

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



**Risk Assessment carried out by –** J Knowler (Headteacher), S Alcock (School Business Leader)

<b>Date of Assessment –</b> 10 July 2020	<b>Date Approved by Governing Body –</b> 16 July 2020	<b>Date of Review:</b> 18 September 2020
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<p><b>Personnel covered by this Risk Assessment:</b></p> <p>All staff, students, parents, visitors, governors and contractors who are on the school site.</p>	<p><b>Activities involved:</b></p> <p>To reopen the school to all students in September 2020 as required by the Department for Education following published guidance.</p>
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<b>RISK RATING</b>		<b>Likelihood</b>		
		<b>Probable</b> Occurs repeatedly, to be expected or could affect large number of people	<b>Possible</b> Could occur sometime or affect a few people	<b>Remote</b> Unlikely to occur or not many people to be affected
<b>Impact</b>	<b>Major</b> Major injury, permanent disability or ill-health	High	High	Medium
	<b>Severe</b> Injury requiring medical treatment	High	Medium	Low
	<b>Minor</b> First aid treatment	Medium	Low	Low

## Context

Between 20 March (date the school closed to all students) and 17 July 2020 (end of summer term), the school 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.

Between 15 June and 17 July, the school partially reopened to Year 10 and 12 students to provide face-to-face contact to supplement remote learning as per the Department for Education (DfE) recommendation. The school continued to offer provision for vulnerable students and those students whose parents are key workers. Fundamental to this partial reopening was the safety and welfare of all people on site. A detailed Risk Assessment was produced and approved by staff, unions and the Governing Body prior to partial reopening. The DfE recommendations regarding health and safety measures to protect staff and students in school and working from home were followed.

All students were provided with remote learning education via the school Virtual Learning Environment. Heads of Year provided pre-recorded assemblies online and form tutors held a weekly face-to-face meeting with students online. Key Stage 3 students received some face-to-face lessons in core subjects. Regular contact was made with vulnerable students, including those with SEND, to ensure adequate care and provision was in place. Risk Assessments have been produced and regularly reviewed for SEND students in line with Government requirements. The school contacted home for students who have not engaged with remote learning across 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 regular emails, copies of correspondence letters and through online conversations with Line Managers. Parents have been kept informed through regular 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 announced on 2 July 2020, the school reopened to all students for full-time education in September 2020. A Risk Assessment has been produced to ensure that the school was prepared for the reopening and that **any potential risks to the safety and welfare of staff and students were identified and minimised as far as is reasonably practicable to make the school Covid-secure** (DfE guidance). The Risk Assessment has been shared with staff, students, parents and governors so that stakeholders have confidence in the school that 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.

**This Risk Assessment incorporates the relevant Department for Education/Local Authority Guidance as of September 2020. This is subject to change following any further government advice.**

Risk	Initial controls in place pre-September	Additional controls in place/required from September	Risk Rating H/M/L with control measures	By Whom
<p><b>Spreading COVID-19 on arrival to school</b></p>	<p>-Students and staff displaying symptoms are not permitted to be in school until 10/14 day isolation completed in line with Government guidance. They should book a test through the NHS Test and Trace process either online or over the telephone via NHS 119.</p> <p>-Access to the school site is controlled using the front and rear entrance points.</p> <p>-On arrival, students wash hands/apply sanitiser.</p> <p>-Parents/carers are not permitted into the school building (unless by prior appointment) and can only drop off/collect their child from the car park.</p> <p>-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.</p> <p>-Office staff to work either behind a screen on main reception or 2 metres away from visitors/colleagues.</p> <p>-Senior Leadership Team (SLT) make visual checks of staff and students on arrival at school for any symptoms.</p> <p>-Staff and students presenting with symptoms at the start of the school day are isolated in a dedicated isolation room and parents/carers contacted to arrange immediate collection (see section on developing symptoms).</p>	<p>-Parents, students and staff 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 Test and Trace system for self-isolating (see later section on developing symptoms).</p> <p>-Parents, students and staff reminded through email and guidance documents of the importance of social distancing when travelling to and from school.</p> <p>-Public Health England has stated that routine temperature checks of students are not recommended as this is an unreliable method of identifying the virus.</p> <p>-Face coverings are required to be worn by staff and students:</p> <ul style="list-style-type: none"> <li>• when arriving to and departing from school</li> <li>• during lesson changeover, communal areas and corridors</li> <li>• during break/lunch/social times outside, except when sitting down to eat.</li> </ul> <p>This is designed to minimise close contact between and within year-group bubbles and where social distancing is difficult to maintain due to movement around school.</p> <p>In line with the Department for Education advice, the protective measures the school has put in place means that face coverings are not required to be worn in lessons or form rooms where students are in year-group bubbles. The Department for Education states that this would have a negative impact on teaching and their use in the classroom should be avoided.</p> <p>Temporary face coverings should be placed in the bin with a black liner on arrival. Hands should be washed/sanitised immediately.</p> <p>Staff/students are not required to wear a face covering if they are exempt according to PHE criteria. Parents can request in writing that they do not wish their child to wear a face covering.</p> <p>Face coverings must be worn responsibly in line with guidance sent to parents with regular hand washing/sanitising of hands before and after use. When students remove face coverings they should be placed in a plastic resealable bag and stored in their own school bag.</p> <p>-On arrival to school, students to be directed to designated areas (separate buildings) and assemble in year-group forms.</p>	<p><b>L</b></p>	<p><b>Parents/ carers, staff, students</b></p> <p><b>Headteacher and Senior Leadership Team (SLT)</b></p> <p><b>Office staff</b></p>

