



# **Coronavirus (Covid-19) Risk Assessment for the September 2020 Full School Re-Opening of Bury Church of England High School**

**Version 3**

## **Full Re-Opening of Schools from Autumn 2020 – Coronavirus (Covid-19) Pandemic Risk Assessment –**

On the following pages, you will find an extensive risk assessment which will enable us to open the school to all children and staff, whilst delivering the maximum curriculum we can.

The Government's plan is for all pupils, in all year groups, to return to school full-time from the beginning of the autumn term 2020.

While the aim is to have all pupils back at school in the autumn, every school including ourselves, will also need to plan for the possibility of a local lockdown and therefore a move to more structured home learning, including live lessons. We have trialled using live lessons via TEAMS prior to the end of term and will provide further guidance on this.

Schools have remained open to some pupils since 20 March 2020, welcoming more pupils back from 22nd June 2020. Our risk assessment on this phase was deemed effective. This risk assessment although much more extensive is based on those principles of keeping everyone safe, offering the best provision that we can and ensuring that learning remains effective.

We will ensure that we implement sensible and proportionate control measures which follow the health and safety hierarchy of control to reduce the risk to the lowest reasonably practicable level. Essential measures include:

- a requirement that people who are ill stay at home;
- robust hand and respiratory hygiene;
- enhanced cleaning and ventilation arrangements;
- active engagement with NHS Test and Trace;
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable.
- grouping children together.
- avoiding contact between groups, where possible;
- arranging classrooms with forward facing desks;
- staff maintaining distance from pupils and other staff as much as possible.

**Actions that we are required to take in line with Government guidance are:**

**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) Face coverings to be worn whilst moving around the school
- 3) clean hands thoroughly more often than usual;
- 4) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach;
- 5) 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).
- 8) Always keep occupied spaces ventilated

1 to 5 and number 8 must be in place.

**Response to any infection:**

- 9) engage with the NHS Test and Trace process;
- 10) manage confirmed cases of coronavirus (COVID-19) amongst the school community;
- 11) contain any outbreak by following local health protection team advice.

Any risk assessment is a live document and **may well be subject to change** as schools start to fully re-open.

**Opening preparations to be agreed with Governors, Unions and STAFF and will be reviewed regularly with staff. Due to the limitations on holding staff meetings this will be done through a new email address to enable staff and governors to comment.**

**The Email below is for internal communications only. Parents will be able to raise concerns through our normal procedures.**

**Email Address: COVID19@burychurch.bury.sch.uk**

<b>D Assessment prepared by:</b>							
Name	S J Braithwaite	Signature	<i>S J Braithwaite</i>	Position	Headteacher	Date	30/7/20
Name	K L Middleton	Signature	<i>Kirstin Middleton</i>	Position	School Business Manager	Date	30/7/20
<b>E Assessment agreed by:</b>							
Name		Signature		Position		Date	

<b>F Assessment review:</b>			
Date for review	Carried out by	Position	Signature
10/11/2020	S Braithwaite and K Middleton	Headteacher and SBM	S J Braithwaite, K Middleton

1/3/21	S Braithwaite and K Middleton	Headteacher and SBM	S J Braithwaite, K Middleton

# BURY CHURCH SCHOOL RISK ASSESSMENT – Full Re-Opening of Schools from Autumn 2020 – Coronavirus (Covid-19) Pandemic Risk Assessment - Version 1.0

<b>A</b>	<b>Workplace details</b>		
<b>School Name:</b>	<b>Bury Church of England High School</b>	<b>Location:</b>	<b>Haslam Drive, Bury, BL9 0TS</b>

<b>B</b>	<b>Work Activity:</b>	<p>Full Re-Opening of Schools from Autumn 2020 – Coronavirus (Covid-19) Pandemic</p> <p>This risk assessment must be read and followed in conjunction with other applicable risk assessments and the following documents.</p> <ul style="list-style-type: none"> <li>• <a href="#">Actions for schools during the coronavirus outbreak from the start of the autumn term</a></li> <li>• <a href="#">Remote education during Coronavirus (Covid-19)</a></li> <li>• <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>• <a href="#">Coronavirus (Covid-19) Getting tested- Essential Workers</a></li> <li>• <a href="#">Local lockdowns: guidance for education and childcare settings</a></li> <li>• <a href="#">Stay at home guidance for households with possible Covid-19 infection</a></li> <li>• <a href="#">Staying alert &amp; social distancing from 04/07/20</a></li> <li>• <a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a></li> <li>• <a href="#">Coronavirus Covid-19 safer travel guidance for passengers</a></li> <li>• <a href="#">Coronavirus Covid-19 Safer transport guidance for operators</a></li> <li>• <a href="#">How to wear &amp; make a cloth face covering</a></li> <li>• <a href="#">Critical workers who can access schools or settings</a></li> <li>• <a href="#">Guidance on shielding &amp; protecting extremely vulnerable persons from Covid-19</a></li> <li>• <a href="#">Meeting people from outside your-household - making a support bubble with another household</a></li> <li>• <a href="#">Staying safe outside your home</a></li> <li>• <a href="#">Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak</a></li> <li>• <a href="#">Providing free school meals during the coronavirus outbreak</a></li> <li>• <a href="#">Safe working in education, childcare and children’s social care settings, including the use of PPE</a></li> <li>• <a href="#">HSE Face Fit Testing Guidance</a></li> <li>• <a href="#">DfE Managing school premises during the coronavirus outbreak</a></li> <li>• <a href="#">HSE: Legionella Risks during the Coronavirus Outbreak</a></li> <li>• <a href="#">Planning for reopening guide for Secondary Schools</a></li> <li>• <a href="#">Planning for reopening to children and young people with SEND</a></li> <li>• <a href="#">Staying Secure During Covid-19</a></li> <li>• <a href="#">New National Restrictions from 05 November 2020</a></li> <li>• <a href="#">Education and childcare settings: New National Restrictions from 5 November 2020</a></li> </ul>
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C Assessment of risk:					
What are the hazards/cause of hazards?	Who might be harmed and how?	Control Measures What are we already doing?	Do you need to do anything else to reduce/ manage this risk?	Action by who/ when?	Date completed
Contact with individuals who are unwell	All building users, including visitors/ parents, contractors/main tenance personnel  Serious respiratory illness, death	<ul style="list-style-type: none"> <li>• Ensure that pupils, staff and other adults do not come into school if they have <a href="#">coronavirus (COVID-19) symptoms</a> or have tested positive in the last 10 days.</li> <li>• If anyone in the school becomes unwell with coronavirus symptoms, they will be sent home and advised to follow the <a href="#">Stay at home guidance</a>.</li> <li>• If a child is awaiting collection, they will be moved, if possible, to the <b>PE changing room (boys)</b> where they can be isolated behind a closed door. If a child cannot be collected immediately, they will remain in the <b>PE changing room (boys) until collection</b>. For ventilation purposes the external door can be left open.</li> <li>• Appropriate PPE will be provided for anyone providing FIRST AID support or supervisory care for someone showing symptoms. Refer to <a href="#">safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)</a></li> <li>• In an emergency, call 999 if someone is seriously ill, injured or their life is at risk.</li> <li>• If anyone has close contact with someone with symptoms, they do not need to isolate unless that person either shows symptoms themselves or the person becomes a confirmed case</li> <li>• Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.</li> <li>• The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. Refer to <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</li> </ul>	<p>Ensure all staff and parents are made aware.</p> <p>Public Health England has good evidence that taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).</p> <p>A stock of medical grade masks is available for staff if they do not bring their own.</p>		

