

# S PETER'S COLLEGIATE SCHOOL

Assessment conducted by: Maggie Hunter	Job title: Business & Facilities Manager	Covered by this assessment:
Date of assessment: 30th November 2020	Review interval: Termly	Date of next review: January 2021
<b>Related documents</b>		
<a href="#">Coronavirus (COVID-19) Reopening Plan</a> , <a href="#">Social Distancing Policy Statement</a> , <a href="#">Infection Control Policy</a> , <a href="#">Ill Health and Infectious Disease Risk Assessment</a> , <a href="#">First Aid Policy</a> , <a href="#">Fire Safety Policy</a> , <a href="#">Fire Safety Risk Assessment</a> , <a href="#">COSHH Policy</a> , <a href="#">Administering Medication Policy</a> , <a href="#">Premises Management Policy</a> , <a href="#">Child Protection and Safeguarding Policy</a> , <a href="#">Staff Wellbeing Policy</a> , <a href="#">Supporting Students with Medical Conditions Policy</a> , <a href="#">Bereavement Policy</a> .		

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major</b> Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	<b>Severe</b> Causes physical injury or illness requiring first aid.	H	M	Low (L)
	<b>Minor</b> Causes physical or emotional discomfort.	M	L	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of Policies and procedures	<u>H</u>	<ul style="list-style-type: none"> <li>All staff and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:               <ul style="list-style-type: none"> <li><a href="#">Health and Safety Policy</a></li> <li><a href="#">Infection Control Policy</a></li> <li><a href="#">First Aid Policy</a></li> </ul> </li> </ul>	<u>Yes</u>	SLT	31.08.2020 Still in force - 07/01/21	<u>M</u>

		<ul style="list-style-type: none"> <li>• <a href="#">Social Distancing Policy Statement</a></li> <li>• <a href="#">Coronavirus (COVID-19) Full Opening Plan</a></li> </ul> <ul style="list-style-type: none"> <li>• Students are supported to understand and follow the relevant school policies and procedures, including, but not limited to the following: <ul style="list-style-type: none"> <li>• <a href="#">Health and Safety Policy</a></li> <li>• <a href="#">Infection Control Policy</a></li> <li>• <a href="#">Social Distancing Policy</a></li> <li>• <a href="#">Behavioural Policy</a></li> </ul> </li> <li>• All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> <li>• The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>• The Health Protection (Notification) Regulations 2010</li> <li>• Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>• DfE (2020) 'Guidance for schools: coronavirus (COVID-19)'</li> </ul> </li> <li>• Staff receive any necessary training on measures that have been implemented that are relevant to their role, e.g. infection control and student wellbeing.</li> </ul>	<u>Yes</u>	B&FM	01.09.2020 Inset Day training <b>Still in force 07/01/21</b>	<u>M</u>
			<u>Yes</u>	SLT	01.09.2020  As per guidance weekly	<u>M</u>

		<ul style="list-style-type: none"> <li>• The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> <li>• DfE</li> <li>• NHS</li> <li>• PHE</li> <li>• Department of Health and Social Care</li> <li>• The school's local health protection team (HPT)</li> </ul> </li> <li>• All staff, volunteers, parents, students, visitors and contractors are made aware of relevant infection control procedures and social distancing arrangements via <b>email</b> and/or social media/school website.</li> <li>• Students are made aware of the measures that are in place eg infection control and behaviour expectations, via various methods, including visual aids around the school and reminders from staff.</li> <li>• The B&amp;FM conducts a review of all supplier and contractor arrangements to ensure they are appropriate for the school reopening to more students.</li> <li>• The <b>SLT</b> reviews relevant school policies to ensure they account for new provisions.</li> </ul>				
<b>Premises</b>		<ul style="list-style-type: none"> <li>• The Site Supervisors check all exterior windows, doors, locks, and other access points to ascertain security and integrity, including any signs of water ingress.</li> <li>• The Site Supervisors identify any signs of unauthorised access, arson,</li> </ul>	<b><u>Yes</u></b>	Site Staff	01.09.2020  <b>Still in force - 07/01/21</b>	<b><u>M</u></b>

		<p>vandalism or anti-social behaviour on the premises.</p> <ul style="list-style-type: none"><li>• A suitably trained individual inspects all roofs, lofts and elevated access points for integrity and signs of water ingress.</li><li>• Roof and loft inspections are not carried out by untrained personnel.</li><li>• The Site Supervisors check all areas of the school grounds, including car parks and walkways, for any potential hazards.</li><li>• The Site Supervisors check all trees and shrubbery to ensure they do not pose a risk, e.g. there are no broken or overhanging branches.</li><li>• The Site Supervisors check all security systems for integrity and that they are in working order.</li><li>• The B&amp;FM makes insurers aware of the building's state of use.</li><li>• The Principal/B&amp;FM ensure that the insurer's risk mitigation requirements are enacted and observed.</li><li>• All keyholder information is updated in accordance with the insurer's instructions, where required.</li><li>• The Site Supervisors check for any signs of pests, and any damage or loss of supplies as a result of pest activity.</li><li>• External signage is visible to show that access to the school premises is restricted.</li><li>• Any hazards found during checks on the premises are reported to the Principal/B&amp;FM as soon as possible and issues are resolved prior to the school reopening to more students.</li></ul>				
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		<ul style="list-style-type: none"> <li>• The Principal, in conjunction with the governing board, ensures the school opens only when it is safe and advisable to do so, in line with local and national advice.</li> <li>• The Principal identifies which areas of the school may be used for school activity, and by which students, and communicates this to staff, students and volunteers accordingly.</li> <li>• Areas of the premises which remain closed to students are adequately secured and clearly identifiable by <b><u>Do Not Enter</u></b> signs.</li> <li>• The Site Supervisors arrange for any changes to the premises to be made to account for social distancing measures.</li> <li>• The Principal limits access to the school for all non-essential visitors, e.g. guest speakers or third-party extra-curricular clubs.</li> </ul>				
<b>Gas supply, systems and equipment</b>		<ul style="list-style-type: none"> <li>• A suitably qualified technician checks the gas mains supply and any gas systems for integrity, leaks and safety.</li> <li>• Where the gas supply or any gas systems have been switched off or isolated, a suitably qualified technician switches them back on, where required.</li> <li>• A suitably trained technician checks that all gas detection systems, including carbon monoxide detectors, are in working order.</li> <li>• The B&amp;FM checks that all mandatory inspections of gas equipment are up-</li> </ul>	<b><u>Yes</u></b>	Contractors as per SLA agreements	<p>During Summer holidays</p> <p>All servicing continues to be undertaken 30/11/2020</p>	<b><u>M</u></b>

