

(Tier 4 – Lockdown – School closed to all students other than critical worker/vulnerable students) V5- Jan21
(Update to Clinically Extremely Vulnerable/Clinically Vulnerable and school trip guidance/mask wearing only)

Identify the Hazards (anything that may cause harm)	Who may be harmed and how	Assess the Severity	Control measures	Assess the Likelihood	What is the Risk Rating	Further Action Required
Environment/ Activity being undertaken	Site and Buildings					
Contractors, suppliers and visitors to site.	All persons on site	3	<p>Class sizes can return to normal and spaces used by more than one group will be cleaned between use. Classrooms returned to original layouts. Surface disinfectant/ paper towels to be used by staff/students to wipe down tables/ chairs/keyboards etc on entry.</p> <p>Contractors, visitors, suppliers on site increase the risk of transmission.</p> <p>Clear protocols in place for arrival on site and safe working practices:</p> <ul style="list-style-type: none"> • Site visits only by pre-arrangement - Clear expectations for all site visitors to take into account new procedures – BJ and JMW to oversee. • 2m exclusion zones/markings in Reception areas. • Information/signage for visitors/staff and students informing them of the infection control procedures -additional signage around the site – BJ/JMW/TYN/CXP • Provision of hand gel at main school entrance – 79+ hand sanitising stations being installed around the site • All non-essential visitors cancelled. All staff to ensure that all essential visitors to be made aware of new internal procedures – social distancing/one-way system • Deliveries and visits outside of school opening hours where possible. • Process for the acceptance of deliveries required i.e. area where deliveries can be safely left. Deliveries currently report to reception and directed to a single point for unloading in far side of restaurant or just inside Atrium front entrance. Housekeeper to ensure deliveries are moved on as quickly as possible. • All existing maintenance risk assessments to be followed for each task. <p>Site Managers or the schools Facility Management Company have continued to carry out monthly compliance checks; Make sure to confirm: Your complete water system has been chlorinated and flushed (all hot, cold and drinking water systems) before the buildings are reoccupied.</p>	3	Moderate	

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Failure to complete compliance checks			<p>All systems have been recommissioned before opening such as; gas, heating, water supply and catering equipment.</p> <p>Check your fire safety system; fire alarm, emergency lights and fire doors are all operational.</p> <p>The usual pre-term building checks will be undertaken prior to opening for autumn term such as, Hot and cold water systems Gas safety Fire safety Kitchen equipment Security Schools will continue with testing and statutory compliance checks as well as maintenance All statutory compliance checks and ongoing maintenance in place. Kitchen deep cleaned and equipment serviced.</p> <p>All necessary compliance testing and servicing has been maintained and carried out:</p> <ul style="list-style-type: none"> • Weekly flushing of all water outlets • All unused systems recommissioned, serviced and cleaned – gas, heating, water and catering equipment • Weekly check of fire safety system – alarm, emergency lights and fire doors are all operational <p>Specialist equipment used by pupils eg. Access, mobility and changing</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>			
Air Conditioning			<p>https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm Re-circulation air conditioning units will remain out of use.</p>	2	Moderate	
Increased risk of electrical shock		4	<p>Schools to consider electrical items taken off site when conducting their annual portable appliance testing All electrical equipment PAT tested annually.</p>			

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Increased risk of transmission Lack of available keyholders during emergencies Increased risk of transmission		3 4 3 4	School will ensure good ventilation for example, by opening windows <u>Classroom RA</u> confirms windows should be open to allow good ventilation. Schools to update key holder information if necessary SLT Keyholders to familiarise themselves with locking/ unlocking procedures. Schools to continue with visitors arriving outside of school hours where possible. Essential visitors only permitted on site. Payments to schools should be taken by contactless methods wherever possible. ParentPay is the preferred system for all payments. No cash payments accepted.	2 3 2 2	Low Moderate Low Low	
Other items to check	All persons on site	4	All areas and surfaces have been cleaned and disinfected. Full-time cleaning provision reinstated. Cleaning resources/gloves provided for students/staff to wipe down desks/chairs as students arrive for each lesson. Additional cleaning in place to wipe high traffic areas throughout the day – bannisters, door handles where possible. Check your kitchens are pest free and has been deep cleaned before food preparation resumes. A deep clean and servicing of all catering equipment has been carried out before September.	2	Moderate	
Failure to complete health & safety checks	All persons on site	4	Update of the schools H&S risk assessment is on-going	1	Low	SBM to continue reviewing and updating H&S RA
Planning and Organising	Teachers, TAs and students	2	Organise small class groups – smaller groups not possible with return of whole school. 3 bubbles introduced: Years 7 and 8, Years 12 and 13 and Years 9,10 and 11 <ul style="list-style-type: none"> Revised timetable to allow split breaks/lunch Organise classrooms and other learning environments <ul style="list-style-type: none"> Original layouts in all classrooms reinstated with forward facing seating where possible Seating plans in place and to be used at all time to assist with 'track and trace' if required All teaching spaces will be used Refresh the timetable & Stagger break times <ul style="list-style-type: none"> Revised timetable to allow split breaks/lunch 	1	Low	School procedural information updated and shared with students/staff as required

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			<p>Reduce movement around the school</p> <ul style="list-style-type: none"> All classroom doors to be wedged open, and windows open Using 'hand-safe' disinfectant/paper towels provided, staff to spray tables before lesson start. On entry students (1 between 2) to be given a sheet of paper towel to wipe down each double desk and associated 2 chairs and place towel in bin. Tall lidded yellow bins installed in each classroom for this purpose. <u>In-class Covid Risk Assessment</u> in place for all classroom requirements Extended one-way system implemented and compulsory for all KS3 students to remain in one base where possible. <p>Stagger assembly groups</p> <ul style="list-style-type: none"> Assemblies will continue on-line. <p>Stagger drop off and collection – not possible with whole school returning and 50% of students arriving on school transport.</p> <ul style="list-style-type: none"> On arrival – students to make their way straight to P1 classroom. There will be no congregating in public areas before lessons start. At the end of the day, those waiting for buses will be split into 2 areas – sports hall and atrium and will wait whilst maintaining social distance where possible. All other students to leave school promptly either on foot or to waiting cars. <p>How best to supplement remote education with some face to face support</p> <p>Plan drop off and pick up protocols</p> <p>Reduce unnecessary travel on coaches, buses and public transport</p> <p>Remove unnecessary items and store elsewhere</p> <ul style="list-style-type: none"> If possible, clear classrooms (to faculty storage rooms) of any unnecessary resources being stored in used rooms <p>Ensure communication with parents, pupils and staff of the above</p>			<p>Regular letters to parents with procedural updates/reminders</p> <p>Regular procedural updates/reminders to staff/students via briefing and assemblies/tutor time</p>
Emergency Evacuation and lockdown; failure to follow procedures leading to injury or loss of life	All	5	<p>As far as is practicable, the normal fire procedures within the school will be maintained, and staff briefed.</p> <p>Published emergency evacuation procedures within the school will be maintained, and staff briefed as part of normal start of year procedures.</p> <p>If this is not possible new fire procedures will be implemented and a practice drill will take place.</p>	2	Low	

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			<p>Review fire assembly point to accommodate social distancing - In the event of an emergency evacuation, safe and effective evacuation takes priority over social distancing.</p> <p>Fire exits will be unlocked, and fire routes will be kept clear during hours of occupation. Fire exits are checked as part of site locking processes. Someone in the school will be nominated to call 999 in the event of a fire. Reception staff will call 999 if required during the school day.</p> <p>Senior leader in school at all times - this will always be either IRT, MVW or SLW.</p> <p>Principal and SBM to hold list of all emergency/utility contacts.</p>			
Site security is compromised by new arrangements	All stakeholders	4	<p>Measures necessary for additional ventilation of the building have been and will be assessed and will not compromise fire safety or site security arrangements</p> <p>Normal security standard will apply.</p> <p>Additional ventilation via open doors and windows should not occur in unoccupied parts of the site.</p> <p>Risk assessments to have been done to cover open doors. Fire doors in public thoroughfares will not be propped open unless connected to the Fire Alarm system. <u>Classroom RA</u> directs staff to close opened classroom doors, once the room has been cleared, should an evacuation occur.</p> <p>Access control and intruder alarm systems checked - Normal maintenance service schedules maintained.</p> <p>New CCTV system in place for added site security with relevant access/user protocols in place.</p>	3	Moderate	
Cleaning equipment and consumables	Cleaning Team	4	<p>Full-time cleaning provision in place. Cleaning resources/gloves provided if necessary for students/staff to wipe down desks/chairs as students arrive for each lesson.</p> <p>Additional cleaning in place where possible to wipe high traffic areas throughout the day – bannisters, door handles.</p> <p>Ensure protocols around the cleaning expectations are understood and clear.</p> <p>Think about and confirm if there will be:</p> <ul style="list-style-type: none"> • Enough soap and hot water in every toilet • Enough hand sanitiser at the school entrance 	1	Low	<p>Weekly briefing used to remind/update staff on requirements for both staff and students.</p>

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			<ul style="list-style-type: none"> • A good supply of Tissues • Lidded bins or bags that can be tied, in classrooms for infected waste such as tissues • Gloves for handling infected waste • Enough bags for double bagging waste <p>Stock levels checked to ensure sufficient quantity of tissues, bin bags, soap and paper towels for toilets, paper towels/disinfectant for classrooms, relevant PPE</p> <p>Who will empty bin bags and replenish soap and hand sanitiser during the school day?</p> <p>79 new hand sanitiser stations installed around the site – all practical teaching spaces, public spaces, and entry/exit points to other teaching corridors. All will be topped up as required. Bottles will be available for other spaces.</p> <p>Bins will be emptied by cleaning staff daily.</p> <p>PPE in stock for staff including cleaning team who are required to wear PPE whilst carrying out cleaning duties.</p>			
Catering Increased risk due to none compliance	Pupils and staff	4	<p>School kitchens/meal provision will be fully operational from the start of the autumn term.</p> <p>School kitchens must comply with the <u>guidance for food businesses on coronavirus (COVID-19)</u>.</p> <p>Where catering is provided on site cutlery provided should be handed out by staff wearing gloves or allocated separately to users and not provided in communal storage where users select their own. Recycled disposable cutlery and containers, to ensure 2-touch maximum guidance is maintained, will be used initially and then reviewed. All food will be served, there will be no self-service.</p> <p>Food displays should be protected against contamination by coughing, sneezing, etc. Perspex screens will be used as necessary.</p> <p>Food and drink should only be consumed in areas that can be suitably cleaned.</p> <p>Hand washing facilities or hand sanitiser should be made available before entering a space where people eat and should be used again when leaving.</p>	l	low	<p>Regular procedural updates/ reminders to staff/students via briefing and assemblies/tutor time</p>

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			<p>Pupils should sit side by side and ideally all face in one direction when eating - not possible due to the numbers in school. Breaks/lunch/areas used staggered to accommodate the bubbles.</p> <p>Students instructed to all bring a bottle of water as water fountains currently out of use.</p> <p>Payments should be taken by contactless methods wherever possible. No cash accepted. New card reader in 6th form servery for card payments. Chairs and tables should be cleaned between each use. Cleaning team and duty staff on hand to wipe down in-between and during sittings.</p> <p>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up. Staff on duty to remind students. Posters displayed informing students.</p> <p>All areas used for eating must be thoroughly cleaned at the end of break/bubble, including chairs, door handles, vending machines and payment devices. Cleaning team on hand to wipe down in-between and during sittings. Wipes available to wipe biometric reader/card machine in-between use</p>			<p>Replacement foot operated water bottle refilling stations being sought</p>
Other items	Pupils	4	<p>Will drinking fountains be taken out of use? If so, add them to your weekly schedule for flushing of little used outlets</p> <p>Drinking fountains taken out of use. Students informed of the need to bring at least one full bottle of water each day. Regular flushing will be in place to ensure that safe reinstatement can be made when required.</p>	I	Low	<p>Regular letters to parents with procedural updates/reminders</p> <p>Replacement foot operated water bottle refilling stations being sought</p>
Environment/Activity being undertaken	Effective infection protection and control					
Creating an inherently safer system	All stakeholders	5	<p>The school will ensure that pupils, staff and other adults do not come into the school if they have covid-19 symptoms or have tested positive in the last 10 days.</p> <p>All persons with covid-19 symptoms are eligible and must get tested.</p> <p>We will ensure that anyone developing those symptoms during the school day are sent home.</p> <p>Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not school.</p> <p>Communication to parents/staff to reiterate that it is imperative that students/staff stay at home if unwell.</p>	2	Moderate	

