



## Coronavirus (COVID-19): Risk Assessment For Opening

Schools are being asked to welcome back all pupils from September, ensuring the risks from coronavirus (COVID-19) are managed while doing so. This means that school employers and leaders are legally required to think about the risks staff and pupils face and do everything reasonably practicable to minimise these risks.

At Unique Academy, we have drawn up a risk assessment to identify the measures needed to reduce the risks from coronavirus and make the school COVID-secure.

We have a legal duty to consult their employees on health and safety in good time. It may also be appropriate to involve pupils and parents in these discussions to help them understand the measures that are being put in place.

We will share the results of our risk assessment with staff and on our website to provide transparency for pupils and parents.

Once completed, our risk assessment needs to be monitored and reviewed regularly, to ensure the measures are working and to take action to address any shortfalls.

We have used the DfE's ['Guidance for full opening: schools'](#) to inform decisions on what control measures should be implemented. The risk assessment below has been created in line with DfE guidance.

**Please note that this risk assessment has been created in line with the current government guidance. It will be kept up-to-date with new guidance and any changes to current advice.**



Assessment conducted by: Hawwa Mbombo	Job title: Headteacher	Covered by this assessment: Pupils, Staff, Parents, Visitors
Date of assessment: 01.01.2021	Review interval: On going	Date of next review: As an when required
<b>Related documents</b>		
First Aid Policy and First Aid Policy Addendum, Safeguarding and Child Protection Policy		

