



Castleford Academy Trust – Secondary Risk Assessment

COVID-19: Operational risk assessment for school reopening

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education updated on 24th February 2022 and updated periodically as follows:

[Actions for schools during the coronavirus outbreak - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/actions-for-schools-during-the-coronavirus-outbreak)

Assessment conducted by:	Avril Smith Emma Crossley	Job title:	Business Manager Business Manager	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	05/01/2022 21/01/2022 02/02/2022 01/03/2022	Review interval:	Fortnightly	Date of next review:	

Related documents	
Trust documents:	Government guidance: Actions for schools during the coronavirus outbreak - GOV.UK (www.gov.uk) Health and safety: responsibilities and duties for schools The use of personal protective equipment (PPE) in education, childcare and children's social care settings, including for aerosol generating procedures (AGPs) Dedicated transport to schools and colleges COVID-19 operational guidance COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk) Dedicated transport to schools and colleges COVID-19 operational guidance - GOV.UK (www.gov.uk) Link to Outbreak Management Plan



System of Controls	<p>You should:</p> <ol style="list-style-type: none"> 1. Ensure good hygiene for everyone. 2. Maintain appropriate cleaning regimes. 3. Keep occupied spaces well ventilated. 4. Follow public health advice on testing, self-isolation and managing confirmed cases of Covid-19. <p>In the event of a localised outbreak, as identified by public health, refer to the management outbreak plan Link to Outbreak Management Plan</p>
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A risk is something that might happen in the future, and consideration is given to how probable (L) this is; the likely impact (I) it will have on the Trust resulting in the Exposure (E) the Trust has to the risk transpiring. $L \times I = E$. Likelihood and Risk are scored 1 (Low), 2 (Medium), 3 (High). The Exposure 1 (Trivial), 2 (Low), 3 & 4 (Medium), 6 (High), 9 (Unacceptable)

Likelihood	
1	Unlikely
2	Possible
3	Very likely
Impact	
1	Minor: Cause physical or emotional discomfort
2	Severe: Causes physical injury or illness requiring first aid
3	Major: Causes major physical injury, harm or ill-health

Likelihood	3	3	6	9
	2	2	4	6
	1	1	2	3
		1	2	3
		Impact		



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
1. Establishing a systematic process of opening										
1.1 Social Distancing										
No social distancing measures in place	2	3	6	<ul style="list-style-type: none"> Where appropriate, classrooms continue to be adjusted with forward facing desks, to reduce face to face contact between pupils lowering the risk of transmission. Although social distancing is no longer a requirement, staff should be mindful of their actions and behaviours towards each other. In the event of a localised outbreak It may be necessary to reintroduce consistent groups of pupils (refer to outbreak management plan) Staff to maintain up to date seating plans for their individual classes to support with identification of pupils should NHS track and trace contact the academy. In line with updated DfE guidance, face coverings are no longer advised for pupils, staff and visitors in the classrooms or communal areas. Where staff and pupils would benefit from the reassurance of face coverings, these can be worn if they wish to do so. Transparent face coverings can also be worn to assist with someone who relies on lip reading, clear sound or facial expressions to communicate. Arrangements in place to support pupils when not at school with remote learning at home. 	Yes			2	2	4
1.2 Organisation of teaching spaces										
Classroom sizes increase the risk of transmission	2	3	6	<ul style="list-style-type: none"> Where appropriate, classrooms continue to be adjusted with forward facing desks, to reduce face to face contact between pupils lowering the risk of transmission. Teaching staff to be mindful of their actions in regard to close contact for a prolonged period to others. Although social distancing is no longer a requirement, staff should be mindful of their actions and behaviours towards each other. 	Yes			2	2	4



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
				<ul style="list-style-type: none"> • Clear signage displayed in classrooms promoting respiratory hygiene. A3 poster displayed in each classroom, pull up banner on corridors. • Classrooms and other areas to be well ventilated, door wedges available. https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm • Where mechanical ventilation is available, this should be used to maximise air flow. • Windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space. • Where possible, high level windows rather than low level windows are kept open to reduce draughts. • Heating will be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. • <i>CO2 monitors have been issued to schools to identify areas of with poor ventilation. A plan is currently being undertaken to distribute the monitors to specific areas of school. Where CO2 monitors indicate the need for increased ventilation, this will be addressed through natural sources or through the installation of air purifying machines.</i> 	Yes					
1.3 Availability of staff and class sizes										



