

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, 18.6.2021
Report to:	D Watson, Headteacher, 18.6.2021

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 was in a Tier 3 area and arrangements reviewed as appropriate.

From 5th January 2021 all schools were shutdown for everyone except the children of keyworkers and vulnerable children. Our controls therefore broadly mirrored the arrangements in place during the first lockdown that started Easter 2020, with the addition of an onsite LFD testing facility for staff (up to twice a week) and the children of keyworkers and vulnerable children in school.

From 8th March 2021 all staff and students returned to school with additional control measures in place (mainly face coverings and testing arrangements).

As at 15th April 2021 all those who are in the government's most vulnerable categories have been at least offered their first immunization jab and the prevalence of the virus slowly reducing.

As at 17th May 2021 the government moved England into Stage 3. Agreed with unions that face coverings would be retained in communal areas but not required in classrooms but situation to be monitored. All other controls remain in place.

As at 17th June 2021 face coverings reintroduced into classrooms due to significant increase in cases (including Delta variant) in North Tyneside and numbers of cases in school.

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:	Working arrangements in place under Corona virus (Covid 19) conditions		
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:	18.06.2021

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>	2	5	10	<p>Guidance/advice</p> <p>Continue to monitor and follow national and regional advice.</p>	2	5	10	Leadership team	Ongoing
		<p>People Management - illness/vulnerability</p> <p>Government advice re students, staff, visitors, focus groups and self isolation periods followed carefully.</p> <ul style="list-style-type: none"> All staff and students now expected to be undertaking LFD tests at home twice weekly. All staff (including vulnerable, clinically extremely vulnerable, or those living with someone in such a category in line with government guidance) may be in school having assessed their circumstances. 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 Working from home where appropriate (facilitated by ICT). Children and staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to follow the advice of their health professional. Pregnant members of staff have had a specific assessment using the New and Expectant Mothers assessment process. They will not be expected to attend work after 28 weeks of their pregnancy, although STM are taking an even more cautious approach in this regard. 				<p>People Management</p> <p>Ongoing vigilance, guidance and support to staff.</p>				HT, Asst HT (PRO) and DoF	Ongoing
		<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 have 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. Should anyone have a positive test, 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. 				<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 Social distancing measures Emergency procedures (i.e. first aid, fire) Effective infection control including hygiene measures To be vigilant and report concerns about their own, a colleague's or a pupil's symptoms to their line manager or headteacher immediately 				HT, Asst HT (PRO) and DoF	Ongoing

	<p><u>Staff or pupil tests positive for COVID-19 while on school premises</u></p> <ul style="list-style-type: none"> • Staff and students who test positive with an LFD test are expected to isolate and follow government guidelines • Whilst a child or staff member is awaiting collection, they will be moved away from other students and adults, remain outside and with appropriate adult supervision at least 2 metres away from other people. • If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom from others. The bathroom will be cleaned and disinfected using standard cleaning products i.e. a household detergent followed by disinfectant before being used by anyone else. • In an emergency, 999 will be called if they are seriously ill or injured or their life is at risk. • Cleaners will be asked to immediately clean the areas the staff member/student was known to be in. • The individual should avoid using public transport and wherever possible, be collected by a member of their family or household. In exceptional circumstances, if parents or carers cannot arrange to have their child collected, if age-appropriate and safe to do so the child should walk, cycle or scoot home following a positive test result. • Close contacts will be identified and contacted in order for them to isolate in line with the prevailing national requirements. 			<p>Ongoing communications with parents and 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 • 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 testing will happen • How education works remotely when needed • Student wellbeing 			HT	Ongoing	
	<p>Premises Management</p> <p>Fixed handwashing facilities installed on service road in Summer 2020 for all students to use on arrival.</p> <p>All staff and students are required to wear a face mask (not just a visor) when inside the building unless:</p> <ul style="list-style-type: none"> • a member of staff or student has a medical condition that prevents them from wearing a face covering. • a teacher feels a face covering inhibits a whole class explanation they may remove their face covering as long as they are 2 metres from the nearest student before replacing it once the explanation is completed. • staff/students wearing a face covering inhibits communication (e.g. lip reading) so staff may remove their face covering. • This would impact upon their ability to take part in exercise or strenuous activity, for example in PE lessons. • They are sat down and eating <p>We strongly recommend that students bring more than one face covering each day in case one becomes damp, and also a small plastic bag to store used coverings.</p> <p>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.</p> <p>All staff asked to maintain a clear desk policy and reminded of this periodically.</p> <p>Signs on doors to staff areas & meeting rooms indicate maximum room capacity.</p> <p>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</p> <p>All classrooms assessed for maximum occupancy and strict controls in place regarding movement of desks and chairs.</p> <p>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. Heating remains on in school to avoid people closing windows to maintain warmth. 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.</p> <p>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.</p> <p>Rooms in use have been emptied of unrequired items to reduce surfaces.</p> <p>Antibacterial wipes provided for every classroom so teachers' computers, desk etc can be cleaned on changeover.</p> <p>Signs in place around school in prominent positions reminding of the need to maintain distance and wash hands regularly.</p> <p>Signs on all external doors into the buildings reminding everyone to please put on your mask before entering.</p> <p>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.</p> <p>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.</p> <p>All soft furnishings removed from reception and appropriate signage in place.</p> <p>Signs to wash hands in place on all printers and in reprographics.</p>	2	5	10	2	5	10	Leadership team Facilities team	daily

