

William Farr C.E. Comprehensive School Infection Control COVID-19 Risk Assessment Form



Risk Assessment carried out by – J Knowler (Headteacher) and S. Alcock (School Business Leader)	
Date of Assessment – 1 June 2020	Date Approved by Governing Body – 4 June 2020
<p>Personnel covered by this Risk Assessment:</p> <p>All staff, students, parents, visitors, governors and contractors who are on the school site.</p>	<p>Activities involved:</p> <p>To offer Year 10 and 12 students some “face-to-face’ contact in school from 15 June to support their remote learning at home.</p> <p>To continue to offer full-time provision for vulnerable students (EHCP, Social Worker and SEND) and those students whose parents are key workers.</p>

RISK RATING		Likelihood		
		Probable Occurs repeatedly, to be expected or could affect large number of people	Possible Could occur sometime or affect a few people	Remote Unlikely to occur or not many people to be affected
Impact	Major Major injury, permanent disability or ill-health	High	High	Medium
	Severe Injury requiring medical treatment	High	Medium	Low
	Minor First aid treatment	Medium	Low	Low

Context

Since the school closed to all students on 20 March, it has remained open for vulnerable students (those with an Education and Health Care Plan and Social Worker) and those students whose parents are key workers. This has included all holiday periods.

Throughout the school closure, the school has implemented the Department for Education recommendations with regards to health and safety measures to protect staff and students in school and working from home.

Students have been provided with remote learning education via the school Virtual Learning Environment. Regular contact has been made with vulnerable students, including those with SEND, to ensure adequate care and provision is in place. Risk Assessments have been produced in line with Government requirements. The school has contacted home for any students who have not engaged with remote learning across their subjects. Parents of Free School Meal children have received direct payment from school rather than using the Government voucher scheme. Staff have been kept up to date with developments through emails, copies of correspondence letters and through on-line conversations with Line Managers. Parents have been kept informed through emails, phone calls and letters. Governors have made a weekly visit to school and met with the Headteacher to be kept informed of developments, assess student provision and offer support. This has been undertaken with strict social distancing.

In line with Government recommendations, the school is now proposing a partial re-opening to Year 10 and 12 students from 15 June 2020. This will include continuing to offer provision for vulnerable students and those students whose parents are key workers. Fundamental to this wider school opening is the safety and welfare of all people on site.

The following risk assessment has been produced to ensure the school is prepared for this partial re-opening and that any potential risks to the safety and welfare of staff and students are identified and minimised wherever possible. Staff, students, parents, visitors and governors must have confidence in the school that social distancing and protection measures are in place and reviewed regularly. The risk assessment has been checked by James Whelan CMIOSH | LCGI, Health & Safety Consultant, Hunt & Sykes Safety Services Ltd.

Department for Education/Local Authority Guidance followed since school closure:

DfE: [COVID-19:Cleaning of non-healthcare settings](#) - Updated 26 March 2020

DfE: [Coronavirus \(COVID-19\) guidance for educational settings](#) - Updated 7 April 2020

DfE: [Actions for schools during the coronavirus outbreak](#) - 28 April 2020

DfE: [Changes to the law on education, health and care needs assessments and plans due to coronavirus](#) - 30 April 2020

DfE: [Modification notice: EHC plans legislation changes](#) - 30 April 2020

DfE and PHE: [Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19](#) - Updated 5 May 2020

DfE: [Guidance for Conducting a SEND risk assessment during the coronavirus outbreak](#) - Updated 7 May 2020

DfE: [What parents and carers need to know about schools, colleges and other education settings during the coronavirus outbreak](#) – 11 May 2020

DfE: [Actions for education and childcare settings to prepare for wider opening from 1 June 2020](#) – 11 May 2020

DfE: [Guidance Coronavirus \(COVID-19\) Implementing protective measures in education and childcare settings](#) - 11 May 2020

DfE- [Opening schools for more children and young people :initial planning framework for schools in England](#) - Updated 12 May 2020

Lincolnshire County Council: [School Recovery Guidance in Response to Covid-19](#) – 12 May 2020

DfE: [Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment \(PPE\)](#) – 14 May 2020

DfE: [Critical workers who can access schools or educational settings](#) - 14 May 2020

DfE: [Supporting vulnerable children and young people during the coronavirus \(COVID-19\) outbreak](#) - 15 May 2020

DfE: [Providing free school meals during the coronavirus outbreak](#) - 15 May 2020

DfE: [Managing school premises during the coronavirus outbreak](#) - 18 May 2020

DfE: [Coronavirus \(COVID-19\): safeguarding in schools, colleges and other providers](#) - 20 May 2020

