



RISK ASSESSMENT FOR:	COVID-19 Re-opening in September – update effective from the 2 nd November	REF NO.	CO01A
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ASSESSMENT BY:	Carol Combes	DATE:	09/7/2020	SIGNED:	<i>Carol Combes</i>
APPROVED BY:	Alison Pope	DATE:	14/7/2020	SIGNED:	<i>A Pope</i>
APPROVED BY:	Ian Peterson Chair of Governors	DATE:	03/8/2020	SIGNED:	<i>Ian Peterson</i>
				LAST REVIEW DATE:	13th October 2020
				NEXT REVIEW:	30th December 2020

HAZARD & RISK ANALYSIS								
A hazard is something with the potential to cause harm. Risk (R) is the likelihood of someone being hurt multiplied by the severity of the occurrence.								
5 X 5 RISK ASSESSMENT MATRIX (LEVEL OF RISK = LIKELIHOOD X SEVERITY)						PRIORITY OF ACTION		
5	5 LOW	10 MED	15 MED	20 HIGH	25 HIGH	HIGH	17-25	Unacceptable. Stop work or activity until immediate improvements can be made.
4	4 VERY LOW	8 LOW	12 MED	16 MED	20 HIGH			
3	3 VERY LOW	6 LOW	9 LOW	12 MED	15 MED	MED	10-16	Tolerable but need to improve within a reasonable timescale e.g. 1 – 3 months.
2	2 VERY LOW	4 VERY LOW	6 LOW	8 LOW	10 MED			
1	1 VERY LOW	2 VERY LOW	3 VERY LOW	3 VERY LOW	5 LOW	LOW	5-9	Adequate but look to improve by next review.
	1	2	3	4	5			

Score	Likelihood	Description
5	Very Likely	The event is expected to occur in most circumstances
4	Likely	The event will probably occur in most circumstances
3	Fairly Likely	The event could occur at some time/
2	Unlikely	The event is not likely to occur in normal circumstances

Score	Severity	Description
5	Catastrophic / Severe / Fatality	Death or permanent disability to one or more persons
4	Major Injury / ill health	Hospital admission required
3	Moderate (Over 3 day injury / illness)	Medical treatment required
2	Minor injury	First Aid required

1	Very Unlikely	The event may only occur in exceptional circumstances
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1	Insignificant / No Injury	Injuries not requiring first aid treatment
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MAIN HAZARDS IDENTIFIED	WHO IS AT RISK?	LIKELIHOOD (a)	SEVERITY (b)	RISK RATING (a) x (b)	CONTROL MEASURES TO REDUCE THE RISK	ADDITIONAL ACTIONS REQUIRED	BY WHO/WHEN
H&S maintenance checks	All	1	4	4	<ul style="list-style-type: none"> All regular H&S maintenance checks to be carried out before previously unutilised areas of the building are occupied. This includes thorough running of all water outlets not used since closure. 	Completed in June, monthly tests to continue as BAU	Site team monthly
H&S exposure to the virus	All	2	5	10	<p>Staff:</p> <ul style="list-style-type: none"> All to follow government advice for symptoms/self-isolation/shielding periods. All staff in the vulnerable categories to be assessed following the guidelines in the 'FAQ's for all Trust staff' to ensure measures are in place to enable the return to work of all staff in September. Robust tracking of staff absence to monitor any isolation periods and ensure staff do not return to work too soon. All staff to report suspected or confirmed cases to SLT. Staff with symptoms or with family members with symptoms (unless the family member is tested) should be tested before returning or given a home testing kit if applicable. Staff who have been in contact with a COVID case must follow the current test and trace guidelines. Staff travelling to work on public transport must adhere to the safer travel guidance for passengers and follow the school protocols for arrival and departure from school. Staff to keep to the left hand side walking along corridors and to wear masks when moving around school Spare masks available in the medical room <p>Students:</p> <ul style="list-style-type: none"> Letter to be sent to all parents requesting that government advice for symptoms/self-isolation/shielding periods are adhered too. Admin staff to ensure attendance is accurately monitored Matron to track students with symptoms to ensure students only return after appropriate isolation periods have been observed Families of students displaying symptoms advised of testing available or given a home testing kit if applicable 	Matron to monitor supplies of masks and order as required	Ongoing - CW