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis			
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure	
The number of staff who are available is lower than that required to teach classes in school and operate effective home learning	2	3	6	<ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned in line with DfE guidance - HR monitors and tracks all staff who are absent from school due to isolating or testing positive. In line with DfE operational guidance all staff who are clinically extremely vulnerable (included on shielding patient list) are no longer advised to shield. https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 Individual risk assessments for staff who are clinically extremely vulnerable have been updated prior to returning and adjustments have been made to support them in their role. Staff who are clinically vulnerable (including staff who are pregnant) can return to work. HR will liaise with individual staff members to update their individual risk assessment to support them in their role. https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 Pregnant women are in the 'clinically vulnerable' category and are generally advised to follow the above advice, which applies to all staff in schools. A risk assessment will be conducted for pregnant women in line with the Management of Health and Safety at Work Regulations 1999 (MHSW). The Royal College of Obstetrics and Gynaecology (RCOG) has published occupational health advice for employers and pregnant women (https://www.rcog.org.uk/en/guidelines-guidelines/coronavirus-pregnancy/). This document includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk. The trust has completed an Equality Impact Assessment to plan the risk, consideration and control measures needed for people with particular protected characteristics – link to Equality Impact Assessment. Discussions take place with staff who are not displaying symptoms but are self-isolating regarding working from home. https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 	Yes			1	3	3	
						Yes					
						Yes					
						Yes					
						Yes					
						Yes					
						Yes					



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
				protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 <ul style="list-style-type: none"> Flexible deployment of supply teacher, teaching assistants and pupil facing staff to support in class provision. Register of members of staff already received the vaccine is updated consistently. 	Yes Yes					
1.4 The school day										
The start and end of the school day increase the risk of transmission	2	3	6	<ul style="list-style-type: none"> Pupils arriving at Castleford Academy before 8.40 will enter the school site using the sliding gates near the bottom 3G pitch. Pupils arriving after 8.40 use the pupil entrances and move directly to their form room to be met by their form teacher. Separate indoor waiting areas have been established in year groups. Breakfast at Castleford Academy will continue to be served outside from Year 7 server with socially distance signage and queuing in place. Pupils arriving at Crofton Academy before 8.50 will enter the school site using the pupil entrance adjacent to the dining hall. Pupils arriving after 8.50 will use the reception entrance and move directly to their form room to be met by their form teacher. The walkway canopy and indoor areas will be identified for poor weather. Separate indoor waiting areas have been established for wet and cold weather. Staff that carried out a duty at the pupil entrance will go to their allocated wet weather indoor area. Breakfast at Crofton Academy will continue to be served outside from The Pod. Lidded bins will be available for disposable face masks. Face coverings will be made available to pupils if they do not have one. 	Yes Yes Yes Yes Yes			2	2	4



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	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
1.5 Planning movement around the school										
Movement around the school increases the risk of transmission	2	3	6	<ul style="list-style-type: none"> Identified pinch points and bottle necks are managed accordingly. Pupils are regularly briefed and reminded about pupil expectations and hygiene guidance. Behaviour policy updated to ensure compliance and sanctions applied as necessary. Appropriate duty rota and levels of supervision are in place. Doors on specific learner routes are propped open to minimise contact on surfaces. Parents are prevented from entering school without prior consent and are directed to telephone the academy or email admin@castlefordacademy.com or admin@croftonacademy.org.uk. In line with updated DfE guidance, face coverings are no longer advised for pupils, staff and visitors in the classrooms or communal areas. Where staff and pupils would benefit from the reassurance of face coverings, these can be worn if they wish to do so. 	Yes Yes Yes Yes Yes Yes Yes			2	2	4
1.6 Curriculum organisation										
Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened	2	3	6	<ul style="list-style-type: none"> Strategic plans in place for each subject and year group. Curriculum reviewed and refined to ensure depth, breadth and continuity (see curriculum section below). On-line/ remote learning platforms prepared for delivery in event of sudden lockdown or in cases where pupils are self-isolating and working from home. Continued monitoring by year leaders of pupil internet activity. Gaps in learning are assessed and addressed in teachers' short and medium term planning. Home and remote learning is continuing for those self-isolating, working from home and is calibrated to complement in-school learning and address gaps identified. Letters distributed to all year groups to outline how to access online learning in the event of self-isolation or national restrictions. 	Yes Yes Yes Yes Yes			2	2	4