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			<p>Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.</p> <p>Message clear, consistent. Posters placed in toilets, sinks and Medical Room. Introduction of hand sanitising stations where sinks are not available. Video or pictorial instructions for Student / Staff Briefing https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Best Practice Posters for Handwashing / Using Hand rub – incorporated into staff / student briefing and posters https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/886217/Best_practice_hand_wash.pdf</p> <p>Best Practice Hand rub https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/886216/Best_practice_hand_rub.pdf</p> <p>Ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach. Campaign Catch it, Kill it poster to be displayed / included in briefing to staff and students. Boxes of tissues available within all classrooms, Medical Room and Reception https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf</p> <p>Schools should ensure that no pupils are on the school grounds unless for agreed contact time or attendance as above.</p>			
<p>Personal Hygiene</p> <p>Lack of hand washing and hand sanitiser stations</p>	<p>Pupils and staff</p>	<p>5</p>	<p>The school will ensure there are sufficient hand washing and hand sanitising stations available to pupils and staff so that they can clean their hands regularly 79 hand sanitiser stations already installed. All staff/students will be reminded of requirement for regular hand sanitisation and the need for responsible use by all students. Additional signage displayed.</p> <p>Young pupils and pupils with complex needs will be supervised during the use of hand sanitiser. Staff working with students with EHCPs will provide additional support.</p> <p>The dangers of hand sanitiser will be explained to students on a regular basis. Message clear, consistent. Safe and responsible use only. Posters placed in toilets, sinks and</p>	<p>3</p>	<p>Moderate</p>	<p>Ongoing reminders during staff briefing/ student assemblies/tutor time.</p>

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			Medical Room. Introduction of hand sanitising stations where sinks are not available. Video or pictorial instructions available as above.			
Respiratory Hygiene Lack of good respiratory hygiene	Pupils and staff	5	The school will promote the 'catch it, bin it, kill it' approach to pupils and staff. Posters displayed prominently around the site. The school will ensure they have enough tissues and bins available around the school. A supply of tissues is available for every room. Lidded Bins will be available in each room. Young pupils and pupils with complex needs will be supervised and helped to get this right. Staff working with students with EHCPs will provide additional support. A further risk assessment should be conducted for those pupils who spit uncontrollably or use saliva as a sensory stimulant, to support the pupils and staff and is not a reason to deny these pupils face to face education N/A	3	Moderate	
Offsite activities	All stakeholders	5	No off site trips permitted during national lockdown.	1	Low	Reviewed if/when guidance alters
Educational Visits	Pupils and staff	5		2	Moderate	
Environment/Activity being undertaken	Measures to reduce contamination					
Shared play equipment	PE Dept and students	3	If you are using outdoor equipment (only one bubble permitted) it must still be sprayed with cleaning solution and left to dry, at the end of every day Outdoor equipment will be more frequently cleaned along with inside and outside resources. PE tech to be responsible for outside equipment. Timetabled PE can resume with the exception of all contact sports. All equipment to be disinfected using the classroom system above at the end of each session. 4 Hand Sanitisers stations in PE area for use before using shared equipment Weekly deep clean to be scheduled in. All PE staff have individual supply of hand sanitiser to spray student hands at beginning and end of outdoor lessons. Outdoor equipment to be cleaned between uses by separate bubble/groups. Plastic or metal equipment should be cleaned between use by bubble/groups/groups by spraying with a combined detergent disinfectant solution (at a dilution of 1,000 parts per million available chlorine) or a household detergent followed by disinfection	1	Low	PE dept to manage

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			<p>and then wiping off any residue with paper towels which should be disposed of in general waste bins.</p> <p>Timber and other types of equipment that may be more difficult to wipe over, should be sprayed with a combined detergent disinfectant solution or a household detergent followed by disinfection with particular attention paid to high touch areas such as hand rails etc.</p> <p>The cleaning solution should either be wiped off with paper towels or adequate time should be allowed for the cleaning solution to evaporate prior to the equipment's next use.</p> <p>The cleaning solution should be at a dilution of 1,000 parts per million available chlorine</p> <p>Surface disinfectant spray/paper towels will be available for staff/students/PE Tech to wipe down shared resources.</p> <p>PE Departmental Risk Assessment in place.</p>			
Shared resources and equipment	All stakeholders	4	<p>During the summer term, their use was minimised, or moved out of classrooms, and extra cleaning took place. That position has now changed for the autumn term. Please see <u>In-class Risk Assessment</u>.</p> <p>Handwashing before and after each lesson. Students instructed to use a hand sanitiser station on their way to and from lessons. 79 new hand sanitiser stations being installed around the site – all practical teaching spaces, public spaces, and entry/exit points to other teaching corridors. All will be topped up as required. Additional signage displayed. Bottles will be available for other spaces.</p> <p>Additional cleaning in place to wipe high traffic areas throughout the day where possible – bannisters, door handles.</p> <p>For frequently used items such as pens and pencils, staff and pupils should have their own items and they should not be shared. Staff and students to ensure that they have their own personal supply of stationery items.</p> <p>A central supply of pens/pencils/rulers/ erasers will be provided to staff for those students who do not have their own supply.</p>	I	Low	

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			<p>Cleaning of these items will take place regularly along with frequently touched surfaces. Surface disinfectant spray/paper towels will be available for staff/students to wipe down shared resources</p> <p>Staff are reminded to not share resources or take resources home.</p> <p>Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. Surface disinfectant spray/paper towels will be available for staff/students to wipe down shared resources. A deep clean of PE resources once/week.</p> <p>Equipment used during a practical lesson to be disinfected using classroom procedure at the end of each session.</p> <p>Students to hand sanitise at start and end of a practical lesson. Additional signage displayed.</p> <p>Lessons planned so resources are not shared where possible.</p> <p>Reading books will be cleaned/ quarantined when they are returned to school. Separate CILIP SLA Risk Assessment in place for school library.</p> <p>Any item from home that is required by a pupil and absolutely essential will be appropriately cleaned on arrival. This does not include personal items such as pencil cases and equipment for personal study.</p>			
<p>Resources going back and forth Increased risk of transmission</p>	<p>Pupils and staff</p>	<p>4</p> <p>4</p>	<p>Pupils will only bring essentials items into school such as, lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Students will be instructed to only bring in what they need for each day and not to share resources. Coats/bags and all belongings to be kept with the student and placed under desk in each lesson. Students to arrive in sports kit if they have a PE lesson that day. No changing facilities will be available.</p> <p>Pupils and teachers can take books and other shared resources home, unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development.</p>	<p>4</p> <p>3</p>	<p>High</p> <p>Moderate</p>	<p>Communicated to parents/students.</p>

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		4	Resources will be cleaned frequently and meticulously and always between bubbles or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. Surface disinfectant spray/paper towels will be available for staff/students to wipe down shared resources	3	Moderate	
Items requiring laundry	Where relevant	4	We will ensure that all items that are laundered within the school eg: Medical Room Blankets, lab coats, PE laundry are washed in line with guidance on cleaning in non-healthcare settings and that these items are not shared by children between washes. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings	1	Low	
Environment/Activity being undertaken	Educational Provision					
Government Guidance	All stakeholders	5	All students and staff are expected to return in September other than anyone (staff or student) who feels unwell should not attend. 3 x bubbles will be introduced for Students - Years 7 and 8, Years 12 and 13 and Years 9,10 and 11. Year 12 students no longer required to attend for whole day. Can now arrive for first timetabled lessons and leave following last timetabled lesson to reduce numbers in sixth form social areas. Timetable changes have been made to facilitate staggered/separate breaks. Staff to maintain social distancing throughout the school and wear face covering whilst moving around the site and in all indoor social spaces and multi occupancy offices, when not eating or drinking.	1	Low	Review termly Weekly staff briefing to remind staff
Physical activity in schools		4	Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. <ul style="list-style-type: none"> Pupils should be kept in consistent groups Sports equipment cleaned between each use by individual groups Contact sport avoided Schools can hold PE lessons indoors, including those that involve activities related to team sports, for example practising specific techniques, within their own system of controls 			
Increased risk of transmission during school activities	Pupils and Staff		Schools should consider how to reduce the risk, particularly where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. <ul style="list-style-type: none"> physical distancing and playing outside wherever possible 			

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			<ul style="list-style-type: none"> • limiting group sizes to no more than 15 • positioning pupils back-to-back or side-to-side, • avoiding sharing of instruments • ensuring good ventilation • No large groups playing indoors • Strict social distancing (2m for face to face) to be adhered to • Position wind and brass players so that the air from their instruments does not blow into another player • Use microphones where possible • Instruments should be cleaned by the pupil/person playing them <p>Music Dep to review and amend lesson plans. No extracurricular activities currently taking place but will be reviewed for Term 3.</p> <p>Separate PE Departmental <u>Risk Assessment</u> in place.</p> <p>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. Hand sanitisers in PE area to be used before and after lessons. Disinfectant/paper towers available for staff/students to wipe down all equipment used during lesson.</p>			Review termly
Social Distancing while at school	All stakeholders	5	<p>3 bubbles introduced as above and will remain separate during the day. Extended site-wide one-way system introduced.</p> <p>Breaks and lunch will be separated out and bubbles will have separate outside areas.</p> <p>Break 1 – Years 7, 8 and Year 13. 7&8 Atrium & restaurant/tennis courts 1&2(7) and 3&4(8) outside. Year 13 – Sixth Form Servery & External Pod and Canopy area.</p> <p>Lunch 1 - Years 7, 8 and Sixth Form. 7&8 Atrium & restaurant/tennis courts (if available) 1&2(7) and 2&3(8). Sixth Form – Sixth Form Servery & External Pod and Canopy area.</p> <p>Break 2 – Year 9, 10 and 11 and Year 12. Years 9&10 Atrium and restaurant/tennis courts 1&2(9) 3&4(10). Y11 External Pod and Canopy and Courts 5&6. Year 12 – Sixth Form Servery only.</p>	2	Low	Duty staff to ensure correct locations maintained.

