

COVID-19 Health & Safety Risk Assessment

In preparing this risk assessment guidance has been taken from North Tyneside council health & safety as our paid professional advisers. This includes using their inspection checklist to assist with identifying the control measures to reduce the risk of workplace infections.

Site:	St Thomas More Catholic High School
Site Address:	Lynn Road, North Shields
Inspection Undertaken by:	A Gollings, Director of Finance & Support Services, 17.12.2020
Report to:	D Watson, Headteacher, 17.12.2020

Current status/ Overview

St Thomas More RC Academy is currently open to students. This risk assessment captures current working arrangements.

The timetable of current expected working arrangements are as follows (with all future dates remaining subject to confirmation and satisfaction of the Government's five key tests):

Since Monday 7th September, in line with government guidance, we have seen all staff (c.165) and students (c.1610) back in school, with the exception of those with a positive Covid 19 test, or those required to isolate as possible contacts of someone with a positive test result (in line with national guidance).

Should a positive diagnosis from someone attending school, local outbreak or local lockdown occur, advice will be sought from Public Health England Health Protection team and the Local Authority. This is likely to result in some/all students and staff not attending school and some form of distance learning. A blended learning model may be implemented whereby some students attend school whilst the others receive home learning, on a 2 week rotational cycle.

From (5 November – 2 December 2020) further advice was sought and applied for education settings for Lockdown 2.

From 2 December 2020 the school has been in a Tier 3 area and arrangements reviewed as appropriate.

We await further guidance in respect of possible rapid testing arrangements that may be required for staff and students in school after Christmas.

Note- This risk assessment captures the key measures in place to combat risks associated with the Coronavirus. Additional documentation, guidance, letters and working plans/schedules supplement this document and provide staff, students, parents and visitors further details as necessary.

Description of task being assessed:	Return under Corona virus (Covid 19) conditions 1st September 2020 onwards		
Description of work area being assessed:	Whole school. Working arrangements during term times, holidays and training days.		
Name of person completing the risk assessment:	A Gollings, Director of Finance and Support Services	Date and time completed:	17.12.2020

What is the hazard?	Who might be harmed and how?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
			L	C	R		L	C	R		
Contracting Covid 19	Students Staff: By being in school they may contract the virus from other people in school or from contaminated surfaces	<p>Guidance/advice</p> <p>Monitoring and following advice issued from statutory bodies including DfE/ Government; NHS; PHE; North Tyneside Council, plus unions etc</p> <p>Positive Health & Safety Executive inspection visit 7th October 2020 which concluded no further actions/measures required.</p> <p>People Management - illness/vulnerability</p> <p>Government advice re students, staff, visitors, focus groups and self isolation periods followed carefully.</p> <p><u>Before August 1st</u></p> <ul style="list-style-type: none"> All individual staff assessed and advised on the most appropriate action for them re shielding or vulnerable in line with government guidance from 20th March 2020. All staff reassessed by 15th June 2020 (including BAME considerations). STM has taken a very cautious and sympathetic approach to individual circumstances (details/emails held separately). Skeleton staff for business critical activities identified and implemented from 24th March to restrict people on site at any one time. Working from home encouraged and facilitated where needed by ICT. All staff asked to check emails daily to keep in touch with work matters. Line managers contact staff at home periodically to ensure nobody is left feeling isolated. Virtual coffee mornings held periodically since the 20th March. Children and staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to not attend school Staff who are clinically vulnerable have been advised to take extra care in observing social distancing and should work from home where possible, although controlled reintroduction to the work setting for support purposes has been encouraged since 15 June ensuring they stay 2 metres away from others Children or staff members who are in a bubble with someone who is extremely clinically vulnerable can only attend school if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions. Pregnant members of staff have had a specific assessment using the New and Expectant Mothers assessment process, but will not be expected to attend work. <p><u>Since August 1st</u></p> <ul style="list-style-type: none"> Pupils who have previously been required to shield and remain under the care of a specialist health professional will have their individual health care plan reviewed with their health professional before returning to school Staff who are clinically vulnerable or extremely clinically vulnerable have been assessed and placed in suitable roles. Pregnant women continue to be assessed separately using the new & expectant mothers assessment. If staff, parents or pupils with particular characteristics or significant risk factors are concerned, the school will discuss their concerns, explain the measures that are in place to reduce risks and ascertain whether anything additional can be done to support areas of apprehension <p>From 5/11/20 advice to clinically extremely vulnerable adults only:</p> <p>a. Strongly advised to work from home. If these staff cannot work from home, they should not attend work for this period of restrictions.</p>	2	5	10	<p>Guidance/advice</p> <p>Continue to monitor and follow national and regional advice.</p> <p>People Management</p> <p>Ongoing vigilance and support to staff.</p> <p>Homeworking remains an option for some staff should the prevalence in the community suggest this is necessary.</p> <p>Ongoing communications (emails, briefing, toolbox talks) to all staff including:</p> <ul style="list-style-type: none"> Risks and symptoms of COVID19 New operating procedures and rules - including the need to carry out risk assessments for each activity. Advice regarding self-isolation of those showing signs or symptoms until a test has been carried out to confirm diagnosis – and how to get a test Social distancing measures Emergency procedures (i.e. first aid, fire) 	2	5	10	Leadership team	Ongoing
									HT, Asst HT (PRO) and DoF	Ongoing	
									HT, Asst HT (PRO) and DoF	Ongoing	