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<b>Spreading COVID-19 on arrival to school</b>		<p>-Signage around school site reminds staff and students to retain social distancing and identifies the one-way system for entry and exit of buildings. Maps are available to show the one-way system.</p> <p>-Student expectations sheet has been emailed to parents prior to reopening. This explains the health and safety and protective measures in place.</p> <p>-Staff and students have been informed through the expectations sheet to only bring essential equipment needed for that day into school with no borrowing or sharing of equipment.</p> <p>-Contractors are not permitted on site unless by prior appointment and must follow Health and Safety advice.</p> <p>-Headteacher (or designated Deputy) to be informed of any incidents where staff or students display symptoms.</p>	<b>L</b>	<p><b>Parents/ carers, staff, students</b></p> <p><b>Headteacher and Senior Leadership Team (SLT)</b></p> <p><b>Office staff</b></p>
<b>Staff/ student absence from school</b>	<p>-Registers taken each day for students attending school. Any non-attendance is followed up immediately with contact home.</p> <p>-Department for Education (DfE) requirements for recording daily attendance has been followed.</p>	<p>-Parents/carers and staff are advised to follow the usual school procedures for sickness absence.</p> <p>-If absence is related to Covid-19, staff/families advised to follow NHS Test and Trace guidance. 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 Test and Trace. Potential implications for the school budget.</p>	<b>M</b>	<p><b>Headteacher and SLT</b></p> <p><b>Attendance Officer</b></p> <p><b>Parents/ carers, staff, students</b></p>
<b>Transport to and from school spreads infection</b>	<p>-Floor markings used where necessary to manage any queuing at entrance to school.</p> <p>-Local Authority (LA) transport provided for identified students.</p> <p>-Students are met and greeted by staff on arrival.</p>	<p>-All parent/carers have been 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. Parent/carers must not congregate by the school gates.</p> <p>-Parents/carers are not permitted to enter the school premises unless by appointment.</p>	<b>M</b>	<p><b>Headteacher and SLT</b></p> <p><b>Duty Staff</b></p> <p><b>Site Manager/ Caretakers</b></p> <p><b>Parents/ carers, staff, studen</b></p>

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<p><b>Transport to and from school spreads infection</b></p>	<p>-A traffic management system is in place in the main car park to facilitate social distancing and smooth flow of traffic.</p>	<p>-Parents advised that students should not use buses unless there is no other mode of transport. If students do use buses, they must follow the 'Safe travel guidance for passengers' DfE document adopting social distancing and wearing face masks.</p> <p>-Dedicated buses and service buses will operate with normal arrival and departure times. Students encouraged to board and sit in year-group bubbles on buses. Maintaining year-group bubbles during the bus journey will be difficult due to lack of staff supervision. No additional buses will be provided by the Local Authority.</p> <p>-Students to sanitise hands prior to boarding buses at the end of the day and when disembarking from buses on arrival to school. Staff supervision of buses will be provided on site.</p> <p>-Requirement for students to wear face covering when travelling on all buses to minimise risk as they are likely to come into contact with students outside their bubble.</p> <p>-Parent/carer responsibility to provide face coverings. Letter to parents provides a link to Department for Education website on how students should wear their face coverings correctly.</p> <p>-Students regularly reminded by Head of Year/Form Tutor of the requirement for safe wearing of face coverings on buses.</p> <p>-All staff to use the rear car park only to maximise space on the front car park for parents dropping off their child and bus use.</p> <p>-Students walking, cycling or travelling by bus to use the main and rear entrance to school.</p> <p>-Staff to monitor entrances.</p>	<p><b>M</b></p>	<p><b>Headteacher and SLT</b></p> <p><b>Duty Staff</b></p> <p><b>Site Manager/ Caretakers</b></p> <p><b>Parents/ carers, staff, students</b></p>

