

## COVID-19 Secondary Schools Risk Assessment – June 2020 (updated July 14<sup>th</sup> 2020)

### Preparation for Reopening of School Buildings (previous focus: Year 10 Pupils / reduced access)

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
Original document in Black 1 <sup>st</sup> Revision in Blue 2 <sup>nd</sup> Revision in Green Local control measured in Red						
Environment/Activity being undertaken	<b>Site and Buildings</b>					
1 Contractors, suppliers and visitors to site.	All present on site	3	Contractors, visitors, suppliers on site increase the risk of transmission.  Site visits only by pre-arrangement.  Signage in place to remind visitors of social distancing and infection control procedures.  Deliveries and visits outside of school opening hours where possible.  Process for the acceptance of deliveries, i.e. area where parcel can be left – <b>there is separate entrance for deliveries next to the site office</b>	2	Low	<b>Visitors to be discouraged</b>  <b>Brief Site team to ensure site maintenance visits are pre-arranged and briefed.</b>

Failure to complete compliance checks	All present on site	4	<p>Site Managers or the schools Facility Management Company have continued to carry out monthly compliance checks; <b>school has remained open and compliance checks have continued to be carried out</b></p> <p>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> <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>Specialist equipment used by pupils eg. Access, mobility and changing</p> <p>See: <a href="https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak?utm_source=c51bac38-4a28-4136-b096-4d23f07da6f4&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=daily">https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak?utm_source=c51bac38-4a28-4136-b096-4d23f07da6f4&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=daily</a></p>	1	Low	All usual safety check proceeding as planned
2 Other items to check	All present on Site	4	All areas and surfaces have been cleaned and disinfected.	1	Low	<p>Deep clean taken place and rooms mothballed</p> <p>Rooms that have been in</p>

			Check your kitchens are pest free and has been deep cleaned before food preparation resumes. <b>Kitchen has remained in use and cleaned as per usual standards</b>			use are being cleaned daily
3 Failure to complete health & safety checks	All present on Site	3	Update the schools risk assessment	1	Low	H&S checks have continued as normal
4 Planning and Organising is inadequate	All present on Site	4	<p>Consider the following steps:</p> <p>Organise small class groups between 5 and 10 students with hand sanitiser in each room which is used on entry and exit by all</p> <p>Organise classrooms and other learning environments and offices to ensure <u>at least</u> 2m spacing and ample ventilation where possible from external windows but not internal doors. Groups of 5 would exceed 2m distance.</p> <p>Refresh the timetable ensuring no more than 25% of pupils are in from Year 10 and mixing does not occur with Keyworker groups. Only staff used in line with current government/ EAT guidance and taking account of risks due to protected characteristics ( e.g. Gender, Age, Ethnicity, Disability/ Health status). Timings and structure of the day will allow for deep cleaning in line with guidance</p> <p>Reduce movement around the school by limiting desk use and room use by students. Clear markings will facilitate safe movement. Students experiencing anxiety or distress will be supported by Pastoral Support</p> <p>Toilets use to be identified and controlled by staff ensuring students use designated toilets only at designated times</p> <p>Which activities can be taken outside at FHS planned activities are classroom based with strict spacing control)</p>	1	Low	<p>Planning will ensure minimal risk in line with government guidance. Share with staff and unions to see if other planning can be taken into account .</p> <p>Operations to be reviewed by SLT on daily basis. Initially only 3 week rota planned. Extension beyond 1 week subject to successful operation.</p>

Communicate			<p>Stagger assembly groups (at FHS no assembly groups are planned in this phase)</p> <p>Stagger break times to ensure Keyworker and Year 10 do not mix</p> <p>Staggered drop off and collection will occur with Key Worker students arriving at 8.45 and Year 10 arriving at 9.15 for a 9.30 start. Students and staff will use sanitiser on entry and those displaying COVID type symptoms will not be allowed to enter. Key worker students will leave at 3.30pm</p> <p>How best to supplement remote education with some face to face support</p> <p>Plan drop off and pick up protocols. Adults will only gain access to site via intercom. Limited number of students and staggered leaving times will limit crowding. Staff rota in place for dismissal to ensure 2m distancing on leaving / arriving on school site. This will be reinforced by signage</p> <p>Reduce unnecessary travel on coaches, buses and public transport by promoting walking and cycling to school and staggering start / end times. The curriculum will not require transport to be deliver face to face support</p> <p>Remove unnecessary items will be removed and store elsewhere such as in unused classrooms</p> <p>Ensure communication with parents, pupils and staff of the above using a variety of techniques including website, ParentMail , survey and direct phone calls</p>			
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<p>5 Emergency Evacuation and lockdown; failure to follow procedures leading to injury or loss of life</p>	<p>All present on site</p>	<p>3</p>	<p>As far as is practicable, the normal fire procedures within the school will be maintained, and staff briefed.</p> <p>If this is not possible new fire procedures will be implemented and a practice drill will take place.</p> <p>Review fire assembly point to accommodate social distancing – current assembly point will accommodate social distancing with 25% of Yr 10</p> <p>Fire exits will be unlocked, and fire routes will be kept clear during hours of occupation.</p> <p>Someone in the school will be nominated to call 999 in the event of a fire. Identify who will call 999</p> <p>Senior leader in school at all times</p> <p>Principal/admin officer to hold list of all emergency/utility contacts. Site team hold this and is also in emergency box</p> <p>Safe evacuation/ lockdown takes priority over the maintenance of social distancing arrangements temporarily.</p> <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>1</p>	<p>Low</p>	<p>Reminded staff to close fire doors when they exit classrooms via reissued procedure on 10<sup>th</sup> June</p>
<p>6 Site security is compromised by new arrangements</p>	<p>All present on site</p>	<p>3</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>2</p>	<p>Low</p>	<p>Site team to carry out regular checks</p>

