



Brentwood County
High School

Aspire. Believe. Achieve. Succeed.

RISK ASSESSMENT FORM

Assessors name: M Ryan	Date of Assessment: January 2021	Activity/Task: Using School post COVID-19 pandemic lock-down
Directorate: Education	Service: Secondary Schools Group:	Headteacher: Margaret Ryan

Hazards	Who may be harmed & How	Existing Controls	Risk Rating	Further Controls	Residual Risk	Actions by whom & when	Implemented Y/N
Failure to advise new starters of the updated policy and guidance relating to COVID19	Pupils/Staff/ Visitors Poor communication of documents, guidance and instructions, people not adhering to the guidance provided resulting in contagion	All staff, including new starters, to ensure they have read, understood and marked as read key guidance from DfE, school/trust policies and risk assessments on Every, including Prevention & infection control training, Use of PPE, pupil wellbeing training, Donning and Doffing training through oneSource and provide a certificate to the HR Department. New starters, must refer any queries about what they have read in policies and the guidance to ensure	Likelihood:3 Consequence:4 Risk Level: 12	All staff must read all updates to the risk assessment and policy in light of further restrictions being imposed. Where staff are unsure or require further reminders they MUST speak to a member of the leadership team.	Likelihood: 2 Consequence:4 Risk Level: 8	All staff led by SLT (January 2021)	Yes

		they have completely understood the expectations to a member of SLT.					
Impact on the community wellbeing as alert levels change	Staff, pupils and parent/carers Anxiety levels are high due to changing communication from the government about Covid19 and alert levels.	Regular communication regarding updates to the risk assessment and response to positive cases and alert level changes. Heads to share parental communication to enable a consistent approach in the event of a positive case in school.	Likelihood: 3 Consequence: 3 Risk Level: 9	All Heads to create and share with parents/carers an overview of what will take place in various scenarios linked to Covid-19.	Likelihood: 2 Consequence: 3 Risk Level: 6	HT (January 2021)	No
Exposure to COVID-19	Anyone exposed to the virus or an infected person. They may contract Covid-19 – with associated range of health outcomes	SLT to check latest Government guidance on a daily basis and include changes to the tier relevant to their school and community. Only pupils of keyworkers and vulnerable groups to use the facility. Identified groups of pupils to attend on certain days and times to support social distancing. Good handwashing technique taught to pupils, staff and parents. Handwashing Staff and pupils to wash hands more frequently including: <ul style="list-style-type: none"> • Before leaving home • On arrival at school • After using the toilet • After breaks and activities • Before food preparation 	Likelihood: 4 Consequence:5 Risk Level: 20	Signage posted around the building and extra sanitising stations. All staff and pupils have been educated on cleaning and staying safe by washing hand. Further training to be implemented to all years for face to face learning starting September. Twice daily rota of cleaning staff to frequently check the toilets and stock. Secure area for hygiene products with daily stock control monitoring Extra bins in place to dispose of items. Frequency of bins being emptied	Likelihood: 3 Consequence:5 Risk Level: 15	HT (January 2021)	Yes

		<ul style="list-style-type: none"> • Before eating, including snacks • Before leaving school • After coughing or sneezing • Sanitiser can be used but should not be a replacement for good hand washing <p>Regular checks made to ensure a good supply of soap and paper handtowels are available at hand washing areas and toilets.</p> <p>Regular, specific hygiene supplies and orders are in place for additional need and this is stored and monitored so that supplies are secured.</p> <p>Coughs or sneezes should be caught in a tissue. Tissues and bins to dispose of tissues provided.</p> <p>Students dropped off and collected from identified areas. Parent/carer not to enter the building. A 2 metre handover area in place.</p> <p>Parents/carers reminded to observe social distancing of 2 metres when collecting and dropping pupils to and from. Area marked out on flooring. This will be done through training sent out by SLT.</p> <p>Regular cleaning schedule in place including spot cleaning of highly used areas e.g. handles, toilet areas.</p>		<p>Designated areas for pupils to abide by social distancing requirements.</p> <p>Power point/Letter bullet pointing all expectations to be sent out to parents.</p> <p>Briefings for both staff and pupils given on a regular basis.</p> <p>Markings to be painted around the school for pupils to abide to and specified zones/canteen times and toilets</p> <p>Designated break and lunch areas.</p> <p>Pupils enter the school premises using government social distancing guidelines.</p> <p>School zoned off for pupils to be in certain areas. This includes lessons and break times.</p> <p>September return All pupils placed into year group bubbles with separate break, toilet and canteen areas.</p> <p>Letters to parents explaining the changes.</p> <p>New Covid 19 timetable to be produced so pupil movement is limited.</p>			
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		<p>Social distancing of at least 2m to be observed when planning the days activities and supervising pupils.</p> <p>Risk assessment in place and applied rigorously and amended as required regarding social distancing and all Covid19 protocols in school St Clare's to ensure all Trust updates are provided swiftly to enable consistency of approach in the Trust.</p> <p>2 metre distance markers are in place, PPE provided for staff, classrooms set up with desks facing the front.</p> <p>Site Manager to ensure the markings are maintained. Face shields have been supplied for every member of staff.</p> <p>Parent/Carers and staff will be instructed to remain 2 metre distance from any other adults.</p> <p>Concerns or celebrations that need to be discussed with parent/carers will be held via the telephone or email unless agreed by SLT.</p>		<p>Pupils to enter school and proceed straight to zones on return in September</p> <p>Letter to parents explain September start with all the information required e.g. zones etc.</p> <p>Increasing the promotion of hand washing at arrival and at regular intervals</p> <p>Advice and guidance to be given to pupils on first day of return in September</p> <p>Extra signage for reception areas, with limited amount of visitors and safety measures in place.</p> <p>Staff sharing offices must be 2m apart.</p> <p>Masks/face shields must be worn when staff are meeting or sharing and office which does not allow 2m distance</p> <p>Home visits must be agreed with SLT and strict protocols adhered to – please refer to Trust home visit risk assessment</p> <p>All new staff MUST sign to say they have read and understood the risk assessment and have received the appropriate PPE for their area of work and understand why the measures are in place.</p>			
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				<p>All staff reminded of the importance of maintaining distance from pupils and other adults at all times even within the bubble they are in.</p> <p>Head Teacher to review the bubble sizes and reduce the size where possible in line with the current guidance</p> <p>Staff MUST NOT have direct close contact - face to face contact with any individual for any length of time, within 1 metre, or unprotected physical contact (skin-to-skin) staff are advised to wear face coverings or masks at all times.</p> <p>Staff MUST NOT have proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with any individual</p> <p>Staff MUST NOT travel to work in a small vehicle, like a car, with any other person</p> <p>Staff must not use the staffroom for more than 15 minutes</p>			
<p>Work related travel</p> <p>Being in proximity of people infected with CV19 and/or</p>	<p>Employees, visitors</p> <p>An employee catches the virus travelling</p> <p>Causing severe infection/disease</p>	<p>Minimise non-essential travel, considering and preferring to have remote options</p> <p>Minimise number of staff travelling together in any one vehicle, using fixed partners, increasing ventilation and avoiding sitting face to face</p>	<p>Likelihood: 3</p> <p>Consequence: 3</p> <p>Risk Level: 9</p>	<p>No trips planned</p> <p>Staff to be advised not to travel together in school transport</p> <p>From September 2020 UK trips may begin, however full</p>	<p>Likelihood: 2</p> <p>Consequence: 2</p> <p>Risk Level: 4</p>	<p>All Staff (January 2021)</p>	<p>Yes</p>

