

Risk Assessment Covid-19 Autumn Term 2020 Reopening		28th July 2020	Irlam and Cadishead Academy (ICA)
Responsible Person	Toni Holdsworth, Principal		
Other Persons Involved	Andy Brown VP, Julia Sweeney AP, Kim Larsen-Taylor VP Catherine Jones AP, David Bridge AAP, GL Planning Team: MPA, AHO, SLI, JPA, DCO, SVI, JWO, AAV, CWR (NEU), LJO (H&S NEU), KHO (NUT), SLI CoG, DTI SPIE		
Guidance Material Considered	<ul style="list-style-type: none"> • DfE – Guidance for Full Opening – Schools (27 July) • DfE - Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak (27 July) • DfE - Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak (10 July) • DfE - Coronavirus (COVID-19): guidance on isolation for residential educational settings (27 May) • BEIS - Working safely during coronavirus (COVID-19) Offices and Contact Centres (24 June) Note: this guidance covers office safety such as that carried out by support staff which is not explicitly covered in the education-focussed DfE guidance. • NHS - Test and Trace – How it works (31 July) 		

Details	
<p>This Risk Assessment covers staff and student H&S and completion of key compliance tasks during the Covid-19 pandemic, for the reopening of Irlam and Cadishead Academy in Autumn 2020 and for those staff who may need to work from home. All staff, students, parents and the local community are made aware of the procedures and guidelines in place at ICA. Communication to staff, students, parents and the local community is key so that all parties are aware of the risk and what to do in the event of possible infection. The Risk Assessment will be available on the Academy website from 1.9.20.</p> <p>At all times, decisions will be based upon advice/guidance/instruction from Public Health England (PHE) and the Department for Education (DfE). This risk assessment is subject to change as required/instructed by PHE and DfE. ICA will always act appropriately in light of the COVID-19 guidance to ensure the safety of staff and students.</p> <p><u>To minimise the risk of infection to all persons, the following systems of control have been applied by ICA:</u></p> <ol style="list-style-type: none"> 1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the Academy 2. Clean hands thoroughly and more often than usual 3. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach 4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 5. Minimise contact between individuals and maintain social distancing wherever possible 6. Where necessary, wear appropriate personal protective equipment (PPE) 7. Engage with the NHS Test and Trace process 8. Manage confirmed cases of coronavirus (COVID-19) amongst the ICA community 9. Contain any outbreak by following local health protection team advice 10. Use of face covering if Salford is named as an area with ‘local restrictions’ in place. <p><u>To Note:</u></p>	<p>Are Control Measures (Y, N, N/A)?</p>

Numbers 1 to 4 are in place in all the time.

Number 5 is carefully considered with suitable management strategies deployed that account for the specific operating characteristics of the school. Details of which are included in this risk assessment.

Number 6 applies only in specific circumstances.

Numbers 7 to 10 are followed in every case where they are relevant.

Hazard	Who is at Risk	How Can the Hazards Cause Harm	Control Measures Currently in Place	In Place?	Residual Risk Acceptable?
Infection Control (people)	Staff, Students, Visitors	Staff contracting COVID-19	<ul style="list-style-type: none"> Staff INSET 1.9.20 and virtual tour explaining procedures, risk assessment and measures put in place regarding infection control and to minimise risk prior to gradual return of students from 3.8.20. The INSET notes and guidance and this Risk Assessment will be compulsory reading/viewing for all staff working on site and a record will be kept by the Principal. THO/SLT Health screening of staff carried out weekly during departmental and line management meetings – questions asked - are you unwell, is anyone in your household unwell, have you been in contact with anyone showing signs or symptoms. Records held in minutes of meetings. SLT/All Staff The availability of daily temperature checks on arrival to ICA for all staff. THO/LCA All Staff <p>Face Coverings</p> <ul style="list-style-type: none"> Greater Manchester/Salford is currently an area of the country that has additional, temporary measures in place to help bring down the transmission rate of Covid-19. We will always follow the government and scientific advice on these issues. Therefore, for the time being, staff will be required to wear face coverings when they are in communal areas and corridors within the Academy and on entry to the Academy. Staff are not required to wear face coverings in classrooms or during lessons as the measures we already have in place with regards to social distancing, cleaning and personal hygiene already provide the greatest benefits against transmission of the virus. Upon their return to school, all staff must bring with them a face covering. We request that wherever possible: <ul style="list-style-type: none"> Staff bring re-usable face coverings rather than disposable face coverings Face coverings must be plain in colour with no patterns/slogans/decoration Staff must have a sealable plastic back with them to store their face covering Staff should carry a second spare face covering At present staff will not need to wear face coverings in lessons. We will review this arrangement if government guidance changes. Disposable face coverings must be disposed of in the labelled bins in each Year Group Bubble Zone. Any staff member with symptoms of COVID-19 is sent home by the Principal to self-isolate for 10 days, per PHE guidance, and instructed to undertake a COVID-19 test. Their household members are required to self-isolate for 14 days. Daily contact with HR will be required. (see below for a positive test result). THO/LCA 	Y Y Y Y Y Y Y	Yes for all measures currently in place in this section

		<ul style="list-style-type: none"> To support the testing process, ICA have been provided with a supply of home testing kits which can be given to staff. Staff are informed that they can also go to the AJ Bell Stadium/Etiihad Stadium where tests are available and provide a quick result. THO/LCA If the test is positive: <ul style="list-style-type: none"> The staff member (or family member) must notify the Principal at ICA immediately. ICA will contact the local Health Protection Team for advice on any further action required in the Academy. The staff member remains off for 10 days from the onset of symptoms and after that they can return if they feel well enough. They can return if a cough or anosmia persist beyond this time. The staff member must engage with the NHS Test and Trace programme. ICA will review the case against the Group guidance on <i>COVID-19 and ARMS</i> to establish if it was likely that the infection was contracted as a result of occupational exposure. If the test is returned negative the staff member can be instructed to return to the Academy. THO/LCA Where a staff member indicates an individual in their household is unwell with symptoms compatible with COVID-19, they must contact the Principal immediately. The staff member must self-isolate for up to 14 days. Under the Test and Trace programme there is an expectation that their symptomatic household member is tested. The staff member must inform the Principal of the result of the test. If this test result is negative the staff member can return to the Academy if they do not have any COVID-19 related symptoms. THO Relevant staff have had individual risk assessments in the Summer term. Any future requirements for additional individual risk assessment will be undertaken, if necessary, in due course. The individual risk assessment is under review by UL. THO/LCA/Line Managers 	Y	
	Students contracting COVID-19	<ul style="list-style-type: none"> Comms to parents and students advising of return to academy systems and procedures which are clear, concise and reassuring including specifying that they MUST NOT send their children into the academy if they have any signs or symptoms. This will minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does/does not attend ICA. (Comms 10.7.20, 14.7.20, and by 28.8.20) THO/ABR The availability of daily temperature checks on arrival to ICA for all students. (Comms by 28.8.20) THO/ABR SLT/HoY <p><u>Face Coverings</u></p> <ul style="list-style-type: none"> Greater Manchester/Salford is currently an area of the country that has additional, temporary measures in place to help bring down the transmission rate of Covid-19. We will always follow the government and scientific advice on these issues. Therefore, for the time being, students will be required to wear face coverings not only on their journey to and from school but also when they are in communal areas and corridors within the school and on entry to the Academy. Students are not required to wear face coverings in classrooms or during lessons as the measures we already have in place with regards to social distancing, cleaning and personal hygiene already provide the greatest benefits against transmission of the 	Y Y Y Y	Yes for all measures currently in place in this section

