


Risk Assessment: School operation from 1 September 2020: response to Coronavirus (COVID-19).



The Delegated Services approach to, as simply as possible, completing our standard or routine risk assessment format is found on the **final page** on this format. Please note how the Harm, (yellow) and Likelihood, (blue) colour coded choices relate to the relevant columns that appear below in Section 2, as you start to capture the detail from your thinking.

Section 1

<p>MAT/Establishment/Section/Team: St Katherine's School</p>	<p>Date of Assessment: 21 August 2020 amended 26 August 2020 updated 2 September 2020 reviewed 25 September 2020 reviewed 9 October 2020 updated 23 October 2020 updated 4 November 2020</p>	<p>Review date: November 13 2020 (Complete once the action plan section below is addressed)</p>																
<p>Assessed by: Please note all those involved should sign up to this assessment. Print below:</p> <table border="0"> <thead> <tr> <th>NAME:</th> <th>DATE:</th> </tr> </thead> <tbody> <tr> <td>1. J Humphreys</td> <td>24.8.20</td> </tr> <tr> <td>2. M Parsons</td> <td>01.9.20</td> </tr> <tr> <td>3. M Maw</td> <td>31.08.20</td> </tr> <tr> <td>4. K Crocker</td> <td>27.08.20</td> </tr> <tr> <td>5. K Richards</td> <td>27.08.20</td> </tr> <tr> <td>6. M Cave</td> <td>31.8.20</td> </tr> <tr> <td>7. A Francis Black</td> <td>01.09.20</td> </tr> </tbody> </table>	NAME:	DATE:	1. J Humphreys	24.8.20	2. M Parsons	01.9.20	3. M Maw	31.08.20	4. K Crocker	27.08.20	5. K Richards	27.08.20	6. M Cave	31.8.20	7. A Francis Black	01.09.20	<p>Staff signatures:</p>  <ol style="list-style-type: none"> 1. 2. M Parsons 3. M Maw 4. K Crocker 5. K.Richards 6. M. Cave 7. A Francis Black <p>I/We have read and understood this RA and our role in its implementation.</p>	
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BACKGROUND AND CONTEXT

From 1 September 2020 all schools are required to reopen for all pupils.

This model risk assessment has been developed to support schools in implementing government guidance for the reopening of schools first issued on 2 July 2020. It has now been updated to reflect updates published on 4 November 2020. It is available here: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

We have included sections 2 and 3 from our previous risk assessment covering term 6 of the 2019-20 academic year as these could be of use if schools are required to close or partially close in response to a local outbreak of coronavirus. Guidance published on 28 August 2020 advises of the circumstances required for the full or partial closure of schools if this becomes necessary.

<https://www.gov.uk/government/publications/how-schools-can-plan-for-tier-2-local-restrictions/how-schools-can-plan-for-tier-2-local-restrictions>

The risk assessment will be reviewed in response to updates to government guidance including any outcomes arising from the government *COVID-19: review of disparities and outcomes report* and any examples of shared 'best practice' that we receive. We have adapted this risk assessment in consultation with relevant partners including trade union representatives where available.

In line with government guidance to other businesses that are advised to go back to work, this risk assessment will be made publicly available to those who wish to see it.

Second Lockdown Period (5 November to 2 December 2020)

Government guidance issued on 4 November 2020 states that:

“ We published actions for schools during the coronavirus (COVID-19) outbreak guidance to support schools to welcome back all children from the start of the autumn term.

Schools should continue to undertake risk assessments and implement the system of controls set out in this guidance. These measures provide a framework for school leaders to put in place proportionate protective measures for pupils and staff. If schools follow the guidance and maximise control measures, they can be confident they are managing risk effectively.

We would expect schools to ensure any changes required in light of national restrictions are in place as soon as practically possible, and by Monday 9 November at the latest.”

See:

https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020?utm_source=7427a8d7-6fbd-4315-b29f-2c648cfb91a1&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate&dm_i=3OT7,17F45,1J7BUY,4B9S,G,1

RATIONALE

St Katherine's has approximately 930 students in September. The safety of our staff and students along with the quality of our curriculum have been the driving factors behind our model.

We have taken full advantage of our site by placing each year group in a block in the school and allocating an outside space for each year group. We are seeking to have access to our food offer in each block or using existing facilities for break and lunchtime.

We have managed to protect our specialist classrooms and laboratories, meaning that they are available for booking across each year group with appropriate cleaning in place after any use. We will have clear procedures in place when using any specialist equipment across the site.

There are washing and toilet facilities in each block apart from one block which will use the facilities in our canteen block.

Students will wear PE on the days they have PE to avoid the need for changing and access to changing rooms.

We anticipate that at some point we may need to close a year group and will switch to our Learning@Home programme, building on the experience and lessons learnt during the closure period in 2019/20.

The school has communicated and welcomes risk alerts from stakeholders including staff, parents and students who are all encouraged to report any COVID risk issues. This can be shared with any line manager, a member of SLT or through the TELL SOMEONE button on the school website which is anonymous. This engages the whole community in managing our risk and preventative measure inline with our priority of safety.

Part 1: Reopening schools from 1 September 2020

The rationale for schools re-opening for more groups of pupils is set out in the document Education and childcare during coronavirus: Guidance for the full reopening of schools. It is predetermined on the principle that cases of coronavirus have reduced and that there is an effective 'Track and Trace' process in place. The guidance is clear that risks posed to pupils from remaining out of school in terms of their wellbeing, safeguarding and academic achievement outweigh those posed from the contraction of coronavirus. In relation to working in schools the guidance states that "whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics' analysis on [coronavirus \(COVID-19\) related deaths linked to occupations](#) suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults"

This risk assessment is based on the control measures described in the government guidance for reopening schools referred to above. This states that if schools follow the control measures as set out below, they can be "confident that they are managing risk effectively".

The system of controls: protective measures

Having assessed their risk, schools must work through the below system of controls, adopting measures in a way that addresses the risk identified in their assessment, works for their school, and allows them to deliver a broad and balanced curriculum for their pupils, including full educational and care support for those pupils who have SEND.

If schools follow the guidance set out here, they will effectively reduce risks in their school and create an inherently safer environment.

System of controls

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

Prevention:

- 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 school
- 2) clean hands thoroughly 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) Follow our one way system around the site
- 8) use the cleaning stations in each room to keep surfaces clean for each other
- 9) Where recommended, use of face coverings in schools.

10) Always keeping occupied spaces well ventilated.

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection:

11) engage with the NHS Test and Trace process

12) manage confirmed cases of coronavirus (COVID-19) amongst the school community

13) contain any outbreak by following local health protection team advice

Numbers 11 to 13 must be followed in every case where they are relevant.

What is the Task/Activity or Environment you are assessing?	What Hazards are present or may be generated? Look at the activity, processes or substances used that could cause harm to health or injury. Use a row for each one identified	Who is affected or exposed to hazards? (Staff Students Visitors Contractors Etc.)	What Severity of Harm can reasonably be expected? (See Definitions Table 1)	What Precautions (Existing Controls) are already in place to either Eliminate or Reduce the risk of an accident happening?	What Likelihood ? See Definitions Table 1	What is the Risk Rating ? See Risk Rating Matrix Table 2
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1.A: Contact with those with symptoms of coronavirus: Testing: Track and Trace; Outbreak response

<p>Contact with infected persons/ exposure to the virus within the school.</p>	<p>Person contracts coronavirus as a result of direct contact with an infected person (or asymptomatic person) entering the premises.</p>	<p>Pupils and staff</p>	<p>Serious</p>	<p>Guidance has been issued to the entire school community. Here, anyone affected must stay at home if they (or their family members) have any of the following symptoms: a high temperature, a new continuous cough, a loss or change to your sense of smell or taste. OR they have tested positive for coronavirus in the last 10 days.</p> <p>Those affected must follow government stay at home guidance as follows https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infections</p> <p>Temperature testing is not recommended on its own. Guidance states that it is not a reliable method for identifying coronavirus.</p>	<p>medium</p>	<p>medium</p>
	<p>Contact with those developing symptoms of the virus during the working day.</p>	<p>Pupils and staff</p>	<p>Serious</p>	<p>Our procedure will be that If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>If a child is awaiting collection, they will be moved, via a route involving the shortest possible internal distance (i.e. including an outside route where possible) if possible, to our COVID ROOM next to the library/CR1 where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window will be opened for ventilation. If it is not possible to isolate them, we will move them to an area which is at least 2 metres away from</p>	<p>medium</p>	<p>medium</p>