			<p>Risk Assessment completed to cover open doors</p> <p>Access control and intruder alarm systems checked</p>			
7 Cleaning equipment and consumables are inadequate	All present on site	3	<p>Enough soap and hot water in every toilet by ensuring full stock of supplies ordered</p> <p>Enough hand sanitiser at the school entrance - by ensuring full stock of supplies ordered</p> <p>A good supply of Tissues by ensuring full stock of supplies ordered</p> <p>Lidded bins or bags that can be tied, in classrooms for infected waste such as tissues – by ensuring full stock of supplies ordered</p> <p>Gloves for handling infected waste by ensuring full stock of supplies ordered</p> <p>Enough bags for double bagging waste by ensuring full stock of supplies ordered</p> <p>Site team will empty bin bags and replenish soap and hand sanitiser during the school day</p>	1		
8 Other items risk infection	All present on site	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>Lift will have procedure of hand sanitisation prior to entry and exit, along with a use by one person only rule. Cleaning on buttons in the lift will happen frequently and feature in daily intensive clean by cleaning contractors</p>	1		Drinking fountain outside to be marked out of use

						Sanitiser and signs created for lift. To be added to deep clean list for Glen  To feature in comms to staff and students
9 Environment/Activity being undertaken	<b>Effective infection protection and control</b>					
10 Failure to create an inherently safer system	All present on site	4	<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 attend childcare settings, schools or colleges, <b>with checks by staff on duty happening before entry to school building</b></p> <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 <b>with this happening before entry to school building using external sanitisers</b></p> <p>ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p> <p>cleaning frequently touched surfaces often using standard products, such as detergents and bleach</p> <p>minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)</p>	1		Confirmed with Glen

			Schools should ensure that no pupils are on the school grounds unless for agreed contact time or attendance as above.			
11 Offsite activities occur	All present on site	4	All off site activities will be cancelled until further notice.	1	Low	
12 Environment/Activity being undertaken	<b>Measures to reduce contamination</b>					
13 Shared play equipment spread infection	All present on site	3	<p>Fixed play equipment must not be used. E,g ***OUTDOOR GYM</p> <p>Soft furnishings to remove from classroom for the foreseeable future.</p> <p>If you are using outdoor play equipment (only one bubble permitted) it must still be sprayed with cleaning solution and left to dry, at the end of every day</p> <p>Where they remain, they will be subject to regular cleaning and disinfection</p>	1	Low	Site team to add signage / rope off
14 Shared resources and equipment	All present on site	3	<p>Handwashing before and after each lesson</p> <p>Cleaning regime for door handles, press to exit buttons and communal surfaces.</p> <p>Staff are limiting or stopping the amount of shared resources that are taken home.</p> <p>Shared use of stationery and other equipment has been stopped where possible.</p> <p>Shared equipment and surfaces are disinfected more frequently, between each groups use and at the end of the day.</p> <p>Shared modelling equipment eg. Plasticine will not be used.</p>	2		Each room has supply of equipment.



			<p>Lessons planned so resources are not shared.</p> <p>Use of books to be limited to one individual and session planned on this basis</p> <p>Pupils are not required to bring items in from home eg: for 'showing' etc. Reading books will be cleaned/ quarantined when they are returned to school.</p> <p>Any item from home that is required by a pupil and absolutely essential will be appropriately cleaned on arrival.</p>			
15 Items requiring laundry	All present on site	3	We will ensure that all items that are laundered within the school eg: towels, flannels and bedding are washed in line with guidance on cleaning in non-healthcare settings and that these items are not shared by children between washes.	1	Low	
16 Environment/Activity being undertaken	<b>Educational Provision</b>					
17 Government Guidance on Y10 and Key workers not followed	All present on site	4	As well as the measures above, secondary schools should ensure that only a quarter of pupils in year 10 and year 12 are in school at any one time, including vulnerable children and children of critical workers in those year groups who are still encouraged to attend full-time. This is in addition to vulnerable pupils and children of critical workers who might be in full-time attendance from other year groups.	1	Low	Invite system and controlled entry will ensure no more than 25% on site
18 Social Distancing while at school	All present on site	4	<p>Clear expectations are established in advance and communicated to students with behaviour policy reviewed to ensure it supports compliance</p> <p>Adults will model good practice and rapidly address noncompliance in a context appropriate way</p>	1	Low	Ensure rota system and groupings are compliant

			<p>schools should aim to practise social distancing in line with the measures the government is asking everyone to adopt in public and in workplaces, including keeping pupils 2 metres apart from each other where possible.</p> <p>ensuring sufficient distance between pupils is likely to mean classes are no more than half their usual size.</p> <p>mixing between different groups of pupils will be kept to a minimum.</p> <p>minimise mixing for arrival, lunchtime, breaks and departure.</p> <p>While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk</p> <p>given we are asking secondary schools not to have whole year groups in school at the same time, some schools may plan to use rotas. Where rotas are used, secondary schools should avoid split day rotas within the same day and ensure that only a quarter of children are ever in the school on any one day</p> <p>Schools should ensure wider adherence to the approaches set out in the implementing protective measures guidance, to minimise transmission risks</p>			
19 Minimising risk outside of school	All present on site	3	<p>Secondary schools should consider how pupils travel to and from school. Pupils should be encouraged to walk or cycle where possible.</p> <p>Public transport to travel to and from school should be minimised as far as possible</p> <p>Modelling predictions suggest between a 10% and 50% uptake of places in initial phase leading to between 6 and</p>	2	Low	Communication to parents and students would raise awareness

