



RA 12.01.2021 CGGS
Calday Grange Grammar School

MODEL RISK ASSESSMENT RECORDING FORM

| | | |
|--|---|--|
| Location or Address: Calday Grange Grammar School | Date assessment undertaken: 12/01/2021 | Assessment undertaken by: Jeanne Fairbrother and Anne Parsons (CGGS) |
| Activity or situation: School setting - National Lockdown | Review date: Weekly or as required | Signature: Stephen Gray |

These are a set of measures for the National Lockdown which have necessitated complete revision of our previous RA 14.12.2020

Background

The Government announced a [national lockdown](#) commencing 5th January 2021 until advised of a date by the DfE and instructed people to stay at home to control the virus, protect the NHS and save lives.

The decision follows a rapid rise in infections, hospital admissions and case rates across the country, and our hospitals are now under more pressure than they have been at any other point throughout the pandemic. The increase in cases has been attributed to the new variant of COVID-19, which is between 50 and 70 per cent more transmissible.

Colleges, primary (reception onwards) and secondary schools will remain open for vulnerable children and the children of critical workers. All other children will learn remotely until February half term, in the first instance.

The DfE has published [Restricting attendance during the national lockdown: schools Guidance for all schools in England January 2021](#)

This guidance applies to all schools in England, including:

- schools maintained by local authorities
- academies
- alternative provision schools including student referral units
- special schools, including non-maintained special schools
- independent schools

The PHE and DHSC endorsed system of controls outlined in this document sets out the measures that school leaders and all school staff should follow. Where schools implement the system of controls outlined in this document, in line with their own workplace risk assessment, PHE and DHSC confirm that these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced. This document makes reference to all DfE guidance for [education & childcare](#)

Guidance

- https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term?utm_medium=email&utm_source=govdelivery
- <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>
- <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

| 1) Hazard | 2) Who can be harmed and how? | 3) What controls exist to reduce the risk? Have you followed the hierarchy of controls (eliminate, substitute etc.) | Risk Score Consequence X Likelihood | 4) Any further action; This should be included in the action plan on overleaf |
|--|---|--|---|--|
| Schools open to all students – lack of social distancing for staff and students | Staff, students, parents, visitors increased risk of transmission of Coronavirus (COVID 19) | <ul style="list-style-type: none"> ● School will remain open only for vulnerable children and the children of critical workers. ● All other children will learn remotely until February half term. ● School have contacted parents to reinforce the National Lockdown message | 3X2=6 | |
| Communication - to staff, parents, students, and all parties on site failure to communicate key messages to reduce risk of transmission | Staff, students, parents, visitors increased risk of transmission of Coronavirus (COVID 19) | <ul style="list-style-type: none"> ● School follows all DfE, PHE & Gov.uk guidance. ● Clear communication sent to parents and students with a link on the school website covering all aspects of how school will function. ● Behaviour policy revised with new rules and expectations and communicated with staff, parents & students (Revised Behaviour Policy). ● Staff briefed about the plans (for example, safety measures, timetable changes including discussing whether training would be helpful.) ● Regular reminders and summaries/full updates sent to staff. ● School has its own 'COVID Protocol' - shared with staff. ● Revised risk assessment shared with staff and updated version. ● Risk assessment published on the school website as per HSE guidance. ● A copy has been sent to all local trade unions. Weekly meetings to discuss and address emerging issues. ● A copy has been sent to the Local Authority. ● Tell students, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) | 2X3=6 | <p>A – Covid-19 Behaviour Policy for students – zero tolerance of spitting and other similar unsafe behaviour.</p> <p>B – Clear signage and visitors not to enter at all entry/exit points to remind staff, students setting if they are displaying any coronavirus symptoms.</p> <p>J - Some facilities mothballed to free up cleaning hours and necessity for cleaners to be on site focus will be on SLT offices, dining room and areas that CW and V students use, including, but not limited to, classrooms toilets, door handles, bannisters and other common touch points.</p> |

| | | | | |
|---|---|---|-------|--|
| | | <ul style="list-style-type: none"> Contractors and suppliers have been communicated with about plans for current lockdown e.g. cleaning, catering, food supplies, hygiene suppliers. Discussions had with cleaning contractors for cleaning requirements during current lockdown. These are ongoing. | | |
| Failure of measures to prevent spread of Coronavirus (Covid 19) in school | Staff, students, parents, visitors – failure of measures in place to reduce spread of Coronavirus (Covid 19) | <ul style="list-style-type: none"> All control measures are adequately resourced, circulated to employees. All training needs have been checked to ensure compliance. Regular monitoring and review of risk assessment and measures in place are effective and working as planned. Risk assessments will be reviewed appropriately considering any issues identified and changes in public health advice. Risk assessment revised and shared with staff, trades unions and the LA. Staff and students –follow Hands, Space, Face | 2X3=6 | |
| Unaware of steps to take in the event of suspected or confirmed case in school – a. Currently b. School informed student/staff member tested positive in last 7 days | Staff, students, parents, visitors – failure of measures to adequately contain spread of Coronavirus (Covid 19) | <ul style="list-style-type: none"> School will ensure understanding of management of a confirmed case and follow latest Wirral PHE guidance and the NHS test and trace process School has ensured staff and parents/carers understand that they must be ready & willing to: <ul style="list-style-type: none"> Book a PCR test if they or their child is displaying symptoms. Provide details of close contacts if they test positive for coronavirus COVID 19 or asked by NHS test & Trace. Self-isolate if they have been in close contact with anyone who tests positive, or if someone in their household has symptoms, or if they or someone in their household has travelled from abroad. If the situation is not straightforward and school needs help in making an assessment of close contacts school will ring the DfE Helpline on 0800 046 8687 option 1 (Wirral schools email Alison Simpson or Jane Harvey who will get in touch with you as soon as possible.) | 2X3=6 | |

| | | | | |
|--|--|--|--|--|
| | | <ul style="list-style-type: none"> ● If necessary the School will contact the Covid School Support Helpline: on 0151 666 3600 (8-10am, 12-2pm, 4-6pm) or out of hours on 0344 225 0562 (option 1) ● The LA has a new dedicated email address to report cases: covidschoolsupport@wirral.gov.uk ● To support the Health Protection Team school will keep a record of students and staff in each group, and any close contact that takes places between students and staff in different groups ● The school uses a template letter to send to parents and staff if needed. ● School ensures that staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> ○ <u>book a test</u> if they or their child are displaying symptoms. Staff and students must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. ○ provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace. ○ <u>self-isolate</u> if they have been in close contact with someone who tests positive for coronavirus (COVID-19) or, if anyone in their household develops symptoms of coronavirus (COVID-19.) ● School asks parents and staff to inform them immediately of the results of a test: <ul style="list-style-type: none"> ○ if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu - in which case it is still best to avoid contact with other people until they are better. ○ if someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only | | |
|--|--|--|--|--|

| | | | | |
|--|---|--|-------|---|
| | | <p>if they do not have symptoms other than cough or loss of sense of smell/taste.</p> <ul style="list-style-type: none"> • PCR test kits will only be offered in the exceptional circumstance an individual becomes symptomatic and has barriers to accessing testing elsewhere. • Teachers – each class must have a seating plan for every lesson. These plans must be adhered to and records kept of each session to enable potential tracking if needed. | | |
| Mass asymptomatic testing: schools and colleges – failure to set up and run testing in school | Staff, students, parents, visitors increased risk of transmission of Coronavirus (COVID 19) | <ul style="list-style-type: none"> • Mass asymptomatic testing for schools & colleges - rapid mass testing of staff & students will begin in January 2021. • See RA 042 LFD Mass Testing of Staff & students • The school has its own testing protocol | 3X2=6 | <p>AI – Staff and students who are attending school during the current lockdown are tested weekly and when needed. This will be extended to all staff and students when they return in due course.</p> <p>AF - Testing protocol in place and will be updated as required.</p> |
| Failure to manage confirmed cases in school | Staff, students, parents, visitors – failure of measures to adequately contain spread of Coronavirus (COVID 19) | <ul style="list-style-type: none"> • School will take swift action when aware of someone who has attended school & tested positive for coronavirus COVID – 19 • Secondary schools should follow Mass asymptomatic testing for schools & colleges – contacts are of positive cases are tested. • If the situation is not straightforward and school needs help in making an assessment of close contacts school will ring the DfE Helpline on 0800 046 8687 option 1 (Wirral schools contact email Alison Simpson or Jane Harvey who will get in touch with you as soon as possible.) • Special schools must contact Alison Simpson or Jane Harvey (above) • School understands close contact is <ul style="list-style-type: none"> ○ direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) | 3X2=6 | |