				<p>other people i.e. school reception area. SSO handles all cases once they signal they are unwell/symptomatic. SSO staff know the shortest and safest route possible. If they need to go to the bathroom while waiting to be collected, we endeavour that they will use a separate bathroom if possible. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>In an emergency we will call 999 if they are seriously ill or injured or their life is at risk. We will not suggest a visit to the GP, pharmacy, urgent care centre or a hospital.</p> <p>Any member of staff who has provided close contact care to someone with symptoms, while wearing PPE and all other members of staff or pupils who have been in close contact with that person with symptoms, if wearing a face covering, do not need to go home to self-isolate unless: The symptomatic person subsequently tests positive They develop symptoms themselves (in which case, they should arrange to have a test) They are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated).</p> <p>Staff are instructed to wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. We will clean the affected area with normal household disinfectant after someone with symptoms has left to reduce the risk of passing the infection on to other people. See https://www.gov.uk/government/publications/covid-</p>		
Use of face coverings	Failure to use face covering in areas where it is difficult to	Pupils and staff	Serious	In schools where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils when moving	medium	medium

	<p>maintain social distancing increases the likelihood of exposure to coronavirus in the school community</p>			<p>around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. This was already the case for pupils in year 7 and above, and staff and visitors for those schools that were in areas where local alert level 'high' and 'very high'.</p> <p>Some individuals are exempt from wearing face coverings and we expect adults and pupils to be sensitive to those needs.</p> <p>Face coverings should also be worn by pupils in year 7 and above when travelling on dedicated school transport to secondary school or college.</p> <p>Based on current evidence and the measures that schools are already putting in place, such as the system of controls and consistent bubbles, face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings would have a negative impact on teaching and their use in the classroom should be avoided.</p> <p>Where local restrictions apply <i>In areas where local lockdowns or restrictions are in place, face coverings should be worn by adults and pupils (in years 7 and above) in areas outside classrooms when moving around communal areas where social distancing is difficult to maintain such as corridors.</i></p> <p><i>In the event of new local restrictions being imposed, schools will need to communicate quickly and clearly to staff, parents, pupils that the new arrangements require the use of face coverings in certain circumstances.</i></p> <p>Schools should have a process for removing face coverings when those who use face coverings arrive at school, and when face coverings are worn at school in certain circumstances. This process should be communicated clearly to pupils and staff.</p>	
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				<p>Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.</p> <p>Pupils must be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) or place reusable face coverings in a plastic bag (available at SSO if they have not bought their own) they can take home with them, and then wash their hands again before heading to their classroom.</p> <p>This approach has been explained to parents/ carers in newsletters, via text message and is clearly signposted within the school grounds.</p> <p>In cases of non-compliance the member of SLT on duty will remind those not wearing masks of the requirement to do so.</p> <p>In the case of continued non-compliance this will be followed up by letter reiterating our approach.</p> <p>Further non-compliance will lead to the headteacher sending a Final Warning Letter</p> <p>As a last resort the headteacher and in the case of further non-cooperation, in consultation with the MAT/LA, will consider the potential of approaching DS and activating the 'Landlord Right' to warn the parent/carer and then, if necessary, proportionately ban them from the school site, backed by potential criminal sanction under section 47 of the Education Act 1996.</p>		
Safe wearing and removal of face coverings	Potential of contamination if face coverings are removed or	Pupils and staff	Serious	A process is in place for removing face coverings when those who use face coverings arrive at school, and when face coverings are	medium	medium

	disposed of incorrectly.			<p>worn at school in certain circumstances. This process has been communicated clearly to pupils and staff.</p> <p>Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.</p> <p>Pupils will be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p>		
	Students/ staff do not have face covering. Face covering is damaged or otherwise unsuitable for use.	Pupils and staff	Serious	<p>Requirements for students to have a face covering will be communicated to parents/carers.</p> <p>It is reasonable to assume that staff and young people will now have access to face coverings due to their increasing use in wider society, and Public Health England has made available resources on how to make a simple face covering.</p> <p>However, where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, we will take steps to have a small contingency supply available to meet such needs. No-one should be excluded from education on the grounds that they are not wearing a face covering.</p>	medium	medium
	Students, staff or visitors exempt from wearing a face covering	Pupils, visitors and staff	Serious	<p>Some individuals are exempt from wearing face coverings. This applies to those who:</p> <ul style="list-style-type: none"> • people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability • where putting on, wearing or removing a face covering will cause you severe distress 	medium	medium

				<ul style="list-style-type: none"> • if you are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expressions to communicate • to avoid harm or injury, or the risk of harm or injury, to yourself or others – including if it would negatively impact on your ability to exercise or participate in a strenuous activity <p>The same exemptions will apply in our school; we will ensure that staff and students are aware of this and are sensitive to those needs.</p>		
	Contact with those developing symptoms of the virus during the working day.	Pupils and staff	Serious	<p>Our procedure will be that if anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’, which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>If a child is awaiting collection, they will be moved to MEETING ROOM 4 (next to CR1) where they can be isolated behind a closed door with an adult supervising from outside. If there is more than one case we will use Meeting Room 1. Following this we will use Meeting Room 2. If we move beyond rooms we will move them to an area which is at least 2 metres away from other people. For example a room not currently in use.</p> <p>If they need to go to the bathroom while waiting to be collected, we will endeavour that they will use the disabled student bathroom upstairs in admin. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p>	medium	medium

				<p>PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>In an emergency we will call 999 if they are seriously ill or injured or their life is at risk. We will not suggest a visit to the GP, pharmacy, urgent care centre or a hospital.</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, we have noted they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive.</p> <p>They are instructed to wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. We will clean the affected area with normal household disinfectant after someone with symptoms has left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p>		
Engagement with the NHS Track and trace Process	<p>Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community.</p> <p>Anxiety and dissent within the school community</p>	Pupils and staff	Serious	<p>Relevant staff understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. We will ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> • book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace 	medium	medium

				<ul style="list-style-type: none"> • self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient.</p> <p>We have a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers</p> <p>We will ask parents and staff to inform us immediately of the results of a test:</p> <ul style="list-style-type: none"> • If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. 	
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				<ul style="list-style-type: none"> if someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days. 		
Management of confirmed cases of coronavirus	<p>Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community.</p> <p>Anxiety and dissent within the school community</p>	Pupils and staff	Serious	<p>We will take swift action if we become aware that someone who has attended has tested positive for coronavirus (COVID-19).</p> <p>Records will be kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test & Trace.</p> <p>We will contact the local health protection team as per the poster displayed across the school in every room. https://www.gov.uk/guidance/contacts-phe-health-protection-teams This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <p>Alternatively, we will call the Department for Education's existing coronavirus (COVID-19) helpline number on 0800 046 8687, and selecting option 1. The advice service is open</p> <p>Monday to Friday from 8am to 6pm and 10am to 4pm on Saturdays and Sundays. The call will be with a dedicated team of advisors who will inform the setting of what action is needed based on the latest public health advice.</p>	medium	medium

				<p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, we will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> ● direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) ● proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual ● travelling in a small vehicle, like a car, with an infected person <p>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we will keep a record of pupils and staff in each group, and any close contact that takes place between children and staff in different groups (see section 5 of system of control for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</p> <p>We note that a template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details</p>	
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				<p>of people with coronavirus (COVID-19) unless essential to protect others.</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’. They should get a test, and:</p> <ul style="list-style-type: none"> • if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. • if the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ <p>We note that schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p> <p>Further guidance is available on testing and tracing for coronavirus (COVID-19).</p>		
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<p>Containing any local outbreak</p>	<p>Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community.</p> <p>Anxiety and dissent within the school community</p>	<p>Pupils and staff</p>	<p>Serious</p>	<p>We note that if we have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak, and will continue to work with their local health protection team who will be able to advise if additional action is required.</p> <p>In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.</p> <p>In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</p> <p>We have developed a Contingency Plan to ensure that the education of affected groups of pupils is maintained through our Learning@Home programme led by Miss Richards, Deputy Headteacher. This captures the provision of remote learning as set out in government guidance for the reopening of schools.</p> <p>We note the government publication of a temporary continuity direction</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/923539/Remote_Education_Temporary_Continuity_Direction_-</p>	<p>medium</p>	<p>medium</p>
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				<p>Explanatory_Note.pdf</p> <p>which makes it clear that schools have a duty to provide remote education for state-funded, school- age children unable to attend school due to coronavirus (COVID-19). This will come into effect from 22 October 2020.</p> <p>We have developed a Contingency Plan to ensure that the education of affected groups of pupils is maintained. This will include the provision of remote learning as set out in government guidance for the reopening of schools.</p>		
	Attendance at multiple settings (eg for Early Years attendance at LA and private provision on different days of the week).	Pupils and staff	Serious	<p>We have advised parents that where possible they should limit the number of settings that their child attends.</p> <p>We recognise that there are some circumstances where a pupil will attend multiple settings (eg: as part of provision outlined in an EHP). Here we will work with the partner setting to address any risks identified to enable us to jointly deliver a broad and balanced curriculum to the pupil in question.</p>	medium	medium

1: B Cleaning and hygiene						
Hand hygiene	Poor hand hygiene increases the likelihood of infection from coronavirus	Pupils and staff	Serious	<p>Opportunities are provided for staff and pupils to clean their hands with soap and water and dry thoroughly:</p> <ul style="list-style-type: none"> • on arrival at school • after using the toilet • after breaks and sporting activities • before food preparation • before eating any food, including snacks • before leaving school • after sneezing/coughing. 	medium	medium

