



RISK ASSESSMENT (v12 - Nov 2020)

Title:	Covid 19 Detailed Risk Assessment – School Full Opening September 2020			
School	Nailsea School		Number of staff/students:	1036 students
Name of assessor:	D Elliott S Hurlow C Perry	Head teacher Business Manager Assistant Business Manager	Date of Assessment:	19 November 2020
Review: (To take place sooner should a significant change/incident occur)	Health and Safety meeting onsite: Tues 7 th July Shared with staff for comment: Friday 10 th July Discussion and approval by governing body: Tues 14 th July Shared with all stakeholders: Wed 15 th July Weekly review over the summer break and during term time Reviewed for changing guidance on isolation days - 14 October Reviewed for procedural changes during 2 nd lockdown period – 4 November Reviewed for changes to social times/areas for staff & students – 19 November			

BACKGROUND AND CONTEXT:

From 1 September 2020 all schools are required to reopen for all pupils.

This Risk Assessment is based on the guidance for full school opening (issued 28 August 2020), and has been updated to reflect recent government guidance issued to schools on 4 November 2020. These are available here:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020>

Control measures in this risk assessment reflect government guidance for schools that are not in areas with additional local restrictions as of 1 September 2020 and beyond, and includes additional measures for the 2nd period of Lockdown.

We have included sections 2 and 3 from our previous risk assessment covering term 6 of the 2019-20 academic year as these could be of use if schools are required to close or partially close in response to a local outbreak of coronavirus. Guidance published on 28 August 2020 advises of the circumstances required for the full or partial closure of schools if this becomes necessary.

<https://www.gov.uk/government/publications/how-schools-can-plan-for-tier-2-local-restrictions/how-schools-can-plan-for-tier-2-local-restrictions>

The risk assessment will be reviewed in response to updates to government guidance including any outcomes arising from the government COVID-19: review of disparities and outcomes report and any examples of shared 'best practice' that we receive. We have adapted this risk assessment in consultation with relevant partners including trade union representatives where available.

In line with government guidance to other businesses that are advised to go back to work, this risk assessment will be made publicly available to those who wish to see it. The same guidance also provides those employers with a downloadable notice which we have placed on display.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/903464/staying-covid-19-secure-2020-230720.pdf

Part 1: Reopening schools from 1 September 2020

The rationale for schools re-opening for more groups of pupils is set out in the document Education and childcare during coronavirus: Guidance for the full reopening of schools. It is predetermined on the principle that cases of coronavirus have reduced and that there is an effective 'Track and Trace' process in place. The guidance is clear that risks posed to pupils from remaining out of school in terms of their wellbeing, safeguarding and academic achievement outweigh those posed from the contraction of coronavirus. In relation to working in schools the guidance states that "whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics' analysis on [coronavirus \(COVID-19\) related deaths linked to occupations](#) suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults"

This risk assessment is based on the control measures described in the government guidance for reopening schools referred to above. This states that if schools follow the control measures as set out below, they can be "confident that they are managing risk effectively".

The system of controls: protective measures

Having assessed their risk, schools must work through the below system of controls, adopting measures in a way that addresses the risk identified in their assessment, works for their school, and allows them to deliver a broad and balanced curriculum for their pupils, including full educational and care support for those pupils who have SEND. If schools follow the guidance set out here, they will effectively reduce risks in their school and create an inherently safer environment.

System of controls

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) Where recommended, use of face coverings in school
- 3) Clean hands thoroughly and 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) where necessary, wear appropriate personal protective equipment (PPE)

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 7 applies in specific circumstances.

Response to any infection:

8) engage with the NHS Test and Trace process

9) manage confirmed cases of coronavirus (COVID-19) amongst the school community

10) contain any outbreak by following local health protection team advice

Numbers 8 to 10 must be followed in every case where they are relevant.

Task/Activity/ Environment being assessed	Possible hazards	Who is at risk?	What severity of harm can be reasonably expected (see Definitions Table 1)	What precautions (existing controls) are already in place to either eliminate or reduce the risk of harm?	What likelihood is there of an accident/harm occurring? (See Definitions Table 1)	What is the risk rating? (See Risk Rating Matrix Table 2)
1.A: Contact with those with symptoms of coronavirus: Testing; Track and Trace; Outbreak response						
Contact with infected persons/ exposure to the virus within the school.	Person contracts coronavirus as a result of direct contact with an infected person (or a	Pupils and staff	Serious	Anyone affected must stay at home if they (or their family members) have any of the following symptoms: a high temperature, a new continuous cough, a loss or change to your sense of smell or taste. OR they have tested positive for coronavirus in the last 10 days	Medium	Medium

	symptomatic person) entering the premises.			<p>Those affected must follow government stay at home guidance as follows https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infections</p> <p>Temperature testing is not recommended on its own. Guidance states that it is not a reliable method for identifying coronavirus.</p>		
	Contact with those developing symptoms of the virus during the working day.	Pupils and staff	Serious	<p>If student is feeling unwell then they should be instructed to stand/sit outside classroom. The member of staff should dial 1111 and informs reception they require assistance with name of student and specific description of the concern. Reception will allocate a Trained First Aider to attend with first aid kit, PPE and temperature gun to ascertain the next steps required.</p> <p>If anyone in the school becomes unwell with a new, persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance which sets out that they must self-isolate for at least 10 days and should <u>arrange to have a test</u> to see if they have coronavirus (COVID-19).</p> <p>If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation periods from the day they develop symptoms. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>Stakeholders should notify the school through the dedicated email address, C19@Nailseaschool.com, to ensure that decisions can be made out of school hours.</p>	Medium	Medium

