

## COVID-19 Risk assessment – Full return to school March 2021 v1

### **The Government has asked schools to adhere to the following:**

It is the Government's plan that all pupils, in all year groups, will return to school full-time from the 8<sup>th</sup> March 2021.

This guidance is intended to support schools, both mainstream and alternative provision, to prepare for this. It applies to primary, secondary (including sixth forms), infant, junior, middle, upper, school-based nurseries and boarding schools. We expect independent schools to follow the control measures set out in this document in the same way as state-funded schools. The guidance also covers expectations for children with special educational needs and disability (SEND), including those with education, health and care plans, in mainstream schools.

### **All changes to the template are in blue.**

The link to reviewed guidance is as follows:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?priority-taxon=b350e61d-1db9-4cc2-bb44-fab02882ac25>

Separate guidance is available for early years, further education colleges and for special schools, as follows:

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

### **The overall government guidance says the following:**

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise the potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward-facing desks
- staff maintaining distance from pupils and other staff as much as possible

Employers must protect people from harm. This includes taking reasonable steps to protect staff, pupils and others from coronavirus (COVID-19) within the education setting.

As part of planning for the Spring Term, it is a legal requirement that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed and incorporate updated guidance), to consider the additional risks and control measures. Settings should also review and update their wider risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID-19). Schools should ensure that they implement sensible and proportionate control measures which follow the health and safety hierarchy of control to reduce the risk to the lowest reasonably practicable level.

School employers should have active arrangements in place to monitor that the controls are:

- effective
- working as planned
- updated appropriately considering any issues identified and changes in public health advice.

The risk assessment template below sets out the known hazards and important controls that have been advised either by the Government/DfE, the World Health Organisation (WHO), Public Health England (PHE), NHS (safe practice) or good practice. Some are suggested measures that may be or may not be applicable to your school and specific education setting. The responsible person within the school should use this information to formulate a plan / safe procedure that fit your school.

There are some specific issues that are addressed in the risk assessment, but for clarity, please read the full Government advice to schools. Risk assessment templates are also available for Mass Asymptomatic Testing, Wraparound provisions and Partial opening with Critical Worker & Vulnerable Pupils.

Additional PPE for coronavirus (COVID-19) is only required in a very limited number of scenarios, for example, when:

- a pupil becomes ill with coronavirus (COVID-19) symptoms, and only then if a 2 metre distance cannot be maintained
- performing aerosol generating procedures (AGPs) – guidance is provided at <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#aerosol-generating-procedures-agps>

A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a facemask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example, from coughing, spitting, or vomiting, then eye protection should also be worn.

- PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as a very young child or a child with complex needs). More information on PPE use can be found here <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>

## The system of controls:

### Protective measures

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

#### Prevention:

- 1) 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.
  - 2) Ensure face coverings are used in recommended circumstances.
  - 3) Clean hands thoroughly more often than usual.
  - 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
  - 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
  - 6) Minimise contact between individuals and maintain social distancing wherever possible.
  - 7) Keep occupied spaces well ventilated. **In specific circumstances:**
  - 8) Where necessary, wear appropriate personal protective equipment (PPE).
  - 9) Promote and engage in asymptomatic testing, where available.
- Numbers 1 to 5 MUST be in place in all schools, all the time.  
Number 6 MUST be properly considered and schools must put in place measures that suit their particular circumstances.

Number 8 applies in specific circumstances identified on the risk assessment.

**Response to any infection you must always:**

- 10) Promote and engage with the NHS Test and Trace process.
  - 11) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
  - 12) Contain any outbreak by following local health protection team advice.
- Number 10 to 12 MUST be followed in every case where they are relevant.

**Secondary schools:**

Groups should be kept as small as possible but it is recognised that due to timetabling and different subjects this is likely to be year groups rather than one class. Large gatherings such as assemblies or collective worship should be avoided.

It is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children. For children that are old enough, they should be supported to maintain distance and not touch staff or their peers where possible.

Changes to classrooms so that students sit side by side and facing forwards, rather than face to face or side on and perhaps moving unnecessary furniture may be required.

**Government guidance advises the following:**

Schools should assess their circumstances and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around the school, they can look to implement year group sized 'bubbles'. Whatever the size of the groups, they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups.

Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. When using larger groups, the other measures from the system of controls become even more important, to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate.

Both approaches of separating groups and maintaining distance are not 'all-or-nothing' options, and will still bring benefits even if implemented partially.

**Measures not in the classroom:**

Groups should be kept apart and movement around the school site kept to a minimum. Schools should avoid busy corridors, entrances and exits. Breaks and lunchtimes should be staggered. Large gatherings such as assemblies and collective worship should be avoided. The use of staffrooms should be minimised. Staff spaces that are shared must be planned to enable social distancing and suitable sanitising.

**Measures for arriving at and leaving school:**

Where travel to school patterns allow staggered start and finish times in your school, you should consider this to keep groups apart. Schools must communicate this effectively to parents and students to prevent congestion or large gatherings at the start and finish of each day.

