M
			The provision of PPE should be determined based on anticipated risk of contamination from respiratory secretions, droplets of blood or other body fluids.	Yes	All staff	Ongoing	M
			After contact with injured persons first aiders are advised to clean their hands thoroughly with soap and water or hand sanitizer at the earliest opportunity. https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm	Yes	All staff	Ongoing	M
L	Educational Visits		Overnight and overseas educational visits will not take place.	Yes	All staff	Ongoing	M
			Non-overnight domestic educational visits will be subject to risk assessment and will consider related government guidance on controlling Covid-19 transmission relative to the visit location/venue.	Yes	Must be fully risk assessed	Ongoing	M

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					and approved by SLT		
			Pupils will be kept in their consistent bubble / family for the purpose of the educational visits.	Yes	Must be fully risk assessed and approved by SLT	Ongoing	M
			Visit venues/locations will only be considered where Covid-secure measures are in place.	Yes	Must be fully risk assessed and approved by SLT	Ongoing	M
M	Extra-curricular provision		Any provision will maintain school day bubbles / families or, where this is not possible, small consistent groups.	No. This will not be possible. Yr group bubbles in the school day will extend to key stage bubbles for wraparound care.	ASC staff, supporting staff and SLT	Starting from 14th September for B Club & 21 st September for After School Club.	M
			Contact sports will not take place.	Yes	All staff	Ongoing	M
			Where possible activities will take place outdoors.	Yes	All staff	Ongoing	M
N	Music		Singing, wind and brass playing will not take place in large groups (e.g. school choirs and ensembles or in assemblies).	Yes	SLT and all relevant staff	Ongoing	M
			Music lessons will be limited to class bubbles, social distancing and windows open where possible.	Yes	SLT and all relevant staff	Ongoing	M

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			Playing of instruments and singing will take place outside where possible. Instruments will not be shared.	No – singing may take place in class at times but spaced out and forward facing and with full ventilation	SLT and all relevant staff	Ongoing	M