increased time spent in this environment		Avoid public transport wherever possible Follow government advice for face coverings on public transport There will be no off site activities.		risk assessment must be carried out and only essential trips will be considered Promote the use of virtual meetings where possible with external agencies.			
Staff working at home	Employees, staff, visitors	Staff to follow the working from home guidance Communication between individuals /teams and Managers is clear: Agreed work activities Scheduled calls / contact time Access to resources e.g. Employee Assistance Programme (EAP) Wellbeing and Health (includes possible stress risk assessment) Staff giving clear guidance on wellbeing and contact details for support	Likelihood: 3 Consequence: 3 Risk Level: 9	Rota in place to minimise staff on site if needed for September All pupils and staff return to normal duties from September	Likelihood: 2 Consequence: 2 Risk Level: 4	All staff (January 2021)	Y
Failure to follow the updated policy and guidance relating to COVID19 on the full opening of the school	All staff	All staff have read and signed to say they understand the return plan for the full school, including expectations of all staff in school, use of PPE and change to timetables and breaks. Staff adhere to the changes and model the expectations for all pupils. Volunteer programs to be temporarily suspended for the autumn term 2020 to limit the number of people from outside visiting the school site. All pupils and staff are aware of all relevant policies and procedures including, but not limited to, the following:	Likelihood: 3 Consequence: 4 Risk Level: 12	All staff, including new starters, ensure they have read, understood and marked as read key guidance from DfE, school/trust policies and risk assessments on Every, including Prevention & infection control training, Use of PPE, pupil wellbeing training and recovery curriculum resources. All staff, including new starters, must refer to a member of SLT, any queries about what they have read in policies and the guidance to	Likelihood: 2 Consequence:4 Risk Level: 8	All staff (January 2021)	Y

		<ul style="list-style-type: none"> • Health and Safety Policy • Infection Prevention and Control Policy • First Aid Policy • Pandemic Policy • All policies with addendums linked to Covid19 <p>All staff should ensure they follow Trust/School policy and have regard to all relevant guidance and legislation including, but not limited to, the following:</p> <ul style="list-style-type: none"> • Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 • The Health Protection (Notification) Regulations 2010 • Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' • DfE and PHE (2020) 'COVID-19: guidance for educational settings' <p>The school keeps up-to-date with advice issued by, but not limited to, the following:</p> <ul style="list-style-type: none"> • DfE • NHS • Department of Health and Social Care • PHE • The school's local health protection team (HPT) <p>All staff are made aware of any prevention and infection control procedures and social distancing arrangements for when the school</p>		<p>ensure they have completely understood the expectations. All staff, including new starters, to complete hand hygiene, Infection and Prevention Control training and Donning and Doffing training through oneSource and provide a certificate to the HR to ensure their staff are fully trained in hand hygiene, donning and doffing PPE and understanding of the expectations of social distancing.</p> <p>New starters to be briefed during inset days</p>			
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		<p>reopens via email and signage around the school.</p> <p>All pupils and parents/carers are made aware of any infection control procedures and social distancing arrangements for when the school reopens via letter, email, website updates and signage around the school site.</p> <p>The Business Manager (KLY) conducts a review of all supplier arrangements to ensure they have adequate risk assessments in response to Covid19. Risk Assessments should be requested from all suppliers and kept in the Covid19 one drive file.</p>					
Staff /Pupil Competence in avoiding infection transmission	<p>Anyone in building</p> <p>Positive cases of Covid19 in school</p>	<p>All staff have completed hand washing e-learning;</p> <p>Additional signage of the expectations for hand hygiene and additional hand sanitizer dispensers have been allocated around the school.</p> <p>Expectations of when to wash hands (Or use hand sanitizer), include on entry to school, before and after using the toilet, before eating and after any break time.</p> <p>Limited sharing of resources, where they are shared children to wash their hands(Or use hand sanitizer)</p> <p>All staff MUST use their fob to sign in and out of the building and at all access points.</p> <p>Office staff MUST log any visitors to the school using the inventory console on their computer rather</p>	<p>Likelihood: 3</p> <p>Consequence:4</p> <p>Risk Level: 12</p>	<p>All new staff to complete hand washing e-learning</p> <p>All pupils will receive a half termly reminder of the briefing and watch handwashing e-learning.</p> <p>Head Teachers to monitor compliance of staff reading and signing the policies on EVERY.</p>	<p>Likelihood: 3</p> <p>Consequence:4</p> <p>Risk Level: 12</p>	<p>All Staff (January 2021)</p>	<p>Yes</p>