DfE: [Remote education during coronavirus \(COVID-19\)](#) - 22 May 2020

DfE: [Guidance for secondary school provision from 15 June 2020](#) – 25 May 2020

DfE: [Supporting children and young people with SEND as schools and colleges prepare for wider opening](#) – Updated 26 May 2020

Please note this list is being updated regularly

Risk	Controls already in place	Further Action required	Risk Rating H/M/L with control measures	By Whom
<p>Spreading COVID-19 on arrival to school</p>	<ul style="list-style-type: none"> -Only students who are vulnerable or have parents that are key workers are accessing the school site. -Students and staff displaying symptoms are not to be permitted into school until 7/14-day isolation completed in line with government guidance. -Access to the school site is controlled using the main entrance only. -On arrival, students sign in, wash hands, apply sanitiser and are escorted by their teacher to their designated teaching room. -Parents/carers to drop off/collect their child from the car park. -Contractors are not permitted on site unless to perform essential Health and Safety or cleaning duties. -The maximum number of students on site per day has been less than 12 up to May half term so maintaining social distancing has not been a problem. -Students are not permitted to bring mobile phones into school as it is against school policy. It is a common touch point by other people and not just the user which would present a risk of spreading the virus. -Headteacher (or designated Deputy) to be informed of any incidents where staff or students display symptoms. 	<ul style="list-style-type: none"> -Parents, students and staff to be reminded through email and guidance documents that if anyone in their household displays symptoms of coronavirus, they are to follow the NHS guidance and the track and trace system for self-isolating. -Parents, students and staff to be reminded through email and guidance documents of the importance of social distancing when travelling to and from school. -Students will muster in defined areas and small groups (social bubbles) at the start of the day and will be escorted to a designated classroom through separate entrance points. -New signage in and around school site will remind staff and students to maintain social distancing and identify the one-way system for everyone to follow. -Student expectations sheet will be emailed to parents prior to 15 June and copies given to students. This will explain the health and safety and social distancing measures in place. -Staff and students will be informed through the expectations sheet to only bring essential equipment needed for that day with no borrowing or sharing of equipment. -Parents/carers will not be permitted to enter the school building unless by prior agreement. -Office staff will work either behind a screen on main reception or 2 metres away from visitors/colleagues. -SLT will make visual checks of staff and students on arrival at school for any symptoms. -Staff and students presenting with symptoms at the start of the school day are isolated in a dedicated medical isolation room and parents/carers contacted to arrange immediate collection. 	<p>M</p>	<p>Parents/ carers, staff, students</p> <p>Headteacher and Senior Leadership Team (SLT)</p> <p>Office staff</p>

Risk	Controls already in place	Further Action required	Risk Rating H/M/L with control measures	By Whom
Staff/ student absence from school	<p>-Registers taken each day for students that are knowingly attending the school. Any non-attendance is followed up immediately with a phone call home.</p> <p>-Staff are on a rota to keep staff numbers in school to a minimum.</p>	<p>-Parents/carers and staff to be advised to follow the usual school procedures for sickness absence.</p> <p>-Where students/staff are absent and the school does not receive a phone call, the school will make contact to ascertain the reasons for their absence.</p> <p>Staff engaged with the delivery of “face-to-face” sessions and necessary support staff are required on site.</p> <p>-If absence is related to Covid-19, staff/families advised to follow NHS guidance and track and trace system. School to be informed of any test outcomes. If positive, school to take advice from Local Authority and Public Health England.</p> <p>-May need to increase staff availability/cover if any staff are self-isolating having contracted coronavirus or have been informed to self-isolate through track and trace. Potential implications for the school budget.</p>	M/L	<p>Headteacher and SLT</p> <p>Attendance Officer</p> <p>Parents/ carers, staff, students</p>
Transport to and from school spreads infection	<p>-Students arrive at school through private transport arranged by parents/carers.</p> <p>-Identified students are transported by taxi. No buses currently running.</p> <p>-Students are met and greeted by staff in the main entrance.</p> <p>-Staff remind students to ensure social distancing at all times.</p>	<p>-Parent/carers to be informed by letter that, where possible, their child should cycle or walk to school maintaining social distancing in line with government advice. If travelling by car, parents/carers must drop off and collect their child from the main car park and remain in their cars. They are not permitted to enter the school premises unless by appointment.</p> <p>-All staff to use the rear car park only.</p> <p>-Students walking, cycling or travelling by bus to use the main entrance.</p> <p>-A new traffic management system will be in place in the main car park to facilitate social distancing and smooth flow of traffic. Floor markings to be used where necessary to manage any queuing at entrance to school.</p> <p>-A new one-way system has been identified.</p> <p>-Staff to monitor main car park entrance and support students.</p> <p>-Parents/carers to notify the Local Authority Transport Department if their child must travel by bus because there is no alternative transport possible.</p> <p>-Parents/carers reminded that student are required to wear a face covering if travelling by public transport.</p>	L	<p>Headteacher and SLT</p> <p>Duty Staff</p> <p>Site Manager/ Caretakers</p> <p>Parents/ carers, staff, students</p>