Schools should implement a process for removing face coverings when pupils of staff who use them arrive at school. Pupils should be taught how to do this correctly (not touching the front of their face), washing hands immediately on arrival, disposing of temporary coverings appropriately and placing reusable ones in plastic bags to take home.

**Equipment in schools:**

For individual and very frequently used equipment such as pencils and pens, it is recommended that staff and pupils have their own items they are NOT shared.

Classroom based resources can be shared within a bubble. These must be cleaned regularly as should surfaces. Resources shared between bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously between use or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics).

Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, and the school should ensure such resources are cleaned when they are returned to school.

Outdoor equipment should be more frequently cleaned. This also applies to resources inside and outside by wraparound care providers. It is recommended that students limit the amount of equipment they bring to school to only essentials. Shared resources can be taken home but avoided where unnecessary. All such resources will need to be cleaned before used by others.

**Engage with the NHS Test and Trace process:**

Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England protection team. The guidance should be consulted to ensure this is all fully understood and followed by staff members and parents/carers.

### **Manage confirmed cases of COVID-19:**

Schools must take swift action when they become aware that someone who has attended has tested positive for COVID-19. They should contact the local health protection team. This includes, implementing their advice, specific procedures and containing any outbreak as directed.

### **Alternative Provision (AP):**

The government advises that such provision should return full time in September. AP schools are required to complete a risk assessment working through the system of controls that are outlined in the guidance, adopting measures that ensure they meet each control in a way that addresses the risk identified in their assessment, works for the setting and allows them to deliver a broad and balanced curriculum.

### **Transport arrangements:**

Transport to and from school should be assessed if provided by the school or if managed by the school team. The school needs to consider:

- How can this be managed safely or adapted to for in line with current social distancing requirements?
- Do school start times need to be adjusted to accommodate staff and students getting to school safely?
- When using public transport, rules that apply to the general population will apply.
- Face coverings should also be worn by pupils in year 7 and above when travelling on dedicated school transport to secondary school or college.

### **Dedicated school transport – no public use**

Normal public transport social distancing rules do NOT apply. The approach to dedicated transport should align as far as possible with the principles underpinning the system of controls set out in the overall guidance for schools. Schools should consider:

- Social distancing should be maximised within vehicles wherever it is possible, between individuals or 'bubbles'
- How to maximise the ventilation of fresh air (from outside the vehicle) on dedicated school and college transport, particularly through opening windows and ceiling vents.
- How pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school
- Use of hand sanitiser upon boarding and or disembarking
- Additional cleaning of vehicles
- Organised queuing and boarding where possible
- The use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group.

### **Premises Management**

All Academics have remained open during the pandemic with all required statutory and planned building checks continuing to ensure the academy remains safe and compliant.

## Face coverings

In **out-of-school settings**, face coverings should be used where it is a requirement of the indoor setting and where the teaching, training or activity is taking place in an area in which children aged 11 and over or staff are likely to come into contact with other members of the public (complying with relevant coronavirus (COVID-19) sector guidance).

In **addition**, face coverings should be worn by adults and children aged 11 and above when moving around the premises, outside of classrooms or activity rooms, such as in corridors and communal areas where social distancing cannot easily be maintained.

In **secondary schools** where pupils in year 7 and above are educated, the use of face coverings by staff and visitors should be implemented by adults (staff and visitors) and pupils when moving around indoors in corridors, other communal areas and in classrooms where social distancing is difficult to maintain. 'Face visors or shields' should not be worn as an alternative to face coverings.

Some individuals are exempt from wearing face coverings and we expect adults and pupils to be sensitive to those needs. Face coverings should also be worn by pupils in year 7 and above when travelling on dedicated school transport to secondary school or college.

## Access to face coverings

Schools should adhere to the following:

1. Where face coverings become damp they should be replaced
2. Where pupils or staff do not have means to provide a mask, the school will maintain a supply to assist
3. The school will ensure that no-one is excluded from an educational setting for not having a face covering

## Where local restrictions apply

To conform to WHO new advice, schools and colleges should take additional measures in locations where transmission of the virus is high. These areas are defined as areas of national government intervention.

Schools and colleges will need to communicate quickly and clearly to occupants in areas where new local restrictions have been imposed.

**Please note:**

The template addresses the general site and school use risk assessment. The government guidance asks that all school risk assessments are reviewed that may be affected. This will include but is not exclusive to: Use and supervision of playgrounds, General classrooms, Common areas, Cleaning, Practical subjects (Science, PE, Art, DT, Performing Arts etc.).

There is specific guidance from organisations such as the Association for Physical Education that should be consulted. Each Head of Department (specialists in their area) must review these risk assessments, make suitable amendments and show how they are adhering to guidance. This is specific to your school and department.

**Consulting and sharing Coronavirus (COVID-19) risk assessment**

Schools should consult with the health and safety representative selected by a recognised trade union or, if there isn't one, a representative chosen by staff. Schools and staff should always come together to resolve issues.

Schools should share the results of their risk assessment with their workforce. If possible, they should consider publishing it on their website to provide transparency of approach to parents, carers and pupils (The HSE would expect all employers with over 50 staff to do so).