					<ul style="list-style-type: none"> ● Matron to keep in daily contact with families of students displaying COVID symptoms ● Students to wear masks when- Moving around school, Queuing for lunch Visiting the toilets In a classroom during break and lunch, unless students can socially distance ● Parents of students with a medical condition making them exempt from wearing a mask, should write into school. The student will be given a card to keep with their ID badge to show if questioned ● Spare masks to be available if required <p>Visitors/Contractors:</p> <ul style="list-style-type: none"> ● Visitors/contractors must be sent a copy of the visitor guidelines prior to a meeting on site ● Pre-booked visitors to agree to the medical declaration form before attending site. Those who are not pre-booked will be prompted to complete upon arrival 		
Poor hygiene	All	2	5	10	<p>Teaching</p> <ul style="list-style-type: none"> ● Hand sanitizer to be available in each classroom ● Students and staff to use sanitizer as they enter and leave the classroom ● Classroom doors to remain open to reduce contact ● Windows to be opened where possible to increase ventilation ● Equipment must not be loaned to students or between students ● Essential equipment list provided for parents to enable students to access learning without borrowing equipment. Supplies of spare pens available within departments can be issued but not shared. Whiteboards being provided for every student ● Books can be shared within a bubble but they must be cleaned after use or left for 48 hours before being used again. System in place to enable teachers to inform cleaners of additional resources that require cleaning ● I pads available within bubbles, but must be cleaned after use with a wipe. ● Tissues and separate lidded bin provided – promote ‘catch it, bin it, kill it’ ● Antibacterial wipes available in each classroom ● Teacher to wipe their work area before moving classroom – wipes provided 	All staff to monitor supplies of hand sanitiser, wipes, gloves and tissues in their area	All staff - ongoing

Student 1:1 meetings

- Hand sanitizer to be available in each meeting room
- Students and staff to use sanitizer as they enter and leave the room
- Doors to remain open to reduce contact
- Equipment must not be loaned to students
- Tissues and separate lidded bin provided – promote ‘catch it, bin it, kill it’
- Wipes available in each room
- Staff to wipe the desk and chair after each student

Office Space

- Staff should keep to their allocated work space unless required to cover on reception. In this instance the desk, and keyboard must be wiped between each user
- Hand sanitiser and lidded tissue bin to be available in each office
- Telephones should not be shared, calls must be transferred to the relevant extension
- Wherever possible radios must not be shared, however if this is unavoidable the general use radios must be wiped before and after use.

General

- All staff to have access to the document with instruction on the correct use of PPE, which includes hand sanitisation, masks and visors.
- All staff to be supplied with a face visor and to wear a mask when moving around school.
- Cleaning staff to wear disposable gloves.
- Regular cleaning of communal areas, door handles, push plates and handrails during the day
- All staff to enter either by reception, drama or the staffroom, sign in on entry and either wash their hands or use the hand sanitizer available in their class/office
- Cleaning staff to check supplies of hand sanitiser in each room and replenish as required. If supplies run low during the day, spare supplies are available from site staff.
- All areas to be cleaned with disinfectant at the end of each day
- Bins to be available in each classroom and emptied at the end of lunch
- Daily emptying of refuse bins, including the lidded tissue bin
- Stocks of cleaning materials and PPE to be monitored closely by the cleaning supervisor and ordered by the

site manager

- Staff to use sanitiser before and after using the photocopier. Photocopied materials to be left in a pile for students to take.

Students

- Students encouraged to bring in their own hand sanitiser
- All students to receive instruction on correct hand washing and use of hand sanitizer
- All students to be shown a video on safe use of face masks.