Risk	Controls already in place	Further Action required	Risk Rating H/M/L with control measures	By Whom
Staff /students in the clinically vulnerable group	<p>-DfE advises that if a student or staff member is in the clinically vulnerable group, they can attend school due to the low numbers of people on site.</p> <p>-Staff in this category have not been asked to work in school during lockdown and worked from home where their role allows this. If the role does not allow them to work from home, then they have just stayed at home.</p> <p>-Parents/carers of vulnerable students and those who are key workers make own decision if they wish their child to attend school.</p> <p>- The following NHS link has been used to identify these groups: https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/</p>	<p>-DFE advises that these staff and students can attend and work in school.</p> <p>-Staff in this category, who can both work from home and in school, have been given the option to return to school on a rota basis or to continue working from home.</p> <p>-Staff in this category who can't work from home will return to school on a rota when needed.</p> <p>-Parents/carers of Year 10/12 students, vulnerable students and those whose parents/carers are key workers to continue to make their own decision as to whether their child should attend school. Students will continue to be supported through remote learning at home. No penalty on parents/carers for their child not attending school.</p>	L	<p>Headteacher</p> <p>HR Manager</p> <p>Staff</p> <p>Parents/ carers, staff, students</p>
Staff/ students in the extremely clinically vulnerable group	<p>-DfE advises that if a student or staff member is in the extremely clinically vulnerable group, they do not attend school.</p> <p>-School will not have any staff or students on site if they fall into this category</p> <p>-School has no extremely clinically vulnerable staff or students they are aware of at present.</p> <p>-The above NHS link has been used to identify these groups.</p>	<p>-DfE advises that if a student or staff member is in the extremely clinically vulnerable group, they do not attend school.</p> <p>-School will not have any staff or students on site if they fall into this category.</p> <p>-The school has no extremely clinically vulnerable staff or students they are aware of at present.</p>	L	<p>Headteacher</p> <p>HR Manager</p> <p>Staff</p> <p>Parents/ carers, staff, students</p>

Risk	Controls already in place	Further Action required	Risk Rating H/M/L with control measures	By Whom
Staff/ students living with a person in the clinically vulnerable group	<p>-DfE advises that if a student or staff member lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend school.</p> <p>-Staff in this category have not been asked to work in school during lockdown and worked from home where their role allows this. If the role does not allow them to work from home, then they have just stayed at home.</p> <p>- Parents/carers of vulnerable students and those who are key workers make own decision if they wish their child to come to school.</p>	<p>-DfE advises that these staff and students can attend and work in school.</p> <p>-Staff/students will be identified and reviewed at an individual level, taking into account home circumstances.</p> <p>-Staff identified may be asked to continue to stay at home/work from home. This will be agreed with the individual.</p> <p>-Staff available to work in school will be placed on a rota observing strict social distancing.</p> <p>-Parents/carers of Year 10/12 students, vulnerable students and those who are key workers to continue to make their own decision for their child to attend school. Students will continue to be supported to learn at home remotely. No penalty on parents/carers for their child not attending at school.</p>	L	Headteacher HR Manager Staff Parents/ carers, staff, students
Staff/ students living in a household with someone who is in the extremely vulnerable group	<p>-DfE advises that if a student or staff member is living with someone who is extremely clinically vulnerable, they only attend the school if stringent social distancing can be evidenced and adhered to.</p> <p>-Staff in this category have not been asked to work in school during lockdown and worked from home where their role allows this. If the role does not allow them to work from home, then they have just stayed at home.</p> <p>-Parents of vulnerable students and those who are key workers make own decision if they wish their child to come to school.</p>	<p>-DFE advises that these staff and students can attend and work in school if stringent social distancing can be adhered to.</p> <p>-Individuals identified may be asked to continue to stay at home/work from home. This will be agreed with the individual who will notify the school if their situation changes.</p> <p>-Students will continue to be supported to learn at home remotely. No penalty on parents/carers for their child not attending at school.</p>	L	Headteacher HR Manager Staff Parents/ carers, staff, students