			<p>virus. Upon their return to school, all students must bring with them a face covering. We request that wherever possible:</p> <ul style="list-style-type: none"> ○ Students bring re-usable face coverings rather than disposable face coverings ○ Face coverings <u>must be plain in colour</u>, with no patterns/slogans/decoration ○ Students must have a sealable plastic back with them to store their face covering and keep this in their blazer pocket when not in use ○ Students should carry a second spare face covering in their school bag ○ At present students will not need to wear face coverings in lessons. We will review this arrangement if government guidance changes. ○ Disposable face coverings must be disposed of in the labelled bins in each Year Group Bubble Zone. ○ All staff will ensure that all students are compliant to reduce the possibility of transmission. <ul style="list-style-type: none"> ● If symptoms are displayed on arrival to the Academy, the student will be isolated in one of the isolation rooms at the Visitor Reception. Parents will be contacted immediately and asked to collect their child and follow the procedure below. (Comms by 28.8.20) THO/ABR SLT/HoY ● Any student with symptoms of Covid-19 instructed not to attend the Academy for 10 days and is expected to undertake a test under the NHS Test and Trace programme. The student/parents are instructed to notify ICA immediately if a positive result is obtained. (Comms by 28.8.20) THO/ABR SLT/HoY ● To support the testing process, ICA have been provided with a supply of home testing kits which can be given to parents if symptoms are shown. Parents will be advised to go to the AJ Bell Stadium/Etihad Stadium where tests are available and provide a quick result. (Comms by 28.8.20) THO/ABR SLT/HoY ● Where a positive result is obtained, ICA will contact the local Health Protection Team for advice on any further action required. ABR/THO ● A negative result means that the student can return to the Academy and this will be communicated to parents. (Comms by 28.8.20) THO/ABR HoY ● Where a student indicates an individual in their household is unwell with symptoms compatible with Covid-19, they must self-isolate for up to 14 days. Under the Test and Trace programme there is an expectation that their symptomatic household member is tested. If this test result is negative, the student can return to the Academy if they do not have any COVID-19 related symptoms. (Comms by 28.8.20) THO/ABR 	Y	
		Visitors contracting COVID-19	<ul style="list-style-type: none"> ● Visitors to the Academy will be minimised where possible and meetings will continue to operate via Microsoft Teams, including parent meetings when necessary. THO/ABR/HoY ● In the event that an onsite visit/meeting is essential then this will be carefully managed. Temperature checks will be carried out and relevant questions will be asked of all visitors - are you unwell, is anyone in your household unwell, have you been in contact with anyone showing signs or symptoms. All visitors will be required to use sanitiser and/or washing of hands with soap and water. Details of local procedures will be communicated to all visitors before they come to ICA. MPA/Reception Staff/SPIE <p><u>Face Coverings</u></p>	Y	Yes for all measures currently in place in this section

			<ul style="list-style-type: none"> Greater Manchester/Salford is currently an area of the country that has additional, temporary measures in place to help bring down the transmission rate of Covid-19. We will always follow the government and scientific advice on these issues. Therefore, for the time being, visitors and contractors will be required to wear face coverings when they are in communal areas and corridors within the school. We request that wherever possible: <ul style="list-style-type: none"> Visitors bring re-usable face coverings rather than disposable face coverings Face coverings must be plain in colour, with no patterns/slogans/decoration Visitors must have a sealable plastic back with them to store their face covering Visitors should carry a second spare face covering Disposable face coverings must be disposed of in the labelled bins in the reception area. Identification details will be recorded and held for 21 days to support the Test and Trace process if called upon. MPA/Reception Staff/SPIE Students are encouraged to walk or cycle to the Academy. Where a student is dropped off, parents are advised to drop them off alone, i.e. not to come with partners or family. ABR/HoY Contractors attending while the Academy is operational to be notified that the Academy is operational, and their access requirements reviewed on a case by case basis by SPIE. DTI/MPA Weekly meetings with SPIE/ICA to ensure compliance with SPIE/ICA Risk Assessments and protocols for visitors/contractors. SPIE/THO 	Y Y Y	
Suspected / confirmed case in school	Staff, students	Potential contamination of surfaces and for person to person spread	<ul style="list-style-type: none"> Staff INSET 1.9.20 explaining procedures to follow and what will happen if there is a suspected case at ICA. THO/SLT Comms to parents and students advising of return to ICA systems and procedures which are clear, concise and reassuring, including specifying what will happen if there is a suspected case at ICA (Comms 21.8.20) THO/ABR If symptoms in a student are displayed on arrival to the Academy, or at any time during the day, On Call must be contacted who will remove the student. The On Call member of staff will wear appropriate PPE i.e. face covering, gloves, apron. The student will be isolated in one of the isolation rooms at Visitor Reception. Parents will be contacted immediately, asked to collect their child and instructed to order a test under the NHS Test and Trace programme in line with government guidelines. Parent can be provided with a test kit from ICA if supplies allow and where the Academy believes that providing a testing kit may increase the likelihood of a test being completed. (Comms 21.8.20) THO/ABR SLT/HoY If symptoms in a member of staff are displayed on arrival or at any time of the day, they will go to the isolation room in front reception and wait to be seen by the Principal (or a Vice Principal) who will wear appropriate PPE i.e. face covering, gloves, apron and if necessary will be sent home and instructed to order a test under the NHS Test and Trace programme. The staff member can be provided with a test by the school if supplies allow alternatively the staff member can go to AJ Bell Stadium/Etihad Stadium for a test. THO/LCA Staff and students who were with the affected student/staff member should wash their hands thoroughly but do not need to go home unless symptomatic – the teacher will have been socially distanced from all 	Y Y Y Y Y	Yes for all measures currently in place in this section