*The return of pupils and families and staff from abroad Red List countries:*

*Where pupils (and their parents or guardians or family member) meet the UK entry requirements and have travelled from or through a 'red list' country in the previous 10 days, they must quarantine in a managed quarantine hotel for 10 days. Pupils travelling to England from other, non-red, list countries will need to quarantine at their place of residence or other suitable place and purchase a home testing package, with coronavirus (COVID-19) tests to be taken on days 2 and 8 after arrival to support the UK's genomic sequencing programme.*



## Health and Safety Risk Assessment – Re-opening Schools – COVID-19

<b>Academy / School</b>	<b>Duke's Aldridge Academy</b>	<b>Assessment No.</b>	
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<b>Site</b>	<b>Duke's Aldridge Academy</b>	<b>Location</b>	<b>Tottenham, London</b>
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<b>Subject of Assessment</b>	Re-opening schools to full use from 8 <sup>th</sup> March 2021 for Years 7 to 11. <i>**For Mass Asymptomatic Testing, please see 'Covid-19 Asymptomatic Testing In Schools' risk assessment**</i>		
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<b>Assessed by</b>	<b>Monica Duncan Cecil Cameron Sarah Davies</b>	<b>Date</b>	<b>2<sup>nd</sup> March 2021</b>	<b>Review date</b>	<b>31<sup>st</sup> March 2021</b>
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<b>Details of workplace/activity</b>	Students and employees partaking in school activities within the school premises, including general classroom activities, dining, break-times, playgrounds, First aid and external visitors to the school.	<b>Persons Affected</b> <i>(Who may be harmed)</i>
		Students, Employees, Contractors and Visitors.

<b>Hazards and Risks</b>	<b>Existing Control Measures</b>	<b>Risk Level</b> <i>(Very High, High, Medium, Low)</i>	<b>Further Actions</b> √/X <i>(If √ See Actions)</i>
1. Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who	<ul style="list-style-type: none"> <li>The school has informed parents, students, carers, employees and visitors not to enter the school if they are displaying any symptoms of coronavirus</li> </ul>	Medium	

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
<p>may be asymptomatic or lack of information on how infection risks are controlled in the school.</p> <p>Stress or anxiety caused due to lack of support, information or staff consultation.</p> <p>Those who are clinically extremely vulnerable becoming ill.</p>	<p>(following the COVID-19 guidance for households with possible coronavirus infection);</p> <ul style="list-style-type: none"> <li>• Parents issued specific school protocols for school attendance for them to explain to their children;</li> <li>• Parents of SEN students or those with care plans are individually consulted in order that plans are reviewed to include any new safety measures;</li> <li>• Staff are briefed and consulted on school procedures and the plans for re-entry of students;</li> <li>• Employees have had sufficient training and briefing regarding infection control and school protocols;</li> <li>• Staff are up to date on other related guidance and support in relation to themselves and students such as stress and wellbeing including: <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak</a></li> <li>• In relation to mental health and stress support organisation, details are available to staff including confidential employee helplines and information that can be provided to students;</li> <li>• Staff can access the free helpline <a href="#">Education Support Partnership</a> for school staff and targeted support for mental health and wellbeing</li> <li>• There are communication, consultation and support</li> </ul>		

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
	<p>networks in place for staff and if there are particular concerns staff can raise them quickly and effectively;</p> <ul style="list-style-type: none"> <li>• Hazard reporting mechanisms are in place and are easily accessible;</li> <li>• Talks with staff about the planned changes (E.g. safety measures, timetable changes and staggered arrival and departure times), have taken place, including discussing whether additional training would be helpful</li> <li>• COVID-19 guidelines are published in the school's website</li> <li>• Staff who work from home will be provided with suitable training to ensure appropriate equipment, workstation set up and working arrangements are in place. Home working training is available from the Judicium e-learning portal</li> <li>• Whenever possible, meetings will take place remotely via videoconferencing or phone, and letters are also used for communications</li> <li>• People deemed vulnerable take particular care to minimise contact with others</li> <li>• Individuals who are identified as Clinically Extremely Vulnerable should resume shielding, not attend school and refer to updated guidance: <a href="#">Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</a></li> <li>• Risk assessments and plans are consulted and</li> </ul>		<p>✓ - Any staff with outstanding training to complete if still required to work from home.</p>

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		<p>discussed with relevant staff, including on a one-to-one basis for some to enable staff to speak about their own situation and reasonable adjustments to be made</p> <ul style="list-style-type: none"> <li>The school will try as far as practically possible to be flexible and accommodate additional measures for vulnerable people where appropriate</li> <li>Specific risk assessments for new and expectant mothers are completed inline with current Government Guidance.</li> <li>An ongoing review will be carried out for expectant mothers from 28 weeks gestation and for new or expectant mothers with underlying health conditions to identify reasonable adjustments and home working arrangements when required</li> </ul>		
2.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> <li>Drop off / entry to the school.</li> </ul>	<p><b>Secondary school (entry to the school):</b></p> <ul style="list-style-type: none"> <li>Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents.</li> <li>Students who are dropped off can do this in the usual way but drivers <b>MUST NOT</b> leave the vehicle;</li> <li>Students must enter via the designated entrance to the building.</li> <li>Students are required to complete hand washing on entry to the school;</li> <li>Entrance doors are held open, reducing the number of occupants touching the doors;</li> </ul>	Low	