Risk	Controls already in place	Further Action required	Risk Rating H/M/L with control measures	By Whom
Infection/ hygiene standards within the school building and classrooms	<p>-Students/staff have restricted access to areas of the school. Rest of school temporarily closed with no access to minimise potential spread and to control hygiene.</p> <p>-Student numbers attending school have been low (below 12 up to May half term). Students have been using the library/resource centre where social distancing can be maintained.</p> <p>-DfE guidance followed for the cleaning of non-healthcare settings.</p> <p>-Cleaning areas and roles were reviewed. Updated cleaning regime implemented to concentrate on key/open areas only.</p> <p>-Hard surfaces and key touch-point areas, such as doors, door furniture, light switches and handrails, are disinfected on a frequent basis rather than simply cleaned.</p> <p>-Cleaning products readily available in the toilet areas and with caretakers for spot cleaning.</p> <p>-Toilet and handwashing facilities are adequately stocked with soap, hand towels, toilet rolls and the waste bins are emptied each day and taken out to the external bins.</p> <p>-Students and staff do not wear school uniform/business attire to ensure regular washing of clothing.</p>	<p>-A member of the cleaning/site team to be present during the school day to carry out cleaning between lessons/break times, spot cleaning and removal of waste from the school site, where need identified.</p> <p>-Staff to take responsibility for their own personal hygiene throughout the school day.</p> <p>-Tissues and hand sanitisers to be made available in each classroom. Students advised to follow the guidance, 'Catch it, Bin it, Kill it', and avoid touching their faces, noses, etc. whilst at school. Tissues to be disposed of in bins.</p> <p>-Caretakers/site team/medical team to raise any stock level concerns with the School Business Leader in relation to equipment/chemicals/ PPE, etc.</p> <p>-Students to eat their lunches in designated eating areas set up with social distancing spacing and NOT in classrooms.</p> <p>-All bins emptied regularly throughout the day and placed in the external bin store (where it should be kept for 3 days). Clinical waste to be disposed of in red bin bags.</p> <p>-Cleaning regime checklist to be implemented to include; books, desks, chairs, doors, sinks, toilets, light switches, bannisters, stationery items and the staff areas.</p> <p>-Cleaning products readily available in the immediate area of the classroom/toilet areas for spot cleaning.</p> <p>-Communal fridge doors, kettles, toasters and microwave doors, etc. and water cooler handles are included in the daily routine cleaning carried out by identified staff.</p> <p>-Additional handwashing facility to be created outdoors.</p> <p>-Classrooms zoned in a restricted area with external access and hand-washing facilities.</p> <p>-Students and staff to bring own packed lunch, drinks and snacks. Canteen to be closed except for vulnerable students only who can pre-order a packed lunch.</p> <p>-One-way system and minimise contact between staff and students.</p> <p>-Other areas of school to remain closed to limit risk and control infection.</p>	M/L	<p>Headteacher and SLT</p> <p>Site Manager/ Caretakers, Cleaners</p> <p>Parents/ carers, staff, students.</p>

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<p>Infection/ hygiene standards within the school building and classrooms</p>	<p>-70% alcohol sanitiser gel available to staff and students in all classrooms and on entry to school at reception.</p> <p>-Handwashing posters located in student and staff toilet areas and classrooms.</p> <p>-Students are encouraged throughout the school day to wash their hands for 20 seconds.</p> <p>-Staff and students to wash/sanitise their hands:</p> <ul style="list-style-type: none"> - On arrival to school and lessons - Before and after eating - Following coughing and sneezing - At the end of the school day <p>-Where appropriate, windows to be opened in classrooms/corridor areas/offices during the school day to allow natural ventilation.</p> <p>-Where appropriate, occupied classroom doors to be wedged open during the day. Fire door are NOT to be wedged open.</p> <p>-Designated toilets allocated (main reception and by staff room for staff and dining room for students)</p> <p>-Staff room open along with a temporary staff room allocated within the main school building (training room).</p> <p>-Windows are opened in the temporary staff room when appropriate. Fire doors are not to be propped/wedged open.</p> <p>-Furniture in staff room areas spaced to ensure social distancing.</p>	<p>-Excess chairs and furniture removed from classrooms. Classroom furniture arranged to promote 2 metre separation. Non-essential equipment to be removed or isolated.</p> <p>-As per guidance, air-conditioning is not to be used.</p> <p>-Students asked to bring their own stationery items and not to share any resources.</p> <p>-All classwork to be completed on paper, in exercise books brought by the students from home or on a computer. Students to have allocated computers. Interactive whiteboards and power-points encouraged. Students to bring textbooks from home but these will not be shared or collected by the teacher. Teachers will not mark classwork. Staff to wash hands regularly.</p> <p>-Student and staff work areas to be wiped down by the individuals, using disinfectant wipes at the start and end of lessons.</p> <p>-Staff and students to bring a packed lunch and own bottled water. A water fountain in the dining room will be the only one available in school. This will be supervised by a member of staff and a cleaning regime in place. Bottled water will be available to purchase at lunchtime from the canteen.</p> <p>-2 rooms to be available for a staff recreational area at lunch and break times with social distancing (staff room and training room)</p> <p>-Designated toilets for staff (main reception and staffroom) and students (dining room and resources).</p> <p>-Legionella testing/water flush through and header tank flush to be completed prior to 15 June.</p> <p>-Weekly flush though by caretakers of all water sources in closed areas of school thereafter.</p> <p>-Deep clean of the school to be carried out w/c 1 June. To include high level and low level clean, plus desks, chairs, doors, sinks, toilets, light switches, bannisters and carpeted areas. Staff offices will also be cleaned.</p> <p>-Catering staff to be informed and follow safe working practices.</p> <p>-SLT to be visible around school during the day, popping into lessons and supervising students' arrival, break, lunch and departure times.</p>	<p>M/L</p>	<p>Headteacher and SLT</p> <p>Site Manager/ Caretakers, Cleaners</p> <p>Parents/ carers, staff, students</p>