| | | | | |
|---|---|---|-------|--|
| | | <ul style="list-style-type: none"> ○ proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual ● travelling in a small vehicle, like a car, with an infected person: | | |
| Use of NHS Covid 19 app – staff & students unaware of school procedures in place | Staff, students, parents, visitors – failure of measures to adequately contain spread of Coronavirus (COVID 19) | <ul style="list-style-type: none"> ● The NHS COVID-19 app is available to download for anyone aged 16 and over if they choose to do so. This will affect years 11, 12, 13 and in FE colleges will be eligible to use the app and benefit from its features. ● For those with special educational needs and disabilities (SEND), school will consult parents to decide whether their use of the app is appropriate. ● Staff members will also be able to use the app (advised it is their choice). ● SLT & staff will familiarise themselves with the features of the app ● Staff are reminded that use of the app does not stop the requirement for maintaining 2m social distance ● School will inform all students, in particular those who are under 18, to inform a member of staff if they receive a notification during the day that they had been in contact with a positive case (the notification itself will advise them that if they are under the age of 18, they should show the message to a trusted adult and self-isolate) ● All staff have been advised what to do in the event of a student contacting them and will follow the school agreed, including making appropriate arrangements for the student to leave the setting at the earliest opportunity to begin self-isolation. ● School has publicised the NHS app in parental communications. ● Students will be reminded to switch off contact tracing when they are not with their phones i.e. sport, work placements etc and switch it back on. ● Manual contact tracing through NHS Test and Trace will continue to be used when a positive case is identified in an education setting and local health protection teams will continue to support settings if an outbreak is confirmed. The app will complement this process but is not required for it to work. | 3X2=6 | |

| | | | | |
|---|---|---|-------|--|
| | | <ul style="list-style-type: none"> See for more details: https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges | | |
| Infection control – risk of transmission of Coronavirus (Covid 19) | Staff, students, parents, visitors – contracting Coronavirus (Covid 19) | <p>Prevention - Minimise contact</p> <ul style="list-style-type: none"> School will ensure to minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school Students, staff and other adults advised clearly not to come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days isolation period from the day they develop symptoms. and should arrange to have a test <p>Prevention – hand & respiratory hygiene</p> <ul style="list-style-type: none"> Sufficient handwashing facilities are available and hand sanitiser is available across school. School will use hand driers or paper towels. School has built hand and respiratory hygiene into school culture and ensures that students <ul style="list-style-type: none"> Are encouraged to frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Following the guidance on hand cleaning clean their hands: <ul style="list-style-type: none"> on arrival at the setting | 2X3=6 | <p>B – Clear signage at all entry/exit points to remind staff, students and visitors not to enter setting if they are displaying any coronavirus symptoms</p> <p>C – Hand dryers initially disabled but were reinstated in January 2021. Paper towels generally used</p> <p>D – additional handwash troughs in place</p> <p>E – alcohol based hand sanitisers around the site and at all entrances and exits. Each room will have an alcohol based sanitiser available for staff use</p> <p>F – box of tissues to be supplied to every classroom, office and shared workspace</p> <p>G – cleaning kits to be supplied to every classroom, office and shared workspace and students to clean at the end of lessons</p> <p>H – classroom and office doors can be propped open, however they must be closed if there is no-one present in the room</p> |

| | | | | |
|--|--|--|--|---|
| | | <ul style="list-style-type: none"> ▪ return from breaks ▪ when they change rooms ▪ before and after eating, ▪ and after sneezing or coughing <ul style="list-style-type: none"> ○ are encouraged not to touch their mouth, eyes, and nose ○ promote the ‘catch it, bin it, kill it’ approach. ○ use a tissue or elbow to cough or sneeze and use lidded pedal bins for tissue waste (‘catch it, bin it, kill it’) If not a pedal bin regularly sanitise. all the frequently touched surfaces. ○ provide disposable tissues in each classroom. ○ provide each class with disinfectant, disposable gloves and paper towels in case someone coughs or sneezes onto surfaces. <ul style="list-style-type: none"> ● ensure that help is available for children and young people who have trouble cleaning their hands independently. ● ensure that lidded bins for tissues are emptied throughout the day. ● Adequate sanitiser ‘stations’ located across the site so that all students and staff can clean their hands regularly. ● Wipes are available. <p>Prevention - enhanced cleaning</p> <ul style="list-style-type: none"> ● Enhanced cleaning schedule in place -more frequent cleaning of rooms and shared areas. ● Contact points and frequently touched surfaces are being cleaned more frequently. | | <p>I – bottle fillers are in use subject to enhanced infection control measures including washing/sanitising of hands before use, bottle not to touch the bottle filler and button wiped before use by the next person</p> <p>J – Some facilities mothballed to free up cleaning hours and necessity for cleaners to be on site The focus will be on SLT offices, dining room and areas that CW and V students use, including, but not limited to, classrooms toilets, door handles, bannisters and other common touch points</p> |
|--|--|--|--|---|

| | | | | |
|---|--|--|--------------|---|
| | | <ul style="list-style-type: none"> ● All shared equipment e.g. photocopier, telephone will be cleaned before and after use ● Satisfactory cleaning regime in place to decontaminate equipment. ● Classroom cleaning & disinfecting kits in place. ● Student engagement encouraged to wipe down own surfaces. equipment ● Toilets are cleaned regularly. ● Toilets are allocated to different year group 'bubbles'. ● School only has bottle fountains. | | |
| <p>Social distancing across school – risk of transmission of Coronavirus (COVID 19) Minimise contact between individuals</p> | <p>Staff, students, parents, visitors - contracting Coronavirus (Covid 19)</p> | <ul style="list-style-type: none"> ● School will do everything possible to minimise contacts and mixing to reduce the number of contacts between students and staff and other adults on site. Reviewed December 2020. ● This will be achieved by <ul style="list-style-type: none"> ○ Reducing student number - CW & V only ○ Reducing staff in school i.e rotas ○ keeping groups separate (in 'bubbles') and ○ maintaining 2m social distancing between individuals. <p><i>(N.B. These are not alternative options and both measures will help, but the balance between them will change depending on:</i></p> <ul style="list-style-type: none"> ○ <i>students' ability to distance</i> ○ <i>the layout of the school</i> ○ <i>the feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary)</i> <p>Reduce mixing within education or childcare setting by:</p> <p>Groups of students and 'bubbles'</p> <p>Measures within the classroom</p> <ul style="list-style-type: none"> ● School has identified small consistent class groups –'bubbles' | <p>2X3=6</p> | <p>K- Bubbles' in place.. Separate entrances into school/form group areas/separate breaks and lunches/separate eating facilities in place.</p> <p>L - assemblies and large gatherings of students and staff cancelled for the foreseeable future</p> <p>M - staff to be out on corridors to keep students moving - no interaction between year groups</p> <p>N - classrooms rearranged to ensure all students face the front of the classroom and a 2m separation can be maintained with the teacher</p> <p>O – staff rooms to be closed for multiple occupancy. Staff will be</p> |

| | | | | |
|--|--|--|--|---|
| | | <ul style="list-style-type: none"> ● Where possible the integrity of the bubble is maintained. ● All groups or ‘bubbles’ will be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups. ● Where possible school will take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. ● School recognises that younger children & those with SEND will not be able to maintain social distancing and it is acceptable for them not to distance within their group. ● All year groups in school up to February half-term (CW and V) are in designated bubbles and stay in one room. <p>General Measures in the classroom</p> <ul style="list-style-type: none"> ● Teachers & staff can operate across groups or ‘bubbles’. but they must keep 2m away from other staff & students to preserve ‘bubble’ integrity ● Staff & older students maintain 2 m social distancing. ● Minimise time spent within 1 m of anyone. ● Avoid face to face contact with students stand up, above and behind them. And other staff. ● Keep 2 m from colleagues. ● All children encouraged to socially distance if possible. ● Children who are old enough will be supported to maintain distance and not touch staff and their peers. ● Students sit side by side facing forward. ● Teachers stay at the front of the class where possible. ● All furniture and equipment moved to ensure this seating. ● Teachers to try and maintain social distancing keep out of students’ sneeze/breathe/cough zone. i.e avoid bending or stooping to younger students. ● School has made small adaptations to classrooms where necessary to support social distancing .e.g. moving unnecessary furniture to make more space. | | <p>allowed access individually to access materials</p> <p>P – one way system in place</p> <p>Q – social distancing reminder signage and stickers on the floor</p> |
|--|--|--|--|---|