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			<p>Lunch 2 – Year 9, 10 and 11. Years 9&10 Atrium and restaurant/tennis courts (if available) 1&2(9) 3&4(10). Y11 External Pod and Canopy and Courts 5&6.</p> <p>Students are not permitted to congregate in corridors and all students are requested to bring a waterproof coat as it may be necessary for students to spend a large part of break/lunch time outside.</p> <p>Increased number of staff duties to ensure sufficient staff are available during the additional break times and before and after school. Staff to continue social distancing in line with the measures the government is asking everyone to adopt in public and in workplaces. Minimise mixing for arrival, lunchtime, breaks and departure.</p> <p>Although bubbles should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk however face masks are to be worn moving around the site and in all indoor social spaces and multi occupancy office spaces. From 4.1.21 face masks to be worn in the classroom How to wear a non-medical fabric mask safely</p> <p>Schools should ensure wider adherence to the approaches set out in the implementing protective measures guidance, to minimise transmission risks.</p>			<p>Communicated to parents with expectation that they support the protective measures to minimise possible transmission risks.</p> <p>Face masks to be worn by all staff including under visors whilst moving around the site and in all indoor social spaces and multi occupancy office spaces</p>
Minimising risk outside of school	All pupils	4	<p>Pupils should be encouraged to walk or cycle where possible but we realise that a number of students will be needing to use buses.</p> <p>Car sharing for Year 12/13 students unless from the same household should be avoided. Public transport to travel to and from school should be minimised as far as possible</p> <p>We have approximately 850 pupils who will need to use school and public transport – we will have clear protocols in place for pupil arrivals and transition from drop off points to the school.</p> <p>Pupils will be mixing with each other and coming into contact with other people on the journey to and from school. Expectations communicated with students travelling on school/public transport to reduce travel where possible and maintain scrupulous hygiene measures when they arrive home as social distancing is not possible. Face coverings are to be worn on all school and public transport. Updated rule of 6 outside of school communicated to students.</p>	3	Moderate	<p>Communicated to parents to encouraging walking or cycling and to Y12 students that car sharing with someone outside of their household should be avoided.</p> <p>Communicated to parents/use of tutor time and assemblies to communicate to students.</p> <p>Rule of 6 not relevant during Lockdown periods</p>

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			Staff on bus duty will ensure that as students alight from buses or private cars and make their way through the school to their first lesson.			
Environment/Activity being undertaken	Management of expectations within the school					
Anxiety within school community re: prevalence and effectiveness of infection control and social distancing measures	All persons on site	3	<p>Communication with parents and children prior to reopening 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 • Attendance and non-attendance • 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 is available at: https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june Reassurance is key here.</p> <ul style="list-style-type: none"> • Give clear, consistent messages regarding procedures, behaviours and expectations of students, parents and staff. • Regular briefings to staff and students • To request parents, update contact numbers and to reiterate they are contactable and available to collect their child anytime whilst at school if they become unwell. • If anyone develops coronavirus (COVID-19) <u>symptoms</u> in an education setting they will be sent home and advised to follow the <u>staying at home guidance</u>. • Whilst waiting they will be placed in either Medical room 1 or 2. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2M away from other people. • If they need to go to the bathroom while waiting to be collected, they will use a separate WC. This will be cleaned and disinfected using standard cleaning products before being used by anyone else. 	2	Moderate	

Identify the Hazards (anything that may cause harm)	Who may be harmed and how	Assess the Severity	Control measures	Assess the Likelihood	What is the Risk Rating	Further Action Required
			<ul style="list-style-type: none"> • PPE will be worn by staff caring for the child. • If unwell they will be advised, not to visit the GP, pharmacy, urgent care centre or a hospital but to call 111. • If they are seriously ill or injured or their life is at risk 999 will be called. • If a member of staff has helped someone who was taken unwell with coronavirus (COVID-19) <u>symptoms</u>, they do not need to go home unless they develop symptoms themselves. They should follow handwashing and cleaning protocol <u>guidance on cleaning in non-healthcare settings</u>. 			
Personal safety	All persons on site	5	<p>A register of all children on site will be maintained.</p> <p>Staff will also sign in and out at one of the terminals located in the Atrium or rear of the theatre.</p> <p>Normal school procedures for pupils arriving or leaving outside of the start or end of the normal school day will be in place.</p> <p>Staff will avoid working in isolated parts of the site and outside of the means to summon assistance if required.</p> <p>All normal school safeguarding processes and procedures will apply.</p>	2	Low	Email reminder from DSL of procedures during remote teaching/learning
Afterschool and Breakfast Clubs	N/A	N/A 4	<p>Schools to work towards resuming their breakfast and after-school provision where possible.</p> <p>Schools to consider how they can make such provision work alongside their wider protective measures;</p> <ul style="list-style-type: none"> • keeping pupils within their year groups or bubbles where possible <p>Schools to ask parents to limit the number of wraparound providers they access as far as possible.</p> <p>Breakfast, lunch or afterschool clubs not currently offered. Lunchtime revision sessions will be offered from Term 2.</p>	3	high	Aim to resume some afterschool clubs from Term 3.
Staff Training	All staff	4	<p>Written instruction and training (if necessary) as outlined in this risk assessment will be provided re: operational procedures, to all staff.</p> <p>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) – staff should follow the guidance and report their symptoms to 111 and isolate for 10 days unless a test proves negative. All other members of the household should isolate for 14 days unless a negative test is gained. 	2	Low	

Identify the Hazards (anything that may cause harm)	Who may be harmed and how	Assess the Severity	Control measures	Assess the Likelihood	What is the Risk Rating	Further Action Required
			<ul style="list-style-type: none"> • Day to day organisation and procedures including arrangements for cleaning covered in In-class RA. • Arrangements for breaktimes and lunchtimes – covered below • 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) covered below • Changes to school behaviour policies covered below • Site security and fire safety including evacuation and lockdown procedures – covered previously in RA • Regular on-line updates via staff briefings have been provided for all staff throughout the summer term. Any further updates will be outlined at the beginning of term in September. • If Staff suspect that a student is displaying Covid symptoms, they should contact the academy nurse who will attend the classroom in PPE and escort the student to the Medical room. • A member of the cleaning team in relevant PPE will be report to the room to clean down the area where student was sitting. • Where a student is generally unwell (not Covid) the student should present to Medical Room following normal school procedures. • The students will be triaged through the Ante room window initially and moved to single Medical Room if required. • PPE will be worn when assessing students as 2M distance not possible within Med 1 and 2. • PPE will be in accordance to the government guidance and donned and doffed according to the instructional videos. • PPE Instructional videos https://www.youtube.com/watch?v=-GncQ_ed-9w • When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on <u>how to put PPE on and take it off safely</u> in order to reduce self-contamination. • Posters/Videos will be shared with those staff recognised as requiring PPE Academy Nurse/ First Aiders/Premises/TAs/Pastoral. • Posters will be displayed within Medical / Premises areas 			<p>Premises Team/Cleaning Team/SBM to be alerted to arrange cleaning where the student was sitting.</p>
Staff Transport	Where relevant	3	<p>Staff, if possible, ensure social distance on public transport and wear PPE. On arrival ensure appropriate handwashing/sanitisation is undertaken.</p> <p>Cycle storage is available – staff will need to provide own security device.</p> <p>Car sharing between staff is to be avoided.</p>	2	Moderate	<p>Procedural updates provided in weekly staff briefing.</p>

Identify the Hazards (anything that may cause harm)	Who may be harmed and how	Assess the Severity	Control measures	Assess the Likelihood	What is the Risk Rating	Further Action Required
Attendance Expectations Lack of attendance resulting in falling further behind	Pupils	3	In March it was made clear that no parent would be penalised or sanctioned for their child's non-attendance at school. The situation has now changed. Schools to ensure parents and pupils are aware that attendance is mandatory from the beginning of the autumn term.	2	Low	Communicated to Parents.
Environment/Activity being undertaken	Staff Wellbeing					
Display Screen Equipment	All staff	3	Staff undertaking administrative duties using DSE will adjust the available workstation to meet their own ergonomic needs; where necessary, health risks and discomfort will be mitigated by the taking of regular micro-breaks at intervals of no greater than 30 minutes. Follow and refer to <u>EAT DSE Procedure and Checklist</u> Hot desking or sharing ICT equipment should be avoided at all times. If shared use necessary, user to disinfect equipment using provided resources at beginning and end of use.	2	Moderate	SBM to carry out DSE audit on all desk based staff of more than 3 hours/day and meet the required criteria
Manual Handling	All staff	3	Staff will avoid moving any equipment or materials that is unsafe for them to do so and should inform the site team of need via <u>Premfaults</u> Reporting System.	1	Moderate	
Staff affected by the working experience.	All staff	2	Government guidance now advises two categories Either Extremely Clinically Vulnerable and Higher Risk https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing The risk factors for Covid are Age, Sex, Ethnicity and Co-morbidities On-line staff meetings via Teams and regular updates by Principal. Central EAT staff wellbeing surveys carried out. Staff office areas can be used but social distance requirements must be maintained. Face masks <u>How to wear a non-medical fabric mask safely</u> should be worn in all multi-occupancy offices	2	Low	Procedural updates provided in weekly staff briefing.
Staff Breaks	All staff	4	Staff will be encouraged to take designated breaks safely and within their faculty areas or classrooms to reduce numbers in faculty areas during busy periods. Food and drink can be consumed in classrooms by staff only to reduce numbers in faculty areas.	4	Moderate	Procedural updates provided in weekly staff briefing.
Staff anxiety re: returning to work and potential exposure to the virus.	All staff	2	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.). Staff wellbeing being supported by individual risk assessments and discussions.	1	Low	

Identify the Hazards (anything that may cause harm)	Who may be harmed and how	Assess the Severity	Control measures	Assess the Likelihood	What is the Risk Rating	Further Action Required
			<p>We have signposted to relevant counselling services. Staff can refer to the following for additional support; Excalibur Newsletter/STJ Mental Health Website / Designated Lead for Mental Health – To discuss concerns and options /GP / IAPT 1:1 sessions available from in-school Counsellor (Self referral) Regular de-briefs to allow opportunities to discuss any emerging areas of concern. HR advice is available if required.</p> <p>We are working with the trade unions.</p> <p>Training and written instruction is provided re: operating procedures to all staff.</p> <p>NB: Retain for future reference with this risk assessment as an appendix. We have followed guidance from Excalibur Trust re: the completion of an Equalities Impact Assessment in relation to the development of this risk assessment.</p>			
Miscellaneous H&S	All staff	4	In all instances, all staff are instructed to seek advice from the Principal, SBM (B Jones) and J Worby as Site manager over any uncertainty about suitable health and safety measures.	2	Low	Staff will be updated on any logistical changes via email or staff briefings.
Volunteer wellbeing (if applicable)	N/A	N/A	<p>Volunteers have been informed not to attend at this time</p> <p>Necessary volunteers will be treated in the same way as school staff, provided with the same information, instruction, training and equipment.</p> <p>Necessary Volunteers will be included in regular communications and be given the opportunity to feedback any concerns.</p>	N/A	N/A	Reviewed termly
External Support	Only if pre-arranged	3	<p>Discussions with parents will be taken if external support is required for their child to attend school. SEND or Social Care or other external agencies but only by appointment.</p> <p>Signage in place to remind visitors of social distancing and infection control procedures. Only essential external visitors to school will be permitted. Visitor Forms re-introduced to allow for normal school approval process to take place for all proposed and authorised visitors.</p>	1	Low	
Environment/Activity being undertaken	Individual staff requirements					
Pupils who attend more than one setting Increased risk of transmission	Pupils and staff	4	<p>Where a child routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and an alternative provision setting or special school.</p> <p>Schools will collaboratively work through systems of control, addressing any risks identified.</p>	3	moderate	SEN to monitor and amend individual RAs as necessary.