		<p>b. Staff who live with clinically extremely vulnerable but are not clinically extremely vulnerable themselves can still attend work if they cannot work from home.</p> <p>From 5/11/20 advice to clinically extremely vulnerable students only</p> <p>a. Further evidence has emerged that shows there is a very low risk of children becoming very unwell from COVID-19, even for children with existing health conditions.</p> <p>b. Most children originally identified as clinically extremely vulnerable no longer need to follow this advice.</p> <p>c. Parents should speak to their GP or specialist clinician to understand whether their child should still be classed as clinically extremely vulnerable.</p> <p>d. Those children whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend school while this advice is in place.</p> <p>e. We will make appropriate arrangements to continue the education of these students at home, e.g. by providing remote learning.</p> <p>f. Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school.</p>					
		<p><u>Staff or pupil shows signs of COVID-19 while on school premises</u></p> <ul style="list-style-type: none"> • Students & staff monitored closely and any showing signs of symptoms sent home asap and strongly advised to get a test and self isolate. • If a student presents with COVID 19 symptoms in school, then the individual will be isolated (2m from others, outside unless weather is extreme) and parents / guardians informed. If they need to be supervised then person supervising will wear appropriate PPE. They will be advised not to return to school until the test is undertaken and outcome known. • Public Health England will be contacted for all positive cases (by the HT, DHT or Director of Finance & Support services) and their advice strictly followed (0300 303 8596 option 1 to get further support or advice). • If test comes back as positive, we will then work with that person to identify contacts (in line with PHE/ Dept for Health definitions) and advise those staff as necessary. • We will inform all staff of the situation by email and what to do if you feel you meet the criteria and have not been asked to isolate. • First aid guidance has been provided to first aiders and PPE provided. 		<ul style="list-style-type: none"> • Effective infection control including hygiene measures • Specific or individual risk assessment findings • Wellbeing points • To be vigilant and report concerns about their own, a colleague's or a pupil's symptoms to their line manager or headteacher immediately 			
				<p>Ongoing communications with parents including:</p> <ul style="list-style-type: none"> • Risks and symptoms of COVID19 • Advice regarding self-isolation of those showing signs or symptoms • Social distancing measures • Modelling of appropriate hand washing and hygiene techniques (including catch it, bin it, kill it) • not to come to school for any reason unless this has been specifically agreed by appointment • Which children should come to school • How education is happening remotely • Student wellbeing 	HT		Ongoing