			<p>If a student is awaiting collection, they will be moved to the First Aid room where they can be isolated behind a closed door, with appropriate adult supervision if required. A window will be opened for ventilation.</p> <p>If they need to go to the bathroom while waiting to be collected, they will use the separate bathroom in the First Aid area. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>In an emergency we will call 999 if they are seriously ill or injured or their life is at risk. We will not suggest a visit to the GP, pharmacy, urgent care centre or a hospital.</p> <p>If a member of staff has helped someone who was unwell with a new, persistent cough or a high temperature, we have noted they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive or have been requested to do so by the NHS Test and Trace.</p> <p>They are instructed to wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. We will clean the affected area with normal household bleach after someone with symptoms has left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p> <p>Any visitor to the site (numbers of which are already restricted) complete an internal test and trace form on arrival in reception. The school have adopted the process of QR coding for any external test through the Link. The Test and Trace app (launched late Sept 2020) is encouraged to be used by 6th form students. (Lower school students would be unable to use this as it contravenes our school mobile phone policy)</p>		
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Use of face coverings	Failure to use face covering in areas where it is difficult to maintain social distancing increases the likelihood of exposure to coronavirus in the school community.	Pupils and staff	Serious	<p>Government guidance is as follows: https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education All members of the school community (except those with exemptions) are expected to wear a face covering on entering, and leaving the school site, and on moving around the school during the school day, as well as in social/communal areas. Face coverings are not required to be worn in classrooms although students and staff can wear them if they choose to do so.</p>		
Engagement with the NHS Track and trace Process	<p>Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community.</p> <p>Anxiety and dissent within the school community</p>	Pupils and staff	Serious	<p>Relevant staff understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. We will ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> • book a test if they are displaying symptoms. Staff and students must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace • self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p>	Medium	Medium

				<p>The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient.</p> <p>The government have provided the school with a number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. When is was possible the school has applied for further set of testing kits and are awaiting their delivery.</p> <p>We will ask parents and staff to inform us immediately of the results of a test – including using the dedicated email address, C19@Nailseaschool.com, outside of school hours.</p> <ul style="list-style-type: none">• if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.• if someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their		
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				<p>household should continue self-isolating for the full 14 days.</p> <ul style="list-style-type: none"> The test & Trace App should be turned off by teachers when they leave their phones in a communal area, and not on their person, to avoid having an incorrect Test & Trace notification to self isolate from only the devices being in close contact, rather than individuals 		
Management of confirmed cases of coronavirus	<p>Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community.</p> <p>Anxiety and dissent within the school community</p>	Pupils and staff	Serious	<p>Swift action will be taken if we become aware that someone who has attended has tested positive for coronavirus (COVID-19).</p> <p>School will contact the local health protection team. (Matt Lenny, Director of Public Health, North Somerset) This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <p>Alternatively, we will call the Department for Education’s existing coronavirus (COVID-19) helpline number on 0800 046 8687, and selecting option 1. The advice service is open Monday to Friday from 8am to 6pm and 10am to 4pm on Saturdays and Sundays. The call will be with a dedicated team of advisors who will inform the setting of what action is needed based on the latest public health advice.</p> <p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, we will send home those people who have been in close</p>	Medium	Medium

			<p>contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person <p>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see section 5 of system of control for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</p> <p>Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow ‘stay at home: guidance for households</p>		
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				<p>with possible or confirmed coronavirus (COVID-19) infection. They should get a test, and:</p> <ul style="list-style-type: none"> • if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. • if the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ <p>Further guidance is available on testing and tracing for coronavirus (COVID-19).</p>		
	<p>Inadequate response to alerts provided by use of NHS COVID-19 App</p>			<p>We note government guidance for use of the App in schools as set out below. https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges</p> <p>Specifically that the agreed process for ensuring a setting is aware of a positive case, as set out in the guidance for full opening for schools and further education colleges in the autumn term, is still in place and is not changed by the introduction of the app.</p> <p>If we become aware that a student or member of staff has tested positive for coronavirus (COVID-19), we will contact PHE using agreed local procedures.</p> <p>Students should inform a member of staff if they receive a notification during the day that they had been in contact with a positive case. To support this, the notification itself will advise them that if they are under the age of 18, they</p>		

				should show the message to a trusted adult and self-isolate. The staff member will then put in place the setting's agreed process, including making appropriate arrangements for the student to leave the setting at the earliest opportunity to begin self-isolation.		
Containing any local outbreak	<p>Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community.</p> <p>Anxiety and dissent within the school community</p>	Pupils and staff	Serious	<p>If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.</p> <p>In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. Whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.</p> <p>In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</p> <p>The school has a contingency plan to ensure that the education of affected groups of pupils is maintained. This will include the provision of remote learning as set out in government guidance for the reopening of schools.</p>	Medium	Medium

1: B Cleaning and hygiene

Hand hygiene	Poor hand hygiene increases the likelihood of infection from coronavirus	Pupils and staff	Serious	<p>Opportunities are provided for staff and students to clean their hands with soap and water and dry thoroughly:</p> <ul style="list-style-type: none"> • on arrival at school • after using the toilet • after breaks and sporting activities • before food preparation • before eating any food, including snacks • before leaving school • after sneezing/coughing. <p>Signage about how to wash hands properly, is on display and reinforced with students.</p>	Medium	Medium
Respiratory Hygiene	Poor respiratory hygiene increases the likelihood of infection from exposure to coronavirus.	Pupils and staff	Serious	<p>Catch it, kill it, Bin it – tissues are available in all classrooms, staffroom and reception at a minimum. The message is reinforced with students. Tissues will be placed in zip lock bags and then disposed of in lidded bins.</p>	Medium	Medium
Cleaning	Person contracts COVID 19 as a result of inadequate cleaning	Pupils and staff	Serious	<p>Our cleaning specification has been reviewed to ensure we comply with requirements set out in https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>Where our own cleaners and/or additional staff are required to undertake cleaning duties we have ensured that they have received appropriate training and are provided with PPE, as set out in guidelines above. This also applies to other staff who may be asked to carry out cleaning duties during this period.</p> <p>We have identified cleaning of high-risk areas to be undertaken throughout the school day to include:</p> <p>Door handles</p> <p>Kettles</p>	Low	Low

