

**COVID-19 Risk assessment summary**

This risk assessment summary provides an overview of the significant findings of the detailed risk assessment (using the risk assessment template) undertaken in line with the Compliance Code for Educational Settings and government guidance. The risk assessment considers a single hazard of COVID-19 and identifies the control measures that are in place for staff, pupils and visitors. [The measures provided below are examples from the risk assessment template, settings should adapt, delete or add to these as appropriate to reflect your specific control measures and the areas where they apply]

<b>Setting:</b> Norwich Road Academy <b>Assessor Name:</b> Julia Miles <b>Manager Name:</b> Julia Miles	<b>Assessment Date:</b> 1/9/21 <b>Review Date:</b> 1/1/22
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Area of risk	Control Measures in place	By whom	Date Completed
Positive case bringing COVID-19 into the setting	<ul style="list-style-type: none"> <li>Staff and pupils know what the main symptoms are and that they:               <ul style="list-style-type: none"> <li>should not attend the setting if they have symptoms or should be isolating</li> <li>will go home if they develop symptoms</li> <li>will be asked about symptoms before entering</li> </ul> </li> <li>Limiting visitors to the site where possible</li> <li>Events are assessed separately and controls implemented in line with the main risk assessment</li> <li>We have a room available for someone who develops symptoms to wait to be collected. This is The Chalet</li> <li>Asymptomatic testing arrangements are in place as follows.....</li> </ul>	Julia Miles	2.9.21
Direct person to person transmission	Respectful space will be designed into activities in the following ways: <ul style="list-style-type: none"> <li>Continued cohorting of staff</li> <li>Utilisation of online meetings and training where appropriate</li> <li>Keeping numbers minimised for in person meetings and training, preference will be given to online meetings where possible</li> <li>Pinch points and areas of congestion will be identified and minimised</li> <li>Furniture in areas such as reception, meeting rooms, staff rooms and offices has been rearranged to prevent face to face working and support respectful space where possible</li> <li>Activities are undertaken outside where possible</li> <li>Ventilation is increased as much as possible by opening windows and doors, along with 'purging' classrooms during breaks.</li> <li>Tissues and bins are readily available across the site to encourage good respiratory hygiene</li> <li>Face coverings are required in areas where space is restricted These areas are: school transport..... Where they are used, we will provide information about how to use them in a safe and hygiene way.</li> <li>PPE is used by staff in the following circumstances...</li> </ul>	Julia Miles	2.9.21
Surface transmission (including equipment)	<ul style="list-style-type: none"> <li>We have developed cleaning schedules that:               <ul style="list-style-type: none"> <li>Identify all items that need cleaning and disinfection including touch points and equipment</li> <li>Identify the frequency of cleaning and disinfection of different areas and items depending on use and risk</li> </ul> </li> <li>General cleaning and disinfection is undertaken twice a day at ...</li> <li>Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas</li> <li>Staff are provided with disinfectant wipes to support additional cleaning and disinfection as appropriate</li> <li>Hand hygiene and disinfection arrangements are in place for shared resources</li> <li>Hand sanitizer is provided throughout the site and everyone is encouraged to use it regularly including on entering/leaving the site, before and after eating/drinking, between activities, before and after sharing resources, after removing a face</li> </ul>	Simon Britcher	2.9.21

Area of risk	Control Measures in place	By whom	Date Completed
	covering <ul style="list-style-type: none"> <li>• Handwashing is supervised as necessary such as for ...</li> <li>• Bins are emptied regularly throughout the day</li> </ul>		
Staff and pupil health	<ul style="list-style-type: none"> <li>• An individual risk assessment has been undertaken for staff and pupils identified as at increased risk and measures agreed with them to reduce the risk</li> <li>• Individual support plans for pupils have been reviewed</li> <li>• Everyone is aware that they must continue to follow the control measures even with a negative COVID-19 test result and regardless of the vaccination programme status.</li> </ul>	Julia Miles	2.9.21
Staff and pupil mental health and well-being due to anxiety or increased pressure	<ul style="list-style-type: none"> <li>• Staff mental health and well-being has been assessed and measures are in place to support including management support, the use of an Employee Assistance Programme and Mental Health First Aider (Dawn Marshall)</li> <li>• Arrangements are in place to support pupil mental health and well-being through the support of the Pastoral Team, led by Dawn Marshall.</li> </ul>	Dawn Marshall	2.9.21
Educational Visits increasing the risk of contact with others and therefore transmission	<ul style="list-style-type: none"> <li>• Providers of educational visit locations including overnight accommodation will be checked to ensure they are operating COVID controls to keep everyone safe</li> <li>• We will follow the instructions given by the provider to comply with their arrangements</li> </ul>	Julia Miles	2.9.21
Lack of awareness of the control measures and requirements (the need for information, instruction and training)	<ul style="list-style-type: none"> <li>• Posters are used to communicate messaging on distancing, hand hygiene, staying at home when ill, catch it bin it kill it</li> <li>• Changes made to the site to accommodate control measures are signposted and communicated</li> <li>• Information is provided in writing to staff, pupils and parents on measures in place and expectations</li> <li>• All staff have received specific instruction regarding their role and the controls measures</li> <li>• Visitors are provided with instructions on site rules and expectation</li> <li>• Pupils are instructed on good handwashing technique</li> <li>• Where PPE is used staff receive training and instruction on safe and hygienic use</li> </ul>	Julia Miles	2.9.21