| | | | | |
|--|--|--|--|--|
| | | <ul style="list-style-type: none"> ● Teachers are strongly advised to stay at the front of the class and maintain 2m social distancing from students and away from colleagues. ● Older children will be told to maintain 2m distance within the group. ● Year groups will be kept apart from others where possible. ● Students will stay in their class groups for most of the classroom time but will mix into wider groups for specialist teaching, wraparound care and transport. ● School will endeavour to keep groups at least partially separate and by minimising contacts between students will reduce the network of possible direct transmission. ● Where possible the sharing of rooms and social spaces between groups will be kept to a minimum. <p>Teachers</p> <ul style="list-style-type: none"> ● Where staff need to move between classes and year groups, they will try to keep 2m from students and other staff and employ good hygiene. ● Staff spaces are set up and used to help staff to distance from each other. ● Use of the staff rooms minimised. Work rooms have protective measures, such as screens in place. <p>Measures elsewhere</p> <ul style="list-style-type: none"> ● Movement around school is kept to a minimum. ● Timetables adjusted to keep groups apart and movement around school kept to a minimum. ● School has planned routes to avoid creating busy corridors, entrances and exits. ● No large assemblies or gatherings involving more than one group. ● Breaks are staggered. ● Lunch breaks staggered, students will clean their hands beforehand and enter in the groups they are already in. | | |
|--|--|--|--|--|

| | | | | |
|--|---|--|--|--|
| | | <ul style="list-style-type: none"> ● Groups kept apart as much as possible and surfaces and tables cleaned between each group. ● Rooms accessed directly from outside where possible ● Signage reminding about 2m social distancing in place ● Numbers using toilets are limited and supervised to avoid large numbers of students using toilet facilities at one time. ● School will maximise the use of outdoor space for exercise, breaks outdoor education. | | |
| School workforce – reducing contact with all other adults | Staff, students, parents, visitors increased risk of transmission of Coronavirus (COVID 19) | <ul style="list-style-type: none"> ● School will follow National Lockdown Stay at Home guidance where possible. ● Those staff not attending school will work from home. ● All staff attending school /setting follow the measures set out in this Risk Assessment: School - National Lockdown to minimise the risks of transmission. ● School aims to reduce contact between all adults - <ul style="list-style-type: none"> ○ Staffrooms – staff rooms to be closed for multiple occupancy. ○ Parents and carers are required to wear a face covering at school pick-up/drop-off points (certain individuals are exempt from wearing face coverings) ○ Members of school staff who oversee drop-off and collection times will also be required to wear a face covering. ○ Corridors – staff will wear masks outside of their classrooms. ● Parents advised that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely) | 3X2=6 Review this score as the more measures in place will reduce it | |
| Shared resources - risk of transmission of Coronavirus (Covid 19) | Staff, students, parents, visitors - contracting Coronavirus (Covid 19) | <ul style="list-style-type: none"> ● Staff & students have individual pens and equipment and these are not shared. ● Equipment is not shared with other cohorts without cleaning. | 2X3=6 | R – no shared equipment – students to bring everything necessary for learning with them |

| | | | | |
|--|--|---|--------------|---|
| | | <ul style="list-style-type: none"> ● Shared classroom materials can be shared within the bubble and will be cleaned regularly. ● Frequently touched surfaces will be cleaned and disinfected more frequently. Each classroom has its own cleaning kit. ● Students and teachers can take books and other shared resources home, but unnecessary sharing is avoided where this does not contribute to student education and development. ● Shared resources between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between use by different bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) ● Students will limit the amount of equipment they bring into school each day to lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. ● No unnecessary sharing of resources between students. If this is required rules on hand cleaning, cleaning of the resources and rotation will apply. | | <p>G – cleaning kits to be supplied to every classroom, office and shared workspace</p> |
| <p>Measures for arriving at and leaving school – risk of transmission of Coronavirus (Covid 19)</p> | <p>Staff, students, parents, visitors - contracting Coronavirus (Covid 19)</p> | <ul style="list-style-type: none"> ● School has communicated which entrance students should use. ● Parents advised that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely). ● Parents advised that if their child needs to be accompanied to the education or childcare setting, only one parent should attend. ● Encouraging parents and children and young people to walk or cycle to their education setting where possible. ● Schools, parents, and young people following the government guidance on how to travel safely. ● Face coverings - students who wear these to and from school have been instructed on safe use of face coverings. They must wash their hands on arrival, remove them, dispose of temporary face coverings in a covered bin or place reusable coverings in a plastic bag. They can take home, and wash their hands before going to class. See safe working in education, childcare and students' social care for more advice. | <p>2X3=6</p> | <p>Communications with parents will be via telephone or email only - parents/carers must not visit the School unannounced</p> <p>T - Students will be required to wear face coverings whilst travelling on public transport or school operated home to school transport</p> |

| | | | | |
|---|---|---|-------|---|
| Transport | Staff, students, parents, visitors increased risk of transmission of Coronavirus (COVID 19) | <ul style="list-style-type: none"> Children, young people and staff can continue to use public transport where necessary. School has encouraged everyone to walk, cycle or scoot wherever possible and safe. Where children, young people and staff need to use public transport, they should follow the safer travel guidance. children and young people aged 11 and over must wear a face covering when travelling on dedicated transport to secondary school. <p>This does not apply to people who are exempt from wearing a face covering on public transport</p> | 2X3=6 | T -Students will be required to wear face coverings whilst travelling on public transport or school operated home to school transport |
| Dedicated school transport, including statutory provision – risk of transmission of Coronavirus (Covid 19) | Staff, students, parents, visitors - contracting Coronavirus (Covid 19) | <ul style="list-style-type: none"> Parents reminded that their child or young person must not travel if they or anyone in their household has symptoms of coronavirus (COVID-19) Students on dedicated school services do not mix with the public on those journeys and groups tend to be consistent. However social distancing should be maximised within vehicles wherever it is possible, between individuals or ‘bubbles’. Students are grouped together on transport, where possible to reflect the bubbles that are adopted within school. Maximise the ventilation of fresh air (from outside the vehicle) on dedicated school and college transport, particularly through opening windows and ceiling vents. Follow transport provider risk assessment and rules for seating students. Use of hand sanitiser upon boarding and/or disembarking. Organised queuing and boarding where possible. Children and young people aged 11 and over must wear a face covering when travelling on dedicated transport to secondary school. <ul style="list-style-type: none"> This does not apply to people who are exempt from wearing a face covering on public transport. | 2X3=6 | S - Students on school operated home to school transport will be within consistent bubbles each day T - Students will be required to wear face coverings whilst travelling on public transport or school operated home to school transport |
| Staff visiting families in their own homes | Staff, students, parents, visitors - contracting Coronavirus (COVID 19) | <ul style="list-style-type: none"> School may need to send a member of staff to make face to face visits. Decided on a case by case basis. A separate risk assessment must be undertaken each time. | 2X3=6 | |

| | | | | |
|---|--|--|-------|--|
| | | <ul style="list-style-type: none"> • An initial assessment by telephone if possible, is carried out. • If staff have to visit households being required to self-isolate due to a case, or suspected case, of coronavirus (COVID-19), or contact with someone who has tested positive for coronavirus (COVID-19) they follow the student's social care services guidance and make a judgement about visiting which balances considerations of the: <ul style="list-style-type: none"> • risks to students and young people • risks to families • risks to the workforce • national guidance on social distancing and hygiene • statutory responsibilities, including safeguarding • If households report no coronavirus (COVID-19) symptoms, no PPE is required, but 2 metres should be maintained where possible. • Good basic hygiene should be followed, such as handwashing or use of sanitiser before and after the visit, and not touching the face during the visit. • If households are reporting coronavirus (COVID-19) symptoms, PPE should be worn if a distance of 2 metres cannot be maintained. Anyone displaying symptoms should be encouraged to book a test. • If unable to find out whether any member of the household is suffering from symptoms of coronavirus (COVID-19) before face to face contact, steps will be taken where practical to mitigate risk. These steps include but are not restricted to: <ul style="list-style-type: none"> • knocking on the front door or ringing the doorbell and then stepping back to 2 metres to speak to occupants • taking PPE & sanitiser as a precautionary measure. | | |
| Safeguarding – risk of breach | Staff, students , parents, volunteers- experience harm or abuse, e.g. emotional harm | <ul style="list-style-type: none"> • School has a Safeguarding Policy and staff are trained. • School follows statutory safeguarding guidance, keeping children safe in education and the coronavirus (COVID-19): safeguarding in schools, colleges and other providers guidance. | 2X2=4 | |
| Student with an EHCP – risk of not following specialist guidance | Students,- injury or ill-health | <ul style="list-style-type: none"> • Existing risk assessments have been reviewed for all students with an EHCP in association with parents/carers or | 2x2=4 | |