									<p>Ongoing communications with all students including:</p> <ul style="list-style-type: none"> • Risks and symptoms of COVID19 • Advice regarding self-isolation of those showing signs or symptoms • Social distancing measures (2m; no sharing equipment etc) • Emergency procedures (i.e. first aid, fire) • Effective infection control including hygiene measures including modelling of appropriate hand washing and hygiene techniques (including catch it, bin it, kill it) • Recommendations on transport to and from school • Education resources and what they should be working on from home • How to maintain good mental health and wellbeing 				HT/PRO	Ongoing
		<p>Premises Management New handwashing facilities installed on service road for all students to use on arrival. All staff and students are required to wear a face covering or visor in communal areas e.g. Main reception, all corridors and the service road where students arrive. Students are required to wear these in the dining hall unless seated and eating. Once in the classroom students should remove face coverings. Students with a medical need that prevents them wearing a face covering are allowed to do so once liaising with the Head of year. All staff have been provided with a face visor and are encouraged to wear these in classrooms and offices. All staff work areas assessed to ensure appropriate safe spacing and no hotdesking is required. This has led to additional rooms in school being adopted as staff work areas (to ensure spacing) and the installation of perspex screens between staff desks in some areas. All staff asked to maintain a clear desk policy and reminded of this periodically. Signs on doors to staff areas & meeting rooms indicate maximum room capacity. Floor tape or paint in place in the dining hall, at sixth form gate and service road, in reception, all classrooms to indicate 2m distances All classrooms assessed for maximum occupancy and strict controls in place regarding movement of desks and chairs. Natural ventilation is encouraged in all rooms for at least 15 mins in each hour, with regular reminders issued to staff and Leadership team proactively monitoring this. Doors (that are not fire doors) open with a wedge to prevent touching handles - but closed when vacating a room to maintain fire safety. Staff emailed a reminder on fire procedures and wedging doors regularly. Where team working is required, or face to face meetings, these are conducted in the largest room available, spread out and kept to the minimal time necessary. Rooms in use have been emptied of unrequired items to reduce surfaces. Antibacterial wipes provided for every classroom so teachers' computers, desk etc can be cleaned on changeover. Signs in place around school in prominent positions reminding of the need to maintain distance and wash hands regularly. All cleaners wearing hi vis jackets with "Maintain social distancing" written on them as another reminder to everyone to adhere to this as much as possible. Signs at reception advising all visitors of the situation and not to enter if they believe they may have the virus, plus floor markings remind people of space. All soft furnishings removed from reception and appropriate signage in place. Signs to wash hands in place on all printers and in reprographics. Work undertaken to support internal and external student "Zones" with additional barriers, corridor separation, fence openings, floor markings for Year 7 dining, Sixth form outside seating etc. All staff emailed 15 June and reminded in September re good standards of hygiene in the offices, specifically:</p> <ol style="list-style-type: none"> 1. Maintain a clear desk policy. Keep sinks and work surfaces as clear as possible. Declutter. 2. Use only the pc/work area you have been assigned. 	2	5	10	<p>Premises Management Monitoring adherence to arrangements</p>	2	5	10	<p>Leadership team Facilities team</p>	daily			