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Poor response to an infection	<p>All building users, including visitors/parents, contractors/main tenance personnel</p> <p>Infection spread leading to serious respiratory illness, death</p>	<ul style="list-style-type: none"> <li>We will ensure all staff understand the NHS Test and Trace process. We will ensure that staff and parents/carers understand that they will need to be ready and willing to:               <ul style="list-style-type: none"> <li><a href="#">book a test</a> if they are displaying symptoms (or order via Tel No. 119.</li> <li>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 &amp; Trace;</li> </ul> </li> <li><a href="#">self-isolate</a> if they have been in close contact with someone who develops coronavirus (COVID-19) and has tested positive, or if they themselves develop COVID-19 symptoms</li> <li>We will assist the Test and Trace service by keeping a temporary record of staff shift patterns and details of agency cover staff and assist NHS Test and Trace with requests for that data if needed. Refer to <a href="#">Maintaining records to support NHS Test &amp; Trace</a>.</li> <li>If deemed appropriate school will provide parent/carer collecting an ill child if this would increase the likelihood of getting a test.</li> <li>Parents and staff will be asked to inform us immediately of the results of a test and we will follow appropriate government, PHE guidance in our response to this.</li> <li>All staff and students will be provided with home testing kits (LFD) (see testing risk assessment)</li> <li>Where staff or students are contacted by NHS track and trace they will be asked to isolate for the period given on the app, the app compliments and does not supersede the existing process</li> </ul>	<p>If any individual with symptoms is believed to have contracted the COVID-19 virus 'whilst at work', the relevant information must be reported to the HSE under RIDDOR legislation.</p> <p>Team have been trained to ensure there are more staff trained on track and trace and the workload has been shared out to ensure that detailed and accurate records and track and trace has been undertaken</p> <p>Advice will always be sought from the DfE Helpline: 0800 046 8687 Option 1 for on the action to take in response to a positive case.</p> <p>Report confirmed cases of COVID-19 through the DfE online attendance form daily return and also continue to inform the LA and relevant bodies of any confirmed cases (<a href="#">How to complete the educational setting status form</a>).</p>		

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There is a confirmed case of coronavirus amongst the school community	<p>All building users, including visitors/ parents, contractors/main tenance personnel</p> <p>Infection spread leading to serious respiratory illness, death</p>	<ul style="list-style-type: none"> <li>We will contact the local health protection team and follow their guidance to identify those who need to be sent home to isolate and utilise their template letters in communicating with parents (<b>see guidance for who contacts</b>)</li> <li>The health protection team will carry out a 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.</li> <li><b>Each year group has a track and trace and reporting team in order to ensure accurate track and trace who will liaise with PHE and follow schools' procedures.</b></li> <li>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.</li> </ul>	<p>Training has been given to track and trace teams – Reminders to each team will be sent prior to re-opening</p> <p>Further briefings to the track and trace teams and the office staff on latest guidance to be held at timely intervals regarding isolation, immunity, and testing.</p> <p>We will ensure our privacy notices for both parents/pupils and staff are updated accordingly.</p>		
Poor containment of an outbreak by not following local health protection team advice	<p>All building users, visitors/ parents, contractors/main tenance personnel</p> <p>Infection spread leading to serious respiratory illness, death</p>	<ul style="list-style-type: none"> <li>If we have 2 or more confirmed cases <b>within 14 days</b>, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we will liaise with the local health protection team to confirm whether or not it is an outbreak and will follow their advice on how to respond.</li> <li>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. <b>In this case we will move to either partial or full home learning</b></li> <li>In consultation with the local Director of Public Health, where an outbreak in our 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</li> </ul>			

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		positive. We will follow the guidance that we are given by the PH team			
Clinically vulnerable or extremely clinically vulnerable persons returning to school	Clinically vulnerable & extremely clinically vulnerable staff and pupils  Serious respiratory illness, death	<p><b>Pupils who are shielding or self-isolating</b></p> <ul style="list-style-type: none"> <li>• Pupils are identified through medical professionals and communicating with the pastoral teams</li> <li>• School will support their shielding in line with government guidelines</li> <li>• To support home learning, they will have access to remote learning, with live on-line lessons and satchel 1 as well as century learning and GCSE POD</li> <li>• Regular contact to be maintained by the Pastoral team</li> </ul> <p><b>School workforce</b></p> <p><b>Staff who are clinically vulnerable or extremely clinically vulnerable</b></p> <ul style="list-style-type: none"> <li>• Where we apply the full measures in this risk assessment, the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace, although we advise those in the most at risk categories to take particular care while community transmission rates continue to fall. Refer to <a href="#">clinically-vulnerable, including pregnant women</a>.</li> <li>• <b>Staff who have shielding letters must work from home</b></li> <li>• In addition to the main RA individual RA's will be carried out with staff known to school as being</li> </ul>	<p>Refer to <a href="#">current advice on shielding</a></p> <p>In times of national lockdowns or localised lockdowns we will follow government guidance on how we address these staff's needs.</p> <p>We will provide equipment for people to work at home safely and effectively, for example, remote access to work systems</p>		

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		<p>clinically vulnerable or extremely clinically vulnerable to determine any additional measures that could be implemented e.g part working from home.</p> <ul style="list-style-type: none"> <li>We will be flexible in how these members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing.</li> </ul> <p><b>Staff who are pregnant</b></p> <ul style="list-style-type: none"> <li>KM or SBE and their line manager will conduct and individual RA to put relevant control measures in place.</li> </ul> <p><b>Staff who may otherwise be at increased risk from coronavirus</b></p> <ul style="list-style-type: none"> <li>We will discuss staff concerns and explain the measures we are putting in place to reduce risks to people with particular characteristics such as those from the Black, Asian, Ethnic Minority community (BAME) who may be at comparatively increased risk from coronavirus (COVID-19. KM or SBE and their line manager will conduct and individual RA to put relevant control measures in place</li> </ul>	<p>Refer to <a href="#">COVID-19: review of disparities in risks and outcomes report</a></p> <p><u>As 5.11.20 staff or pupils or receive a letter will be risked assessed and where possible to work from home</u></p>		
Inadequate hand and respiratory hygiene leading to spread of Covid-19 virus	<p>All building users, visitors/ parents, contractors/main tenance personnel</p> <p>Infection spread leading to serious</p>	<ul style="list-style-type: none"> <li>Everyone will be reminded to wash/<b>sanitise</b> their hands before leaving home, on arrival at school, on return from breaks, when they change rooms and before and after handling cleaning chemicals, eating/drinking, using the toilet, sports activities, using public transport and after coughing or sneezing</li> <li>Everyone to be reminded not to touch face (eyes, mouth, nose) with hands that are not clean.</li> </ul>	<p>Ensure all attending understand how to wash hands correctly - Posters around the school as appropriate.</p> <p>Ensure all sinks have necessary stock &amp; restock as necessary. HSE have issued guidance on <a href="#">Choosing the right hand sanitisers and surface disinfectants</a></p>		

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	respiratory illness, death	<ul style="list-style-type: none"> <li>• We will ensure there are hand sanitiser ‘stations’ available throughout school for staff and pupils and at the main entrance and dining hall entrance.</li> <li>• Staff will be provided with their own hand sanitiser at the start of the new school year and packs of wipes will be given to all staff</li> <li>• <b>A box of spare masks will be available in the staff.</b></li> <li>• <b>A box of clear masks will be available for those staff who teach students who lip read</b></li> <li>• Hand sanitiser stations will be regularly monitored</li> <li>• <b>Schools with hand dryers in toilets</b> – stocks of disposable paper towels will be required, and hand dryers taken out of use. (to be under review)</li> <li>• Where in place, toilet lids should be closed prior to flushing and remain closed after use. Where not in place, staff and children will be instructed to move away from the toilet as soon as it has been flushed. <b>Strict hand hygiene</b> measures are to be observed following every visit to the toilet.</li> <li>• Toilets will be cleaned regularly, and pupils encouraged to clean their hands thoroughly after using the toilet.</li> <li>• The ‘catch it, bin it, kill it’ approach will continue. Everyone will be reminded to sneeze into a tissue or sleeve NEVER into hands and to wash/ Sanitise hands immediately after (as above). ‘Catch it, bin it, kill it’ posters to be displayed in relevant areas.</li> <li>• Used tissues will be put in a bin immediately – Bins to be emptied regularly in accordance with the cleaning guidance</li> <li>• Where appropriate SEND students identified by the SENCO to have individual RA and support guidance. This measure is to ensure that vulnerable students are not denied face to face education.</li> </ul>	<p>We will build these routines into school culture, supported by behaviour expectations and help ensure younger children and those with complex needs understand the need to follow them.</p> <p>Ensure stocks of disposable paper towels are available in all toilet areas instead of hand dryers. Additional waste bins (lidded and foot operated where possible) may also be required in toilet areas where paper towels can be disposed of safely.</p> <p>We will ensure there are enough tissues and bins available in school to support pupils and staff to follow this routine</p> <p>Staff to be given their own hygienic wipes</p> <p>Site team will be responsible for filling up the sanitisers every day</p>		