		to-date and arranges any required inspections as soon as possible.			<b>All servicing is up to date 07/01/21</b>	
<b>Electrical supply, systems and equipment</b>		<ul style="list-style-type: none"> <li>• A suitably qualified technician checks the electrical mains supply and any electrical systems for integrity and safety.</li> <li>• Where the electrical mains supply or any electrical systems have been switched off or isolated, a suitably qualified technician switches them back on, where required.</li> <li>• The relevant staff check that all phone and broadband connectivity is in working order.</li> <li>• A suitably trained technician checks that the main and emergency lights are in working order.</li> <li>• The relevant staff perform visual checks on all electrical equipment, e.g. computers and plug sockets.</li> <li>• The Site Supervisors ensures that any mandatory inspections of electrical equipment are up-to-date and arranges any required inspections as soon as possible.</li> </ul>	<b><u>Yes</u></b>	Contractors as per SLA Agreements	During Summer holidays	<b><u>M</u></b>
			<b><u>Yes</u></b>	ITSU Staff	Summer holidays	
				<b><u>Yes</u></b>	Contractors as per SLA Agreements	During Summer holidays
<b>Heating and ventilation</b>					All in force 30/11/2020	
		<ul style="list-style-type: none"> <li>• The relevant staff adjust any thermostats to heat internal spaces and water, ensuring a suitable stable temperature is reached before the school opens.</li> <li>• Where heating has been switched off or energy supplies for heating have been isolated, a suitably trained</li> </ul>	<b><u>Yes</u></b>		<b>All in force 07/01/21</b>	<b><u>M</u></b>
		<ul style="list-style-type: none"> <li>• The relevant staff adjust any thermostats to heat internal spaces and water, ensuring a suitable stable temperature is reached before the school opens.</li> <li>• Where heating has been switched off or energy supplies for heating have been isolated, a suitably trained</li> </ul>			During Summer holidays	
					All maintained 30/11/2020	<b><u>M</u></b>

		<p>individual switches them back on, as required.</p> <ul style="list-style-type: none"> <li>• The relevant staff checks that all ventilation systems, including fume extraction systems, are in working order and that there are no blockages present in external or internal vents.</li> <li>• All ventilation systems remain energised in normal operating mode.</li> <li>• Where mechanical ventilation is used, recirculatory systems are adjusted to full fresh air where possible.</li> <li>• Where possible, the windows of occupied rooms are open. In cold weather, where this causes issues with thermal comfort, the following mitigations are put in place where possible: <ul style="list-style-type: none"> <li>classrooms rearranged to minimise the discomfort caused by draughts from open windows eg by moving desks and chairs but still maintaining forward facing measures;</li> <li>High level windows are opened in preference to low level ones to reduce draughts;</li> <li>ventilation is increased while the space is unoccupied, eg during break and lunch times.</li> </ul> </li> <li>• Ventilation to chemical stores remain operational.</li> </ul>	<u>Yes</u>	<p>Contractors as per SLA Agreements</p> <p>30/11/2020 - Air con units are now permitted so long as windows/doors are open to allow for ventilation</p>	<b>All in force 07/01/21</b>	<u>M</u>
<b>Fire safety and evacuation routes</b>		<ul style="list-style-type: none"> <li>• A suitably trained individual checks that all fire detection, alarm systems, fire extinguishers and sprinklers are in working order.</li> </ul>	<u>Yes</u>	SLT	<p>01.09.2020</p> <p>All systems continue to</p>	<u>M</u>

		<ul style="list-style-type: none"> <li>• The B&amp;FM and Principal ensure that the fire management plan and fire safety risk assessment are up-to-date and applicable to any changes in people movement or access, e.g. if parts of the school remain temporarily closed.</li> <li>• The Principal/B&amp;FM identify how social distancing measures are to be observed at evacuation points and communicates this to all staff, volunteers, students, parents and contractors.</li> </ul>			<p>be serviced in accordance with schedule 30/11/2020</p> <p><b>Still in force 07/01/2021</b></p>	
<b>Water storage, drainage systems and sanitary appliances</b>		<ul style="list-style-type: none"> <li>• A suitably trained individual checks all hot and cold water systems, including air conditioning units, for legionella or other harmful build-ups.</li> <li>• All water systems are thoroughly flushed, e.g. toilets/showers and taps weekly by Site Supervisor, monthly by water treatment specialist to chlorinate water systems where required.</li> <li>• All equipment that uses water is run through a cycle, e.g. dishwashers and washing machines, to flush limescale and bacteria build-up.</li> <li>• A suitably trained individual checks all sanitary appliances, including drainage, for blockages, adequate hygiene and that they are in working order.</li> </ul>	<u>Yes</u>	Site Staff and Contractors via SLA Agreement	<p><b>In force 07/01/2021</b></p> <p>Monthly</p> <p>Monthly</p> <p>Still in operation 30/11/2020</p> <p><b>Still in force 07/01/2021</b></p>	<u>M</u>
			<u>Yes</u>	Contractors via SLA agreement		<u>M</u>