	<p>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.</p> <p>All staff emailed 15 June and reminded in September and March 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. <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>School has been open and operational throughout the year - so all servicing and testing of facilities has continued and there are therefore no risks associated with the "reopening" of a mothballed facility.</p>						
	<p>Cleaning shift patterns reviewed regularly to ensure need is met..</p> <p>Daily cleaning has been ongoing since March 2020. 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. This process was repeated in Jan to March 2021 before reopening from 8th March 2021.</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. 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>From 8th March 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>			Maintain ongoing assessment/inspection of cleaning standards	Facilities manager	daily	
	<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>			Maintain ongoing assessment	Facilities mgr	Daily	
	<p>People Management - organisation/ instruction for students</p> <p>Staff, students and visitors advised they need to wear facemasks when indoor (unless there is an exceptional reason - see earlier). Students and staff are provided with a facemask if they need one, or are seen without one.</p> <p>All unnecessary school visits cancelled. Meetings are encouraged to use ICT e.g. Google Meet, Microsoft teams where possible (e.g. parents evenings, leadership meetings etc).</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>			Maintain ongoing assessment issuing reminders when necessary	HT/DHT	Daily	

<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>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 in March 2021). 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 (since 8th March). 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>	<p>HT/DHT</p>	<p>Daily</p>	
<p>Arrival & Leaving school Specific advice was provided to each student and year group for the planned return from 8th March 2021 as Government guidance stated that students should be tested upon their return (only when consent is provided). There was a phased return of year groups as follows: Monday 8th Year 11 and Year 13, Tuesday Year 10 and Year 12, Wednesday Year 7, Thursday Year 8 and Friday Year 9. All students required 3 tests in school, before testing then undertaken at home. A dedicated test centre was constructed in the new dining hall extension and all staff involved given training in line with NHS guidance. All 3 tests were completed by Friday 19th March 2021 (other than students who were unable to attend). The Asymptomatic COVID-19 Testing Programme was carried out in line with appropriate government guidance including the published Clinical Standard Operating Procedure. All staff testing will be from home from 3rd March 2021. School engaged with the NHS Test and Trace process and strongly encourage staff and students to continue do so. Staff and students informed - and regularly reminded - that this testing has been provided as supplement to current control measures – all COVID-19 related risk assessments within school are still to be followed by everyone (regardless of the test result). Generally, 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 as per timetable. Students must wear face coverings on public transport. Increased staff supervision at start of day, breaks, lunches and at the end of the day. There continues to be no change 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: Students enter via the service road. Staff are 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.</p>				<p>Continue to monitor effectiveness of the controls</p>	<p>HT/DHT/DoF</p>	<p>Daily</p>	