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Inadequate personal protection & PPE & spread of Covid-19 virus	<p>All building users (particularly those staff performing personal and intimate care)</p> <p>Infection spread leading to serious respiratory illness, death</p>	<ul style="list-style-type: none"> <li>PPE will be provided in line with PHE and Government recommendation for those providing medical care and supervision with symptomatic pupils. <ul style="list-style-type: none"> <li>staff will be directed to the YouTube video that demonstrates how to “don and Doff and clean PPE - <a href="#">how to put PPE on and take it off safely</a> - in order to reduce self-contamination.</li> </ul> </li> <li>For further information on the use of PPE for supervising a child who has become unwell see section on ‘Contact with individuals who are unwell’</li> <li>All staff are being provided with a face shield, which can only be used by themselves. Staff must maintain the clearing of these themselves. These are particularly pertinent to staff involved in dinner duty or in classrooms where social distancing cannot be maintained.</li> <li>Pupils and staff using public transport will be reminded of the need to wear a face covering and of the need to remove the face covering on entry to school and wash/sanitise their hands.</li> <li>Non-disposable masks to be bagged and stored safely before coming into school.</li> <li><b>A box of spare masks will be available in the staff.</b></li> <li><b>A box of clear masks will be available for those staff who teach students who lip reads</b></li> </ul>	<p>Ensure adequate bins (lidded and foot operated where possible) and tissues are made available. Ensure school has a stock of rubber gloves and if needed, disposable gloves/aprons/facemasks.</p> <p>Signage as appropriate. Refer to <a href="#">HSE Face Fit Testing Guidance</a></p> <p>All students to be reminded about the need to wear a facemask when moving around the site</p> <p>Boxes of face masks will be provided for pupils who fail to bring in their own masks.</p>		
Failure to adequately identify vulnerable pupils/ safeguarding	All pupils classed as vulnerable either by DfE guidance, LA or school	<ul style="list-style-type: none"> <li>We will continue to have regard to statutory guidance</li> <li>Child protection policy is reviewed to account for Covid issues.</li> <li>We will identify all those children whom we believe to be vulnerable in addition to those classed as vulnerable under current DfE guidance. This will include children on the edge of receiving support from children’s social care, adopted</li> </ul>	Refer to the <a href="#">coronavirus (COVID-19): safeguarding in schools, colleges and other providers guidance.</a>		

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	Vulnerable pupils do not receive appropriate support and protection	<p>children, those at risk of becoming NEET, those living in temporary accommodation and those who are young carers.</p> <ul style="list-style-type: none"> <li>All parents have been contacted to update and confirm emergency contact numbers and ask for additional numbers where available</li> <li>The DSL has been provided with more time, to help provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies where these are appropriate, and agencies and services should prepare to work together to actively look for signs of harm.</li> <li>Communication will be maintained with external agencies including the School Nurse service to support vulnerable students.</li> </ul>			
Inappropriate arrangements for opening the school to pupil groups	All building users  Infection spread leading to serious respiratory illness, death	<p><b>Minimise contact between individuals and maintain social distancing wherever possible</b></p> <ul style="list-style-type: none"> <li>Reduce the number of contacts between children and staff- KS3 Y7 to be taught in form groups, teachers only to move. Y8 and 9 have been re-grouped to make just 6 groups that reduces teacher contact time and will stay in allocated rooms. Teachers to move. KS4 maintenance of the timetable to ensure fullest curriculum possible and protect their results.</li> <li>Cover implications to be further agreed with staff to reduce the need for external adults arriving on site. where cover is needed only one agency to be used.</li> <li>DG to request a small pool of supply staff to be used where necessary.</li> </ul>	<p>Cover rota has been agreed with staff – Maximum of three covers per day has been agreed and rota has been put in place.</p> <p>Staff who are isolating to continue to offer remote</p>		

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		<ul style="list-style-type: none"> <li>• No external courses to be attended unless already pre-arranged to remove need for cover.</li> <li>• Maintain distinct groups or ‘bubbles’ that do not mix with other bubbles. Our “bubbles are Year group bubbles which will allow student lunch times and breaks. These are further split for teaching purposes into static groups in KS3 and sets in KS4.</li> <li>• All students to be advised about social distancing through assemblies and parental guidance, both regarding whole year group and class bubbles.</li> <li>• All teachers and other staff will operate across different classes and year groups to facilitate the delivery of the school timetable. Staff must follow social distancing guidelines while moving around school.</li> </ul> <p><b>Measures within the classroom</b></p> <ul style="list-style-type: none"> <li>• Staff must maintain distance from pupils, staying at the front of the class, and away from colleagues where possible. Ideally, adults should maintain 2m distance from each other, and from children.</li> <li>• <b>Tape has been placed on the floor to indicate a 2 metre distance from the first pupils.</b></li> <li>• Avoid close face to face contact and minimise time spent within 1m of anyone. This will not be possible when working with pupils who have complex needs or who need close contact care. These pupils’ educational and care support should be provided as normal. THE SENCO and the team will have assessed the needs of child with an EHCP and how to deliver this without jeopardising their education.</li> <li>• Ensure disposable tissues are available in each room for both staff and pupils.</li> </ul>	<p>To explore shields around teachers’ desk where it is not possible to maintain 2 metres</p> <p>To mark up the 2-metre distance from the teacher’s desk, where possible</p>		

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		<ul style="list-style-type: none"> <li>• All classrooms <b>where possible</b> will be set up with all students facing forwards and seated side by side. (each classroom to be assessed if things to be needed)</li> <li>• Clear classroom policy to be assessed in line with cleaning guidance.</li> <li>• Spaces used will be well ventilated using natural ventilation where possible. Windows to be opened</li> <li>• Doors may be held open to avoid them being touched by those coming and going from the classroom. This will also aid ventilation. This is only permitted where the room is occupied, and doors must be closed once the group has left the room. At the end of the day, all doors to all rooms must be closed for fire purposes. (check all door wedges)</li> <li>• KS3 pupils will use the same classroom for each of their lessons except PE. Seating plans will be in place to seat pupils at the same desk each day. These classrooms are also in year group Zones to minimise interaction with other year groups.</li> <li>• KS4 pupils will be in a specific zoned area of school to enable full delivery of the curriculum. Movement will be within the zone.</li> <li>• All rooms will be cleaned at the end of the day.</li> <li>• Pupils and staff to bring in their own water bottles. Water drinking stations and water fountains will be temporarily taken out of use unless it can be guaranteed that the drinking station will be appropriately sanitised between each cohort use. Staff may fill their bottles from the staffroom (observing social distancing) and must clean areas have touched after each use.</li> <li>• Where appropriate, external doors from classrooms will be used to access outside areas thus reducing the need to use</li> </ul>			

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		<p>internal areas. <b>(Dismiss at the end of the day and enter school)</b></p> <ul style="list-style-type: none"> <li>IT suites will only be used by years 10 and 11. Keyboards etc to be wiped down after each use. Communal headphones will not be used.</li> <li>Practical subjects to focus on theory except for PE. PE are changing sports to fitness only, to minimise use of equipment.</li> </ul> <p><b>Measures for break and lunchtimes</b></p> <ul style="list-style-type: none"> <li>Lunch times have been changed to ensure year groups bubbles can be maintained.</li> <li>The Hall has become a dining room to facilitate social distancing.</li> <li>Lunch time has been reduced to 30 minutes to minimise mixing and “play”.</li> <li><b>Outdoor break time to be introduced, one year group per day in the quad</b></li> <li>Separate dining areas will be assigned for each year group.</li> <li>Queuing system to be rationalised to maintain social distancing and year group bubbles.</li> <li>Pupils may bring their own packed lunch.</li> <li>The quad and the tennis courts to be assigned to year groups on lunch for outside space. Students to be able to remain in their dining spaces.</li> <li>Shared staff spaces (staffroom and L9) will be set up to help staff to distance from each other. Use of staff rooms will be minimised, although staff must still have a break of a reasonable length during the day.</li> <li>Face shields will be provided for staff providing lunch time duty within the dining areas.</li> </ul>			