<p><b>Lifts, automatic doors and plant equipment</b></p>		<ul style="list-style-type: none"> <li>• The Site Supervisors checks that lifts, stairlifts and automatic doors are in working order.</li> <li>• The Site Supervisors ensures that that any mandatory inspections for lifts, stairlifts and automatic doors are up-to-date and arranges any required inspections as soon as possible.</li> <li>• A suitably trained technician checks the integrity and working order of any plant equipment, and that any mandatory inspections are up to date – the Site Supervisors ensures any required inspections take place as soon as possible.</li> </ul>	<p><b><u>Yes</u></b></p>	<p>Contractors via SLA Agreement</p>	<p>During Summer Holidays</p> <p>All serviced 30/11/2020</p>	<p><b><u>M</u></b></p>
			<p><b><u>Yes</u></b></p>	<p>Contractors via SLA Agreement</p>	<p>During Summer holidays</p> <p>All maintained 30/11/2020</p> <p><b>Still in force 07/01/21</b></p>	<p><b><u>M</u></b></p>
<p><b>Cleaning</b></p>		<ul style="list-style-type: none"> <li>• The Supervisory Cleaner in conjunction with the B&amp;FM creates a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> <li>• More frequent cleaning of rooms and shared areas that are used by different groups.</li> <li>• Frequently touched surfaces being cleaned more often than normal.</li> </ul> </li> </ul>	<p><b><u>Yes</u></b></p>	<p>Supervisory Cleaner and B&amp;FM</p>	<p>During Summer holidays</p>	<p><b><u>L</u></b></p>
			<p><b><u>Yes</u></b></p>	<p>All classrooms supplied with Antibacterial Spray, Blue Paper Roll, Sanitising wipes</p>	<p>During Summer Holidays</p>	<p><b><u>L</u></b></p>
			<p><b><u>Yes</u></b></p>			<p><b><u>L</u></b></p>

		<ul style="list-style-type: none"> <li>• Provision for ensuring toilets are cleaned regularly.</li> </ul>		Cleaners on site morning, lunchtime and end of day	01/09/2020 - continuing	
		<ul style="list-style-type: none"> <li>• Where necessary, the number of rooms used by staff and volunteers is limited to avoid the spread of infection.</li> </ul>	<u>Yes</u>			<u>L</u>
		<ul style="list-style-type: none"> <li>• The necessary areas of the school are deep cleaned before opening with suitable cleaning agents.</li> </ul>		Cleaners undertaking deep clean	During Summer holidays	
		<ul style="list-style-type: none"> <li>• All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed.</li> </ul>	<u>Yes</u>	Site Staff		<u>L</u>
		<ul style="list-style-type: none"> <li>• All areas that remain temporarily closed or partially closed for cleaning or infection control purposes are clearly identified.</li> </ul>				
		<ul style="list-style-type: none"> <li>• Adequate amounts of suitable cleaning agents are available.</li> </ul>	<u>Yes</u>	Via Cleaning Team	01/09/2020	<u>L</u>
		<ul style="list-style-type: none"> <li>• PPE is available to members of staff who require it to carry out cleaning safely.</li> </ul>			Still available	
		<ul style="list-style-type: none"> <li>• Classroom resources, e.g. books and games, are permitted to be shared within a bubble. These resources are cleaned regularly.</li> </ul>	<u>Not to be shared</u>			
			<u>Yes</u>			<u>L</u>

		<ul style="list-style-type: none"> <li>Resources that are shared between bubbles, e.g. sports equipment, are regularly cleaned and thoroughly cleaned before they are shared between bubbles. Some resources are rotated to allow them to be left unused and out of reach for a period of 48 hours (or 72 hours for plastics) between use by different bubbles.</li> </ul> <p>Site Staff and caretaking team to undertake a whole site deep clean</p>		Every classroom supplied with cleaning materials – PE Dept.	End of each designated session	
				Site Staff & Cleaners	21/12/2020	
					Still in force 07/01/2021	
<b>Minimising contact with individuals who are unwell</b>		<ul style="list-style-type: none"> <li><b>Anyone who displays symptoms of coronavirus, or who has tested positive in the last 7 days, does not enter the school grounds.</b></li> <li>Parents are informed via letter not to bring their children to school or onto the school premises if they show symptoms of coronavirus and/or believe they have been exposed to coronavirus.</li> <li>Staff are informed of the symptoms of possible coronavirus infection, eg a continued cough, difficulty in breathing and a high temperature, and are kept up to date with national guidance about the signs, symptoms and transmission of coronavirus.</li> </ul>	<u>Yes</u>	Finance Staff & B&FM	01.09.2020	<u>L</u>
					Still in force 30/11/2020	<u>L</u>
					Still in force 07/01/2021	<u>L</u>