Identify the Hazards (anything that may cause harm)	Who may be harmed and how	Assess the Severity	Control measures	Assess the Likelihood	What is the Risk Rating	Further Action Required
Concerns from staff in identified work groups	Clinically extremely vulnerable	4	Government Guidance from the 04 January 2021, all staff classified as clinically extremely vulnerable must work from home until further notice.	I	moderate	Ongoing communication with staff in these categories.
	Clinically vulnerable (incl. Pregnant women)	3	Government Guidance from the 04 January 2021, all staff classified as clinically vulnerable should work from home where possible. If this is not possible and CV staff are working from school particular care should be taken whilst in school. As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance (above). Staff within their third trimester are advised to be particularly attentive to social distancing. All staff are required to maintain a 2 metre social distance. PPE (face shields) will be available for all staff in this category plus all classroom based/student facing staff. From November face masks How to wear a non-medical fabric mask safely to be worn under face shields.	I	Low	Individual RAs reviewed, updated and signed by all CV staff. Face masks to be worn in addition to face shields when moving around the site.
	Living with extremely clinically vulnerable	2	Staff who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. Staff made aware. All staff are required to maintain a 2M social distance. PPE (face shields) will be available for all staff in this category plus all classroom based/student facing staff . From November face masks How to wear a non-medical fabric mask safely to be worn under face shields.	I	Low	Face masks to be worn in addition to face shields when moving around the site.
	Staff at increased risk	3	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 . Schools to discuss staff members concerns, explaining the measures the school has put/or will put in place to reduce risks. School leaders should try as far as practically possible to accommodate additional measures where appropriate. Individual concerns addressed.	3	moderate	
Others concerns			Any member of staff travelling abroad should inform the Principal as they will need to follow appropriate quarantine arrangements.			
Staff to staff interaction increases the risk of transmission		5	No physical contact. It is important to maintain social distance for staff wherever possible. No close contact activities. Staff to maintain social distancing throughout the school and wear face covering whilst moving around the site and in all indoor social spaces and multi occupancy offices , when not eating or drinking.		critical	

Identify the Hazards (anything that may cause harm)	Who may be harmed and how	Assess the Severity	Control measures	Assess the Likelihood	What is the Risk Rating	Further Action Required
			<p>As guidance, if you come into contact with a person who contracts Covid the following could apply;</p> <p>Direct contact of 1m or less could mean you have to self-isolate if not wearing a mask</p> <p>Close contact within 2m for more than 15 mins could also mean you have to self-isolate if not wearing a mask.</p> <p>It is recommended that staff meetings are restricted to a maximum of 4 people.</p> <p>SLT meetings should not be conducted in one area, but rather separated into at least two groups and conducted remotely. This will reduce the impact should someone within a group later contract Covid.</p>			<p>Procedural updates provided in weekly staff briefing or by email</p> <p>SLT to Action</p>
Environment/Activity being undertaken	Staffing availability and ratios					
Appropriate trained staff must be available	Pupils and staff	5	Schools need to ensure there are staff available with first aid, DSL training, SEND expertise. All relevant trained staff are expected to return in September. Additional staff have been First Aid trained.	2	Low	
Staffing ratios insufficient for pupil numbers and grouping arrangements. Need to consider safe levels of supervision and social distancing arrangements	Pupils and staff	5	<p>Carry out an audit on staff availability and review regularly.</p> <p>The usual staff absence reporting applies, staff must inform the Principal or Senior Vice Principal as soon as possible if there is any change to their circumstances that will affect their ability to work.</p> <p>Ensure the Principal, first aider, DSL, SENCO are on site at all times.</p> <p>All normal SEN procedures in place for start of term to ensure that student needs are met.</p> <p>A confirmed contingency plan in place if full or partial closure of the school is required at short notice.</p> <p>If there is a shortage of teachers we will consider using TA's to lead a group and maintain ratios.</p>	2	Low	
<p>People who attend multiple sites</p> <p>Increased risk of transmission</p>	Pupils, staff and visitors	4	<p>Parents are not allowed on site without an appointment</p> <p>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools, ensuring they minimise contact and maintain as much distance as possible from other staff. Peripatetic staff currently not on site but situation reviewed termly. All other temporary staff will be aware of our enhanced hygiene and social distancing</p>	1	Low	<p>Procedural updates provided in weekly staff briefing or by email</p>

Identify the Hazards (anything that may cause harm)	Who may be harmed and how	Assess the Severity	Control measures	Assess the Likelihood	What is the Risk Rating	Further Action Required
			<p>procedures. St John's staff to not visit other schools unless essential. Due to the small size of our individual music practice rooms and lack of natural ventilation it is still not possible to reinstate our peripatetic music lessons.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. School to ensure that guidance on physical distancing and hygiene is explained to visitors on or before arrival. Visitor Code of Conduct updated with Covid requirements.</p> <p>Schools will ensure that Contractors completing work on site will where possible, do so outside of school hours.</p> <p>School to ensure that guidance on physical distancing and hygiene is explained to visitors on or before arrival. Visitor Code of Conduct updated with Covid requirements.</p> <p>Contractors must notify the premises staff (or receptionist) of all areas visited, in order that these can then be thoroughly cleaned. A record of all visitors to school will be kept.</p>			<p>The situation will be reviewed in Term 3 for Term 4.</p>
Environment/Activity being undertaken	Pupil Wellbeing					
Pupil wellbeing is impacted by the current situation causing physical and mental ill health	Pupils	2	<ul style="list-style-type: none"> • Counselling service to continue on-line except in exceptional cases. Staff to student 1-1 – counselling/mentoring/pastoral support if required with social distancing 2M maintained at all times. Pastoral office layout updated to ensure no face-to-face staff desks. Face masks How to wear a non-medical fabric mask safely to be worn. Students not to enter office to reduce numbers and possible cross-bubble interaction. • Academy Nurse / Designated Mental Health Lead on site • STJ Mental Health Policy and Website available for resource and information https://www.stjohns.excalibur.org.uk/life-at-st-johns/mental-health/ • A 'What do to if you are worried about a student's mental health flow chart' to be launched. Copies/link to document provided to staff. • Guidance and care planning for Academy Nurse and Pastoral staff is being developed to ensure evidence based, consistent and escalation / referral procedures are followed. • On line training has been completed by Medical / Pastoral staff for Adverse Childhood Events and Bereavement. • Bereavement Policy has been updated . 	2	Low	<p>Pastoral staff to adapt working procedures to comply with RA requirements. G175 available as a private meeting space for the majority of the time.</p>

Identify the Hazards (anything that may cause harm)	Who may be harmed and how	Assess the Severity	Control measures	Assess the Likelihood	What is the Risk Rating	Further Action Required
Pupil welfare A change in family circumstances likely to have an adverse effect on pupils ability to reengage within school	Pupils	2	<ul style="list-style-type: none"> Staff have contacted families to ensure that they are aware of any potential issues that have arisen during the lockdown period and that relevant support is made available. All normal SEN procedures in place for start of term to ensure that student needs are met. All students with additional medical needs are identified within the T Drive and within SIMS. Medical Conditions Policy and First Aid policy adhered to with reference to emergency procedures and medication administration. Emails to be sent to staff with details of students that have Individual Health Care Plans(IHCP). 	2	Low	
Anxiety re: coronavirus, and changes to their learning environment	Pupils	2	<p>Government Guidance from the 04 January 2021, all schools are closed to students other than critical worker/vulnerable students. Remote learning provided to those not in school.</p> <p>Tutors to make regular contact with all tutee families during remote learning period and feedback any concerns regarding technology or learning issues.</p> <p>Pupils and their families given advance notice of what to expect when they return to school.</p> <p>Behaviour expectations will be explained to all pupils and reinforced by all staff to support pupils in understanding that it is safe to be in school.</p> <p>Video available to supplement the information being given out to parents and pupils.</p> <p>Information to parents to be specific about the behavioural expectations and clear lines to parents about consequences for anyone flouting the rules – zero tolerance.</p>	2	Low	<p>Tutors to phone home referring to ClassCharts student engagement statistics.</p> <p>Regular letter to parents to include updates on Covid prevention measures.</p>
School is unable to meet the needs of pupils with an EHP	Pupils	2	<p>We have reviewed our existing risk assessments of children with an EHC plan and will follow guidance set out below to tailor provision to meet the needs of individual pupils as far as possible.</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance</p>	1	Low	
Ineffective reintegration of young/ vulnerable pupils who have not been attending	Pupils (Possible low numbers here)	1	This may include pupils who have themselves been shielding previously but have been advised that this is no longer necessary, those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes.	1	Low	Pastoral team to monitor and provide advice.

Identify the Hazards (anything that may cause harm)	Who may be harmed and how	Assess the Severity	Control measures	Assess the Likelihood	What is the Risk Rating	Further Action Required
school for a number of weeks causes anxiety and distress for parents and pupils			<p>Schools will identify pupils who are reluctant or anxious about returning or who are at risk of disengagement and develop plans for re-engaging them.</p> <p>Schools will communicate clear and consistent expectations around school attendance to families.</p> <p>Schools can use the additional catch-up funding as well as existing pastoral and support services, attendance staff and resources and schools' pupil premium funding to put measures in place for those families who will need additional support to secure pupils' regular attendance.</p> <p>Schools will work closely with other professionals as appropriate to support the pupils return to school. See DfE - Supporting pupil and student mental wellbeing</p> <p>As parents 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.</p> <p>We will ensure that we have a contact number for the parent so that we can call to ask them to collect their child or provide reassurance to the parent if required.</p>			<p>Pastoral team to monitor and provide advice.</p> <p>SLT to review</p>
Concerns from pupils about returning to school Self-isolating concerns Shielding concerns	Pupils	3	<p>Only pupils who are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19) will be self-isolating.</p> <p>Shielding advice for all adults and children will pause on 01 August. This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding.</p>	2	Low	
Individual pupil requirements; Pupils (or their family members) in identified groups	Extremely clinically vulnerable pupils (shielded)/ Clinically vulnerable pupils	4	<p>New advice for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list) was published on 13 October, available here</p> <p>Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school. Children classified as clinically extremely vulnerable should not attend school.</p> <p>Pupils no longer required to shield, but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September.</p>	2	Low	

Identify the Hazards (anything that may cause harm)	Who may be harmed and how	Assess the Severity	Control measures	Assess the Likelihood	What is the Risk Rating	Further Action Required
Pupils under the care of specialist health professionals			<p>Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we expect schools to be able to immediately offer them access to remote education. Schools should monitor engagement with this activity (as set out in the section below).</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. All other pupils must return to school.</p>			SEN Dept to monitor
Pupils and community	Pupils living in a household with a person who is extremely clinically vulnerable/ clinically vulnerable (Including pregnant).	4	<p>These pupils can return to school.</p> <p>Specific risk assessments to be carried out where appropriate. Household occupants to be aware of the risks and mitigate accordingly.</p> <p>SEND to carry out Risk Assessments as appropriate.</p>	2	Low	
Environment/ Activity being undertaken	First Aid Provision					
Government guidance	All stakeholders	4	<p>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. The supervising adult should wear the appropriate PPE (see PPE section)</p> <ul style="list-style-type: none"> • Staff will be instructed to contact the academy nurse if a student becomes unwell with coronavirus symptoms. The nurse will attend in full PPE and escort the student to the Medical Room. • All students who are generally unwell (not Covid symptoms) can present to the medical room following the normal school procedures. • The students will be triaged through the Ante room window initially and moved to single Medical Room if required. • PPE will be worn when assessing students as 2M distance not possible within Med 1 and 2. • PPE will be in accordance to the government guidance and donned and doffed according to the instructional videos. 	2	Low	

Identify the Hazards (anything that may cause harm)	Who may be harmed and how	Assess the Severity	Control measures	Assess the Likelihood	What is the Risk Rating	Further Action Required
			<ul style="list-style-type: none"> • PPE Instructional videos https://www.youtube.com/watch?v=-GncQ_ed-9w • When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on <u>how to put PPE on and take it off safely</u> in order to reduce self-contamination. • These will be shared to staff recognised as requiring PPE Academy Nurse/ First Aiders/ TA/Pastoral Staff • Posters will be displayed within Medical / Premises • Visual Guide • Risk Assessment – Any setting 			
First Aid	Identified First Aiders	4	<p>The Academy Nurse will be on site, she will be assisted by First Aiders for absence or emergencies.</p> <p>If any First Aider identified as Clinically vulnerable they will temporarily be removed from the rota / holding Walkie Talkie</p> <p>Medical / First Aid Policies to be adhered to. Posters will be displayed as aide memoir regarding hygiene and protection procedures.</p> <p>A list of Qualified First Aid Staff will be circulated and displayed in medical centre and Reception.</p> <p>Minimise hazardous activities if first aid provision is less than usual – no extra curricular/hazardous activities taking place after school.</p> <p>All First Aid staff will wear appropriate PPE following the instructional information above.</p>	I	Low	Review termly
Injury to pupils or staff	Anyone on site	2	<p>Activities with a higher risk of injury will be avoided or limited to numbers that can be closely supervised by available staff;</p> <p>In particular, physical activities that involve bodily contact, risk of falling, risk of tripping/slipping will be avoided; no contact sport or use of climbing wall permitted.</p> <p>Practical lessons can resume. All equipment to be wiped down following in-class cleaning procedures. Hand Sanitiser to be used at start and end of lesson.</p>	I	Low	Review termly
Abnormal activities	Staff and Pupils	2	Staff will not engage in abnormal activities not associated with their role and where normal risk assessments are not in place. The only exception to this would be where a reasonable request was made for a member of staff to clean a surface area or workstation in line with COVID-19 protocols.	I	Low	Appropriate cleaning resources /PPE would be provided.