				<p>Paper towels will be used to dry hands in preference to hand dryers. Covered bins available for disposal of paper towels will be emptied periodically during the day.</p> <p>Supervision by staff is provided as needed.</p> <p>Signage about how to wash hands properly is on display and reinforced with pupils daily and modelled by the adults.</p> <p>Where sinks are not easily accessible from the room used by a 'group' of pupils hand sanitiser will be available.</p>		
Respiratory Hygiene	Poor respiratory hygiene increases the likelihood of infection from exposure to coronavirus.	Pupils and staff	Serious	<p>Catch it, kill it, bin it – tissues are available in all classrooms, staffroom and reception at a minimum. The message is reinforced with pupils.</p> <p>Covered bins are available for the disposal of used tissues.</p>	medium	medium
Cleaning	Person contracts COVID 19 as a result of inadequate cleaning	Pupils and staff	Serious	<p>We have reviewed the cleaning specification with our cleaning contractor to ensure that this meets requirements set out in https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>Where our own cleaners and/or additional staff are required to undertake cleaning duties we have ensured that they have received appropriate training and are provided with PPE, as set out in guidelines above. This also applies to other staff who may be asked to carry out cleaning duties during this period for example, cleaning the teachers desk.</p> <p>We have identified cleaning of high-risk areas to be undertaken throughout the school day to include:</p> <ul style="list-style-type: none"> Door handles Kettles Taps Switches Phones Laptops / Printers and photocopiers Staffroom/ food preparation 	medium	medium

				<p>Surfaces that pupils are touching e.g.: books, chairs, tables, doors, sinks, toilets, bannisters, light switches, etc.will be cleaned in each block each day.</p> <p>Common touch points to be cleaned throughout the day.</p> <p>Cleaning sheets indicate the last cleaning date and time.</p>		
Safe use of cleaning products	<p>Inappropriate exposure to cleaning product results in allergic reaction/ poisoning etc</p> <p>Storage arrangements of cleaning products change increasing potential for unauthorised 'use' by pupils.</p>	Pupils and staff	Serious	<p>All staff involved in cleaning duties will receive training re: safe use and storage of cleaning materials.</p> <p>PPE will be provided for all cleaning activities.</p> <p>Safety data sheets for cleaning products are available.</p> <p>Only recommended cleaning products will be used.</p>	low	low
	Use of hand sanitiser potential for improper use and ingestion.	Pupils and staff	Serious	<p>We are providing/allowing the use of hand sanitisers that contain at least 60% alcohol.</p> <p>Recognising it is not possible to follow the hand wash advice everywhere, a hand sanitiser is next best and unless there's some allergy. We encourage all students to have hand sanitiser with them at all times and they should use the dispensers on entry and exit of the teaching blocks.</p> <p>We have obtained the Safety Data Sheet for the product(s). They advise on action to be followed if the sanitiser is not used as designed i.e. a child drinks some; it gets in eyes etc.</p> <p>This will also help with potential reactions to the product.</p> <p>We have and will secure adequate supplies of the product and provide it, especially in areas such as reception to the building(s).</p>	medium	medium
Measures to reduce contamination from coronavirus.	Use of shared resources	Pupils and staff	Serious	Staff and pupils will have individual equipment of pens, pencils etc - see full equipment list shared with parents/carers - that are not shared.	medium	medium

				<p>Classroom based resources such as books and games will be shared within the 'group/bubble'; these will be cleaned frequently along with frequently touched surfaces.</p> <p>Resources that are shared between groups/bubbles will be cleaned frequently and between use by different groups/bubbles or rotated to allow them to be quarantined and out of reach for 48 hours (72 hours plastics).</p> <p>Sixth Form students should not allow anyone else to use their laptop.</p> <p>Staff have been advised that they must wash their hands and surfaces before and after handling pupils' books.</p>		
	Items from home to school and vice versa	Pupils and staff	Serious	<p>We are limiting the items that pupils bring in from home each day to essentials such as lunch boxes, hats, coats, stationery and mobile phones. Bags are allowed.</p> <p>Pupils and teachers can take books and other shared resources home although this will be limited.</p> <p>Rules on hand cleaning, cleaning of the resources and rotation will apply to these resources.</p>	medium	medium
	Harder to clean items	Pupils and staff	Serious	<p>We have removed soft furnishings that are harder to clean (such as those with intricate parts/material from classrooms and teaching spaces until further notice.</p> <p>Where these remain, they will be subject to regular cleaning and disinfection.</p>	medium	medium
	Items requiring laundry	Pupils and staff	Serious	<p>We will ensure that all items that are laundered within the school eg: towels, are washed in line with guidance on cleaning in non-healthcare settings and that these items are not shared by children between washes.</p>	low	low

1:C Minimising contact (social distancing)

Social distancing across the site	Too many people on site increases likelihood of exposure to coronavirus	Pupils and staff	Serious	<p>We have taken the following measures to reduce footfall and maintain social distancing on site including:</p> <p>Creating year group bubbles with internal and external zones</p> <p>Staggering departure times</p> <p>Parents/carers collecting to wait in their car and use overflow car park</p> <p>Erected signage and barriers to remind those visiting the site of social distancing requirements.</p> <p>Pupils will be advised of the appropriate entrance and exit to use. Opportunities for groups of pupils congregating on site before and after school will be minimised.</p>	medium	medium
Social distancing for large groups of pupils.	Large groups of pupils and/or adults increase the likelihood of exposure to and transmission of coronavirus	Pupils and staff	Serious	<p>Assemblies, performances, visiting groups etc will not take place until further notice.</p> <p>Google Meets and Zoom will be used for all briefings, assemblies, message sharing</p>	low	low
Visits for prospective parents	Large groups of adults increase likelihood of exposure to and transmission of coronavirus	Pupils and staff	Serious	Virtual tours will be provided for prospective parents and carers.	medium	medium
(TO BE SUSPENDED DURING LOCKDOWN PERIOD)			Seious	<p>(TO BE SUSPENDED DURING LOCKDOWN PERIOD)</p> <p>If parents and carers are keen to visit in person, we will ensure:</p> <ul style="list-style-type: none"> • face coverings are worn if required in line with arrangements for staff and other visitors to the school. • there is regular handwashing, especially before and after the visit • we hold visits after hours. If this is not possible, we will consider limiting visits to the outside play areas during regular hours, and ensure strict social distancing is observed 	medium	medium

				<ul style="list-style-type: none"> that the area visited is fully cleaned before reoccupation by staff and pupils. <p>Prior to a visit, we will ensure that parents and carers are aware:</p> <ul style="list-style-type: none"> of the system of controls how this impacts them and their responsibilities during their visit how to maintain social distancing from staff, other visitors, and children other than those in their care 		
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1:D Minimising contact (social distancing) Phase specific guidance. Delete sections that are not applicable.

Grouping of pupils and social distancing of pupils: Secondary	Exposure to infection Classroom teaching Secondary	Pupils and staff	Serious	<p>We are following government guidance as follows: https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings?utm_source=02a881e2-265a-4b6d-a67d-38470d12440a&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily</p> <p>We will maintain consistent groupings of pupils. This will reduce the number of pupils and staff potentially becoming infected with coronavirus and required to self-isolate should a case occur.</p> <p>In our school this will be achieved as follows:</p> <ul style="list-style-type: none"> year group bubbles and zoned in both internal and external blocks across the site Year 7 - English `block Year 8 - Humanities block Year 9 - MFL block Year 10 - Art block 	medium	medium
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				<ul style="list-style-type: none"> Year 11 - Maths block <p>We will make small adaptations to the classroom to support distancing where possible. That will include seating pupils side by side and facing forwards, rather than face to face or side on, and have moved unnecessary furniture out of classrooms to make more space.</p> <p>Different groups will be kept apart where possible and pupils will be encouraged to keep their distance within groups. Sharing social spaces and rooms will be avoided where possible.</p> <p>We have advised staff of the strong public health advice that secondary school staff maintain distance from their pupils, staying at the front of their class and away from their colleagues where possible. Ideally this should be at a 2m distance.</p> <p>We will minimise mixing for arrival, lunchtime, breaks and departure. While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk.</p> <p>When there is rotation of rooms eg: use of a science lab, tech room for different groups of pupils, pupils will clean down their chair and desk along with relevant resources ready for use by another group.</p> <p>We are referring to CLEAPS/DATA/ afPE guidance available for specialist areas.</p>		
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1: E Use of Personal Protective Equipment (a face covering is not PPE because they are not designed to protect the wearer from infection from coronavirus)						
Use of Personal Protective Equipment (PPE)	Incorrect use exacerbates the risk of further infection.	Pupils and staff	Serious	We note the following guidance for education settings: "The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2	medium	medium