		<p><b>Measures elsewhere</b></p> <ul style="list-style-type: none"> <li>• Groups will be kept apart – we will avoid large gatherings such as assemblies or collective worship.</li> <li>• To reduce movement around the building, wherever possible, groups/classes will remain in the same classroom(s) as much as possible with teachers moving between classes rather than pupils.</li> <li>• Where there are multiple stairways to upper floors, these will be allocated and marked/signed as an ‘up stairway’ and a ‘down stairway’ where practical.</li> <li>• Floor marking tape will also be used where queues may develop e.g Dining hall</li> <li>• Lockers will not be brought back into use</li> <li>• Normal shielding will be used for reception staff – A new shield is in place over the window. Measures that we put in place for the phased re-opening will continue as well as additional shields between desks.</li> <li>• Desks/workstations will allow staff to maintain social distancing wherever possible. Screens to be put up where not possible. Offices have been re-arranged to provide social distancing.</li> <li>• Staff have assigned desks so no hot desking in place for office staff. Where not possible to clean the workstation after use.</li> <li>• Keep distance between individuals when speaking or sharing a room, regularly wash hands and sanitise surfaces when the individual leaves including telephones, keyboards/mice etc.</li> <li>• Number of staff in the photocopying room is limited to a maximum of 3 people. social distancing must be maintained, and equipment wiped down after use.</li> <li>• Keypads or electronic entry systems are to be regularly sanitised throughout the day where different staff/visitors are entering or leaving the school.</li> <li>• Plan work to minimise contact between staff and avoid face-to-face contact. Where possible, staff working together (such as site teams for example) should work side by side or facing away from each other as opposed to face</li> </ul>			
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		<p>to face. Where face-to-face contact is essential, this must be kept to a minimum.</p> <ul style="list-style-type: none"> <li>• Where staff are required to sign in/out, use your own pen</li> <li>• Reduce transmission through contact with objects that come into school such as post and deliveries and limit those accepting and putting away deliveries.</li> <li>• Cleaning procedures implemented for goods and merchandise entering the site.</li> <li>• Encourage increased handwashing and introducing more handwashing facilities for staff handling goods and merchandise or providing hand sanitiser where this is not practical.</li> <li>• Restrict non-business deliveries, e.g. personal deliveries to workers.</li> </ul> <p><b>Measures for arriving at and leaving school</b></p> <ul style="list-style-type: none"> <li>• Under no circumstances must <b>anyone</b> displaying symptoms of COVID-19 attempt to enter the school site. This information will be included in the letter to parents, suppliers and contractors prior to the school opening. Notice to be displayed on the main school entrance door. All parents will be asked to confirm this when dropping off their child.</li> <li>• We will encourage parents and pupils to walk or cycle to school where possible.</li> <li>• Where possible pupils will be asked not to arrive on site until 8.30 and report to their external zones immediately to minimise potential bubble mixing. Staged dismissal from period 5, entrance to be zoned e.g. Y10 and Y11 to have the tennis courts , Y8 to congregate at F Block – Y7 to have the quad and Y9 by the Power station. SBE and SLT to</li> </ul>	<p>Explore a regular alert to parents over not sending pupils in with symptoms</p>		

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		<p>move pupil to form each day. This will need to be in place also on wet days therefore children must bring a coat.</p> <ul style="list-style-type: none"> <li>Parents may only enter the site with agreement by the Head teacher and appointments must be made prior to the visit. Parents may, however, telephone the school at any time should they have any concerns or issues of which the school need to be informed.</li> <li>Used PPE and any disposable face coverings that staff or children arrive wearing will be placed in a refuse bag and disposed of as normal domestic waste unless the wearer has symptoms of COVID-19 in which case it will be disposed of in accordance with the <a href="#">guidance on cleaning for non-healthcare settings</a>. Any non-disposable washable cloth face coverings that staff or children are wearing when they arrive at school must be removed by the wearer and placed into a plastic bag that the wearer has brought with them in order to take it home. The wearer must then wash their hands. Staff, children, and parents will be so instructed. Refer to <a href="#">safe working in education, childcare and children’s social care –</a></li> </ul> <p><b>Transport</b></p> <p><b><u>Dedicated school transport, including statutory provision</u></b></p> <ul style="list-style-type: none"> <li>All are advised to adopt a social distance of 2m from people outside their household or support bubble, or a ‘1m plus’ approach where this is not possible (refer to <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a>).</li> <li>Ensure that a clear message is given to pupils about their general socialising behaviour beyond the school gates i.e. not congregating in large groups etc.</li> </ul>			

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		<p><b><u>Wider public transport</u></b></p> <ul style="list-style-type: none"> <li>• The use of public transport, particularly in peak times, should be kept to an absolute minimum.</li> <li>• We will encourage parents, staff and pupils to walk or cycle to school if at all possible.</li> <li>• Pupils using public transport unaccompanied will be reminded that all passengers must wear a face covering.</li> <li>• Car sharing to and from work/school is not currently advised unless the individuals are from the same household (or support bubble).</li> <li>• Ensure that a clear message is given to pupils about their general socialising behaviour beyond the school gates i.e. not congregating in large groups etc.</li> </ul> <p><b>Other considerations</b></p> <ul style="list-style-type: none"> <li>• Pupils with SEND will receive specific help and preparation for the changes to routine that this will involve, so teachers and SENCo's will plan to meet these needs, e.g. using social stories.</li> <li>• Schools, local authorities, health professionals, regional schools commissioners and other services should work together to ensure that children with medical conditions are fully supported, including through the use of individual healthcare plans, so that they may receive an education in line with their peers. In some cases, the pupil's medical needs will mean this is not possible, and educational support will require flexibility.</li> <li>• Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists,</li> </ul>	<p>DfE <a href="#">Supporting Pupils at School with Medical Conditions</a> remains in place.</p>		

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		<p>therapists, clinicians, and other support staff for pupils with SEND should provide interventions as usual.</p> <ul style="list-style-type: none"> <li>• For individual and very frequently used equipment, such as pencils and pens, staff and pupils should have their own items that are not shared.</li> <li>• Classroom based resources, such as books and games, can be used and shared within the bubble; these will be cleaned regularly, along with all frequently touched surfaces.</li> <li>• Pupils should still limit the amount of equipment they bring into school each day to essentials such as lunch boxes, hats, coats, books, stationery, sun protection and mobile phones. Bags are allowed.</li> <li>• Pupils and teachers can take books and other shared resources home, although unnecessary sharing must be avoided, especially where this does not contribute to pupil education and development. Where possible electronic submission for assessed work is the preferred option.</li> </ul> <p><b>Cleaning throughout the day</b></p> <ul style="list-style-type: none"> <li>• A new cleaning schedule has been identified and generally enhanced, including more frequent cleaning of rooms where there is student movement (KS4) / shared areas that are used by different groups (Dining room, Hall, Toilets and PE) frequently touched surfaces being cleaned more often than normal.</li> <li>• A cleaning log to track cleaning frequency for bathrooms, classrooms, and communal areas, will be implemented</li> <li>• Schedule frequent cleaning of resources such as IT equipment and any possible shared equipment. Rooms to be provided with anti-bacterial wipes to clean and wipe down equipment.</li> </ul>			

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		<ul style="list-style-type: none"> <li>• Regularly check stocks of cleaning supplies and purchase additional supplies, as necessary.</li> <li>• Use disposable cloths or paper roll and disposable mop heads for use in areas where there has been a reported case, disposing of after use.</li> <li>• Avoid creating splashes and spray when cleaning.</li> <li>• Classrooms will be decluttered with only the minimum items left on work and other surfaces. This allows for more intensive cleaning and reduces the risk of the virus landing on multiple surfaces. <b>(Clean desk policy)</b></li> <li>• <b>Frequently touched surfaces should be wiped down at the beginning or end of the day and an increase</b></li> <li>• Telephones, keyboards/mice, light switches, electronic entry systems, computer equipment, etc., will be cleaned with anti-viral wipes on a regular basis.</li> <li>• All bins will be lined, and the liner removed at the end of the day, sealed/knotted and placed in the main waste container.</li> <li>• Double bin bags to be placed in the external bins</li> <li>• Ensure arrangements are in place for the disposal of clinical and general waste where required. Plan for the daily removal and safe disposal of rubbish.</li> <li>• A separate plan has been drawn up for Cleaning staff/activities and cleaning areas where a person with possible or confirmed coronavirus (COVID-19) has spent time/passed through <b>(see plan)</b></li> </ul> <p><b>Wraparound care provision</b></p> <ul style="list-style-type: none"> <li>• No breakfast club will take place until further notice.</li> </ul>			

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		<ul style="list-style-type: none"> <li>Extracurricular activities have been rationalised by Year group – Plan in place by Head of PE, Other activities cannot take place</li> <li>Our Wraparound Care provision will ensure they are following <b>the same</b> protective measures being taken by school during the day and work with school to follow our arrangements, such as keeping children in the same year groups or bubbles that they are in during the school day where possible. If it is not possible to maintain bubbles being used during the school day then will use small, consistent groups. Refer to <a href="#">Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak.</a></li> <li>As with physical activity during the school day, contact sports should not take place.</li> </ul> <p><b>School uniform</b></p> <ul style="list-style-type: none"> <li>Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.</li> <li>Pupils will be expected to attend in full uniform, Pupil support will address any concerns where standards are not adhered to</li> </ul> <p><b>Curriculum</b></p> <ul style="list-style-type: none"> <li>All pupils – particularly disadvantaged, SEND and vulnerable pupils must be given the catch-up support needed to make substantial progress by the end of the academic year. The key principles that underpin curriculum planning are:</li> </ul>	Cooler temperatures and impact on uniform will be monitored with consideration.		