	<p>No showers to be used. Changing rooms used on an alternating basis throughout the school day and a dedicated cleaner assigned to clean the changing rooms throughout the day.</p> <p>Normal weekly staff briefing ceased and delivered by email.</p> <p>Staff encouraged to voice any concerns they have to DoF or leadership team and to challenge others who are not following social distancing rules.</p>						
	<p>Cleaning shift patterns reviewed regularly to ensure need is met..</p> <p>Daily cleaning has been ongoing since March. Areas not in use were closed off, meaning cleaning over the summer was focused and intensive in those areas in use. All areas previously closed were cleaned again just before students returned in September.</p> <p>All cleaners and caretakers advised to focus on surfaces that can be touched and report any shortage of soap and sanitiser asap. Focus on cleaning of dining hall, door handles, light switches, keyboards toilets etc</p> <p>Waste baskets regularly emptied – at least daily.</p> <p>Soap in all toilets. Increased stock of soap/sanitiser to anticipate higher use and possible longer lead times. (Stored in secure and cool environments to reduce fire risk) Cleaners to monitor and report usage to Facilities manager/ DoF. Any member of staff may report lack of sanitiser via the Every system if needed.</p> <p>Signs in toilets asking people to wash hands. Signs in place on toilets to limit numbers of people in these areas at any one time.</p> <p>For September onwards cleaners work mainly before and after school day to ensure a full clean but also limit contact with students. This is supplemented with additional daytime cleaning focussed upon toilets, door handles/light switches, PE changing areas, dining areas, flexi rooms and sixth form. Hours required are reviewed weekly and increased when necessary.</p> <p>Cleaners wear hi vis jackets with reminders to social distance on the back, plus face visors at all times.</p> <p>This cleaning is supplemented with technicians cleaning surfaces in the flexi rooms in between year group usage.</p> <p>As staff have been instructed no hot desking instruction in office spaces this reduces potential for shared contact points.</p> <p>All staff areas and classrooms have been supplied with antibacterial wipes for staff to use throughout the day.</p>			<p>Maintain ongoing assessment/inspection of cleaning standards</p>		<p>DoF/ Facilities manager</p>	<p>daily</p>
	<p>Hand sanitiser (min 60% alcohol) in fixed point wall dispenser units around school as follows:</p> <ul style="list-style-type: none"> • Reception (2 points) • Dining hall (3 points) • Communal (and supervised) areas (which don't have a sink) - Service road and sixth form entrances, Training suite, SEN staff office, Ambrose area, Sixth form library (near tutors office), Sixth form entrance, Main Library, within each Music room, all CP rooms, C10, T14 and dining hall. <p>Hand sanitizer in bottles is in every other room.</p> <p>Appropriate signage and COSHH for new products being used in school (e.g. sanitiser)</p> <p>Staff and students will be allowed to bring their own hand sanitizer for personal use - but students should be expected to share this with staff should they be asked to do so.</p> <p>Staff instructed to refrain from bringing in their own cleaning products as this would require COSHH assessment and control.</p>			<p>Maintain ongoing assessment</p>		<p>Facilities mgr</p>	<p>Daily</p>
	<p>People Management - organisation/ instruction for students</p> <p>Staff and students advised they need to wear facemasks in indoor communal areas around school (except classrooms and when eating). Since 5/11/20 this requirement regarding face coverings for adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas is mandatory (unless the individual is agreed as exempt on medical grounds). All staff supplied with a clear visor that they are encouraged to wear in the classroom.</p> <p>Students are provided with a facemask if they are seen without one.</p> <p>All unnecessary school visits cancelled, or meetings made using ICT e.g. Google Meet, Microsoft teams.</p> <p>All teachers advised to limit use of printers in classrooms to only that which is strictly necessary - and signs in place to advise handwashing/sanitiser after every use.</p> <p>Pupils, students, staff and visitors advised in email, briefings and through form tutors to wash their hands before leaving home, on arrival at school, after using the toilet, after breaks and sporting activities, before food preparation, before eating any food. Students shown videos of handwashing in form groups.</p>			<p>Maintain ongoing assessment issuing reminders when necessary</p>		<p>HT/DHT</p>	<p>Daily</p>

	<p>Uniform and Equipment Students in normal full uniform in line with DfE guidance that regular washing of uniform is appropriate. To minimise sharing of equipment, students advised (in letter before Summer break) to have their own basic equipment: School bag, planner, reusable water bottle, reading book (Years 7-9), pencil case including, 2x black/blue pens, pink pen, pencil, ruler, rubber, calculator. This is supplemented with additional equipment that remains within the specific student zone.</p> <p>Student Conduct and Behaviour Changes to Student Behaviour policy made to reflect new routines and expectations (shared via a letter to all parents/carers during the summer and via the school website and reiterated on the first day of students returning). Student Council/ School ambassadors will be consulted with and used to champion the new procedures and rules with other students.</p> <p>Attendance School attendance is mandatory from the beginning of the autumn term. Usual rules on school attendance will apply, including: a. parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age; b. schools' responsibilities to record attendance and follow up absence c. the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct</p>		<p>Maintain ongoing assessment issuing reminders when necessary</p>	HT/DHT	Daily
	<p>Arrival & Leaving school All parents student advised of the following: Students encouraged to avoid public transport if possible. e.g. walking, cycling etc. If students decide to cycle in, they can use the main school bike shed and the old bike store will also be opened up for us. Parking for parents pick up and drop off has been secured from North Tyneside Squash club to alleviate any congestion issues at the entrance to school. School buses run at as per timetable (but with reduced capacity of circa 70% normal). Students must wear face coverings on public transport. As capacity on buses will be reduced, we are monitoring the situation closely and may have to introduce ways of prioritising need, to ensure those who need to use the bus the most (including for example those who travel the furthest) are able to do so. Increased staff supervision at start of day, breaks, lunches and at the end of the day. There will be no changes to the start time for any year groups as students already arrive in a steady stream from about 8.00am so to impose any artificial changes would probably increase the numbers of students congregating and coming in at once rather than reduce them. Year 8-11 students (from 3rd Sept): Students enter via the service road. Staff will be present to supervise their arrival and filter them towards a newly installed handwashing facility (hot water & soap) so all students wash hands on arrival. Sanitiser is also there if it is needed. Staff will then signpost the students to their designated outdoor zone. Year 7, 12 & 13 students will arrive and leave via the sixth form gate. Students directed by supervising staff to use hand sanitizers as soon as they arrive at the gate. Sanitiser is also present at the entrance to the sixth form building. Handwashing is available for these students in the 6th form common room, form classrooms (year 7) and toilet areas. At the end of the day year groups will be dismissed in a staggered fashion (between 2.55 and 3.05) to minimise numbers leaving the school site at once. Buses will be supervised as normal to remind students regarding appropriate behaviour.</p>		<p>We continue to talk to Nexus and monitor travel arrangements and will advise all parents as soon as possible if any changes are necessary.</p>	DoF	Fortnightly
	<p>Zones and Lessons Each year group (Year 12 and 13 will be combined) have an allocated zone of rooms where lessons will take place. Due to the numbers of rooms needed, some specialist rooms such as Science labs and Music rooms are used for general teaching. Students will move between rooms within the zones but not generally out of their zone. This approach means we maintain the normal lesson and timetable structure and subjects will be taught in the groups they would be normally. Teachers teach across year groups as normal and move between zones. Within classrooms and moving around the site, students are expected to maintain distance between each other as far as possible, observing the one way systems in the Maths area. Students seat places in each class are recorded using Classcharts, meaning contacts within lessons are controlled and minimised.</p>		<p>Maintain ongoing assessment</p>		