		<p>than the individual using the screen to log in.</p> <p>Anti-bac wipes are placed by classroom doors so that the door handle can be wiped after use. Children are not permitted to move around the school without adult supervision.</p>					
Shortage of staff	<p>Pupils & Staff</p> <p>Staff waiting for Covid19 test results</p>	<p>Staff isolating following contact from NHS test and trace must remote teach in to their class for the full working day, the class will be supervised by another adult during this time.</p> <p>Staff who are unwell with Covid19 symptoms should follow the government guidance</p> <p>All teaching/support staff have been trained in how to use the IT kit required to remote teach and the support of this process.</p> <p>All staff are aware that an individual risk assessment is available should they require it.</p>	<p>Likelihood: 4</p> <p>Consequence:4</p> <p>Risk Level: 16</p>	<p>Heads to plan detailed response to scenarios of multiple bubbles closing due to Covid-19, these should be shared with the CEO and uploaded to the website.</p>	<p>Likelihood: 4</p> <p>Consequence:4</p> <p>Risk Level: 16</p>	<p>HT (October 2020)</p>	<p>No</p>
Virus entering premises	<p>Staff, Students, Contractors and their families.</p>	<p>Parents & Staff issued with guidance on daily checks to undertake before bringing /sending their child to school.</p> <p>Parents not allowed on the school site. Only parents that are allowed on site will be by appointment under extreme circumstances</p> <p>Visitors not allowed on school site. The only visitors allowed must be</p>	<p>Likelihood: 3</p> <p>Consequence: 3</p> <p>Risk Level: 9</p>	<p>Cleaning materials available for each classroom so regular desk & surface cleaning can take place.</p> <p>Regular hand wash and hand gel routines.</p> <p>Cleaning teams aware of best practice and training in place for infection control</p> <p>September return</p>	<p>Likelihood: 2</p> <p>Consequence: 3</p> <p>Risk Level: 6</p>	<p>All staff (January 2021)</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>

		<p>agreed by Head Teacher/Head of School</p> <p>Visual check made by staff on each pupil as they arrive.</p> <p>Deliveries made using social distancing.</p> <p>Cleaning response to a confirmed or suspected COVID19 case is agreed</p> <p>Sufficient time enabled for enhanced cleaning schedule i.e. all staff leaving school by a certain time to enable cleaning to take place.</p> <p>Arrangements for accessing testing, when necessary, are in place.</p> <p>Staff are clear on returning to work guidance following infection.</p> <p>Volunteers programs to be temporarily suspended for the autumn term 2020 to limit the number of people from outside visiting the school site.</p>		<p>Parents and visitors entering the site are limited</p> <p>Timetable adapted to reduce movement around the building</p> <p>Year group bubbles set up</p> <p>Track and trace sheet at reception for visitors to complete</p> <p>NHS track and trace for visitors only in reception.</p> <p>Facemasks to be worn in reception for all parents and visitors.</p> <p>Contractors undertaking non health & safety work should undertake this work after the school day and the area to be thoroughly cleaned on completion.</p> <p>All meetings, including parent/carer meetings should be virtual rather than face to face until further notice.</p> <p>In the event of a parent/carer needing to pick up a child due to illness they MUST remain outside of the school building and the child will be taken to them by a member of staff in full PPE.</p>				<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>
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				NO parent/carer will be permitted to wait in the office area for any reason, they MUST remain outside until their child is ready for collection.			
Airborne Transmission	Staff, pupils	<p>It is important to ensure the classroom is well ventilated and a comfortable teaching environment is maintained.</p> <p>Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air as long as they are not fire doors.</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</p> <ul style="list-style-type: none"> • opening high level windows in preference to low level to reduce draughts • increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) • providing flexibility to allow additional, suitable indoor clothing e.g. coats. • rearranging furniture where possible to avoid direct drafts <p>Heating should be used as necessary to ensure comfort</p>	<p>Likelihood: 4</p> <p>Consequence: 4</p> <p>Risk Level: 16</p>			(January 2021)	

		levels are maintained particularly in occupied spaces.					
Arrival & Departure	Staff/Students	<p>Social distancing plans communicated with parents, including approach to breaches. Health check questions to be asked before child enters premises by staff.</p> <p>Students to go straight to their room for that day and their identified desk.</p> <p>Where possible room doors are open to reduce handles being touched.</p> <p>2m social distancing to be enforced on pupils and staff (markings on walls to show students where to stand and wait). Corridor markings for pupils when walking</p> <p>Staff to wear disposable gloves to open/close gate. Hands to be washed after glove disposal</p> <p>Hand sanitiser to be used at entry and exit points.</p> <p>Hand gel available in classrooms</p> <p>Risks assessments around students who might struggle to follow expectations.</p> <p>Regular monitoring checks from senior staff to check social distancing practice</p> <p>Approach to avoiding children congregating and breaching social distancing is in place.</p>	<p>Likelihood: 3</p> <p>Consequence: 4</p> <p>Risk Level: 12</p>	<p>Students who unable to follow procedures to be educated via distance learning from home</p> <p>Training for pupils before arrival to school and ongoing once in school</p> <p>Students will be let out to the toilet one at a time and the class door will be opened by the adult and then cleaned.</p> <p>September Return</p> <p>Students placed into year group bubbles according to government guidance.</p> <p>Timetable produced to support social distancing and restricting the amount of movement around including specific toilets for each year group</p> <p>On arrival pupils go straight to designated areas</p> <p>Pupils traveling by bus will have to adhere to bus companies regulations regarding social distancing</p> <p>At the end of the day, students will be walked down to their exit point by their member of staff and escorted to their gate or bus. No</p>	<p>Likelihood: 1</p> <p>Consequence: 3</p> <p>Risk Level: 3</p>	(January 2021)	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>