				<p>Taps</p> <p>Switches</p> <p>Phones</p> <p>Laptops /</p> <p>Printers and photocopiers</p> <p>Staffroom/ food preparation</p> <p>Surfaces that pupils are touching e.g.: books, chairs, tables, doors, sinks, toilets, bannisters, light switches, etc.</p> <p>The cleaning team have been asked to complete a log of when rooms have been cleaned and by whom to ensure that all areas are completed by dedicated staff.</p>		
Safe use of cleaning products	<p>Inappropriate exposure to cleaning product results in allergic reaction/ poisoning etc</p> <p>Storage arrangements of cleaning product change increasing potential for unauthorised 'use' by pupils.</p>	Pupils and staff	Serious	<p>All staff involved in cleaning duties will receive training re: safe use and storage of cleaning materials.</p> <p>PPE will be provided for all cleaning activities.</p> <p>Safety data sheets for cleaning products are available.</p> <p>Only recommended cleaning products will be used.</p>	Low	Low
	Use of hand sanitiser potential for improper use and ingestion.	Pupils and staff	Serious	<p>We are providing/allowing the use of hand sanitisers that contain at least 60% alcohol.</p> <p>Recognising it is not possible to follow the hand wash advice everywhere, a hand sanitiser is next best and unless there's some allergy, and depending on the age of our pupils, they could use their own.</p> <p>We have and will secure adequate supplies of the product and provide it, especially in areas such as reception to the building and around the year group areas.</p>	Low	Low
Measures to reduce	Use of shared resources	Pupils and staff	Serious	Staff and pupils will have individual pens, pencils etc that are not shared.	Medium	Medium

contamination from coronavirus.				<p>Classroom based resources such as books and games will be shared within the 'group/bubble'; these will be cleaned frequently along with frequently touched surfaces.</p> <p>Resources that are shared between groups/bubbles will be cleaned frequently and between use by different groups/bubbles or rotated to allow them to be quarantined and out of reach for 48 hours (72 hours plastics).</p> <p>Staff have been advised that they must wash their hands and surfaces before and after handling pupils' books.</p> <p>We have removed harder to clean items (such as those with intricate parts) from classrooms and teaching spaces until further notice.</p> <p>Where these remain, they will be subject to regular cleaning and disinfection.</p>		
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1:C Minimising contact (social distancing)						
Social distancing across the site	Too many people on site increases likelihood of exposure to coronavirus	Pupils and staff	Serious	<p>We have taken the following measures to reduce footfall and maintain social distancing on site including:</p> <p>Requesting that parents/carers do not pick up/drop off children on site, and do not enter reception to collect children or drop belongings off.</p> <p>Erected signage and barriers to remind those visiting the site of social distancing requirements.</p> <p>Separate outside and indoor lunch areas identified.</p> <p>Pupils will be advised of the appropriate entrance and exit to use.</p> <p>Opportunities for groups of pupils congregating on site before and after school will be minimised given the year group bubbles in operation.</p>	Low	Low

				Staff have been informed where appropriate that they can work from home when not required on site to teach/complete a duty.		
Social distancing for large groups of pupils.	Large groups of pupils and/or adults increase the likelihood of exposure to and transmission of coronavirus	Pupils and staff	Serious	Assemblies will not take place in the usual way and performances will not take place until further notice. School trips will not be scheduled until Jan 2021 at the earliest.	Low	Low
Visits for prospective parents	Large groups of adults increase likelihood of exposure to and transmission of coronavirus	Pupils and staff	Serious	<p>Virtual tours to be arranged</p> <p>If parents and carers are keen to visit in person, we will ensure:</p> <ul style="list-style-type: none"> • face coverings are worn if required in line with arrangements for staff and other visitors to the school. • there is regular handwashing, especially before and after the visit • we hold visits after hours. If this is not possible, we will consider limiting visits to the outside play areas during regular hours, and ensure strict social distancing is observed • that the area visited is fully cleaned before reoccupation by staff and pupils. <p>Prior to a visit, we will ensure that parents and carers are aware:</p> <ul style="list-style-type: none"> • of the system of controls • how this impacts them and their responsibilities during their visit • how to maintain social distancing from staff, other visitors, and children other than those in their care 		

1:D Minimising contact (social distancing) Phase specific guidance.

<p>Grouping pupils of pupils and social distancing of pupils:</p>	<p>Exposure to infection Classroom teaching</p>	<p>Pupils and staff</p>	<p>Serious</p>	<p>We are following government guidance as follows: https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings?utm_source=02a881e2-265a-4b6d-a67d-38470d12440a&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily</p> <p>We will maintain consistent groupings of pupils. This will reduce the number of pupils and staff potentially becoming infected with coronavirus and required to self-isolate should a case occur.</p> <p>Where issues have been raised regarding the layout of a room, reassessment has taken place and rooms now have 10 students per row and 2 desks at the front. This has increased the available distance between staff and students.</p> <p>In our school this will be achieved as follows:</p> <ul style="list-style-type: none"> -year group bubbles with specified classrooms and social areas per year group -staff will move to students <p>We will make small adaptations to the classroom to support distancing where possible. That will include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space.</p> <p>Different groups will be kept apart where possible and pupils will be encouraged to keep their distance</p>	<p>Low</p>	<p>Low</p>
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				<p>within groups. Sharing social spaces and rooms will be avoided where possible.</p> <p>We have advised staff of the strong public health advice that secondary school staff maintain distance from their pupils, staying at the front of their class and away from their colleagues where possible. Ideally this should be at a 2m distance which will be identified in the room. Surplus furniture will be removed to help with the amount of space in the room.</p> <p>Staff bases have been reconfigured and limited to 50% occupancy.</p> <p>We will minimise mixing for lunchtime and breaks. While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk.</p> <p>The school is revisiting the designated internal spaces for students at social times. When queuing for food where social distancing is not possible students are expected to wear masks.</p> <p>If there is to be rotation of rooms eg: use of an art room for all resources and the room will be cleaned thoroughly between different groups using them.</p> <p>Mixed age clubs (lunchtime or after school) will not meet for terms 1 and 2 to be reviewed in Jan 2021</p>		
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1: E Use of Personal Protective Equipment						
Use of Personal Protective Equipment (PPE)	Incorrect use exacerbates the risk of further infection.	Pupils and staff	Serious	The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to	Medium	Medium

			<p>maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> • children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way • if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask 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 disposable gloves, a disposable apron and a fluid-resistant surgical face mask 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 <p>We are complying with the above and are using our local supply chains to obtain PPE. We have noted where this is not possible, and there is unmet urgent need for PPE in order to operate safely, we may approach our local resilience forum.</p> <p>We will ensure that, staff who are likely to have to support pupils in the circumstances identified above and potentially in the administration of some first aid have access to appropriate equipment and training in its correct use and disposal.</p> <p>See:</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/911</p>		
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				313/PHE quick guide to donning doffing PPE standard health and social care settings.pdf		
Use of Personal Protective Equipment (PPE) by pupils (over the age of 11) and staff arriving at school. NB: Wearing of PPE mandatory on public transport for those over the age of 11 without health exemptions.	Poor processes for the removal and disposal of PPE increases the likelihood of infection from coronavirus.	Pupils and staff	Serious	Students (and staff) will be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. Guidance on safe working in education, childcare and children's social care provides more advice.	Medium	Medium