Hazards and Risks	Existing Control Measures	Risk Level <i>(Very High, High, Medium, Low)</i>	Further Actions ✓/X <i>(If ✓ See Actions)</i>
	<ul style="list-style-type: none"> <li>• Hand-wash stations are located at the entrance to the school (classroom or other). All occupants are required to wash their hands (soap/water or Hand sanitiser) on entry to the school;</li> <li>• Good hand washing signage to instruct students how to do this effectively is displayed;</li> <li>• Staggered start times are in place to keep groups apart;</li> <li>• In order to prevent congestion parents and students have been informed of their groups (year group) start time;</li> <li>• The school management keep this under review and will consult with parents or students who are not following the new procedures/start time for their group;</li> <li>• Students will not be permitted to gather with students outside of their group at the start and end of the day.</li> <li>• The school have implemented a process for removing face coverings when pupils or staff who use them arrive at school;</li> <li>• Students have been informed how to do this correctly (not touching the front of their face), washing hands immediately on arrival, disposing of temporary coverings appropriately and placing reusable ones in plastic bags to take home.</li> </ul>		

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
3.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> <li>Pickup / leaving the school.</li> </ul>	<p><b>Secondary school (exit from school):</b></p> <ul style="list-style-type: none"> <li>Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents.</li> <li>Students who are picked up can do this in the usual way but drivers <b>MUST NOT</b> leave the vehicle;</li> <li>Students must leave via the designated, signed (specifically for this time) exit from the building;</li> <li>Exit doors are held open, reducing the number of occupants touching the doors;</li> <li>Students are reminded to wash hands as they leave the school building;</li> <li>Hand-wash stations are located at the exits from the school (classroom or other);</li> <li>Good hand washing signage to instruct students how to do this effectively;</li> <li>Students are required to leave the school grounds and go straight home, not to congregate on the school grounds, nearby roads, recreational areas;</li> <li>Finish times have been staggered for each class in order to prevent large numbers of students leaving at the same time.</li> </ul>	Low	
4.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> <li>Classroom use / activities.</li> </ul>	<p>Secondary:</p> <ul style="list-style-type: none"> <li>Classroom sizes are restricted to a normal class (approximately 30) students, 1 teacher and TA if required (specific needs of class);</li> <li>Groups are kept as small and as consistent possible;</li> </ul>	Medium	

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
	<ul style="list-style-type: none"> <li>• Students move class groups for specific subjects but remain in their year group 'bubble' at all times;</li> <li>• Interaction with other year groups is prevented (as far as possible);</li> <li>• Blocks/areas of the school have been designated for specific year groups. Students move between rooms within this block but movement to other blocks is limited as far as is possible i.e. all non-practical subjects are taught in the same year group block/area of the school;</li> <li>• The school has limited student movement between rooms / areas as far as is reasonably practical;</li> <li>• Classrooms have been organised to achieve 2m distances between students and Teachers at all times;</li> <li>• Classrooms are arranged so that students sit side by side and facing forwards, rather than face to face or side on;</li> <li>• Students are managed while entering the room to avoid contact with each other or the Teacher;</li> <li>• Classroom furniture has been reduced. Displays, unnecessary cupboards and soft furnishings have been removed. This is designed to enable successful cleaning of all surfaces;</li> <li>• Individual and very frequently used equipment such as pencils and pens are not shared;</li> <li>• staff and pupils have their own items;</li> <li>• Classroom based resources are only shared within a</li> </ul>		

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
	<p>bubble;</p> <ul style="list-style-type: none"> <li>• These resources are cleaned regularly as are classroom surfaces;</li> <li>• Resources shared between bubbles, such as sports, art and science equipment are cleaned frequently and meticulously between use</li> <li>• The school limits the amount of equipment students bring to school to only essentials;</li> <li>• Students and staff use hand sanitiser on entry to the classroom;</li> <li>• The number of teachers (and other staff) that mix with a class is restricted to as few as possible. Where possible this will be one teacher for the whole and subsequent days;</li> <li>• Where possible, all spaces are well ventilated using natural ventilation (opening windows).</li> <li>• Heads of Year, Faculties/Departments are proactive in managing the risks in their areas of responsibility - this means ensuring risk assessments are completed and reviewed and their teams are aware of procedures and protocols</li> <li>• Where students are not responding to social distancing rules and ignore staff requests to keep apart or maintain good hygiene, a member of the SLT will be asked to assist and implement the Disciplinary Procedure.</li> </ul>		