			<p>30 Year 10 will be travelling at the same time with many living within walking cycling distance.</p> <p>the likelihood of pupils mixing with each other and coming into contact with other people on the journey to and from school would be <b>minimised by good communication of expectations</b></p> <p>Our introduction of staggered start and end times will help achieve this.</p> <p>give clear messages to pupils about minimising the use of public transport and how to reduce the risks of transmission outside of school</p>			
20 Environment/Activity being undertaken	<b>Management of expectations within the school</b>					
21 Anxiety within school community re: prevalence and effectiveness of infection control and social distancing measures	All persons on site	<b>3</b>	<p>Communication with parents and children prior to reopening will include information about:</p> <ul style="list-style-type: none"> <li>• Arrival and departure from school and arrangements for parents to access the site</li> <li>• Arrangements for infection control</li> <li>• Pupil groupings</li> <li>• What school day will look like</li> <li>• Attendance and non-attendance</li> <li>• <b>The avoidance of travel to school via public transport at peak times and measure the school are taking to work with parents to alleviate this</b></li> <li>• <b>Expectations re: any new behaviour systems that we have put in place to support our work in infection control and social distancing</b></li> <li>• What will happen if there is a case of coronavirus at the school</li> </ul>	<b>2</b>	<b>Low</b>	

			<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:  <a href="https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june">https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june</a></p>			
22 Personal safety is compromised	All persons on site	3	<p>A register of all children on site will be maintained;</p> <p>A procedure for children to be able to leave the site at the appropriate time, 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	
23 Afterschool and Breakfast Clubs operate	All present on site	3	<p>There is no requirement for schools to run these clubs at the moment <b>and they will not operate during this phase at FHS</b></p> <p>Should the school decide to run these clubs either themselves or using contractors, this must only be done if the pupils can be kept in the groups they are in during the day or socially distanced.</p> <p>A separate risk assessment must be created to cover these clubs, including the control measures being applied.</p>	1	Low	
24 Staff Training is insufficient	All present on site	3	<p>Written instruction and training (if necessary) <b>as outlined in this risk assessment</b> will be provided re: operational procedures, to all staff.</p> <p>This includes:</p>	1	Low	

			<ul style="list-style-type: none"> <li>• What to do if they suspect that they or a member of their household has coronavirus (including testing arrangements)</li> <li>• Day to day organisations and procedures including arrangements for cleaning, staff welfare facilities, travel to work</li> <li>• The importance of keeping teaching groups separate during the day</li> <li>• Arrangements for breaktimes and lunchtimes</li> <li>• 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).</li> <li>• Procedures to follow if they suspect that a child in their group is displaying coronavirus symptoms</li> <li>• Changes to school behaviour policies</li> <li>• Curriculum adaptations required re: social distancing</li> <li>• Site security and fire safety including evacuation and lockdown procedures.</li> <li>• Use of PPE (where applicable)</li> </ul>			
25 Staff Transport to school is unsafe	All present on site	3	<p>Where staff would normally use public transport to travel to work, we will inform alternative options such as, secure cycle storage to encourage staff to walk, run or cycle to work where possible.</p> <p>If there is no option but to use public transport, we will discuss individual safety actions staff will take while travelling and remind to follow government / operator guidance</p>	2	Low	
Environment/Activity being undertaken	<b>Staff Wellbeing</b>					
26 Display Screen Equipment	All present on site	3	Staff undertaking administrative duties using DSE will adjust the available workstation to meet their own ergonomic needs; where necessary, health risks and	1	Low	

			<p>discomfort will be mitigated by the taking of regular micro-breaks at intervals of no greater than 30 minutes.</p> <p>ICT equipment will not be shared, unless disinfected between each user.</p>			
27 Manual Handling is unsafe	All present on site	3	Staff will avoid moving any equipment or materials that is unsafe for them to do so.	1	Low	
28 Staff affected by the working experience.	All present on site	3	<p>Application of national guidance in respect of shielding and at-risk groups including advice from BAMEEd and NHS guidance on risks for groups with protected characteristics</p> <p>Include staff in risk assessment process and Equality Impact Assessment</p> <p>Staff meetings and communication.</p> <p>Define wellbeing support measures for staff.</p> <p>Designate staff rest areas</p>	1	Low	Staff room to be COVID secure and breaks identified in rota
29 Staff Breaks are insufficient or poorly managed	All present on site	3	<p>Staffing rotas for class-based staff will allow sufficient breaks to take place with staff following social distancing guidance</p> <p>Staff will need to follow hygiene guidelines about shared use to equipment to avoid risk of contamination</p>	1	Low	
30 Staff anxiety re: returning to work and potential exposure to the virus.	All staff	3	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.).	2	Low	

			<p>We have signposted to relevant counselling services. 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.</p> <p>We have followed guidance from Excalibur Trust re: the completion of an Equalities Impact Assessment in relation to the development of this risk assessment and will additionally take account of information from BAMEed and NHS staff guidelines</p>			
31 Miscellaneous H&S	All staff	3	In all instances, all staff are instructed to seek advice from the principal (or the other person in control) over any uncertainty about suitable health and safety measures in line with Health and Safety legislation	1	Low	
32 Volunteer wellbeing is not supported (if applicable)	All present on site	3	<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>Volunteers will be included in regular communications and be given the opportunity to feedback any concerns.</p>	1	Low	
33 External Support is unaware of infection control measures	All present on site	3	<p>Discussions with parents will be taken if external support is required for their child to attend school, which it is not typically the case at FHS</p> <p>Signage in place to remind visitors of social distancing and infection control procedures.</p>	1	Low	