(Mainstream)				<p>metres from others. PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> • children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way • if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. Students should also be given a face covering to wear or wear their own. <p>We are complying with the above and are using our local supply chains to obtain PPE. We have noted where this is not possible, and there is an urgent need for PPE in order to operate safely, we may approach our local resilience forum.</p> <p>All staff have been allocated a trolley with gloves, mask and sanitiser. Replacements are available from SSO. Where staff require further individual PPE this will be provided.</p> <p>We will ensure that staff who are likely to have to support pupils in the circumstances identified above and potentially in the administration of some first aid have access to appropriate equipment and training in its correct use and disposal.</p> <p>See: https://assets.publishing.service.gov.uk/government/uploads/sy</p>	
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				stem/uploads/attachment_data/file/877658/Quick_guide_to_doffing_standard_PPE_health_and_social_care_poster_.pdf		
Use of Personal Protective Equipment (PPE) in Special Schools	Incorrect use exacerbates the risk of further infection.	Pupils and staff	Serious	<p>The above contributes, however, the increased likelihood that staff will be exposed to bodily fluids in the course of their work will mean that the use of PPE will be risk assessed and relevant equipment provided where applicable.</p> <p>The following link is used as our guidance at present:</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance</p>	low	medium

1: F School transport and travel arrangements

School transport	Risk of exposure to coronavirus whilst using dedicated school transport.	Pupils and staff	Serious	<p>We will ensure that transport providers are aware of any changes to start and finishing times.</p> <p>We note that pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, will not apply from the autumn term on dedicated transport.</p> <p>Our approach to dedicated transport will follow government guidance set out in https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020</p>	medium	medium
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				<p>Specifically we will work with transport providers to determine:</p> <ul style="list-style-type: none"> · how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school. Ensuring the same children sit together will minimise the number of contacts a child has. All pupils will be assigned a seat on dedicated school buses. · use of hand sanitiser upon boarding and/or disembarking · organised queuing and boarding where possible to ensure that distancing is maintained · distancing within vehicles wherever possible · clear information for parents and children about the arrangements that are needed for picking up and dropping off children at their home destination. · PHE advice (update for Sept 2020) set out in https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020 <p>That children and young people over the aged 11 and over wear a face covering when travelling on dedicated school transport.</p> <p>We note Public health advice that staff should wear a face covering when they are unable to maintain social distancing in passenger facing roles, recognising that there will be exceptional circumstances when a staff member cannot wear a face covering, or when their task makes it sensible (based on a risk assessment) for them not to wear a face covering.</p>	
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				<p>We will liaise with transport providers and any relevant LA department if applicable to ensure that their drivers/escorts do not work if they have symptoms of the virus, hygiene rules are followed and appropriate distance kept between passengers.</p> <p>(See link above to transport guidance published on 11/08/20)</p>		
	<p>Exposure to coronavirus while travelling to and from school and within wider social groupings (outside school). (Predominantly applicable to secondary pupils)</p>	Pupils	Serious	<p>Pupil travel arrangements have been taken into consideration in our plans for opening as follows:</p> <ul style="list-style-type: none"> We will encourage pupils to walk or cycle to school where possible. Reviewed numbers of pupils travelling at different times of the day and have adjusted timings of sessions to avoid peak times on public transport to reduce the likelihood of pupils mixing with each other and coming into contact with other people on the journey to and from school <p>We have provided clear messages to pupils about minimising the use of public transport and how to reduce the risks of transmission outside of school.</p> <p>We have also discussed with pupils the potential for coronavirus to spread when they socialise in groups outside school and have reminded them of the importance of following social distancing guidance in the wider community.</p>	medium	medium
Staff transport to and from work	Potential for increased exposure to coronavirus (and potential for introduction into the school) through use of	All staff	Serious	Where staff would normally use public transport to travel to work, we will discuss options to alleviate this eg: provision of parking or parking permits, or facilities such as secure cycle storage to support people to walk, run or cycle to work where possible.	medium	medium

	public transport at peak times.			Staff to avoid sharing transport with a colleague where possible. If this is the case, staff to take precautions with handsanitiser, ventilation in the car and wearing face masks		
	Risk of exposure to coronavirus whilst using school vehicles.	Pupils and staff	Serious	<p>School vehicles will be used for essential purposes only.</p> <p>Passenger numbers to be reduced to allow for social distancing</p> <p>Where possible consistent allocation of driver, escort and passengers to vehicle.</p> <p>Hard surfaces eg: steering wheel, handbrake other controls, door handle, seat belts etc to be cleaned after use.</p> <p>Vehicle users wash hands before entering the vehicle. Sanitiser and wipes available for use within the vehicle.</p> <p>School safeguarding procedures to be followed on re: 1:1 transport in school vehicles.</p>	medium	medium

1: G School workforce						
Staff wellbeing	Staff anxiety re: returning to work and potential exposure to the virus.	All staff	Serious	<p>Individual discussions have been/are held with staff to identify concerns/ barriers re: returning to work. (NB: recognising that some could be experiencing bereavement, mental health issues, etc.).</p> <p>We have signposted to relevant counselling services. Including the Education Support Partnership which provides a free helpline for school staff and targeted support for mental health and wellbeing.</p> <p>HR advice is available through Sue Shelley. All staff have access to Health Assured for free and confidential support.</p> <p>We are working with the trade unions. https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf</p>	medium	medium

<p>Staff who may be at increased risk from coronavirus.</p>	<p>Staff anxiety Potential for staff to suffer serious illness if they contract coronavirus.</p>	<p>Staff in at risk group</p>	<p>Serious potentially fatal</p>	<p>We recognise that some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report.</p> <p>We will remain alert to the findings of this research and respond to any changes in guidance accordingly.</p> <p>If people with significant risk factors are concerned, we will discuss their concerns and explain the measures the school is putting in place to reduce risks.</p> <p>Where practically possible we will accommodate additional measures to support staff where appropriate.</p> <p>We are having developed this risk assessment with reference to our Equalities Policies and Procedures to ensure that those affected by the control measures in this risk assessment are not unlawfully discriminated against.</p> <p>We note that people who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.</p>	<p>medium</p>	<p>medium</p>
<p>Staff training</p>	<p>Staff are not aware or do not understand the requirements for working safely.</p>	<p>All staff</p>	<p>Serious</p>	<p>In preparation for a full return on 1 September 2020 training and written instruction has been provided re: operating procedures outlined in this risk assessment to all staff. This includes:</p> <ul style="list-style-type: none"> • What to do if they suspect that they or a member of their household has coronavirus (including testing arrangements) • Day to day organisations and procedures including arrangements for cleaning, staff welfare facilities, travel to work • The importance of keeping teaching groups separate during the day 	<p>medium</p>	<p>medium</p>

				<ul style="list-style-type: none"> • Arrangements for break times and lunchtimes and updated for Term 2 • Safeguarding including the continued importance of all staff acting immediately on any safeguarding concerns and any updates to school procedures re: recording concerns, contacting DSL (or Deputy). • Procedures to follow if they suspect that a child in their group is displaying coronavirus symptoms • Changes to school behaviour policies • Curriculum adaptations required re: social distancing • Site security and fire safety including evacuation and lockdown procedures. • Use of PPE (where applicable). 		
Individual staff requirements	Concerns from staff in identified work groups	Clinically extremely vulnerable (Shielding)	Fatal/ Major	<p>Those individuals who are clinically extremely vulnerable are advised to work from home and not to go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP, and may have been advised to shield in the past. Staff should talk to their employers about how they will be supported, including to work from home where possible, during the period of national restrictions.</p> <p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>We will continue to review staff RA as appropriate</p>	medium	medium
		Clinically vulnerable including pregnant women	Serious	<p>May attend work but should follow advice https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people</p>	medium	medium

				<p>(NB an individual risk assessment must be carried out for new and expectant mothers; exposure to coronavirus should be included as a potential hazard).</p> <p>We note that The Royal College of Obstetrics and Gynaecology (RCOG) has published occupational health advice for employers and pregnant women. This document includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk. Government advice is that employers and pregnant women should follow this advice and to continue to monitor for future updates to it.</p>		
		Those living in a household with someone who is clinically extremely vulnerable	serious	Should attend work as usual	medium	medium
Use of supply teachers and other temporary or peripatetic staff	Potential for the introduction of coronavirus into the school		Serious	<p>We note that it is permissible for supply staff and other temporary works to move between schools.</p> <p>We will ensure that such staff follow our control measures for the prevention of coronavirus and advise them to take particular care in minimising contact with pupils as far as is practicable.</p> <p>Where possible we will endeavour to engage staff on a consistent basis.</p>	medium	medium
Use of volunteers	Potential for the introduction of coronavirus into the school		Serious	Volunteers may be used to support the work of the school, as would usually be the case.	medium	medium