Hazards and Risks	Existing Control Measures	Risk Level <i>(Very High, High, Medium, Low)</i>	Further Actions ✓/X <i>(If ✓ See Actions)</i>
5. Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including: <ul style="list-style-type: none"> <li>• Dining;</li> <li>• Moving around the school;</li> <li>• Break-time / playgrounds.</li> </ul>	<p><b>Secondary / colleges:</b></p> <ul style="list-style-type: none"> <li>• Separate lunch breaks are designated for each teaching group (bubble/year group). Students will stay in these groups during lunch;</li> <li>• Lunch area cleaned before and after each group's lunch (not just at the end of break).</li> <li>• Students and staff lunch seating kept 2m apart;</li> <li>• Dining is organised so that no person sits facing another while eating.</li> </ul> <p><b>Moving around the school:</b></p> <ul style="list-style-type: none"> <li>• Movement to different areas within the school is reduced as much as possible;</li> <li>• External doors are used to move students from one area to another. Effectively creating external corridors in the open air;</li> <li>• Where possible, all spaces are well ventilated using natural ventilation (opening windows).</li> <li>• Additional furniture, coats, bags are not permitted in the school corridor;</li> <li>• Corridors are sterile environments and kept as clear as possible;</li> <li>• Corridors that cannot provide 2m separation (although passing in the corridor is deemed low risk) are designated one way where possible;</li> <li>• Corridor floors are demarcated to show direction and safe distance signage;</li> <li>• Times are allocated for each group to reduce the</li> </ul>	Medium	

Hazards and Risks	Existing Control Measures	Risk Level <i>(Very High, High, Medium, Low)</i>	Further Actions ✓/X <i>(If ✓ See Actions)</i>
	<p>need to pass one another in open spaces;</p> <ul style="list-style-type: none"> <li>• Where possible students will move with their group only and will not mix with other groups;</li> <li>• Staff will generally manage student movement but keep a suitable social distance from students and other staff;</li> </ul> <p><b>Face coverings:</b></p> <ul style="list-style-type: none"> <li>• Students are instructed in the correct way to put on, remove, store and dispose of face coverings (when they are required to be worn).</li> <li>• All students (Year 7 and above) are required to wear face coverings when moving through communal areas;</li> <li>• Those who are exempt from wearing face coverings are supported by the school.</li> </ul> <p><b>Break-times / playgrounds:</b></p> <ul style="list-style-type: none"> <li>• Separate areas (at a safe distance using government guidance) are issued for each separate year group.</li> </ul> <p><b>Secondary / colleges:</b></p> <ul style="list-style-type: none"> <li>• Students are permitted to complete normal playground activities;</li> <li>• Contact sports are not permitted;</li> <li>• Mixing with other groups is not permitted;</li> <li>• Each year group is assigned a specific area of the</li> </ul>		

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		<p>school to use;</p> <ul style="list-style-type: none"> <li>Daily inspection and enhanced cleaning programs are in place for external areas.</li> </ul>		
6.	Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.	<ul style="list-style-type: none"> <li>All those entering the school are required to wash/sanitise their hands;</li> <li>Hand washing sinks are located within each toilet provision;</li> <li>Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively;</li> <li>Students and staff have been shown how to wash hands properly;</li> <li>Help is available for children and young people who have trouble cleaning their hands independently;</li> <li>Hand washing is recommended frequently and required at the following times:               <ul style="list-style-type: none"> <li>➤ Entry and exit from the school;</li> <li>➤ After using the toilet;</li> <li>➤ When returning from breaks</li> <li>➤ On entry to the dining hall;</li> <li>➤ Before and after eating;</li> <li>➤ On entry and exit from each classroom.</li> </ul> </li> <li>Unnecessary touching of the face is discouraged.</li> <li>Teachers will remind students to use tissues and bin them once used. If tissues are not readily available exactly when needed occupants are reminded to</li> </ul>	Medium	

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		<p>cough or sneeze into their arm, 'catch it, bin it, kill it';</p> <ul style="list-style-type: none"> <li>Toilets and wash stations have single-use paper towel for drying hands.</li> <li>Control of Infection training will be provided to staff, e-learning modules are available from the Judicium portal</li> </ul>		<p>✓ - Staff to complete training if not already done so.</p>
7.	Spread/contraction of COVID-19 due to lack of adequate cleaning measures.	<ul style="list-style-type: none"> <li>The school has implemented additional cleaning regimes. This includes the following: <ul style="list-style-type: none"> <li>➤ Frequent cleaning of classrooms, Toilets, common areas and dining halls;</li> <li>➤ Frequent cleaning of all touched surfaces, such as door handles, handrails, table tops, play equipment and toys.</li> </ul> </li> <li>Classroom furniture and soft furnishings have been reduced in order to improve the ability to effectively clean rooms;</li> <li>Toilets will be cleaned in the morning, after break, after lunch and at the end of the day;</li> <li>Common areas will be cleaned once a day;</li> <li>Equipment used by the students and staff will be suitably cleaned at the end of each day or before it is used by another person;</li> <li>If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an occupant of a classroom), the room will be subject to a hard surface clean with disposable cleaning</li> </ul>	Medium	