			This RA shared with Elmfield School to support development of own RA in relation to this factor			
Environment/Activity being undertaken	<b>Individual staff requirements</b>					
34 Concerns from staff in identified work groups	Clinically extremely vulnerable (shielding)	3	<p>Advised not to return to work and will work from home.</p> <p>N.B. School is unable to mitigate risks occurring within the home environment that do not originate from the employee's work activities.</p> <p>See addendum update</p>	1	Low	
	Clinically vulnerable (incl. Pregnant women)	3	<p>Advised to take extra care with social distancing and to work from home where possible.</p> <p>Clinically vulnerable staff who cannot work from home will be offered the safest available on-site roles, staying 2m away from others. Individual risk assessments must be carried out.</p> <p>In practice staff will not be able to work with groups of pupils as the required social distancing will not be assured.</p> <p>See addendum update</p>	2	Low	
	Those living in a household with a person who is extremely clinically vulnerable	3	<p>Staff to only attend school if stringent social distancing rules can be adhered to, if not these staff will work from home.</p> <p>In practice staff will not be able to work with groups pupils as the required social distancing will not be assured..</p> <p>Individual risk assessments must be carried out.</p> <p>See addendum update</p>	1	Low	
	Those living in a household with a	3	<p>Staff members to attend work</p> <p>See addendum update</p>	2	Low	



	person who is clinically vulnerable. (incl. pregnant)					
	BAME staff aged over 50 (Male) or over 60 (Female)	3	<p>Advised to take extra care with social distancing and to work from home where possible.</p> <p>Staff who cannot work from home will be offered the safest available on-site roles, staying 2m away from others.</p> <p>Individual risk assessments must be carried out.</p> <p>In practice staff will not be able to work with groups of pupils as the required social distancing will not be assured.</p>	2	Low	
Environment/Activity being undertaken	<b>Staffing availability and ratios</b>					
35 Appropriate trained staff not available	All present on site	4	Schools need to ensure there are staff available with paediatric first aid, DSL training, SEND expertise	1	Low	
36 Staffing ratios insufficient for pupil numbers and grouping arrangements. Need to consider safe levels of supervision and social distancing arrangements	Pupils and staff	4	<p>Carry out an audit on staff availability and review regularly.</p> <p>To ensure the school can cover each group of pupils we will require:</p> <p>For 8 Year 10 teaching groups:</p> <p>24 teachers</p> <p>5 support staff</p> <p>2 lunchtime staff</p> <p>The usual staff absence reporting applies, staff must inform the 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 or headteacher, first aider, DSL, SENCO are on site at all times.</p> <p>Highted risks to the BAME (Black, Asian &amp; Minority Ethnic) staff and community have been considered when planning rota's</p>	1	Low	

			<p>School staff have contacted families to ensure that they are aware of potential risks and that support is available.</p> <p>Staff responsible for pupil groups have been briefed in advance and made aware of any existing support plans/ risk assessments etc, for individual pupils. Plans will be reviewed before the pupil re-starts. To ensure that pupil's needs are met.</p> <p>We have prepared a contingency plan to inform affected members of the school community if full or partial closure is required at short notice</p> <p><b>The Principal / Deputy</b> will close parts of the provision if we have insufficient staff available to allow essential social distancing and infection control measures guidance is followed.</p> <p>We will prioritise pupils as follows:</p> <ol style="list-style-type: none"> <li><b>1. Vulnerable pupils and those whose parents are critical workers.</b></li> <li><b>2. Year 10 students</b></li> </ol> <p>If there is a shortage of teachers consider using TA's to lead a group and maintain ratios,</p> <p>Use of staff from other schools (by agreement)</p>			Review the viability of provision if this occurs
Environment/Activity being undertaken	<b>Pupil Wellbeing</b>					
37 Pupil wellbeing is impacted by the current situation causing physical and mental ill health	Students	3	<p>Children to have allocated teacher and <b>access to PSW where possible.</b></p> <p>Reduced time in school to ensure transition from home to school is successful.</p>	2	Low	

			<p>“Recovery Curriculum” to support students well-being.</p> <p>Provide opportunities to talk about their experiences/concerns.</p> <p>Pastoral activities.</p> <p>Individual pupil risk assessments will be conducted if required.</p>			
<p><b>38 Pupil welfare could be diminished</b> A change in family circumstances likely to have an adverse effect on pupils ability to reengage within school</p>	<p><b>Staff and students</b></p>	<p><b>3</b></p>	<p>Staff have contacted families to ensure that they are aware of any potential issues and that relevant support is made available.</p> <p>Staff responsible for pupil groups have been briefed in advance and made aware of any existing support plans/ risk assessments etc, for individual pupils. Plans will be reviewed before pupils return to school to ensure that pupil’s needs are met.</p> <p>Staff must be aware of all relevant dietary and medical conditions of the children being supervised <b>and CPOMS/SIMS/ Mint Class will be used for this</b></p> <p>Medications will be administered in line with normal school procedures and recorded.</p>	<p><b>2</b></p>	<p><b>Low</b></p>	
<p><b>39 Increased student anxiety</b> re: coronavirus, and changes to their learning environment</p>	<p><b>Staff and students</b></p>	<p><b>3</b></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><b>2</b></p>	<p><b>Low</b></p>	
<p>40 School is unable to meet the needs of pupils with an EHP</p>	<p><b>Staff and students</b></p>	<p><b>3</b></p>	<p><b>We have reviewed our existing risk assessments of children with an EHC plan and will follow guidance set</b></p>	<p><b>1</b></p>	<p><b>Low</b></p>	