| | | | | |
|--|---|---|-------|---|
| | | <ul style="list-style-type: none"> ● Risk assessments will be carried out on students with an EHCP in association with parents/carers to identify what additional support is needed to make a successful return to full education. ● Regular dialogue with parents/carers of EHCP students. | | |
| Challenging behaviour – risk of verbal or physical assault, risk of transmission of Coronavirus (Covid19) | Staff, students, parents, visitors – physical or verbal abuse, injury or stress | <ul style="list-style-type: none"> ● Behaviour policy updated and shared with staff, parents & students ● Students advised of consequences for poor behaviour and deliberately breaking the rules and how these will be enforced. ● Staff expect that adverse experiences and/or lack of routines of regular attendance and classroom discipline may contribute to disengagement with education upon return to school, resulting in increased incidence of poor behaviour. Regular contact will remain in place between teachers, form tutors and the pastoral team to mitigate this risk. | 3X2=6 | A – Covid-19 Behaviour Policy for students – zero tolerance of spitting and other similar unsafe behaviour |
| Clinically extremely vulnerable Children at increased risk of contracting COVID 19 | Staff, students, parents, visitors increased risk of transmission of Coronavirus (COVID 19) | <ul style="list-style-type: none"> ● Shielding advice is currently in place in Tier 4, so all children still deemed clinically extremely vulnerable are advised not to attend school. ● Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend education or childcare. ● Parents of clinically extremely vulnerable children will be receiving a letter shortly confirming this advice. | 3X2=6 | |
| Clinically extremely vulnerable Staff at increased risk of contracting Covid 19 Employees who have been identified as <u>clinically extremely vulnerable</u>. | Staff, students, parents, visitors increased risk of transmission of Coronavirus (COVID 19) | <ul style="list-style-type: none"> ● Those who are clinically extremely vulnerable should follow resumed shielding guidance and should not attend work. ● Employees will provide the letter from the NHS or from their GP advising them to shield. ● School will review existing or carry out a risk assessment for these staff. ● School will complete risk assessments for staff who are working from home shielding. ● Staff living in a household with someone who is clinically extremely vulnerable can still attend work where homeworking is not possible. | 3X2=6 | Risk assessment carried out by HR Manager |
| <u>Clinically vulnerable</u> staff and children at increased risk of contracting COVID 19 | Staff, students, parents, visitors increased risk of | <ul style="list-style-type: none"> ● Staff and children who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable | 3X2=6 | U – BAME staff who have concerns to contact our HR Manager for discussion, |

| | | | | |
|---|---|---|--------------|---|
| | transmission of Coronavirus (COVID 19) | <p>should continue to attend school where it is not possible to work from home.</p> <ul style="list-style-type: none"> ● School will carry out a risk assessment on each member of staff identified as clinically vulnerable. ● Staff should stringently follow all measures in place in school for their safety See RA 029 National Lockdown latest version. ● Staff are reminded to continue to take care to socially distance from other adults including older children and adolescents. ● Staff who live with those who are clinically vulnerable or clinically extremely vulnerable can attend the workplace but should ensure they maintain good prevention practice in the workplace and home settings. | | individual risk assessment and OH referral and advice if required. |
| <p><u>Pregnant employees at increased risk of contracting COVID 19</u></p> <p>Pregnant women are considered ‘clinically vulnerable’ or in some cases ‘clinically extremely vulnerable’ to coronavirus (COVID-19) and therefore require special consideration as set out in the guidance for pregnant employees.</p> <p>NB this would apply for pregnant students</p> | Staff, students, parents, visitors increased risk of transmission of Coronavirus (COVID 19) | <ul style="list-style-type: none"> ● School will carry out a risk assessment to follow the Management of Health and Safety at Work Regulations 1999 (MHSW). See RA 009 New & expectant mother v5 Jan 2021 risk assessment. As part of their risk assessment school will consider whether adapting duties and/or facilitating home working may be appropriate to mitigate risks. ● The risk assessment will support the employee to continue working ● Women who are 28 weeks pregnant and beyond or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from COVID-19 at any gestation, should take a more precautionary approach. ● School will ensure pregnant staff are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable. ● Pregnant women are not advised to be vaccinated against COVID-19. | 3X2=6 | N/A as we are not expecting this category of staff to report for work and for them to continue working from home |

| | | | | |
|---|---|---|--------------|--|
| <p>Staff and students who may otherwise be at increased risk from coronavirus (COVID-19) (including BAME staff). The reasons for the disparities are complex and there is ongoing research to understand and translate these findings for individuals in the future. Further information is available at https://www.gov.uk/government/publications/drivers-of-the-higher-covid-19-incidence-morbidity-and-mortality-among-minority-ethnic-groups-23-september-2020</p> | <p>Staff or students - contracting Coronavirus (COVID 19)</p> | <ul style="list-style-type: none"> ● Risk assessments have been carried out for staff in this category including BAME staff and students in your establishment. ● Where it is not possible to work from home, these staff can attend school as long as they follow all measures in place in school. See RA 029 Full opening of school latest edition. ● School will try as far as practically possible to accommodate additional measures where appropriate. ● Staff or students who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace where it is not possible to work from home. ● O.H. advice will be sought where appropriate. ● EAP & counselling will be offered where appropriate. | <p>3X2=6</p> | |
| <p>Staff mental health - Anxiety and stress</p> <p>Employees with potential stress / anxiety caused by COVID-19 lockdown</p> | <p>Staff – anxiety and stress</p> | <ul style="list-style-type: none"> ● EAP available for staff as required. ● Review individual staff /student risk assessments and monitor. ● Regular one-to ones with staff. ● Reasonable adjustments if required. ● The <u>Education Support Partnership</u> provides a free helpline for school staff and targeted support for mental health and wellbeing. | <p>3X2=6</p> | |
| <p>Student mental health & wellbeing- students with potential stress / anxiety caused by COVID-19 lockdown</p> | <p>Student -anxiety, stress or low mood</p> | <ul style="list-style-type: none"> ● See <u>Wellbeing for Education Return</u> programme. ● The pastoral team is monitoring vulnerable students. Regular reviews will take place to identify those not engaging with remote learning and bespoke support, including bringing those students into school, will be offered. | <p>3X2=6</p> | |
| <p>Contractors on site -risk of transmission of Coronavirus (Covid 19)</p> | <p>Staff, students, parents, visitors, everyone. contracting Coronavirus (Covid 19)</p> | <ul style="list-style-type: none"> ● Communication vital - all contractors briefed about site procedures. ● School's site guidance on physical distancing and hygiene is explained to visitors on or before arrival. ● Where visits can happen outside of school hours, this will be arranged. | <p>2X2=4</p> | |

| | | | | |
|--|---|---|--------------|--|
| | | <ul style="list-style-type: none"> • A record is kept of all visitors. • Request risk assessments from contractors which include their social distancing protocols. • Zero tolerance with contractors found to be not following PHE social distancing guidelines. • Assess the risks associated with managing contractors, visitors, catering staff and deliveries, as well as cleaning staff on site who may be working throughout the school and across different groups. | | |
| Face coverings – failure of visitors, staff to wear a face covering according to guidance | Staff, students, parents, visitors increased risk of transmission of Coronavirus (COVID 19) | <ul style="list-style-type: none"> • Face coverings should be worn by adults and students when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. • Some individuals are exempt from wearing face coverings and we expect adults and students to be sensitive to those needs. • Face coverings should also be worn by students in Year 7 and above when travelling on dedicated school transport. • Students who wear these to and from school have been instructed on safe use of face coverings i.e. not to touch the front of their face covering during use or when removing it. They must wash their hands-on arrival, remove them, dispose of temporary face coverings in a covered bin or place reusable coverings in a plastic bag they can take home, and wash their hands before going to class. See <u>safe working in education, childcare and children’s social care</u> for more advice. | 3X2=6 | <p>W – PPE available for staff who made need to administer first aid to include face masks, aprons, visors & gloves</p> <p>AG – All staff and students will wear face coverings in all communal areas (corridors, stairwells, staff rooms and toilets) and when moving between lessons. Students will wear face covering when using any form of public transport or dedicated school bus. Staff will wear a face covering when on gate duty or similar. A small stock of disposable face masks is available on site for those people who forget and need to use one.</p> |
| Increased risk of COVID 19 new strain transmission during the current period when <u>social distancing</u> cannot be followed to the letter | Staff, students, parents, visitors increased risk of transmission of Coronavirus (COVID 19) | <ul style="list-style-type: none"> • Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, school will review to <i>consider whether that activity needs to continue for school to operate.</i> • If such activities have to occur school will take all the mitigating actions possible to reduce the risk of transmission between their staff. | 3X2=6 | |