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		materials and the associated waste will be double bagged to be stored securely for 72hours before disposal as per the guidance set on <a href="#">COVID-19: cleaning in non-healthcare settings.</a>		
8.	Spread/contraction of COVID-19 due to lack of social distancing measures. In particular school employees.	<ul style="list-style-type: none"> <li>• Employees are required to conform with social distancing requirements at all times;</li> <li>• School offices are either reduced in occupation and desks are positioned in order to provide adequate separation or staff are moved to other areas to reduce contact;</li> <li>• Staff rooms are not to be used unless these are large enough to safely accommodate current staff numbers at a safe social distance from each other;</li> <li>• Staff are encouraged to bring a packed lunch and use the larger dining areas, keeping a suitable distance from other occupants;</li> <li>• Students will practice social distancing from staff appropriate to their age and as described in additional points of this assessment;</li> <li>• Employees will be provided with and wear PPE when required in accordance with Government guidance.</li> <li>• <a href="#">Where a pupil or member of staff has had Close Contact with an individual who has had a positive test, they should arrange to be tested and self-isolate for 10 days. If the test result is negative, the individual should continue to self-isolate for the full 10 days and if the test result is positive, the</a></li> </ul>	Medium	

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
	<p>individual and their household should also isolate for 10 days.</p> <p>The definition of Close Contact is: Anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test:</p> <ol style="list-style-type: none"> <li>1. face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre</li> <li>2. been within 1 metre for 1 minute or longer without face-to-face contact</li> <li>3. sexual contacts</li> <li>4. been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)</li> <li>5. travelled in the same vehicle or a plane</li> </ol>		
<p>9. Spread/contraction of COVID-19 due to insufficient First aid measures or poor arrangements when handling student's medication. This includes:</p> <ul style="list-style-type: none"> <li>• Dealing with general First aid;</li> <li>• Lack of trained first aiders;</li> <li>• Dealing with a suspected case of Covid-19;</li> <li>• Inappropriate handling/removal of clinical waste</li> <li>• <a href="#">Aerosol Generating Procedures</a></li> </ul>	<ul style="list-style-type: none"> <li>• A specific First aid needs assessment has been completed – see other 'First Aid Needs assessment – COVID-19;</li> <li>• The FA assessment takes into account numbers and ages of students, number and training of employees;</li> <li>• This information forms the decision on what activities and groups can safely be managed within the school;</li> <li>• This includes sufficient first aiders for the school to the number of students with a particular focus on</li> </ul>	Medium	✓ - First Aid assessment to be updated.

Hazards and Risks	Existing Control Measures	Risk Level <i>(Very High, High, Medium, Low)</i>	Further Actions ✓/X <i>(If ✓ See Actions)</i>
(AGP)	<p>early years provision;</p> <ul style="list-style-type: none"> <li>• The school has a specific room/area dedicated for suspected cases of COVID-19;</li> <li>• Where an individual exhibits symptoms during the school day, the individual will be escorted to the marked Isolation Room/Area to isolate them from the main population until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate;</li> <li>• The door to the isolation room will be closed (where possible).</li> <li>• Staff escorting the individual will be provided with disposable gloves and apron if the 2-metre social distancing rule cannot be maintained Where the risk of contact with droplets to the face, e.g. from coughing or vomiting, face protection should be provided</li> <li>• The classroom area or workspace the individual leaves will be subject to a hard surface clean with appropriate disinfectant products and all waste double bagged and stored securely for 72 hours before disposal.</li> <li>• Staff or contractors carrying out the area clean should be provided with a minimum of disposable gloves, aprons, mop heads or paper towels.</li> <li>• Where visible contamination, e.g. saliva droplets, is present face protection in the form of mask, goggles</li> </ul>		

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
	<p>or face shield will be provided.</p> <ul style="list-style-type: none"> <li>• All building users advised re monitoring their own health, reporting of symptoms and self-isolating</li> <li>• Where available, the school will provide individual displaying symptoms with a home testing kit – where the individual is a pupil, the kit will be provided to their parent or carer</li> <li>• First aiders required to assist this person will wear full PPE including, apron, gloves, mask and visor;</li> <li>• First aiders have completed appropriate training for ‘donning and doffing’ PPE;</li> <li>• First aiders have completed appropriate training for ‘donning and doffing’ PPE – PHE guidance: <a href="https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures">https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</a></li> <li>• PPE is disposed of in accordance with NHS COVID-19 waste management guidance; <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>• The first aid room is cleaned frequently and after each use (when first aid care has been provided).</li> <li>• Staff dispensing medication to students should minimise contact and their wash hands before and after dispensing the medication. If required, gloves will be worn by staff when giving medication</li> </ul>		



Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
	<ul style="list-style-type: none"> <li>Where appropriate, students should take the medication out of the blister packs/bottles then place the unused ones back in the cupboard, etc.</li> </ul> <p><b>Waste disposal measures</b></p> <p>Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:</p> <ul style="list-style-type: none"> <li>Put in a plastic rubbish bag and tied when full;</li> <li>The plastic bag is placed in a second bin bag and tied;</li> <li>It is put in a suitable and secure place and marked for storage until the individual's test results are known;</li> <li>Waste is stored safely and kept away from children;</li> <li>Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours;</li> <li>If the individual tests negative, this can be put in with the normal waste;</li> <li>If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste;</li> <li>If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either local waste collection authority if they currently collect your waste or otherwise by a</li> </ul>		