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<p><b>Staff /students' attendance</b></p>	<p>-From September, the requirements for student attendance at school has changed from previous controls.</p>	<p>-From September all students/staff are now expected to attend school as per Government guidelines.</p> <p>-Staff/students who have been previously shielding should now return to school from 1 August 2020.</p> <p>-Normal School Attendance Policy will apply.</p> <p>-Staff/students should not attend school if they are isolating/have symptoms/tested positive/in close contact with someone who has tested positive.</p> <p>-Parents/carers and staff have been provided with attendance information through student and staff expectations sheet.</p> <p>-Any staff who have concerns about being in school should discuss this with a member of the Senior Leadership Team.</p> <p>-Any students who have concerns about being in school should discuss this with the Form Tutor/ Head of Year/Special Education Needs Co-ordinator.</p> <p>-The school will look to prioritise long-term supply teachers/temporary or peripatetic staff/trainee teachers to minimise the risk of staff working in different settings and spreading the virus. Staff are expected to comply with school preventative measures and hygiene requirements to minimise risk.</p> <p>-Staff who can still work from home are able to do so, providing it is not significantly detrimental to the operational needs of the school. This will be agreed by the school on a role-by-role basis to ensure the effective running of the school and will consider staff welfare and safety.</p> <p>-Staff/students reminded through correspondence of the need to consider FCDO advice when booking travel and returning from a destination where quarantine is needed. Also that a Leave of Absence for a holiday is not permitted in term time.</p>	<p><b>L</b></p>	<p><b>Headteacher</b></p> <p><b>HR Manager</b></p> <p><b>Staff</b></p> <p><b>Parents/ carers, staff, students</b></p>

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<b>Infection/ hygiene standards within the school building and classrooms</b>	<p>-Students/staff have restricted access to areas of the school.</p> <p>-Staff take responsibility for their own personal hygiene throughout the school day.</p> <p>-DfE guidance followed for the cleaning of non-healthcare settings.</p> <p>-Updated cleaning regime implemented.</p> <p>-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>-Bins emptied regularly throughout the day and placed in the external bin store (where it should be kept for 3 days). Clinical waste is disposed of in red bin bags.</p> <p>-Cleaning regime checklist implemented.</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/classrooms and with caretakers 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 created outdoors.</p>	<p>-Members of the cleaning/site team to be present during the school day to carry out cleaning during breaks and lunch times, touch point and spot cleaning and removal of waste from the school site, where need identified. Toilets will be cleaned regularly.</p> <p>-Tissues, hand sanitisers and anti-bacterial wipes to be made available in every classroom used.</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>-Pre-building checks undertaken to make site safe.</p> <p>-Students/staff regularly reminded of importance of personal hygiene verbally and through expectations documents.</p> <p>-Students to eat their lunches in designated eating areas in year-group bubbles.</p> <p>-One-way system between and within buildings to minimise internal contact between staff and students. Small sections of school cannot accommodate a one-way system; in these areas staff/students should stay to the left and keep their distance.</p> <p>-Students to be taught in their normal classrooms in year-group bubbles. Where possible, desks to be arranged so students do not face each other in lessons as per DfE guidance. Adjustments to be made for practical subjects in consultation with curriculum leaders. Internal audit of desk space in classrooms carried out July 2020.</p> <p>-All students to bring their own stationery items and not to share resources.</p> <p>-Classroom-based resources, such as books, IT, sports/art/science equipment can be used and shared within bubbles. This should be cleaned between bubbles by students/staff or rotated to allow them to be left unused for 48 hours (72 hours for plastics). Staff/students can take books home and shared resources, but should wipe them down with anti-bacterial wipes or leave them for 48 hours.</p>	<p><b>M</b></p>	<p><b>Headteacher and SLT</b></p> <p><b>Site Manager/ Caretakers, Cleaners</b></p> <p><b>Parents/ carers, staff, students.</b></p>

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<b>Infection/ hygiene standards within the school building and classrooms</b>	<p>-Student and staff work areas to be wiped down by individuals, using disinfectant wipes at the start and end of lessons/use.</p> <p>-Legionella testing/water flush through and header tank flush completed prior to 15 June.</p> <p>-Weekly flush through by caretakers of all water sources in closed areas of school thereafter.</p> <p>-Deep clean of the school carried out w/c 1 June. Included high-level and low-level clean, plus desks, chairs, doors, sinks, toilets, light switches, bannisters and carpeted areas. Staff offices also to be cleaned.</p> <p>-Catering follow safe working practices and have a separate risk assessment.</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>-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>-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/students to wash hands/use sanitiser regularly at the start and end of lessons/handling shared resources.</p> <p>-Staff to keep 2 metres from students/other staff as best they can. They should avoid close face-to-face contact and minimise time spent within 1 metre of anyone.</p> <p>-Students to only bring essential items into school for each day, such as lunch boxes, hats, coats, books, stationery. Bags are permitted.</p> <p>-Staff and students to bring a packed lunch, snacks and own bottled water. Canteen will be open for any students who wish to purchase a packed lunch. Packed lunch will be available for Free School Meal children. Bottled water will be available to purchase from the canteen during breaks.</p> <p>-Dining Hall water fountain available in school with restricted use. A cleaning regime is in place.</p> <p>-Staff should socially distance when using shared areas, such as offices, main reception and staff rooms. Staggered lunches will reduce staff demand on these areas.</p> <p>-Each year-group bubble will use own toilet blocks, despite DfE guidance that students do not need separate toilets. Toilets will be cleaned regularly and students encouraged to clean their hands thoroughly after using the toilet.</p> <p>-Protective screens erected in the dining hall, food serving and payment areas.</p> <p>-Extended opening hours in the school uniform shop with social distancing measures, use of a card reader to avoid handling cash and returned uniform orders placed in storage for 3 days.</p>	<p><b>M</b></p>	<p><b>Headteacher and SLT</b></p> <p><b>Site Manager/ Caretakers, Cleaners</b></p> <p><b>Parents/ carers, staff, students.</b></p>