| | | | | |
|--|--|--|--------------|--|
| | | <ul style="list-style-type: none"> ● Staff reminded to increase the frequency of hand washing and surface cleaning. ● To keep the activity time as short as possible. ● Using screens or barriers to separate people from each other. ● Using back-to-back or side-to-side working (rather than face-to-face) whenever possible. ● Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others). | | |
| Cleaning - risk of transmission of Coronavirus (COVID 19) | Staff, students, parents, visitors everyone contracting Coronavirus (COVID 19) | <ul style="list-style-type: none"> ● A cleaning schedule is in place that ensures cleaning is enhanced and includes more frequent cleaning of rooms that are used by different groups, frequently touched surfaces, food preparation areas & dining areas. ● All areas & surfaces are cleaned prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas. ● School follows PHE guidance on cleaning will mean increased cleaning of all hard surfaces - desks, tables, chairs and handrails more frequently throughout the day. ● Always WIPE/ MOP all surfaces including floors with detergent and warm water to remove virus off the surface and wash down the sink. ● Do not buff dry floors or dry wipe surfaces. ALWAYS wet surfaces first then wipe down and wash cloths/dispose or when school is closed to students/staff. ● Encourage students to clean – to teach them about safety. ● Classrooms - cleaners can carry out regular, enhanced clean once daily as long as the above is adhered to . ● If suspected case of COVID 19 follow the <u>COVID-19: cleaning of non-healthcare settings guidance</u> ● If cohorts change, consider cleaning between class changes. ● Toys, fabrics, soft furnishings will have to be washed or replaced more frequently. ● Sanitiser stations located across site. | 3X2=6 | |

| | | | | |
|--|--|--|--------------|--|
| | | <ul style="list-style-type: none"> ● Regular cleaning of toilets and supply of hand soap. ● Clean and disinfect regularly touched objects and hard surfaces more often than usual using your standard cleaning products. ● Clean surfaces that children and young people are touching, such as books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal ● Items used for lessons in all subjects will have to be subject to wiping down. Eg iPads, laptops, mice, workstations, tools, toys, learning objects. ● Teach and encourage students the importance of cleaning such items. Consider monitors to wipe light switches and other hard surfaces in each class. | | |
| <p>First aid – increased risk of transmission of COVID 19</p> | <p>Staff, students, parents, visitors - increased risk of transmission of Coronavirus (COVID 19)</p> | <ul style="list-style-type: none"> ● Staff will treat any casualty immediately. ● Where it is necessary for first aid provision to be administered in close proximity, those administering it will pay particular attention to sanitation measures immediately afterwards including washing hands. ● Adequate numbers of first aiders on site in all categories: ● First aid certificates which expired during lockdown have been renewed ● First aid boxes located across site ● All staff completed ‘PPE putting on & taking off’ training ● No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms. ● If not possible to keep 2m separation, the following PPE must be worn. Wash hands prior to donning: <ul style="list-style-type: none"> ○ a fluid-repellent surgical mask ○ disposable gloves ○ apron or other suitable covering ● First aider will try to assist from 2m and minimise the time sharing a breathing zone with the casualty and direct them to do things for themselves where possible. | <p>2X3=6</p> | <p>W – PPE available for staff who made need to administer first aid to include face masks, aprons, visors & gloves</p> <p>Training in donning and removing PPE See https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-other-s-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</p> |

| | | | | |
|---|--|---|--------------|---|
| | | <ul style="list-style-type: none"> ● Eye protection e.g. face shield should be worn if there is risk of exposure to blood and bodily fluids or if available. ● All staff completed 'PPE putting on & taking off' training. <p>After delivering any first aid</p> <ul style="list-style-type: none"> ● Ensure you safely discard disposable items and clean reusable ones thoroughly. ● Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible. <p>First aid provision with suspected symptoms of coronavirus:</p> <ul style="list-style-type: none"> ● Where possible first aider will maintain 2m distance and assesses ability to assist a conscious casualty with minor ailments or illnesses at 2 m separation i.e. can casualty help themselves, run wound under water, apply plaster. <p>CPR guidance:</p> <ul style="list-style-type: none"> ● Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient's mouth and nose, while still permitting breathing to restart following successful resuscitation ● If available, use: <ul style="list-style-type: none"> ○ a fluid-repellent surgical mask ○ disposable gloves ○ eye protection ○ apron or other suitable covering <p>Only deliver CPR by chest compressions and use a defibrillator (if available) – don't do rescue breaths (for CPR in paediatric settings see specific guidance from the Resuscitation Council UK)</p> | | |
| <p>Medical isolation room - risk of transmission of Coronavirus (Covid 19)</p> | <p>Staff, students, parents, visitors - contracting Coronavirus (Covid 19)</p> | <ul style="list-style-type: none"> ● The Medical Isolation Room is located in the small meeting room at the front of school. ● This has a closed door and a minimum 2m away from people. ● If a child is awaiting collection, they will be moved to the medical isolation room. ● Windows are opened for ventilation. | <p>2X3=6</p> | <p>X – Medical isolation room defined as the small meeting room at the front of school</p> |

| | | | | |
|---|--|--|--|--|
| | | <ul style="list-style-type: none"> ● PPE stock is available to all staff should they need to escort students to this area. ● PPE must be worn by staff caring for the child while they await collection if 2 metres cannot be maintained i.e. such as for a very young child or a child with special needs. ● Remove all non-essential items in the medical room. ● Include one desk and one table. ● A toilet has been identified to be used if required whilst awaiting collection. ● If used this will be cleaned and disinfected using standard cleaning products before being used by anyone else. ● Staff who have helped someone with symptoms and any students who have been in close contact do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they are requested to do so by NHS Test and Trace or Wirral PHE. ● After any contact with someone who is unwell everyone will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser ● The area around will be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. School will follow cleaning & waste disposal guidance from COVID-19: cleaning of non-healthcare settings guidance | | |
| <p>PPE requirements - risk of transmission of Coronavirus (COVID 19)</p> | <p>Staff, students, parents, visitors - contracting Coronavirus (COVID 19)</p> | <ul style="list-style-type: none"> ● School has identified that most staff in school will not require PPE beyond what they would normally need for their work. ● PPE is required where: <ul style="list-style-type: none"> - an individual, child or young person becomes ill with coronavirus (COVID-19) symptoms while at school, and only then if 2 metres cannot be maintained. - contact within 2m PPE is available and staff will wear a mask, gloves and disposable apron. | | |

| | | | | |
|--|--|---|--------------|---|
| | | <ul style="list-style-type: none"> - where a child or young person has routine intimate care needs that involves the use of PPE, in which case the customary PPE should continue to be used. ● Risk assessments in place for students with complex needs. ● PPE is only needed in small number of cases where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used. ● Hand washing with soap and hot water for 20 secs minimum. ● All staff complete 'PPE putting on & taking off' training. ● School does not have students requiring medical procedures which increase the risk of transmission through aerosols (tiny droplets) being transferred from the patient to the care giver. These are known as aerosol generating procedures (AGPs). Staff performing AGPs follow PHE's personal protective equipment (PPE) guidance on aerosol generating procedures, and wear the correct PPE. ● Separate risk assessments have been carried out following specific guidance in https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#what-specific-steps-should-be-taken-to-care-for-children-with-complex-medical-needs-such-as-tracheostomies ● Used PPE and any disposable face coverings that staff, children, young people or other learners arrive wearing are placed in a refuse bag and disposed of as normal domestic waste unless the wearer has symptoms of coronavirus. | | |
| Recruitment – risk of transmission of Coronavirus (COVID 19)) | Staff, students, parents, visitors increased risk of transmission of Coronavirus | <ul style="list-style-type: none"> ● School will continue to recruit as usual bearing in mind the need to limit visitors to the site. ● Wherever possible, school will consider a flexible approach to interviews, with alternative options to face-to-face interviews offered where possible, such as using video conferencing. | 3X2=6 | AB - RA for recruitment activities to be written |