				All volunteers will be expected to follow our control measures to reduce the spread of coronavirus. Mixing of volunteers across groups will be kept to a minimum, and they should remain 2 metres from pupils and staff where possible.		
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1:H Pupil wellbeing						
Management of expectations within the school community	Anxiety within the school community re: prevalence and effectiveness of infection control and social distancing measures.	All members of the school community	Serious	<p>Our communication with parents and pupils prior to our return in September will include information about:</p> <ul style="list-style-type: none"> • Arrival and departure from school and arrangements for parents to access the site • Arrangements for infection control • Pupil groupings • What school day will look like • Expectations for attendance • Expectations for the wearing of school uniform (government guidance is that this should be worn as usual). • The avoidance of travel to school via public transport at peak times and measures the school are taking to work with parents to alleviate this • Expectations re: any new behaviour systems that we have put in place to support our work in infection control and social distancing • What will happen if there is a case of coronavirus at the school. <p>We are using this as an opportunity to ensure that pupils' emergency contact details are up to date.</p> <p>Government guidance for parents</p> <p>[https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-p</p>	medium	medium

				arents-and-carers-need-to-know-about-early-years-providers-sc hools-and-colleges-in-the-autumn-term]		
Pupil wellbeing	Changing family circumstances likely to have an adverse effect of pupil's ability to re engage with school	Pupils and staff	Serious	Contact with families has been made by school staff to ensure that they are aware of any potential issues and that relevant support is made available. Staff responsible for pupil groups have been briefed in advance and made aware of any existing support plans/ risk assessments etc, for individual pupils. Plans will be reviewed before the start of term 1 to ensure that pupil's needs are met.	med ium	med ium
	Ineffective reintegration of young/ vulnerable pupils who have not been attending school for a number of weeks causes anxiety and distress for parents and pupils	Pupils and staff	Serious	As parents/carers will not be able to stay with their children to support their reintegration, we will discuss arrangements on an individual basis where we anticipate difficulties in this area. We will ensure that we have a contact number for the parent/carer so that we can call to ask them to collect their child or provide reassurance to the parent if required.	med ium	med ium
	Inadequate understanding or enforcement of pupil behaviour expectations.	Pupils and staff	Serious	The school Behaviour Policy has been updated to include expectations re: arrangements for social distancing and movement around school; hygiene rules. RTL has been adapted to ensure that year groups are separated at all times. 5 RTL rooms are in place with the student support centre operating a triage system. Consistent methods of communication ensure that staff, pupils and parents are aware of these.	med ium	med ium
Individual pupil medical requirements	Pupils (or their family members) in identified groups.	Extremely clinically vulnerable pupils (shielded)	Fatal/Major	We note that most children originally identified as clinically extremely vulnerable no longer need to follow original shielding advice. Parents will be advised to speak to their child's GP or specialist clinician if they have not already done so, to understand whether their child should still be classed as clinically extremely vulnerable.	med ium	med ium

				<p>Those children whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend childcare or nursery during the period this advice is in place.</p> <p>Parents of clinically extremely vulnerable children will be receiving a letter shortly confirming this advice.</p> <p>See: COVID-19 - 'shielding' guidance for children and young people.</p> <p>Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will offer them access to remote education through our Learning@Home programme.</p> <p>Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.</p>		
		Clinically vulnerable pupils	Serious	These pupils should attend school	medium	medium
		Pupils living in a household with a person who is extremely clinically vulnerable.	Serious	These pupils should attend school	medium	medium
		Those living in a household with a person who is clinically	Serious	These pupils should attend school	medium	medium

		vulnerable. (Including pregnant)				
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1: I Provision of first aid and the administration of medication						
Provision of first aid	First aid treatment	Pupils and staff	Serious	<p>Qualified first aiders are available as required</p> <p>Where reasonably practicable we will ensure that opportunities for pupils to mix with pupils who are not in their group are limited during the administration of first aid.</p> <p>Normal hygiene precautions (handwashing and use of gloves) are taken when administering first aid.</p> <p>See below re: use of PPE and working in close proximity to an injured person.</p>	medium	medium
Administration of medication	Illness or injury to those who are unable to access their medication	Pupils and staff	Fatal/ major	<p>School procedures for the administration of prescription and controlled medication will continue to apply.</p> <p>Parents have been advised that they must return any required medication to school; we will check that medication that has remained in school is still in date. Parents have been advised where this is not the case.</p> <p>Staff will wear PPE whilst administering medication if it is not possible to maintain 2m social distancing.</p> <p>Pupils/ students with allergies and/or those requiring medication (including asthma inhalers) will be known to all staff and their requirements identified on class lists for each teaching group.</p> <p>EHC Plans or other relevant Healthcare Plans to be shared with staff responsible for each teaching group.</p> <p>Adrenaline Auto-injectors (AAI) and asthma inhalers to be easily accessible and their whereabouts known by staff and pupils.</p> <p>Pupils requiring these will be placed in a group with a member of</p>	medium	medium

				<p>staff who has had the relevant training to administer the AAI and recognise the signs of an allergic reaction/asthma attack.</p> <p>They accept that in an emergency the importance of immediate action to save life takes precedence over social distancing.</p> <p>We will provide refresher training for all staff re: the requirements for individual children with known allergies and ensure that those supervising groups of children at lunchtime are aware of the importance of avoiding cross contamination.</p> <p>Tables will be cleaned after lunch, rubbish disposed of and bin emptied to avoid allergens remaining in the classroom for longer than necessary.</p>		
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1: J Premises						
Preparation of school building	Failure to complete compliance checks renders the building unfit for use.	All premises occupants	Serious	<p>We will ensure that all outlets have been flushed before resuming normal operation. Following this, we have commissioned a water treatment specialist to test the system, which we anticipate will present no problems. If it does, they will chlorinate and flush the complete system for all hot and cold-water systems (including drinking water) and certify the water system is safe before the buildings are reoccupied.</p> <p>All systems have been recommissioned before re-opening, as would normally be done after a long holiday period. This includes gas, heating, water supply, mechanical and electrical systems, and catering equipment.</p> <p>Our fire safety systems have been checked including and making sure:</p> <ul style="list-style-type: none"> • all fire doors are operational • the fire alarm system and emergency lights are operational 	low	medium

				<ul style="list-style-type: none"> updated fire evacuation procedure <p>All areas and surfaces have been cleaned and disinfected prior to reopening and if necessary, pest control deployed for insect infestations, particularly in the kitchen and/or food preparation areas. The kitchen has been deep cleaned too prior to reopening and before food preparation resumes.</p> <p>See: https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak?utm_source=c51bac38-4a28-4136-b096-4d23f07da6f4&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily</p>		
Heating air circulation / air conditioning	Circulation of contaminated air	All premises occupants	Serious	Heaters which move air will be disconnected and oil radiators provided in those areas requiring heat.	medium	low
Ventilation (Open windows and doors are recommended as a means of improving air circulation within the building)	Falls from height (open windows)	All premises occupants	Serious	<p>Whilst taking into consideration the necessity to increase ventilation by improving air circulation within the building we have advised staff that window opening restrictors must not be removed unless done so by the Site Operations Officer.</p> <p>Once the school is in operation, we will ensure it is well ventilated and a comfortable teaching environment is maintained. To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures will also be used as appropriate:</p> <p>Windows will be opened as part of the lesson change over during the winter months when it is not practical for them to be open throughout the whole day. wider opening at the beginning/end and in the middle of the lesson for three minutes</p> <p>opening high level windows in preference to low level to reduce draughts</p>	medium	medium

				<p>increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused)</p> <p>providing flexibility to allow additional, suitable indoor clothing. Including advising staff and pupils re: the value of layering clothing.</p> <p>rearranging furniture where possible to avoid direct drafts</p> <p>Heating will be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p>		
	Additional doors and windows are left open compromising site security/fire safety.	All premises occupants	Serious	<p>We have reviewed our site and identified doors that could remain open without compromising fire safety/ and or security.</p> <p>Here, for high risk areas such as kitchens and boiler rooms fire doors will be kept in the closed position. Lower risk rooms such as classrooms and offices may be propped open with removeable things - a weight or wedge - if there are people present who will be tasked with removing it if the alarm goes off and at the end of the day.</p> <p>Door guards etc, will continue to be used to improve circulation in the building (and also reduce the need for touching the door handles).</p>	medium	medium
	Open windows in the winter months mean that the temperature in buildings is uncomfortable.	All premises occupants	Serious	<p>We will ensure that our building is heated to a temperature whereby staff and pupils can work comfortably whilst endeavouring to ensure that there are measures in place to ensure good ventilation. This will include closing external doors to avoid unnecessary heat loss from occupied buildings.</p> <p>Advice from HSE available https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm NB Minimum workplace temperature is 16 degrees centigrade.</p>	medium	medium