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		<ul style="list-style-type: none"> <li>• education is not optional: all pupils receive a high-quality education that promotes their development and prepares them for the opportunities, responsibilities, and experiences of later life.</li> <li>• the curriculum remains broad and ambitious: all pupils continue to be taught a wide range of subjects, maintaining their choices for further study and employment.</li> <li>• remote education is planned for with a combination of TEAMS live lessons and use of Satchel 1. Teams will be used in case of a year group or school wide lockdown. Satchel 1 for individual cases. We will also utilise Century Learning for CORE subjects, Also, investment in GCSE POD has enabled further enhancement of on line</li> <li>• Head of departments will utilise the tracker to enable catch up and clear starting points</li> <li>• Many HoDs attended a webinar on recovery curriculum delivered by Mary Myatt</li> <li>• Staff training has been done from teams and also PIXL webinars to continue to develop and strengthen teaching and learning and the curriculum</li> <li>• Practical subjects are moving theory lessons for at least the first term. Strong knowledge underpins the ability to make accelerated progress, practical elements will return as soon as is safe, the intention is to return to a fully normal curriculum by 2021</li> <li>• Early entry for Y10 2021 will not go ahead</li> </ul> <p><b><u>Physical Education, School Sport and Physical Activity (PESSPA)</u></b></p> <ul style="list-style-type: none"> <li>• PC has designed a safe curriculum for CORE PE</li> </ul>			

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		<ul style="list-style-type: none"> <li>Pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</li> <li>Outdoor sports will 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.</li> </ul> <p><b><u>Science and D&amp;T</u></b></p> <ul style="list-style-type: none"> <li>For guidance regarding Science and D&amp;T in relation to preparing to re-open and running practical activities, refer to CLEAPSS Guidance:</li> <li>Science and DT Practical lessons are not been carried out during term one and will be reviewed by CH, MW in line with CLEAPS (Variation KS4 Practical will be used for GCSE subjects in DT in line with CLEAPS)</li> <li><b>GL345</b> – Guidance for science departments returning to school after an extended period of closure</li> <li><b>GL336</b> – CLEAPSS Advice during the COVID-19 / Coronavirus Pandemic</li> <li><b>GL347</b> - Guidance for D&amp;T departments returning to school after an extended period of Closure</li> <li><b>GL344</b> - CLEAPSS Guide to doing practical work in a partially reopened school – D&amp;T, food and Art</li> <li><b>GL346</b> - Equipment and machine maintenance during Extended Closure</li> </ul> <p><b>Peripatetic teachers</b></p> <ul style="list-style-type: none"> <li><b>Music lessons are going ahead and are falling socially distance and PPE guidelines</b></li> <li><b>Careers support has been continuing – 2 metre distance rule applies</b></li> </ul>	<p><b>Music, Dance and Drama</b> Relevant heads of department will be given government guidance for them to review appropriateness of practical lessons.</p> <p><a href="#">Working safely during coronavirus (COVID-19) for performing arts</a>.</p>		

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Inadequate contingency plans for outbreaks and local lockdown	All staff and students  Inadequate planning in place for remaining open for vulnerable children/children of critical workers and for providing remote education to those students at home	While the aim is to have all pupils back at school in the autumn, we will also need to plan for the possibility of a local lockdown and how we will ensure continuity of education. <ul style="list-style-type: none"> <li>For individuals or groups of self-isolating pupils, remote education plans will be put in place using satchel 1 and century as the platform. A rota has been drawn up for live remote teaching. <b>Training has taken place in teams. Our online provision is well established and has been successful throughout the third lockdown.</b></li> <li>A local lockdown may involve a return to remaining open only for vulnerable children and the children of critical workers and providing remote education for all other pupils – <b>The plan enacted in January will be re used as is what successful</b></li> <li>Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, we will ensure we have the capacity to offer <b>immediate</b> remote education. In this case staff will continue their lessons but through teams</li> <li>Our Emergency/Contingency Plan(s) will be reviewed/updated to reflect our plans should there be a spike in infections and schools are advised to temporarily close (local lockdown). This must enable us to: <ul style="list-style-type: none"> <li>use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos, and that is linked to the school’s curriculum expectations;</li> </ul> </li> </ul>	Refer to <a href="#">Local lockdowns: guidance for education and childcare settings</a>		

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		<ul style="list-style-type: none"> <li>- give access to high quality remote education resources;</li> <li>- provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access; <b>(all our vulnerable Y10 have been provided with a laptop)</b></li> <li>• When teaching pupils remotely, we will:               <ul style="list-style-type: none"> <li>- Utilise live teaching from Teams</li> <li>- Set assignments on Satchel 1</li> <li>- Use century learning to support learning in Core subjects</li> <li>- Make use of Oak learning academy where possible</li> <li>- Use GSCE Pod and set assignments here to stretch learning</li> <li>-</li> </ul> </li> </ul>	<p>Continue to investigate external tutoring programmes</p> <p>SEND TEAM to devise home learning plan to meet individual needs</p> <p>TA to devise plans to ensure vulnerable children are supported when learning remotely.</p> <p>Refer to <a href="#">Remote education during Coronavirus (Covid-19)</a></p>		
Poor or inappropriate behaviour and attendance	All building users  Infection spread leading to serious respiratory illness, death	<p><b>Behaviour</b></p> <ul style="list-style-type: none"> <li>• Our Behaviour policy will be updated with any new procedures.</li> <li>• We will set out clearly at the earliest opportunity the consequences for poor behaviour and deliberately breaking the rules and how we will enforce those rules including any sanctions.</li> <li>• We will work with staff, pupils, and parents to ensure that behaviour expectations are clearly communicated, understood, and consistently supported, taking account of individual needs and we will also consider how to build new expectations into our rewards system.</li> <li>• Some students will have had an adverse experience. We will have to identify through briefings and school</li> </ul>	SB and TA to keep all systems and procedures under constant review		

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		<p>communications systems. Pastoral support will liaise closely with families to support reintegration back to school</p> <ul style="list-style-type: none"> <li>• TA and team will lead the liaison with external agencies to provide SEMH support for children who have suffered a range of loss, bereavement or are identified as needing additional support</li> <li>• The disciplinary powers that schools currently have, including exclusion, remain in place. Permanent exclusion will only be used as a last resort. Where a child with a social worker is at risk of exclusion, their social worker will be informed and involved in relevant conversations.</li> <li>• Any disciplinary exclusion of a pupil, even for short periods of time, must be consistent with the relevant legislation.</li> </ul> <p><b>Attendance</b></p> <ul style="list-style-type: none"> <li>• SB will lead the school attendance strategy</li> <li>• <b>School attendance will be mandatory again from the return to school.</b> From that point, the usual rules on school attendance will apply.</li> </ul>			
Inadequate arrangements in place for managing off-site visits	<p>Staff and pupils on school trips</p> <p>Infection spread leading to serious respiratory illness, death</p>	<ul style="list-style-type: none"> <li>• There is no intention to carry out an Off-Site visits currently, this will be reviewed in line with government guidance.</li> </ul>	<p>Refer to <a href="#">health and safety guidance on educational visits</a> when considering visits.</p> <p>As normal, we will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, we will consider what control measures need to be used and ensure we are aware of wider advice</p>		