| | | | | |
|--|--|--|-------|---|
| | | <ul style="list-style-type: none"> Where face-to-face meetings are arranged, school will make clear to candidates that they must adhere to the 'system of controls' that are in place. School will send out details in advance of the controls that will be in place and the requirement face coverings for candidates where social distancing cannot be safely managed. School will write a risk assessment for any recruitment activities | | |
| Remote Learning – risk to staff and students by abuse of systems | Staff, students, parents – experience harm or abuse, eg emotional harm | <ul style="list-style-type: none"> Risks to staff and students from video conferencing have been risk assessed and shared with staff and parents. School follows Safeguarding and remote education during coronavirus (COVID-19), as well as statutory guidance on online safety in Annex C of keeping students safe in education. See National Crime Agency at the following websites: https://www.ncsc.gov.uk/guidance/video-conferencing-services-using-them-securely | 2X2=4 | <p>Remote learning protocol in place</p> <p>https://docs.google.com/document/d/1WWs0AAVpURGZmoB_H_hixl1lcORRJEz5JH1iB6LWSZ0/edit?usp=sharing</p> |
| Working at height - risk of falling from height | Staff, students, parents, visitors – injuries from minor to >7 day | <ul style="list-style-type: none"> Only staff trained to use ladders are allowed to use them. Site manager/ caretakers should have checked all ladders on site. If replacing items that have been used whilst the school has been partially open, think about working at height safely. Use a set of steps NOT a chair or table. Check all ladders and step ladders on site prior to use. Record in the site ladder register. | 2X2=4 | Safe use of ladders toolbox talk available on JFA website |
| Display screen self-assessment – risk of injury due to adopting awkward postures for long periods | Staff, students, parents, visitors – risk of musculoskeletal injuries, RSI etc | <ul style="list-style-type: none"> All staff should carry out the Display Screen Self-Assessment on return to school. Make sure set up correctly. Adjust chairs, monitor heights all to suit the individual. If some staff are still home-working check with them that there are no issues with their set-up at home. Complete RA 028 Home working RA COVID 19 with them. | 2X2=4 | <p>Y – all staff to review the self-assessment at the link below</p> <p>https://www.hse.gov.uk/pubns/ck1.pdf</p> |
| Lone working- risk of accident, injury or emergency | Staff working from home – injury and ill-health | <ul style="list-style-type: none"> Carry out a risk assessment for staff who remain working from home following guidance. See RA 028 Working from home Covid 19. | 2x1=2 | |

| | | | | |
|---|--|--|--------------|--|
| Kitchens - risk of transmission of Coronavirus (COVID 19) | Staff, students, parents, visitors everyone - contracting Coronavirus (COVID 19) | <ul style="list-style-type: none"> ● Kitchen follows: guidance for food businesses on coronavirus (COVID-19). | 3X2=6 | Kitchen closed until after February half-term |
| Fire – failure of systems and fire evacuation plans | Staff, students, parents, visitors – serious injuries, burns, smoke inhalation | <ul style="list-style-type: none"> ● The site-specific fire evacuation plan has been reviewed and shared with staff and third parties. ● Practise drill to ensure everyone knows their roles and responsibilities. ● Social distancing is followed on evacuation and at assembly point. Face coverings are to be worn. ● The needs of staff/students who require assistance in an emergency and ensure has been considered and the resources are available to carry this out. ● Enough staff know how to check the fire alarm and set and reset in an emergency. ● The fire alarm and emergency lighting has been serviced in accordance with guidance. ● Alarm checked weekly. ● Emergency lighting tested monthly. ● All fire safety features across the building are checked monthly by carrying out the F 03 Fire Marshal Inspection Checklist. Actions are remedied. | 2X2=4 | The School has continued to be open during lockdown and fire requirements have been maintained and met during this period. |
| Legionella- failure of systems in place leading to outbreak | Staff, students, parents, visitors – legionella symptoms , respiratory condition | <ul style="list-style-type: none"> ● Prior to opening fully get every tap, shower and toilet running/flushed . Remember 2 mins. Record this has happened in water log book. ● Monthly water checks have taken place. | 2X2=4 | Z – HSL to check cold water tank and chlorinate as necessary – normal legionella testing to continue on a monthly basis AA – Premises team to complete the water running/flushing |
| HS Checks - failure of equipment leading to accident or injury | Staff, students, parents, visitors everyone- injuries, cuts, falls, abrasions | <ul style="list-style-type: none"> ● All staff carry out pre-use visual checks of their areas, playground, equipment as formal checks may not take place. ● Caretaker carries out daily visual whole site checks. | 2x2=4 | |

| | | | | |
|--|--|--|-------|---|
| Equipment- failure of equipment leading to accident or injury | Staff, students, parents, visitors - injuries, cuts, falls, abrasions | <ul style="list-style-type: none"> All areas and equipment that have been taken out of use are checked. Teachers have checked their own classrooms to ensure all is in good condition . Other pieces of equipment such as dining sets which have not been used have been inspected, checking smooth operation of opening and wheeling. | 2x2=4 | <p>See Form F10 Checklist for classrooms</p> <p>https://drive.google.com/file/d/14jaAU6ESeiSchsBxNjtJ9GOZAm6CMIQ8/view?usp=sharing</p> |
| Manual handling – risk of staff injured by moving and handling heavy items | Staff, students, parents, visitors – musculoskeletal injuries, back pain, strains, pulled muscles | <ul style="list-style-type: none"> Staff have been reminded to avoid manual handling where possible and to take care when moving and handling equipment back to its normal areas/location. | 2X3=6 | <p>Manual Handling Toolbox talk available on website</p> <p>https://drive.google.com/file/d/14pJXXnNW3Oh8x3perCkUj1r4isCGINxj/view?usp=sharing</p> |
| Security – Opening and locking up procedures | Staff, students, parents, visitors – physical or verbal abuse | <ul style="list-style-type: none"> Adequate numbers of key holders familiar with how to open/lock up and set/re-set the alarm. Secure reception. Keys easily accessible to unlock school gates in the event of evacuation away from the premises. | 2x2=4 | |
| General servicing maintenance & statutory inspection - failure of equipment leading to loss of heating | Staff, students, parents, visitors- lack of heating , becoming unwell, cold | <ul style="list-style-type: none"> All annual servicing, maintenance and any statutory checks must continue to ensure safety and compliance with legislation. e.g HSL water checks, fire alarms, gas, intruder alarm, IT. | 2x2=4 | |
| Medication – lack of training | Staff, students, parents, visitors – accident in administration of medicines – student becoming unwell. | <ul style="list-style-type: none"> Trained staff available to administer medicines and records maintained. Secure medicines storage. Inhalers and epipens available students in classrooms and for outdoor activities. | 2x2=4 | |
| Emergency plan | Staff, students, parents, visitors – unable to respond to an emergency on site -possible injuries, panic, stress | <ul style="list-style-type: none"> Review the school emergency plan to cover Covid 19 issues. Contingency plans for an outbreak are in place. Shared with staff and relevant parties e.g. Governors. Remote education plans are in place for individuals or groups of self-isolating students. See remote education support. | 2X2=4 | |
| Out of school provision/Third party users- e.g. Breakfast clubs/wraparound care, sports clubs – increased risk of | Staff, students, parents, visitors - contracting Coronavirus (Covid 19) | <ul style="list-style-type: none"> School has considered all third parties onsite- clubs, sports activities- | 1X2=2 | <p>AB - Internal facilities will not be hired to third parties for the foreseeable future.</p> <p>External sports facilities</p> |

| | | | | |
|--|---|--|--------------|--|
| transmission of Coronavirus (COVID-19) | | <ul style="list-style-type: none"> ○ New risk assessments required from all parties detailing their actions for social distancing, hygiene and how they will carry out activities. ○ School measures and/or risk assessments have been shared with them . ○ Risk assess impact of third party on school. | | have been hired to community sport groups since September but not in Lockdown |
| Lettings - increased risk of contracting COVID 19 | Staff, students, parents, visitors increased risk of transmission of Coronavirus (COVID 19) | <ul style="list-style-type: none"> ● School may open up or hire out school premises for use by external bodies or organisations, such as external coaches or after-school or holiday clubs or activities. ● School will work with providers to consider how they can operate within their wider protective measures and should also have regard to any other relevant government guidance. See <u>working safely during coronavirus (COVID-19) for providers of grassroots sport and gym or leisure facilities.</u> | 3X2=6 | Not currently in operation |
| Sports activities - risk of transmission of Coronavirus (Covid 19) whilst on visit. | Staff, students, parents, visitors - contracting Coronavirus (Covid 19) | <p>Please see the separate risk assessment (link in next column) for extra-curricular activities.</p> <ul style="list-style-type: none"> ● School will provide physical education, sport & physical activity for students by following all the measures to reduce the risk of transmission in RA 029 Full opening of school ● Students are kept in consistent groups, ● sports equipment thoroughly cleaned between each use by different individual groups. ● PE lessons can now be held indoors, including those that involve activities related to team sports, for example practising specific techniques, within their own system of controls ● Outdoor sports should be prioritised where possible, and large indoor spaces, such as the gym, used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) ● Social distancing between students is maximised ● Staff & students reminded to pay scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. ● Team sports will be limited .School will only consider those sports whose national governing bodies have developed guidance under | 2X3=6 | <p>AC - Students will be asked to arrive in PE kit on days when they are scheduled for PE.</p> <p>Separate risk assessment: https://docs.google.com/document/d/1YcQMrelfdop5Y7z2qe4RSggEmOTM-YePQw5Q4ZN3L4Y/edit?usp=sharing</p> |