		<p>SLT to maintain high expectations and to be visible to ensure the risk assessment is adhered to at all times.</p> <p>Zero tolerance of anyone breaking the guidance resulting in them being banned from school grounds</p> <p>Staff have the option to wear disposable gloves to open/close door Hands to be washed after glove disposal.</p> <p>Hand sanitiser to be used when moving around the school</p>		<p>students can be collected by car on site unless a blue badge holder.</p> <p>Rota set up to stagger release times to avoid congestion and support social distancing.</p> <p>Where possible room doors will be open to reduce handles being touched.</p> <p>Social distancing to be encouraged between pupils and staff</p> <p>Staff must ensure they are safeguarding themselves and colleagues by wearing face shields/masks and adhering to social distancing rules. Therefore if a member of staff does test positive, others cannot be identified as being in close contact, allowing the school to run.</p> <p>Staff must ensure they are professional and apply social distancing at all times, especially outside of school. Members of staff should not have to self-isolate and be absent from school due to breaking the risk assessment in their own time.</p> <p>Staff to wear PPE if they wish.</p> <p>Hand sanitiser to be used at entry and exit points.</p>				<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>
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				Hand gel available in classrooms.			
				Risks assessments around students who might struggle to follow expectations.			
Staff conduct	Staff, students, contractors and visitors	<p>Staff to maintain government guidelines of 2 metre social distance from themselves and students.</p> <p>Staff to use staff toilets on the top floor near staffroom, or in the Trust corridor (no students to use).</p> <p>Option of PPE equipment such as masks and gloves. Every room has a sanitiser spray and disposable tissue for staff use if required.</p> <p>Staff to enter school via designated entrance points only.</p> <p>Staff to remain in designated work area allocated within each bubble zone or the option to use staff rooms following government guidelines of 2 metre social distancing.</p> <p>Teachers will be required to clean down the computer, mouse and keyboard after use with the sanitiser provided for the next teacher.</p> <p>Equipment or books left in the classroom by the teacher to must be left tidy to avoid clutter. All belongings should be left in the dedicated staff room in the zone on the teachers allocated table.</p> <p>If a parental meeting is being arranged this must be sent to reception in order for a room to be</p>	<p>Likelihood: 2</p> <p>Consequence: 3</p> <p>Risk Level: 6</p>	<p>Use larger rooms within school to combine year group classes if staff numbers are short.</p> <p>Staff must ensure they are safeguarding themselves and colleagues by wearing face shields/masks and adhering to social distancing rules. Therefore if a member of staff does test positive, others cannot be identified as being in close contact, allowing the school to run.</p> <p>All staff can request an individual meeting with Head of School to complete a personal risk assessment, or just meet to discuss issues regarding returning.</p> <p>Staff to take a test on the first day of symptoms and specify they are a key worker to get results back quickly. Staff are to send results email to HR office immediately on the day they receive the email.</p> <p>Staff to return to work on the day they receive a negative test result, most messages are sent at approximately 6am.</p>	<p>Likelihood: 1</p> <p>Consequence: 3</p> <p>Risk Level: 3</p>	(January 2021)	

		booked and parents to be allowed on site.		Staff self-isolating will deliver lessons via TEAMS to pupils at school. Cover or support staff to be in the lesson to monitor behaviour.			
Clothing	Staff, Students, Contractors and their families.	<p>Uniform policy (staff and students) to be amended so that all clothing can be washed after each day (e.g. no blazers, ties etc.).</p> <p>PE kit to be worn to and from school on PE days so no need to change</p> <p>Advice and precautions made aware to parents before school opens</p>	<p>Likelihood: 2</p> <p>Consequence: 3</p> <p>Risk Level: 6</p>	<p>Additional uniform available for low income families where washing each day could be a problem</p> <p>September return Letter to parents following government guidance that full school uniform can be worn to school.</p> <p>Normal dress code resumes from September</p>	<p>Likelihood: 1</p> <p>Consequence: 3</p> <p>Risk Level: 3</p>	January 2021	
Teaching	Students/Staff	<p>Social distancing is the main method of control available to schools to reduce the spread of the virus. The largest rooms in the school and those with sinks will be used. Rooms with fire exit doors and/or wide opening windows to be used to allow for effective air circulation</p> <p>Pupils to have an allocated desk for all lessons.</p> <p>Where possible students will use the same desk each day.</p> <p>There are sufficient rooms in the buildings to move for no re-purposing.</p> <p>Toilet visits limited to one per pupil per class. One class on each floor with toilets.</p> <p>Everyone to clean hands on return to the classroom</p>	<p>Likelihood: 3</p> <p>Consequence: 3</p> <p>Risk Level: 9</p>	<p>Consider staff streaming core lessons from school and upload.</p> <p>September Return Students placed into year group bubbles according to government guidance.</p> <p>Timetable produced to support social distancing and restricting the amount of movement around including specific toilets for each year group</p> <p>On arrival pupils go straight to designated areas</p> <p>All government guidance in terms of classroom, teaching, movement is implemented and adhered to</p>	<p>Likelihood: 2</p> <p>Consequence: 3</p> <p>Risk Level: 6</p>	January 2021	