			<p>students in their demarcated area of the classroom and On Call will wear appropriate PPE. Clear instructions on this procedure to be given to staff at the INSET 1.9.20. SLT</p> <ul style="list-style-type: none"> • A quantity of PPE, i.e. disposable face masks, gloves, and apron and suitable waste streams, will be required for handling suspected cases where 2 metre separation cannot be maintained. PPE can be found at the Visitor Reception near the isolation rooms and at all individual Year Group Bubble entrance points. MPA • Cleaning and disinfection carried out by cleaning staff in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings. A detailed and thorough cleaning rota is in place and has been drawn up in collaboration with ICA/SPIE. The cleaning rota will be reviewed weekly at the SPIE/ICA meetings. MPA/SPIE 	Y	
Infection Control (practices)	Staff, Students, Visitors	Operational practices in place to minimise the risk of the spread of infection	<p><u>Good Hand and Respiratory Hygiene</u></p> <ul style="list-style-type: none"> • Staff INSET 1.9.20 explaining procedures to follow in promoting the new normal and essential hygiene. THO/SLT • ICA will embed the new normal and hygiene practices will be built into ICA behaviour culture - 'catch-it, bin-it, kill-it', hand washing and respect promoted throughout the Academy and in assemblies on Day 1. HoY, All Staff • Assemblies on Day 1 for all students will focus on the importance of the cleaning of hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. SLT/HoY • Posters displayed in prominent locations ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. MPA • Soap and running water or alcohol-based hand sanitiser will be readily available in prominent locations – all Year Group Bubble and staff entrances, 3x sanitisation stations within each Year Group bubble, every office and by every photocopier. All staff to monitor that students are following hygiene guidelines at all times. All Staff • All sanitisation stations checked and re-stocked throughout the day. MPA/Business Support Team • Hands cleaned by all students, staff members and visitors, using soap or sanitiser - on arrival, after break, when changing rooms, before entering rooms and before eating as a minimum. All staff to monitor that students are following hygiene guidelines at all times. All Staff • Face coverings must be worn in compliance with WHO's advice when local restrictions apply – comms to parents 21.8.20 and Staff INSET 1.9.20. THO 	Y Y Y Y Y Y Y	Yes for all measures currently in place in this section

			<p><u>Grouping</u></p> <ul style="list-style-type: none"> • Staff INSET 1.9.20 explaining Year Group bubble, expectations and systems/procedures in place. THO/SLT Y • ICA will do everything possible to maintain safety of everyone by minimising contacts and mixing while still delivering the curriculum. Safety is paramount and all staff will be expected to work in line with the precautions and guidelines given. THO/SLT Y • ICA has reduced contact between staff and students by moving to 3 lessons per day to minimise movement and mixing. This will not reduce the amount of learning time but will ensure that staff move less and mix less. All staff will operate across multiple classes and year groups but should practise distancing of 2 metres where possible. Classrooms are marked out for ‘teacher space’ where students cannot go. Teachers should remain in their designated ‘teacher space’ and not circulate around the room maintaining distance from all students. This will be monitored lesson by lesson. SLT Y • Students return to the Academy in September gradually across 5 days in their Year Group bubble: <ul style="list-style-type: none"> ○ 3.9.20 Year 7 Y ○ 4.9.20 Year 7, Year 11 Y ○ 7.9.20 Year 7, Year 11, Year 10 Y ○ 8.9.20 Year 7, Year 11, Year 10, Year 9 Y ○ 9.9.20 Year 7, Year 11, Year 10, Year 9, Year 8 Y • Day 1 arrival for students will include a full year group Assembly led by the Principal, Senior Leaders and Head of year. This will be in the Sports hall where chairs will be set out 2m apart. Students will be escorted straight to the Sports Hall on arrival following wellbeing checks, be grouped in form classes on named chairs 2m apart and supervised by their Form Teacher. The Assembly will cover all aspects of the Risk Assessment including the correct use and disposing of face coverings, safeguarding procedures, new fire assembly points and reinforcement of new routines during extended Form Time (including the walk-through video). THO/SLT/HoYs/Form Teachers Y • Time will be spent ensuring that students understand where their Year Group zones will be and how the new day will operate (for further details, see Appendix 2) SLT/HoY Y • Students will be in Year Group bubble zones and each Year Group will have a separate entry point, separate staircase, separate toilet facilities and separate dining facilities where only that Year Group will be. Extra cleaning of door handles/hand rails between lessons will be undertaken as per cleaning schedule produced by ICA/SPIE. Effectiveness of system operation to be monitored daily (for further details, see Appendix 2) SLT/HoY Y 	
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			<ul style="list-style-type: none"> • Within each Year Group bubble zone, there will be a member of SLT, HoY, LSA plus a member of support staff - area marked IE on site plan – to monitor and ensure appropriate behaviours are followed at all times. SLT/HoY • There will be a staff duty rota to support each Year Group bubble zone inside and outside in Year Group bubble demarcated zones (for further details, see Appendix 2). Staff on duty will be visible on entry/exit points to maintain calm and order. ABR/KLT • All students will be asked to go to demarcated Year Group bubble outside spaces for fresh air at break times and lunchtimes. All Staff • Students will remain within their Year Group bubble avoiding any non-essential mixing of Year Groups and staff will ensure that students are compliant. All Staff • Students in Key Stage 3 (Years 7, 8 and 9) will be taught in their Form Groups, which will be set according to their Science classes. Students will remain in their classroom at all times and teachers will go to classrooms to teach the specialist subjects. Key Stage 3 students will access the full range of subjects across the curriculum, with some practical subjects being delivered, where safely possible. All Staff • Students in Key Stage 4 (Years 10 and 11) will be taught in sets according to their Science groups. All students will be able to continue with their option subjects and there will be some movement, within their zones to allow for these subjects to be taught. All Staff • Arrival time and the end of the Academy day will be staggered to minimise the interaction between Year Groups – staff will be ‘on the doors’ to check wellbeing of students and ensure strict timekeeping (further details in the table below) SLT/HoY • Year Groups will be separated within the Academy wherever possible so that students have access to a minimal number of classrooms and use of communal areas is strictly controlled, whilst still being able to make use of specialist teaching spaces where safe and appropriate. SLT/HoY/All Staff • All areas of the Academy will receive more frequent cleaning following the cleaning schedule produced by SPIE/ICA. There will be hand sanitiser available throughout the Academy. All staff will continue to encourage students to wash their hands regularly and promote the ‘catch it, bin it, kill it’ approach for any sneezes or coughs. All Staff • It will not be practical for students to use lockers at this time due their location around the Academy therefore students will need to carry equipment with them. HoY • Each Year Group has been allocated a separate area for them to use during break and lunch times, which allows the students to have some fresh air whilst remaining in their bubble groups. There will be a break and lunch duty rota to ensure that all areas are staffed including doorways/toilets/serveries. All Staff • Students are encouraged to bring a packed lunch with them as the canteen staff will be operating with a limited menu and serving in the Year Group zones. All Staff 	Y	
				Y	
				Y	
				Y	
				Y	
				Y	
				Y	
				Y	
				Y	

Measures within Classrooms

Staff INSET 1.9.20 explaining timetable, rationale and longer lessons, i.e. thorough planning for longer lessons, using Rosenshine Principles, TLAC and behaviour management strategies. Curriculum leaders will take the strategic lead within their departments to ensure the successful delivery by all teachers of longer lessons. THO/SLT

ICA has adapted the timetable and has changed from 5 x 1 hours to 3 x longer lessons per day to minimise movement and mixing. This will not reduce the amount of learning time or the quality of curriculum but will ensure that staff and students move less and mix less. To minimise staff and student movement around the building, the Academy day will run as follows:

The Academy Day

Time	Year Group	Activity/notes:
0820 – 0900*	All years	Registration time and Form Period, including a reading programme
0900 - 1040	All years	Period 1
1040 - 1055	All years	Morning Break
1055 - 1235	All years	Period 2
1235 - 1310	All years	Lunch Break
1310 – 1450*	All years	Period 3
1450 - 1530	Year 11	Extra period of study

*** Students must arrive at the specified time so that there is minimal contact with other students from other Year Groups.**

- Students in Key Stage 3 (Years 7, 8 and 9) will be taught in their Form Groups and will remain in their classroom at all times. Teachers will go to classrooms to teach the specialist subjects. All Staff
- Students in Key Stage 4 (Years 10 and 11) will be taught in sets according to their Science groups. Teachers will go to classrooms to teach the lessons however, KS4 students will be able to continue with their option subjects and there will be some movement within Y10 and Y11 zones to allow for these subjects to be taught. Where there is any movement of students this will be closely supervised by staff. All Staff
- Staff must remain distanced from students, at the front of the class - teacher areas will be demarcated in the classroom to ensure that they are between 1-2m away from students. All Staff

Y
Y
Y
Y

			<ul style="list-style-type: none"> • Student desks will be forward facing, and students will sit side by side and facing forwards where possible. All Staff • Face to face contact must be avoided and time spent within 1 metre of anyone should be limited. All Staff • Sport and Physical Education will predominantly take place outdoors and contact sports will not be played. PE Staff • The use of changing rooms is not permitted, therefore, if students have PE they must wear their full ICA PE Kit for the full day to remove the need for changing. Students will be informed of this during Day 1 Assemblies and in comms to parents/students by 28/8/20. JSW • Extra-curricular clubs and activities will operate but within Year Groups wherever possible. All Staff • Equipment – Students must bring their own items of equipment (as per the ICA Equipment Mat) to the Academy as sharing of items will not be allowed. Students should limit the amount of equipment they bring to the Academy. HoY/All Staff <ul style="list-style-type: none"> ○ Personal items, e.g. pens and pencils must not be shared. ○ Classroom resources – can be used freely within the bubble/group, but subject to regular cleaning – anti-bacterial wipes will be available for students after use of resources, under the supervision of the class teacher. Class monitors can be used to distribute any resources. ○ Resources shared between groups will require frequent meticulous cleaning, i.e. always before being used by another group, or quarantined for 48 hours between use (72 hours for plastic items). Class Teacher should request cleaning of any specific items at the end of each day. ○ Outdoor and PE equipment cleaned more regularly (refer to the previous point). PE teachers should request cleaning of any specific items at the end of each day. ○ Resources can be taken home where it contributes to education and development and subject to the same rules re cleaning and rotation as above. Class Teacher to communicate to relevant parents. However, all homework will be set on Teams to minimise the need for this situation. 	Y	
				Y	
				Y	
				Y	

			<p><u>Measures Elsewhere</u></p> <p>Staff INSET 1.9.20 explaining measures elsewhere as explained below. THO/SLT</p> <ul style="list-style-type: none"> • There is a one-way system in the Academy to reduce crowding on corridors. The system is in place in the Year Group zones and all staff will ensure that students use the system effectively. All Staff • Assemblies will take place virtually in the first instance and be led by SLT, HoY. • Fire evacuation procedures have been adapted to ensure that students stay in their Year Group bubbles. The designation of Fire Marshalls will be adapted accordingly so that all Year Group Zones are covered. This will be practised with Year Groups, Form Teachers and HoY on Day 1 in September. JSW/HoY • Break and lunch will be taken in Year Group zones (indoor and outdoor), to minimise mixing of groups. SPIE/Duty Staff • The main staff room and smaller departmental staff rooms may be used but social distancing 2 metres should be observed at all times. Sanitiser and cleaning products readily available and staff must wipe down any areas after use. Refer to BEIS guidance on <u>Office and Contact Centres</u> for guidance on staff only areas. SLT/CALS • There is a Staff Only 'space' where staff can work on site in the event that they do not have an allocated 'work space'. There are laptops available in 1D11 where staff can work during PPA time social distanced. There is also the main staff room on the 2nd floor where refreshments are available. These spaces will also be available for Trainee Teachers. CJO • Regular and thorough handwashing or use of alcohol-based sanitiser to be carried out by all students and staff members including: <ul style="list-style-type: none"> ○ On arrival and before departure ○ Before and after entering classrooms ○ At the start and end of break/lunch ○ When groups change areas ○ After using the toilet facilities • On site flu jabs to be made available free of charge for all staff. LCA 		<p>Yes for all measures currently in place in this section</p>
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Measures for Arrival and Departure

Staff INSET 1.9.20 explaining arrival and departure procedures and behaviour management strategies.
THO/SLT

Comms to parents and students advising of return to ICA systems and procedures which are clear, concise and reassuring including specifying that they MUST not send their children into the Academy if they have any signs or symptoms. This will minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend ICA.

- Students to travel to and from the Academy as normal but advised that, wherever possible, they travel with students in their Year Group bubble, **wear a protective face covering** and practice social distancing. If travelling on public transport, advised that they will be required to wear a face covering. (Comms 7.7.20, 14.7.20) THO
- Start and finish times are staggered to prevent groups mixing where possible, but without reducing the amount of teaching time - see table below. The students in each Year Group must follow the timings (Comms 7.7.20, 14.7.20) SLT/HoY/Form Teachers
- Students will be met at entry points by HoY, SLT and Support Staff. The wellbeing of every student will be checked on arrival. Students will then be directed to their classrooms where they will be greeted by their Form Teacher. SLT/HoY/Support Staff
- All students will follow the Whole Academy Guided reading programme at Form Time. Form Teachers
- Assemblies will be ‘virtual’ in the first instance and lead by either the Principal, SLT or HoY, ensuring key messages are shared/enforced. SLT/HoY
- All arrangements communicated to parents to inform of the process for drop off and collection to prevent gathering at the Academy gates (all students encouraged to walk or cycle). To be discussed with all students on Day 1 (Comms 21.8.20) SLT/HoY
- Students/staff who are more comfortable wearing face coverings are permitted to do so but these must be plain black or white in colour. Any disposable face coverings must be disposed of in the bins with lids provided in all toilet areas. Information communicated to staff at INSET on 1.9.20. THO/SLT

Information for Specific Year Groups

Year Group	Start Time	Entrance	Teaching Zone	Break/Lunch	Toilets	Exit Time	Exit
7	0820	Rear Student Entrance Gate then Science Garden Gate then Science Doors	Ground Floor Science	Science Open Space and Science Garden Trolley Service	Science	1440	Science Doors then Science Garden Gate then Rear