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major</b> Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	<b>Severe</b> Causes physical injury or illness requiring first aid.	H	M	Low (L)
	<b>Minor</b> Causes physical or emotional discomfort.	M	L	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Policies and procedures	H	<ul style="list-style-type: none"> <li>• All pupils, staff and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- Health and Safety Policy</li> <li>- Infection Control Policy</li> <li>- First Aid Policy</li> <li>- Social Distancing Policy Statement</li> </ul> </li> <li>• All staff have regard to all relevant guidance and legislation including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>- The Health Protection (Notification) Regulations 2010</li> <li>- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>- DfE (2021) 'Guidance for schools: coronavirus (COVID-19)'</li> <li>- Early years settings] DfE (2021) 'Actions for early years and childcare settings during the coronavirus (COVID-19) outbreak'</li> </ul> </li> <li>• Staff receive any necessary training on measures that have been implemented that are relevant to their role, e.g. infection control and pupil wellbeing.</li> <li>• The school keeps up-to-date with advice issued by, but not limited to, the following:               <ul style="list-style-type: none"> <li>- DfE</li> <li>- NHS</li> <li>- PHE</li> <li>- Department of Health and Social Care</li> <li>- The school's local health protection team (HPT)</li> </ul> </li> <li>• All staff, volunteers, parents, pupils, visitors and contractors are made aware of relevant infection control procedures and social distancing arrangements via email.</li> <li>• The School administrator conducts a review of all supplier and contractor arrangements to ensure they are appropriate for the school reopening to more pupils.</li> </ul>	Y	Headteacher	15.01.2021	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>The SLT reviews relevant school policies to ensure they account for new provisions.</li> </ul>				
Premises	H	<ul style="list-style-type: none"> <li>The site manager trustee checks all exterior windows, doors, locks, and other access points to ascertain security and integrity, including any signs of water ingress.</li> <li>The site manager trustee identifies any signs of unauthorised access, arson, vandalism or anti-social behaviour on the premises.</li> <li>A suitably trained individual inspects all roofs, lofts and elevated access points for integrity and signs of water ingress.</li> <li>Roof inspections are not carried out by untrained personnel.</li> <li>A suitably trained individual checks that external electrical equipment is in working order.</li> <li>The site manager checks all areas of the school grounds, including car parks and walkways, for any potential hazards.</li> <li>The site manager checks all trees and shrubbery to ensure they do not pose a risk, e.g. there are no broken or overhanging branches.</li> <li>The site manager checks all security systems for integrity and that they are in working order.</li> <li>The school administrator makes insurers aware of the building's state of use.</li> <li>The headteacher ensures that the insurer's risk mitigation requirements are enacted and observed.</li> <li>All keyholder information is updated in accordance with the insurer's instructions, where required.</li> <li>The site manager checks for any signs of pests, and any damage or loss of supplies as a result of pest activity.</li> <li>External signage is visible to show that access to the school premises is restricted.</li> <li>Any hazards found during checks on the premises are reported to the headteacher as soon as possible and issues are resolved prior to the school reopening to more pupils.</li> </ul>	Y	Site Manager  School Administrator	On going	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>The headteacher, in conjunction with the trustees ensures the school opens only when it is safe and advisable to do so, in line with local and national advice.</li> <li>The headteacher limits access to the school for all non-essential visitors, e.g. guest speakers</li> </ul>				
Gas supply, systems and equipment	H	<ul style="list-style-type: none"> <li>A suitably qualified technician checks the gas mains supply and any gas systems for integrity, leaks and safety.</li> <li>Where the gas supply or any gas systems have been switched off or isolated, a suitably qualified technician switches them back on, where required.</li> <li>A suitably trained technician checks that all gas detection systems, including carbon monoxide detectors, are in working order.</li> <li>A suitably trained technician checks all gas cylinders, e.g. butane and liquid petroleum gas (LPG), for integrity.</li> <li>The site manager checks that all mandatory inspections of gas equipment are up-to-date and arranges any required inspections as soon as possible.</li> </ul>	Y	Site Manager	15.01.2021	M
Electrical supply, systems and equipment		<ul style="list-style-type: none"> <li>A suitably qualified technician checks the electrical mains supply and any electrical systems for integrity and safety.</li> <li>Where the electrical mains supply or any electrical systems have been switched off or isolated, a suitably qualified technician switches them back on, where required.</li> <li>The site manager checks the broadband connectivity is in working order.</li> <li>A suitably trained technician checks that the main and emergency lights are in working order.</li> <li>The technician performs visual checks on all electrical equipment, e.g. computers and plug sockets.</li> <li>The site manager ensures that any mandatory inspections of electrical equipment are up-to-date and arranges any required inspections as soon as possible.</li> </ul>	Y	Site Manager	15.01.2021	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Heating and ventilation	M	<ul style="list-style-type: none"> <li>The site manager adjusts the thermostats to heat internal spaces ensuring a suitable stable temperature is reached before the school opens.</li> <li>Where heating has been switched off or energy supplies for heating have been isolated, a suitably trained individual switches them back on, as required.</li> <li>The site manager checks that all ventilation systems, including fume extraction systems, are in working order and that there are no blockages present in external or internal vents.</li> <li>Mechanical ventilation recirculatory systems are adjusted to full fresh air where possible.</li> <li>Where possible, the windows of occupied rooms are open.</li> </ul>	Y	School administrator Site Manager	On going	L