		<p>No sharing of equipment. If sharing is necessary i.e. IT, cleaning procedures in place.</p> <p>Each activity should be risk assessed and should not be run unless the risks can be mitigated e.g. PE, Practical science lessons, DT/ FT</p> <p>Disinfection regimes are in place between sessions.</p> <p>Timetabling must minimise the movements of staff and students around the school</p>		<p>Extra IT equipment purchased</p> <p>All AC has been given the go ahead to be used</p> <p>No assemblies will take place for the foreseeable future following government guidelines. These will be done in smaller form group times via TEAMS</p> <p>Updated signage to be posted in year group zones to promote hand and respiratory hygiene, social distancing and areas to be used by given year groups.</p> <p>Staff Self-isolating to deliver live lessons through TEAMS</p> <p>Books must be kept in school and not home by pupils. This is to avoid transfer.</p> <p>Staff are able to request and individual risk assessment from PRA as and when required.</p> <p>Books are now allowed to be taken home by pupils for recap and prep and revision purposes. Staff are allowed to take sets of books home to mark.</p>			
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Classrooms	Staff/students	<p>Larger classrooms within each zone selected to use as teaching classrooms, avoiding smaller rooms, to ensure proper ventilation and ability for government guidelines of 2 metres distance between staff and pupils.</p> <p>Classrooms have been re-arranged to allow for 2 metre distance between pupils and staff as well as allowing students as much space as possible.</p> <p>Classrooms rearranged to allow for front facing teaching following government guidelines.</p> <p>Zones entry and exit routes have been determined and appropriate signage in place. Virtual tours have been created show the route to students.</p> <p>Any required resources are to be limited where possible.</p> <p>Students to be given equipment list which they will bring themselves. There is to be no sharing or giving out of equipment in school.</p> <p>The library will be closed to students except where there is a timetabled Accelerated Reader lesson. It will be cleaned after each session has taken place to minimise the cross-bubble contamination.</p>	<p>Likelihood: 3</p> <p>Consequence: 3</p> <p>Risk Level: 9</p>	<p>Notify the school if a potential case is likely to the school can follow procedure of isolating the bubble.</p> <p>Following government guidelines, if the cases constitute an outbreak the local authority will be notified.</p>	<p>Likelihood: 3</p> <p>Consequence: 3</p> <p>Risk Level: 9</p>	<p>HT Sept 2020</p>	
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		<p>The library will still allow for books to be reserved via a 'click and collect system.'</p> <p>Sixth formers will have a dedicated study area created within their zone in the drama studio for self-study periods. This will be supervised by a staff member.</p>					
Labs/art & music technology rooms	Staff/students	<p>All above control measures.</p> <p>Own equipment only.</p> <p>Use ICT equipment for practical demonstrations such as a visualiser so that students can remain at their desk.</p> <p>Windows to be opened to maximise ventilation.</p> <p>Adjust schemes of learning to ensure tasks are desk bound. Disinfection regimes are in place between sessions.</p>	<p>Likelihood: 3</p> <p>Consequence: 3</p> <p>Risk Level: 9</p>	<p>Only GCSE and A Level students will use specialist rooms and equipment to minimise cross-contamination.</p>	<p>Likelihood: 2</p> <p>Consequence: 3</p> <p>Risk Level: 6</p>	<p>HT</p> <p>Sept 2020</p>	
Green Room / SEND/ PLZ House	Staff/students	<p>The green room may be used for SEND students through the day without separation of bubbles but will require social distancing where ever possible.</p> <p>Staff supervising the green room should continue to keep a 2 metre social distance between themselves and students.</p> <p>Students will be invited to the PLZ only and cannot take themselves</p>	<p>Likelihood: 4</p> <p>Consequence: 3</p> <p>Risk Level: 12</p>	<p>Limit number of students in the green room and PLZ House at any one time</p> <p>Regular cleaning</p> <p>Over spill area for green room if needed</p>	<p>Likelihood: 3</p> <p>Consequence: 3</p> <p>Risk Level: 9</p>	<p>HT Sept</p> <p>2020</p>	

		<p>their. Where possible, social distancing will take place between bubbles.</p> <p>Staff to be present at all times supervising the PLZ keeping to a 2 metre social distance.</p>					
Transmission between groups	Everyone	<p>Classes will always remain in designated room unless it is their allocated break-time or for toilet use.</p> <p>Teachers will continue to work with the same groups.</p> <p>Other movement around the building by all staff and students will be minimized</p> <p>Staff to wipe down any surface or equipment they use in the staffroom with an anti-bac wipe or spray provided.</p> <p>Staff MUST maintain the minimum of 2m social distancing from other adults in school.</p> <p>Markings along corridors to show 2m distancing</p> <p>All IT kit to be thoroughly cleaned prior to the transfer to another bubble.</p> <p>Posters advertising expectations to restrict the transmission of Covid19 as much as practically possible</p> <p>Daily reminders to all children and regular email reminders to staff about expectations of maintaining good hygiene and social distancing.</p>	<p>Likelihood: 3</p> <p>Consequence: 3</p> <p>Risk Level: 9</p>	<p>Reduce numbers on site each day and continue to teach remotely with students accessing from home is an option that will be discussed and implemented according to need.</p> <p>September Return</p> <p>Students placed into year group bubbles according to government guidance.</p> <p>Timetable produced to support social distancing and restricting the amount of movement around including specific toilets for each year group</p> <p>On arrival pupils go straight to designated areas</p> <p>All government guidance in terms of classroom, teaching, movement is implemented and adhered to</p> <p>Wet Break - Year 7 – Main Canteen Year 8 – Main Hall Year 9 – Café Year 10 & 11 – Gym 6th form – Maths block</p>	<p>Likelihood: 2</p> <p>Consequence: 3</p> <p>Risk Level: 6</p>	HT (January 2021)	

		<p>Staffroom will be restricted in number allowed.</p> <p>Staff Meetings to continue to be held via TEAMS, recorded and minutes to be taken and shared where appropriate</p>		<p>Wet Lunch – Wet Break - Year 7 – Main Canteen Year 8 – Main Hall Year 9 – Café Year 10 & 11 – Gym 6th form – Maths block</p> <p>Exams for year 11 - Invigilators will be issued with face shields - they may also wear face masks if desired.</p> <p>Students must wear face masks into the exam venues until they are seated. During their exam they may wear face shields or masks if they wish to, but this will not be compulsory. Students must put face masks back on before they are dismissed from their exam venues.</p> <p>Students will be lead to exam venues by form tutors at the beginning of the day - this will be staggered to minimise crowding, and supported by senior staff.</p> <p>Senior staff will help supervise students both entering and leaving exam venues throughout the day, to minimise overcrowding, and to ensure students return to their classrooms promptly.</p> <p>Students must sanitise their hands on entering and leaving the exam venue.</p>			
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				<p>Exam papers will be put on desks before students enter their venue - the papers will be left on desks after exams, and collected when the students have left. This will help minimise contact. Gloves will be used for paper collection and distribution.</p> <p>Seats and desks will be wiped with antibacterial wipes by Invigilators after each exam sitting.</p> <p>Equipment handed out during exams must be wiped with an antibacterial wipe before handing it out, and after collection, to prevent cross contamination.</p>			
Staff & Student Competence	Anyone in building	<p>Staff to receive briefing and complete hand washing e-learning on Onesource.</p> <p>Students to receive a virtual tour and powerpoint of expectations and the new school day. Information on hand-washing will be included. Ensure all staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support.</p> <p>Staff competent in using TEAMS and other remote learning software.</p> <p>Staff to be briefed on INSET days on new school procedures.</p>	<p>Likelihood: 3</p> <p>Consequence: 3</p> <p>Risk Level: 9</p>	Remedial training available for staff and students if required	<p>Likelihood: 2</p> <p>Consequence: 3</p> <p>Risk Level: 9</p>	HT Sept 2020	