Library

- This will remain closed to students until further guidance is received
- Mobile library to operate within bubbles – see separate RA

Physical Education

- Outdoor space (field, hardcourts) will be used wherever possible, with the sports hall only being used during bad weather.
- Changing rooms will not be used. Students will wear PE Kit on PE Lesson days.
- All equipment used will be cleaned after use or not used for 48 hours (72hours for plastics)
- During wet weather only half of a PE group to be in the sports hall at any time (maximum 2 classes). Fire doors to remain open for ventilation and curtains to be drawn to create 2 teaching spaces

Specialist Rooms, IT, tech, art

- Specialist teaching rooms will be available for teaching but all surfaces, equipment and door handles must be cleaned between each year group bubble.

Dining hall

- Biometric system will be replaced by RFID card readers
- Surfaces to be wiped between sittings
- Auto dispensers containing hand sanitiser at entrance points

Kitchen areas/staffroom

- Staff to be responsible for washing their own mugs, plates and utensils. Do not use the dishwashers.
- Areas be cleaned after break and lunchtime

Toilet areas

- To be cleaned on a regular basis throughout the day
- Staff toilets to be equipped with additional cleaning materials

					<ul style="list-style-type: none"> • Bubbles to have allocated toilet cubicles <p>Music lessons</p> <ul style="list-style-type: none"> • Peripatetic music lessons to continue online in the music practice room • Music ipad available for students without a device. To be cleaned between each use • Chair and music stand to be cleaned down in between each student • Students to use sanitiser before and after lesson 		
Social Distancing	All	2	5	10	<p>Arrival and departure</p> <ul style="list-style-type: none"> • Staggered start and end to the school day • Students to be allocated an entrance and exit door • Students to report to their form rooms for registration periods • Students to have further tutor time at the end of the school day and leave via their designated door <p>Teaching and form rooms</p> <ul style="list-style-type: none"> • School to be zoned for each year group • Students to be taught in year group bubbles within their zone to minimise movement around school • Classrooms to be prepared to ensure there is a clear 2m gap between the teacher and students. • All desks to face the front • Each student to be allocated a desk • Each group to have a designated entrance/exit door • Students to be supervised during break times • Teachers to leave the lessons at staggered times to reduce congestion in the corridors <p>Teaching Assistants</p> <ul style="list-style-type: none"> • To be allocated to a year group bubble or provide support in the hub. • To remain 2m distant from students unless specific support is needed which requires closer contact. If this is the case the member of staff providing the close contact cannot be used to provide support to any other year group bubble. It is recommended that a face visor be worn. • Learning support must maintain a record of staff providing close contact support <p>Year 7</p> <ul style="list-style-type: none"> • Year 7 Students to be taught in their form bubble except PE where 2 forms combine <p>Year 8 and 9</p> <ul style="list-style-type: none"> • Students to be taught in their timetables groups within 		

their year group bubble

- Access to specialist rooms for practical subjects may be available provided the room and equipment can be cleaned before and after use. This is for departments to manage and students must be escorted to these rooms.

KS4

- Students to be taught in their timetabled groups within their year group bubble
- Form rooms, break zones and entrance doors to be alternated weekly to allow access to science rooms
- Access to specialist rooms for options subjects
- Movement to specialist rooms to be outside the school building to eliminate mixing between year group bubbles

Break time

- Each group to have a designated door and zoned break area
- Staggered start and end of break to reduce congestion in corridors
- Students to be supervised during break time

Lunchtime

- Each group to have a designated door and zoned break area
- Staggered start and end of lunchtime to reduce congestion in corridors
- Grab and go menu on offer
- Students to eat outside or in their form rooms
- Year 7 – single sitting 12.30pm
- Remaining year groups split into 2 sittings, using the dining hall layout as two separate zones.
- Clear route for students to make their way to the dining hall
- Each side of the dining hall to be a bubble

Student 1:1 meetings

- Meeting rooms to be prepared ahead to ensure the student and staff member are meeting current social distancing guidelines. Care must be taken not to hold meetings with students from different bubbles.