Identify the Hazards (anything that may cause harm)	Who may be harmed and how	Assess the Severity	Control measures	Assess the Likelihood	What is the Risk Rating	Further Action Required
Environment/ Activity being undertaken	Physical Restraint					
1:1 teaching/mentoring, physical restraint and children with SEND or EHC plans are adversely affected by the current situation.	No pupils require physical restraint as part of an EHCP	1	<p>Individual <u>risk assessments</u> of children with behavioural difficulties.</p> <p>Ensure a supply of PPE is available based on need.</p> <p>Reduced timetable or consideration of other solutions if child's behaviour puts staff at risk.</p> <p>Staff to student 1-1 – counselling/mentoring/pastoral support to continue with social distancing 2M maintained at all times. Pastoral office layout updated to ensure no face-to-face staff desks. Face masks <u>How to wear a non-medical fabric mask safely</u> to be worn. Students not to enter office to reduce numbers and possible cross-bubble interaction.</p> <p>We would only ever use physical restraint if it was to protect a student from a serious injury where no other action was available. This would need to be at the judgement of an individual staff member and recorded appropriately.</p>	1	Low	
Environment/Activity being undertaken	Use of Personal Protective Equipment (PPE)					
Incorrect use exacerbates the risk of further infection Face Masks/Covering	Staff using PPE	2	<p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work. Face shields have been provided for all classroom based/student facing staff and those falling in to the extremely vulnerable/vulnerable categories. All staff provided with a face shield. Face masks to be worn in addition to shields from 5th November.</p> <p>Face masks/coverings to be worn by staff/students whilst moving around the site and in all indoor social spaces when not eating or drinking and multi occupancy offices. From 4.1.21 face masks to be worn in the classroom including the sixth form study corridor unless eating or drinking. <u>How to wear a non-medical fabric mask safely</u></p> <p>Face masks mandatory on all dedicated school transport (as well as public transport) from 7.12.20.</p> <ul style="list-style-type: none"> • PPE will be worn when assessing students as 2M distance not possible within Med 1 and 2. • PPE will be in accordance to the government guidance and donned and doffed according to the instructional videos. • PPE Instructional videos https://www.youtube.com/watch?v=-GncQ_ed-9w 	1	Low	Principal letter to parents to confirm change in requirement.

Identify the Hazards (anything that may cause harm)	Who may be harmed and how	Assess the Severity	Control measures	Assess the Likelihood	What is the Risk Rating	Further Action Required
			<ul style="list-style-type: none"> When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on how to put PPE on and take it off safely in order to reduce self-contamination. These will be shared to staff recognised as requiring PPE Academy Nurse/ First Aiders/ TA/Pastoral Staff Posters will be displayed within Medical / Premises Visual Guide How to wear a non-medical fabric mask safely Risk Assessment – Any setting <p>The supervising adult (if providing medical/intimate care assistance) or if a distance of 2 metres cannot be maintained should wear:</p> <ul style="list-style-type: none"> a fluid-resistant surgical face mask disposable gloves, a disposable apron <p>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 (face shield) should also be worn.</p>			
Incorrect use exacerbates the risk of further infection	Pupils and staff	2	<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 unmet urgent need for PPE in order to operate safely, we may approach our local resilience forum accessed via The Trust.</p> <p>We will ensure that, regardless of the 2m social distancing guidance 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 Guide to donning and doffing standard Personal Protective Equipment (PPE) here</p> <p>If a member of staff wishes to wear a face covering, they will not be prevented from doing so. The Trust will provide PPE as per government guidance.</p>	I	Low	
Environment/Activity being undertaken	School Transport					
Transport	Pupils and staff	4	Dedicated Transport – only available to schools The schools will consider;	2	Low	

Identify the Hazards (anything that may cause harm)	Who may be harmed and how	Assess the Severity	Control measures	Assess the Likelihood	What is the Risk Rating	Further Action Required
Increased transmission risk due to confined space			<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 not possible on dedicated school transport. • use of hand sanitiser upon boarding and/or disembarking – students to provide personal supply • additional cleaning of vehicles • organised queuing and boarding where possible • through ventilation, fresh air (from outside the vehicle) is maximised through open windows and ceiling vents • distancing within vehicles wherever possible • the use of face coverings for children over the age of 11 to be worn on all school transport <p>Schools will decide on an approach which will reflect the range of measures that are reasonable in their different circumstances.</p> <p>Schools to work closely with local authorities who have a statutory responsibility for ‘home to school transport’ for many children and local transport providers to ensure sufficient bus service provision.</p> <p>Wiltshire Council – Covid-19 Guidance and Advice for Wiltshire Transport Providers (Risk Assessments)</p> <p>Guidance for Parents – Wiltshire Council – Covid-19 School Transport Guidance September 2020</p> <p>School to reiterate to students the importance of hand hygiene when entering and exiting the bus and especially when they reach home.</p> <p>Children must not board the transport if they, or a member of their household, has symptoms of covid-19.</p> <p>Mandatory face coverings to be worn by all students aged 11+ on all Wiltshire Council provided school transport from 7th December 2020. Exemptions in place for SEN transport and those with medical exemptions.</p>			<p>Letter to parents/Reminders to students in assemblies/tutor time</p> <p>Wiltshire Council and school letter to parents.</p> <p>Reminders to students in assemblies/tutor time</p>
Increase transmission risk due to possible		5	<p>Public Transport – also used by general public</p> <p>Face coverings to be worn at all times for adults and children over the age of 11</p>	4	High	

Identify the Hazards (anything that may cause harm)	Who may be harmed and how	Assess the Severity	Control measures	Assess the Likelihood	What is the Risk Rating	Further Action Required
lack of distancing and confined space			<p>Pupils use of public transport, particularly in peak times, should be kept to an absolute minimum.</p> <p>Schools will work with partners to consider staggered start times to enable more journeys to take place outside of peak hours.</p> <p>Schools will encourage parents, staff and pupils to walk or cycle to school if at all possible.</p> <p>Local authorities are being asked to;</p> <ul style="list-style-type: none"> • urgently work with schools to survey parents on their typical routes to school and potential alternatives • consider a range of options for shifting demand for public transport onto other modes • consider using traffic demand management approaches in order to ensure that children are able to attend school from the start of the autumn term <p>Schools to consider staggered start and finish times where possible, keeping bubbles apart as they arrive and leave school. However, this should not reduce the amount of overall teaching time. Staggered start is not possible. Students will be ushered from school buses straight to their period 1 classroom where the teacher will be waiting. No gathering or loitering will be allowed.</p> <p>Pupils and staff must wash their hands or use hand sanitiser immediately on arrival. Additional signage displayed.</p> <p>Pupils must be instructed not to touch the front of their face covering during use or when removing it. Guidance on how to wear a face covering available on school Covid-19 site.</p> <ul style="list-style-type: none"> • Temporary face coverings must be disposed of in a covered bin. Tall lidded bins available in each classroom. <p>Reusable masks should be placed in a plastic bag they can take home with them.</p> <p>Hands should be then washed again before heading to their classroom. All staff and students to use the hand sanitiser stations on way to/from each class.</p> <p>All relevant staff to be provided information/guidance on safe use of PPE.</p>			<p>Letter to parents/Reminders to students in assemblies/tutor time</p>
Home to school transport; risk of exposure to coronavirus whilst	Pupils	3	<p>We will ensure that transport providers and school minibus drivers are aware of any changes to start and finishing times.</p> <p>We will liaise to ensure all drivers/escorts do not work if they have symptoms of the virus, and that hygiene rules are followed.</p>	2	Low	

Identify the Hazards (anything that may cause harm)	Who may be harmed and how	Assess the Severity	Control measures	Assess the Likelihood	What is the Risk Rating	Further Action Required
using home-school transport			<p>Arrival points will be clear for all students which will encourage social distancing.</p> <p>Muster points for students leaving at 15.00 will be clear (sports hall/atrium) and will be staffed and managed accordingly.</p> <p>Hand hygiene and Catch it, kill it, bin it messages will be emphasised to students travelling on school transport as social distancing is not possible.</p> <p>Staff will use walkie-talkie system to alert staff in sports hall/atrium of bus arrival to release appropriate students.</p>			<p>Emphasise message to parents in Principal letter and to students via tutor time/assemblies.</p>
Risk of exposure to coronavirus whilst using school vehicles.	Those using vehicles		<p>School vehicles will be used for essential purposes only and will not be loaned to any external organisation.</p> <p>Hard surfaces eg: steering wheel, handbrake other controls, door handle, seatbelts etc to be cleaned after use using wipes provided</p> <p>Vehicle users to use hand sanitiser before entering the vehicle. Sanitiser and wipes available for use within the vehicle.</p> <p>School safeguarding procedures to be followed re: transport in school vehicles.</p>	I	Low	Reviewed termly
Environment/Activity being undertaken	Contact with pupils or staff with symptoms of coronavirus					
<p>Spreading Covid-19</p> <p>Contact with individuals who are unwell</p> <p>Lack of available tests, resulting in more time away from school/work</p>	Pupils and staff	3	<p>The school will ensure that pupils, staff and other adults do not come into the school if they have covid-19 symptoms or have tested positive in the last 10 days.</p> <p>All persons with covid-19 symptoms are eligible and must get tested.</p> <p>Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>We will ensure that anyone developing those symptoms during the school day is sent home.</p> <p>Anyone who experiences any coronavirus (COVID-19) symptoms can get a free coronavirus (COVID-19) NHS test at a testing site or at home. This includes all pupils, teachers, and staff.</p> <p>From 26 August, all schools and FE providers will receive an initial supply of 10 home test kits, these tests should only be offered to individuals in exceptional circumstances. Guidance can be found here.</p>	I	Low	

Identify the Hazards (anything that may cause harm)	Who may be harmed and how	Assess the Severity	Control measures	Assess the Likelihood	What is the Risk Rating	Further Action Required
<p>When to get a test</p> <p>Stay at home guidance</p> <p>Contacts of people with confirmed covid-19</p> <p>NHS Covid-19 app</p>			<p>Guidance for parents Letter to parents and guardians: when you should book a coronavirus test for your child Published 25 September 2020 link here</p> <p>For households with possible or confirmed covid-19 infection – guidance updated 21 October 2020, available here</p> <p>Guidance updated 21 October 2020, available here 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 app is available to download for anyone aged 16 and over if they choose to do so. Required action:</p> <ul style="list-style-type: none"> • leaders and staff should familiarise themselves with the features of the app • leaders should understand how the app relates to their setting's process for managing a positive case and/or an outbreak • leaders should understand how the app's 'Trace' feature relates to their setting's existing process • consider how the app relates to your setting's mobile phone policies • communicate with staff about use of the app <p>Guidance available here</p>			<p>Regular update to staff via weekly briefing/emails</p> <p>Staff requested not to car share</p> <p>Staff reminded of relevance of app and should staff or a student over 16 receive an alert whilst at school, follow school procedures and inform IRT/MVW/JR</p>
<p>Management of confirmed Covid-19 cases</p>	<p>Pupils and staff</p>	<p>5</p>	<p>Schools will take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19).</p> <p>School should contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. Schools will be put through to a team of advisers who will inform them of what action is needed based on the latest public health advice.</p>			<p>School procedure in place for reporting symptoms/confirmed case and notifying those affected who may need to isolate.</p>

Identify the Hazards (anything that may cause harm)	Who may be harmed and how	Assess the Severity	Control measures	Assess the Likelihood	What is the Risk Rating	Further Action Required
			<p>The health protection team will 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>The advice service 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. Classroom seating plans will be used. If, following triage, further expert advice is required the adviser will escalate the school's call to the PHE local health protection team.</p> <p>The health protection team will work with schools in this situation to guide them through the actions they need to take.</p> <p>Based on the advice from the health protection team, schools must 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.</p> <p>A template letter will be provided to schools, to send to parents and staff if needed.</p> <p>Schools must not share the names or details 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.</p> <p>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’.</p> <p>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 			