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	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
				<ul style="list-style-type: none"> Adjusted curriculum plans in line with Ofqual guidance. Plans for intervention are in place for those pupils who have fallen behind in their learning (see achievement support plan). The DfE have allocated 511 (304 Castleford & 207 Crofton) additional electronic devices to school to support pupils with remote/online learning. The devices include secured tablets and laptops. An updated newsletter will be sent to parents with information on how pupils can use all devices safely online. https://www.Safe Remote Learning SWGfL, Online Safety - London Grid for Learning (lgfl.net)	Yes Yes Yes Yes					
1.7 Staff workspaces										
Staff areas increase the risk of transmission	2	3	6	<ul style="list-style-type: none"> In line with updated DfE guidance, face coverings are no longer advised for pupils, staff and visitors in the classrooms or communal areas. Where staff and pupils would benefit from the reassurance of face coverings, these can be worn if they wish to do so. Identified room capacity of offices and communal areas remain in place. Although social distancing is no longer a requirement, staff should be mindful of their actions and behaviours towards each other. Staff to remain in areas, where possible, to avoid cross contamination of workstations. Workspaces are equipped with hand sanitiser and anti- bacterial wipes. If staff have any concerns about their work space this needs to be raised with the Business Manager. Advised maximum occupancy displayed in all staff areas. Staff using communal showers must provide their own towel and store in a sealed bag. Areas must be cleaned after each use. 	Yes Yes Yes Yes Yes Yes Yes Yes			1	2	2
1.8 Managing the school lifecycle										



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
Limited progress with the school's calendar and workplan because of COVID-19 measures	2	3	6	<ul style="list-style-type: none"> Where appropriate, school calendar will be rationalised in line with updated government guidance. Senior Leadership Team, middle leaders and staff workplans to include short and medium term planning. Virtual parents' evenings have been planned where appropriate. 	Yes Yes Yes			1	2	2
1.9 Governance and policy										
Trustees and Governors are not fully informed or involved in making key decisions	1	2	2	<ul style="list-style-type: none"> A risk assessment will be carried out to determine whether all meetings will be held virtually or face to face. Trustees are involved in key decisions on reopening. Trustees approval of full opening plans and risk assessment prior to opening. Trustees are briefed regularly on the latest government guidance and its implications for the trust's academies. Governors are briefed with updates on school provision, the latest government guidance and its implications for the academy. 	Yes Yes Yes Yes			1	1	1
1.10 Policy review										
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	2	2	4	<ul style="list-style-type: none"> The relevant policies below have been revised and approved by Trustees to take account of government guidance and its implications for the school: <ul style="list-style-type: none"> Health & Safety Safeguarding Behaviour Attendance Medical Care Infection Control Fire Evacuation Social Distancing Risk assessment Visitor policy & risk assessment Governors, staff (including union reps), pupils and parents have been briefed accordingly regarding any changes. 	Yes Yes			1	2	2



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
				<ul style="list-style-type: none"> CPD plans in place for staff to support any adjustments to policy and practice. 	Yes					
1.11 Communication strategy										
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	1	2	2	<ul style="list-style-type: none"> Communications strategies for the following groups are in place: <ul style="list-style-type: none"> Staff Pupils Parents Trustees/Governors Local authority Regional Schools Commissioner Professional associations/unions Other partners SLT & department meeting held virtually if required Regular updates to staff with useful links and directions for staff. 	Yes			1	1	1
1.12 Staff induction and CPD										
Staff are not trained in new procedures, leading to risks to health	2	2	4	<ul style="list-style-type: none"> A revised staff handbook (see staff handbook appendix) is issued to all staff before the start of the new academic year – to include good hygiene and safe working practices. Induction and CPD programmes are in operation for all staff prior to the start of the new academic year, and include: <ul style="list-style-type: none"> Infection control. Fire safety and evacuation procedures. Behaviour management. Safeguarding. Risk management 	Yes Yes			1	2	2
1.13 Risk assessments										