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<b>Infection/ hygiene standards within the school building and classrooms</b>	<p>-Staff and students to wash/sanitise their hands:</p> <ul style="list-style-type: none"> <li>- On arrival to school and lessons</li> <li>- Before and after eating</li> <li>- Throughout the school day</li> <li>- Following coughing and sneezing</li> <li>- At the end of the school day</li> </ul> <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 doors are NOT to be wedged open. Many fire doors have automatic release in event of fire.</p>		<b>M</b>	<b>Headteacher and SLT</b>  <b>Site Manager/ Caretakers, Cleaners</b>  <b>Parents/ carers, staff, students</b>

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<p><b>Quality of educational provision decreases</b></p>	<p>-Most teachers are now familiar with TEAMS in delivering online learning.</p> <p>-KS3 subjects have received some TEAMS lessons in core subjects before the summer.</p> <p>-Staff have continued to set and provide feedback on work to all students through remote learning.</p> <p>-Departments plan and review teaching materials, resources and provide feedback on work set.</p>	<p>-Non-essential educational visits will be postponed to allow students time to catch up and avoid missing further lessons. This will be reviewed in December 2020. Single-year-group activities and extra-curricular activities can continue if staff wish, but these must be within their year-group bubble. Residential visits will not take place until further notice.</p> <p>-Students absent from school due to symptoms/isolating to continue to access remote education. Contingency plans for online lessons to be made available if a year-group bubble has to be locked down in the event of an outbreak/tier 2 student rota as instructed by DfE.</p> <p>-Review and update curriculum schemes of work and teaching materials in line with any exam board changes to content and assessment.</p> <p>-Formative assessment used to identify gaps in students' learning with appropriate modifications to curriculum planning and lessons.</p> <p>-Lessons planned to identify gaps in students' learning from missed work.</p> <p>-Lessons planned to remove physical contact between students. Prioritise outdoor sports and large indoor spaces where possible.</p> <p>-Catch-up programme in Autumn term for Year 11 and 13 students, including students with complex needs, supported by Government catch-up funding.</p> <p>-Students expected to continue same number of subjects to ensure broad and balanced curriculum.</p> <p>-Staff training on TEAMS to continue.</p> <p>-Staff to ensure lesson seating plans are up to date so students can be potentially identified as having been in close contact with an infected person should a confirmed case arise.</p>	<p><b>M</b></p>	<p><b>Headteacher and SLT</b></p> <p><b>Middle Leaders</b></p> <p><b>Parents/ carers, staff, students</b></p>

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<p><b>Staff/ students show symptoms of COVID-19</b></p>	<p>-Staff are aware through communication of the symptoms of coronavirus (new continuous cough, high temperature, loss of taste or smell).</p> <p>-Students/staff health needs and concerns are appropriately actioned by the medical staff onsite.</p> <p>-Parents/carers regularly informed through Headteacher letter/email and Head of Year contact to monitor their child's /family members' health and welfare.</p> <p>-A dedicated isolation room is set aside to isolate staff/students, which would allow them to be viewed from a 2-metre distance. It has a closed door and only two washable chairs located in it.</p> <p>-Where staff/students start showing symptoms of coronavirus, they are transferred to the isolation room and a member of the SLT and medical staff informed.</p> <p>-A face mask should be worn by a member of staff supporting the symptomatic student/staff, if 2 metres cannot be maintained.</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>-Check school has adequate stocks of PPE for reopening to all students (disposable gloves/aprons/face masks/face shields) to cater for increased student numbers in September.</p> <p>-The Headteacher (or Designated Deputy) must be informed if any staff/students are self-isolating.</p> <p>-Remind staff/parents of the NHS Test and Trace process:</p> <ul style="list-style-type: none"> <li>• book a test if showing symptoms online through the NHS website or by phoning NHS 119</li> <li>• not to come into school/send home</li> <li>• provide details of anyone they have been in close contact with if they test positive or asked by the NHS Test and Trace</li> <li>• follow the 'Stay at home; guidance for households with possible or confirmed coronavirus infection' remaining at home for at least 10 days and only return to school if they do not have symptoms other than a cough or loss of smell. If they still have a temperature, they should isolate until the temperature returns to normal and other members of the household isolate for 14 days.</li> <li>• Staff who have helped someone with symptoms and any students who have come into close contact with them do not need to go home and isolate unless they develop symptoms (in which case they should arrange a test) or if the symptomatic person tests positive or they have been requested to do so by the NHS Track and Trace.</li> </ul> <p>-School to contact DfE and Public Health England immediately if someone tests positive for advice on next steps. Public Health England will also contact school immediately if they become aware someone attending school has tested positive.</p> <p>-Senior Leadership Team to produce contingency plans for the event of a confirmed case in school and closure for a selected group/year-group bubble.</p> <p>-Emergency contact details kept in main reception.</p> <p>-Welfare facilities to be set up within the medical isolation room to further reduce risk of transmission.</p>	<p><b>M</b></p>	<p><b>Headteacher and SLT</b></p> <p><b>Middle Leaders</b></p> <p><b>Office and Medical Staff</b></p> <p><b>Cleaning Staff</b></p> <p><b>Parents/ carers, staff, students</b></p>