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			on visiting indoor and outdoor venues.		
Inadequate staffing ratios, staff availability and recruitment	Staff and pupils  Inadequate supervision of children, access to DSLs and inadequate statutory first aid or medical provision	<p><b>Ratios and Qualifications</b></p> <ul style="list-style-type: none"> <li>• We will undertake an appropriate audit to ensure staffing levels are appropriate.</li> <li>• We have contingency plans in place should staff be absent as a result of COVID-19. Our possible approaches to managing a shortfall in staffing include: <ul style="list-style-type: none"> <li>- We will ensure that appropriate support is made available for pupils with SEND, e.g. by deploying teaching assistants and enabling specialist staff from both within and outside the school to work with pupils in different classes or year groups.</li> <li>- We use volunteers from the Teaching staff who are under allocation to provide support</li> <li>- TAs may also be deployed to lead groups or cover lessons.</li> <li>- SA and LW will review needs of pupils with EHC plans to ensure support is maintained</li> <li>- In exceptional circumstances we can continue to engage supply teachers and other supply staff during this period</li> <li>- Where it is necessary to use supply staff and peripatetic teachers, they will be expected to comply with our arrangements for managing and minimising risk</li> <li>- We are hosting ITT trainees; we will treat them as fixed term member of staff in terms of the RA.</li> </ul> </li> <li>• Ensure all staff are aware of who the DSL's are in school and know the procedures for reporting any incidents.</li> </ul>	<p>Refer to <a href="#">making the best use of teaching assistants</a>.</p> <p>Best endeavours' means to identify and take all the steps possible within your power, which could, if successful, ensure there is a paediatric first aider on site when a setting is open, as per the usual EYFS requirement on PFA.</p> <p>If asked to do so, we should be able to explain why the first aider hasn't been able to requalify and demonstrate what steps have taken to access the training. The school or certificate holders must do their best to arrange</p>		

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		<ul style="list-style-type: none"> <li>• Ensure that more staff are first aid trained to support with administering first aid and medication</li> <li>• Medical support officer to update all records pertaining to children who require medical support as part of their normal day. This to be shared with KM and the pupil support team in case of medical officers' absence</li> <li>• Full PPE to be provided to GR</li> </ul> <p><b>Staff taking leave</b></p> <ul style="list-style-type: none"> <li>• As would usually be the case, staff will need to be available to work in school from the start of the Summer term.</li> <li>• There is a risk that where staff travel abroad, their return travel arrangements could be disrupted due to factors arising beyond their control in relation to coronavirus (COVID-19), such as the potential for reinstatement of lockdown measures in the place they are visiting.</li> <li>• Where it is not possible to avoid a member of staff having to quarantine during term time, we will consider if it is possible to temporarily amend working arrangements to enable them to work from home. If it is not possible other measures will be explored</li> </ul> <p><b>Recruitment</b></p> <ul style="list-style-type: none"> <li>• <b>Recruitment for September 2021 is being planned</b></li> <li>• <b>recruitment as required may have to be carried out remotely</b></li> <li>• We will continue to adhere to the legal requirements regarding pre-appointment checks (Keeping Children Safe in Education). During the summer, safeguarding checks can be carried out remotely as set out in <a href="#">coronavirus (COVID-19): safeguarding in schools, colleges and other providers.</a></li> </ul>	<p>requalification training at the earliest opportunity.</p> <p>Where it is not possible to have a DSL or Deputy physically in school, arrangements may be made for the DSL to be contactable via phone or video link if they are working from home. Alternatively, arrangements may be made with an alternative school to use the expertise of their DSL. Further advice can be found in <a href="#">‘Safeguarding in schools’</a></p> <p>The latest guidance on quarantine can be accessed at <a href="#">coronavirus (COVID-19): how to self-isolate when you travel to the UK.</a></p> <p>Refer to <a href="#">experience of implementing interviews remotely</a> and <a href="#">how to prepare for remote interviews</a></p>		

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Visiting children in their own homes and contact with COVID-19 virus	Staff Infection spread leading to serious respiratory illness, death	<ul style="list-style-type: none"> <li>Should a situation arise where a child requires a home visit particularly in relation to safeguarding concerns, we will adhere to guidance issued in the Government document <a href="#">Safe working in education, childcare and children's social care settings, including the use of PPE.</a></li> </ul>	TA and SB to review home visiting risk assessments.		
Visitors & spread of Covid-19 virus	All building users, visitors/ parents, contractors/ maintenance personnel  Infection spread leading to serious respiratory illness, death	<ul style="list-style-type: none"> <li>Visitors to the premises will be discouraged and meetings held remotely where possible. Visitors will be by appointment only.</li> <li>In instances where we need to use other essential professionals such as social workers, speech and language therapists or counsellors, or professionals to support delivery of a child's EHC plan, we will assess whether the professionals need to attend in person or can do so virtually. If they need to attend in person, they should closely follow the protective measures in the school, and the number of attendances should be kept to a minimum. Where possible to do so, social distancing should be maintained.</li> <li>Site guidance on physical distancing and hygiene is explained to visitors on or before arrival.</li> <li>Access to contractors/external maintenance personnel will only be granted by arrangement for <b>essential maintenance / statutory inspection</b> needs only – see also 'Lack of building/ property maintenance – preparing to re-open' section below.</li> </ul>	Undertake effective liaison with contractors <b>BEFORE</b> they attend site – ask contractors to provide key information in relation to how they are managing infection control. Contractors should be working to		

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		<ul style="list-style-type: none"> <li>• <b>In an emergency situation</b> where access is required urgently to undertake maintenance - appropriate hygiene and social distancing arrangements must be followed.</li> <li>• A record will be kept of all visitors.</li> <li>• Staff must notify the office by noon of the day before of any intended visitors.</li> <li>• Visitor badges will be made up in advance of arrival</li> <li>• The office will confirm arrival and departure times.</li> <li>• When visiting a member of the staff member must collect the visitor promptly.</li> <li>• All visitors must use hand-sanitiser on arrival and departure.</li> </ul>	<a href="#">Construction Leadership Council - Site-Operating-Procedures</a>		
Lack of wellbeing management for pupils	All pupils  Mental ill health	<ul style="list-style-type: none"> <li>• TA and the pupil support team will need to consider how to support: <ul style="list-style-type: none"> <li>- individual children who have found the long period at home hard to manage;</li> <li>- those who have developed anxieties related to the virus;</li> <li>- those about whom there are safeguarding concerns;</li> <li>- those who may make safeguarding disclosures once they are back in schools;</li> <li>- children from black, Asian and minority ethnic (BAME) communities and their families who may be at increased risk of serious ill-health as a result of contracting COVID-19. They may have additional or heightened worries about returning to school;</li> <li>- those who have experienced bereavements in their immediate family or wider circle of friends or family or had increased/new caring responsibilities.</li> </ul> </li> <li>• PSHCE has now been timetabled in normal curriculum to support addressing many issues around anxiety, learning processes and wellbeing</li> </ul>	Refer to <a href="#">DfE - Supporting pupil and student mental wellbeing and teaching about mental wellbeing</a> ,  Refer to <a href="#">BAMEed Network guidance</a> for assistance in completing an individual risk assessment before affected pupils return to school.		

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		<ul style="list-style-type: none"> <li>• PIXL edge programme will support in addressing character education.</li> <li>• We will also provide more focused pastoral support where issues are identified that individual pupils may need help with, drawing on external support where necessary and possible.</li> <li>• We will also consider support needs of particular groups we are already aware need additional help (e.g. children in need), and any groups that identify as newly vulnerable on their return to school.</li> <li>• We will work closely with the school nursing services to: support the health and wellbeing of our pupils, and to ensure delivery of the healthy child programme (which includes immunisation), identifying health and wellbeing needs which will underpin priorities for service delivery.</li> <li>• We will inform all parents of the measures we are putting in place to make school a safe place. For those families with additional concerns the pupil support team will have private conversations with them.</li> <li>• If safeguarding issues come to light, they will be addressed using the school's Child Protection Policy.</li> </ul>	TA to review and update school's Safeguarding and Child Protection policy in line with Keeping Children Safe in Education		
Lack of wellbeing management for staff	All staff  Mental ill health	<ul style="list-style-type: none"> <li>• Line-management meetings will include a standard item agenda for discussion around well-being.</li> <li>• Staff are encouraged to focus on their own wellbeing.</li> <li>• Regard will be given to ensuring staff who are BAME (Black, Asian, and Minority Ethnic) and those with existing health conditions (but do not fall into the category of critically vulnerable) are appropriately supported via individual Risk assessments.</li> </ul>	<p>Refer to <a href="#">extra mental health support for pupils and teachers</a>.</p> <p>Refer to <a href="#">BAMEed Network guidance</a> for assistance in completing an individual risk assessment before affected staff return to work.</p>		