Competence of any staff wearing PPE	Staff using PPE & anyone exposed following onward transmission	<p>In addition to general items listed in section above.</p> <p>Allocated Staff to complete:</p> <ul style="list-style-type: none"> • Infection Prevention & Control e-learning; • Putting on and taking off PPE e-learning; • Competence Quiz. <p>Staff to achieve 80% pass rate in the quiz to undertake work using PPE. 1 resit is allowed before all the training must be repeated.</p>	<p>Likelihood: 3</p> <p>Consequence: 3</p> <p>Risk Level: 9</p>	<p>Posters and information on staff disposal and hand hygiene around the school.</p>	<p>Likelihood: 3</p> <p>Consequence: 3</p> <p>Risk Level: 9</p>		
Play/Sport/Exercise	<p>Staff/Pupils</p> <p>Transmission of Covid19 through lack of social distancing</p>	<p>Year groups will be rostered so access to outside areas is restricted to one bubble at a time using a given area.</p> <p>As per government guidance, any equipment used must be capable of being easily sterilised (e.g. plastic). Sterilisation must take place after each session.</p> <p>Equipment must be cleaned or rotated and left unused for 48 hours or 72 hours for plastics if used by different bubbles</p> <p>A face shield MUST be worn by staff during PE lessons due to the risk of droplets being transmitted due to shouting or due to breathlessness. All staff MUST sign to say they have read and understood the risk assessment and have received the</p>	<p>Likelihood: 4</p> <p>Consequence:4</p> <p>Risk Level: 16</p>	<ul style="list-style-type: none"> • 		SLT/all teachers (October 2020)	Yes

		appropriate PPE for their area of work and understand why the measures are in place.					
Break/Water	Staff/students/ Catering staff	<p>All students instructed to bring a water bottle each day. Water fountains not in use.</p> <p>Students to have designated lunch and break areas within their zones.</p> <p>Students to have designated canteen or grab and go within their zones.</p> <p>Students to wash hands before eating.</p> <p>School advises students bring their own packed lunch where possible.</p> <p>Grab and go meal deals will be available for students and staff that need them.</p> <p>We have Perspex shielding and hand sanitiser in place in the canteen.</p> <p>If weather dictates, breaks will be spent in the dedicated wet-play zones.</p> <p>No money to be taken by staff all must be processed via Parentpay.</p> <p>Staff to bring packed lunch wherever possible.</p>	<p>Likelihood: 3</p> <p>Consequence: 3</p> <p>Risk Level: 9</p>	<p>Ensure all pupils have a Parentpay account.</p> <p>When using biometrics the scanner will be sanitised regularly</p>	<p>Likelihood: 2</p> <p>Consequence: 3</p> <p>Risk Level: 6</p>		

		<p>Limited menu available to staff but must be paid for via ParentPay.</p> <p>Staff have access to staff rooms for break and lunch at a 2 metre social distance.</p>					
Drinking water	<p>Pupils</p> <p>Potential transmission of Covid-19</p>	<p>Water fountains to be closed and water supply turned off.</p> <p>Anti-bac wipes to be available at sink area</p>	<p>Likelihood: 1</p> <p>Consequence:4</p> <p>Risk Level: 4</p>	<p>Site Manager to check the correct signage is present at all water sources.</p>		<p>Caretaker (October 2020)</p>	<p>No</p>
Emergency evacuation	<p>Staff/Pupils/contractors</p>	<p>Where practicable maintain social distancing on evacuation routes. If impracticable priority is evacuation.</p> <p>PEEPS have been reviewed and amended accordingly.</p>	<p>Likelihood: 4</p> <p>Consequence:4</p> <p>Risk Level: 16</p>			<p>HT (October 2020)</p>	<p>Yes</p>
First Aid & administration of medicines	<p>Staff/Students</p>	<p>Students to be directed to undertake own first aid where applicable (e.g. washing grazes, application of self-adhesive dressings).</p> <p>If first Aid is needed in the classroom, you need to on call a member of staff, and the first aider will attend your room to assess following PPE procedures.</p> <p>If first aider needs to get closer to injured party/suspected infection with Corona virus to assess or treat they are to wear disposable aprons, gloves, face shield and RPE (FFP2) – (see also PPE competence, hand to mucous membrane transfer, and PPE transfer sections of r/a).</p>	<p>Likelihood: 3</p> <p>Consequence: 3</p> <p>Risk Level: 9</p>	<p>If non-emergency parent/carer called to collect and deal where applicable.</p>	<p>Likelihood: 2</p> <p>Consequence: 3</p> <p>Risk Level: 6</p>	<p>HT Sept 2020</p>	