				Daily checks to be made across the site taking temperature and making adjustments to heating where needed to ensure all rooms are above 16 degrees.		
Use of temporary heaters	Unguarded devices increase and potential for injury to staff and pupils	All premises occupants	Serious	Where temporary devices are deployed, we will ensure that: <ul style="list-style-type: none"> • electrical sockets are not overloaded • Heaters are suitably guarded so as not to cause injury to staff and pupils • Cables etc do not form trip hazards • There is a regime in place to ensure that all devices are switched off when not in use and that this is checked at the end of the day. 		
Emergency Evacuation and lockdown	Failure to follow procedures leads to injury or loss of life.	Pupils and staff	Serious	Measures necessary for additional ventilation of the building have been and will be assessed and will not compromise fire safety or site security arrangements. We have briefed staff who are aware of the measures to take in the event of an emergency evacuation or lockdown. Registers for different groups will be required. Safe evacuation/ lockdown takes priority over the maintenance of social distancing arrangements temporarily.	medium	medium
Lettings	School control measures re: cleaning, social distancing etc are compromised leading to increased risk of infection, expense and possible reputational damage.	Pupils Staff Wider community	Serious	SUSPENDED FOR ALLGROUPS REQUIRED TO CEASE OPERATION FOR LOCKDOWN PERIOD (5/11/20- 2/12/20) Where we are satisfied that it would be safe to do so, we may choose to open up or hire out our premises for use by external bodies or organisations, such as external coaches or after-school or holiday clubs or activities. In doing so, we will ensure that we are considering carefully how such arrangements can operate within our wider protective measures and also have regard to any other relevant government guidance set out in		

				https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities (NB this document contains details of the application of 'the rule of 6' and permitted activities)		
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1: K Curriculum delivery: Music and PE						
Curriculum delivery: Music	Increased likelihood of infection from coronavirus from playing musical instruments and singing.	Pupils and staff	Serious	<p>Singing, wind and brass instrument playing can be undertaken in line with this and other guidance, in particular guidance provided by the DCMS for professionals and non-professionals, available at https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</p> <p>We have an operating procedure for cleaning any shared instruments. Students are to use hand sanitiser before and after use.</p> <p>We will mitigate the potential aggregate risk of aerosol transmission by:</p> <ul style="list-style-type: none"> • Playing instruments and singing outdoors where possible. If indoors limiting numbers where necessary to take account of space. • If indoors using a room with as much space as possible eg: large room with high ceiling. Limiting numbers to take into account ventilation and the ability to social distance. • Singing, wind and brass playing will not take place in larger groups such as choirs and ensembles or assemblies unless significant space, natural airflow 	medium	medium

				<p>(at least 10l/s/person for all present including audiences) and strict social distancing is in place.</p> <ul style="list-style-type: none"> • In smaller groups where activities can take place strict social distancing between each singer and player and between singers and players and any other persons eg: conductors or accompanists. Current guidance is that if the activity is fact to face and without mitigating actions 2m is appropriate. • Pupils should be positioned back to back or side to side when playing or singing (rather than face to face) whenever possible. Position wind and brass players so that the air from their instrument does not blow into another player. • Microphones will be used where possible or singing to be carried out quietly <p>When handling instruments:</p> <ul style="list-style-type: none"> • Increased handwashing is required before and after handling equipment particularly if it is being used by more than one person. • Sharing equipment will be avoided. Any shared equipment including cases, props, chairs and microphones must be disinfected regularly and always between users. • Instruments should be cleaned by the pupils playing them using the cleaning materials provided and following the guidance from the teacher. 		
<p>Curriculum delivery: Drama and dance</p>	<p>Increased likelihood of infection from coronavirus</p>	<p>Pupils and staff</p>	<p>Serious</p>	<p>In addition to the adherence to agreed pupil groupings particular care will be taken to maintain social distancing i.e. reducing close contact</p> <p>Staff will not physically correct pupils.</p> <p>Lessons will be devised that do not incorporate opportunities for contact between pupils</p>	<p>med ium</p>	<p>med ium</p>

				<p>Background or accompanying music will be kept at levels that do not encourage teachers or other performers to raise their voices unduly.</p> <p>Microphones will be used to reduce the need for shouting/ raised voices. If it is necessary to share these they will be cleaned between use by individuals.</p>		
<p>Curriculum delivery: Physical Education</p>	<p>Increased likelihood of infection from coronavirus</p>	<p>Pupils and staff</p>	<p>Serious</p>	<p>See specific risk assessment from PE</p> <p>During local restrictions all extra curricular activities before and after school will be cancelled.</p> <p>Our overriding principles still remain:</p> <ul style="list-style-type: none"> • Comprehensive risk assessments reviewed frequently • Outdoor activities prioritised where possible • Maintenance of social distancing as frequently as possible • Established hygiene routines • Limiting of shared equipment where possible & equipment hygiene routines <p>Pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and any contact sports avoided.</p> <p>Outdoor sports will be prioritised where possible, and use of our largest indoor spaces, gym and sports hall where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. We recognise this is particularly important in a sports setting because of the way in which people breathe during exercise.</p> <p>Sports whose national governing bodies have developed guidance under the principles of the government's guidance on</p>	<p>medium</p>	<p>medium</p>

				<p>team sport and been approved by the government are permitted. Schools must only provide team sports on the list available https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework</p> <p>We have considered guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport. We have taken advice from organisations such as the Association for Physical Education and the Youth Sport Trust</p> <p>We will continue to work with external coaches, clubs and organisations for curricular and extracurricular activities where we are satisfied that this is safe to do so. We will consider carefully how such arrangements can operate within our wider protective measures and year group bubbles.</p> <p>Competition between different schools should not take place, in line with the wider restrictions on grassroots sport.</p>		
Curriculum delivery: science	use of equipment	Pupils and staff	Serious	<p>No students will take part in practical experiments until further review and express permission is given by the Headteacher., with the exception of Year 12 and Year 13 science students. These will be infrequent allowing for suitable cleaning to take place.</p> <p>Staff experiments can take place to model stages and processes to students.</p> <p>Cleaning will need to be conducted in between lab use. Students will be asked to clean their chair and table using a spray and paper towels before the class returns to their classroom.</p>	medium	medium

				A booking system is to be used to ensure COVID safe rooms at all times		
Curriculum delivery: technology		Pupils and staff	Serious	<p>Staff will model stages and processes to students.</p> <p>Staff will allocate materials to individuals for their individual project work. No materials are to be shared</p> <p>Tools will be cleaned before and after use and students will be required to use the hand sanitizer before and after use.</p> <p>Cleaning will need to be conducted in between use. Students will be asked to clean their chair and surface using a spray and paper towels before the class returns to their classroom.</p> <p>A booking system is to be used to ensure COVID safe rooms at all times</p>	medium	medium
Curriculum delivery: use of computer rooms				<p>Cleaning will need to be conducted in between computer room use. Students will be asked to clean their chair and table using a spray and paper towels before the class returns to their base classroom.</p> <p>Students will be required to use the hand sanitizer before and after use.</p> <p>A booking system is to be used to ensure COVID safe rooms at all times</p>		

1: L Social distancing in the wider school environment

The rationale for our approach is set out in a separate operating procedure which will be retained for reference with this risk assessment.

Arrival and departure from school	Exposure to infection from inadequate social distancing	Pupils and staff	Serious	<p>We will consider carefully start/ finish times to keep groups of pupils apart as they arrive and finish school. This will not involve the loss of teaching time</p> <p>Students will be asked to go to their designated area on arrival</p> <p>Students will have staggered end to the day by year group</p>		
Circulation within the building	Exposure to infection from inadequate social distancing	Pupils and staff	Serious	<p>We will arrange for pupils to access rooms directly from outside where possible.</p> <p>Circulation routes around the school have been reviewed. There are one-way circulation routes in corridors and stairways.</p> <p>Arrangements are in place to ensure all students have their own allocated area and stagger lunch where needed. Multiple food sources are available to reduce numbers accessing circulation routes.</p>	medium	medium
Lesson changeover	Exposure to infection through poor behaviour	Pupils and staff	Serious	<p>Students will be expected to finish their work during the two lesson changeovers per day and to prepare their books and resources for the next lesson.</p> <p>Students will be expected to conduct themselves responsibly, cooperating with the patrolling members of staff in the block.</p> <p>Arrangements are in place through our behaviour policy to address anyone unable to meet our expectations</p>	medium	medium
Lunchtimes	Exposure to infection from inadequate social distancing during preparation and serving of food (catering staff)	Pupils and staff	Serious	Liaison with catering contractors is in place.	medium	medium
	Payment for food (secondary)	Pupils and staff		Finger recognition systems for meal payment will be cleaned between each pupil's use.	medium	medium
	Exposure to infection from inadequate social distancing: Collection of food by pupils and eating arrangements	Pupils and staff	Serious	Pupils will enter their designated lunch area in their bubble year group only. Groups to be kept apart.	medium	medium