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Quality of educational provision decreases	<ul style="list-style-type: none"> -Staff to supervise vulnerable and key worker children completing remote learning in the library/resources area. -Staff continue to set and provide feedback on work to all students through remote learning. -Departments plan and review teaching materials, resources and provide feedback on work set. 	<ul style="list-style-type: none"> -Departments to plan teaching materials to support remote learning for partial re-opening to Year 10 and 12 students. Remote learning will continue to be the main source of education. -Remote learning to continue to be the main source of educational provision for all students. -Staff allowed access to the school before 15 June to prepare any teaching materials, ensuring social distancing. -SENCO to prepare Teaching Assistants for return to support SEND students. 	M	<ul style="list-style-type: none"> Headteacher and SLT Middle Leaders Parents/ carers, staff, students
Staff/ students show symptoms of COVID-19	<ul style="list-style-type: none"> -Staff are aware through communication of the symptoms of coronavirus. -Students/staff health needs and concerns are appropriately actioned by the medical staff on-site. -Parents/carers regularly informed through Headteacher letter/email and contact to monitor their child's /family members' health and welfare. -A dedicated medical isolation room is set aside to isolate staff/students which would allow them to be viewed from a 2 metre distance and has windows for ventilation and only two washable chairs located in it -Where staff/students start showing symptoms of coronavirus (new continuous cough, high temperature, loss of taste or smell) they are transferred to the medical isolation room and a member of the SLT and medical staff informed. -A face mask should be worn by a member of staff supporting the symptomatic students/staff, if 2 metres cannot be maintained. 	<ul style="list-style-type: none"> -Ensure that the school holds sufficient stock of certified PPE - disposable gloves/aprons/face masks/face shields to cater for increased student numbers of site. -Students/staff displaying symptoms should self-isolate for 7 days and the rest of their household for 14 days. -Staff/students should be encouraged to be tested through the track and trace system. If positive, NHS will contact anyone who has come into close contact with staff/students and instruct them to self-isolate for 14 days. -Staff expectations document to identify PPE use. -Staff to be supported on how to use PPE. -The Headteacher (or Designated Deputy) is to be informed if any staff/students are self-isolating. 	M	<ul style="list-style-type: none"> Headteacher and SLT Middle Leaders Office and Medical Staff Cleaning Staff Parents/ carers, staff, students

Risk	Controls already in place	Further Action required	Risk Rating H/M/L with control measures	By Whom
<p>Staff/ students show symptoms of COVID-19</p>	<p>-If contact with the student/staff member is necessary, then gloves, apron and a face mask should be worn. If there is a risk of fluids entering the eyes from, for example, coughing, spitting or vomiting, then eye protections should be worn.</p> <p>Government guidance on use of PPE must be followed as outlined in the DfE document - <i>'Covid-19 Personal Protective Equipment-Use for non-aerosol generating procedures'</i></p> <p>-Staff /students remain in the medical isolation room until they can be collected.</p> <p>-Welfare facilities to be available in the medical isolation room. If used, thoroughly cleaned using appropriate materials.</p> <p>-Medical isolation room to be deep cleaned once the staff/student has left the area.</p> <p>-Cleaning staff to wear PPE appropriate with the cleaning substances they are using to clean the area.</p> <p>-Parents/carers and staff members' next of kin contacted and asked to immediately arrange collection.</p> <p>-If need identified, the emergency services are to be contacted.</p>		<p>M</p>	<p>Headteacher and SLT</p> <p>Middle Leaders</p> <p>Office and Medical Staff</p> <p>Cleaning Staff</p> <p>Parents/ carers, staff, students</p>