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<p><b>Staff/ students show symptoms of COVID-19</b></p>	<p>-Staff /students remain in the isolation room until they can be collected.</p> <p>-Whilst in isolation, if staff/student needs to use welfare facilities, these need to be taken out of use and cleaned before they can be used by the school community.</p> <p>-Isolation room to be deep cleaned once the staff/student has left the area. <i>(See Covid-19 cleaning of non-healthcare settings guidance)</i></p> <p>-Cleaning staff to wear PPE appropriate with the cleaning substances they are using to clean the area. After any contact with staff/students who are unwell, hands must be washed for 20 seconds with soap and running water.</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>-Students/staff displaying symptoms should self-isolate for 10 days and the rest of their household for 14 days.</p> <p>-Staff expectations document to identify PPE use.</p> <p>-Medical staff trained on use of PPE.</p>	<p>-Chemical 'fogger' to support deep cleaning, in particular for classrooms and the medical isolation room after any suspected case of COVID-19 is identified.</p> <p>-School to send parents and staff a quick reference guide on what to do if someone develops symptoms and the steps to take.</p>	<p><b>M</b></p>	<p><b>Headteacher and SLT</b></p> <p><b>Middle Leaders</b></p> <p><b>Office and Medical Staff</b></p> <p><b>Cleaning Staff</b></p> <p><b>Parents/ carers, staff, students</b></p>

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<p><b>Minimising the contact between individuals and maintaining social distancing wherever possible</b></p>	<p>-Students and staff to socially distance.</p> <p>-Staff supervise students when moving about the building.</p> <p>-Lifts operational. Reduce maximum occupancy to one person. Lift to be included in cleaning regime if used.</p>	<p>-Students to remain in year-group bubbles in lessons to minimise contact between students and risk of virus transmission.</p> <p>-Staggered break/lunch times to minimise social mixing and to keep students in their bubbles as best possible during their time in school. Students to remain in bubbles at break/lunch time with designated outdoor areas. Staggered dismissal of students at the end of the day in bubbles.</p> <p>-Keeping students in the same classroom throughout the day in zoned areas is not viable as it restricts access to specialist curriculum areas, equipment and expertise needed to deliver a broad and balanced curriculum and facilitate catch-up. This would create added workload pressure for staff and students.</p> <p>-Students will follow their normal subject timetable and rooming for lessons, but will be 'zoned' in designated buildings for tutor group time in the morning to facilitate arrival to school. Social distancing will also help to minimise risk.</p> <p>-One-way system between and within building blocks to minimise contact between staff and students. Transitory contact, such as passing in a corridor or when outside at break/lunch time, is low risk.</p> <p>-Where possible, students to sit at desks not facing each other.</p> <p>-Siblings permitted to be in different groups as per Government recommendations.</p> <p>-Signage displayed around the school for social distancing.</p> <p>-Student expectations sheet to reinforce preventative measures and behaviour expectations. Reinforced at the start of and throughout the school day. Students reminded not to touch staff and peers.</p> <p>-Assemblies to be carried out in form groups, not whole year-groups to minimise transmission risk and facilitate the identification of individual students should a case of COVID-19 be confirmed.</p>	<p><b>M</b></p>	<p><b>Headteacher and SLT</b></p> <p><b>Staff</b></p> <p><b>Students</b></p>

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<b>Minimising the contact between individuals and maintaining social distancing wherever possible</b>		<p>-Students will not have access to their lockers and are required to bring equipment needed each day for their lessons. This is to reduce the potential for year-group bubbles mixing and to reduce transmission through touch point surfaces.</p> <p>-Staff briefing/meetings to be conducted remotely until guidance changes.</p> <p>-Staff to rotate between different classes and year groups, but should be socially distanced in class wherever possible. This may not always be possible, especially when providing support to students with complex needs in which case increased personal hygiene protocols are important.</p>	<b>M</b>	
<b>Lack of opportunity for outdoor provision</b>	<p>-Students encouraged to get some fresh air at lunch/break times where possible.</p> <p>-Additional student seating area erected outside.</p>	<p>-Staggered break and lunch times with designated areas for students/staff to eat their lunch.</p> <p>-Outdoor recreation in designated areas with students remaining in their social bubble.</p> <p>-PE to maximise use of outdoor space for lessons</p>	<b>L</b>	<p><b>Headteacher and SLT</b></p> <p><b>Site Manager/ Caretakers</b></p>
<b>Use of Personal Protective Equipment (PPE)</b>	<p>-In line with DfE guidance, wearing a face covering or face mask is not required in school.</p> <p>-The school has put in place regular cleaning and hygiene measures to minimise any risk.</p> <p>-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, and only then if a distance of 2 metres cannot be maintained. PPE is not required to be worn by the majority of staff in school.</p> <p>-Medical staff and those supporting personal care for students have access to a supply of PPE disposable gloves, aprons, face masks and visors, which can also be provided to either use</p>	<p>-All students informed that they are required to wear a face covering in areas of school. If any students have an exemption or make a personal choice not to wear a face covering, a note from the parents is required.</p> <p>-If staff have any queries about using face coverings in school, they should discuss this with the Senior Leadership Team.</p> <p>-Hand sanitiser and anti-bacterial wipes to be available in all classrooms and in key shared areas around school.</p> <p>-Headteacher (or designated Deputy) is to be informed if any staff use PPE.</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>	<b>M</b>	<p><b>Headteacher and SLT</b></p> <p><b>Office and Medical Staff</b></p> <p><b>Site Manager and Cleaning Staff</b></p> <p><b>Diner staff</b></p>