1: F School transport and travel arrangements						
School transport	Risk of exposure to coronavirus whilst using dedicated school transport.	Pupils and staff	Serious	We note that pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, will not apply from the autumn term on dedicated transport. Our approach to dedicated transport will follow government guidance set out in https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020		

			<p>Specifically we will work with transport providers to determine:</p> <ul style="list-style-type: none"> • how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school. Ensuring the same children sit together will minimise the number of contacts a child has • use of hand sanitiser upon boarding and/or disembarking • organised queuing and boarding where possible to ensure that distancing is maintained • distancing within vehicles wherever possible • clear information for parents and children about the arrangements that are needed for picking up and dropping off children at their home destination. • PHE advice (update for Sept 2020) set out in https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020 <p>That children and young people over the aged 11 and over wear a face covering when travelling on dedicated school transport.</p> <p>We note Public health advice that staff should wear a face covering when they are unable to maintain social distancing in passenger facing roles, recognising that there will be exceptional circumstances when a staff member cannot wear a face covering, or when their task makes it sensible (based on a risk assessment) for them not to wear a face covering.</p>		
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	Exposure to coronavirus will travelling to and from school and within wider social groupings (outside school).	Pupils	Serious	<p>Pupil travel arrangements have been taken into consideration in our plans for opening as follows:</p> <ul style="list-style-type: none"> We will encourage pupils to walk or cycle to school where possible. <p>We have provided clear messages to pupils about minimising the use of public transport and how to reduce the risks of transmission outside of school.</p> <p>We have also discussed with pupils the potential for coronavirus to spread when they socialise in groups outside school and have reminded them of the importance of following social distancing guidance in the wider community.</p>		
Staff transport to and from work	Potential for increased exposure to coronavirus (and potential for introduction into the school) through use of public transport at peak times.	All staff	Serious	Where staff would normally use public transport to travel to work, we will discuss options to alleviate this eg: secure cycle storage to support people to walk, run or cycle to work where possible.		
	Risk of exposure to coronavirus whilst using school vehicles.	Pupils and staff	Serious	<p>School vehicles will be used for essential purposes only.</p> <p>Passenger numbers to be reduced to allow for social distancing</p> <p>Where possible consistent allocation of driver, escort and passengers to vehicle.</p> <p>Hard surfaces eg: steering wheel, handbrake other controls, door handle, seatbelts etc to be cleaned after use.</p>		

				<p>Vehicle users to wash hand before entering the vehicle. Sanitiser and wipes available for use within the vehicle.</p> <p>School safeguarding procedures to be followed re1:1 transport in school vehicles.</p>		
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1: G School workforce						
Staff wellbeing	Staff anxiety re: returning to work and potential exposure to the virus.	All staff	Serious	<p>Individual discussions have been/are held with staff to identify concerns/ barriers re: returning to work. (NB: recognising that some could be experiencing bereavement, mental health issues, etc.).</p> <p>Staff can access counselling services e.g Health Assured Scheme can be contacted confidentially on 0870 240 2530.</p> <p>Trade unions are kept informed and meetings held where needed.</p>	Medium	Medium
Staff who may be at increased risk from coronavirus.	Staff anxiety Potential for staff to suffer serious illness if they contract coronavirus.	Staff in at risk group	Serious potentially fatal	<p>We recognise that some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report.</p> <p>If people with significant risk factors are concerned, we will discuss their concerns and explain the measures the school is putting in place to reduce risks.</p> <p>Where practically possible we will accommodate additional measures to support staff where appropriate. e.g changes to timetable, use of technology to teach</p>	Medium	Medium

				We note that people who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.		
Staff training	Staff are not aware or do not understand the requirements for working safely.	All staff	Serious	<p>In preparation for a full return an additional training day has been added to the start of term arrangements regarding the explanation of the operating procedures outlined in this risk assessment to all staff. This includes:</p> <ul style="list-style-type: none"> • What to do if they suspect that they or a member of their household has coronavirus (including testing arrangements) • Day to day organisations and procedures including arrangements for cleaning, staff welfare facilities, travel to work • The importance of keeping teaching groups separate during the day • Arrangements for breaktimes and lunchtimes • Safeguarding including the continued importance of all staff acting immediately on any safeguarding concerns and any updates to school procedures re: recording concerns, contacting DSL (or Deputy). • Procedures to follow if they suspect that a child in their group is displaying coronavirus symptoms • Changes to school behaviour policies • Curriculum adaptations required re: social distancing and additional work spaces created across the school to address issues in the staff bases • Site security and fire safety including evacuation and lockdown procedures. 	Low	Low
Individual staff requirements	Concerns from staff in identified work groups	Clinically extremely vulnerable	Fatal/ Major	We note that individuals who were considered to be clinically extremely vulnerable (CEV) and received a letter advising them to shield are now advised that they can return to work from 1 August as long as	Medium	Medium

		(Shielding)		<p>they maintain social distancing. From 5 November, CEV staff who receive a letter advising them of such, are advised to work from home, and arrangements will be made for this.</p> <p>We will be flexible in how those members of staff are deployed to enable them to work remotely where possible.</p>		
		Clinically vulnerable including pregnant women	Serious	<p>May attend work but should follow advice https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people</p> <p>(NB an individual risk assessment must be carried out for new and expectant mothers; exposure to coronavirus should be included as a potential hazard).</p> <p>We note that The Royal College of Obstetrics and Gynaecology (RCOG) has published <u>occupational health advice for employers and pregnant women</u>. This document includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk. Government advice is that employers and pregnant women should follow this advice and to continue to monitor for future updates to it.</p>	Medium	Medium
Use of supply teachers and other temporary or peripatetic staff	Potential for the introduction of coronavirus into the school	Staff and students	Serious	<p>We note that it is permissible for supply staff and other temporary workers to move between schools.</p> <p>We will ensure that such staff follow our control measures for the prevention of coronavirus and advise them to take particular care in minimising contact with pupils as far as is practicable.</p> <p>Supply teachers that are new to the school (fewer than 2 consecutive days) will have limited access to</p>	Medium	Medium