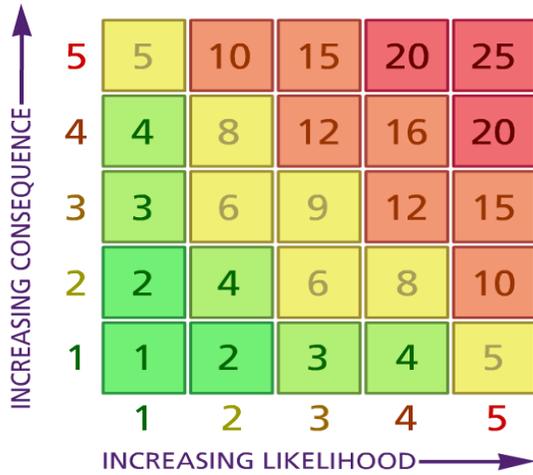
| | | | | |
|--|--|--|--------------|--|
| | | <p>the principles of the government’s guidance on team sport and been approved by the government i.e. sports on the list available at grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events.</p> <ul style="list-style-type: none"> ● Competition between different schools has been cancelled. ● Schools refers to the following advice: <ul style="list-style-type: none"> ○ guidance on the phased return of sport and recreation ○ Sport England for grassroot sport ○ Association for Physical Education ○ Youth Sport Trust ○ Swim England on school swimming and water safety lessons available at returning to pools guidance documents ● using changing rooms safely | | |
| <p>Music – singing and playing instruments – risk of transmission of Coronavirus (Covid 19)</p> | <p>Staff, students, parents, visitors - contracting Coronavirus (Covid 19)</p> | <ul style="list-style-type: none"> ● Singing, wind and brass instrument playing can be undertaken in line with the detailed guidance below. ● Specialist, elite provision in music, dance and drama can be undertaken and should also follow the latest DCMS guidance on the performing arts – see attached guidance below ● Schools will do everything possible to minimise contacts and mixing. The overarching objective should be to reduce the number of contacts between students and students, and staff, including for rehearsal and performance. ● School has carried out a risk assessment for music activities in school. <ul style="list-style-type: none"> ○ Playing instruments and singing in groups will take place outdoors wherever possible. ○ If indoors, numbers will be limited in relation to the space. ○ If indoors school will use a room with as much space as possible, for example, larger room e.g. rooms with high ceilings to enable dilution of aerosol transmission. | <p>2X3=6</p> | |

| | | | | |
|--|--|---|----------------|--|
| | | <ul style="list-style-type: none"> ○ If playing indoors, school limits the numbers to account for ventilation of the space and the ability to social distance. ○ School will ensure good ventilation ○ Group sizes will be small, students positioned back-to-back or side-to-side and socially distanced. Not face-to-face ○ Singing, wind and brass playing will not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow (at least 10l/s/person for all present, including audiences) ○ Instrument sharing avoided, ● Increased handwashing before and after handling equipment, especially if being used by more than one person. ● Instruments cleaned by the students playing them, where possible. ● Peripatetic teachers can attend school & are expected to comply with all school measures to reduce the risk of transmission including taking particular care to maintain 2m distance from other staff and students ● Peripatetic teachers provide a risk assessment to school ● See Bulletin: Music & Performing Arts v2 Dec 2020 in line with Local restriction tiers: what you need to know for specific guidance. <div style="text-align: center;">  <p>Bulletin Music and performing arts v2 2r</p> </div> | | |
| <p>Performing Arts and performances</p> | <p>Staff, students, parents, visitors increased risk of transmission of Coronavirus (COVID 19)</p> | <ul style="list-style-type: none"> ● Grassroots music venues and entertainment venues must close. ● Amateur choirs and orchestra, have ceased ● Indoor and outdoor performances with an audience will not take place ● School may consider alternatives such as the use of live streaming and recording, subject to the usual safeguarding considerations and parental permission. | <p>2 x 3=6</p> | |

| | | | | |
|---|---|---|-------|--|
| Educational visits | Staff, students, parents, visitors - increased risk of transmission of Coronavirus) | <ul style="list-style-type: none"> School has cancelled all educational visits at this time. | 0x0=0 | |
| Ventilation & air conditioning – lack of increases risk of transmission of Coronavirus (Covid 19) | Staff, students and visitors lack of ventilation to disperse Coronavirus (Covid 19) - contracting Coronavirus (Covid 19) | <ul style="list-style-type: none"> The school is kept well ventilated via mechanical ventilation systems, recirculation air and natural ventilation. mechanical ventilation systems – <ul style="list-style-type: none"> School can continue using most types of mechanical ventilation as normal and these are set to maximise fresh air and minimise recirculation. School has extended the operating times of HVAC systems to before and after people use work areas. All mechanical systems are maintained in line with manufacturers’ instructions. Recirculating air <ul style="list-style-type: none"> School will continue to operate mechanical systems supplying individual rooms where recirculation modes allow higher rates of supply of fresh air to be provided to an area Centralised ventilation system that circulates air to different rooms, will be turned off recirculation and fresh air introduced instead. Recirculation units for heating and cooling that do not draw in a supply of fresh air can remain in operation provided there is a supply of outdoor air, for example windows and doors left open. natural ventilation – <ul style="list-style-type: none"> By opening windows (in cooler weather windows will be opened just enough to provide constant background ventilation and opened fully during breaks, lesson changes for 5 minutes to purge the air in the space. School will try not to completely close windows and doors & keep vents open when the area is occupied as this can result in very low levels of ventilation. School will open internal doors to assist with creating a throughput of air (as long as they are not fire doors and where safe to do so). | 2X2=4 | <p>H – Classroom and office doors can be propped open, however they must be closed if there is no-one present in the room</p> <p>AH - Uniform rules to be relaxed during current lockdown.</p> |

| | | | | |
|---|--|---|---|--|
| | | <ul style="list-style-type: none"> ○ If necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so). ○ If fire doors are required to be held open DorGuards will be installed. ● Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice. ● School will balance the need for increased ventilation while maintaining a comfortable temperature, by : <ul style="list-style-type: none"> ○ Opening high level windows in preference to low level to reduce draughts ○ Increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused). ○ Providing flexibility to allow additional, suitable indoor clothing. For more information see School uniform. ○ Rearranging furniture where possible to avoid direct drafts. ○ Heating is used as necessary to ensure comfort levels are maintained particularly in occupied spaces. ● See for detailed information Chartered Institution of Building Services Engineers (CIBSE) | | |
| Playground areas, equipment and activities -risk of transmission of Coronavirus (Covid 19) | Staff, students, parents, visitors - contracting Coronavirus (Covid 19) | <ul style="list-style-type: none"> ● Outdoor playground areas & resources should be cleaned more frequently. ● Daily checks on the areas to take place. | 2X2=4 | |
| Visitors to school- working across multiple 'bubbles' and schools e.g. speech and language therapists, OT's social workers- risk of spread of infection between 'bubbles' and schools. | Staff, students, visitors, members of the public by increased risk of catching COVID 19 from visitor entering existing bubble and cross-contamination of 'bubbles' | <ul style="list-style-type: none"> ● Visitors are warned not to enter school if they are displaying any symptoms of coronavirus and to follow the COVID-19: guidance for households with possible coronavirus (COVID-19) infection ● Visitors made aware of all measures in place in school to reduce risk of spread of virus. ● Visitors told wash hands on arriving or use hand sanitiser located at entrance. | 3X2=6 If all controls are in place in Column 3 this may be lowered | AE - Counsellors and tutors to support catch-up will be allowed onto site provided they can follow these arrangements |