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		<ul style="list-style-type: none"> <li>• Workload will be carefully managed, and the school will assess whether staff who are having to stay at home due to health conditions are able to support remote education, while others focus on face-to-face provision.</li> <li>• We may need to alter the way in which we deploy staff and use existing staff more flexibly to welcome back all pupils and support colleagues mental health needs. We will discuss and agree any changes to staff roles with individuals.</li> <li>• We will monitor the wellbeing of people who are working from home and help them stay connected to the workforce.</li> <li>• We will consider how to support the mental wellbeing of our staff who are returning after a significant period of either home working or shielding Where work-related issues present themselves. We will sign post staff to use the assistance through the staff absence insurance.</li> </ul>	<p>Refer to the DfE <a href="#">workload reduction toolkit</a> and <a href="#">case studies to support remote education</a></p> <p><a href="#">Education Support Partnership</a> provides a free helpline for school staff and targeted support for mental health and wellbeing.</p>		
Inadequate communications with and training of staff	All staff  Staff do not understand safety procedures	<p><b>Returning to work and Ongoing communications</b></p> <ul style="list-style-type: none"> <li>• We will ensure all staff understand coronavirus related safety procedures.</li> <li>• We will provide clear, consistent, and regular communication to improve understanding and consistency of ways of working amongst staff.</li> <li>• We will engage with staff through existing communication routes and staff representatives to explain and agree any changes in working arrangements. We will set up a COVID email address for staff to raise concerns which will be reviewed weekly.</li> <li>• We will develop communication and training materials for staff prior to returning to site, especially around new procedures for arrival at work.</li> </ul>			

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		<ul style="list-style-type: none"> <li>We will ensure all staff are kept up to date with how safety measures are being implemented or updated.</li> </ul>			
<p>Fire and emergencies</p> <p>Inability to operate emergency systems or procedures</p>	<p>All building users, contractors/main tenance personnel Injury sustained due to fire or emergency evacuation</p>	<ul style="list-style-type: none"> <li>7<sup>th</sup> September full review of fire procedures took place with KM and Fire officer due to site limitations</li> <li><b>In preparing for reoccupation, review the fire risk assessment and the fire management arrangements contained within it. Not only should this review consider any changes to fire safety systems and equipment (see 'Lack of building/ property maintenance – preparing to re-open' section below), but also issues such as adequate provision of fire wardens and the suitability of Personal Emergency Evacuation Plans (PEEPS) – especially if working hours are elongated and/or previous role holders are no longer available to continue.</b></li> <li>Consider whether assembly points need to be reviewed (or more points created to allow for social distancing) – how will the person in charge at each assembly point communicate with the others? How will pupils line up – is marking required? You may also need to make adjustments to your fire drill and practise it in the first week when pupils return.</li> <li>Regular fire updates provided to staff and pupils, particularly where pupils are not being taught in their 'normal classroom' so that they can familiarise themselves with the nearest fire route and ultimate exit.</li> <li>Review the first aid 'assessment of need' to ensure that it is still sufficient. Train additional staff in first aid <b>4 have been trained</b></li> </ul>	<p>Refer to advice on <a href="#">Fire safety in new and existing school buildings</a></p> <p>Brief rota staff on operation of fire and intruder alarms.</p>		

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		<ul style="list-style-type: none"> <li>• Where necessary, staff to undergo induction in the fire and emergency routines and accident/first aid procedures. Ensure staff are inducted/ familiarised with key emergency/ management information – e.g. security / access procedures, emergency, and fire risk etc.</li> <li>• All Fire and intruder alarms are tested weekly.</li> <li>• Medical Emergency GR informs the office to ring for an ambulance</li> <li>• Fire Emergency – once confirmed by KM – SBE/HM will contact Fire Brigade</li> <li>• Ensure that emergency cut-off points for water, gas and electric are clearly marked and known by the senior member of staff and that details of emergency contacts for utilities are readily available. SBE to ring KM if KM is isolating</li> <li>• Propping fire doors open by any other means other than proprietary hold open devices triggered by the fire alarm is normally not permitted. <b>However</b>, as a temporary measure, all reasonable methods of preventing infection spread will need to be introduced. The risk of a fire starting is probably lower than the risk of infection spread.</li> <li>• Where fire doors are temporarily held open, these will be closed by a member of staff using the room in the event of the fire alarm activating.</li> <li>• Use wedges to hold open doors – these can be easily kicked out should there be an emergency situation. Only hold doors open where access through them is required during the day and where the room beyond is occupied. This will reduce the risk of contamination. Rooms which are not being used will have the doors closed at all times.</li> </ul>	<p>Make available the codes on and off site and ensure all know how to access should it be required.</p> <p>Ensure key staff know gas, water &amp; electric cut-off points and how to operate them.</p> <p>Review fire doors appropriate to setting. We will consider installing proprietary hold open devices triggered by the fire alarm as a longer-term objective. This must be the case for critical fire doors e.g. cross corridor</p> <p>Train staff in the correct procedures in the event of fire emergency – repeat as necessary – monitor via fire drills</p>		

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		<ul style="list-style-type: none"> <li>At the end of each day, <b>ALL</b> fire doors <b>must</b> be closed. Wipe down contact points with a proprietary cleaning product ready for the next day.</li> <li>Where possible windows should be shut as part of the Fire Evacuation procedures for each room. This can be done by the Teacher or responsible pupil asked to do it if they are sat by the windows</li> </ul>			
<p>Lack of building/ property maintenance – preparing to re-open</p> <p>Faulty equipment services leading to injury or death</p>	<p>All building users, contractors/main tenance personnel</p>	<p>It is important that, prior to reopening for the autumn term, all the usual pre-term building checks are undertaken to make the school safe.</p> <p><b>Health &amp; Safety Inspections</b></p> <ul style="list-style-type: none"> <li>All routine in-house monitoring, testing and inspection to commence / continue as normal.</li> </ul> <p><b>Fire Safety Systems</b></p> <ul style="list-style-type: none"> <li>All fire safety equipment has been external tested and verified</li> </ul> <p><b>Water management – control of Legionella bacteria</b></p> <ul style="list-style-type: none"> <li><b>Water systems</b></li> <li>The system has remained operational and checks have continued throughout lockdown</li> <li><b>Drinking water</b></li> <li>The system has remained operational and checks have continued throughout lockdown</li> <li><b>Hot water services</b></li> <li>The system has remained operational and checks have continued throughout lockdown</li> </ul>	<p>Refer to DfE <a href="#">Managing school premises during the coronavirus outbreak</a> and the Chartered Institute of Building Services Engineers’ guidance on <a href="#">emerging from lockdown</a></p> <p>Refer to <a href="#">Managing school premises during the coronavirus outbreak</a> and <a href="#">HSE: Legionella Risks during the Coronavirus Outbreak</a></p> <p>Schools to contact the competent organisation that carried out the last Legionella Risk Assessment for advice and/or to carry out any necessary recommissioning work</p>		

		<p><b>Ventilation</b></p> <ul style="list-style-type: none"> <li>• Natural ventilation via windows or vents should be used as far as possible and where available occupied room windows (particularly classrooms) should be open.</li> <li>• The system has remained operational and checks have continued throughout lockdown</li> <li>• To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate: <ul style="list-style-type: none"> <li>- opening high level windows in preference to low level to reduce draughts.</li> <li>- increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused);</li> <li>- providing flexibility to allow additional, suitable indoor clothing (see also ‘school uniform’ above);</li> <li>- rearranging furniture where possible to avoid direct draughts.</li> </ul> </li> </ul> <p><b>Asbestos Containing Materials (ACMs)</b></p> <ul style="list-style-type: none"> <li>• All the Asbestos checks have been completed in July and no issues were found</li> </ul> <p><b>Restarting plant and equipment</b></p> <ul style="list-style-type: none"> <li>• All plant and equipment have been in continuous use throughout lockdown and the summer except for some items within the school kitchen.</li> <li>• Catering equipment will be restarted three days before the start of term</li> </ul> <p><b>Statutory inspections</b></p> <ul style="list-style-type: none"> <li>• All inspections will continue as part of the normal inspection schedule but with due consideration to social distancing measures</li> </ul>	<p>Refer to the HSE <a href="#">air conditioning and ventilation during the coronavirus outbreak</a></p>		
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Inadequate cleaning (premises/ surfaces/ clothing) leading to spread of Covid-19 virus	All building users, visitors/ parents, contractors/main tenance personnel, <b>especially cleaning and site staff</b> Infection spread leading to serious respiratory illness, death	<p><b>Start and End of Shifts</b></p> <ul style="list-style-type: none"> <li>• Car Sharing to and from work is not currently advised unless the individuals are from the same household or <a href="#">support bubble</a>.</li> <li>• Staff are encouraged to avoid using public transport to get to school and to walk, cycle or drive to school wherever possible.</li> <li>• In line with <a href="#">Coronavirus Covid-19 safer travel guidance for passengers</a> it is mandatory to wear a face covering if you need to use public transport. It is important to use face coverings properly (<a href="#">How to wear &amp; make a cloth face covering</a>) and wash your hands before putting them on and after taking them off.</li> <li>• There is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting.</li> <li>• If staff do change, at the end of the shift, the work clothes should be removed and bagged to take home. 'Home' footwear should be worn.</li> <li>• On returning home, work clothes should be washed in accordance with the manufacturer's instructions.</li> </ul> <p><b>Cleaning routines</b></p> <ul style="list-style-type: none"> <li>• Staff instructed to observe social distancing in line with government guidance.</li> <li>• Keep distance between individuals when speaking or sharing a room, regularly wash hands and sanitise surfaces when the individual leaves.</li> <li>• Staff are not to congregate during break times; staggered break times will be devised so that staff can continue to practice social distancing when taking breaks.</li> </ul>	<p>Ensure all staff understand how to wash hands correctly - Posters around the school as appropriate.</p> <p>Ensure all sinks have necessary stock &amp; restock as necessary.</p>		