		<p>All staff have been encouraged to move between zones as little as possible e.g. caretaking or ICT duties will be undertaken at times when students are not in school as much as possible.</p> <p>Teachers are expected to maintain two metres distance from students during lessons and if they do need to be closer, to keep the time to an absolute minimum (seconds not minutes). Markings have been placed in rooms to assist with signalling this expectation.</p> <p>Some practical rooms have been kept as flexible spaces to allow for KS4 and 5 practical lessons to continue.</p> <p>For some subjects, other than the different location of lessons, the curriculum can be delivered relatively normally but for practical subjects at KS3 this is not possible, at least for the first half term.</p> <p>Task-based risk assessments should be conducted before each activity to include any specific COVID-19 control measures (e.g table tennis, cooking, art, PE etc). Shared equipment will be avoided (e.g. PE rackets, books etc) unless it is certain this kit can be cleaned in between users. Cleaning products have been provided to staff for this purpose.</p> <p>School minibuses are not in use (other than by caretakers to ensure they remain in working order).</p> <p>Assemblies held as infrequently as possible - but when necessary (to ensure consistent message) they will be delivered strictly in year groups for as short a time period as possible.</p> <p>School clubs are available - but only within student zones and no student mixing between year groups.</p>									
		<p>Breaks and Lunchtimes</p> <p>Lesson times should be as close to normal as possible other than taking five minutes from some lessons to allow transition arrangements for break/lunch/end of the day to operate smoothly.</p> <p>Outside areas of the school site have been zoned to ensure year groups don't mix. Year groups have specific toilets allocated for them for their breaks and lunchtimes.</p> <p>Dining hall only in use for 1 year group at a time and cleaned in between year groups by additional cleaners.</p> <p>In June 2020 the school commenced work on a 210sq mtr extension to its dining hall increasing capacity for students by approximately 70%. This space has been in use since 7th December and has allowed the desks to be spread out and great distancing to be maintained.</p> <p>Year 8 students go to lunch up to 20 mins early to ensure sufficient time for cleaning before next year group.</p> <p>New hotwater & soap handwashing facility in use on entrance to dining hall in addition to sanitiser. Additional staff in attendance to ensure this is used by all students before lunch.</p> <p>Year 7 students use the lower dance studio and main hall for their lunch. They will be directed to handwashing before lunch in their classrooms (mainly science labs with sinks). Sixth form use this service point after Year 7 students have left.</p> <p>The school has worked closely with the catering provider Mellors to ensure their arrangements meet with the national requirements regarding food preparation.</p> <p>Tills will be in use, but wiped after each use.</p> <p>Single use wood/plastic cutlery used and issued separately instead of reusable metal in a tray, but kept to a minimum.</p> <p>Food menu has been reviewed regularly to ensure as much choice as possible for students, whilst also ensuring prompt service (to avoid queues/congestion at service points), high hygiene standards and limited contact points (e.g. food items individually wrapped, no need to use a tray etc) .</p> <p>One way in, one way out system in place for the dining hall.</p> <p>All students allowed to eat lunch outside in their designated zone from Tuesday 15th September (whether they have brought this from home or bought it in one of the dining halls) to reduce unnecessary contacts in the dining hall.</p>									
Contracting Covid 19	Contractor: By being in school they may contract the virus from other people in school or from contaminated surfaces	<p>As above, plus: Discretionary works rescheduled as much as possible to non term times to limit contacts. Ongoing essential maintenance & testing continues, but with safe systems of work.</p> <p>If works are necessary contractors scheduled for before 8am or after 3.15pm when student and staff numbers on site are lower - unless they are required to attend a situation that poses an immediate risk to others.</p> <p>Major capital works e.g. Dining hall extension in fenced off part of school and kept separate from staff/students.</p> <p>RAMS required from all contractors before their attendance to capture Coronavirus considerations.</p> <p>All contractors are reminded of the site rules upon arrival (symptoms, social distancing and hand washing) and asked to keep their time on site to only that which is strictly necessary. Then supervised whilst on site.</p>	2	5	10	Ongoing monitoring by Director of Finance & Facilities manager	2	5	10	DoF/ Facilities manager	Weekly or more frequently if necessary