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	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
Risks are not comprehensively assessed in every area of the school in light of COVID-19	2	3	6	<ul style="list-style-type: none"> Risk assessments are updated at regular review points, mitigation strategies are put in place and communicated to staff covering: 	Yes		AS	2	2	4
1.14 School transport										
Changes to bus schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality	2	3	6	<ul style="list-style-type: none"> Although it is no longer a legal requirement to wear a face covering, it is suggested that pupils using public and dedicated school transport follow updated guidance Coronavirus (COVID-19): safer travel guidance for passengers - GOV.UK (www.gov.uk) Lidded bins are available for disposable face masks at pupil entrance. Clear bags are available to store non-disposable face masks. Dedicated transport to schools and colleges COVID-19 operational guidance - GOV.UK (www.gov.uk) Senior staff distribute face masks to any pupil who requires one to travel and have been unable to source their own. 	Yes Yes		2	2	4	
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19										
2.1 Cleaning										
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	2	2	4	<ul style="list-style-type: none"> An appropriate cleaning schedule is in place for whole school to minimise the spread of infection – cleaning schedule from estates and facilities management currently followed: COVID-19: cleaning in non-healthcare settings – Day cleaner to focus on frequently touched surfaces around the academy during the school day and cleaning of multi-use areas and rooms used in the academy throughout the day. 	Yes Yes			2	1	2



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
				<ul style="list-style-type: none"> A coordinated cleaning plan is in place for all facilities accessed by staff and pupils following the guidance outlined in COVID-19: cleaning in non-healthcare settings Pupils are taught how to manage their resource packs and workspace. Shared equipment will be cleaned twice daily. 	Yes Yes Yes					
2.2 Hygiene and handwashing										
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	2	2	4	<ul style="list-style-type: none"> An audit of handwashing facilities and sanitiser dispensers has been undertaken and additional supplies are purchased as needed. Increased stock of hand sanitiser dispenser purchased to ensure whole school coverage. Stock inventory levels are monitored to minimum re-order levels. Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. 	Yes Yes Yes			1	2	2
Pupils forget to wash their hands regularly and frequently	2	2	4	<ul style="list-style-type: none"> Pupils are directed to hand sanitise upon arrival at the academy. Staff training includes reminding pupils of the need to wash/sanitise their hands regularly and frequently. Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. Pull up banners are located at the end of each corridor, A3 posters displayed in classrooms. Hand sanitiser dispensers at pupil & visitor entrance. Additional dispensers now in place for whole school coverage. Hand sanitiser wall units available for each classroom. Pupils are reminded from teacher at the start and end of every lesson to sanitise their hands. Cleaning wipes available to wipe down areas. 	Yes Yes Yes Yes Yes			1	2	2
2.3 Testing and managing symptoms										



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
Testing is not used effectively to help manage staffing levels and support staff wellbeing	2	2	4	<ul style="list-style-type: none"> In line with updated government guidance all pupils were offered one asymptomatic test upon return to school in January 22. In line with updated DfE guidance, regular asymptomatic testing is no longer required. Staff must advise school if they show a positive result on an asymptomatic test carried out home and must isolate in line with updated government guidance. Guidance on symptomatic testing has been published to all staff. https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested https://www.gov.uk/coronavirus. A small number of PCR tests have been provided to the academy so that they can be given directly to staff and/or pupils who are symptomatic and have barriers to accessing testing elsewhere https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested The guidance will be explained to staff as part of the induction process (new staff handbook appendix). Guidance has been displayed on HR noticeboard and staffroom. Post-testing support is available via HR for staff through the school's health provider – included in emails to all staff. Pupils showing a positive result on an asymptomatic test carried out home must isolate in line with updated government guidance. 	Yes			1	2	2
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	2	3	6	<ul style="list-style-type: none"> Robust collection and monitoring of absence data, including tracking return to school dates, is in place. Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative. https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested 	Yes			2	2	4



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis			
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure	
				<ul style="list-style-type: none"> Pupils, parents and staff will be aware of what steps to take if they, or any member of their household, displays symptoms. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance Staff and parents advised to be vigilant with symptoms and avoid attending school if staff or pupils display symptoms. A record of any confirmed cases of Covid-19 in staff is reported to the trust and DfE. In the event of a localised outbreak a record of any confirmed cases of Covid-19 in pupils is reported to the trust and Local Health Protection Team. Where a member of staff has been diagnosed as having Covid-19 and there is reasonable evidence that the dangerous occurrence was caused by occupational exposure, reporting obligations (RIDDOR) will be followed as advised by Health & Safety Executive (HSE) - https://www.hse.gov.uk/coronavirus/riddor/index.htm 	Yes						
Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19	2	2	4	<ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested An updated letter has been sent to parents explaining what action they need to take in the event of coronavirus situations e.g. child symptoms, isolation, testing positive, household symptoms. This guidance has been explained to staff as part of the induction process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. Pupils eligible for free school meals that are isolating due to testing positive are supported with meal vouchers whilst absent from school. 	Yes				1	2	2