		<ul style="list-style-type: none"> <li>• Instances of staff, students, visitors and volunteers displaying symptoms of coronavirus are managed in line with local and national guidance and the <a href="#">Infection Control Policy</a>, and any unwell individuals are sent home as soon as possible.</li> <li>• Students awaiting collection are moved to a room where they can be isolated behind a closed door. If it is not possible to isolate the student, they are moved to an area which is at least two metres away from others. If required, a member of staff supervises the student.</li> <li>• Where contact with a student's parents cannot be made, appropriate procedures are followed in accordance with those outlined in the governmental guidance.</li> <li>• If the student needs to use the toilet while awaiting collection, they use a spare bathroom if possible. The bathroom is cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>• Emergency assistance is called immediately if the student's symptoms worsen.</li> <li>• PPE is worn by supervising staff if direct personal care is needed and they cannot maintain a distance of two metres.</li> <li>• Anyone who comes into contact with a symptomatic individual washes their hands thoroughly for 20 seconds.</li> </ul>		<p>Designated area in school for persons displaying symptoms</p> <p>Conservatory area designated as Medical Isolation Bay</p> <p>Disabled Toilet in Reception</p>	<p><b>Still in force 07/01/2021</b></p>	
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<p><b>Rapid Result Testing</b></p>		<ul style="list-style-type: none"> <li>The area around the symptomatic individual is cleaned after they have left the premises.</li> <li>Staff members who have helped someone with symptoms and any students who have been in close contact with them <b>do not need to self-isolate unless they develop symptoms themselves or the symptomatic individual subsequently tests positive.</b></li> <li>The school has reintroduced the routine of taking temperatures of students.</li> </ul> <ul style="list-style-type: none"> <li>All rapid result testing is carried out in line with the Coronavirus (COVID-19) Rapid Testing Procedures.</li> <li>Staff, students and parents are informed of the testing programme and what testing they are eligible for.</li> <li>Testing is only conducted on students and staff after consent has been given.</li> <li>Testing takes place on the designated test site, which has been set up in line with NHS guidance.</li> <li>Only trained personnel supervise self-administered tests.</li> <li>Weekly routine testing is conducted on staff who have provided their consent.</li> </ul>	<p><b>Yes</b></p>	<p>Cleaning Team</p> <p>Trained staff</p>	<p><b>Re-introduced Jan2021</b></p> <p><b>To commence January 2021</b></p>	<p><b><u>L</u></b></p>
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		<ul style="list-style-type: none"> <li>• Serial testing is conducted on staff and students who have provided their consent, who are classed as close contacts of a confirmed case.</li> <li>• Serial testing will take place in the morning for 7 consecutive school days. Any new positive cases during serial testing will reset the clock for daily testing to the start of 7 days.</li> <li>• If a close contact does not consent to serial testing, they are required to self-isolate for 10 days from the day the individual tested positive for coronavirus. PPE is worn at all times by staff involved in overseeing the testing process, in line with government guidance.</li> <li>• Individuals who test positive following a rapid test must self-isolate and are instructed to take a confirmatory polymerase chain reaction (PCR) test.</li> </ul>				
<b>Test and trace</b>		<ul style="list-style-type: none"> <li>• Staff members and parents are informed that they may need to engage with the NHS Test and Trace programme, meaning they need to be ready and willing to: <ul style="list-style-type: none"> <li>• Book a test if they (or their child) display symptoms.</li> <li>• Provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace.</li> </ul> </li> </ul>	<b><u>Yes</u></b>	Staff & Parents	As and when  Still in force 30/11/2020	<b><u>L</u></b>

		<ul style="list-style-type: none"> <li>• Self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive.</li> <li>• Anyone in school who displays symptoms is encouraged to get a test. If the school believes a symptomatic individual may face barriers to accessing a test elsewhere, the school provides them with a home testing kit.</li> <li>• Test kits stored on the school site are stored securely at ambient room temperature (5 to 22°C).</li> <li>• <b>[New]</b> The school will consider offering a symptomatic staff member a testing kit if they cannot otherwise access testing quickly and if the individual is vital to the running of the school.</li> <li>• <b>[New]</b> Testing kits are delivered safely and with due regard for transmission risk, e.g. the kit is posted to the individual's address.</li> <li>• <b>[New]</b> Kits are not given directly to students but are instead given to the student's parent or carer.</li> <li>• Parents and staff are asked to inform the school immediately of test results.</li> <li>• <b>[Updated]</b> If an individual tests negative, they feel well and no</li> </ul>			<p><b>Still in force 07/01/2021</b></p>	
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		<p>longer have coronavirus symptoms, they, and the members of their household, can stop self-isolating as long as:</p> <ul style="list-style-type: none"><li>• Everyone they live with who has symptoms tests negative.</li><li>• Everyone in their support bubble who has symptoms tests negative.</li><li>• They were not told to self-isolate for 10 days from the day after contact with the individual who tested positive by NHS Test and Trace.</li><li>• They feel well.</li><li>• <b>[Updated]</b> If an individual tests positive, they are required to self-isolate for at least 10 days from the onset of symptoms and then return to school only if they do not have symptoms other than a cough, or loss of or change in their sense of smell or taste. Other members of their household are required to continue self-isolating for the full 10-day period.</li><li>• Staff and students aged over 16 are encouraged to download the NHS Test and Trace app – rules on mobile phones in school are relaxed to accommodate this.</li><li>• students and staff are informed that, if they receive notification via</li></ul>				
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		<p>the NHS Test and Trace app that they have been in close contact with a positive case, they must inform the school immediately.</p> <ul style="list-style-type: none"> <li>• Individuals who test positive are encouraged to report the result on the NHS Test and Trace app.</li> <li>• If a pupil receives notification, the school ensures appropriate arrangements are in place for the pupil to self-isolate and begin remote learning.</li> <li>• If an individual tests positive, they are required to self-isolate for at least 10 days from the onset of symptoms and then return to school only if they do not have symptoms other than a cough or loss of sense of smell/taste. Other members of their household are required to continue self-isolating for the full 10-day period.</li> </ul>				
<b>Confirmed cases of coronavirus</b>		<ul style="list-style-type: none"> <li>• Where an individual in the school community tests positive for coronavirus, the B&amp;FM contacts the local HPT immediately.</li> <li>• The school works with the local HPT to manage the response, and to carry out a rapid risk assessment and identify appropriate steps.</li> <li>• Individuals at school who have been in close contact with someone who has tested positive are sent home immediately. Close contact is defined as follows:</li> </ul>	<b><u>Yes</u></b>	<p>B&amp;FM</p> <p>The B&amp;FM liaises regularly with PHE and keeps the local authority informed of any positive cases and students</p>	01/09/2020	<b><u>L</u></b>