Student Behaviour	Anyone in building	<p>Student behaviour policy reviewed and amended where necessary in line with the current circumstances.</p> <p>Any students with known patterns of misbehaviour which involve not following instructions should be dealt with by the head teacher following the behaviour policy.</p>	<p>Likelihood: 3</p> <p>Consequence: 3</p> <p>Risk Level: 9</p>	Where poor behaviour increases the risks to others students the behaviour/ SEND policy is followed.	<p>Likelihood: 2</p> <p>Consequence: 3</p> <p>Risk Level: 9</p>	HT Sept 2020	
Access/egress in building	Staff/Students/Contractors	<p>Access & Egress through corridor areas to be kept to minimum.</p> <p>Each zone to have to have their own entry and exit points to the building to ensure social distancing is kept between bubbles.</p> <p>Staff to use side entrance at all times for entry and exit points to minimise movement.</p> <p>Main staff room will be in use to staff. Government guidelines of 2 metre social distancing to be followed at all times.</p>	<p>Likelihood: 3</p> <p>Consequence: 3</p> <p>Risk Level: 9</p>		<p>Likelihood: 2</p> <p>Consequence: 3</p> <p>Risk Level: 6</p>	HT Sept 2020 Ongoing	
Toilets	<p>Staff/pupils/Contractors</p> <p>Potential transmission of Covid19</p>	<p>Where practicable bubbles to be allocated a set of toilets for their sole use.</p> <p>Liquid anti-bacterial soap and paper towels</p> <p>Everyone to wash hands upon return to classroom.</p> <p>Children will be escorted to the toilet when external to the classroom.</p>	<p>Likelihood: 4</p> <p>Consequence: 4</p> <p>Risk Level: 16</p>			Staff (October 2020)	Yes

		Increased cleaning throughout the day.					
Students & Staff with Allergies which can cause coughing (e.g. Hayfever)	Anyone in building	Parents to complete allergy declaration form. Parents to follow guidance on pre-school checks Information to parents to explain presence and purpose of masks.	Likelihood: 3 Consequence: 3 Risk Level: 9	Students/staff with coughs caused by allergens to cover mouth & nose with surgical mask.	Likelihood: 1 Consequence: 3 Risk Level: 3	HT Sept 2020 Ongoing	
Surface transfer	Staff, Students & Contractors	Regular cleaning schedule in place. Regular spot cleaning of highly used areas e.g. handles, hand-rails, toilet areas. Use of disinfectants with ratio 1000 ppm available chlorine. Any classes or areas used during the day will also be thoroughly cleaned between 15.30 and 20.00.	Likelihood: 3 Consequence: 3 Risk Level: 9	Remove unwanted furniture and reduce the number of surfaces.	Likelihood: 2 Consequence: 3 Risk Level: 6	HT Sept 2020	
Contractors working on site	Staff, Students & Contractors	Only essential maintenance work or essential repairs (e.g. school has no lighting), or work in segregated compounds to be undertaken. Contractors to work out of school hours where possible. Contractors not to work in classrooms when occupied by class group.	Likelihood: 3 Consequence: 3 Risk Level: 9	Contractor's operatives to use social distancing or appropriate PPE if tasks being undertaken cannot be completed whilst maintaining social distancing.	Likelihood: 2 Consequence: 3 Risk Level: 6	HT Sept 2020	
Transfer of virus onto/off PPE	Staff and potential onwards transfer	Wash hands before handling PPE. Don & remove PPE in specified order.	Likelihood: 3 Consequence: 3	Ensure all other social distancing measures are adhered to.	Likelihood: 2 Consequence: 3	HT Sept 2020	

		<p>After use double bag disposable PPE, storing securely (dry) for 72 hours and then add to normal rubbish arrangements.</p> <p>Re-usable PPE (e.g. rubber gloves used for general disinfection tasks) should be immersed in disinfectant, rinsed in clean running water and left to dry.</p> <p>Wash hands at end of processes.</p>	Risk Level: 9	Minimise the use of PPE	Risk Level: 9		
Suspected case of COVID-19 in School	<p>School Staff/ Teachers/Parents /Visitors to School</p> <p>Potential transmission of Covid19</p>	<p>If someone starts to display symptoms of COVID-19 whilst onsite (continuous cough, temperature or loss or change in their normal sense of taste or smell) then they should go home and follow the Government guidance for NHS test and trace.</p> <p>Where a pupil becomes unwell and is waiting for collection they will be moved to a separate area that is well ventilated identified for this use and then escorted out of the building to their parent/carer by a member of staff in full PPE.</p> <p>If an adult presents with Covid19 symptoms they MUST don a mask. If it's a pupil, the mask MUST be worn by the supervising adult in the isolated area. 2m distancing should be in place.</p>	<p>Likelihood:4</p> <p>Consequence:4</p> <p>Risk Level:16</p>			(October 2020)	

		<p>Isolation of the area where the person has been in contact and deep cleaning of the area</p> <p>In the event of a suspected case of COVID-19 the School should follow the updated flowchart Covid19 Flow chart of actions</p>					
Lifts, corridors and stairs		<p>Lifts are rarely used – only 1 person in a lift at a time Use of stairs to be promoted in a controlled manner.</p> <p>Regularly sanitise and wipe all the surfaces that staff may come in contact with i.e. buttons, doors, hand rails etc. install sanitiser units as required</p>	<p>Likelihood: 3</p> <p>Consequence: 3</p> <p>Risk Level: 9</p>			HT Sept 2020	