Contracting Covid 19	Visitors: By being in school they may contract the virus from other people in school or from contaminated surfaces	Reduce visitors by cancelling all events and non urgent appointments. e.g. Parents evenings, Open evening, Governors meetings, exam results days, interschool events/fixtures and lettings etc from 17th March until further notice. All lettings cancelled until further notice. Parents advised not to come to school without appointment. To use phone or email. Use of telephone, email, Google Meet, Microsoft teams etc promoted and adopted in preference to physical meetings (inc Governor meetings). After considering these options, if the meeting needs to happen, then keep attendees to only those people necessary, keeping the time as brief as possible. Meetings should be scheduled for after 3.15pm if possible, or at the front part of school near the main entrance where visitors will not be required to walk through student zones. A well ventilated and clean room should be used that enables all attendees to maintain 2m distances. Where visitors are required they will enter via reception and sign in as normal. In reception they will be directed towards: <ul style="list-style-type: none"> • Signage prominent on entry - advice on not entering if ill • Sanitiser in reception. • Soap in all toilets. • Signs in toilets asking people to wash hands. Visitors are responsible for their own assessment of the conditions and may wear their own PPE if they feel it is necessary. Visitors will be supervised by the person they are visiting (more than normal) and advised to maintain appropriate distances with others in school. Visitor lanyards used on a rotational basis so no lanyard used by 2 different visitors within 3 days.	1	5	5	Monitor practice.	1	5	5	HT, DoF	Weekly or more frequently if necessary
Contracting Covid 19	Staff: By visiting others staff may contract the virus from other people	Home visits avoided. Separate risk assessments carried out for Home school liaison post and for the Assistant HT visiting primary schools re transition.	1	5	5	Nothing further.	1	5	5	DoF	Easter 2020
Contracting Covid 19	Students Staff: By being away together on trips may contract the virus from unsafe environments	All school trips from 17th March cancelled (including the November Iceland trip). Refunds provided electronically (so it doesn't require a visit to school) No further trips conducted through to December 2020. No residential trips planned until further notice. In line with advice from the Local Authority, local non residential Geography fieldwork trips necessary to meet curriculum requirements may be undertaken (from December 2020). In all cases risks assessments are prepared and appropriate Covid 19 measures put in place.	1	5	5	Monitor arrangements and consider requests for new trips in the context of prevailing national and local advice.	1	5	5	DoF	Review when government advice changes
Contracting Covid 19	Staff and/or students become complacent with new measures and adherence to expected protocols slip	All staff were given full guidance on new expectations and procedures during training days of 1st & 2nd September. This is supplemented by regular specific emails to all staff to clarify and reiterate messages until these become fully embedded. A FAQ was circulated to all staff on 11th September 2020 to provide clarification. All students informed of the new rules and expectations on the morning of their first day back in school in early September. Regular reminders to students in form time, lessons, during supervision in breaks/lunch. All staff issued with regular reminders (including but not only HT Staff briefing weekly)	1	5	5	Monitor School student council and student ambassadors will be used to promote and reinforce the requirements.	1	5	5	All staff Asst HT (LH)	As necessary Over this half term