		<ul style="list-style-type: none"> <li>• Direct close contacts – face-to-face contact with an infected individual for any length of time, within one metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin)</li> <li>• Proximity contacts – extended close contact (within one to two metres for more than 15 minutes) with an infected individual</li> <li>• Travelling in a small vehicle, like a car, with an infected person</li> <li>• Household members of individuals who are sent home do not need to self-isolate unless the individual they live with develops symptoms.</li> <li>• A record is kept of students and staff in each bubble and of any close contact between individuals at school.</li> <li>• If required, all parents and staff are informed of the confirmed case; however, the name of the individual is not shared.</li> <li>• The school does not request evidence of negative test results or other medical evidence before admitting individuals back to school after a period of self-isolation.</li> <li>• If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school</li> </ul>		<p>who are requested to Self Isolate 30/11/2020</p>	<p><b>Still in force 07/01/2021</b></p>	
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		continues to work with the local HPT who advises on additional actions.				
<b>Hand cleaning and respiratory hygiene</b>		<ul style="list-style-type: none"> <li>• Hand washing and sanitising stations are set up, providing soap and water, bins and alcohol-based hand sanitiser.</li> <li>• Visual aids are displayed throughout the school reminding students to wash their hands regularly and follow the 'catch it, bin it, kill it' approach.</li> <li>• Adequate amounts of soap, tissues and bins are available in the relevant areas.</li> <li>• Students and staff are encouraged to wash their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms, and before and after eating.</li> <li>• Students are supervised, where appropriate, when using hand sanitiser to ensure they do not ingest any.</li> <li>• Individual risk assessments are conducted in relation to students with complex needs who struggle to maintain good respiratory hygiene.</li> <li>• In line with current government guidance, face coverings are MANDATORY in all communal areas - corridors and toilets unless an individual has been identified as being exempt .</li> </ul>	<b><u>Yes</u></b>	B&FM	01.09.2020 ongoing	<b><u>L</u></b>
				Duty Staff	<b>Still in force 07/01/2021</b>  01/09/2020 ongoing	<b><u>L</u></b>

		<ul style="list-style-type: none"> <li>Hygiene measures are explained to visitors and contractors upon their arrival.</li> </ul>				
<p><b>Minimising contact between individuals and maintaining social distancing</b></p>		<p><b>Bubbles</b> The school will be separated into 6 Year Group bubbles (Year 12 and Year 13 will count as one bubble), and contact will be managed at all times throughout the school day.</p> <ul style="list-style-type: none"> <li>Students are given regular reminders of why social distancing is important and the opportunity to speak to staff about how they are finding adhering to the social distancing measures.</li> <li>Students and staff are separated into groups (or 'bubbles'). Teachers are allocated by Departments, and Support Staff by Teams (ie Finance Team, Site Team, Teaching Assistants etc)</li> <li>Most bubbles are the size of a year group to enable the school to deliver the full range of curriculum subjects and ensure students receive specialist teaching. Students do not mix with those outside of their bubble and social distancing is maintained within a bubble as much as possible.</li> <li>Staff can move between bubbles, but minimise close contact with others whilst doing so.</li> <li>Staff maintain a two-metre distance from other colleagues and students who are not part of their bubble, where possible. Where maintaining a two-metre distance is not possible, staff</li> </ul>	<u>Yes</u>	Information provided via social media and school website	01/09/2020 Ongoing <b>Still in force</b> <b>07/01/2021</b>	<u>L</u>

		<p>avoid close face-to-face contact and minimise the time spent within one metre of anyone.</p> <ul style="list-style-type: none"><li>• Students' educational and care support plans are provided as normal.</li><li>• Classrooms are adapted to support social distancing, including seating students side-by-side and facing forwards, and moving furniture out of classrooms to make more space.</li><li>• Visual aids are used to display social distancing measures.</li><li>• Students take breaktimes and lunchtimes in their groups.</li><li>• The use of communal areas, e.g. the staff room, is limited to avoid unnecessary group gatherings.</li><li>• Where students, staff or volunteers cannot follow social distancing arrangements for a particular activity, the members of SLT will assess whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential.</li><li>• School finish times are staggered.</li><li>• Parents are briefed on new provision for the drop-off and collection of their children.</li><li>• Where necessary, school transport is restricted and will be managed by the Transport Company.</li><li>• Public transport to and from school is minimised as far as possible.</li><li>• Students are given clear messages about minimising the use of public transport and how to reduce the risks of transmission outside school.</li></ul>				
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		<ul style="list-style-type: none"> <li>• Students aged 11 and above are informed that they must follow the rules on wearing face coverings on public transport.</li> <li>• Supply teachers, peripatetic teachers and other temporary staff members can move between schools. They minimise their contact with other staff members and maintain as much distance as possible from other individuals.</li> <li>• Social distancing measures are explained to all contractors and visitors upon their arrival.</li> <li>• A record is kept of all visitors and contractors that come to the school site.</li> </ul>				
<b>Resources</b>		<ul style="list-style-type: none"> <li>• Staff and students have their own individual and frequently used items, e.g. pencils and pens.</li> <li>• Resources that are shared between bubbles, e.g. sports equipment, are cleaned before they are used by a different bubble or rotated to allow them to be left unused for 48 hours (or 72 hours for plastics) between use by different bubbles.</li> <li>• Students only bring essential items to school each day, e.g. lunch boxes, hats, coats, books, stationery and mobile phones.</li> <li>• Students are permitted to bring bags to school.</li> </ul>	<b><u>Yes</u></b>	All	01/09/2020 <b>Ongoing</b>	<b><u>L</u></b>
<b>PPE</b>		<ul style="list-style-type: none"> <li>• PPE is distributed to staff who provide care for students in need and for cases where a student becomes unwell with</li> </ul>	<b><u>Yes</u></b>	Medical Room & Reception		<b><u>L</u></b>

		<p>symptoms of coronavirus whilst in school and a distance of two metres cannot be maintained.</p> <ul style="list-style-type: none"> <li>• Additional risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties.</li> <li>• All PPE waste is put in a plastic rubbish bag which, once full, is tied and placed in a second tied bag and stored in a suitable and secure place, marked for storage for 72 hours. Following this period, it is put in the communal waste area.</li> <li>• The school has a contingency supply of face coverings.</li> </ul>	<u>Yes</u>	B&FM	01/09/2020 <b>Ongoing</b>	<u>L</u>
					01/09/2020 <b>Ongoing</b>	
					<b>Ongoing</b>	
<b>Mental health and wellbeing</b>		<ol style="list-style-type: none"> <li>1. Student and parent surveys are sent out to assess how they feel about being on the school site and to enable staff to act on any concerns students and parents may have.</li> <li>2. Staff and volunteer surveys are sent out to assess how they feel about being on the school site and enable the <b>SLT</b> to act on any concerns staff and volunteers may have.</li> <li>3. The relevant staff liaise with the parents of students who are deemed more vulnerable to infection and</li> </ol>	<u>Yes</u>	SLT	01/09/2020 <b>Ongoing</b>	<u>L</u>