			<p><b>out below to tailor provision to meet the needs of individual pupils as far as possible.</b></p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance">https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance</a></p>			
41 Ineffective reintegration of young/ vulnerable pupils who have not been attending school for a number of weeks causes anxiety and distress for parents and pupils	Staff and students	3	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.	2	Low	
42 Individual pupil requirements; Pupils (or their family members) in identified groups	Extremely clinically vulnerable pupils (shielded)	3	<p>The school has made it clear that these pupils are not expected to attend and will continue to be supported at home.</p> <p>Parents should follow current medical/government advice if their child is in this category.</p> <p>NB: School is unable to mitigate risks occurring within the home environment that do not originate from school activities.</p> <p>See addendum update</p>	1	Low	
	Clinically vulnerable pupils	3	<p>Parents have been advised to follow medical advice and only then sending their child if it is appropriate to do so</p> <p>See addendum update</p>	2	Low	
	Pupils living in a household	3	These pupils will only be invited to attend school if stringent social distancing can be adhered to, and that these pupils will be able to understand and follow instructions.	1	Low	

	with a person who is extremely clinically vulnerable		See addendum update			
	Those living in a household with a person who is clinically vulnerable. (Including pregnant)	3	These pupils have been invited to attend school on the basis that they can follow social distancing and be able to understand and follow instructions to support it. See addendum update	2	Low	
Environment/Activity being undertaken	<b>First Aid Provision</b>					
43 Government guidance	Frist aiders and studnets displaying symptoms	4	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)	1		
44 First Aid is not sufficient for situation	Frist aiders: Sharon Davies (Sci) Kirsty Tuffley Habon Ibrahim Victoria Long Maria Blanco	4	A qualified first aider must be on site at all times  Ensure staff know who they are.  Minimise hazardous activities if first aid provision is less than usual  Normal hygiene precautions (handwashing and use of gloves) are being taken when administering first aid.  Arrangements are in place for accessing first aid without the need to come in contact with anyone outside of their group	1	Low	

	Magdalena Castano Chereece McBeam Sam Robb		<p>training is still valid</p> <p>Staff receive training in use of face masks and PPE. (face masks, glasses, gloves and aprons)</p> <p>See Guide and link to video training on donning and doffing standard Personal Protective Equipment (PPE) <a href="#">here</a> PPE has been ordered: disposable masks, aprons and gloves</p>			Share link and guide to donning PPE – and display poster in First Aid room
45 Injury to pupils or staff	Anyone on site	3	<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;</p> <p>The use of hand tools, machinery, DT equipment, science materials and hazardous art materials will be avoided;</p> <p>Sources of heat and ignition, other than for catering purposes and thermal comfort, will be avoided</p> <p>Children follow the designed curriculum that is set by teachers no hazardous materials used</p>	2	Low	
46 Abnormal activities	Staff and Pupils	4	Staff will not engage in tasks that are non-teaching or non-supervisory such as spring cleaning, decorating, grounds maintenance etc. and, in particular, will not engage in any working at height above 2 metres.	1	Low	
Environment/Activity being undertaken	<b>Physical Restraint</b>					
47 1:1 teaching, physical restraint	Staff and Pupils	3	Individual <u>risk assessments</u> of children with behavioural difficulties.	1	Low	

and children with SEND or EHC plans are adversely affected by the current situation.			<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>1:1 teaching to be done at 2m distance.</p>			
Environment/Activity being undertaken	<b>Use of Personal protective Equipment (PPE)</b>					
<p>48 Incorrect use exacerbates the risk of further infection</p> <p>Face Masks</p>	Staff and Pupils	3	<p>We are taking into account that Government guidance (11/05/20) does not recommend the use of a face covering or face masks in educational settings.</p> <p>Wearing a face covering or face mask in schools or other education settings is not recommended. However, if a member of staff or student wishes to wear an appropriate face covering, they may do so</p> <p>Schools should therefore not require staff, children and learners to wear face coverings.</p> <p>PPE is only needed in a very small number of cases including:</p> <p>children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way</p> <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.</p> <p>The supervising adult (if a distance of 2 metres cannot be maintained) should wear:</p> <p>a fluid-resistant surgical face mask</p> <p>disposable gloves,</p>	2	Low	

			<p>a disposable apron</p> <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 should also be worn</p>			
Environment/Activity being undertaken	<b>School Transport</b>					
49 Home to school transport; risk of exposure to coronavirus whilst using home-school transport	Staff and 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, and appropriate distance kept between passengers.</p>	2	Low	
50 Risk of exposure to coronavirus whilst using school vehicles.	Staff and Pupils	3	<p>School vehicles will be used for essential purposes only.</p> <p>Passenger numbers to be reduced to allow for social distancing</p> <p>Where possible consistent allocation of driver, escort and passengers to vehicle.</p> <p>Hard surfaces eg: steering wheel, handbrake other controls, door handle, seatbelts etc to be cleaned after use.</p> <p>Vehicle users to wash hand before entering the vehicle. Sanitiser and wipes available for use within the vehicle.</p> <p>School safeguarding procedures to be followed re1:1 transport in school vehicles.</p>	1	Low	
Environment/Activity being undertaken	<b>Contact with pupils or staff with symptoms of coronavirus</b>					
51 Staff or pupil contracts COVID 19 as a result of direct	Pupils and Staff	4	<p>Guidance has been issued to the entire school community. Here, anyone affected must stay at home if they (or their family members) have any of the following symptoms: a</p>	1	Low	Discussions to take place with Glen Cleaning –