Education and learning not supported	Students: Education and learning not supported	<p>Recognition that teaching and learning will be the best it can be, but is likely to be compromised in the current arrangements. All HoDs reviewing curriculum delivery to ensure this is managed appropriately in the circumstances. Recognition learning gaps may be inconsistent across pupil groupings and therefore:</p> <p>a. All departments have a recovery curriculum in place which will be deployed over the Autumn term. Gaps in learning are assessed and addressed in teachers' planning.</p> <p>b. Plans for intervention are in place for those pupils who have fallen behind in their learning.</p> <p>Teachers provided additional guidance during INSET days and ongoing CPD in relation to effective remote learning strategies.</p> <p>HoDs located in each new zone to ensure visibility and support for the students.</p> <p>Additional support for students through catch up funding and national tutoring programme.</p> <p>Student access to ICT reviewed and appropriate strategies in place to address gaps should they be required in the event of a future shutdown (building upon the immediate responsive arrangements put in place since Easter 2020).</p> <p>Since 5/11/20 advice re:</p> <p>Out-of-school activities may continue to operate for the purposes of respite care, including for vulnerable children. All other out of school activities, not being primarily used by parents to support home education, should close for face-to-face provision for the duration of the national restrictions.</p> <p>Music, dance and drama can be undertaken in school so long as safety precautions are undertaken. e.g. Music Peripatetic teachers are able to work in school from 3rd December, but have all signed to acknowledge their strict adherence to a risk assessment that sets out approved safe ways of working.</p> <p>Geography fieldwork trips have been reviewed and only those local day trips strictly necessary to meet curriculum requirements are undertaken (from December 2020). In all cases risk assessments are prepared and appropriate Covid 19 measures put in place.</p> <p>Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls and the guidance from national governing bodies. Schools must only provide team sports listed on the return to recreational team sport framework. Competition between different schools should not take place. Pupils should be kept in consistent groups and sports equipment thoroughly cleaned between each use by different individual groups. Outdoor sports is prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible), distancing between pupils and paying scrupulous attention to cleaning and hygiene. We have hired a nearby external facility to be used to support PE and ensure appropriate social distancing and cleaning in school is maintained. We will only consider offering extra-curricular activities (that is, before and after school clubs) where it is reasonably necessary to support parents to work, search for work, or undertake training or education, or where the provision is being used for the purposes of respite care.</p>	2	4	8	<p>Continuous improvement and refinement of plans - ready to introduce remote or blended learning if and when required.</p> <p>Staff schedules and working arrangements to be reviewed as and when necessary depending upon potential shut down measures imposed.</p>	2	4	8	RLK/HOYS/Teachers	As necessary
Vulnerable students and families not supported during response	Students and families: Vulnerable students and families not supported during response	<p>All free school meal (FSM) students continue to have access to a hot meal each day using either the dining hall or the Lower dance studio service points.</p> <p>HoDs relocated into each new zone to ensure visibility and support for the students in their year group.</p> <p>Attendance from September 2020 monitored closely and prompt contact made with any students absent to ensure support is appropriate, with increased awareness of pupils psychological needs.</p> <p>Year 7 given particular attention and support as it is recognised the normal transition arrangements were significantly disrupted.</p> <p>Records of vulnerable learners maintained so they can be identified and supported in the event of potential future closure.</p> <p>Vouchers provided to families of FSM students isolating.</p> <p>Supported the Local Authority with the administration of the Covid Winter grant scheme in December 2020 (to support families in receipt of FSM).</p> <p>Leadership team focus in Autumn 2020 upon "Poverty proofing" that has seen a review of all our processes and support arrangements for the increasing number of families who may be in receipt of FSM, or facing financial hardship.</p>	3	4	12	<p>Monitor take up of FSM and follow up with students who don't appear to be accessing their entitlement to encourage use.</p> <p>Maintain ongoing assessment of student absence, wellbeing.</p>	3	4	12	DoF with HOYs Leadership team Asst HT (LH) plus HOY7	During Sept Daily Daily