Identify the Hazards (anything that may cause harm)	Who may be harmed and how	Assess the Severity	Control measures	Assess the Likelihood	What is the Risk Rating	Further Action Required
			<p>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> <p>Schools will have active engagement with NHS Test and Trace, and appoint a member of staff to liaise. Academy Nurse Jackie Rowberry is school contact.</p> <p>Further guidance is available on testing and tracing for coronavirus (COVID-19).</p> <p>Schools will make a list of all persons who the affected person has been in contact with, these pupils are to be monitored for symptoms throughout the following two weeks.</p> <p>If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.</p>			
Staff or pupil contracts COVID 19 as a result of direct contact with an infected person	Pupils and Staff	2	<p>Guidance has been issued to the entire school community. 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 have tested positive in the last 10 days. All persons with covid-19 symptoms are eligible and must get tested.</p> <p>Please ensure you call NHS 111 if you have coronavirus symptoms. You can book a test via NHS 119 and let the School know the result. It is important we are kept informed so that we can record the date and the result. Please inform HR.</p> <p>We will ensure that anyone developing those symptoms during the school day is sent home.</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>Those who feel unwell should stay at home, should not attend work or any education or childcare setting and make arrangements to be tested for coronavirus. (see below).</p> <p>Temperature testing is not recommended on its own. Guidance states that it is not a reliable method for identifying coronavirus.</p> <p>All students and members of their households will have access to testing if they display symptoms of coronavirus.</p>	2	Low	<p>In the event of staff or students testing positive – this information must be shared with the HR department. This will then require a tracking of the contacts within the school and sent home accordingly with self-isolation guidance.</p>

Identify the Hazards (anything that may cause harm)	Who may be harmed and how	Assess the Severity	Control measures	Assess the Likelihood	What is the Risk Rating	Further Action Required
			<p>If you test positive you must self-isolate for at least 10 days. If fever persists on day 10, isolation is needed until the temperature returns to normal. Other members of your household will need to self-isolate for 14 days from the first day of your symptoms.</p> <p>If you test negative, you and your household do not have to continue to self-isolate.</p> <p>If you test positive, Test and Trace will ask for details of your close contacts (>15 minutes for <2 meter distance) for the past 48 hours. Your contacts will be notified they have been in close proximity to someone that has tested positive, but your name will not be mentioned.</p> <p>If you are told that you have been in close contact with a person that has coronavirus, stay at home (self-isolate) for 14 days from the day you were in contact with the person – it can take up to 14 days for symptoms to appear. If you develop symptoms call 119 and arrange a test. Testing is now widely available, and you can drive-through or have a kit sent by courier. Results are returned very swiftly by text / email.</p> <p>If a student/ staff requires collection from school and transported home with suspected Covid 19 they will be issued with a Fluid resistant mask for the journey and instructed to ventilate the car for the duration and clean accordingly.</p> <p>The other household members of the wider class or group do not need to self-isolate unless the pupil or staff member they live with in that group subsequently develops symptoms.</p> <p>As part of the national track and trace programme if other cases are detected within a school or cohort or wider setting Public Health England will conduct a rapid investigation and advise on the appropriate course of action to take.</p> <p>We have a process in place to inform parents testing is required and how to book tests.</p> <p>We will ask for evidence that pupils recommended to have a test have done so and that the test is clear before they return to school.</p> <p>We will book tests for staff requiring them under the category of essential workers.</p> <p>If the staff member or pupil subsequently tests positive for coronavirus a deep clean of the facilities will need to take place. See Cleaning & Hygiene section.</p>			

Identify the Hazards (anything that may cause harm)	Who may be harmed and how	Assess the Severity	Control measures	Assess the Likelihood	What is the Risk Rating	Further Action Required
Contact with persons developing symptoms of the virus whilst at an educational setting	Pupils and Staff	5	<p>If anyone develops coronavirus (COVID-19) symptoms in an education setting they must be sent home and advised to follow the staying at home guidance. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, Medical Room 1 or 2 if possible. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible.</p> <p>The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>If a student/ staff requires collection from school and transported home with suspected Covid 19 they will be issued with a Fluid resistant mask for the journey and instructed to ventilate the car for the duration and clean accordingly.</p> <p>PPE should 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, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital</p> <p>If a member of staff has helped someone who was taken unwell with coronavirus (COVID-19) symptoms, they do not need to go home unless they develop symptoms themselves.</p> <p>They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>	2	Low	<p>Reminder to staff/students/parents of requirement.</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>Premises/Cleaning Team/SBM to be alerted of need to clean area in relevant PPE.</p> <p>SEND to monitor.</p>
Attendance at multi settings (eg for early years attendance at	N/A	1	We have advised parents of government guidance stating that “children should attend just one setting wherever possible”.	1	Low	SEND to monitor.

Identify the Hazards (anything that may cause harm)	Who may be harmed and how	Assess the Severity	Control measures	Assess the Likelihood	What is the Risk Rating	Further Action Required
LA and private provision on different days of the week)			https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june?utm_source=ec0b2dee-f4bc-4252-9f73-79625e1e4b19&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily			
Exposure to coronavirus when travelling to and from school and within wider social groupings (outside school). (Predominantly applicable to secondary pupils)	Pupils travelling	3	<ul style="list-style-type: none"> We will encourage pupils to walk or cycle to school where possible. Mandatory face coverings on all public and dedicated school transport for adults and children over the age of 11 Do not car share unless from the same household or bubble. <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. New rule of 6 communicated to all students.</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>	3	Moderate	Remind students in tutor time/assemblies.
Environment/Activity being undertaken	Cleaning and hygiene					
Cleaning staff levels insufficient to deliver enhanced cleaning regime.	Cleaning staff	3	<ul style="list-style-type: none"> Full cleaning team deployed. Cleaning resources/gloves provided for students/staff to wipe down desks/chairs as students arrive for each lesson. Additional cleaning in place to wipe high traffic areas throughout the day where possible – bannisters, door handles. PPE to be worn by cleaning staff as dictated by risk assessment and government guidance (see below). Leave resources to de-contaminate for 72 hours before disposing in the usual way if a Covid-19 case confirmed. 	2	Low	
Person contracts COVID 19 as a result of poor cleaning	Staff and pupils	4	<p>Our cleaning specification has been reviewed to ensure we comply with requirements set out in https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>Any additional cleaners will be appropriately trained, and all cleaners provided with appropriate PPE and made aware of the COSHH risk assessments.</p> <p>High risk areas have been identified throughout the school and include:</p> <p>Door handles Kettles</p>	1	Low	Cleaning Supervisor/Site Manager/SBM to review termly

Identify the Hazards (anything that may cause harm)	Who may be harmed and how	Assess the Severity	Control measures	Assess the Likelihood	What is the Risk Rating	Further Action Required
			<p>Taps Switches Desks Phones / PCs Laptops Printers/Photocopiers Alarm panels Key cabinets Staffroom and food prep. areas Surfaces that pupils are touching e.g. toys, books, chairs, tables, doors, sinks, toilets, light switches etc.</p> <p>If the school has a possible or confirmed coronavirus case, a deep clean will need take place. This follows government guidance; COVID-19: cleaning in non-healthcare setting https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings ensuring the required PPE and guidance regarding safe storage of waste are adhered to.</p>			
<p>Cleaning</p> <p>Contamination through frequently touched surfaces</p> <p>Increased risk of contamination from infected surfaces</p>	<p>All persons on site</p>	<p>5</p>	<p>Schools have put in place enhanced cleaning schedule to include; More frequent cleaning of rooms/shared areas used by different groups Cleaning frequently touched surfaces more often No need for different groups of pupils to have toilets allocated, but these areas should be cleaned regularly and pupils encouraged to clean their hands thoroughly after using the toilet</p> <p>Cleaning after a suspected or confirmed case of COVID-19.</p> <p>The minimum PPE to be worn for cleaning an area after a person with symptoms of, or confirmed COVID-19 has left the setting possible is disposable gloves and an apron. Wash hands with soap and water for 20 seconds after all PPE has been removed.</p> <p>Public areas where a symptomatic person has passed through and spent minimal time but which are not visibly contaminated with body fluids, such as corridors, can be cleaned thoroughly as normal.</p> <p>All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched</p>	<p>2</p>	<p>Moderate</p>	<p>Premises/Cleaning Team/SBM to be alerted of need to clean area in relevant PPE.</p>

Identify the Hazards (anything that may cause harm)	Who may be harmed and how	Assess the Severity	Control measures	Assess the Likelihood	What is the Risk Rating	Further Action Required
			<p>areas such as bathrooms, door handles, telephones, grab rails in corridors and stairwells</p> <p>Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction.</p> <p>Use one of the options below:</p> <ul style="list-style-type: none"> • a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av.cl.) or • a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer’s instructions for dilution, application and contact times for all detergents and disinfectants <p>Avoid mixing cleaning products together as this can create toxic fumes. Avoid creating splashes and spray when cleaning.</p> <p>Any cloths and mop heads used must be disposed of and should be double bagged into waste bags and kept for at least 72 hours before disposing with normal waste.</p> <p>When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.</p> <p>Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):</p> <ol style="list-style-type: none"> 1. Should be put in a plastic rubbish bag and tied when full 2. The plastic bag should then be placed in a second bin bag and tied 3. This should be put in a suitable and secure place and marked for storage until the individual’s test results are known <p>This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.</p> <p>If the individual tests negative, this can be disposed of immediately with the normal waste.</p> <p>If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.</p>			

Identify the Hazards (anything that may cause harm)	Who may be harmed and how	Assess the Severity	Control measures	Assess the Likelihood	What is the Risk Rating	Further Action Required
			Covid-19: cleaning in non-healthcare settings outside the home – updated 16 October 2020, available here .			
Hazardous substances	Staff	5	<p>All necessary and required safety measures will be used for any hazardous substance (as labelled) used as part of a practical lesson.</p> <p>Only cleaning staff, and other staff wearing suitable protective clothing, may use non ‘hand-safe’ cleaning agents; and all products will only be used in line with the manufacturer’s instructions.</p> <p>COSHH assessments to be carried out for any new cleaning/sanitising products used. Material data sheets are available.</p>	I	Low	
Inappropriate exposure to cleaning products	Pupils and staff	4	<p>Cleaning materials are kept locked away and are not left unattended at any time.</p> <p>Only ‘hand-safe’ disinfectant is used by students/staff or wipes by staff where PPE (gloves) has been provided.</p> <p>PPE is be provided for all cleaning activities where required.</p> <p>Safety data sheets are available for all cleaning products within the school</p>	I	Low	
Use of hand sanitiser	Pupils and staff	I	<p>All staff and students have access to 79 hand sanitising stations installed around the site plus individual bottles as identified. Additional signage displayed. Safety Data Sheet available here. Sanitiser refill supplies are stored in a secure storeroom.</p> <p>Hand sanitiser is effective against most germs, and is the quickest and easiest way to clean your hands, if hand washing facilities unavailable.</p> <p>Apply sanitiser to the palm of one hand, and then rub into palms, back of hands, between fingers and outside of thumb on both hands for at least 15 seconds or until dry.</p> <p>If you get hand sanitiser gets into the eyes, your immediate goal is to dilute, to remove the alcohol. The antidote is copious amounts of lukewarm water: pour as much as possible across the surface of your eye for 10 to 15 minutes. (You can repeatedly pour from a glass, or use a gentle stream of running tap water.)</p> <p>The use of dispensers throughout the school premises minimises risks of over use or abuse and cross contamination. Young people are able to carry their own supply but staff need to be vigilant due to the possible high alcohol content.</p>	I	Low	