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<b>Use of Personal Protective Equipment (PPE)</b>	<p>with a face mask or without.</p> <ul style="list-style-type: none"> <li>-Staff follow and demonstrate good hand-washing practice.</li> <li>-Diner staff use face masks during food preparation duties. All other food standards and procedures are carried out as normal including hand washing and sanitising between tasks. Separate Risk Assessment for Catering.</li> <li>-Staff expectations document explains PPE use. PPE equipment is stored safely in the medical room. Training for medical staff and cleaning staff on use of PPE has been completed.</li> </ul>		<b>M</b>	
<b>Provision for vulnerable students (Education, Health and Care Plans, Social Worker, Free School Meals and SEND)</b>	<ul style="list-style-type: none"> <li>-Risk assessments are in place and reviewed regularly.</li> <li>-Regular contact made with parents/carers and students to review provision by SENDCo/Heads of Year and SLT.</li> <li>-Modified timetables to reduce time pressures and incorporate enrichment opportunities.</li> <li>-The catch-up programme for Year 7 students has continued throughout the closure – remotely administered by a Teaching Assistant (TA).</li> <li>-Annual Reviews for EHCP students completed remotely.</li> <li>-Following the return of Year 10 and Year 12 students on 15 June, SEND support deployed to all lessons. TA Support for options lessons – TAs deployed according to their subject specialisms in order to strengthen support.</li> </ul>	<ul style="list-style-type: none"> <li>-Risk Assessment completed for vulnerable students, including those with an EHCP, in order to inform planning and likely reasonable adjustments. Original register of vulnerable students to be reviewed in readiness for a further lockdown or partial closure. This must now include Year 7.</li> <li>SEND staff deployed in mornings to ‘meet and greet’ individual students at the beginning of term.</li> <li>-Welfare survey for students before returning in September. Support for identified students.</li> <li>-Reduce homework to core subjects for individual students who need a temporary reasonable adjustment.</li> <li>-Planning for Student Support in September, including assessing where students are at, facilitating interventions whilst maintaining a broad and balanced curriculum and bringing in subject specialists to assist in Key Stage 4 Study Support (time instead if studying a subject option).</li> <li>-Collate and consider reasonable adjustments for students and viability. Use Local Authority SEND team to support with this.</li> <li>-Liaise with Local Authority SEND regarding ‘reasonable endeavours’ model for EHCP students in the event of SEND staff shortages.</li> </ul>	<b>L</b>	<b>Headteacher and SLT</b>  <b>Middle Leaders</b>  <b>SENCO/TAs</b>  <b>Parents/ carers</b>

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<b>Provision for vulnerable students (Education, Health and Care Plans, Social Worker, Free School Meals and SEND)</b>	<p>-Year 10 Learning Support option provided for overlearning and/or a focus on wellbeing. Option of breakout space made available for anxious SEND students or for bespoke delivery.</p> <p>-School welcomed additional students with an EHCP into school on a case-by-case basis subject to careful risk assessment. SEND staffing reinstated on a rota basis to support students whilst minimising staff on site.</p> <p>-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.</p> <p>-Supportive guidance for parents and children includes support on emotional wellbeing - additional guidance document sent for students with Autism.</p> <p>-Essential visitors from external agencies permitted to attend school only by prior appointment following safety and hygiene protection measures.</p> <p>-Student Welfare sessions conducted on an individual basis.</p> <p>-Current safeguarding protocols continued.</p> <p>-Safeguarding Policy updated.</p>	<p>-Continued, bespoke support for vulnerable students as required by Head of Year/Form Tutor/Student Welfare/SLT.</p> <p>-2 Reorientation mornings held for EHCP students in July to prepare for return in September. Positive feedback received from students and parents on this adjustment to support. An important part of this event was the wellbeing exercise in which 'worry' questions (sent to students and parents) prior to the morning, were addressed.</p> <p>-Review of EHCP and Passports for students at risk/needing additional support to return.</p> <p>-Year 6 Transition meetings carried out remotely. Passports written in the summer term.</p> <p>-Safeguarding Policy reviewed in the light of more students returning to school in line with 'Keeping Children Safe in Education' DfE guidance (Sept 2020).</p> <p>Free School Meal payments, including for Year 11, to be continued throughout the summer holidays and will recommence should any further lockdown occur.</p> <p>Audit to be carried out of IT provision at home in the event of a further lockdown. Devices to be reallocated as required.</p>	<p><b>L</b></p>	<p><b>Headteacher and SLT</b></p> <p><b>Middle Leaders</b></p> <p><b>SENCO/TAs</b></p> <p><b>Parents/carers</b></p>