Y

Y

Y

Y

Y

Y

Yes for all measures currently in place in this section

			8	0825	Rear Technology Doors then Technology Stair Case	2 nd Floor ICT	2 nd Floor Satellite Dining Area and MUGA	IT/ Music	1445	Technology Stairs, Technology Doors Rear			
			9	0830	Rear Student Entrance then Student Services Doors / PE Stair Case	1 st Floor Humanities	Humanities/Art Satellite Dining Area and yard outside of Student Services	Humanities	1450	PE Stairs, Student Services Doors then Student Entrance Gate Rear			
			10	0845	Front Visitor Reception then Heller up Staircase	1 st Floor English	Canteen Quad	English	1500	Through Library and down Hellerup Front			
			11	0845	Rear Student Entrance Gate then Science Fire Doors then Science Staircase	2 nd Floor Maths	Year 11 Study Area Zone outside Science/ Technology Trolley Service	Maths	1530 (EPS*)	Science Stairs then Science Fire Doors then Student Entrance Gate Rear			
* EPS = Extra Period Study to maximise Year 11 time to prepare for examinations.													
			<p><u>Other Considerations</u></p> <p>Staff INSET 1.9.20 explaining other considerations, as explained below. THO/SLT</p> <p>Details of ICA arrangements:</p> <ul style="list-style-type: none"> Individual Risk Assessments for EHCP students to be reviewed/amended by 1.9.20. EHCP and any other SEND students, if required, will have bespoke induction with SEND Team to reduce anxiety prior to Year Group return. CJO/LBU/LSAs Individual Risk Assessments for vulnerable students to be reviewed/amended by 1.9.20. Vulnerable students, if required, will have bespoke induction with Safeguarding Team to reduce anxiety prior to Year Group return. JSW/SLI/SAS/SPA Parents of students with High Tariff behavioural issues will be contacted to reinforce expectations and systems/procedures prior to Year Group return. Bespoke induction with Behaviour Manager/HoY, if required. ABR/HoYs/BRA Persistent Absence risk list to be reviewed/amended by 1.9.20. Parents of students with a high probability of non-attendance to be contacted by Attendance Team to reinforce requirement to attend. ABR/MJO/DRA Contact Salford Alternative Provision (AP) Coordinator and all relevant AP providers to check arrangements and obtain copies of provider Risk Assessments. Contact parents of all students to reinforce arrangements for AP. ABR/MJO/DRA/HoYs 										Yes for all measures currently in place in this section

			<ul style="list-style-type: none"> • Contact partner schools where students are dual registered (Supported Transfer or Managed Move). Check arrangements and obtain copies of provider Risk Assessments. Contact parents of all students to reinforce arrangements ABR/MJO/DRA/HoYs • Supply/peripatetic /music teachers should minimise contact and distance as much as possible and follow ICA procedures. Specialist staff e.g. therapists work as normal. CJO/JSW • Contractors attending while the Academy is operational to be notified that the Academy is operational, and their access requirements reviewed on a case by case basis by SPIE. DTI/MPA • Contractors and other visitors to site distance as much as possible. Local processes explained to them before arrival. A record of all visitors will be kept. MPA/SPIE/Reception staff 	Y Y Y Y	
			<p><u>Public Transport</u></p> <p>Details of ICA arrangements:</p> <ul style="list-style-type: none"> • Year Groups have staggered start times (between 8:20 am and 8:45 am) and finish times (between 2:40 pm and 3:30 pm). • Walking/cycling to ICA has been promoted in comms to parents and students on 3.7.20 and 10.7.20 and will be reinforced in August comms and return to ICA assemblies. THO/SLT/HoYs • Requirement for all students travelling on public buses to wear face coverings has been promoted in comms to parents and students on 3.7.20 and 10.7.20 and will be reinforced, along with social distancing on public transport, in August comms and return to ICA assemblies. THO/SLT/HoYs 	Y Y Y	
Infection Control (premises)	Staff, Students, Visitors	Changes to or introduction of physical control measure to minimise the risk of the spread of infection	<p>Staff INSET 1.9.20 explaining changes to physical control measures, as explained below. THO/SLT</p> <ul style="list-style-type: none"> • Any unnecessary furniture has been removed to aid distancing between groups. SPIE/SLT • ICA has a clear desk policy and all classrooms and offices have been cleared of unnecessary items/paperwork. All staff • One-way system has been implemented in corridors and on stairwells. Red arrows demarcate the one-way system. SPIE/SLT • Year Groups have specific outside areas to prevent mixing of groups during social time. Communications to students in bulletins by 28.8.20 and during first day assemblies ABR/HoYs: <ul style="list-style-type: none"> ○ Year 7: Science Garden ○ Year 8: MUGA ○ Year 9: Outside Student Entrance 	Y Y Y Y	Yes for all measures currently in place in this section

			<ul style="list-style-type: none"> ○ Year 10: Quad ○ Year 11: Outside Science/Technology ● Hygiene/social distancing notices/sanitising and cleaning products readily available in all staff areas. These will be checked and replenished daily. MPA ● Hygiene/social distancing notices/sanitising and cleaning products readily available at all photocopying stations. These will be checked and replenished daily. MPA ● Air control systems set to maximise efficiency/safety and discussed during weekly meetings with SPIE. MPA/SPIE ● Notices displayed by the lift which will be only be used by one member of staff/students with lift pass at any one time. Use of designated stairs will be encouraged via signage by the lift. MPA ● Windows opened where possible, where temperature allows it, and without creating undue risks. All staff ● Doors between zones to be kept closed with notices, e.g. Year 7 only beyond this point. MPA/SPIE ● Offices have been rearranged so that social distancing is possible MPA/SPIE ● All staff have portable keyboard and mouse so that shared workstations are not needed. BRO ● <i>Covid-19 Secure in 2020</i> poster displayed in Visitor Reception and around the Academy. MPA ● Bins with lids placed in each Year Group Bubble and Front Reception to dispose of face coverings. 	Y Y Y Y Y Y Y Y	
Anxiety, stress and worry	Staff, students (parents indirectly)	Those coming back to work or the Academy may be anxious, worried or stressed	<ul style="list-style-type: none"> ● Green Light Planning (GLP) Team, which includes SLT, staff representatives, Governing Body and Teaching Unions consulted on 31.7.20 in the development of this risk assessment and control measures. THO ● Following due process, the risk assessment and its findings will be made public to staff and students/parents and will be published in the ICA website by 1.9.20 THO/ABR/JSW ● ICA HR will communicate to all staff the UL occupational health and counselling service at the INSET on 1.9.20. LCA ● ICA HR has maintained communication with those staff who may be anxious or worried and this will continue with well-being support offered. Staff can make arrangements for a meeting to discuss their concerns, if needed. THO/LCA ● ICA Safeguarding and SEND Teams and HoYs have maintained communication with those students who may be anxious or worried and this will continue with well-being support offered. ABR/JSW/CJO ● Advice for parents to support students in returning to ICA has been provided throughout and updated on the ICA website on 29.7.20 JSW 	Y Y Y Y Y	Yes for all measures currently in place in this section
Cleaning	Staff, Students, Visitors	General hygiene to interrupt transmission from contact surfaces	<ul style="list-style-type: none"> ● A cleaning schedule has been drawn up with SPIE and ICA. Frequency has increased with focus on areas used by multiple groups and hand-contact surfaces in addition to normal procedures and cleaning risk assessment. All classrooms and additional spaces will be cleaned every day. The cleaning schedule will be reviewed weekly at the SPIE/ICA meetings. No requirement for additional PPE to be worn. SPIE/MPA 	Y Y	Yes for all measures currently in place in this section