		<p>discuss any alternative arrangements, where required.</p> <ol style="list-style-type: none"><li>4. Staff and volunteers notify the B&amp;FM/HR Assistant if they need to be shielded because they are extremely clinically vulnerable or if they are otherwise at increased risk from coronavirus.</li><li>5. Extremely clinically vulnerable staff and volunteers notify the Principal and the B&amp;FM if they wish to return to work following a period of shielding. The Principal and B&amp;FM ensure measures are in place to keep the staff member or volunteer safe whilst on the school site.</li><li>6. The B&amp;FM will hold discussions with staff who are deemed more vulnerable to infection, undertake a risk assessment and put any alternative arrangements in place.</li><li>7. <b><u>SLT</u></b> considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety.</li><li>8. If required, staff can adjust their working hours, only if agreed by the Principal.</li><li>9. The Principal ensures that the school can be adequately and safely staffed.</li><li>10. Students who are new to the school, e.g. Year 7, are provided with the appropriate support.</li><li>11. The <b><u>Principal</u></b> and the <b><u>DSL</u></b> liaise with the LA to determine what additional support is available for students who</li></ol>				
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		<p>are suffering with their mental health once they return to school.</p> <p>12. The <b>Principal</b> and the <b>SENCO</b> identify students with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available.</p> <p>13. Teachers and the SENCO work together to ensure students with SEND are prepared for changes to their routine.</p> <p>14. The <b>Principal</b> and <b>DSL</b> ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and students have access to psychological support when the school reopens.</p> <p>15. Staff and student bereavement is managed in line with the <b>Bereavement Policy</b>.</p>				
<b>Protecting clinically vulnerable individuals</b>		<p>[New] [Schools in tier 4 areas only] Clinically extremely vulnerable students do not attend on site provision. These students are provided with remote education.</p> <p>[New] [Schools in tier 4 areas only] Clinically extremely vulnerable staff are supported to work from home. If the staff member is unable to work from home, they will not be required to come to school. Clinically extremely vulnerable staff continue to be paid on their usual terms.</p>	<b><u>Yes</u></b>	All	<b>New January 2021</b>	<b><u>L</u></b>

		<p>[New] [Schools in tier 1, 2 and 3 areas only] Clinically extremely vulnerable students continue to attend on site provision, unless they have been advised by their GP or clinician to not attend.</p> <p>[New] [Schools in tier 1, 2 and 3 areas only] Clinically extremely vulnerable staff continue to attend school, unless they have been advised not to by their GP or clinician.</p> <p>[New] [Schools in tier 3 areas only] Clinically extremely vulnerable staff have discussions with the Principal about the flexibilities that can be put in place to support them.</p> <p>students and staff who live with someone who is clinically extremely vulnerable or clinically vulnerable still attend school.</p> <p>[New] A separate risk assessment is carried out for pregnant staff</p> <p>[New] Pregnant staff of any gestation are not required to continue working on site if this is not supported by the separate risk assessment.</p> <p>[New] Staff who are 28 weeks pregnant and beyond, or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from coronavirus at any gestation, are supported to take a more precautionary approach.</p>				<b>Ongoing</b>
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		<p>[New] The school ensures pregnant staff are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable.</p> <p>The relevant staff liaise with the parents of students who are deemed more vulnerable to infection and discuss any alternative arrangements, where required.</p> <p>Line managers hold discussions with staff who are deemed more vulnerable to infection and put any alternative arrangements in place.</p> <p>The <u>SLT</u> considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety.</p> <p>If required, staff can adjust their working hours, as agreed by the <u>SLT</u>.</p> <p>The Principal ensures that the school can be adequately and safely staffed.</p>			<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
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					<b>Ongoing</b>	
<b>Attendance</b>		<ul style="list-style-type: none"> <li>• Parents are informed that the usual rules on school attendance apply from September – this means parents have a duty to ensure that their child attends regularly.</li> <li>• The attendance register is taken as normal and absences are followed up, in line with the <u>Attendance Policy</u>.</li> <li>• In line with the most recent shielding advice, students and staff members that have been shielding can attend the school site.</li> <li>• Where a student is unable to attend the site because they are complying with clinical and/or public health advice, they are offered access to the curriculum by remote education immediately.</li> <li>• Where a student is unable to attend school due to their parents following clinical and/or public health advice, their non-attendance is not penalised.</li> <li>• Any concerns from staff, parents and students about being on school site are discussed between appropriate individuals.</li> <li>• Students who are reluctant or anxious to return to school are identified and</li> </ul>	<b><u>Yes</u></b>	Via Social Media	01/09/2020 <b>Ongoing</b>	<b><u>L</u></b>

		relevant staff members develop plans to re-engage these students.				
<b>Access to learning</b>		<ul style="list-style-type: none"> <li>• The <u>Principal</u> and curriculum leaders work with teaching staff to identify curriculum priorities and ensure a plan is in place to provide adequate learning material.</li> <li>• The <u>Principal</u> and curriculum leaders identify what provision can be reasonably provided for students with EHC plans.</li> <li>• A separate risk assessment is conducted to identify what additional support students with EHC plans require to make a successful return to education.</li> <li>• Where appropriate, students with EHC plans and their parents are involved in the planning for their return to school.</li> <li>• The <u>Principal</u> and curriculum leaders work with teaching staff to ensure education can continue to be delivered to all students who are learning remotely, e.g. those sent home to self-isolate as a precaution.</li> <li>• The Principal ensures that students taught remotely are set work that as a minimum covers four hours a day, with more for students working towards formal qualifications in the academic year.</li> <li>• Teachers consider how to support the educational needs of disadvantaged students and students with SEND.</li> <li>• Significant gaps in students' knowledge are identified and</li> </ul>	Yes	Teaching staff	Ongoing	L