				social areas, remaining in classrooms over social times. If supply staff have a non-contact a space will be identified for them for the duration of the day.		
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1:H Pupil wellbeing						
Management of expectations within the school community	Anxiety within school community re: prevalence and effectiveness of infection control and social distancing measures.	All members of the school community	Serious	<p>Our communication with parents and pupils prior to our return in September included information about:</p> <ul style="list-style-type: none"> • Arrival and departure from school and arrangements for parents to access the site • Arrangements for infection control • Pupil groupings • What school day will look like • Expectations for attendance • Expectations for the wearing of school uniform (government guidance is that this should be worn as usual). • The avoidance of travel to school via public transport at peak times and measures the school are taking to work with parents to alleviate this • Expectations re: any new behaviour systems that we have put in place to support our work in infection control and social distancing • What will happen if there is a case of coronavirus at the school. <p>We are using this as an opportunity to ensure that pupils' emergency contact details are up to date.</p> <p>Government guidance for parents is available at: https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and- </p>	Low	Low

				carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term		
Pupil wellbeing	Changing family circumstances likely to have an adverse effect of pupil's ability to reengage with school	Pupils and staff	Serious	Contact with families has been made by school staff to ensure that they are aware of any potential issues and that relevant support is made available. Staff responsible for pupil groups have been briefed in advance and made aware of any existing support plans/ risk assessments etc, for individual pupils.	Low	Low
	Ineffective reintegration of young/ vulnerable pupils who have not been attending school for a number of weeks causes anxiety and distress for parents and pupils	Pupils and staff	Serious	We will discuss arrangements on an individual basis where we anticipate difficulties in this area. We will ensure that we have a contact number for the parent so that we can call to ask them to collect their child or provide reassurance to the parent if required.	Low	Low
	Inadequate understanding or enforcement of pupil behaviour expectations.	Pupils and staff	Serious	The school Behaviour Policy has been updated to include expectations re: arrangements for social distancing and movement around school; hygiene rules. Consistent methods of communication ensure that staff, pupils and parents are aware of these.		
Individual pupil medical requirements	Pupils (or their family members) in identified groups.	Extremely clinically vulnerable pupils (shielded)	Fatal/ Major	Most children originally identified as clinically extremely vulnerable no longer need to follow original shielding advice. Parents should be advised to speak to their child's GP or specialist clinician if they have not already done so, to understand whether their child should still be classed as clinically extremely vulnerable. Those children whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend education whilst the national restrictions are in place. Schools will need to make	Medium	Medium

			<p>appropriate arrangements to enable them to continue their education at home.</p> <p>We note that where pupils are no longer required to shield but generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). See: COVID-19 - 'shielding' guidance for children and young people.</p> <p>Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will offer them access to remote education.</p> <p>Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.</p>		
		Clinically vulnerable pupils	Serious	These pupils should attend school	
		Pupils living in a household with a person who is extremely clinically vulnerable.	Serious	Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend education.	Medium

1: I Provision of first aid and the administration of medication

Provision of first aid		Pupils and staff	Serious	<p>Qualified first aiders are available as required and will be called to areas when staff have made contact via the phone number 1111. Those staff in attendance will be equipped with a First Aid kit, temp checker and PPE.</p> <p>Staff will ensure that First Aid staff escort students to the First Aid area to ensure that students will not leave their bubble unaccompanied.</p> <p>Where reasonably practicable we will ensure that opportunities for pupils to mix with pupils who are not in their group are limited during the administration of first aid/</p> <p>Normal hygiene precautions (handwashing and use of gloves) are taken when administering first aid.</p>	Low	Low
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1: J Premises						
Preparation of school building	Failure to complete compliance checks renders the building unfit for use.	All premises occupants	Serious	<p>All systems have been recommissioned before re-opening, as would normally be done after a long holiday period. This includes gas, heating, water supply, mechanical and electrical systems, and catering equipment.</p> <p>Our fire safety systems have been checked including and making sure:</p> <ul style="list-style-type: none"> • all fire doors are operational • the fire alarm system and emergency lights are operational <p>All areas and surfaces have been cleaned and disinfected prior to reopening and if necessary, pest control deployed for insect infestations, particularly in the kitchen and/or food preparation areas. The</p>	Low	Low

				<p>kitchen has been deep cleaned too prior to reopening and before food preparation resumes.</p> <p>See: https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak?utm_source=c51bac38-4a28-4136-b096-4d23f07da6f4&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily</p>		
Ventilation (Open windows and doors are recommended as a means of improving air circulation within the building)	Falls from height (open windows)	All premises occupants	Serious	Whilst taking into consideration the necessity to increase ventilation by improving air circulation within the building we have advised staff that window opening restrictors must not be removed.	Low	Low
	Additional doors and windows are left open compromising site security/fire safety.	All premises occupants	Serious	<p>We have reviewed our site and identified doors that could remain open without compromising fire safety/ and or security.</p> <p>Here, for high risk areas such as kitchens and boiler rooms fire doors will be kept in the closed position. Lower risk rooms such as classrooms and offices may be propped open with removeable things - a weight or wedge - if there are people present who will be tasked with removing it if the alarm goes off and at the end of the day.</p> <p>Door guards etc, will continue to be used to improve circulation in the building (and also reduce the need for touching the door handles).</p>	Medium	Medium
	Open windows in the winter months mean that the temperature in buildings is	All premises occupants	Serious	We will ensure that our building is heated to a temperature whereby staff and pupils can work comfortably whilst endeavouring to ensure that there are measures in place to ensure good		

	uncomfortable.			<p>ventilation. This will include closing external doors to avoid unnecessary heat loss from occupied buildings.</p> <p>In classrooms where there are a lot of external windows open, some may be closed, whilst still maintaining ventilation within the room.</p> <p>During particularly cold weather, windows may be closed at times (at the discretion of the teacher), however, all classrooms with external windows MUST have a period of opening of at least 15 minutes in the middle of each lesson.</p> <p>Advice from HSE available https://www.hse.gov.uk/temperature/thermal/managers.htm NB Minimum workplace temperature is 16 degrees centigrade.</p>		
Emergency Evacuation and lockdown	Failure to follow procedures leads to injury or loss of life.	Pupils and staff	Serious	<p>Measures necessary for additional ventilation of the building have been and will be assessed and will not compromise fire safety or site security arrangements.</p> <p>We have briefed staff who are aware of the measures to take in the event of an emergency evacuation or lockdown. Registers for different groups will be required.</p> <p>Safe evacuation/ lockdown takes priority over the maintenance of social distancing arrangements temporarily.</p>	Medium	Medium
Lettings	School control measures re: cleaning, social distancing etc are compromised leading to increased risk of infection, expense and	Pupils Staff Wider community	Serious	Where we are satisfied that it would be safe to do so, we may choose to open up or hire out our premises for use by external bodies or organisations, such as external coaches or after-school or holiday clubs or activities.		