<p>contact with an infected person</p>		<p>high temperature, a new continuous cough, a loss or change to your sense of smell or taste.</p> <p>Those affected must follow government stay at home guidance as follows  <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infections">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infections</a></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>When we reopen to the wider cohort of children, all those eligible to attend and members of their households will have access to testing if they display symptoms of coronavirus.</p> <p><b>Where a pupil or staff member tests positive, or have symptoms, the rest of their classes or groups will be sent home and advised to self-isolate for 14 days or until the result of the test is known.</b> 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><b>NB: This area of the government guidance is underdeveloped at the moment. (13/05/20)</b></p> <p>We have a process in place to inform parents testing is required and how to book tests.</p>			<p>they have produced a document to show the additional measures put in place.</p>
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			<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 &amp; Hygiene section.</p>			
52 Contact with persons developing symptoms of the virus whilst at an educational setting	Pupils and Staff	4	<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.  <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></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. <b>Identify which room this is and ensure all staff are made aware.</b></p> <p>Ideally, a window should be opened for ventilation.</p> <p>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>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>	2	Low	Physiotherapy room identified - details shared on INSET day and via documentation

			<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.</p> <p>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.  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p>			
53 Attendance a multi settings (eg for early years attendance at LA and private provision on different days of the week)	Staff and Students	3	<p>We have advised parents of government guidance stating that “children should attend just one setting wherever possible”.</p> <p><a href="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&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=daily">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&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=daily</a></p>	1	Low	
54 Exposure to coronavirus will travelling to and from school and within wider social	Students	3	<p>Pupil travel arrangements have been taken into consideration in our plans for opening as follows:</p> <ul style="list-style-type: none"> <li>We will encourage pupils to walk or cycle to school where possible.</li> </ul>	2	Low	

groupings (outside school).			<ul style="list-style-type: none"> <li>Reviewed numbers of pupils travelling at different times of the day and have adjusted timings of sessions to avoid peak times on public transport to reduce the likelihood of pupils mixing with each other and coming into contact with other people on the journey to and from school</li> </ul> <p>We have provided clear messages to pupils about minimising the use of public transport and how to reduce the risks of transmission outside of school.</p> <p>We have also discussed with pupils the potential for coronavirus to spread when they socialise in groups outside school and have reminded them of the importance of following social distancing guidance in the wider community.</p>			
Environment/Activity being undertaken	<b>Cleaning and hygiene</b>					
55 Cleaning staff levels insufficient to deliver enhanced cleaning regime.	All site users	3	<p>Confirm availability of cleaning staff before reopening</p> <p>Use of contractors or other school staff for cleaning</p> <p>Agree new cleaning requirements and additional hours for this</p> <p>PPE to be worn by cleaning staff as dictated by risk assessment and government guidance (see below).</p> <p>Leave resources to de-contaminate for 72 hours before disposing in the usual way.</p>	2	Low	
56 Person contracts COVID19 as a result of poor cleaning	Staff and pupils	4	<p>For schools with contract cleaning: We have reviewed the cleaning specification with our cleaning contractor to ensure that this meets requirements set out in <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></p>	1	Low	confirmed with Glen

			<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 Taps Switches Phones 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 <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p>			
57 Hazardous substances	Staff and students	4	<p>No children will use any hazardous substance (as labelled);</p> <p>Only cleaning staff, and other staff wearing suitable protective clothing, may use cleaning agents; and all products will only be used in line with the manufacturer's instructions.</p>	1	Low	

			COSHH assessments to be carried out for any new cleaning/sanitising products used. Material data sheets to be made available.			
58 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>If teacher feels the need to have cleaning materials in a classroom for ease, they again must be in a locked cabinet or locked box.</p> <p>PPE will be provided for all cleaning activities</p> <p>Safety data sheets are available for all cleaning products within the school</p>	1	Low	
59 Use of hand sanitiser	Pupils and staff	3	<p>We are providing all staff with access to 80% alcohol hand sanitising gel</p> <p>Alcohol based hand sanitiser is highly flammable, and can be set alight from a spark, static, naked flame or heat incl. sunlight</p> <p>All staff must read the product Safety sheet and sign to say they have done so. Staff will then be aware of how to store and use the product safely (out of direct sunlight/on heat sources and out of reach of children.</p> <p>Identify how and where your chemicals including hand sanitiser will be stored</p> <p>A COSHH assessment must be carried out, we have obtained safety data sheets for the hand sanitiser being used. They advise on action to be followed if the sanitiser is not used as designed i.e. a child drinks some; it gets in eyes etc.</p>	1	Low	Sanitiser to be stored away from heat sources. Safety sheet issues by Rachel Lacey and to be returned to Anne Dando

			<p>While also installing hand sanitiser dispensers to the reception and pupil entrances and will ensure adequate supplies. A COSHH assessment must be carried out and safety data sheets provided.</p> <p>We will not make our own having addressed the national CLEAPSS guidance.</p>			
60 Hand Hygiene is insufficient	Pupils and staff	3	<p>Opportunities are provided for staff and pupils to clean their hands with soap and water:</p> <ul style="list-style-type: none"> <li>• on arrival at school</li> <li>• after using the toilet</li> <li>• after breaks and sporting activities</li> <li>• before food preparation</li> <li>• before eating any food, including snacks</li> <li>• before leaving school</li> <li>• after sneezing/coughing.</li> </ul> <p>Paper towels will be used to dry hands in preference to hand dryers.</p> <p>Tied rubbish bags will be used for the disposal of tissues and will be emptied periodically during the 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 will be used.</p> <p>Identify how and where your chemicals including hand sanitiser will be stored</p>	2	Low	Sanitiser to be stored away from heat sources. Safety sheet issues by Rachel Lacey and to be returned to Anne Dando