				<p>Year groups are allocated a specific area for break and lunchtime. Students must walk directly to and from these areas without stopping and without close contact with other year groups.</p> <p>We have addressed the potential for eating in classrooms and will use/use this option if necessary. Students will be expected to observe good hygiene; washing hands before and after eating and disposing of any litter and food in the bins provided.</p> <p>Students will be expected to clean the desk and chair using the cleaning station in the room.</p>		
Breaktimes	Exposure to infection from inadequate social distancing: breaktimes	Pupils and staff	Serious	<p>Each year group has a designated outside area to keep each year group bubble apart. Different bubbles must not play sports or games together or go beyond their boundary.</p> <p>Year groups are allocated a specific area for break and lunchtime. Students must walk directly to and from these areas without stopping and without close contact with other year groups.</p> <p>Outdoor equipment will be cleaned regularly. Multiple groups of children will not use it simultaneously.</p>	low	medium
Public Performances	Exposure to infection from inadequate social distancing	Pupils Staff Wider Community	Serious	<p>If planning an indoor or outdoor face-to-face performance in front of a live audience, we will follow the latest advice in the DCMS performing arts guidance, implementing events in the lowest risk order as described. If planning an outdoor performance we will also give particular consideration to the guidance on delivering outdoor events.</p>	low	medium
Educational visits	Exposure to infection from inadequate social distancing etc	Pupils and staff	Serious	<p>We note government guidance advises against domestic (UK) overnight and overseas educational visits at this stage see coronavirus: travel guidance for educational settings.</p> <p>We do not intend to run any trips in Term 1 or Term 2.</p>	low	medium

1:M Social distancing: Offices and shared staff areas

School Reception areas	Exposure to infection from inadequate social distancing: visitors to school.	Pupils and staff	Serious	<p>Any visitors to the site are to be by appointment only. Parents have been advised that they should call the office rather than coming into school.</p> <p>Door entry systems to be adjusted so that visitors cannot enter the reception area where there is not a physical barrier between office staff and visitors. Full screens in position at main reception and SSO.</p> <p>Signage has been erected to advise visitors of social distancing protocols.</p> <p>Consultations with parents/ outside agencies etc, to take place over the phone/ video conferencing where feasible. If this is not possible 2m social distancing will be observed in any consultation room and the room cleaned after use.</p> <p>Payments to be online/ contactless where possible. Office staff to wear gloves when handling cash.</p> <p>Hand sanitiser will be provided to all persons entering premises with signage to explain control measures and expectations - see main trio of posters</p>	medium	medium
	Exposure to infection from deliveries arriving at the school.	Staff	Serious	<p>Clear guidance for delivery drivers to be placed at the school entrance to include advising the school reception by phone of their arrival.</p> <p>School staff will advise the delivery driver of a safe space to leave the goods and must not come into contact with the driver.</p> <p>Where it is not feasible to quarantine deliveries staff must wash their hands after unpacking items and dealing with waste packaging.</p>	medium	medium
	Violence and aggression towards school staff causes injury and distress	Pupils and staff	Serious	<p>We will maintain transparency and regular contact with all members of the school community.</p> <p>Regular briefings/updates for all staff so that they are aware of school response to the COVID 19 virus and can communicate consistently to those who ask.</p>	low	low

				<p>Readiness to deploy the range of behaviour remedies if behaviour becomes unacceptable from warning to full banning from site/sect 547 warnings/action.</p> <p>SKA Communication templates to be used.</p> <p>Reminder of communication expectations to all staff</p>		
Other work areas	Exposure to infection from inadequate social distancing: other work areas	Staff	Serious	<p>We are continuing the opportunity for working from home for PPA time/ office staff where work does not involve direct contact with pupils, etc.</p> <p>Staff meetings and briefings will all be held using Google Meets/Zoom; if this is not possible 2m social distancing guidance will be followed for all meetings in a suitably sized room with ventilation.</p> <p>Furniture reconfigured in staff areas to allow 2m distancing; screens between office workers etc, has been implemented.</p> <p>Room capacity is adhered to.</p> <p>Staff use their own crockery to reduce risk. All areas are cleaned regularly, a dishwasher is available for cleaning crockery, utensils etc. No tea towels or hand towels are to be used.</p> <p>ICT equipment should not be shared. If this is not possible keyboards and work areas must be cleaned between use.</p>	medium	medium
Contractors working on the premises.	Exposure to infection from inadequate social distancing/ hygiene arrangements	All	Serious	<p>All contractors working on the premises will be required to follow control measures listed for visitors above. Where possible they will be required to visit after school hours.</p> <p>For areas where there are larger scale building projects in place, contractors will remain entirely separate from the school community.</p>	medium	medium

1:N P0 an P6 co curricular activities including breakfast club

<p>P0 and P6 co curricular and Breakfast Clubs</p>	<p>Arrangements for infection control, social distancing etc are not practised at Breakfast and Afterschool Club thus increasing the risk of infection within the school community.</p>	<p>All members of the school community</p>	<p>Serious</p>	<p>Guidance for September 2020 may be found as follows: https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</p> <p>No contact between students should be made including when playing sports in open areas such as football. See physical education section for full details on all sports.</p> <p>School provision: Control measures re: hygiene, cleaning etc set out above will be followed. Children will remain in their year group or bubbles where possible. Otherwise we will group children in small consistent groups. We will retain records of attendance and groupings for example travelling on buses.</p> <p>Multiple groups may use the same space with distancing between the groups. Here other protective measures set out within this risk assessment will be in place.</p> <p>Where we have an external provider on school premises: We will liaise with the external provider to ensure that they are aware of the control measures set out in our risk assessment and guidance above. We will support them in matching or exceeding the expectations set out within it.</p> <p>We will share information re; grouping our grouping of pupils so that these are maintained where possible.</p> <p>As with physical activity during the school day, contact sports should not take place.</p>	<p>medium</p>	<p>medium</p>
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1.P: Public Examinations (Use of the school as an Examinations Centre for existing and potentially returning students who are no longer on the school roll.)						
Engagement with track and trace	Failure to engage with the 'track and trace process' increases the likelihood of exposure to and transmission of coronavirus in the school community and beyond.	All members of the school community	Serious	<p>We will collect and keep contact information for candidates and invigilators (if we use them) so that we can share it with NHS Test and Trace if needed. This is particularly important for any external visitors, including any non-school staff assisting with exams, and candidates not on roll at the school or college.</p> <p>Every exam will have a seating plan, so we will add the names of the invigilators and cross reference them to the contact details we hold for candidates and invigilators.</p>	medium	medium
Arrival and departure of candidates	Poor social distancing increases the likelihood of the transmission of coronavirus	pupils and staff	serious	<p>Candidates will be advised to read the safer travel guidance before planning their journey to their exam, especially where the exam is being held in a location to which the candidate does not normally travel.</p> <p>As candidates arrive before the scheduled start time of exams, we will keep them separate from other students arriving at the school or college.</p> <p>We will identify a location where candidates will wait before the exam that can support social distancing between group 'bubbles' as well as between on-roll and off-roll candidates.</p> <p>We will also make sure that any candidates who arrive late for the exam follow social distancing measures.</p> <p>There will be a plan to manage candidates leaving the exam room and site, particularly as exams may finish at different times. As part of this, we will take into account any candidates who need extra time in exams.</p>	medium	medium

Cleaning	Inadequate cleaning increases the likelihood of the transmission of coronavirus.	pupils and staff	serious	<p>Exam rooms will be kept clean. Frequently touched surfaces (for example, door handles, individual desks) will be cleaned after every exam with the usual cleaning products, including the backs of chairs where candidates may pull chairs out to sit.</p> <p>Rooms do not need to be left empty between exams, provided they are cleaned properly each time.</p>	medium	medium
Setup in the exam room	Poor social distancing increases the likelihood of the transmission of coronavirus	pupils and staff	serious	<p>Desks will not be set up face to face. For GCSE, AS and A level exams, the minimum distance in all directions from centre to centre of candidates' chairs must be 1.25 metres, following JCQ's Instructions for Conducting Examinations.</p> <p>This distance is the minimum that must be maintained for students within a group bubble. For VTQ exams, we will follow the guidance specified by the relevant awarding organisation.</p> <p>All other candidates, whether in different group bubbles, private candidates or those returning to school or college to take exams, will be seated 2 metres apart from each other. These candidates can be seated in the same room.</p> <p>There is no overall limit on the number of candidates who can sit in a room, as long as desks are correctly spaced. The upper limit to the number of candidates who can take an exam in a room together depends on the desk spacing requirements.</p> <p>The importance of adequate ventilation will also be considered when selecting the room for exams. Invigilators may walk up and down aisles between desks, but there will also be points in the room where an invigilator can stand at least 2 metres from the nearest desks and see all</p>	medium	medium

				the candidates in the room.		
face coverings	Failure to wear a face covering increases the likelihood of the transmission of coronavirus in areas where social distancing cannot be observed.	pupils and staff	serious	<p>Candidates and invigilators do not need to wear face coverings during exams, but they may wear them if they wish to.</p> <p>Candidates and invigilators should wear face coverings in communal areas if the exam centre is in an area of local intervention, or if we have chosen to use face coverings in communal areas.</p> <p>Everyone who uses public transport to travel to exams should follow the requirements for wearing face coverings.</p>	medium	medium
invigilators	Poor social distancing increases the likelihood of the transmission of coronavirus	pupils and staff	serious	<p>We will follow our protocols in place for visitors and temporary staff. Invigilators can move between different schools and colleges. They should minimise contact and maintain as much distance as possible from other staff.</p> <p>Before the exams, we will advise invigilators what they need to do to minimise contact and maintain as much distance as possible from other staff.</p> <p>Invigilators do not need to wear gloves when collecting exam scripts from candidates but will be advised to wash their hands thoroughly and more frequently than usual and particularly after handling exam papers.</p>	medium	medium
Maintaining distance between staff and candidates	Poor social distancing increases the likelihood of the transmission of coronavirus.	pupils and staff	serious	<p>We will advise invigilators and other staff to stand alongside candidates when interacting with them, rather than face to face.</p> <p>For encounters of over 15 minutes, for example, when scribes, readers or other individuals are supporting candidates, staff should maintain a 2-metre distance where possible, for example using a separate room from other candidates. If staff cannot maintain a 2-metre distance, they should avoid close face to face contact and minimise time</p>	medium	medium