			<ul style="list-style-type: none"> SPIE have ensured that cleaning staff are reminded to be mindful to minimise face contact and the need for regular handwashing. SPIE/MPA The COVID-19 cleaning advise will be adhered to following confirmed/suspected case in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings SPIE/MPA SPIE will keep a record of what enhanced processes have been implemented and this will be reviewed weekly at the ICA/SPIE meetings. SPIE/MPA INSET on 1.9.20 will explain to all staff how to minimise transmission by cleaning shared resources, e.g. text books, kettles, etc. after each use. SLT Cleaners emptying the 'face covering' bins to wear appropriate PPE 	Y Y Y	
Delivery of 'higher risk' subjects	Staff, Students	<p>Delivery of lessons such as science, D&T, Drama and PE require students and staff to work in close proximity thereby increasing the risk of infection</p> <p>Educational visits</p>	<ul style="list-style-type: none"> Curriculum Area Leads (CALs) for Science, Technology, PE, Drama and Music will have a reviewed risk assessment for planned activities and will update accordingly by 2.9.20. CAL's will endeavour to provide exiting lessons which may require a practical element either in demonstration format or students partaking – a subject specific risk assessment will be required. Quality assurance to take place by SLT line managers SLT/CALs Curriculum Area Leads (CALs) for Science, Technology, PE, Drama and Music will make reference to specialist advisory bodies for latest guidance on required controls. (CLEAPSS, AfPE) by 2.9.20 SLT/CALs Curriculum Area Leads (CALs) for Science, Technology, PE, Drama and Music will consider the requirement for availability of support staff e.g. technicians and the capability of practical lessons to be delivered while maintaining social distancing by 2.9.20. SLT/CALs Any domestic, non-residential educational visits will be planned according to OEAP National Guidance and using the usual ICA procedures, adapted accordingly. PHE and DfE guidance will be followed. ASM/SLT 	Y Y Y Y	Yes for all measures currently in place in this section
Intimate Care/Higher Dependency Pupils	Staff, Students	Intimate care brings people within close proximity of each other thereby increasing the risk of infection	<ul style="list-style-type: none"> We currently have no students who require this level of 'intervention'. In the event of Staff needing to provide intimate care, staff will use PPE as they would do normally for providing care in line with children's needs. DfE guidance and ICA Safeguarding Policy to be followed. CJO/JSW/DDA Specific PPE will not be required unless the child in question is symptomatic (see <i>Suspected/confirmed case in school</i> section). DfE guidance and ICA Safeguarding Policy to be followed. CJO/JSW/DDA 	Y Y	Yes for all measures currently in place in this section
Failure to follow local rules	Staff, Student, Visitors	<p>Persons fail to follow local rules due to lack of awareness.</p> <p>Persons violate local rules</p>	<ul style="list-style-type: none"> Staff INSET 1.9.20 explaining routines regarding failure to follow new ICA rules. THO/SLT Comms to parents explaining amendment to ICA Behaviour Policy (Appendix 1) and new routines regarding failure to follow new ICA rules on 10.7.20, 14.7.20 and by 28.8.20. SLT Comms to students explaining amendment to ICA Behaviour Policy and new routines regarding failure to follow new ICA rules on 10.7.20, 14.7.20 and by 28.8.20. SLT Year Group assemblies on arrival in September will take place in the Sports Hall with students social distanced. The focus of the assemblies will be welcome back, the new normal, the new academy day, COVID-19 update, Year Group zones/bubbles (Appendix 2), amendments to ICA Behaviour Policy, expectations, respect, social responsibility, the need for sensibility at all times and consequences of failure 	Y Y Y Y	Yes for all measures currently in place in this section

			<p>to follow new rules. Subsequent year group assemblies will continue to take place socially distanced in the Sports Hall until further PHE/DfE advice is available. SPIE will set up chairs 2m apart for each assembly and removed at the end of Form Time each day to enable PE lessons in the Sports Hall lesson 1. SLT/HoY</p> <ul style="list-style-type: none"> Green Light Planning (GLP) Team, which includes SLT, staff representatives, Governing Body and Teaching Unions consulted on 31.7.20 in the development of this risk assessment and control measures. THO Each Year Group will be sent a Student Bulletin by 28.8.20 which will include a walk-through video of their specific routine and zone boundaries. SLT Day 1 for students will include: assembly (as above), safeguarding procedures, new fire assembly points and reinforcement of new routines during extended Form Time (including the walk-through video). HoYs/Form Teachers Senior and Middle Leaders will monitor and challenge staff non-compliance of procedures detailed in this risk assessment and report any incidents directly to the Principal. All leaders All staff will monitor and challenge non-compliance of procedures detailed in this risk assessment and report any incident via the procedures detailed in the ICA Behaviour/Safeguarding policies. Reports must be made to reported directly to ABR/THO/KLT if there is a serious or malicious incident and any incident will be logged, parents contacted and appropriate action taken by senior staff. All staff An addendum regarding Covid-19 has been made to the ICA Behaviour Policy and this was communicated to staff, parents and students on 10.7.20, 14.7.20 and will be reinforced by 28.8.20. SLT 	Y Y Y Y Y Y	
Maintaining a compliant premises	Students, Staff	Loss of site staff and access to contractors resulting in PPM and other compliance checks lapsing.	<ul style="list-style-type: none"> Premises compliance status to be reviewed by SPIE/ICA prior to reopening and briefing provided to the Principal by 28.8.20. SPIE/MPA SPIE to continue contractor access to site where necessary and keep a record of all contractor details for 21 days to support Test and Trace process. SPIE/MPA 	Y Y	Yes for all measures currently in place in this section
The school lapses in following national/group guidelines and advice	Staff, Student, Visitors	Lack of awareness leads to potential contamination of the premises or an outbreak spreads rapidly through the school and wider community	<ul style="list-style-type: none"> Central office to ensure that Coronavirus pages on the Hub are kept updated. Central Office Important updates/changes to be included in Jon Cole's Heads Bulletins and the information provided will be shared with staff and parents/students if necessary. THO Principal to ensure that all relevant DfE, PHE and UL guidance is followed and communicated. THO Senior Leaders to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review this risk assessment accordingly. SLT Information on the ICA website is updated as required. Parent tab has dedicated menu item for information relevant to parents. JSW Parents/students updated via weekly bulletins/email/parent text/social media as necessary. HoY/SLT Any change in information is shared with Chair of Governors and passed on to parents weekly bulletins/email/parent text/social media as necessary. SLT/HoY 	Y Y Y Y Y Y Y	Yes for all measures currently in place in this section