Identify the Hazards (anything that may cause harm)	Who may be harmed and how	Assess the Severity	Control measures	Assess the Likelihood	What is the Risk Rating	Further Action Required
Hand Hygiene	Pupils and staff	1	<p>If accidentally swallowed medical attention should be sought and reference to the container label and data sheet.</p> <p>Opportunities are provided for staff and pupils to clean their hands with soap and water or sanitise:</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 <p>Boxes of tissues available within all classrooms, Medical Room and Reception</p> <p>Paper towels will be used to dry hands in preference to hand dryers.</p> <p>Lidded bins have been ordered for each classroom and will be emptied at the end of each day.</p> <p>Signage about how to wash hands properly, is on display and reinforced with pupils. Along with Catch it, Kill it, Bin it signs.</p> <p>These messages are reinforced with the pupils and staff.</p> <p>Where sinks are not easily accessible hand sanitiser may be used. Message clear, consistent. Posters placed in toilets, sinks and Medical Room and around the site.</p> <p>Video or pictorial instructions available for staff/students https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/886217/Best_practice_hand_wash.pdf</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/886216/Best_practice_hand_rub.pdf</p> <p>https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf</p>			

Identify the Hazards (anything that may cause harm)	Who may be harmed and how	Assess the Severity	Control measures	Assess the Likelihood	What is the Risk Rating	Further Action Required
School Uniform	Pupils	1	<p>Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. Uniform to be worn in September except when a student has PE, then he/she should arrive in school in PE kit as there are no changing facilities.</p> <p>With Increased ventilation throughout the school buildings resulting in cooler than usual internal temperatures over the winter months, students may wear additional, suitable indoor items of clothing during lessons if directed by the teacher.</p>	1	Very low	<p>Communicated to staff/parents.</p> <p>Communicated to students in assemblies/tutor time.</p>
<p>Ventilation of rooms (open windows and doors)</p> <p>Falls from Height</p> <p>Fire Doors</p> <p>Air Conditioning</p>	All	2	<p>Windows and doors will be open as much as possible to ensure circulation of air.</p> <p>Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained. This can be achieved by:</p> <ul style="list-style-type: none"> Mechanical ventilation systems Natural ventilation; opening windows (high level windows will reduce draughts) and internal doors (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air) <p>West Berkshire advises that temperatures should not drop below 16 degrees. They recommend that when the room temperature reaches 18 degrees, the window openings are reduced to the minimum or shut until the temperature rises. They can then be reopened.</p> <p>Window opening restrictors must not be removed.</p> <p>Climbing wall is not in use. Other necessary maintenance activities that require WAH can be carried out with the necessary RAs in place.</p> <p>Fire doors are not to be propped open. As per existing Fire evacuation procedures, all open doors should be closed when leaving the building. Fire alarm will automatically close main access fire doors if open when alarm sounds. Normal daily locking procedures includes the closing of any open fire doors.</p> <p>Internal air re-circulation units are not in use.</p>	1	Low	<p>Regular update to staff via weekly briefing/emails</p>
Environment/ Activity being undertaken	Social distancing (minimising contact)					

Identify the Hazards (anything that may cause harm)	Who may be harmed and how	Assess the Severity	Control measures	Assess the Likelihood	What is the Risk Rating	Further Action Required
Social distancing across the site	All stakeholders	2	<p>We have taken the following measures to minimise contact between 'bubbles' and thereby unnecessary contact to reduce transmission.</p> <ul style="list-style-type: none"> • 3 bubbles as above to minimise cross 'bubble' contact • One-way system in all areas. • Only walk on the left. • Split break/lunch times with allocated areas as above • Reception area controlled with social distancing signage • Staff to maintain social distance at all times • Students to be encouraged to maintain social distance when out of a classroom but at least should not touch another person. Introduce use of the term 'my space' (<i>outstretched arm</i>) <p>Classrooms have been returned to original layouts to accommodate all students. Seating pupil's side by side and facing forward where possible, rather than face to face.</p> <p>All teachers and staff can operate across different groups in order to facilitate the school timetable.</p> <p>It is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from pupils.</p> <p>Minimising contact between people reduces transmission, <i>maintain social distancing wherever possible.</i></p> <p>As guidance, if you come into contact with a person who contracts Covid, the following could apply; Close contact of 1m or less for more than 3 seconds could mean you have to self-isolate. Contact within 2m for more than 15 mins could also mean you have to self-isolate.</p> <p>Staff should avoid close face to face contact and minimise time spent within 1 metre of anyone.</p> <p>Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. In these instances PPE – Face visor and mask minimum – should be worn.</p>	1	Low	<p>Face masks <u>How to wear a non-medical fabric mask safely</u> to be worn in classrooms, all indoor public areas for all staff and students and for staff in multi-occupancy offices.</p>

Identify the Hazards (anything that may cause harm)	Who may be harmed and how	Assess the Severity	Control measures	Assess the Likelihood	What is the Risk Rating	Further Action Required
<p>Entering the building</p> <p>Movement around school causing greater risk</p> <p>Staff not maintaining distance and causing greater risk of transmission</p>	All	I	<p>Staff will where possible, maintain distance and remain at the front of the class.</p> <ul style="list-style-type: none"> • DO NOT ENTER THE BUILDING IF UNWELL OR DISPLAYING COVID-19 SYMPTOMS • Hand sanitise on arrival Additional signage displayed. • Staff sign in using terminals in atrium and small store room G133. <p>Social distancing to be maintained where possible and for students at least - <i>my space</i></p> <p>Social distancing signage/floor tape in place internally and externally.</p> <ul style="list-style-type: none"> • Alert parents/carers to arrival rules on site in advance, but on essential visitors permitted by prior arrangement only. • Parents are advised to only have one person deliver/pick up their child. • Markers on floor in reception for pupils and parents to wait to ensure social distancing • Pupils will enter the school from different entrances, adhere to social distancing rules and go straight to P1 classroom where teacher will be waiting • Staff on duty to supervise • Pupils coats, bags etc. to be kept under their desk. <p>Movement around the school will be kept to a minimum, avoiding creating busy corridors, entrances and exits. This is not possible and students will move from class to class. There will be minimal waiting in corridors as teachers will be in situ ready for the next class. Passing in corridors provides minimal risk .</p> <p>Schools to consider staggered break and lunch times, allowing time for surface cleaning between bubbles.</p> <p>Staff to maintain a distance of 2m from other adults. Schools will make adaptations to staffroom to support distancing where possible. Signage displayed.</p> <p>Staff must clean surfaces and equipment used as they finish. Cleaning resources provided in all spaces.</p> <p>Carry out emergency drills termly as normal, following social distancing as appropriate. For the purposes of drills, limit to year groups/bubbles to allow socially distanced drills to take place.</p>	I	Low	<p>Reminder to staff that essential only visitors permitted. Visitor Form system to confirm approval of all visitors.</p> <p>Review termly</p>

Identify the Hazards (anything that may cause harm)	Who may be harmed and how	Assess the Severity	Control measures	Assess the Likelihood	What is the Risk Rating	Further Action Required
Increased risk of transmission		3	<p>During an emergency evacuation people do not have to stay 2m apart if it would be unsafe to do so, but muster points should be socially distanced. This is not possible but in the event of an emergency evacuation, safe evacuation takes priority over social distancing measures.</p> <p>All people should be required to stay on site once they have entered and not leave unless absolutely necessary during the day to minimise potential of transmission of covid-19. Staff to be asked not to leave site during the day.</p>	I	Low	<p>Reminder to Staff in briefing as necessary.</p>
Pupils in the school grounds who are not attending face to face teaching sessions (Secondary)	Students not registered	I	Only eligible students permitted on site.	I	Low	
Reception area	Visitors	3	<p>Any visitors to site are to be by appointment only. Parents have been advised that they should call the office rather than coming into school.</p> <p>Reception area limited to 2 people only. Additional visitors will have to wait outside and maintain social distancing.</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 etc. Additional signage displayed.</p> <p>Only essential visitors/meetings permitted. 4 person maximum for any meeting.</p>	I	Low	<p>Included in regular updates to parents</p> <p>Staff to communicate to any groups of more than 2 visitors.</p> <p>Reminder to Staff in briefing as necessary.</p>
Exposure to infection from deliveries arriving at the school.	Reception and site teams	I	<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>Staff must wash their hands after unpacking items and dealing with waste packaging. If handwashing not possible, staff to use one of the hand sanitiser stations.</p>	I	Low	

Identify the Hazards (anything that may cause harm)	Who may be harmed and how	Assess the Severity	Control measures	Assess the Likelihood	What is the Risk Rating	Further Action Required
			<p>Site team to have oversight of all maintenance arrivals and Reception to make clear expectations for all deliveries when vehicles arrive on site at the barrier.</p> <p>Relevant signage to be displayed at main entrance regarding deliveries.</p>			
Circulation within the building	All pupils and staff	2	<p>Pupils will access rooms directly via the one-way system and there will be as little movement as possible.</p> <p>Circulation routes around the school will be one-way. One-way system in place throughout the day include morning and lunch break.</p> <p>School assemblies to be completed electronically other than when imperative to address the students in person. In such cases, year group assemblies will be held in 'half year' groups for 15 minutes maximum. Students will be required to wear face masks How to wear a non-medical fabric mask safely, sit forward facing, use sanitiser on entry. Staff will maintain 2 metre distance from students at all times.</p>	I	Low	
Lunchtime/ Breaktime	All pupils and some staff	2	<p>Arrangements are in place to ensure that different 'bubbles' are not eating or socialising together.</p> <p>Break 1 – Years 7, 8 and Year 13. 7&8 Atrium & restaurant/tennis courts 1&2(7) and 2&3(8) outside. Year 13– Sixth Form Servery & External Pod and Canopy area.</p> <p>Lunch 1 - Years 7, 8 and Sixth Form. 7&8 Atrium & restaurant/tennis courts 1&2(7) and 3&4(8) outside (if available). Sixth Form – Sixth Form Servery & External Pod and Canopy area.</p> <p>Break 2 – Year 9, 10 and 11 and Year 12 . Years 9&10 Atrium and restaurant/tennis courts 1&2(9) 3&4(10). Y11 External Pod and Canopy and Courts 5&6. Year 12– Sixth Form Servery.</p> <p>Lunch 2 – Year 9, 10 and 11. Years 9&10 Atrium and restaurant/tennis courts 1&2(9) 3&4(10) (if available). Y11 External Pod and Canopy and Courts 5&6 (if available).</p> <p>Pupils to bring in their own filled water bottles. No water filling stations are available at school.</p> <p>Staff supervision to maintain standards. Face coverings to be worn in indoor spaces (Atrium/Sixth Form Common Room and Corridor) when not eating or drinking during break and lunch times.</p>	I	Low	<p>Replacement foot operated water bottle refilling stations being sought</p>

Identify the Hazards (anything that may cause harm)	Who may be harmed and how	Assess the Severity	Control measures	Assess the Likelihood	What is the Risk Rating	Further Action Required
			Inside spaces for each bubble available that can be used in very bad weather.			
Exposure to infection Classroom teaching Secondary	All Pupils and staff	4	Please refer to in-class RA previously circulated.	2	Low	
Toilets	All stakeholders	2	All student toilets will be available. Signage in place re social distancing, and hygiene requirements. One in one out system to be in place for single occupancy toilets. Only one pupil allowed to go to the toilet at any one time.	2	Low	
Transport to school Numbers on school transport impede social distancing	Students using buses	3	Review traffic management risk assessment Encourage parents to walk/cycle to school with pupils Remind students of: <ul style="list-style-type: none"> Public and dedicated school transport requirements (face covering) sanitise on entry/exit of bus on arrival – go straight to PI classroom – no loitering at end of day – go to either sports hall or atrium (as directed) to wait for bus to be called All local students to leave promptly – no loitering, no afterschool activities Importance of <i>my space</i> if possible Importance of hand hygiene on arrival at home Zero tolerance for any behaviour issues whilst travelling on school transport 	2	Low	Communicate with students in tutor/assemblies
Other areas	All staff	2	Staffrooms – maintain social distancing requirements. Staff meetings will be held remotely; if this is not possible 2m social distancing guidance will be followed with maximum of 4 attendees. ICT will not be shared without thorough cleaning in between users using cleaning provisions provided. Desks in offices will not be shared without thorough cleaning in between users using cleaning provisions provided. All areas are cleaned regularly, a dishwasher is available for cleaning crockery, utensils etc. No tea towels or hand towels are to be used.	1	Low	
Environment/Activity being undertaken	Maintaining educational provision for pupils who are still working at home Although most students will be in school, there may be a small number remaining at home.					