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<b>First Aid Provision and support with medication</b>	<ul style="list-style-type: none"> <li>-Staff are first-aid trained.</li> <li>-Fully stocked first aid boxes located in the main office and medical room.</li> <li>-Staff wash their hands prior to administering first aid.</li> <li>-Staff wear disposable gloves when providing first aid support.</li> <li>-Medication policy in place. PPE as described where appropriate.</li> <li>-Gloves and first aid items used will be double bagged and placed in the waste bin for clinical waste.</li> <li>-Staff wash their hands prior to support with medication and after support</li> </ul>	<ul style="list-style-type: none"> <li>-Ensure adequate stock of disposable gloves and other PPE is available for potential wider staff use.</li> </ul>	<b>L</b>	<ul style="list-style-type: none"> <li><b>Headteacher and SLT</b></li> <li><b>Office and Medical Staff</b></li> <li><b>Parents/ carers, staff, students</b></li> </ul>
<b>Fire Evacuation</b>	<ul style="list-style-type: none"> <li>-Automatic fire detection system fitted, which is regularly tested and inspected.</li> <li>-Emergency lighting tested regularly in line with procedures.</li> <li>-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.</li> <li>-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.</li> </ul>	<ul style="list-style-type: none"> <li>-With all staff and students returning in September, the usual evacuation procedure will be reinstated. Students will muster on the tennis courts in year groups, maintaining social bubbles.</li> <li>-Student and staff expectations sheet explains fire evacuation procedures.</li> <li>-Termly fire drills will check procedures are in place.</li> </ul>	<b>L</b>	<ul style="list-style-type: none"> <li><b>Headteacher and SLT</b></li> <li><b>Site Manager/ Caretakers</b></li> <li><b>Staff</b></li> <li><b>Students</b></li> </ul>

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<b>Fire Evacuation</b>	<ul style="list-style-type: none"> <li>-Duty office staff to take staff and student signing-in sheets to SLT as registers.</li> <li>-Staff and student numbers have been low and the risk of contact when evacuating is low.</li> <li>-Staff and students to maintain social distancing where possible when evacuating the building and when registers are being taken at the assembly point.</li> <li>-Any faults are to be reported immediately to the Contractor who tests and inspects the school's fire alarm system.</li> <li>-Staff and students are to wash their hands when they re-enter the building.</li> </ul>		<b>L</b>	<p><b>Headteacher and SLT</b></p> <p><b>Site Manager/ Caretakers</b></p> <p><b>Staff</b></p> <p><b>Students</b></p>
<b>End of the school day spreads Covid-19</b>	<ul style="list-style-type: none"> <li>-Students/staff wash or sanitise their hands before they leave the school site.</li> <li>-Water bottles and lunch bottles taken home from school each day and washed thoroughly.</li> <li>-Parents/carers collecting students by car to remain in the vehicle.</li> <li>-Parents/carers and students are directed to leave the school site immediately once they have collected their child.</li> <li>-Staff control the flow of students leaving the school building to encourage social distancing.</li> <li>-Gates and entrance doors are included in the cleaning regime at the school.</li> <li>-Parents/carers advised to ensure that students wash their hands when they arrive home from school.</li> </ul>	<ul style="list-style-type: none"> <li>-Staggered dismissal times. Students to be dismissed by year-group bubbles. This will help to minimise the likelihood of students mixing with bubbles.</li> <li>-Students travelling by bus will assemble in year-group bubbles on the tennis courts.</li> <li>-Staff on duty to supervise student departure.</li> <li>-Parents/carers advised that water bottles are to be thoroughly washed and lunch boxes wiped over with anti-bacterial spray when they arrive home.</li> <li>-Students to wear a face covering as detailed earlier in this document, until they have left the school site.</li> <li>-Students informed through expectations sheet that they must leave the site promptly and not wait for friends.</li> <li>-Students instructed to take all belongings home daily.</li> </ul>	<b>L</b>	<p><b>SLT</b></p> <p><b>Parents/ carers, staff, students</b></p>