| | | | | |
|--|--|--|-------|--|
| | | <ul style="list-style-type: none"> ● Visitors will be required to use sanitiser before and after each different student session. ● School will continue to engage supply & temporary staff during National Lockdown. ● Supply teachers, peripatetic teachers and/or other temporary staff can move between schools but must comply with school's measures for minimising risk. ● School will ensure that all temporary staff have access to the information on the safety arrangements in place, and ensure that this is provided as soon as possible after the booking is confirmed. ● Visitor has own PPE or PPE will be provided for each session. ● 2m social distancing rules in place. ● PPE to be worn if 2 m social distancing cannot be maintained then visitor must wear a face covering/mask. ● Room has ventilation – windows and door open whilst the room is occupied. ● Sanitiser in room. ● Tissues in room and lidded bin emptied after each session. ● Disinfecting kit in room – insert local details e.g. trigger bottle of disinfectant, cloths, wipes. ● All hard surfaces wiped down before and after each separate appointment /meeting with students. | | |
| Students routinely attending more than one setting - risk of transmission of Coronavirus (Covid 19) | Staff, students, parents, visitors- contracting Coronavirus (Covid 19) | <ul style="list-style-type: none"> ● A risk assessment will be carried out with the other setting to ensure all controls are in place. | 2x1=2 | |



| |
|-----------------|
| Action Required |
|-----------------|

| Risk Rating | Action Required |
|-------------|--|
| 17 - 25 | Unacceptable – stop activity and make immediate improvements |
| 10 – 16 | Tolerable – but look to improve within specified timescale |
| 5 – 9 | Adequate – but look to improve at review |
| 1 – 4 | Acceptable – no further action but ensure controls are maintained |

- | | |
|--------------------|---------------------|
| Likelihood: | Consequence: |
| 5 – Very likely | 5 – Catastrophic |
| 4 – Likely | 4 – Major |
| 3 – Fairly likely | 3 – Moderate |
| 2 – Unlikely | 2 – Minor |
| 1 – Very unlikely | 1 – Insignificant |

- (1) List hazards **something with the potential to cause harm** here
- (2) List groups of people who are especially at risk from the significant hazards which you have identified
 List existing controls here or note where the information may be found. Then try to quantify the level of risk **the likelihood of harm arising** that remains when the existing controls are in place based on the number of persons affected, how often they are exposed to the hazard and the severity of any consequence. Use this column to list the controls that you might take and develop all or some of that list into a workable action plan. Have regard for the level of risk, the cost of any action and the benefit you expect to gain. Agree the action plan with your team leader and make a note of it overleaf. If it is agreed that no further action is to be taken this too should be noted.

| Action required: | Responsible person | Completion date |
|---|---------------------|-----------------|
| A – We have an amended Covid-19 Behaviour Policy which has been shared with parents and students. This has a zero tolerance approach to spitting and other similar unsafe behaviour that exposes other members of the school community to risk. | Vicki Storey (VS) | In place |
| B – Clear signage at all entry/exit points to remind staff, students and visitors not to enter the setting if they are displaying any coronavirus symptoms. | Michael Wilson (MW) | In place |
| C – Hand dryers initially disabled but were reinstated in January 2021. Paper towels are also available. | MW | In place |
| D - Two additional hand washing toughs have been purchased for student handwashing. One has been fitted under the dining canopy and the other outside near The Hut (food outlet). | MW | In place |
| E - All existing hand sanitisers have been swapped to alcohol based gel and additional units were fitted around the site and to include all entrances /exits from/to the public realm. Large pump action hand gel sanitisers at placed at every entrance/exit and near the bus boarding points | MW | In place |
| F - Every classroom, office and shared workspace is supplied with a box of tissues – additional spare supply will be available to replace –part of the cleaning kits (Action E) | MW | In place |
| G - Cleaning kits supplied to every classroom, office and shared workspace. Contents of each kit to include: <ul style="list-style-type: none"> ○ 30 litre plastic storage boxes containing: ○ trigger sprays (box of disposable gloves ○ boxes of disposable J cloths for cleaning ○ single bottles of 100 ml hand sanitiser ○ boxes of tissues ○ small bin liners to contain used gloves, tissues and cleaning cloths - one to be used after each cleaning operation. | MW | In place |
| H - Classroom and office fire doors may be propped open to reduce contact touching of door handles and to improve ventilation and airflow. Any doors that are propped open must be closed every time that the occupant leaves the room. | MW | In place |
| I - Bottle fillers are in use subject to enhanced infection control measures including washing/sanitising of hands before use, bottle not to touch the bottle filler and button wiped before use by the next person. Wipes are available at each bottle filler and signage is in place to remind students of the control measures | MW | In place |
| J - Some facilities mothballed to free up cleaning hours and necessity for cleaners to be on site The focus will be on SLT offices, dining room and areas that CW and V students use, including, but not limited to, classrooms toilets, door handles, bannisters and other common touch points. | Anne Parsons (AP) | In place |
| K - 'Bubbles' in place. Separate entrances into school/form group areas/separate breaks and lunches/separate eating facilities in place. | SLT | In place |
| L - Assemblies and large gatherings of students and staff cancelled for the foreseeable future. | SLT | In place |
| M - Staff to be out on the corridors to ensure that students do not congregate. Limit students in stairwells. | SLT | In place |
| N - Classrooms rearranged to ensure all students face the front of the classroom and a 2m separation can be maintained with the teacher | MW | In place |
| O - Staff rooms modified to allow for limited communal working. Plastic screens in place and staff to socially distance and maintain ventilation in rooms. | Headteacher | In place |
| P - One way system relaxed to allow for more efficient movement around the site. | MW | In place |
| Q - Social distancing reminder signage and stickers fitted on the floor | MW | In place |

| | | |
|---|----------------------|-------------|
| R - Students will not use any shared equipment and will have to bring from home any materials that are required for taught classes. No lending of equipment or stationery between students. This will be communicated by the Headteacher to parents and students and enforced by all staff | Headteacher | In place |
| S - Students on school operated home to school transport will be within consistent bubbles each day | | |
| T - Students will be required to wear face coverings whilst travelling on public transport or school operated home to school transport. Also when entering the building and on corridors, in stairwells and moving between lessons. | Headteacher | In place |
| U - BAME staff who have concerns to contact our HR Manager for discussion, individual risk assessment and OH referral and advice if required. | Helen White | In place |
| V - Catering resumed 5 October. Students all have separate outlets for year groups. This enables more effective social distancing. The split break and lunch arrangement has also facilitated this. Closed up to February half-term. | AP | In place |
| W - PPE will be available to staff who need to administer first aid to include face masks, gloves, aprons and face visors. We have remote infra-red thermometers that can quickly identify anyone who presents at First Aid and has a high temperature. | MW | In place |
| X - We have a separate Medical Isolation Room off the 6 th form exit corridor that any students who are sent home can wait in whilst waiting to be collected. | Rebecca James | In place |
| Y - All returning members of staff will be asked to review and refresh their Display Screen Self- Assessment | SLT | In place |
| Z - HSL to check the cold water tank and chlorinate as necessary. Normal legionella testing to continue on a monthly basis as normal. | MW | In place |
| AA - Premises Team to complete the water flushing of all toilets, sinks and any other water fed outlets prior to more extensive reopening. | MW | In place |
| AB - Internal facilities will not be hired to third parties for the foreseeable future. External sports facilities may be hired to community sport groups from September onwards. | SLT | In place |
| AC - Students will be asked to arrive in PE kit on days when they are scheduled for PE. Changing rooms will remain partially closed. | Headteacher | In place |
| AB - RA for recruitment activities to be written | Anne Parsons | In progress |
| AE - Counsellors and tutors to support catch-up will be allowed onto site provided they can follow these arrangements. | Headteacher | In place |
| AF - Testing protocol in place and will be updated as required. | Andrew Procter (APP) | In place |
| AG – All staff and students will wear face coverings in all communal areas (corridors, stairwells, staff rooms and toilets) and when moving between lessons. Students will wear face covering when using any form of public transport or dedicated school bus. Staff will wear a face covering when on gate duty or similar. A small stock of disposable face masks is available on site for those people who forget and need to use one. | Headteacher | In place |
| AH - Uniform rules to be relaxed during current lockdown. | Headteacher | In place |
| AI – Staff and students who are attending school during the current lockdown are tested weekly and when needed. This will be extended to all staff students when they return in due course. Protocol in place and will be updated as required. | Andrew Procter (APP) | In place |
|  | | |
| Action plan agreed with (signature): Stephen Gray (Headteacher) Date: 12/01/2021 | | |