Identify the Hazards (anything that may cause harm)	Who may be harmed and how	Assess the Severity	Control measures	Assess the Likelihood	What is the Risk Rating	Further Action Required
Safeguarding concerns	All students	5	Safeguarding guidance has been updated and is available on SharePoint.	2	Low	Email reminder from DSL of procedures during remote teaching/learning
Enhanced risk to pupils re: on-line safety	All students	5	School to provide information to parents and pupils regarding online safety such as, age appropriate parental controls and internet filters. School to make parents aware of sites they are asking pupils to use and staff their child will interact with. Guidance has been issued but this is reliant on management within the home and issues being reported.	2	Low	
Inappropriate staff contact with pupils	All staff	5	Staff conduct guidance is available on HR SharePoint Staff must not make informal arrangements to contact pupils using their own devices. Staff guidance available in addition to conduct guidance – see guide from E Hawes and input from EAT team.	1	Low	
Injury or contamination of staff undertaking home visits	All staff	5	Staff to follow government guidance on social distancing. Speak to families on door stop or through open window. Must inform line manager if this is undertaken.	1	Low	
Vulnerable students 'missed' through lack of contact	Vulnerable students	5	Home visits will be carried out by two members of staff, a risk assessment must be completed associated with the family profile, the home and location. Must inform line manager if this is undertaken.	2	Low	
Environment/Activity being undertaken	Arrangements for staff working from home due to shielding Although most staff will be in school, there may be a small number remaining at home.					
Use of Laptops, desktops etc.	Relevant staff	4	We follow guidance from HSE 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 for those working at home very temporarily. Staff have been asked to complete a <u>DSE</u> and <u>working from home</u> assessment for both home working and their school work location.	1	Low	
Data Protection	All staff	5	All staff have received GDPR training and are aware of their responsibilities re: use and transfer of personal data. Excalibur data protection policies and school procedures apply. Staff are aware of their responsibilities re: reporting a data breach.	2	Low	Covered in start of year procedures.
Workplace Stress	All staff	5	Opportunities are in place for regular contact with line managers and colleagues via on-line methods such as Teams.	2	Mod	

Identify the Hazards (anything that may cause harm)	Who may be harmed and how	Assess the Severity	Control measures	Assess the Likelihood	What is the Risk Rating	Further Action Required
			Access to counselling services (and coaching) as provided by EAT contact Kim Jones - kim.jones@excalibur.org.uk St John's Contacts: Mental Health Lead – Jackie Rowberry – jrowberry@stjohns.excalibur.org.uk School Counsellor – Rona Muller – rmuller@stjohns.excalibur.org.uk			
Contingency planning for outbreaks		5	Process in the event of local outbreaks Government will provide more information on this process in due course. SLT to agree contingency plan.	2	Moderate	

I confirm that the above is a suitable and sufficient risk assessment based on current information.

The risk assessment will be reviewed on a regular basis and whenever anything relevant changes.

All relevant parties will be informed of the outcomes of this risk assessment.

Name of School	St John's, Marlborough	
Completed by Principal / Headteacher Signed	Ian Tucker 	Date 8.1.2021
Assessed by Signed	Davina Nicholls	Date
CEO Approval Signed		
Date of Review		

	Further government guidance contained within Guidance for full opening: schools – published 02 July 2020
Staff Development	Schools may need to alter the way in which they deploy their staff, and use existing staff more flexibly, to welcome back all pupils at the start of the autumn term. Managers will discuss and agree any changes to staff roles with individuals.
Staff Deployment	It is important that planning builds in the need to avoid increases in unnecessary and unmanageable workload burdens. This could include a review of existing practices in this respect and schools may wish to draw on DfE's workload reduction toolkit . DfE has also published a range of resources, including case studies to support remote education and help address staff workload, this includes case studies on managing wellbeing.

Supporting Staff	<p>The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers is available.</p> <p>The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing</p>
Deploying support staff	<p>The Education Endowment Foundation (EEF) has published guidance on making the best use of teaching assistants to help primary and secondary schools. When deploying support staff flexibly it is important that headteachers consider regulated activity and ensure only those who have the appropriate checks are allowed to engage in regulated activity. Full guidance is provided in part 3 of keeping children safe in education.</p>
Recruitment	<p>Recruitment should continue as usual. We recommend that schools continue to recruit remotely over the summer period. Interviewing remotely may be a new experience for many schools. The DfE teaching blog provides some information on the experience of implementing interviews remotely. When recruiting, schools must continue to adhere to the legal requirements regarding pre-appointment checks. We refer schools to part 3 of the statutory guidance keeping children safe in education. During the summer, safeguarding checks can be carried out remotely as set out in coronavirus (COVID-19): safeguarding in schools, colleges and other providers</p>
ITT Trainees	<p>This is not intended to be exhaustive and ITT partnerships will need to ensure they have identified and comply with all legislation and guidance relevant to ITT.</p>
Staff leave	<p>The latest guidance on quarantine can be accessed at coronavirus (COVID-19): how to self-isolate when you travel to the UK. As would usually be the case, staff will need to be available to work in school from the start of the autumn term</p>
Other support	<p>Volunteers may be used to support the work of the school, as would usually be the case. It is important that they are properly supported and given appropriate roles. Where schools and colleges are utilising volunteers, they should continue to follow the checking and risk assessment process as set out in the volunteer section in Part 3 of keeping children safe in education. Under</p>
Curriculum expectations	<p>Key principals that underpin government advice on curriculum planning are:</p> <ul style="list-style-type: none"> • education is not optional: all pupils receive a high-quality education that promotes their development and prepares them for the opportunities, responsibilities and experiences of later life. • the curriculum remains broad and ambitious: all pupils continue to be taught a wide range of subjects, maintaining their choices for further study and employment. • remote education, where needed, is high quality and aligns as closely as possible with in-school provision: schools and other settings continue to build their capability to educate pupils remotely, where this is needed. <p>Informed by these principles, DfE asks that schools and other settings meet the following key expectations if considering revisions to their school curriculum for academic year 2020 to 2021</p> <p>Teach an ambitious and broad curriculum in all subjects from the start of the autumn term, but make use of existing flexibilities to create time to cover the most important missed content.</p> <p>Aim to return to the school's normal curriculum in all subjects by summer term 2021.</p> <p>Plan on the basis of the educational needs of pupils</p> <p>Develop remote education so that it is integrated into school curriculum planning</p> <p>Specific points for early years foundation stage (EYFS) to key stage 3</p> <p>Specific points for Key Stages 4 and 5</p> <p>When planning music provision, schools should consider additional specific safety measures. Although singing and playing wind and brass instruments do not currently appear to represent a significantly higher risk than routine speaking and breathing at the same volume, there is now some evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space. This is particularly evident for singing and shouting, but with appropriate safety mitigation and consideration, singing, wind and brass teaching can still take place. Measures to take follow in the next sections.</p> <ul style="list-style-type: none"> • Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow (at least 10l/s/person for all present, including audiences).

	<ul style="list-style-type: none"> • Social Distancing –schools should observe strict social distancing between each singer and player, and between singers and players, and any other people such as conductors, other musicians, or accompanists. Current guidance is that if the activity is face-to-face and without mitigating actions, 2 metres is appropriate. • Seating - 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. • Use microphones where possible or encourage singing quietly. • Avoid sharing equipment wherever possible, if shared disinfect regularly (including cases, handles, chairs etc), and as always between users. Instruments should be cleaned by the pupils using them, where possible • Limit the handling of music scores, parts and scripts where possible <p>Remote Learning Expectations. Updated in full opening: schools guidance 21 October 2020, available here</p>
Catch-up support	<p>Government have announced a package worth £1 billion to ensure that school have the resources they need to help all pupils make up for lost teaching time, with extra support for those that need it most. Government will set out how this funding will be distributed between individual schools shortly.</p> <p>Whilst headteachers will decide how the money is spent, the Education Endowment Foundation has published guidance on effective interventions to support schools.</p> <p>Alongside this universal offer, we will roll out a National Tutoring Programme, worth £350 million, which will deliver proven and successful tuition to the most disadvantaged and vulnerable young people.</p>
Pupil wellbeing and support	Pupils may be experiencing a variety of emotions in response to the coronavirus (COVID-19) outbreak, such as anxiety, stress or low mood. See DfE - Supporting pupil and student mental wellbeing
Behaviour expectations	Schools should consider updating their behaviour policies with any new rules/policies, and consider how to communicate rules/policies clearly and consistently to staff, pupils and parents, setting clear, reasonable and proportionate expectations of pupil behaviour. Further details are available at Behaviour and discipline in schools .
Inspection	For state-funded schools, routine Ofsted inspections will remain suspended for the autumn term. However, during the autumn term, inspectors will visit a sample of schools to discuss how they are managing the return to education of all their pupils.
Primary assessment	We recognise that pupils will have missed a critical period of their education due to lockdown in the 2019 to 2020 academic year. It is vital that we know the impact of coronavirus (COVID-19) on this cohort of pupils nationally, and can give support to schools that need it the most. We are, therefore, planning on the basis that statutory primary assessments will take place in summer 2021.
Exams	<p>For the summer 2021 exams, we recognise that pupils in years 11 and 13 will have missed a critical period of their education due to lockdown in the 2019 to 2020 academic year. It is vital that these pupils are able to catch up and access exams that lead to the qualifications they need to progress. We are, therefore, planning on the basis that GCSEs and A levels will take place in summer 2021 but with adaptations, including those which will free up teaching time. Ofqual will launch a consultation on proposed adaptations to exams shortly.</p> <p>There will also be an exam series taking place in autumn 2020. Following the cancellation of summer 2020 exams, the exam boards will be providing students with calculated grades (except in some exceptional cases) this summer, which students will use to move onto their next step.</p>
Immunisations	As normal, schools should engage with their local immunisation providers to provide immunisation programmes on site, ensuring these will be delivered in keeping with the school's control measures. These programmes are essential for children's health and wellbeing and can also provide benefits for staff

Severity		1 Very Low	2 Low	3 Moderate	4 High	5 Critical
Likelihood	Imminent 5	Low	Moderate	High	Critical	Critical
	Frequent 4	Low	Moderate	High	High	Critical
	Occasional 3	Very Low	Low	Moderate	High	High
	Infrequent 2	Very Low	Very Low	Low	Moderate	Moderate
	Rare 1	Very Low	Very Low	Low	Low	Moderate

Definition		
Critical	Death, major injuries or ill health causing long term disability or absence from school/work	Stop Activity!
High Risk	Injuries or ill health causing short term disability or absence from school/work	Action must be taken to reduce risk before proceeding
Moderate Risk	Injuries or ill health causing no significant long term effects	Implement all additional precautions
Low Risk	Not likely to result in injury or ill health	Monitor and review on a regular basis
Very Low Risk		Monitor and review on a regular basis

The risk assessment takes into account the revised list of most common symptoms to look out for as updated on the 03 July 2020 as follows:

- A high temperature
- A new, continuous cough
- A loss or change to your sense of smell or taste
- they are recommended to get tested by a healthcare provider (e.g. GP or nurse)

This guidance has been written with reference to:

Guidance on shielding and protecting people who are clinically extremely vulnerable from covid 19 – updated 02 December 2020

<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>

Protective measures for holiday and after-schools clubs, and other out-of-school settings during the covid19 outbreak – Updated 27.11.2020

<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>

Guidance for full opening@ schools updated 26 November 2020

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Working safely during coronavirus (covid19) updated 26.11.2020

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>

New National Restrictions from 05 November 2020

<https://www.gov.uk/guidance/new-national-restrictions-from-5-november>

Guidance for full opening: schools – published 02 July 2020

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Minimise contact and maintaining distance – examples from practice

<https://unitedlearning.org.uk/portals/0/unitedthinking/Examples%20of%20protective%20measures.pdf?ver=2020-07-03-192023-697>

Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak – updated 2 July 2020

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

COVID-19: guidance for young people on shielding and protecting people most likely to become unwell if they catch coronavirus

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