	<p>Year 7, 12 & 13 students 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>Zones and Lessons Each year group (Year 12 and 13 will be combined) have an allocated zone of rooms where lessons 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. 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. 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. Some practical rooms have been kept as flexible spaces to allow for KS4 and 5 practical lessons to continue. 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. 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. School minibuses are not in use (other than by caretakers to ensure they remain in working order). 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. School clubs are available - but only within student zones and no student mixing between year groups. After May half term most Y11 students left school. The Music and DT areas which were part of the Year 11 zone have been reinstated as mixed areas for other year groups to use to a strict timetable and cleaning plan.</p>			<p>Maintain ongoing assessment</p>	<p>HT/DHT/DoF</p>	<p>Daily</p>	
	<p>Breaks and Lunchtimes Lesson times will 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. 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. Dining hall only in use for 1 year group at a time and cleaned in between year groups by additional cleaners. The 210sq mtr dining hall extension has been fully in use for dining following its use as a test centre & sixth form assessment area. This enables desks to be spread out and greater distancing to be maintained. Year 8 students go to lunch up to 20 mins early to ensure sufficient time for cleaning before next year group. 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. 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. After May half term the Year 7 students are using the main dining hall (in the slot previously used by Y11) to support their transition to Y8. The school has worked closely with the catering provider Mellors to ensure their arrangements meet with the national requirements regarding food preparation. Tills are in use, but wiped after each use. Single use wood/plastic cutlery used and issued separately instead of reusable metal in a tray, but kept to a minimum.</p>			<p>Maintain ongoing assessment</p>	<p>HT/DHT/DoF</p>	<p>Daily</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) . One way in, one way out system in place for the dining hall. All students have been allowed to eat lunch outside in their designated zone from Tuesday 15th September 2020 (whether they have brought this from home or bought it in one of the dining halls) to reduce unnecessary contacts in the dining hall.									
Contracting Covid 19	Contractor: By being in school they may contract the virus from other people in school or from contaminated surfaces	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. 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. Major capital works e.g. Dining hall extension in fenced off part of school and kept separate from staff/students. RAMS required from all contractors before their attendance to capture Coronavirus considerations. 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.	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, or making alternative arrangements online. e.g. Parents evenings now online, Open evening cancelled, Governors meetings online. Lettings (previously cancelled) were reinstated from 19th April with additional controls in place. 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. 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 will be required to wear a face mask when inside. They may wear their own additional 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. All staff encouraged to use online meetings and phone calls as a first preference to face to face meetings	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 after 17th March 2020 were cancelled. Refunds provided electronically (so it doesn't require a visit to school) Residential may start from the 17th May, but STM are taking a very cautious approach to this and whilst planning for some trips has started, we will not commit to any until national guidelines and local advice from the LA permits. In line with advice from the Local Authority, local non residential Geography fieldwork trips necessary to meet curriculum requirements have been undertaken (from December 2020). In all cases risks assessments are prepared and appropriate Covid 19 measures put in place. Other day trips are now encouraged where they provide educational and rewarding experiences for the students (but must be carefully planned and controlled). e.g. we plan to hold the annual sports day in the summer term.	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 in lead up to school reopening on 8th March. This is supplemented by regular specific emails to all staff to clarify and reiterate messages. All students were informed of the new rules and expectations in correspondence before returning on their first day after 8th March. This is to be reinforced on the morning of their first day back in school in period 3 with a set script provided for staff to use (after testing has been undertaken in periods 1 & 2) . Staff reminded to be highly vigilant on the return form 8th March and challenge colleagues and students who appear to be not adhering to the rules. Leadership team walking the school in the first week back checking standards are being met (e.g. masks, ventilation etc) 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	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: a. All departments have a recovery curriculum in place. Gaps in learning are assessed and addressed in teachers' planning. b. Plans for intervention are in place for those pupils who have fallen behind in their learning. Teachers continue to be provided with guidance and ongoing CPD in relation to effective remote learning strategies. HoDs located in each new zone to ensure visibility and support for the students. Additional support for students through catch up funding and national tutoring programme. Additional staff brought in from February to support students. These remain in place and are expected to be through until Summer 2021. Summer schools are being planned to support transition and catch up. Music, dance and drama can be undertaken in school so long as safety precautions are undertaken. e.g. Music Peri teachers are able to work in school from 8th March, but have all signed to acknowledge their strict adherence to a risk assessment that sets out approved safe ways of working. Geography fieldwork trips strictly necessary to meet curriculum requirements may recommence from 8th March. In all cases risks assessments are prepared and appropriate Covid 19 measures put in 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.	2	4	8	Continuous improvement and refinement of plans - ready to introduce remote or blended learning if and when required. Staffing arrangements continue to be reviewed and planned for additional student support (as described).	2	4	8	RLK/HOYS/T eachers	As necessary
Vulnerable students and families not supported during response	Students and families: Vulnerable students and families not supported during response	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. (During lockdown periods this support was provided by the use of vouchers) HoDs relocated into each new student zone (bubble) to ensure visibility and support for the students in their year group. Attendance from September 2020 has been monitored closely and prompt contact made with any students absent to ensure support is appropriate, with increased awareness of pupils psychological needs. Year 7 given particular attention and support as it is recognised the normal transition arrangements were significantly disrupted. Records of vulnerable learners maintained so they are contacted and supported when in periods of absence or lockdown. Vouchers provided to families of FSM students isolating. Supported the Local Authority with the administration of the Covid Winter grant scheme in December 2020 (to support families in receipt of FSM). Leadership team focus since Autumn 2020 has been upon "Poverty proofing". This 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.	3	4	12	Monitor take up of FSM and follow up with students who dont appear to be accessing their entitlement to encourage use. Maintain ongoing assessment of student absence, wellbeing.	3	4	12	DoF with HOYs Leadership team Asst HT (LH) plus HOY7	March 2021 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. Regular communication between Leadership team members to discuss and agree planned approaches. 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 coordination with all parties referenced.	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. A Fire risk assessment was conducted in February 2021 to secure an independent opinion on the safety of our arrangements. 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 in their entirety by additional funding from the government. The safety of staff, students and visitors will however not 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 commitment to new trips or excursions until confidence is regained and likelihood of cancellation reduced. 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 to be fully understood and submitted promptly.	4	3	12	Maintain ongoing assessment	4	3	12	DoF	Daily

Review date:	To be reviewed 1 September 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