<p>Office staff exposure Someone entering the workplace/ office with CV19</p>	<p>Employees, pupils, visitors and their household An employee / visitor enters the workplace with CV19 and passes it onto others Causing severe infection/ disease</p>	<p>Review office areas to assess the requirements of screens and/or physical barriers</p> <p>Using protective (Perspex) screens where appropriate in contact areas such as public facing areas/rooms</p> <p>Staggering/control and filtering the number of visitors at any one time</p> <p>Using contactless payment options (where applicable)</p> <p>Introducing more services online</p> <p>Rotate the time spent in the office/contact facing roles to reduce time where possible</p> <p>Hand sanitiser made available at entrance and reception areas</p> <p>For shared areas (more than one staff member) a review of equipment to restrict shared items, touch/contact areas. Telephone headsets – they should only use their own.</p> <p>For shared areas the desk, telephone, keyboard, PC, PC hard drive box and any frequent contact surface should be cleaned between users.</p>	<p>Likelihood: 3</p> <p>Consequence: 3</p> <p>Risk Level: 9</p>	<p>Assessment completed</p> <p>A Physical barrier will be used to stop anyone entering the main reception office</p> <p>Signage will be in place for this Not applicable</p> <p>This will be managed as required</p> <p>In place at the front door and available for staff</p> <p>In the one shared area staff have their own headsets</p> <p>Spray cleaner and clothes will be available in the main school office to clean the shared switchboard and computer</p>	<p>Likelihood: 2</p> <p>Consequence: 3</p> <p>Risk Level: 6</p>	<p>HT Sept 2020</p>	
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<p>Office layout and space Someone entering the workplace with CV19</p>	<p>Employees, pupils, visitors and their household An employee / visitor enters the workplace with CV19 and passes it onto others Causing severe infection/ disease</p>	<p>Review office layouts and rearrange furniture where necessary to the standard that achieves 2 metre social distancing</p> <p>Managers monitor usage of spaces regularly</p> <p>For areas where regular meetings take place, using floor signage's to help people maintain social distancing (consider outdoor meetings when possible)</p> <p>Do not have staff sitting facing each other</p> <p>Have a seat plan and knowing who is sitting at each location</p>	<p>Likelihood: 3</p> <p>Consequence: 3</p> <p>Risk Level: 9</p>	<p>Completed – main office has sufficient space</p> <p>Will be monitored regularly</p> <p>N/A meetings will be held via teams or zoom</p>	<p>Likelihood: 2</p> <p>Consequence: 3</p> <p>Risk Level: 6</p>	<p>HT Sept 2020</p>	
<p>Kitchen/staff areas Someone entering the workplace with CV19</p>	<p>Employees, pupils, visitors and their household An employee / visitor enters the workplace with CV19 and passes it onto others Causing severe infection/ disease Causing severe infection/ disease</p>	<p>Social distancing in place with signage</p> <p>Taps/Kettles to be cleaned before and after use with appropriate cleaning material/wipes</p> <p>Staff reminded with signage next to taps NOT to allow their cups to touch the tap</p> <p>Staff behaviour staying alert to others around them and keeping to the 2 metre rule as a minimum</p> <p>Staff to be encouraged to wash their hands before / after eating for at least 20 seconds</p>	<p>Likelihood: 3</p> <p>Consequence: 3</p> <p>Risk Level: 9</p>	<p>Signage at appropriate points around the site</p> <p>Cleaning products will be available in kitchen areas</p> <p>Signage to be in place</p> <p>If using school cutlery in the dining hall leave on tray at the</p> <p>Wash up area in staff rooms. Signage to be in place as a reminder</p> <p>Inset day reminder</p>	<p>Likelihood: 2</p> <p>Consequence: 3</p> <p>Risk Level: 6</p>	<p>HT Sept 2020</p>	

		<p>Staff to dispose of their food waste into the bins provided, and clean their cutlery and put away</p> <p>Staff not to share cups and cutlery (bring own)</p> <p>These areas to have an increased cleaning regimes with spaces cleaned between uses during sessions following breaks and lunches in place managed and monitored.</p>					
Access to remote learning	<p>Staff /pupils</p> <p>In the event of a local lockdown staff unable to deliver and pupils unable to access learning to ensure continued provision of education</p>	<p>The Head of School works with the ICT technicians to ensure enough ICT devices, e.g. computers and laptops, are available to all identified vulnerable or disadvantaged pupils</p> <p>The Head of School and SLT work with teaching staff to ensure a plan is in place to provide adequate learning material during a local lockdown</p> <p>CPD has taken place to ensure ALL staff are able to deliver daily lessons, interact with pupils and provide feedback to aid progression.</p> <p>Risk assessments for all pupils with an EHCP are in place.</p> <p>Staff have access to IT kit that enables them to continue supporting learning.</p>	<p>Likelihood: 4</p> <p>Consequence:4</p> <p>Risk Level: 16</p>	<p>Additional IT expertise will be sourced to support the schools with IT communications.</p> <p>Kickstart Scheme will identify suitable Communication Ambassadors to support remote learning training.</p>	<p>Likelihood: 1</p> <p>Consequence:4</p> <p>Risk Level: 4</p>	HT (October 2020)	Yes

		<p>Additional chrome books have been purchased to enable remote learning.</p> <p>Google Classrooms continues to be maintained</p> <p>Acceptable Use Policies for both staff and pupils have been reviewed to take account of Covid-19 and remote learning/working.</p>					
Hand to mucous membrane transfer (eyes, nose, mouth)	<p>Staff, Pupils & Contractors</p> <p>Potential transmission of Covid19</p>	<p>Regular hand washing - in particular:</p> <ul style="list-style-type: none"> • On arrival/before leaving; • Before eating; • Before donning PPE/after removing PPE; • After using the toilets. • Cold/warm running water available for hand washing, with liquid detergent and hand dryers in each toilet • Additional hand sanitizer around the school • Bins emptied regularly throughout the day. • First emptied after morning break, then after lunch and then after the school day has finished. 	<p>Likelihood: 4</p> <p>Consequence:4</p> <p>Risk Level: 16</p>			(January 2021)	Yes

Review date: 15.01.21

Date communicated to staff: 26.01.21

Is a safe system of work required Yes

If a new activity/equipment/any changes have been identified then Risk Assessment must be reviewed otherwise it should be reviewed annually.

Risk Matrix

The matrix below is designed to help you in identifying a risk level for a given task or activity. Using your experience, the available evidence and existing precautions/ control measures in place you will have already determined the consequence of harm, and the likelihood of the harm being realised. The level of risk for the respective task or activity can now be determined using the following matrix.

		LIKELIHOOD					
		1	2	3	4	5	
CONSEQUENCE	Catastrophic	5	10	15	20	25	17-25 Unacceptable Stop activity and make immediate improvements
	Major	4	8	12	16	20	10-16 Tolerable Look to improve within specified timescale
	Moderate	3	6	9	12	15	5-9 Adequate Look to improve at next review
	Minor	2	4	6	8	10	1-4 Acceptable No further action, but ensure controls are maintained
	Insignificant	1	2	3	4	5	