Reputational risk	STM Academy and senior leaders: Reputational risk of appearing to not respond appropriately to the virus	Headteacher to regularly check the latest government advice for schools and to ensure the advice is shared and followed. Headteacher continues to work with North Tyneside Council, other HTs and Director of Public health to ensure we are employing all good ideas locally. Links with regional colleagues and unions in place to “sense check” our approach and ensure our strategy is understood and adopted. The HT regularly updates the Chair of Governors, Governor with oversight of Health & Safety and Governing body informed of developments.	1	5	5	Maintain ongoing assessment and liaison with Governors.	1	5	5	HT	Daily
Statutory compliance is not maintained due to new measures, contractor availability or workload	Students, Employees, Visitors and Contractors – at risk if change in circumstances has not been properly assessed and managed	All routine planned and preventative measures continue to be recorded in our “Every” system ensuring no dates are missed. Fire evacuation routes, procedures and signage have been reviewed to ensure they are in line with guidelines. The evacuation routine is described in the staff handbook issued to all staff. Staff have been reminded that they should familiarise themselves with their nearest escape - especially if teaching in rooms that they are unfamiliar with. The main objective if the fire alarm sounds is to exit the building without delay via your nearest route and go to their first evacuation point. These are indicated on the fire action posters in every classroom near the door. If the evacuation point means taking students into a different zone staff advised that the first and overriding priority must be to get themselves and any students out of the building safely as quickly as possible. Once out of the building they should keep the students together in good order and as much as possible avoid mixing with any other year groups. First aiders advised to maintain social distancing, but if not possible and necessary they must use appropriate PPE (gloves and face guard). Review procedures and risk assessments around all departmental activities e.g. trampoline, food tech, science to ensure these are only undertaken if it is safe to do so. (i.e. maintaining distance, maintain hygiene, cleaning surfaces etc). This may include the need to rephrase curriculum delivery across the year, or adopt new ways of delivery. e.g. PE will be taught outside as much as possible with non contact sports in line with national guidelines. We have also hired a local church hall as a facility to deliver PE (enabling smaller groups to operate).	2	5	10	Monitor curriculum delivery to ensure this remains appropriate	2	5	10	Leadership team	Weekly or more frequently if necessary
Financial impact of closure and additional measures to combat the virus	STM Academy: Extra costs of cleaning, contractor costs, cancellation of trips, or loss of income. Possible reduced financial control/scrutiny. Potential delays paying suppliers and employees.	The Governors, HT & leadership team accept that Covid 19 measures are costing the school significant amounts of money that are unlikely to be met by additional funding from the government. The safety of staff, students and visitors will however now be compromised by this and the school will use its reserves to ensure this. Liaise closely with main contractors e.g. catering and cleaning to mitigate cost impact, whilst ensuring business continuity. No residential trips/visits planned for time being. All trips planned pre virus e.g. Iceland, German exchange, School production etc have been cancelled and so far as possible refunded. Monitor national advice regarding expectations of our social responsibilities and funding e.g. FSM arrangements, contractor payments etc. All orders continue to follow established purchasing approval levels and mechanisms. Monitor additional costs incurred so these can be reported to HT and Governors as part of regular budget monitoring and ensure the risk of unfunded costs are understood. This will enable potential claims in the future for additional costs can be fully understood and submitted promptly.	4	3	12	Maintain ongoing assessment	4	3	12	DoF	Daily

Review date:	To be reviewed 15 January 2021
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Risk rating calculator

Likelihood that the hazardous event will occur:		Consequence of the hazardous event should it occur:	
1	Very unlikely	1	Insignificant – no injury, no reputational damage
2	Unlikely	2	Minor – Minor injuries requiring first aid, some individual parents/staff upset
3	Fairly likely	3	Moderate – Up to three days absence, many parents/staff/stakeholders upset with STM and/or damage to STM reputation
4	Likely	4	Major – More than seven days absence, Local negative headlines
5	Very likely	5	Catastrophic – Death, significant national negative headlines

Risk Matrix

Likelihood	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
Consequence						

Risk rating:	Action:
20-25	STOP – Stop activity and take immediate action
10-16	ACTION – Improve within specified timescales
4-9	MONITOR – Look to improve at the next review or if there is a significant change
1-3	NO ACTION – No further action but ensure controls are maintained and reviewed