	possible reputational damage.			<p>In doing so, we will ensure that we are considering carefully how such arrangements can operate within our wider protective measures and also have regard to any other relevant government guidance set out in https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities (NB this document contains details of the application of ‘the rule of 6’ and permitted activities Where opening up school leisure facilities for external use, we will do so in line with government guidance on working safely during coronavirus (COVID-19) for providers of grassroots sport and gym or leisure facilities.</p> <p>During the period of the second national lockdown, from 5 November, there will be no lettings taking place until at least 2 December. This will be reviewed in line with updated government guidance.</p>		
	Failure to meet legal obligations re: track and trace			<p>Community centres and village halls which may host a variety of social, recreational and cultural activities, must collect information for all activities and events taking place within the venue. This should be collected by the person who hires the space. The venue must display an official NHS QR code poster which can be used for every activity that takes place there. https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges</p>		

1: K Curriculum delivery: Music, Art, Tech and PE

<p>Curriculum delivery: Music</p>	<p>Increased likelihood of infection from coronavirus from playing musical instruments and singing.</p>	<p>Pupils and staff</p>		<p>We will reduce the risk of transmission by physical distancing sitting, side-to-side, avoiding sharing of equipment and ensuring good ventilation.</p> <p>We have an operating procedure for cleaning any shared equipment and a cleaning schedule where different year groups will be using the same room in the same day.</p> <p>Where this cleaning cannot take place these subjects will be taught in other areas of the school without access to this specialist equipment.</p> <p>No peripatetic lessons will take place for terms 1 and 2</p> <p>We will mitigate the potential aggregate risk of aerosol transmission by:</p> <ul style="list-style-type: none"> • limiting the number of children singing or playing together as far as possible and ensuring that children attending are in small groups of no more than 15, with the same children each time wherever possible and at least one staff member • children are socially distanced (2 metres apart), are outside or in a well-ventilated room • they are not singing loudly <p>The following measures will be in place when children are singing or playing wind or brass instruments:</p> <ul style="list-style-type: none"> • Social distancing will be observed at all times whilst playing wind or brass instruments or singing (2 metres, wherever possible, or 1 metre with robust risk mitigation where 2 metres is not viable) 	<p>Medium</p>	<p>Medium</p>
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				<ul style="list-style-type: none"> • Back-to-back or side-to-side positioning (rather than face-to-face) is used whenever possible • Activities which can create aerosol are discouraged, such as shouting or singing loudly • Singing or playing wind or brass instruments outdoors, wherever possible • If playing wind or brass instruments indoors or singing indoors, limiting the number of children present to account for ventilation of the space and the ability to social distance • Good ventilation as far as possible and whenever possible, either through opening windows and doors <p>By considering and adopting these cumulative risk mitigation measures, the overall risk will be reduced.</p> <p>Providers offering music, dance and drama activities for children and young people should refer to more information for schools and other providers on music, dance and drama provision during coronavirus (COVID-19) ,due to be published shortly, which will set out additional measures that can be taken to minimise the risk of coronavirus (COVID-19) transmission during these activities.</p>		
Curriculum delivery: Drama	Increased likelihood of infection from coronavirus	Pupils Staff	Serious	<p>In addition to the adherence to agreed pupil groupings particular care will be taken to maintain social distancing.</p> <p>Staff will not physically correct pupils.</p> <p>Lessons will be devised that do not incorporate opportunities for contact between pupils</p>		

				<p>Background or accompanying music will be kept at levels that do not encourage teachers or other performers to raise their voices unduly.</p> <p>Microphones will be used to reduce the need for shouting/ raised voices. If it is necessary to share these they will be cleaned between use by individuals.</p>		
<p>Curriculum delivery: Physical Education</p>	<p>Increased likelihood of infection from coronavirus</p>	<p>Pupils and staff</p>	<p>Serious</p>	<p>Pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</p> <p>Students will arrive wearing their PE on the day of their PE lesson and only use the changing room as a result of inclement weather. This will reduce the over use of the changing room areas.</p> <p>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.</p> <p>Schools should refer to the following advice:</p> <ul style="list-style-type: none"> • guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport • advice from organisations such as the Association for Physical Education and the Youth Sport Trust 	<p>Medium</p>	<p>Medium</p>

				Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures.		
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1: L Social distancing in the wider school environment						
Arrival and departure from school	Exposure to infection from inadequate social distancing	Pupils and staff	Serious	We will review entrances and exits of groups of pupils to keep them apart as they arrive and finish school. This will not involve the loss of teaching time Face coverings are expected to be worn during these times	Low	Low
Circulation within the building	Exposure to infection from inadequate social distancing	Pupils and staff	Serious	Circulation routes around the school have been reviewed. Where possible there are one-way circulation routes in corridors and stairways. Arrangements are in place to zone areas and at break and lunchtimes this will mean reducing numbers accessing circulation routes. Face coverings are expected to be worn during these times	Low	Low
Lunchtimes	Exposure to infection from inadequate social distancing during preparation and serving of food (catering staff)	Pupils and staff	Serious	Students will have own areas per bubble for recreational times. Food will be delivered to students in their areas and the canteen will not be fully operational. Face coverings are expected to be worn during these times by both catering staff and students	Low	Low
	Payment for food	Pupils and staff		The site will be completely cashless and students will need to pay by card.	Low	Low

	Exposure to infection from inadequate social distancing: Collection of food by pupils and eating arrangements	Pupils and staff	Serious	<p>Groups to be kept apart as far as possible.</p> <p>We have addressed the potential for eating in classrooms and will use/use this option if necessary, as long as suitable levels of supervision can be achieved and cleaning is carried out before and after the consumption of food.</p>	Low	Low
Breaktimes	Exposure to infection from inadequate social distancing: breaktimes	Pupils and staff	Serious	<p>Outside areas will not be shared and pupils will remain in their distinct groups. Different groups of pupils must not play sports or games together.</p> <p>Face coverings are expected to be worn during these times when indoors and not eating/drinking</p>	Low	Low
Educational visits	Exposure to infection from inadequate social distancing etc	Pupils and staff	Serious	<p>We note government guidance advises against domestic (UK) overnight and overseas educational visits at this stage see coronavirus: travel guidance for educational settings.</p> <p>In line with government guidance we will consider the reintroduction of non-overnight domestic educational visits. These trips will include any trips for pupils with SEND connected with their preparation for adulthood (for example, workplace visits, travel training etc.).</p> <p>No visits will take place until Jan 2021 in the first instance.</p>	Low	Low