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<p>Maintaining social distancing</p>	<ul style="list-style-type: none"> -Keyworker and vulnerable students limited to using resource centre/library/dining hall and quad to minimise movement around school -2 metre rule followed wherever possible. -Staff supervise students when moving about the building. -Staff/students have access to designated areas only. This limits cleaning requirements and minimises risk of virus transmission. -Lifts operational only where necessary. Reduce maximum occupancy to one person. Lift to be included in cleaning regime if used. -No student assemblies and coming together of large groups of students face to face. -No staff briefings/meetings face to face. On-line meetings/telephone calls/emails used with teams to maintain communication as appropriate. 	<ul style="list-style-type: none"> -Use of external doors to classrooms and corridors to control movement throughout the school day. -Staggered break/lunch times to minimise social mixing and to keep students in their social bubble during their time in school. Staggered dismissal of students at the end of the day. -Students in class sizes of 15 or less. This is not more than half of the normal class size. -Year 10 and 12 students to attend school on different days to minimise number of students on site at any one time. -No more than a quarter of Year 10/12 students to be onsite at any one time. Parent survey indicates 80% of student are likely to attend school. -Classrooms identified in a designated area with external access where possible. -One-way system to minimise contact between staff and students. Brief transitory contact, such as passing in a corridor or when outside at break/lunchtime is low risk. -Students to be seated 2 metres apart in classrooms and lunchtime. -Keyworker and vulnerable children continue to use the resource centre/library. -Signage displayed around the school for social distancing and 2 metre rule. -Student expectations sheet to reinforce social distancing measures and behaviour expectations. Reinforced by staff. Parents/carers asked to explain to students beforehand. -Duty rota for start/break/lunch/end of day to ensure social distancing maintained where possible. 	<p>M</p>	<p>Headteacher and SLT</p> <p>Staff</p> <p>Students</p>

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Lack of opportunity for outdoor provision	<ul style="list-style-type: none"> -Outdoor spaces provided (basketball courts, canopy area outside dining hall) suitable for low student numbers. -Students encouraged to get some fresh air at lunch/break times where possible. -Low student numbers so social distancing not a problem outdoors 	<ul style="list-style-type: none"> -Staggered break and lunch times with designated areas for students/staff to eat their lunch. Staggered dismissal times at end of day. -Reduced lunch time to reduce social mixing. -Outdoor recreation in designated areas with students remaining in their social bubble. -Additional benching erected outside for seating apart. 	L	Headteacher and SLT Staff Site Manager/ Caretakers Students
Use of Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> -In line with DfE guidance, wearing a face covering or face mask in schools is not required. -The school will put in place regular cleaning, social distancing and hygiene measures to minimise any risk. -Social distancing is an appropriate means to minimise risk. -Tasks have been identified within the school that would require staff wearing PPE - First aid, supporting students with intimate care, cleaning activities where need is identified and potentially when a staff member/student is symptomatic of Covid-19. -Staff follow and demonstrate good hand-washing practice. 	<ul style="list-style-type: none"> -Hand sanitiser to be available in all used classrooms and in key shared areas around school. -Medical staff and those supporting personal care for students will have access to a supply of PPE-disposable gloves, aprons, face masks and visors, which can also be provided to either use with a face mask or without. -Diner staff to use face masks during food preparation duties. All other food standards and procedures should be carried out as normal including hand washing and sanitising between tasks. -Majority of staff will not be required to wear PPE, even if they are not always able to maintain a distance of 2 metres from others. -If any staff/students make a personal choice to wear a face covering, they should not be challenged and be allowed to wear it. -Staff expectations document to explain PPE use. -PPE equipment to be stored safely in isolation room. -Support for medical staff and cleaning staff on use of PPE. -The Headteacher (or designated Deputy) is to be informed if any staff use PPE. 	M	Headteacher and SLT Office and Medical Staff Site Manager and Cleaning Staff Diner staff