<p>61 Ventilation of rooms (open windows and doors) Falls from Height</p> <p>Fire Doors</p> <p>Air Conditioning</p>	<p>Staff and students</p>	<p>3</p>	<p>Windows and doors will be open as much as possible to ensure circulation of air.</p> <p>Window opening restrictors must not be removed.</p> <p>Fire doors can be propped open with a removeable wedge in low risk areas such as, classrooms and offices. In high risk areas such as, kitchens, food rooms and kiln areas fire doors must be kept shut.</p> <p>The schools fire evacuation procedure must be updated to ensure a responsible person is nominated to shut open fire doors before leaving the building at the end of the day but also in the event of the fire alarm being activated.</p> <p>Specify the person or persons nominated to shut doors.</p> <p>Contact your air conditioning contractor re: the suitability of our air conditioning system for use at this time</p>	<p>1</p>	<p>Low</p>	<p>Door closure will be ensured by fire wardens, or site team at end of day</p> <p>Site team to contact Kimera for advice RFL to advise to enable additional controls if needed</p>
<p>Environment/Activity being undertaken</p>	<p><b>Social distancing (minimising contact)</b></p>					
<p>62 Social distancing across the site</p>			<p>We have taken the following measures to reduce footfall and maintain social distancing on site including:</p>			
<p>63 Social distancing is insufficient on entering the building</p>	<p>Staff and students</p>	<p>3</p>	<p>Measure site to ascertain what the maximum capacity is.</p> <p>Make parents/carers aware of the social distancing rules on site in advance</p> <p>We will be erecting signage to remind parent, pupils and visitors to the school of social distancing requirements.</p> <p>Parents are advised to only have one person deliver/pick up their child.</p>	<p>2</p>	<p>Low</p>	



			<p>Staggered opening and closing times for different groups.</p> <p>Markers on floor for pupils and parents to wait, ensuring they do not cause trip hazards.</p> <p>Pupils will enter the school from different entrances to adhere to social distancing rules.</p> <p>Staff on duty to supervise</p> <p>Pupils coats, bags etc. to be kept under their desk.</p> <p>Staff signing in arrangements supported by use of hand gel prior to sign in / sign out</p> <p>(Y6 and secondary) Pupils will be advised of the appropriate entrance and exit to use. Opportunities for groups of pupils congregating on site before and after school will be minimised.</p>			
64 Pupils in the school grounds who are not attending face to face teaching sessions (Secondary)	Staff and students	2	We will ensure that that no pupils are on the school grounds unless for agreed contact time or attendance as in our provision for vulnerable pupils/ children of critical workers.	2	Low	
65 Reception area	Staff and students	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>Door entry systems to be adjusted so that visitors cannot enter the reception area where there is not a physical barrier between office staff and visitors.</p>	2	Low	

			<p>Signage has been erected to advise visitors of social distancing protocols.</p> <p><b>Barrier in place for reception staff</b></p> <p><b>Reception rearranged to support social distancing</b></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><b>Staff signing in arrangements supported by use of hand gel prior to sign in / sign out</b></p> <p>Hand sanitiser will be provided to all persons entering premises with signage to explain control measures etc.</p>			
66 Exposure to infection from deliveries arriving at the school.	<b>Staff</b>	<b>3</b>	<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.</p>	<b>2</b>	<b>Low</b>	
67 Circulation within the building	<b>Staff and Students</b>	<b>3</b>	<p><b>Pupils will access a limited number of rooms - typically 2 in a day</b></p> <p>Circulation routes around the school will be one-way where possible. If not a 'walk right' system will be used</p>	<b>2</b>	<b>Low</b>	

68 Lunchtime/Breaktime	Staff and students	3	<p>Arrangements are in place to stagger lunch and breaktimes, so that different groups are not eating together, with Y10 having a grab and go lunch</p> <p>Pupils to bring in their own water bottles</p> <p>Only food for FSM students available in school</p> <p>Break to happen in classroom to minimise risk of breaking social distancing</p> <p>Outdoor equipment will not be used</p> <p>Staff supervision to maintain standards.</p>	2	Low	
69 Exposure to infection during classroom sessions	Staff and Students	3	<p>We are following government guidance as follows:</p> <p><a href="https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools">https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools</a></p> <p>A maximum of a quarter of pupils in year 10 and year 12 will be in school at any one time, including vulnerable children and children of critical workers in these year groups who are still encouraged to attend full-time.</p> <p>In addition, we will maintain our provision for vulnerable pupils and children of critical workers who might be in full-time attendance from other year groups.</p> <p>Where rotas are used to determine the attendance of groups of pupils, we will avoid split day rotas within the same day and ensure that only a quarter of pupils are ever in the school on any one day (e.g. morning and afternoon rotas will not be applied).</p>	2	Low	

If rotas are used, vulnerable children and children of critical workers in all year groups should still be encouraged to attend full-time and appropriate risk assessments should consider how this could be managed

We will ensure wider adherence to the approaches set out in the implementing protective measures guidance, to minimise transmission risks. This will include ensuring pupils and staff, where possible, only mix in a small, consistent group and that that group stays away from other people and groups.

Recognising that this will not always be possible we will practise social distancing including keeping pupils 2 metres apart from each other where possible.

**Classes will be no more than 10 during full lockdown**

mixing for arrival, lunchtime, breaks and departure is minimised. While in general groups will be kept apart, brief, transitory contact, such as passing in a corridor, is low risk

Groups will use the same room or area of the school. We will seek to achieve the sitting of pupils at the same desk each day.