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	2	2	4	<ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance Contacts are no longer required to self-isolate or advised to take daily tests, and contact tracing has ended. This guidance has been explained to staff as part of the induction process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. Staff and pupils must advise school if they show a positive result on an asymptomatic test carried out home and isolate in line with updated government guidance. The health status and attendance of every pupil is known and is regularly updated so that provision can be planned in line with DFE guidance – Pupil attendance tracker in place. Systems are in place to ensure the academy maintains contact with vulnerable pupils who are self-isolating. Social workers for vulnerable pupils are notified. An updated letter has been sent to parents explaining what action they need to take in the event of coronavirus situations e.g. child symptoms, isolation, testing positive, household symptoms. Pupils eligible for free school meals that are isolating due to testing positive are supported with meal vouchers whilst absent from school. 	Yes			1	2	2
					Yes					
					Yes					
					Yes					
					Yes					
					Yes					
					Yes					
2.4 First Aid/Designated Safeguarding Leads										
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	2	2	4	<ul style="list-style-type: none"> Collaborative arrangements for sharing staff with other schools in the locality have been agreed. 	Yes			1	2	2



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
2.5 Medical rooms										
Medical rooms are not adequately equipped or configured to maintain infection control	2	2	4	<ul style="list-style-type: none"> Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. An additional first aider on call to support with a suspected case of COVID-19. Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. Symptoms are recorded and monitored to ensure adequate quarantining is in place to reduce spread of infection. First aid staff are required to wear PPE and have been trained on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely in line with the DfE guidance. 	Yes Yes Yes Yes			1	2	2
2.6 Communication with parents										
Parents and carers are not fully informed of the health and safety requirements of the school	2	3	6	<ul style="list-style-type: none"> As part of the overall communications strategy, parents are kept up to date with information, guidance and the school's expectations on a regular basis using a range of communication tools. A COVID-19 section on the school website has been created and is regularly updated. The risk assessment is available on the school website. 	Yes Yes Yes			2	2	4
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	2	3	6	<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on a regular basis through letters, emails and text messages. Parents/carers issued with clear actions to take when displaying symptoms. Reminders of the process will be reinforced at regular intervals. An updated letter has been sent to parents explaining what action they need to take in the event of coronavirus situations e.g. child symptoms, isolation, testing positive, household symptoms. 	Yes Yes Yes			2	2	4



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	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure	
2.7 Personal Protective Equipment (PPE)											
Provision of PPE for staff and pupils where required is not in line with government guidelines	2	3	6	<ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured: https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe Those staff required to wear PPE have been trained on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. – updated guidance: Additional PPE is no longer required for regular, routine cleaning operations as part of an effective hierarchy of controls. Additional PPE continues to be required for the cleaning of areas following a suspected or confirmed case of coronavirus (COVID-19). https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-personal-protective-equipment-ppe#main-changes-to-previous-guidance Staff are reminded that wearing of gloves is not a substitute for good handwashing. Gloves and disinfectant spray will be available for staff to wipe down any equipment or furniture, if a person coughs or sneezes on them. Lidded bins will be available for disposable face masks. 	Yes			1	2	2	
					Yes						
					Yes						
					Yes						
2.8 Medical Rooms											



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
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The configuration of medical rooms may compromise social distancing measures	2	2	4	<ul style="list-style-type: none"> For those pupils who are displaying symptoms of Covid-19, social distancing provisions are in place for First Aid. Additional space is designated for pupils with symptoms associated with COVID-19 whilst collection is arranged. Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	Yes Yes Yes			1	2	2
3. Continuing enhanced protection for pupils and staff with underlying health conditions										
3.1 Pupils with underlying health issues										
Pupils with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	2	3	6	<ul style="list-style-type: none"> Parents have been provided with clear guidance and this is reinforced on a regular basis. Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. The school, and parents are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 Schools have a regularly updated register of pupils with underlying health conditions. The health status and attendance of every pupil is known and is regularly updated so that provision can be planned in line with DFE guidance – Pupil attendance tracker in place. 	Yes Yes Yes Yes Yes			1	2	2
3.2 Staff with underlying health issues										