Other Risk Assessments	Staff, Students	Other risk assessment that aren't updated and therefore become invalid	<ul style="list-style-type: none"> Any extra-curricular provision will be subject to specific risk assessment developed with reference to DFE Guidance on Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak ASM The fire risk assessment will be reviewed and quality assured by 28.8.20 JSW/ABR/MPA/SPIE Fire safety procedures will be amended by 28.8.20 and will be communicated to all staff, parents and students via INSET on 1.8.20, email/parent text and Day 1 assemblies. JSW amended to support COVID-19 arrangements. JSW Key premises risk assessments reviewed to ensure they remain valid, e.g. fire risk assessment, manual handling, COSHH if new chemicals are brought in. JSW/ABR/MPA/SPIE/CALs 	Y Y Y Y	Yes for all measures currently in place in this section
Display Screen Equipment (temporary home workers)	Staff	Staff working from home not having access to a workstation fully compliant DSE workstations giving rise to musculoskeletal issues.	<ul style="list-style-type: none"> In the event that staff are required to work from home, the following can be provided. LCA: <ul style="list-style-type: none"> peripherals and chairs from office can be taken home guidance on setting up a suitable workstation (provided on UL Hub coronavirus pages) additional equipment will be reviewed on a case-by-case basis Any member of staff needing to work from home for whatever reason (unless they have tested positive for Covid 19 and are unwell) must: <ul style="list-style-type: none"> Teachers MUST follow their timetable and teach virtual lessons to their classes Business support staff MUST continue with their role 'remotely' Support staff MUST continue with their role 'remotely' 	Y	Yes for all measures currently in place in this section
First Aid (temporary home workers)	Staff	Staff suffering injury at home	<ul style="list-style-type: none"> In the event that staff suffer any work-related injury whilst working at home, they should contact HR to report the incident. This will be logged appropriately. LCA Working from home and office-style work is considered low risk and there are no specific controls required. All staff In the event of any accident then this will be logged in line with UL guidelines. 	Y Y	Yes for all measures currently in place in this section
Wellbeing/ Stress (temporary home workers)	Staff	Social isolation leading to issues with wellbeing Unusual working environment arrangements contributing to stress	<ul style="list-style-type: none"> In the event that staff are required to work from home, the following well-being support is available. LCA/SLT/Line Managers: <ul style="list-style-type: none"> guidance on wellbeing provided on UL Hub coronavirus pages – dedicated wellbeing section Line Managers and HR will support their teams and have reasonable expectations during this period Line Managers and HR will maintain regular contact with their employees, via Teams 	Y	Yes for all measures currently in place in this section

Appendix 1

Behaviour Policy Addendum: COVID-19

ICA Behaviour Policy

All ICA students must behave responsibly and respectfully in all areas of Academy life, including in lessons, around the Academy site and when representing the Academy. This includes travelling to and from the Academy.

These are not normal times and new routines regarding social distancing and hygiene must be followed.

The Health and Safety of staff and students is an absolute priority.

To comply with ICA's amended behaviour policy, students must:

- arrive at the Academy on time
- wear the ICA uniform as instructed
- remain in their 'bubble' unless instructed by ICA staff to do otherwise
- take responsibility for their own learning, organisation and conduct
- follow the ICA Email and Internet Access Policy
- show respect for the health and safety of others. Any disrespect shown, including making any malicious threats or gestures relating to Covid-19 (e.g. purposefully coughing at other people) will be taken extremely seriously
- Wear face coverings in line with government guidance and at the request of the Academy to reduce risk of transmission

Specific rules:

1. Students must remain at the recommended distance from other people and within their allocated zones. This includes students, teachers and other staff.
2. Students must wear face coverings when entering the Academy building and when in communal areas, i.e. when not in classrooms.
3. Students must follow directions when moving around the Academy building and around the site.
4. Students must wash their hands with soap for 20 seconds after using the toilet, before and after eating food, etc.
5. The use of mobile phones or electronic devices in the Academy building or on the Academy site is not allowed. These will be confiscated and must be collected by parents/carers.
6. Energy/fizzy drinks are banned at ICA. These will be confiscated.
7. Students must not bring items into the Academy to sell to other students. Students found to be selling at ICA will have the items confiscated.

Students may be searched, without their consent or the consent of their parents/carers, for any banned items.

If students fail to follow rules in the classroom:

1. A verbal rule reminder will be issued and the student's name will be written on the board.
2. A second verbal reminder is a final warning and the student's name will be underlined on the whiteboard. Students must then attend a detention. Parents will be informed via email.
3. If a third reminder is necessary, On Call will be contacted and the student will be removed from the lesson.
4. The student then must work in the Room for Improvement (RFI) for the remainder of the day and parents/carers will be contacted to explain why their behaviour has led to removal.

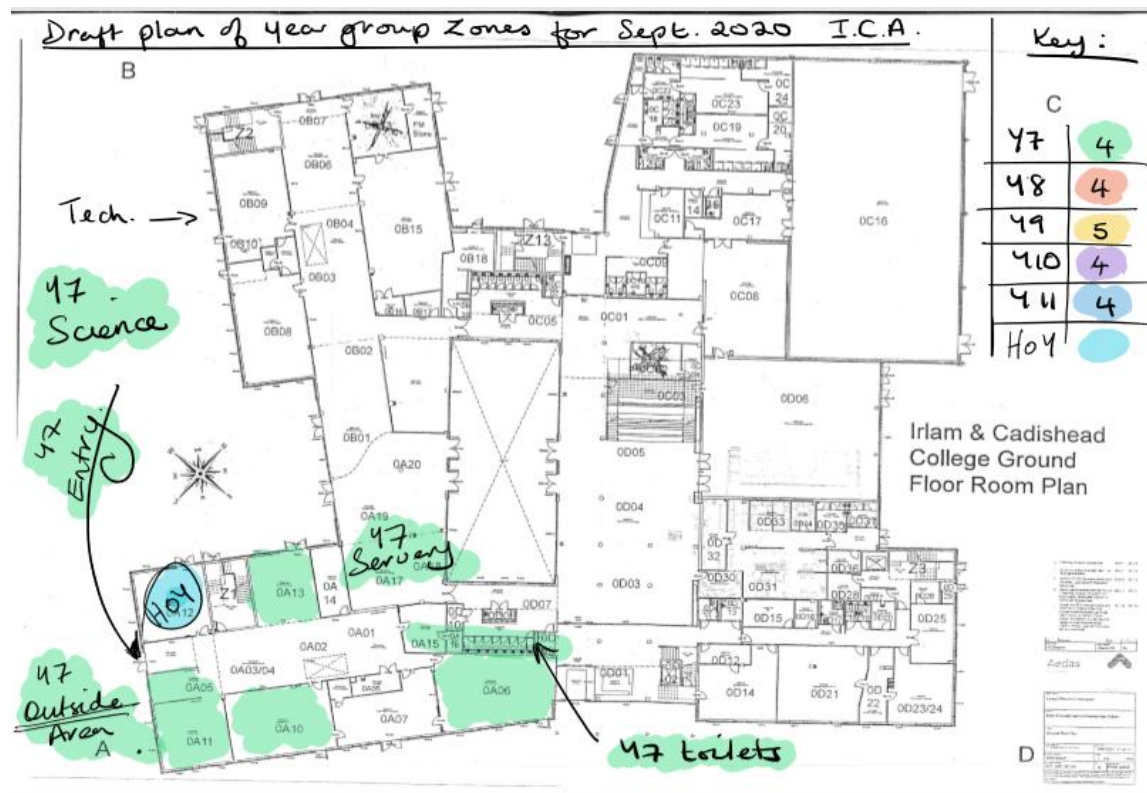
5. If a student fails to amend their behaviour in RFI or, refuses to attend the RFI, they will be Fixed Term Excluded and cannot return without a parental meeting. They must then complete two full days in RFI.
6. Students will be Fixed Term Excluded if:
 - a. they deliberately and maliciously fail to follow social distancing rules
 - b. they are verbally abusive towards staff
 - c. they are physically violent
 - d. they present a significant danger to themselves or others (e.g. by running around the Academy and refusing to follow any instruction set by staff)

FULL DETAILS CAN BE FOUND ON THE ICA BEHAVIOUR POLICY ON OUR WEBSITE.

