



RISK ASSESSMENT FOR:	COVID-19 Re-opening in September – updated effective from the 12 th April	REF NO.	CO01A
-----------------------------	--	----------------	--------------

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:	April 2021
				NEXT REVIEW:	May 2021

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
---	---------------	---

1	Insignificant / No Injury	Injuries not requiring first aid treatment
---	---------------------------	--

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. Twice weekly LFD home testing to be available to all staff who consent to testing, to check for asymptomatic cases Staff in the CEV category to have an individual RA in place. 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 must take a PCR test 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 All staff (other than those who are exempt for a medical reason) to wear masks when moving around school. Face visors can be worn in addition to masks unless there is a RA/exemption in place to support the wearing of only a visor. 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. All students, who consent, to be given home testing kits. Tests to be carried out twice a week to check for asymptomatic cases. All results to be reported to NHS Track and Trace. Positive cases to be reported to school as per procedure issued to parents. 	Matron to monitor supplies of masks and order as required	CW (Matron) - ongoing

					<ul style="list-style-type: none"> Admin staff to ensure attendance is accurately monitored Matron to keep in daily contact with students with symptoms, or of families displaying symptoms, to ensure students only return after appropriate isolation periods have been observed Families of students displaying symptoms advised to take a PCR test either online service or by calling 119 unless it is applicable to give them a home testing kit. Students to wear masks whilst in the school building including in classrooms. Exceptions; whilst eating lunch, during PE Lessons. 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 		
Testing – failure to report results, inaccurate results	All who have consented	2	4	8	<ul style="list-style-type: none"> All staff and students to provide consent to testing Accurate records of tests issued and results to be maintained in line with government guidance Staff, students and parents to receive information on correct testing and reporting procedure. Students to be shown the DFE ‘you-tube’ video during registration. Stocks of testing kits to be monitored and re-ordered in a timely manner to ensure adequate stocks at all times. Failed tests will require re-testing and therefore the use of additional kits. Staff and students must be informed that additional tests are available upon request in these circumstances, 	<p>Communications to be prepared and sent to staff w/c 1st March and to parents and students w/c 15th March</p> <p>Test kits to be received 1st March for staff, w/c 8th March for students</p> <p>Ongoing monitoring and re-ordering of test kits</p>	<p>CYC by 15/3</p> <p>CW (Matron – ongoing)</p>
Poor hygiene	All	2	5	10	<p>Refer to ventilation guidance issued by email to all staff on the 26th January</p> <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 Staff to sanitise before and after using the touch screen boards 	All staff to monitor supplies of hand sanitiser, wipes, gloves and tissues in their area	All staff - ongoing

- Classroom doors to remain open to reduce contact
- Windows to be opened where possible to increase ventilation
- Masks to be worn by staff and students in the classroom. Teachers can remove masks once students are seated and they are within the 2m box. All other staff in the classroom must wear a mask. Visors can be worn in addition.
- Equipment must not be loaned to students or between students
- Photocopied resources to be handled with sanitised hands or gloves. Students to collect resources as they enter the room or to be distributed by a student either wearing gloves or having sanitised beforehand
- 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
- Ipads 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/supervisor to wipe their work area before leaving the classroom – wipes and gloves provided

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
- Masks must be worn if the member of staff and student are facing each other.
- 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.
- Visors are available in addition to masks if required.
- 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 as they enter the room or distributed by a student, having previously sanitised or wearing gloves.

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
- Hall can be used for small groups, but doors must be open to improve ventilation.

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 has been 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 and routinely during the day

Toilet areas

- To be cleaned on a regular basis throughout the day
- Staff toilets to be equipped with additional cleaning materials
- Bubbles to have allocated toilet cubicles

Music lessons

- Peripatetic music lessons to begin face to face in the music practice room maintaining 2m distance. Where teacher and students are facing each other, face masks must also be worn.
- Chair and music stand to be cleaned down in between each student

					<ul style="list-style-type: none"> Students to use sanitiser before and after lesson 		
Social Distancing	All	2	5	10	<ul style="list-style-type: none"> Arrival and departure Staggered start and end times to the day Students to be allocated an entrance and exit door Students to report to their bubble rooms for registration periods Students will leave via their designated door Teaching rooms 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 group to have a designated entrance/exit door Students to be supervised during break times Teaching Assistants and other supporting staff 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 Year 7 Year 7 Students to be taught in their form bubble except PE where 2 forms combine Year 8 and 9 Students to be taught in their timetabled 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/Lunchtime

- Staggered break and lunchtimes to allow sufficient social space and seating in the dining hall
- Grab and go menu to be on offer
- Each group to have a designated door and zoned social space
- Packed lunches to be eaten in the students bubble room or outside
- Students to be outside unless inclement weather

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. In smaller office spaces a maximum of 2.
- 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
- Cloakrooms allocated to ensure only one year group is accessing the cloakroom during each staggered break and lunch time
- Staff toilets to be cleaned regularly.
- Non-teaching staff to avoid using cloakrooms during break time

Bike Sheds

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

Meetings

- Meetings should be held virtually wherever possible
- 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

					<ul style="list-style-type: none"> ● Staff to ensure visitors wear masks whilst in reception and moving around school ● Departmental meetings and meeting between groups of staff to be held virtually <p>Staffroom</p> <ul style="list-style-type: none"> ● Chairs and tables to be arranged to ensure social distancing measure are adhered too ● As there are limited chairs and tables staff to eat in their classrooms where possible ● Staff to be aware of social distancing measures and not to loiter in the staffroom ● Staggered breaks and lunch system in place <p>Drama</p> <ul style="list-style-type: none"> ● The hall will be available as a larger teaching space for drama lessons. <p>Practical lessons</p> <ul style="list-style-type: none"> ● 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 ● Rooms must be cleaned between bubbles <p>Extracurricular</p> <ul style="list-style-type: none"> ● Inter school competitions can take place indoors and outdoors following the guidance of each individual sport ● Afterschool PE clubs can take place in year group bubbles, following the guidance of each individual sport. ● Afterschool activities can take place in year group bubbles and following all guidance in this risk assessment. ● External visits suspended 		
Suspected case (this also covers a positive LFD testing asymptomatic 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 		

					<ul style="list-style-type: none"> ● Student to be moved to the room opposite the medical room, window open. Matron to make staff aware that the room is temporarily out of use until it has been deep cleaned after the student has left. ● 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. ● Holding 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 PCR home testing kits and order more as required	CW - ONGOING
Restricting access	All	1	5	5	<ul style="list-style-type: none"> ● Perspex screens installed by each workstation on reception ● Parents encouraged to either phone or email queries rather than coming into reception ● Only essential visitors must be allowed onto site ● 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 		

					<p>visitor guidelines</p> <ul style="list-style-type: none"> ● 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 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 		
--	--	--	--	--	--	--	--

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)