Office Space

- Numbers of staff to be limited to ensure compliance with current social distancing guidelines
- Admin desks to be arranged to ensure current social distancing guidelines are adhered to and where sat are sat opposite each other, Perspex desk dividers to be installed

Cloakrooms

- Each year group bubble to have nominated cloakrooms and labelled toilet cubicles
- Regular cleaning throughout the day
- Students to be allowed to use the toilets during lessons to ease congestion at break and lunch time
- Break and lunch time duty to include monitored access to cloakrooms
- Staff toilets to be cleaned regularly.
- Non-teaching staff to be mindful not to use cloakrooms during busy break time

Bike Sheds

- Only one student at a time to enter the bike shed (signage – yellow waiting line)

Meetings

- All staff have been given a copy of the visitor protocol which has been updated to take into account of COVID
- Numbers of attendees to be limited to ensure compliance with current social distancing guidelines
- Staff to ensure visitors wear masks whilst in reception and moving around school

Staffroom

- Chairs to be arranged to ensure social distancing measure are adhered too
- Further 'staffroom space' available in the dining hall
- Tea and coffee making facilities to be available on the first floor
- None teaching staff to take lunch outside of 'lunchtime' and avoid shared areas during break

Drama

- The hall will be available as a larger teaching space for drama lessons.

Practical lessons

- Practical lessons will be demonstrated using either recordings or visualizers
- Food tech rooms to be arranged to allow a max of 11 students in each kitchen area with safe social distancing space for staff
- A maximum of 2 students per bench in product design, 12 per room

Extracurricular

- Inter year events such as House to be suspended or remote
- External visits suspended

Suspected case	All	1	5	5	<ul style="list-style-type: none"> ● Avoid touching anything ● Emergency PPE including disposable face masks, gloves and aprons are available in the medical room ● Patient to immediately be given a face mask ● Goggles or visors are also available and should be used if there is a danger of bodily fluids getting into eyes. Following use goggles/visors must be cleaned with disinfectant and allowed to dry. ● Staff to go home immediately ● Student to be moved to the medical room, window open ● Supervising staff to wear PPE, disposable facemask, gloves and apron and remain at least 2m distant from the patient – see instruction on correct use of PPE which accompanies this risk assessment. ● Phone call to parent to collect immediately. Arrange to for parent to collect outside the building to prevent the risk of spreading further infection. Sign post parents to the government’s – get a test online service or to call 119 unless it is applicable to give them a home testing kit. ● Medical room and other areas the infected student has touched must be disinfected. ● Cleaning staff to wear PPE, gloves, masks and aprons – see instructions on correct use of PPE which accompanies this risk assessment. ● After removing gloves, hands must be thoroughly washed for 20 seconds ● All disposable PPE to be double bagged and kept to one side for 72 hours before being disposed of in the usual way – see instruction on correct use of PPE which accompanies this document. ● Disposable cleaning cloth’s and mop heads to be double bagged and kept to one side for 72 hours before being disposed of in the usual way ● For any confirmed case, the school must contact the local health protection team who will carry out a RA to determine who has been in close contact with the person whilst they were infected. The school will follow guidance from the health protection team and issue a standard letter to all those required to self-isolate. 	Matron to monitor home testing kits and order more as required	CW - ONGOING
Restricting access	All	1	5	5	<ul style="list-style-type: none"> ● Reception to be fitted with a Perspex screen by each workstation 		

					<ul style="list-style-type: none"> ● Parents encouraged to either phone or email queries rather than coming into reception ● All visitors must be pre-booked and have received a copy of our visitor guidelines ● It is the responsibility of the member of staff accepting visitors to ensure compliance with this risk assessment. ● All regular contractors to be issued with the schools visitor guidelines ● Before inviting contractors or visitors to site consider whether the visit is necessary and consider the timing of visit ● Sanitiser and gloves are available in reception and the for staff accepting deliveries ● Gloves and handwashing facilities are available in the site office for staff accepting deliveries. ● External speakers to be limited or remote head 		
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Additional Control Measures (to take account of local / individual changes such as working practices, equipment, staffing levels)	Action by Whom (list the name of the person / people who have been designated to conduct actions)	Action by When (set timescales for the completion of the actions – remember to prioritise them)	Action Completed (record the actual date for each action listed)	Residual Risk Rating (Risk after additional control measure has been implemented)