				<p>spent within 1 metre of others.</p> <p>These arrangements may not be possible when working with some candidates who have complex needs, in which case these candidates' educational support should be provided as normal during exams.</p> <p>If candidates need to leave the exam room and need to be accompanied for more than 15 minutes, staff will maintain a 2-metre distance where possible. If this is not possible, staff should take mitigating measures, such as standing alongside the candidate and considering using a face covering</p>		
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Part 2: Maintaining educational provision in the event of a local outbreak

Maintaining contact with pupils staying at home	Safeguarding concerns are not reported; pupil/ student is placed at risk.	All	Serious	<p>Concerns may become apparent during interaction in the community, online communication etc</p> <p>All school staff to be aware of arrangements in place for contact school DSL/ Deputies during the closure period.</p>	medium	medium
	Enhanced risks to pupils re: online safety resulting from increased internet exposure; working remotely without access to support from peer group and school	Pupils	Serious	<p>School to provide information to parents and pupils re: online safety. Including encouraging parents to set up age-appropriate parental controls and internet filters as applicable. Also signposting to support available for reporting bullying and online abuse.</p> <p>School to make parents aware of sites they are asking their children to use and school staff their child will interact with.</p>	medium	medium
	E-Safety. Inappropriate staff contact with pupils/ students	Pupils	Minor to Serious	<p>School E-Safety Policies continue to apply.</p> <p>Communication must only take place through school channels approved by the senior leadership team.</p>	medium	medium

				Staff must not make informal arrangements to contact students using their own phones/ devices etc.		
	Injury or contamination of staff undertaking home visits. Vulnerable pupils/ students are 'missed' through lack of contact etc.	Visiting staff	Serious	Staff to follow government guidance on social distancing. Speak to families on the doorstep or through a window if they are self-isolating. Any home visit will be carried out by 2 members of staff subject to risk assessment associated with that home, location and family profile. School Lone Working Procedures to be followed (including the maintenance of a school contact during the visit). Where the family is self-isolating ask that the child comes to the window so that they can be seen by professionals. If phoning families we will speak to the child as well.	medium	medium

PART 3: Arrangements for staff working from home during a local outbreak

Use of display screen equipment eg: laptop, desktop etc.	Back/neck/wrist injury from poor posture and use of equipment over a prolonged period of time.	Staff working from home	Serious	We follow guidance from HSE (March 2020) as follows: For those people who are working at home, the risks associated with DSE must be controlled. This includes doing home workstation assessments. However, there is no increased risk from DSE work for those working at home very temporarily. We have provided workers with advice on completing their own basic assessment at home using: www.hse.gov.uk/pubns/ck1.pdf We advise staff that there are some simple steps to be taken to reduce the risks from display screen work: <ul style="list-style-type: none"> breaking up long spells of DSE work with rest breaks (at least 5 minutes every hour) or changes in activity 	medium	medium
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				<ul style="list-style-type: none"> • avoiding awkward, static postures by regularly changing position • getting up and moving or doing stretching exercises • avoiding eye fatigue by changing focus or blinking from time to time. 		
Data protection	Data breach exposes staff or students to risk of harm. Data breach is undetected.	All	Serious	All staff have received GDPR training and are aware of their responsibilities re: use and transfer of personal data. School Data Protection Policies and Procedures apply. Staff are aware of their responsibilities for reporting a data breach to relevant staff at school. Our DPO is involved if required.	med ium	med ium
Workplace stress exacerbated by social isolation.	Depression Anxiety and other forms of mental illness	Staff working from home	Serious	Opportunities are in place for regular contact from line managers and colleagues. Albeit remotely via online methods. Access to counselling services is provided by Health Assured. All staff have been provided with details of this for use at home.	med ium	med ium

Section 3 – ACTION PLAN

Instructions for completion

1. Any item that has a risk rating of Red or Amber in section 2 above - the right-hand risk rating column needs to be addressed in this action plan. When you have completed this section, then decide and complete the box on page 2 that confirms when you will review this whole assessment. When you then review the assessment: 1. clear the review date box and 2. Move all the controls in the action plan section up into the main section to show they are now incorporated into what you do. *Now reassess and see if you can decrease the risk rating conclusions?*
2. When an item can be removed altogether (e.g. a dangerous staircase is removed) it can be deleted from section 2 but there must be a historic evidence trail (see point 4)
3. Some items are so high hazard that they will never be reduced to a risk rating lower than Medium – these must be kept in the action plan but can be marked as addressed and all being done that is reasonably practicable.

4. The original document and any changes to the Risk Assessment, over time, need to be documented for record-keeping purposes. This is especially relevant in the event of any legal claims.

What is the Hazard you need to Control? (high or amber from the risk rating column above)	What Additional Precautions do you need to either eliminate or reduce the risk to an acceptable level.	Who is Responsible for implementing these controls?	When are these controls to be implemented (Date)?	When Were these controls implemented (Date)?
MEDIUM items	<p>All the medium risk items are graded as such because the level of harm if Covid-19 is contracted is serious and potentially fatal.</p> <p>We have identified all the reasonably practicable control measures available and will actively monitor the issue in operation.</p> <p>The possible mental health issues and other injuries as a result of the changes to working arrangements are varied and largely unknown as this situation is unfamiliar and untested.</p> <p>The measures we have put in place (see table above and appendices) will reduce the risk of harm and of spreading or contracting the virus but nothing can eliminate it.</p> <p>The additional precautions are therefore to:</p> <ul style="list-style-type: none"> • Adhere strictly to the measures in place for staff and students • monitor on a daily basis on any situations where staff and students feel uncomfortable or unsafe. • Review the risk assessment each week and introduce additional measures in response to situations reported. • Revisit the risk in light of the initial two days opening with Year 7, Year 11, Year 12 and 13 • We will keep informed of the local and national data and use indicators such as the R rate of infection, number of cases and deaths to adjust our risk assessment either higher or lower. 	Justin Humphreys Mike Parsons Matt Maw	Reviewed Weekly	Additional safety measures to be implemented after each weekly review from September 1 2020

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References: Describe what standards are being applied (such as HSE Approved code of practice or Design and technology association training course guidance etc.) other supporting material. This can of course include the MAT/Establishment's own policies and guidance. For major risk assessments notes of consultation or other discussion may also be useful.

1. CST Employment Manual.
2. Health and Safety Policy
3. Staff Learning@School guide

Information to Aid the completion of the Risk Assessment format

Table 1: Definitions

Potential Severity of Harm	Meaning of the harm description	Likelihood of Harm	Meaning of likelihood
Fatal/Major Injury	Death, major injuries or ill health causing long term disability/absence from work.	High (frequent)	Occurs repeatedly/ to be expected.
Serious Injury	Injuries or ill health causing short-term disability/absences from work (over three days absence)	Medium (possible)	Moderate chance/could occur sometimes.
Minor Injury	Injuries or ill health causing no significant long-term effects and no significant absence from work.	Low (unlikely)	Not Likely to occur

Table 2: Risk rating matrix: Potential severity of Harm + Likelihood of Harm = Risk rating

	+ High (Likely)	+ Medium (Possible)	+ Low (Improbable)
Fatal/Major Injury	VERY HIGH Risk	HIGH Risk	MEDIUM Risk
Serious Injury	HIGH Risk	MEDIUM Risk	LOW Risk
Minor Injury	MEDIUM Risk	LOW Risk	No Significant Risk

Table 3: Action required: Key to Ranking and what action to take.

VERY HIGH Risk	STOP ACTIVITY! Take action to reassess the work/activity and apply reduction hierarchy before proceeding.
HIGH Risk	Action MUST be taken as soon as possible to reduce the risks and before activity is allowed to continue.
MEDIUM Risk	Implement all additional precautions that are not unreasonably costly or troublesome and monitor the situation on an agreed frequency.
LOW Risk	Monitor and review your rolling programme.