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	2	3	6	<ul style="list-style-type: none"> In line with DfE operational guidance all staff who are clinically extremely vulnerable (included on shielding patient list) are no longer advised to shield. https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 Individual risk assessments for staff who are clinically extremely vulnerable have been updated prior to returning and adjustments have been made to support them in their role. HR will liaise with individual staff members who are clinically vulnerable (including staff who are pregnant) to update their individual risk assessment to support them in their role. https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 Pregnant women are in the 'clinically vulnerable' category and are generally advised to follow the above advice, which applies to all staff in schools. A risk assessment will be conducted for pregnant women in line with the Management of Health and Safety at Work Regulations 1999 (MHSW). The Royal College of Obstetrics and Gynaecology (RCOG) has published occupational health advice for employers and pregnant women (https://www.rcog.org.uk/en/guidelines-guidelines/coronavirus-pregnancy/). This document includes advice for women from 26 weeks gestation or with underlying health conditions who may be at greater risk. 	Yes			1	2	2
4. Enhancing mental health support for pupils and staff										
4.1 Mental health & wellbeing concerns – pupils										



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis				
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure		
Pupils' mental health has been adversely affected by the COVID-19 crisis	2	3	6	<ul style="list-style-type: none"> Wellbeing plan is in place for all pupils. All pupils are aware of Step-Up provision whilst in school. In line with updated DfE guidance, face coverings are no longer advised for pupils, staff and visitors in the classrooms or communal areas. Where staff and pupils would benefit from the reassurance of face coverings, these can be worn if they wish to do so. Form teachers continue to monitor pastoral welfare of pupils and refer as appropriate. Information shared regarding potentially vulnerable pupils via CPOMS. There are sufficient numbers of trained staff available to support pupils with mental health issues. There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. Wellbeing/mental health will be discussed in pupil briefings. Links to online resources and toolkits emailed to parents to support pupil wellbeing. 	Yes			2	2	4		
					Yes							
					Yes							
					Yes							
					Yes							
					Yes							
					Yes							
4.2 Mental health & wellbeing concerns – staff												
The mental health of staff has been adversely affected by the COVID-19	2	3	6	<ul style="list-style-type: none"> In line with updated DfE guidance, face coverings are no longer advised for pupils, staff and visitors in the classrooms or communal areas. Where staff and pupils would benefit from the reassurance of face coverings, these can be worn if they wish to do so. Staff are encouraged to focus on their wellbeing – links to online resources and toolkits emailed to staff to support wellbeing. Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. Staff briefings/training on wellbeing are provided. Staff have been signposted to useful websites and resources. 	Yes			2	2	4		
					Yes							
					Yes							
					Yes							
					Yes							



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
				<ul style="list-style-type: none"> Calendared quality assurance processes adjusted/reduce to reduce staff anxiety/workload pressures. 	Yes					
Working from home can adversely affect mental health	2	3	6	<ul style="list-style-type: none"> Staff working from home due to self-isolation have regular catch-ups with line managers. Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. Appropriate work plans have been agreed with support provided where necessary. A strategic staffing meeting ensures that potential staff issues are highlighted and the necessary support put in place. Teaching staff working from home will provide remote learning for pupils. HR team available to support staff – targeted staff well-being calls. 	Yes Yes Yes Yes Yes			2	2	4
4.3 Bereavement support										
Pupils and staff are grieving because of loss of friends or family	2	3	6	<ul style="list-style-type: none"> The school will continue to operate 'Step Up' to support pupils with their emotional and mental wellbeing. The school has access to trained staff who can deliver bereavement counselling and support. Support is requested from other organisations when necessary as appropriate. 	Yes Yes Yes			2	2	4
5. Operational issues										
5.1 Review of fire procedures										
Fire procedures are not appropriate to cover new arrangements	2	2	4	<ul style="list-style-type: none"> Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> Reduced numbers of pupils/staff Possible absence of fire marshals Staff and pupils have been briefed on any new evacuation procedures. Incident controller and fire marshals have been trained and briefed appropriately. 	Yes Yes Yes			1	2	2