Fire safety and evacuation routes	H	<ul style="list-style-type: none"> <li>A suitably trained individual checks that all fire detection, alarm systems, fire extinguishers and sprinklers are in working order.</li> <li>The school administrator ensure that the fire safety risk assessment are up-to-date and applicable to any changes in people movement or access, e.g. if parts of the school remain temporarily closed.</li> <li>The headteacher identifies how social distancing measures are to be observed at evacuation points and communicates this to all staff, volunteers, pupils, parents and contractors.</li> </ul>	Y	Headteacher School administrator Site Manager	15.01.2021	M
Water storage, drainage systems and sanitary appliances	H	<ul style="list-style-type: none"> <li>A suitably trained individual checks all hot and cold water systems, including air conditioning units, for legionella or other harmful build-ups.</li> <li>All water systems are thoroughly flushed, e.g. toilets and taps, and the site manager commissions a water treatment specialist to chlorinate water systems where required.</li> <li>All equipment that uses water is run through a cycle, e.g. dishwashers and washing machines, to flush limescale and bacteria build-up.</li> </ul>	Y	School administrator Site Manager	On going	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>A suitably trained individual checks all sanitary appliances, including drainage, for blockages, adequate hygiene and that they are in working order.</li> <li>Where necessary, a suitably trained individual switches on any drainage or sanitary systems that were turned off or isolated during closure.</li> </ul>				
Automatic doors	M	<ul style="list-style-type: none"> <li>The site manager checks that automatic doors are in working order.</li> <li>The site manager ensures that any mandatory inspections for lifts, automatic doors are up-to-date and arranges any required inspections as soon as possible.</li> </ul>	Y	Site Manager	15.01.2021	L
Cleaning	H	<ul style="list-style-type: none"> <li>The school administrator creates a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> <li>More frequent cleaning of rooms and shared areas (including classrooms) that are used by different groups.</li> <li>Frequently touched surfaces being cleaned more often than normal.</li> <li>Provision for ensuring toilets are cleaned regularly.</li> </ul> </li> <li>The number of rooms used by staff and volunteers is limited to avoid the spread of infection.</li> <li>The necessary areas of the school are deep cleaned before opening with suitable cleaning agents and in line with the Health and safety policy</li> <li>All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed.</li> <li>All areas that remain temporarily closed or partially closed for cleaning or infection control purposes are clearly identified.</li> <li>Adequate amounts of suitable cleaning agents are available.</li> <li>PPE is available to members of staff who require it to carry out cleaning safely.</li> </ul>	Y	School administrator	On going	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>Classroom resources, e.g. books and games, are permitted to be shared within a bubble. These resources are cleaned regularly.</li> <li>Resources that are shared between bubbles, e.g. sports equipment, are regularly cleaned and thoroughly cleaned before they are shared between bubbles. Some resources are rotated to allow them to be left unused and out of reach for a period of 48 hours (or 72 hours for plastics) between use by different bubbles.</li> </ul>				
Minimising contact with individuals who are unwell	H	<ul style="list-style-type: none"> <li><b>Anyone who displays symptoms of coronavirus, or who has tested positive in the last 7 days, does not enter the school grounds.</b></li> <li>Instances of staff, pupils, visitors and volunteers displaying symptoms of coronavirus are managed in line with local and national guidance and any unwell individuals are sent home as soon as possible.</li> <li>Pupils awaiting collection are moved into the medical room where they can be isolated. If it is not possible to isolate the pupil, they are moved into another spare room which is at least two metres away from others. The school administrator will supervise the pupil on all occasions.</li> <li>If the pupil needs to use the toilet while awaiting collection, they use the bathroom near the reception area, whilst being supervised by the school administrator. The bathroom is cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>PPE is worn by supervising staff.</li> <li>Anyone who comes into contact with an unwell individual washes their hands thoroughly for 20 seconds.</li> <li>The area around the unwell individual is cleaned with normal household bleach after they have left the premises.</li> <li>Staff members who have helped someone with symptoms and any pupils who have been in close contact with them do not need to self-</li> </ul>	Y	School administrator	On going	M



Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p>isolate unless they develop symptoms themselves or the symptomatic individual subsequently tests positive.</p> <ul style="list-style-type: none"> <li>The school does not routinely take the temperature of pupils.</li> </ul>				
Test and trace	H	<ul style="list-style-type: none"> <li>Staff members and parents are informed that they may need to engage with the NHS Test and Trace programme, meaning they need to be ready and willing to: <ul style="list-style-type: none"> <li>Book a test if they (or their child) display symptoms.</li> <li>Provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace.</li> <li>Self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive.</li> </ul> </li> <li>Anyone in school who displays symptoms is encouraged to get a test.</li> <li>If available, the school provides staff and parents with a home testing kit if they develop symptoms.</li> <li>Parents and staff are asked to inform the school immediately of test results.</li> <li>If an individual tests negative, they feel well and no longer have coronavirus symptoms, they, and the members of their household, can stop self-isolating.</li> <li>If an individual tests positive, they are required to self-isolate for at least 7 days from the onset of symptoms and then return to school only if they do not have symptoms other than a cough or loss of sense of smell/taste. Other members of their household are required to continue self-isolating for the full 14-day period.</li> </ul>	Y	School administrator	On going	M
Confirmed cases of coronavirus		<ul style="list-style-type: none"> <li>Where an individual in the school community tests positive for coronavirus, the headteacher contacts the local HPT immediately.</li> <li>The school works with the local HPT to manage the response.</li> <li>Individuals at school who have been in close contact with someone who has tested positive are sent home immediately. Close contact is defined as follows:</li> </ul>	Y	Headteacher	On going	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>- Direct close contacts – face-to-face contact with an infected individual for any length of time, within one metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin)</li> <li>- Proximity contacts – extended close contact (within one to two metres for more than 15 minutes) with an infected individual</li> <li>- Travelling in a small vehicle, like a car, with an infected person</li> <li>• Household members of individuals who are sent home do not need to self-isolate unless the individual they live with develops symptoms.</li> <li>• A record is kept of pupils and staff in each bubble and of any close contact between individuals at school.</li> <li>• If required, all parents and staff are informed of the confirmed case; however, the name of the individual is not shared.</li> <li>• The school does not request evidence of negative test results or other medical evidence before admitting individuals back to school after a period of self-isolation.</li> <li>• If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school continues to work with the local HPT who advises on additional actions.</li> </ul>				
Hand cleaning and respiratory hygiene	H	<ul style="list-style-type: none"> <li>• Hand washing and sanitising stations are set up, providing soap and water, bins and alcohol-based hand sanitiser.</li> <li>• Adequate amounts of soap, tissues and bins are available in the relevant areas.</li> <li>• Pupils and staff are encouraged to wash their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms, and before and after eating.</li> <li>• Pupils are supervised, where appropriate, when using hand sanitiser to ensure they do not ingest any.</li> <li>• Younger pupils and those with complex needs are supported to ensure they adopt good hand cleaning and respiratory hygiene practices.</li> </ul>	Y	Headteacher	On going	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>• Individual risk assessments are conducted in relation to pupils with complex needs who struggle to maintain good respiratory hygiene.</li> <li>• If an individual arrives at school wearing a face covering, they are asked to remove the covering safely upon entering the premises.</li> <li>• Hygiene measures are explained to visitors and contractors upon their arrival.</li> </ul>				
Minimising contact between individuals and maintaining social distancing	H	<ul style="list-style-type: none"> <li>• The Social Distancing Policy Statement is shared with all relevant members of the school community and adhered to as far as possible.</li> <li>• Pupils are given regular reminders of why social distancing is important and the opportunity to speak to staff about how they are finding adhering to the social distancing measures.</li> <li>• Pupils and staff are separated into groups (or 'bubbles').</li> <li>• Bubbles are the size of a full class and pupils do not mix with those outside of their bubble.</li> <li>• Staff can move between bubbles but minimise close contact with others whilst doing so.</li> <li>• Staff maintain a two-metre distance from each other and from pupils, where possible. Where maintaining a two-metre distance is not possible, staff avoid close face-to-face contact and minimise the time spent within one metre of anyone.</li> <li>• Classrooms are adapted to support social distancing, including seating pupils side-by-side and facing forwards, and moving furniture out of classrooms to make more space.</li> <li>• Visual aids are used to display social distancing measures.</li> <li>• Pupils take breaktimes and lunchtimes in their groups, and these breaks are staggered throughout the day.</li> <li>• Assemblies are staggered throughout the day within pupils' groups where relevant.</li> <li>• The use of communal areas, e.g. the staff room, is limited to avoid unnecessary group gatherings – staggered times are implemented where required.</li> </ul>	Y	Class teachers	On going	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>• Where pupils, staff or volunteers cannot follow social distancing arrangements for a particular activity, the headteacher assesses whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential.</li> <li>• Parents are briefed on new provision for the drop-off and collection of their children.</li> <li>• Where necessary, school transport is restricted to essential use only.</li> <li>• Where school transport is essential, infection control and social distancing measures are implemented.</li> <li>• Public transport to and from school is minimised as far as possible. Where it is totally necessary, pupils are encouraged not to travel during peak times, and staggered start and end times are implemented to ensure this is possible.</li> <li>• Pupils are given clear messages about minimising the use of public transport and how to reduce the risks of transmission outside school.</li> <li>• Social distancing measures are explained to all contractors and visitors upon their arrival.</li> <li>• A record is kept of all visitors and contractors that come to the school site.</li> </ul>				
Resources	H	<ul style="list-style-type: none"> <li>• Staff and pupils have their own individual and frequently used items, e.g. pencils and pens.</li> <li>• Classroom resources, e.g. books and games, can be shared within a bubble and are cleaned regularly.</li> <li>• Resources that are shared between bubbles, e.g. equipment, are cleaned before they are used by a different bubble or rotated to allow them to be left unused for 48 hours (or 72 hours for plastics) between use by different bubbles.</li> <li>• Pupils only bring essential items to school each day, e.g. lunch boxes, hats, coats, books, bags and stationary.</li> <li>• Any shared resources that need to be taken home by pupils and staff are appropriately cleaned or a rotation is put in place.</li> </ul>	Y	Class teachers	On going	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