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		specialist clinical waste contractor. They will supply you with orange clinical waste bags for waste bags can be sent for appropriate treatment.		
10.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures for external visitors to the school, including:</p> <ul style="list-style-type: none"> <li>• Parents;</li> <li>• Maintenance contractors;</li> <li>• External Teachers;</li> <li>• Inspectors;</li> <li>• Delivery personnel</li> <li>• People hiring the premises.</li> </ul>	<ul style="list-style-type: none"> <li>• Visitors are restricted to those who are absolutely necessary (E.g. peripatetic teachers), no parent meetings or organised performances are permitted</li> <li>• Parents are not permitted to enter the school;</li> <li>• Parents have been informed to call the school office or email if they have any questions or concerns;</li> <li>• If parents need to drop off items for students, they should be left at the school's main entrance for staff to collect;</li> <li>• The SLT are able to meet via video link parents if face to face meetings are required;</li> <li>• For those who have to enter the school reception, screens/counter-top Perspex shields have been installed to reduce the risk to school staff;</li> <li>• Markings have been added to the floor asking visitors to stay back at least 2m from the reception desk;</li> <li>• Touch screen sign in equipment in Reception is not in use.</li> <li>• Visitors will only be permitted into the school if they have an appointment;</li> <li>• A record of all visitors, including contractors, to site will be kept and maintained;</li> <li>• Visitors will only be permitted at their designated</li> </ul>	Medium	

Hazards and Risks	Existing Control Measures	Risk Level <i>(Very High, High, Medium, Low)</i>	Further Actions ✓/X <i>(If ✓ See Actions)</i>
	<p>time and will be asked to wait outside of the school building until their school contact is available;</p> <ul style="list-style-type: none"> <li>• The school contact is required to attend reception in good time to meet their visitor;</li> <li>• Meetings with visitors will be via video conference or phone where possible;</li> <li>• If not possible social distancing measures will be adhered to at all times;</li> <li>• Face to face meetings in small rooms or within 2m are not permitted;</li> <li>• Premises’ contractors will be managed in accordance with a separate premises maintenance risk assessment written specifically for this time;</li> <li>• Deliveries will be accepted at designated quiet times only;</li> <li>• Delivered items will be left outside of the school building for staff to collect;</li> <li>• The number of ITT trainees, supply teachers, peripatetic teachers and volunteers has been reduced where possible; they all receive an induction to inform them of the school’s risk assessment and controls to prevent infection risks in the school, when pertinent, relevant training is also provided.</li> <li>• Peripatetic teachers will complete a risk assessment for the lessons they deliver, the school will review these to ensure distancing requirements are maintained where appropriate and efforts are made</li> </ul>		

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		<p>to reduce the number of groups taught and locations worked in.</p> <p><b>National Lockdown Restrictions (until planned government review dates April – June 2021):</b></p> <ul style="list-style-type: none"> <li>• Outdoor sports venues, including tennis courts, and swimming pools, cannot be hired to external users</li> <li>• Indoor gyms and sports facilities will remain closed</li> <li>• Organised outdoor sport for disabled people is allowed to continue</li> <li>• Sports, leisure and community facilities can remain open for schools to use where that is part of their normal provision but facilities cannot be used by members of the public</li> </ul>		
11.	Spread/contraction of COVID-19 due to lack of social distancing measures. This includes unsuitable use of toilets.	<ul style="list-style-type: none"> <li>• One in one out management of toilets is in place;</li> <li>• Toilet use protocols are managed by Teachers if located adjacent to classrooms;</li> <li>• Student use of toilets is managed by staff and communicated to students;</li> <li>• Toilet in use signs are in use;</li> <li>• Toilets are cleaned throughout the day;</li> <li>• Students and staff are encouraged to close toilet lids where applicable before flushing.</li> </ul>	Low	
12.	Lack of staffing / insufficient staff ratios	<ul style="list-style-type: none"> <li>• Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation;</li> </ul>	Low	

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<ul style="list-style-type: none"> <li>Children are suitably supervised at all times;</li> </ul>		
13.	Lack of suitable premises management	<ul style="list-style-type: none"> <li>The school adheres to the government guidance on managing buildings that are partially open;</li> <li>The school has applied the series of guidance documents and advice sent out by Judicium regarding continued premises management at this time;</li> <li>Premises staff levels are maintained and suitable for the use of the building;</li> <li>Appropriate cleaning and premises staffing levels are in place;</li> <li>Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste;</li> <li>Contingency in place for sudden premises staff absence;</li> <li>Good ventilation can help reduce the risk of spreading coronavirus, where possible windows doors (unless fire doors) will be opened to improve general ventilation through fresh air.</li> </ul>	Low	
14.	Hazardous substances management, unsuitable COSHH management and unsafe use of chemicals leading to ill-health, environmental contamination or fire.	<ul style="list-style-type: none"> <li>Suitable storage and management of flammable hand sanitizer is in place;</li> <li>All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately;</li> <li>Material safety data sheets are held for all chemicals</li> </ul>	Low	