		<p>addressed to help meet the aim of a return to the school's normal curriculum by Summer Term 2021.</p> <ul style="list-style-type: none"> <li>• PE lessons take place outside where possible and students are kept in consistent groups.</li> <li>• The government's catch up funding is utilised to ensure students receive the support they need to catch up on learning lost due to the coronavirus pandemic.</li> </ul>				
<b>Extra-curricular activities and wraparound provision</b>		<ul style="list-style-type: none"> <li>• <b>SLT</b> determine whether before and after school clubs can resume.</li> <li>• Before and after school clubs are not made available to students if doing so would put them at an increased risk of contracting coronavirus.</li> <li>• A reduced number of students per session attend before and after school clubs once they resume.</li> </ul>	Yes	SLT	Ongoing	<u>L</u>
<b>Teaching music, dance and drama</b>		<p>The head of the music department ensures staff and students are aware that there is evidence to suggest that singing and playing wind and brass instruments increases the risk of coronavirus transmission due to the cumulative aerosol transmission.</p> <p>The head of the music department conducts a Music Lesson Risk Assessment and ensures the relevant protective measures are in place to minimise the risk of coronavirus</p>	Yes	Head of Department	<b>New January 2021</b>	<u>L</u>

		<p>transmission, e.g. cleaning musical instruments after use.</p> <p>The head of the drama department conducts a Drama Lesson Risk Assessment and ensures the relevant protective measures are in place to minimise the risk of coronavirus transmission, e.g. limiting the sizes of groups and not allowing contact dancing.</p> <p>Measures to reduce the risk of infection during music, dance and drama lessons are implemented, including physical distancing and positioning students back-to-back or side-to-side as much as possible.</p> <p>Protective measures are in place when:</p> <p>Singing and playing instruments, e.g. microphones are used where possible, and singers are encouraged to sing quietly.</p> <p>Handling instruments, e.g. hands are washed before and after handling instruments.</p> <p>Undertaking individual lessons and group performances, e.g. handling of scripts are limited to the individual using them.</p>				
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<p><b>[Updated] Sports and physical activities</b></p>		<ul style="list-style-type: none"> <li>• Additional measures are implemented for sports provision as appropriate, e.g. no physical contact, appropriate social distancing, smaller groups.</li> <li>• students are kept in consistent groups and sports equipment is thoroughly cleaned between each use by different groups.</li> <li>• Outdoor sports are prioritised where possible.</li> <li>• Large indoor spaces with maximised natural ventilation flows, e.g. through opening windows and doors, are used where outdoor sports are not possible.</li> <li>• Indoor sports maximise distance between students and pay scrupulous attention to cleaning and hygiene.</li> <li>• Measures are in place to minimise the risk of transmission in changing rooms, in line with DCMS <u>guidance</u>.</li> <li>• External facilities can be used in line with government guidance for the use of, and travel to and from, those facilities.</li> <li>• The <u>Principal</u> decides if it is safe to work with external coaches, clubs and organisations for curricular</li> </ul>	Yes	Head of Department	Ongoing	L
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		<p>and extra-curricular activities and considers how such arrangements operate within the school's wider protective measures.</p> <p>[Schools in tier 4 areas only]</p> <p>PE, sport and physical activity provided by the school to its own students under its system of controls can continue. This includes sports clubs or activities before or after school, in addition to their regular PE lessons.</p> <ul style="list-style-type: none"> <li>• Schools in tier 4 areas only]</li> </ul> <p>Competition between different schools does not take place.</p>				
<b>Safeguarding</b>		<p>The <b><u>DSL</u></b> liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns, e.g. ongoing bullying.</p> <p>The <b><u>DSL</u></b> ensures that adequate pastoral care is in place to support students and staff who require it.</p> <p>The <b><u>DSL</u></b> ensures the relevant staff have the appropriate training to support students and staff who require pastoral care.</p> <p>The DSL, and their deputies, are provided with time to help them support staff and students in relation to any new safeguarding and welfare concerns</p>	Yes	Safeguarding Team	Ongoing	<u>L</u>

		<p>and the handling of referrals to children's social care and other agencies.</p> <p>The <b>DSL</b> reviews the school's <b><u>Child Protection and Safeguarding Policy</u></b> so that it reflects the local restrictions and remains effective.</p> <p>Staff are made aware of any changes to the <b><u>Child Protection and Safeguarding Policy</u></b>.</p> <p>The DSL, or their deputy, is available on site, where possible. Where this is not possible, a member of the SLT takes responsibility for coordinating safeguarding on site and the <b>Principal</b> considers implementing one of the following:</p> <ul style="list-style-type: none"> <li>- Making arrangements for the DSL, or their deputy, to be contacted via phone or online video, e.g. if they are working from home</li> </ul> <p>Sharing a DSL, or deputies, with other schools remotely</p>				
<b>Behaviour expectations</b>		<ul style="list-style-type: none"> <li>• The school's <b><u>Behavioural Policy</u></b> sets out behaviour expectations for students.</li> <li>• Expectations are communicated clearly to staff, students and parents.</li> <li>• Students who are struggling to re-engage with school are supported appropriately.</li> </ul>	Yes	All	Ongoing	<u>L</u>