PPE	H	<ul style="list-style-type: none"> <li>• PPE is distributed to staff who provide intimate care for pupils in need and for cases where a pupil becomes unwell with symptoms of coronavirus whilst in school and a distance of two metres cannot be maintained.</li> <li>• Additional risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties.</li> </ul>	Y	School administrator	15.01.2021	M
Mental health and wellbeing	H	<ul style="list-style-type: none"> <li>• Parent surveys are sent out to assess how they feel about being on the school site and to enable staff to act on any concerns they may have</li> <li>• Staff surveys are sent out to assess how they feel about being on the school site and enable the SLT to act on any concerns staff and volunteers may have.</li> <li>• The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss any alternative arrangements, where required.</li> <li>• Staff and volunteers notify the headteacher and their line manager if they need to be shielded because they are extremely clinically vulnerable or if they are otherwise at increased risk from coronavirus.</li> <li>• Extremely clinically vulnerable staff and volunteers notify the headteacher and their line manager if they wish to return to work following a period of shielding. The headteacher and line manager ensure measures are in place to keep the staff member or volunteer safe whilst on the school site.</li> <li>• Line managers hold discussions with staff who are deemed more vulnerable to infection and put any alternative arrangements in place.</li> <li>• The SLT considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety.</li> <li>• If required, staff can adjust their working hours, as agreed by the SLT.</li> </ul>	Y	Safeguarding and well-being trustee Headteacher Class teachers	On going	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>• The headteacher ensures that the school can be adequately and safely staffed.</li> <li>• The SLT discusses the implications on staff and pupil workload when the school reopens and puts a plan in place to minimise the risk of stress.</li> <li>• The headteacher to liaise with the LA to determine what additional support is available for pupils who are suffering with their mental health once they return to school.</li> <li>• The SENCO (Headteacher) identify pupils with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available.</li> <li>• Teachers and the SENCO (Headteacher) work together to ensure pupils with SEND are prepared for changes to their routine.</li> <li>• The headteacher and the safeguarding and well-being trustee ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and pupils have access to psychological support when the school reopens.</li> <li>• Staff and pupil bereavement is managed in line with the Bereavement Policy.</li> </ul>				
Attendance	H	<ul style="list-style-type: none"> <li>• Parents are informed that the usual rules on school attendance apply from September – this means parents have a duty to secure that their child attends regularly.</li> <li>• The attendance register is taken as normal and absences are followed up, in line with the Attendance Policy.</li> <li>• In line with the most recent shielding advice, pupils and staff members that have been shielding can attend the school site.</li> <li>• Where a pupil is unable to attend the site because they are complying with clinical and/or public health advice, they are offered access to remote education immediately.</li> </ul>	Y	Headteacher Class teachers School administrator	15.01.2021	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>Where a pupil is unable to attend school due to their parents following clinical and/or public health advice, their non-attendance is not penalised.</li> <li>Any concerns from staff, parents and pupils about being on school site are directed to discuss this with the appropriate individuals.</li> <li>Pupils who are reluctant or anxious to return to school are identified and relevant staff members develop plans to reengage these pupils.</li> </ul>				
Access to learning	M	<ul style="list-style-type: none"> <li>The headteacher and teaching staff work to identify curriculum priorities and ensure a plan is in place to provide adequate learning material.</li> <li>The headteacher and teaching staff work to ensure education can continue to be delivered to all pupils who are learning remotely, e.g. those sent home to self-isolate as a precaution.</li> <li>Teachers to consider how to support the educational needs of disadvantaged pupils and pupils with SEND.</li> <li>PE lessons are to take place outside pupils are kept in consistent groups.</li> </ul>	Y	Headteacher	15.01.2021	L
Extra-curricular activities	M	<ul style="list-style-type: none"> <li>Clubs are resumed in line with protective measures, e.g. keeping pupils in their bubbles where possible.</li> </ul>	Y	School Administrator	15.01.2021	L
Safeguarding	H	<ul style="list-style-type: none"> <li>The DSL (Headteacher) liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns relating to the school opening</li> <li>The DSL ensures that adequate pastoral care is in place to support pupils and staff who require it.</li> <li>The DSL ensures the relevant staff have the appropriate training to support pupils and staff who require pastoral care.</li> <li>The DSL, and their deputies, are provided with time to help them pupils in relation to any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies.</li> </ul>	Y	DSL	15.01.2021	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Behaviour expectations	M	<ul style="list-style-type: none"> <li>Unique Academy's Behaviour Policy sets out behaviour expectations for pupils.</li> <li>Expectations are communicated clearly to staff, pupils and parents.</li> <li>Pupils who are struggling to reengage with school are supported appropriately.</li> </ul>	Y	Headteacher	On going	L
Educational visits	H	<ul style="list-style-type: none"> <li>Any visits that take place by Unique Academy are done so in line with protective measures, including keeping pupils in consistent groups and ensuring destinations are COVID-secure.</li> <li>Prior to any visit, a risk assessment is undertaken by the trip leader.</li> </ul>	Y	Headteacher	On going	M
Uniform	L	<ul style="list-style-type: none"> <li>Full school uniform will be required by all pupils at school.</li> <li>Expectations of uniform are communicated to pupils and parents.</li> </ul>	Y	Headteacher	15.01.2021	L
Communication		<ul style="list-style-type: none"> <li>The headteacher will contact the local HPT for specific recommendations for an independent school</li> <li>The headteacher to put into place any actions or precautions advised by the local HPT.</li> <li>Unique Academy school website is to be kept up to date with any information regarding the school being open to all pupils, e.g. dates and local arrangements.</li> <li>Parents are to be informed via email about the relevant information regarding reopening the school, including any pick-up and drop-off arrangements.</li> <li>Parents and their children are to be encouraged, where possible, to walk or cycle to school.</li> <li>Staff and volunteers will be informed via email about the relevant information regarding opening to all pupils, including any changes to the workday, e.g. staggered lunchtimes and social distancing.</li> <li>Staff will be informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager or colleagues.</li> <li>All staff, pupils and volunteers will be made aware of the symptoms of coronavirus via briefings, notice boards and email, as well as, what to do if they display symptoms, and if others display symptoms.</li> </ul>	Y	Headteacher School Administrator	15.01.2021	L



Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>• Parents are informed via email about the relevant information regarding opening to all pupils, e.g. social distancing measures and how lessons will be delivered.</li> <li>• The school administrator will communicate with suppliers and contractors regarding reopening the school and reinstating or suspending the supply of any required goods or services.</li> <li>• Meetings and interviews will be by appointment only. Any necessary meetings will be carried out in line with social distancing guidance when the school reopens.</li> </ul>				
Practical measures in early years	H	<ul style="list-style-type: none"> <li>• The early years is not required to arrange children and staff in small, consistent groups. Mixing is minimised through a number of measures, including using different rooms for different age groups and keeping these groups apart as much as possible.</li> <li>• Parents are encouraged to limit the number of early years settings their child attends.</li> <li>• Physical distancing between groups of children and staff is implemented as far as possible.</li> <li>• The use of communal spaces is managed to limit the level of mixing between bubbles.</li> <li>• Small groups of children are taken to our local outdoor park. They are stay at least two metres from people outside of their group at all times. This is done in line with wider government guidelines on the number of people who can meet in outdoor public places.</li> <li>• Children are supervised when washing hands or using hand sanitiser and are taught how to do it effectively.</li> <li>• A good supply of disposable tissues is available throughout the premises and 'catch it, bin it, kill it' is encouraged through signage.</li> <li>• An enhanced cleaning schedule is put in place.</li> <li>• Surfaces, such as toys, books, doors, sinks, toilets and light switches are cleaned more regularly, using disinfectant</li> </ul>	Y	Headteacher	15.01.2021	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>All items that are laundered are washed in line with government guidance ('COVID-19: cleaning of non-healthcare settings') and are not shared by pupils between washes.</li> <li>Clear procedures are put in place to ensure stringent cleaning processes are followed for food preparation areas, eating areas and table coverings.</li> </ul>				
Contingency planning	L	<ul style="list-style-type: none"> <li>There is a contingency plan for delivering remote education through online and hard copy work for pupils if a local outbreak of coronavirus occurs.</li> <li>Staff will be able to deliver remote learning whilst working from home</li> </ul>	Y	Headteacher	On going	L