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
Fire marshals absent due to self-isolation	2	2	4	<ul style="list-style-type: none"> An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. 	Yes			1	2	2
Statutory compliance has not been completed due to the availability of contractors during lockdown	1	1	1	<ul style="list-style-type: none"> All statutory compliance is up to date. 	Yes			1	1	1
5.2 Contractors working on the school site										
External agencies and contractors on-site whilst school is in operation may pose a risk to infection control	2	2	4	<ul style="list-style-type: none"> An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to minimise the risk of transmission. Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. In line with updated DfE guidance, face coverings are no longer advised for pupils, staff and visitors in the classrooms or communal areas. Where staff and pupils would benefit from the reassurance of face coverings, these can be worn if they wish to do so. In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). Individual risk assessments are in place for education activities requiring external staffing to implement provision E.g. Music tuition, Forest schools etc. Ensuring that the provision only takes place in line with the other controls highlighted above alongside the relevant associated guidance. 	Yes			1	2	2



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
				<ul style="list-style-type: none"> The use of remote and virtual meetings should take place where multiple outside agencies are involved. Where this is not possible, the number of people should be limited with notes submitted in advance. 	Yes					
6. Finance										
6.1 Costs of the school's response to COVID-19										
The costs of additional measures and enhanced services to address COVID-19 places the school in financial difficulties	2	2	4	<ul style="list-style-type: none"> Additional cost pressures due to COVID-19 has been identified and considered during budget setting processes. Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. The school's projected financial position is regularly shared with trust- sub finance committee. 	Yes Yes Yes			1	2	2
7. Governance										
7.1 Oversight of the governing body										
Lack of trust and governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements	1	2	2	<ul style="list-style-type: none"> Trustee and governor meetings continue to be held either virtually or face to face. The agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. Meetings are quorate. 	Yes Yes Yes			1	1	1



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
				<ul style="list-style-type: none"> The Headteachers' report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. Minutes of meetings are reviewed to ensure that they accurately record oversight and holding leaders to account for areas of statutory responsibility. 	Yes Yes Yes					
8. Additional site-specific issues and risks										
Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them										
Castleford Academy - Resource Base provision	2	3	6	<ul style="list-style-type: none"> Individual pupil risk assessments to be completed and additional controls planned (E.g. Transport, pre and post teaching etc.) Staff timetabled to accompany pupils for in class support. 	Yes			2	2	4
Crofton Academy - VI provision				<ul style="list-style-type: none"> Individual pupil risk assessments to be completed and additional controls planned (E.g. Transport, pre and post teaching etc.) Staff timetabled to accompany pupils for in class support. 	Yes					
Alternative provision	2	3	6	<ul style="list-style-type: none"> Risk assessment to be completed by providers– to include health and safety and control measures to enable delivery of a broad and balanced curriculum for pupils. Completed risk assessments will be reviewed. 	Yes			2	2	4
Catering	2	3	6	<ul style="list-style-type: none"> Kitchen to be fully open adhering to normal legal requirements (HACCP, School food standards). In line with updated DfE guidance, face coverings are no longer advised for pupils, staff and visitors in the classrooms or communal areas. Where staff and pupils would benefit from the reassurance of face coverings, these can be worn if they wish to do so. Assurances have been sought from the suppliers delivering goods that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to minimise the risk of infection. 	Yes			2	2	4



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
				<ul style="list-style-type: none"> Compliant with guidance for food businesses on COVID-19 https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19 Breakfast to be served from Year 7 shed. 						
Lettings	2	3	6	<ul style="list-style-type: none"> In line with DfE operational guidance lettings can take place: https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-providers-of-outdoor-facilities-on-the-phased-return-of-sport-and-recreation Lettings policy has been updated to support guidance - minimising risk of transmission, times upon arrival and departure, limited movement on site, individual clubs/teams to keep record of attendees to support NHS Track and Trace. Electronic payments only. Hand sanitiser station available for attendees. Enhanced cleaning programme in place for indoor venues. 	Yes			1	2	2
Educational visits	2	3	6	<ul style="list-style-type: none"> In line with updated guidance, educational day visits and domestic residential educational visits can resume. Educational visits will be subject to approval. The nature of the visit will be reviewed to ensure teaching and learning time in school is prioritised. Risk assessment will be provided by the venue (indoor & outdoor) for approval prior to the visit taking place. In line with updated government guidance and academy insurance (RPA), consideration will be made to current and planned international trips and whether these should go ahead. Travel to England from another country during coronavirus (COVID-19) - GOV.UK (www.gov.uk) A full risk assessment will be undertaken including advice from the RPA and government guidance before an international trip is booked. 	Yes			2	2	4
Fitness suite	2	3	6	<ul style="list-style-type: none"> Advisory maximum occupancy signs displayed. Hands must be washed before entering and after leaving the fitness suite. In line with government guidance, equipment must be cleaned after every use. Cleaning materials will be provided in this area. A generally enhanced cleaning plan is in place for whole school to minimise the spread of infection – cleaning schedule from estates and facilities 	Yes			2	2	4