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<b>Office areas</b>	<ul style="list-style-type: none"> <li>-Designated desks used by specific staff members to avoid transmission. Regular cleaning of work stations carried out by the individual.</li> <li>-Social distancing in work areas.</li> <li>-Staff to use own equipment and not share resources.</li> <li>-Doors of offices to be wedged open when occupied, if appropriate. Fire doors are NOT to be wedged open.</li> <li>-Where appropriate, windows are opened whilst the office area is in use.</li> <li>-Staff asked to leave their desks clutter free so they can be easily cleaned.</li> <li>-Daily cleaning regime of office spaces and work areas.</li> <li>-Waste bins are lined with a black bag and emptied at the end of the school day.</li> <li>-Screen erected on main reception desk to protect staff.</li> </ul>	<ul style="list-style-type: none"> <li>-Ensure main office has sufficient staff present to carry out duties whilst socially distancing.</li> <li>-Further partitions may be erected, if necessary, to separate larger office areas.</li> <li>-Staff visiting the main office and reception areas to be mindful of social distancing in order to maintain the safety of admin staff working in this area and to avoid overcrowding.</li> <li>-Staff can choose whether to wear a face covering in their work space offices. Social distancing must be maintained.</li> <li>-Staff should be mindful when visiting other colleagues' work spaces or offices to maintain social distancing or wear a face covering.</li> </ul>	<b>L</b>	<ul style="list-style-type: none"> <li><b>Headteacher</b></li> <li><b>School Business Leader</b></li> <li><b>Site Manager/ Caretakers/ Cleaners</b></li> <li><b>Office Staff</b></li> </ul>
<b>Visitors to the school</b>	<ul style="list-style-type: none"> <li>-Contractors, trade persons and governors attending the school site by appointment only.</li> <li>-Any visitors to be directed to wash their hands/apply alcohol gel on their arrival to the school site.</li> <li>-Visitors are always supervised whilst on the school site. Social distancing maintained.</li> <li>-All visitors' names are recorded.</li> </ul>	<ul style="list-style-type: none"> <li>-Visitors are permitted onto the school site, but only by prior appointment. This includes parents, governors, external agencies, support workers, tradespeople, suppliers and specialist workers.</li> <li>-Signage at main reception with instructions for social distancing and health and safety.</li> <li>-Where visits can happen outside of school hours, they should be encouraged.</li> <li>-All visitors to wear a face covering when on site.</li> </ul>	<b>L</b>	<ul style="list-style-type: none"> <li><b>SLT</b></li> <li><b>Office Staff</b></li> <li><b>Site Manager/ Caretakers</b></li> </ul>

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<b>Deliveries</b>	<ul style="list-style-type: none"> <li>-Identified staff take responsibility for deliveries made to the school.</li> <li>-Staff members wash their hands before and after decanting orders and storing them away.</li> <li>-On decanting products, products are to be wiped down and stored away.</li> <li>-Packaging to be disposed of correctly.</li> </ul>	<ul style="list-style-type: none"> <li>-Review delivery arrangements if primary schools require lunches.</li> </ul>	<b>L</b>	<ul style="list-style-type: none"> <li><b>Site Manager/ Caretakers</b></li> <li><b>Kitchen Staff</b></li> <li><b>Meals Driver</b></li> </ul>
<b>Staff and students' wellbeing</b>	<ul style="list-style-type: none"> <li>-Regular contact is made with students who are not completing any work.</li> <li>-Referred students have continued access to emotional wellbeing/counselling support.</li> <li>-Communication with parents and staff: signpost welfare resources and contacts.</li> <li>-Staff have continued access to a Welfare Officer (counselling and wellbeing support).</li> <li>-Breaks/lunch times have been timetabled for staff and students.</li> <li>-Line Managers/SLT to maintain regular contact with team members to check on welfare.</li> <li>-Behaviour Policy has been updated with COVID addendum.</li> <li>-Critical support staff roles identified and buddy system implemented to share workload and mitigate risk if staff fall ill.</li> </ul>	<ul style="list-style-type: none"> <li>-Students and staff to be reminded they can access emotional wellbeing/counselling support in school. Sept 2020 INSET day included training for supporting staff and student wellbeing.</li> <li>-Staff training for designated staff through DfE and Public Health England on supporting students returning to school including SEND.</li> <li>-Staff Welfare Officer to be available on site. Additional counselling to be provided if student/staff demand increases with reopening.</li> <li>-Designated Safeguarding Lead to have an additional hour available in school to support students, especially in the Autumn term as per DfE recommendation.</li> <li>-Retain form time for care and guidance contact with Form Tutor/Head of Year.</li> <li>-SLT to monitor workloads of staff to ensure a reasonable work/life balance.</li> <li>-Student survey conducted for all students prior to September start to identify any anxiety/mental health issues – followed up by Head of Year/Form Tutors/Student Welfare..</li> <li>-Headteacher and Governors to have an increased awareness of the possibility of colleagues having emotional distress and/or anxiety at this time.</li> <li>-Students wearing full school uniform in September as per DfE guidance.</li> <li>-Risk Assessment published on school website to show transparency and build confidence amongst stakeholders.</li> <li>-Reopening plans to conform to Equality Objective Policy on school website for staff and students with protected characteristics.</li> </ul>	<b>L</b>	<ul style="list-style-type: none"> <li><b>Headteacher SLT &amp; Governors</b></li> <li><b>Staff Welfare Officer</b></li> </ul>