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		<p>and readily available to all staff;</p> <ul style="list-style-type: none"> <li>• All cleaning chemicals are stored safely and securely in accordance with requirements;</li> <li>• COSHH safety training has been completed by all those using chemicals for cleaning, COSHH e-learning training is available from the Judicium portal</li> <li>• Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment.</li> </ul>		
15.	<p>Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or occupants being spread around the building without suitable procedures in place.</p>	<ul style="list-style-type: none"> <li>• Evacuation plans including the following have been reviewed: <ul style="list-style-type: none"> <li>➢ Safe assembly points for occupants following social distancing requirements;</li> <li>➢ Safe exit via the nearest available final exit;</li> <li>➢ Training occupants of any changes to evacuation, fire safety training is available from the Judicium e-learning portal</li> <li>➢ Ensuring there are enough trained fire wardens on-site with the ability to sweep all used areas of the school, fire warden training is available from the Judicium e-learning portal</li> <li>➢ Use of the school has been reduced to enable safe sweeping and evacuation.</li> </ul> </li> <li>• All other fire system testing and maintenance has continued as normal.</li> </ul>	Low	

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
16.	Transmission of Covid-19 via food preparation, handling, storage, contact surfaces or packaging.	<ul style="list-style-type: none"> <li>The Kitchen/Catering Manager has reviewed and implemented the <a href="#">Guidance for food businesses on coronavirus (COVID-19)</a></li> <li>The Kitchen/Catering Manager has reviewed and implemented FSA <a href="#">guidance on good hygiene practices</a> in food preparation and <a href="#">PHE guidance</a></li> <li>The HACCP processes and waste disposal arrangements have been reviewed to reduce the spread of coronavirus</li> </ul>	Medium	✓ - Updated information to be received from HCL.
17.	Spread/contraction of COVID-19 during an educational visit.	<ul style="list-style-type: none"> <li>In line with Government advice, overnight and overseas educational visits will not be carried out during national lock down periods.</li> <li>A risk assessment – in line with the school’s policy will be carried out for non-overnight domestic educational visits.</li> </ul>	Low	
18.	Spread/contraction of Covid-19 due not acting appropriately when a case is suspected or confirmed.	<ul style="list-style-type: none"> <li>If anyone becomes unwell in school with a new, continuous cough or a high temperature they are sent home/their parents or carer are contacted to collect them and they are advised to follow <a href="#">COVID-19: guidance for households with possible coronavirus infection</a></li> <li>Parents/Carers are informed that a responsible adult should be on standby in order to collect their child from school if they become unwell during the school day. The name of the person who will collect the</li> </ul>	Medium	

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		<p>child needs to be provided and recorded for safeguarding</p> <ul style="list-style-type: none"> <li>The school has identified the <a href="#">Local Health Protection Team (HPT)</a> so they can be contacted immediately in the case of a case, the HPT details are available to the SLT</li> <li>The school keeps informed of Government and Department for Education guidance and updates</li> <li>To avoid attendance to the school, remote education plans are in place for students or groups that need to self-isolate</li> <li>A contingency plan is in place for a local outbreak, and if the school is asked to close temporarily by HPT or local authority to help control transmission. The plan may involve a return to remaining open only for vulnerable children and the children of critical workers only, and providing remote education for all other pupils.</li> </ul>		
19.	Spread/contraction of Covid-19 due face coverings not being worn where local area restrictions or national lockdown requirements apply.	<ul style="list-style-type: none"> <li>Students (year 7 and above) are staff are required to wear face coverings when moving through communal areas when and if the school is under local area government local intervention measures;</li> <li>Face coverings are recommended to be worn in classrooms where social distancing cannot be maintained</li> </ul>	Medium	



Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
20.	Spread/contraction of COVID-19 during an out-of-hours activities, and wraparound childcare.	<ul style="list-style-type: none"> <li>• Out-of-school activities may only continue if their primary purpose is providing registered childcare, or where offering other childcare activities, where this necessary to enable parents to work or search for work or to undertake training or education.</li> <li>• Wrap around provisions are only provided where the provision is being offered as part of the school's educational activities (including catch-up provision). Where the provision is as part of their child's efforts to obtain a regulated qualification or meet the entry requirements of an education institution the use of the provision is reasonably necessary to support them to work, seek work, undertake education or training, attend a medical appointment or address a medical needs.</li> <li>• All such activities follow the COVID-19 management procedures set out above for all school activities.</li> <li>• See Wraparound risk assessment for full controls / detailed assessment.</li> </ul>	Low	
21	Spread/contraction of COVID-19 during performing events	<ul style="list-style-type: none"> <li>• Performances with an audience will not go ahead. In these cases, live streaming and recording performances (subject to the usual safeguarding considerations and parental permission) will be made available</li> </ul>	Low	

**ACTION PLAN**  
**(Additional Control Measures Required/Recommended Actions)**

<b>Hazards and Risks</b>		<i>Recommended Actions</i>
1	Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease	Any staff with outstanding Working from Home Safely training to complete if still required to work from home.
6	Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.	Staff to complete Control of Infections training if not already done so
9	Spread/contraction of COVID-19 due to insufficient First aid measures or poor arrangements when handling student's medication.	First Aid assessment to be updated.
16	Transmission of Covid-19 via food preparation, handling, storage, contact surfaces or packaging.	Updated information to be received from HCL.