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
	2	3	6	management currently followed: COVID-19: cleaning in non-healthcare settings – • In line with government guidance, equipment must be cleaned after every use. Cleaning materials will be provided in this area. https://www.sportengland.org/how-we-can-help/coronavirus/return-play .				2	2	4
Open Day/Presentation Evenings & Events	2	3	6	• Risk assessment to be reviewed on a case by case basis prior to open day/evening & events to ensure that they operate in line with the appropriate system of controls.	Yes			2	2	4
Exams/Assessments	2	3	6	• Pupils and staff invigilators are not required to wear a face covering during exams and assessments but can do so if they wish. • Where possible, pupil seating in the exam setting will be configured to maximise the whole space. • Where mechanical ventilation is available, this should be used to maximise air flow. • Windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space. • Where possible, high level windows rather than low level windows are kept open to reduce draughts. • Heating will be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.	Yes			2	2	4
9. School Based Covid-19 Vaccination Programme										
9.1 Vaccination programme for 12-16-year olds										
Consent has not been sought for pupil vaccinations.	2	3	6	• Consent forms delivered to school from Wakefield Immunisation team and distributed to eligible pupils during form time. • A mop up session was held on 23 rd November 21 for pupils that returned their form after the agreed deadline. • Regular reminders to parents to return their consent form. • Eligible pupils will receive either their first or second vaccination during the spring term.	Yes			2	2	4



Areas for concern	Pre-mitigation risk analysis			Control measures	In place? (Yes/No)	Further action/comments	R	Post-mitigation risk analysis		
	Likelihood	Impact	Exposure					Likelihood	Impact	Exposure
Data breach of information included in the consent forms & misleading information regarding the effectiveness of the vaccine.	Green	Yellow	Red	<ul style="list-style-type: none"> An agreed date is in place for the completed consent forms to be collected. Reception staff in school will check ID on the member of staff before the completed forms are handed over. An agreed process is in place to transfer pupil data between the immunisation team and school for pupils having the vaccination. Parents received the information pack and guidance alongside the consent form. A letter was distributed to parents informing them of the process. 	Yes Yes Yes Yes			Green	Green	Yellow
Vaccines are not prepared correctly as they need to be drawn onsite.	Green	Yellow	Red	<ul style="list-style-type: none"> The immunisation team will have a separate room so that the 'drawing up' staff can prepare the vaccine in a controlled environment. The immunisation team are trained staff to prepare and deliver the vaccine to pupils. 	Yes Yes			Green	Green	Yellow
Vaccines are not administered in a controlled environment.	Green	Yellow	Red	<ul style="list-style-type: none"> A large space will be available for the immunisation team to administer the vaccine. Only trained staff will administer the vaccine. Cleaning staff will be available to enter the space when required, A full risk assessment will be requested from the immunisation team to ensure a controlled environment is maintained. Premises team to continue with daily checks of site. In the event of an issue, the immunisation team will be contacted. 	Yes Yes Yes Yes			Green	Green	Yellow
Pupils absent from school from side affect	Green	Yellow	Red	<ul style="list-style-type: none"> A waiting area will be available for pupils once they have had their vaccine. The waiting area will be supervised at all times. First Aider will be available in the event of a pupil requiring further treatment. 	Yes Yes Yes			Green	Green	Yellow
Pressure groups attending site during vaccinations	Green	Yellow	Red	<ul style="list-style-type: none"> Site security measures in place. The date of vaccinations has not yet been shared with parents. ID checks will be carried out upon arrival. In the event of disruption, the police will be called. 	Yes Yes Yes			Green	Green	Yellow



Approved By:	Name:	Signature	Date
Castleford Academy	Headteacher - Wesley Bush Business Manager – Avril Smith		01.03.2022
Crofton Academy	Headteacher – Peter Walker Business Manager – Emma Crossley		01.03.2022
Trust Estates Manager	Ian Hobson		
Director of Secondary Education	Daniella Cook	<i>Daniella Cook</i>	01.03.2022
Chief Finance Officer	Samantha Stevens	<i>Samantha Stevens</i>	01.03.2022