Appendix 2

Year Group Zones and Floor Plans

Ground Floor Plan



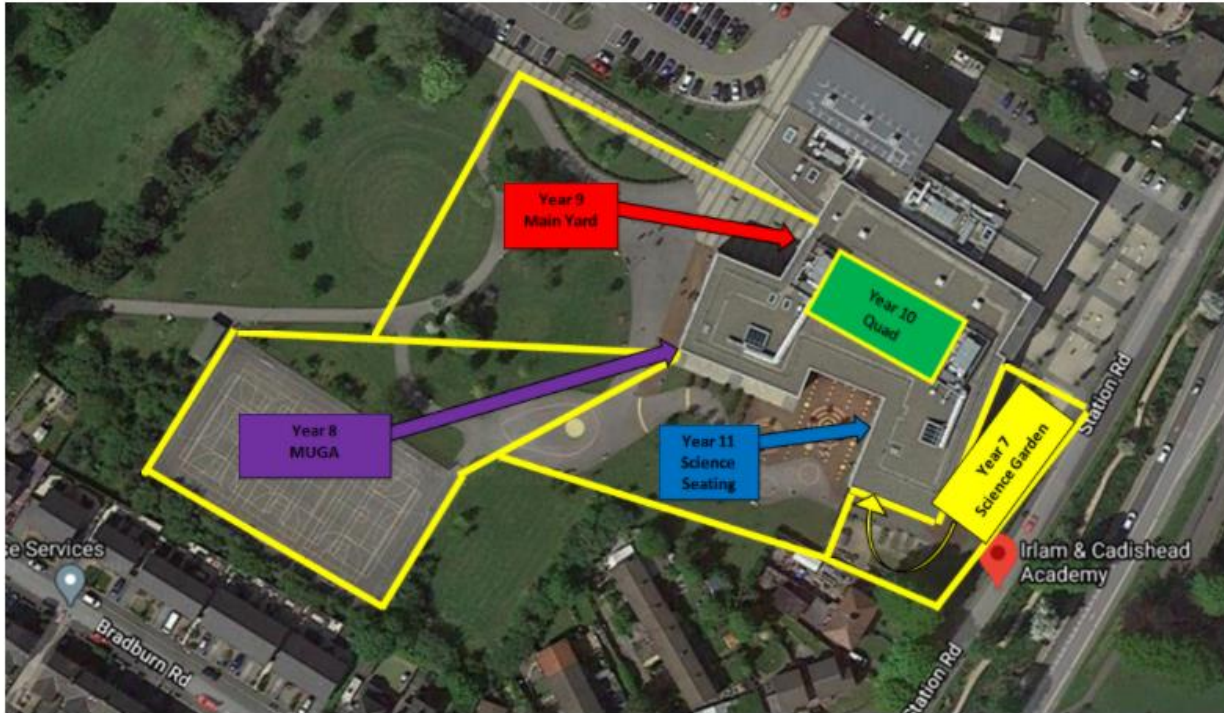
First Floor Plan



Second Floor Plan



Outdoor Year Group Zones



Details of any additional control measures for consideration	Target for completion	Date of completion	Completed By

Assessment completed by:	Date:	Date of next review:
Toni Holdsworth/Andy Brown/SLT Meeting 31.7.20 for discussion SLT/GL Planning Team TRO, MPA, AHO, SLI, JPA, DCO, SVI, JWO, AAV, CWR (NEU), LJO (H&S NEU), KHO (NUT), SLI CoG, DTI SPIE	28/06/20	3/8/20
Toni Holdsworth/Janet Wood Updates following consultation with GL Planning Team and Nat Parnell	11/08/20	26/08/20
Toni Holdsworth/Andy Brown/SLT Updates following guidance regarding use of face coverings	26/8/20	2/9/20

Guidance on completing the form

This form may be used to record the risk assessment for any activity. Only complete a risk assessment if you have a good understanding of the activity being assessed and the principles of carrying out a risk assessment.

Risk Assessment Title and Responsible Person

Give the risk assessment a logical and clear title and date. The manager who is responsible for the activity being undertaken should carry out the risk assessment detailing the hazard and controls and any additional action required. Those employees to whom the risk assessment relates should be consulted in its development. It should then be signed and dated and stored securely in department and made available to employees, e.g. through communication on induction and following review.

Details

Provide a brief description of the activities to which the risk assessment relates. The short title detailed above may not make it clear what is in and/or out of scope of the assessment.

What are the hazards and Who is at Risk?

In the Hazards column, list the hazards (something with the potential to cause harm) which could reasonably be expected to result in significant harm.

Identify individuals or groups of people who might be affected by the Hazard. Besides staff and pupils consider visitors, members of the public, volunteers and others who could be affected.

What harm is associated with the hazard?

For each hazard, there may be one or more types of harm that could occur and each is likely to require different control measures to be implemented. It is recommended each is given a separate line on the form.

What control measures are, or will be put, in place?

List what is, or will be put in place to reduce the likelihood of harm or make any harm less serious. These precautions should meet legal standards, represent good practice and reduce risk as far as reasonably practicable. A hierarchy of control such as below may help in determining suitable controls, preference should be given to controls higher up the hierarchy where possible.

- Eliminate or avoid the risk at its source
- Reduce the risk at its source
- Contain the risk
- Remove employees/pupils (as applicable)
- Reduce exposure to the risk
- Utilise personnel protective equipment

Evaluation of Adequacy

The application of and consideration of the adequacy of the controls in place needs to be determined. This is a subjective judgement to be made by the responsible person. Where the response to the question of adequacy is 'no' this indicates an area requiring additional control (see below). An alternative way to think of this question would be 'is the residual risk acceptable'?

Areas of additional control for consideration

Areas for additional control can include items where the judgement in the evaluation of adequacy section was negative. It can also relate to developmental or goal-setting objectives in support of the journey of continuous improvement.

Review Period

United Learning's Risk Management (HS) Policy requires that all risk assessments are reviewed every two years to ensure validity. For activities undergoing regular change, consider a shorter timeframe for review.