1:M Social distancing: Offices and shared staff areas						
School Reception areas	Exposure to infection from inadequate social distancing: visitors to school.	Pupils and staff	Serious	<p>All visitors to the school have been stopped where possible, with the exception of statutory compliance or health & Safety maintenance. Any visitors to site are to be by appointment only, outside of school hours where possible. They must complete an internal visitor log that is retained for 21 days and then destroyed</p>	Low	Low

				<p>Signage has been erected to advise visitors of social distancing protocols and masks are expected to be worn at all times.</p> <p>Consultations with parents/ outside agencies etc, to take place over the phone/ video conferencing where feasible. If this is not possible 2m social distancing will be observed in any consultation room and the room cleaned after use.</p> <p>Payments to be online/ contactless where possible. Office staff to wear gloves when handling cash.</p> <p>Hand sanitiser will be provided to all persons entering premises with signage to explain control measures etc.</p>		
	Exposure to infection from deliveries arriving at the school.	Staff	Serious	<p>Clear guidance for delivery drivers to be placed at the school entrance to include advising the school reception by phone of their arrival.</p> <p>School staff will advise the delivery driver of a safe space to leave the goods and must not come into contact with the driver.</p> <p>Where it is not feasible to quarantine deliveries staff must wash their hands after unpacking items and dealing with waste packaging.</p>	Low	Low
	Violence and aggression towards school staff causes injury and distress	Pupils and staff	Serious	<p>We will maintain transparency and regular contact with all members of the school community.</p> <p>Regular briefings/updates for all staff so that they are aware of school response to the COVID 19 virus and can communicate consistently to those who ask.</p> <p>Readiness to deploy the range of behaviour remedies if behaviour becomes unacceptable from warning to full banning from site/sect 547 warnings/action.</p>	Low	Low

Other work areas	Exposure to infection from inadequate social distancing: other work areas	Staff	Serious	<p>Staff reminded about the importance of social distancing. Additional work space has been made available to allow greater social distancing to occur.</p> <p>All areas are cleaned regularly, a dishwasher is available for cleaning crockery, utensils etc.</p> <p>Sanitising wipes available to clean keyboards and mice when staff move to rooms.</p> <p>Face coverings are expected to be worn in staff social areas, except when eating/drinking</p> <p>Staff are reminded about the importance of not using the reprographics area and as a further measure card access is limited to this area of the school to reception staff.</p>	Low	Low
Contractors working on the premises.	Exposure to infection from inadequate social distancing/ hygiene arrangements	All	Serious	<p>All contractors working on the premises will be required to follow control measures listed for visitors above. Where possible they will be required to visit after school hours.</p> <p>For areas where there are larger scale building projects in place, contractors will remain entirely separate from the school community.</p>	Low	Low

1.P: Public Examinations (Use of the school as an Examinations Centre for existing and potentially returning students who are no longer on the school roll.)						
Engagement with track and trace	Failure to engage with the 'track and trace process' increases the likelihood of exposure to and transmission of coronavirus in the school community and	Pupils and staff	Serious	We will collect and keep contact information for candidates and invigilators so that we can share it with NHS Test and Trace if needed. This is particularly important for any external visitors, including any non-school staff assisting with exams, and candidates not on roll at the school or college. Every exam will have a		

	beyond.			seating plan, so we will add the names of the invigilators and cross reference them to the contact details we hold for candidates and invigilators.		
Arrival and departure of candidates	Poor social distancing increases the likelihood of the transmission of coronavirus	Pupils and staff	Serious	<p>Candidates will be advised to read the <u>safer travel guidance</u> before planning their journey to their exam, especially where the exam is being held in a location to which the candidate does not normally travel.</p> <p>As candidates arrive before the scheduled start time of exams, we will keep them separate from other students arriving at the school or college.</p> <p>We will identify a location where candidates will wait before the exam that can support social distancing between group 'bubbles' as well as between on-roll and off-roll candidates.</p> <p>We will also make sure that any candidates who arrive late for the exam follow social distancing measures.</p> <p>There will be a plan to manage candidates leaving the exam room and site, particularly as exams may finish at different times. As part of this, we will take into account any candidates who need extra time in exams.</p> <p>Face coverings are expected to be worn during these times</p>		
Cleaning	Inadequate cleaning increases the likelihood of the transmission of coronavirus.	Pupils and staff	Serious	Exam rooms will be kept clean. Frequently touched surfaces (for example, door handles, individual desks) will be cleaned after every exam with the usual		

				<p>cleaning products, including the backs of chairs where candidates may pull chairs out to sit.</p> <p>Rooms do not need to be left empty between exams, provided they are cleaned properly each time.</p>		
Set up to the exam room	Poor social distancing increases the likelihood of the transmission of coronavirus	Pupils and staff	Serious	<p>Desks will not be set up face to face. For GCSE, AS and A level exams, the minimum distance in all directions from centre to centre of candidates' chairs must be 1.25 metres, following JCQ's <u>Instructions for Conducting Examinations</u>. This distance is the minimum that must be maintained for students within a group bubble. For VTQ exams, we will follow the guidance specified by the relevant awarding organisation.</p> <p>All other candidates, whether in different group bubbles, private candidates or those returning to school or college to take exams, will be seated 2 metres apart from each other. These candidates can be seated in the same room.</p> <p>There is no overall limit on the number of candidates who can sit in a room, as long as desks are correctly spaced. The upper limit to the number of candidates who can take an exam in a room together depends on the desk spacing requirements.</p> <p>The importance of adequate ventilation will also be considered when selecting the room for exams.</p> <p>Invigilators may walk up and down aisles between desks, but there will also be points in the room where an invigilator can stand at least 2 metres from the nearest desks and see all the candidates in the room.</p>		