Risk	Controls already in place	Further Action required	Risk Rating H/M/L with control measures	By Whom
Provision for vulnerable students (Education, Health and Care Plans, Social Worker, Free School Meals and SEND)	<ul style="list-style-type: none"> -Risk assessments are in place and reviewed regularly. -Regular contact is made with parents/carers and students to review provision by SENDCO/Heads of Year and SLT. -Annual Reviews for EHCP students are still taking place remotely. -Close liaison with external agencies, for example, Social workers, Carers, alternative providers, the Virtual School and the SEND team at the Local Authority where necessary. -Supportive guidance for parents and children sent home to include support on emotional wellbeing – an additional guidance document sent for students with Autism. -Student Welfare sessions are being conducted remotely on an individual basis. -Wellbeing email system in place for students to make contact. -Parent/carers of students in receipt of free school meals to receive direct payment from the school (£15 per week) including payments through the Easter holidays and May half term. -Food parcels sent to individual families. -Current safeguarding protocols continued. -Safeguarding Policy updated. 	<ul style="list-style-type: none"> -Additional SEND staff, including Teaching Assistants (TAs), may be required for any extra students attending school. TAs to support lessons, subject to staffing. -Review of vulnerable students on case-by-case basis and subject to risk assessment in order to inform planning. Vulnerable students to attend school if current provision is unsatisfactory subject to staff being available. -Risk assessment for any students with behaviour issues. -SEND room to be available to cater for additional students. -Essential visitors from external agencies permitted to attend school only by prior appointment. Social distancing signage in reception. PPE to be made available if required. -All Years 10 and 12 students, including those who are not engaging in remote education, to be invited into school, providing no more than a quarter of the year group is in school at any one moment in time. 	L	Headteacher and SLT Middle Leaders SENCO/TAs Parents/carers

Risk	Controls already in place	Further Action required	Risk Rating H/M/L with control measures	By Whom
First Aid Provision and support with medication	<ul style="list-style-type: none"> -Staff are first aid trained. -Fully stocked first aid boxes located in the main office and medical room. -Staff wash their hands prior to administering first aid. -Staff wear disposable gloves when providing first aid support. -Staff wash their hands after providing first aid support. -Medication policy in place. -Staff wash their hands prior to support with medication and after support. 	<ul style="list-style-type: none"> -PPE as described where appropriate. -Gloves and first aid items used should be double bagged and placed in the waste bin. -Waste bins emptied throughout the school day. -Ensure that a stock of disposable gloves and other PPE is available for staff use. 	L	Headteacher and SLT Office and Medical Staff Parents/ carers, staff, students

Risk	Controls already in place	Further Action required	Risk Rating H/M/L with control measures	By Whom
Fire Evacuation	<ul style="list-style-type: none"> -Automatic fire detection system fitted, which is regularly tested and inspected. -Emergency lighting tested regularly in line with procedures. -Caretaker/Site Manager to check the fire alarm control panel at the start of each school day and on a weekly basis to ensure that the fire alarm system is operating correctly. -In the event of the fire alarm sounding, staff to direct students to evacuate the building and assemble at muster points. SLT on duty will oversee the evacuation with support from the duty caretaker. -Duty office staff to take staff and student signing-in sheets to SLT as registers. -Staff and student numbers have been low and the risk of contact when evacuating is low. -Staff and students to maintain social distancing where possible when evacuating the building and when registers are being taken at the assembly point. -Staff and students are to wash their hands when they re-enter the building. 	<ul style="list-style-type: none"> -Review of fire safety risk assessment and evacuation procedure with support from Lincolnshire Fire and Rescue, who have offered to assist the school in planning to re-open safely. - Any faults are to be reported immediately to the Contractor who tests and inspects the school's fire alarm system. -Student and staff expectations sheet to explain fire evacuation procedures. 	L	Headteacher and SLT Site Manager/ Caretakers Staff Students

Risk	Controls already in place	Further Action required	Risk Rating H/M/L with control measures	By Whom
<p>End of the school day spreads Covid-19</p>	<ul style="list-style-type: none"> -Students/staff wash or sanitise their hands before they leave the school site. -Water bottles and lunch boxes taken home from school each day to be washed. -Parents/carers collecting students by car not to enter school building. -Staff control the flow of students leaving the school building to encourage social distancing. -Gates and entrance doors are included in the cleaning regime at the school. -Parents/carers advised to ensure that students wash their hands when they arrive home from school. 	<ul style="list-style-type: none"> -Staggered dismissal times. Students to be dismissed individually starting with those who are cycling/walking, followed by those who are being collected by car and finally those travelling by bus. This will minimise the likelihood of students mixing with each other and coming into contact with other people on the journey home. -Staff on duty to supervise student departure. -Staff to leave premises promptly at end of the day. -Parents/carers advised that water bottles are to be thoroughly washed and lunch boxes wiped over with anti-bacterial spray when they arrive home. -Traffic management system in place to control flow of cars/buses. 	<p>L</p>	<p>SLT</p> <p>Parents/ carers, staff, students</p>
<p>Office areas</p>	<ul style="list-style-type: none"> -Staff rota introduced which minimises the numbers of staff in school at any time. -Designated desks used by specific staff members to avoid transmission. Regular cleaning of work stations. -Social distancing in work areas. -Staff to use own equipment and not share resources. 	<ul style="list-style-type: none"> -Staff rota will continue with reintegration of Year 10 and 12 students to minimise contact and ensure social distancing is possible. -Unused offices to remain closed. -Staff to work on desks socially distancing. -Doors of offices to be wedged open when occupied, if appropriate. Fire doors are NOT to be wedged open. -Where appropriate, windows are opened whilst the office area is in use. -Staff asked to leave their desks clutter free so they can be easily cleaned. -Daily cleaning regime of office spaces and work areas. -Waste bins are lined with a black bag and where possible have a lid. -Waste bins are emptied at the end of the school day. -Partitions to be erected, if necessary, to separate larger office areas. -Screen to be erected on main reception desk to protect staff. 	<p>L</p>	<p>Headteacher</p> <p>School Business Leader</p> <p>Site Manager/ Caretakers/ Cleaners</p> <p>Office Staff</p>