Pupils from other year groups attending must also be grouped in consistent groups as described above.

Classrooms and workshops are rearranged so sitting positions are at least 2m apart.

Activities for pupils will be non-contact and will not involve more than one temporary group.

			<p>If there is to be rotation of rooms eg: use of a science lab for different groups of pupils, all resources and the room will be cleaned thoroughly between groups.</p> <p>Teaching assistants may lead a group working under the direction of a teacher.</p> <p>We are referring to CLEAPS/DATA/ afPE guidance available for specialist areas.</p> <p>The rationale for our approach is set out in a separate operating procedure which will be retained for reference with this risk assessment.</p>			
70 Toilets	Staff and students	3	<p>One in one out system to be in place.</p> <p>Only one pupil allowed to go to the toilet at any one time.</p> <p>Allocate toilets around the school for different groups of children.</p> <p>2m marking on floor in queuing areas</p> <p>Staff toilets to enforce 2m distancing.</p>	2	Low	
71 Transport to school Numbers on school transport impede social distancing	Staff and Students	3	<p>Review traffic management risk assessment</p> <p>Encourage parents to walk/cycle to school with pupils</p>	1	Low	
72 Other areas	Staff	3	<p>Working from home is encouraged if possible.</p> <p>Staffrooms will be configured to adhere to social distancing requirements.</p> <p>Staff meetings will be held remotely; if this is not possible 2m social distancing guidance will be followed.</p>	2	Low	

			<p>Communal equipment to be thoroughly cleaned between use and prior to use by users</p> <p>ICT equipment to be cleaned prior to use by users.</p> <p>Desks in offices will not be shared</p> <p>Furniture reconfigured in staff areas to allow 2m distancing; screens between office workers etc, has been implemented.</p> <p>All areas are cleaned regularly, a dishwasher is available for cleaning crockery, utensils etc. No tea towels or hand towels are to be used.</p>			
Environment/Activity being undertaken	<b>Maintaining educational provision for pupils who are still working at home</b>					
73 Safeguarding concerns	Staff and Students	2	Safeguarding guidance has been updated and is available on SharePoint.	2	Low	
74 Enhanced risk to pupils re: on-line safety	Staff and Students	3	<p>School to provide information to parents and pupils regarding online safety such as, age appropriate parental controls and internet filters.</p> <p>School to make parents aware of sites they are asking pupils to use and staff their child will interact with.</p>	2	Low	
75 Inappropriate staff contact with pupils	Staff and Students	3	Staff conduct guidance is available on HR SharePoint Staff must not make informal arrangements to contact pupils using their own devices.	1	Low	
76 Injury or contamination of staff undertaking home visits	Staff and Students	3	Staff to follow government guidance on social distancing. Speak to families on door stop or through open window.	1	Low	

77 Vulnerable students 'missed' through lack of contact	Staff and Students	2	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.	2	Low	
Environment/Activity being undertaken	<b>Arrangements for staff working from home due to shielding</b>					
78 Use of Laptops, desktops etc.	Staff	2	<p>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 work for those working at home very temporarily.</p> <p>We have provided staff with Home Working Risk Assessments, link <a href="#">here</a> and advised staff of some simple steps that could be taken to reduce the risk from DSE and working from home.</p>	2	Low	
79 Data Protection	Staff	2	<p>All staff have received GDPR training and are aware of their responsibilities re: use and transfer of personal data.</p> <p>Excalibur data protection policies and school procedures apply.</p> <p>Staff are aware of their responsibilities re: reporting a data breach.</p>	2	Low	
80 Workplace Stress	Staff	3	<p>Opportunities are in place for regular contact with line managers and colleagues via on-line methods such as Teams.</p> <p>If you require information regarding counselling services' contact Kim Jones.</p>	1	Low	

The risk assessment takes into account the revised list of most common symptoms to look out for as updated on the 18<sup>th</sup> May 2020 as follows:

The World Health Organisation says along with the most common symptoms of fever, cough and tiredness, people may have:

aches and pains

sore throat

diarrhoea

conjunctivitis (red eye)

headache

loss of taste or smell

a rash on skin, or discolouration of fingers or toes.

This guidance has been written with reference to:

Guidance for secondary school provision from 15 June 2020

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools>

Coronavirus (COVID-19): guidance for educational settings

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

COVID-19: cleaning in non-healthcare settings

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Coronavirus (COVID-19): implementing protective measures in education and childcare setting

[https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings)

COVID-19: guidance to shielding and protecting people defined on medical grounds as extremely vulnerable

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Managing school premises during the coronavirus outbreak



[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](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)

Planning guide for

Coronavirus (COVID-19): implementing protective measures in education and childcare settings

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

Managing School Premises during the coronavirus outbreak

[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](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)

Conducting a SEND risk assessment during the coronavirus outbreak

<https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance>

**Useful links:**

DfE guidance on implementing protective measures can be found [here](#).

Right Choice Coronavirus Resources are available [here](#).

Likelihood	Severity		1 Very Low	2 Low	3 Moderate	4 High	5 Critical
	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

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.

Completed by Principal / Headteacher		Date 3 <sup>rd</sup> June 2020 Updated 14 <sup>th</sup> July Revised 25 <sup>th</sup> August 2020
Name Nick Lewis		
Assessed by	Davina Nicholls	Date 25.08.2020
Signed	<i>D Nicholls</i>	
Approved by CEO		
Signed	<i>N J Edmundson</i>	26.08.2020
Date of Review		

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