Face coverings	Failure to wear a face covering increases the likelihood of the transmission of coronavirus in areas where social distancing cannot be observed.	Pupils and staff	Serious	<p>Candidates and invigilators do not need to wear face coverings during exams, but they may wear them if they wish to.</p> <p>Face coverings are expected to be worn on entering and leaving the exam room, and in common areas.</p> <p>Everyone who uses public transport to travel to exams should follow the requirements for wearing face coverings.</p>		
Invigilators	Poor social distancing increases the likelihood of the transmission of coronavirus	Pupils and staff	Serious	<p>We will follow our protocols in place for visitors and temporary staff. Invigilators can move between different schools and colleges. They should minimise contact and maintain as much distance as possible from other staff.</p> <p>Before the exams, we will advise invigilators what they need to do to minimise contact and maintain as much distance as possible from other staff.</p> <p>Invigilators do not need to wear gloves when collecting exam scripts from candidates but will be advised to wash their hands thoroughly and more frequently than usual and particularly after handling exam papers.</p>		
Maintaining distance between staff and candidates	Poor social distancing increases the likelihood of the transmission of coronavirus.	Pupils and staff	Serious	<p>We will advise invigilators and other staff to stand alongside candidates when interacting with them, rather than face to face.</p> <p>For encounters of over 15 minutes, for example, when scribes, readers or other individuals are supporting candidates, staff should maintain a 2-metre distance where possible, for example using a separate room from other candidates. If staff cannot maintain a 2-metre distance, they should avoid close face to face</p>		

				<p>contact and minimise time spent within 1 metre of others.</p> <p>These arrangements may not be possible when working with some candidates who have complex needs, in which case these candidates' educational support should be provided as normal during exams.</p> <p>If candidates need to leave the exam room and need to be accompanied for more than 15 minutes, staff will maintain a 2-metre distance where possible. If this is not possible, staff should take mitigating measures, such as standing alongside the candidate and using a face covering</p>		
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Part 2: Maintaining educational provision in the event of a local outbreak

Maintaining contact with pupils staying at home	Safeguarding concerns are not reported; pupil/student is placed at risk.	All	Serious	<p>Concerns may become apparent during interaction in the community, online communication etc</p> <p>All school staff to be aware of arrangements in place for contact school DSL/ Deputies during the closure period.</p>	Low	Low
	Enhanced risks to pupils re: online safety resulting from increased internet exposure; working remotely without access to support from peer group and school	Pupils	Serious	<p>School to provide information to parents and pupils re: online safety. Including encouraging parents to set up age-appropriate parental controls and internet filters as applicable. Also signposting to support available for reporting bullying and online abuse.</p> <p>School to make parents aware of sites they are asking their children to use and school staff their child will interact with.</p>	Low	Low

	E-Safety. Inappropriate staff contact with pupils/ students	Pupils	Minor to Serious	School E-Safety Policies continue to apply. Communication must only take place through school channels approved by the senior leadership team. Staff must not make informal arrangements to contact students using their own phones/ devices etc.	Low	Low
	Injury or contamination of staff undertaking home visits. Vulnerable pupils/ students are 'missed' through lack of contact etc.	Visiting staff	Serious	Staff to follow government guidance on social distancing. Speak to families on the door step or through a window if they are self-isolating. Any home visit will be carried out by 2 members of staff subject to risk assessment associated with that home, location and family profile. School Lone Working Procedures to be followed (including the maintenance of a school contact during the visit). Where the family is self-isolating ask that the child comes to the window so that they can be seen by professionals. If phoning families we will speak to the child as well.	Low	Low

PART 3: Arrangements for staff working from home during a local outbreak

Use of display screen equipment eg: laptop, desktop etc.	Back/neck/wrist injury from poor posture and use of equipment over a prolonged period of time.	Staff working from home	Serious	We follow guidance from HSE (March 2020) as follows: For those people who are working at home, the risks associated with DSE must be controlled. This includes doing home workstation assessments. However, there is no increased risk from DSE work for those working at home very temporarily. We have provided workers with advice on completing their own basic assessment at home using: www.hse.gov.uk/pubns/ck1.pdf	Low	Low
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				<p>We advise staff that there are some simple steps to be taken to reduce the risks from display screen work:</p> <ul style="list-style-type: none"> • breaking up long spells of DSE work with rest breaks (at least 5 minutes every hour) or changes in activity • avoiding awkward, static postures by regularly changing position • getting up and moving or doing stretching exercises • avoiding eye fatigue by changing focus or blinking from time to time. 		
Data protection	Data breach exposes staff or students to risk of harm. Data breach is undetected.	All	Serious	<p>All staff have received GDPR training and are aware of their responsibilities re: use and transfer of personal data. School Data Protection Policies and Procedures apply.</p> <p>Staff are aware of their responsibilities for reporting a data breach to relevant staff at school. Our DPO is involved if required.</p>	Low	Low
Workplace stress exacerbated by social isolation.	Depression Anxiety and other forms of mental illness	Staff working from home	Serious	<p>Opportunities are in place for regular contact from line managers and colleagues. Albeit remotely via online methods.</p> <p>Access to counselling services is provided by Health Assured Scheme on 0870 240 2530</p>	Low	Low

Table 1: Definitions

Potential Severity of Harm	Meaning of the harm description	Likelihood of Harm	Meaning of likelihood
Fatal/Major Injury	Death, major injuries or ill health causing long term disability/absence from work.	High (frequent)	Occurs repeatedly/ to be expected.
Serious Injury	Injuries or ill health causing short-term disability/absences from	Medium (possible)	Moderate chance/could occur

	work (over three days absence)		sometimes.
Minor Injury	Injuries or ill health causing no significant long-term effects and no significant absence from work.	Low (unlikely)	Not Likely to occur

Table 2: Risk rating matrix: **Potential severity of Harm** + **Likelihood of Harm** = Risk rating

	+ High (Likely)	+ Medium (Possible)	+ Low (Improbable)
Fatal/Major Injury	VERY HIGH Risk	HIGH Risk	MEDIUM Risk
Serious Injury	HIGH Risk	MEDIUM Risk	LOW Risk
Minor Injury	MEDIUM Risk	LOW Risk	No Significant Risk

Table 3: Action required: Key to Ranking and what action to take.

VERY HIGH Risk	STOP ACTIVITY! Take action to reassess the work/activity and apply reduction hierarchy before proceeding.
HIGH Risk	Action MUST be taken as soon as possible to reduce the risks and before activity is allowed to continue.
MEDIUM Risk	Implement all additional precautions that are not unreasonably costly or troublesome and monitor the situation on an agreed frequency.
LOW Risk	Monitor and review your rolling programme.