Risk	Controls already in place	Further Action required	Risk Rating H/M/L with control measures	By Whom
Visitors to the school	<p>-Visitors to the school have not been permitted. Governors have made a weekly visit to school and met with the Headteacher to be kept informed of developments, assess student provision and offer support. This has been undertaken with strict social distancing.</p> <p>-Contractors and trade persons attending the school site by appointment and prior arrangement only.</p> <p>-Any visitors to be directed to wash their hands/apply alcohol gel on their arrival to the school site.</p> <p>-Visitors are always supervised whilst on the school site. Social distancing maintained.</p>	<p>-Parents/carers to be informed they are not permitted on the school site unless by prior appointment.</p> <p>-Signage at main reception with instructions for social distancing,</p>	L	<p>SLT</p> <p>Office Staff</p> <p>Site Manager/ Caretakers</p>
Deliveries	<p>-Only essential items have been ordered by the school.</p> <p>-Identified staff take responsibility for deliveries made to the school.</p> <p>-Staff members wash their hands before and after decanting orders and storing them away.</p> <p>-On decanting products, products are to be wiped down and stored away.</p> <p>-Packaging to be disposed of correctly.</p> <p>-Kitchen deliveries on hold while the diner is closed.</p>	<p>-Review delivery arrangements if primary schools require lunches.</p>	L	<p>Site Manager/ Caretakers</p> <p>Kitchen Staff</p> <p>Meals Driver</p>

Risk	Controls already in place	Further Action required	Risk Rating H/M/L with control measures	By Whom
Staff and students' wellbeing	<ul style="list-style-type: none"> -Contact is made with students who are not completing any work. -Weekly contact is made for vulnerable students. -Referred students have continued access to emotional wellbeing/counselling support. -Communication with parents and staff: signpost welfare resources and contacts. -Staff have continued access to a Welfare Officer (counselling and wellbeing support). -Sufficient breaks and shorter days have been timetabled for staff and students. -Staff encouraged to leave the school site shortly after the end of the school day. -Line Managers/SLT to maintain regular contact with team members to check on welfare. 	<ul style="list-style-type: none"> -Students and staff to be reminded they can access emotional wellbeing/counselling support in school. - Staff Welfare Officer to be in site when school is open. -Additional counselling will be provided if student/staff demand increases with re-opening. -Year 10 and 12 timetable in school has pastoral time with the form tutor. -SLT to monitor workloads of staff to ensure a reasonable work/life balance. -Critical support staff roles identified and buddy system implemented to share workload and mitigate risk if staff fall ill. 	L	Headteacher and SLT Staff Welfare Officer

Risk	Controls already in place	Further Action required	Risk Rating H/M/L with control measures	By Whom
<p>School finances and statutory reporting is negatively impacted</p>	<ul style="list-style-type: none"> -Processes and procedures revised to ensure working from home would not negatively impact on the day-to-day management of finances. -Resources meetings continued to maintain oversight of financial status. -Additional costs incurred as a direct result of COVID-19 are logged and maintained for funding application when allowed -Loss of income from diner and lettings mitigated somewhat through the furloughing of majority of diner and letting staff. -Condition Improvement Fund (CIF) bid uncertain and deferred, but monitored regularly. 	<ul style="list-style-type: none"> -Planned audit, paused due to closure, to be reinstated or options investigated to ensure compliance. -Statutory reporting changes and updates to be monitored and adhered to as required, e.g. Budget Forecast Returns. -Diner requirements from our school and primaries to remain under constant review to ensure furlough is removed at the right time. -Grants and funding to be applied for as appropriate to maintain cash flow and mitigate losses incurred as far as possible. -Monitor outcome of CIF bid and put in place necessary action plans dependent on outcome (if successful it will impact site management and risks associated with potential contractors on site). 	<p>M</p>	<p>Headteacher</p> <p>School Business Leader and finance team</p>