<p style="text-align: center;"><b>Catering</b></p>		<ul style="list-style-type: none"> <li>• The <b>B&amp;FM</b> liaises with catering providers to ensure the kitchens are able to provide picnic bags for Free School Meal Students, and Breakfast bags for Pupil Premium Students from the start of the Autumn term.</li> <li>• In the event that the school's Service Level Provider cannot maintain a service, then the school will provide parents with supermarket vouchers for Free School Meal students.</li> </ul>	<p style="text-align: center;">Yes</p>	<p style="text-align: center;">B&amp;FM</p>	<p><b>Ongoing</b> Hot Grab n Go food has been introduced 02/11/20</p> <p><b>Re- commence d January 2021</b></p>	<p style="text-align: center;"><u>L</u></p>
<p style="text-align: center;"><b>Letting the premises</b></p>		<p>The Principal assesses whether it is safe to open up or hire out areas of the school premises for use by external bodies or organisations.</p> <p>The Principal/B&amp;FM assess how the school's protective measures will operate if areas of the school are hired out</p>	<p style="text-align: center;">Yes</p>	<p style="text-align: center;">Principal/B&amp;FM</p>	<p style="text-align: center;"><b>Ongoing</b></p>	<p style="text-align: center;"><u>L</u></p>
<p style="text-align: center;"><b>Educational visits</b></p>		<ul style="list-style-type: none"> <li>• Any visits that take place are done so in line with protective measures, including keeping students in consistent groups and ensuring destinations are COVID-secure.</li> <li>• Prior to any visit, a risk assessment is undertaken by the <b>trip leader</b>. This is then reviewed by the Principal/SLT before approval is granted.</li> </ul>			<p style="text-align: center;"><b>None taking place at present</b></p>	

<p align="center"><b>Uniform</b></p>		<ul style="list-style-type: none"> <li>Students will be expected to wear full school uniform.</li> </ul>	<p align="center">Yes</p>	<p align="center">All</p>	<p align="center"><b>Ongoing - uniform checks are being undertaken by Principal</b></p>	<p align="center"><u>L</u></p>
<p align="center"><b>Transport</b></p>		<p>Where necessary, dedicated school transport is restricted to essential use only, and infection control and social distancing measures are implemented.</p> <p>The use of public transport to and from school is minimised as far as possible. Where it is necessary, students are encouraged not to travel during peak times, and staggered start and end times to the school day are implemented to ensure this is possible.</p> <p>students are given clear messages about minimising the use of public transport and how to reduce the risks of transmission outside school.</p> <p>students aged 11 and above are informed that they must follow the rules on wearing face coverings on public transport (this does not include exempt individuals).</p> <p>Students aged 11 and above are advised to wear face coverings on dedicated school transport (this does not include exempt individuals).</p>	<p align="center">Yes</p>	<p align="center">All</p>	<p align="center"><b>Ongoing</b></p>	<p align="center"><u>L</u></p>

<b>Communication</b>		<ul style="list-style-type: none"> <li>• The <b>Principal/B&amp;FM</b> puts into place any actions or precautions advised by the local HPT.</li> <li>• The <b>Principal</b> liaises with the LA about reopening the school and includes any local guidance into the <b>Coronavirus (COVID-19) Opening Plan</b>, where required.</li> <li>• The school's website is kept up to date with any information regarding the school being open to all students, e.g. dates and local arrangements.</li> <li>• Parents are informed via letter and school website about the relevant information regarding reopening the school, including any pick-up and drop-off arrangements.</li> <li>• Parents and their children are encouraged, where possible, to walk or cycle to school.</li> <li>• Staff and volunteers are informed about the relevant information regarding opening to all students, including any changes to the workday, e.g. staggered lunchtimes and social distancing.</li> <li>• Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues.</li> <li>• All staff, students and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms.</li> </ul>			<b>Ongoing</b>	
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		<ul style="list-style-type: none"> <li>• Students are informed via letter and school website about the relevant information regarding opening to all students, e.g. social distancing measures and how lessons will be delivered.</li> <li>• The <b>B&amp;FM</b> communicates with suppliers and contractors regarding reopening the school and reinstating or suspending the supply of any required goods or services.</li> <li>• The <b>Principal</b> informs staff, volunteers and the <b>governing board</b> about the arrangements for meetings that would ordinarily take place in person, e.g. interviews, and how these will be carried out in line with social distancing guidance when the school reopens.</li> </ul>				
<b>Emergencies</b>		<p>All students' emergency contact details are up-to-date, including alternative emergency contact details, where required.</p> <p>students' parents are contacted as soon as possible in the event of an emergency.</p> <p>students' alternative contacts are called where their primary emergency contact cannot be contacted.</p> <p>The school has an up-to-date <u>First Aid Policy</u> in place which outlines the management of medical emergencies – medical emergencies are managed in line with the policy.</p>	Yes	Data Admin	<b>Ongoing</b>	

		The Principal reviews whether adjustments need to be made to the fire drill – this is practised each time the number of students attending school changes significantly.				
<b>Infection prevention and control</b>		<p>The infection prevention and control measures outlined in the main body of this risk assessment continue to be followed, unless the <u>Principal</u> and other relevant staff members decide that adaptations need to be made. Any changes to infection prevention and control measures are clearly communicated to staff, pupils and parents.</p> <p>The <u>Principal</u> considers whether maintaining social distancing between staff and pupils may be enhanced, due to the reduced numbers on site.</p> <p>Face coverings are worn by pupils and staff when moving outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.</p>	Yes	All	Ongoing	<u>L</u>
<b>Contingency planning</b>		<ul style="list-style-type: none"> <li>There is a contingency plan that can be implemented if a local outbreak of coronavirus occurs.</li> </ul>	Yes	SLT	01/09/2020 Ongoing	<u>M</u>
<b>Fire procedures</b>		In the event of a planned fire drill or a fire evacuation, all one way systems become null and void.	<u>Yes</u>	B&FM	01/09/2020 Ongoing	<u>M</u>

		<ul style="list-style-type: none"><li>• Students will line up as per the new Fire Assembly points (revised plans to be issued to all staff and displayed in all classrooms and offices)</li><li>• All students to be briefed on new evacuation procedures</li><li>• Fire doors may be left open to support natural ventilation around the school but must be monitored and subsequently closed in the event of a fire</li><li>• Practise fire drill to take place as early as possible in September</li></ul>				
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