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		<ul style="list-style-type: none"> <li>• Everyone will be reminded to wash their hands before leaving home, on arrival at the premises and before and after handling cleaning chemicals, eating/drinking, using the toilet, using public transport and after coughing or sneezing and not to touch face (eyes, mouth, nose) with hands that are not clean.</li> <li>• Site staff may have their working hours amended. Cleaning hours may also be amended to allow more hours in the school day, with one cleaner designated to clean door handles etc. from 12noon onwards, using a suitable cleaning chemical. (Amend as necessary)</li> <li>• Define a new cleaning schedule that ensures cleaning is generally enhanced and includes more frequent cleaning of rooms / shared areas that are used by different groups, frequently touched surfaces being cleaned more often than normal.</li> <li>• Implement a cleaning log to track cleaning frequency for bathrooms, classrooms and communal areas.</li> <li>• Regularly check stocks of cleaning supplies and purchase additional supplies as necessary.</li> <li>• All cloths and mop-heads are to be washed at the end of every shift.</li> <li>• Classrooms will be decluttered by school staff with only the minimum items left on work and other surfaces – this allows for more intensive cleaning and reduces the risk of the virus landing on multiple surfaces. <b>(staff guidance)</b></li> <li>• All bin liners will be removed at the end of the day, sealed/knotted and placed in the main waste container.</li> <li>• Disposable tissues will be available in each room for both staff and pupils.</li> </ul>	<p>Carry out inventory check of cleaning products and stock at regular intervals, restocking as necessary. Ensure contingency plans are in place to respond to any shortages in supply.</p>		

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		<ul style="list-style-type: none"> <li>• Arrangements are in place for the disposal of clinical and general waste where required. Plan for the daily removal and safe disposal of rubbish.</li> <li>• Where in place, toilet lids must be closed prior to flushing and remain closed after use.</li> <li>• Plan work to minimise contact between staff and avoid face-to-face contact. Where possible, staff working together (such as site teams for example) should work side by side or facing away from each other as opposed to face to face. Where face-to-face contact is essential, this should be kept to a minimum. Consideration should be given to wearing face coverings in this situation.</li> <li>• As much as possible, keep groups of staff working together in teams that are as small as possible. Changes have been made to site and kitchen teams</li> <li>• Wherever possible, cleaning and site staff should have their own equipment – where not possible, shared equipment will be cleaned between users.</li> <li>• Site/cleaning staff to minimise the amount of time they are in the office; cleaners start times will be staggered by 5 minutes to prevent s the whole team being in the office at once. A One-way system will be in place in the office.</li> <li>• Lift use to be minimised and person using the lift to wipe down surfaces after use</li> <li>• Cleaning teams will ensure adequate ventilation in the areas they are working e.g. by opening windows</li> <li>• Staff will be briefed regularly and in line with changes to government guidance.</li> </ul> <p><b>Cleaning an area where a person with possible or confirmed coronavirus (COVID-19) has spent time/passed through</b></p>	<p>Refer to PHE <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</p>		

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		<ul style="list-style-type: none"> <li>• The minimum PPE to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is disposable gloves and an apron.</li> <li>• PPE to be removed in a safe manner – in line with NHS/ Government guidance. All staff have been signposted to the youtube clip and posters describing the correct way to don and doff PPE are on the back of all cleaning store doors.</li> <li>• Once removed at the end of the cleaning shift, these will be double bagged, then stored securely for 72 hours then thrown away in the regular rubbish. Disposable items will be placed in the bin immediately. Rubber or washing-up gloves will be washed and dried properly before reuse. Hands must be washed with soap and water for 20 seconds after all PPE has been removed.</li> <li>• Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.</li> <li>• If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19) or a risk assessment of the setting indicates that a higher level of virus may be present then the need for additional PPE to protect the cleaner’s eyes, mouth and nose will be necessary. The local Public Health England (PHE) Health Protection Team (HPT) will advise on this.</li> <li>• All surfaces that a symptomatic person has come into contact with must be cleaned and disinfected, including: <ul style="list-style-type: none"> <li>- objects which are visibly contaminated with body fluids;</li> </ul> </li> </ul>	<p>Refer to <a href="#">Covid-19: Personal Protective Equipment (PPE)</a> and <a href="#">how to put PPE on and take it off safely</a> in order to reduce self-contamination</p> <p>Non-healthcare workers should be trained in the correct use of a surgical mask, to protect them against other people’s potentially infectious respiratory droplets when within 2m, and the mask use and supply of masks would need to be equivalent to that in healthcare environments. Refer to <a href="#">HSE Face Fit Testing Guidance</a></p>		

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		<ul style="list-style-type: none"> <li>- all potentially contaminated high-contact areas such as work surfaces, computer keyboards/mice, telephone, toilet areas, door handles, door push plates, bannisters, and stairwells.</li> <li>- Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles/plates and sanitary fittings, following one of the options below:               <ul style="list-style-type: none"> <li>- use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine</li> </ul> </li> <li>• Avoid creating splashes and spray when cleaning.</li> <li>• If it is possible, the area will be closed off and secure for 72 hours. After this time, the amount of virus contamination will have decreased substantially, and you can clean as normal with your usual products.</li> <li>• Waste will be stored safely and kept away from children. We will not put waste in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.               <ul style="list-style-type: none"> <li>- if the individual tests negative, this can be put in with the normal waste;</li> <li>- if the individual tests positive, then store it for at least 72 hours and put in with the normal waste.</li> </ul> </li> <li>• To dispose of waste from people with symptoms of COVID-19, such as disposable cleaning cloths, tissues and PPE:               <ul style="list-style-type: none"> <li>- put it in a plastic rubbish bag and tie it when full.</li> <li>- place the plastic bag in a second bin bag and tie it.</li> <li>- put it in a suitable and secure place marked for storage for 72 hours (as above).</li> </ul> </li> </ul>			

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		<ul style="list-style-type: none"> <li>If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.</li> <li>Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined above.</li> <li>When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning will be used.</li> <li>Any items that are heavily contaminated with body fluids and cannot be cleaned by washing will be disposed of.</li> </ul>			
Inadequate food hygiene procedures followed	<p>All with whom we have close contact – colleagues, school staff and pupils</p> <p>Potential infection spread to others, food poisoning, severe allergic reaction, death</p>	<ul style="list-style-type: none"> <li>A Food Safety Management System (FSMS) that includes existing food hygiene guidance (<a href="#">FSA: Food-hygiene-for-your-business</a>) and HACCP processes will continue to be followed.</li> <li>Where you have made changes to your routine ways of working in response to COVID-19 it is important to review your HACCP (<a href="#">FSA: HACCP</a>) procedures to consider and reflect any impact from these changes on food safety. Refer to the <a href="#">FSA: Re-opening and adapting your food business during Covid-19</a>).</li> <li>Continue to follow the Food Standard Agency's (FSA) <a href="#">Guidance on good hygiene practices</a> in food preparation and our Hazard Analysis and Critical Control Point (HACCP) processes.</li> <li>Individuals returning to work after an absence of 2 or more days for whatever reason will benefit from a screening process for fitness to work using a monitored screening</li> </ul>	<p>Refer to <a href="#">Safer food better business</a> for guidance on expected food hygiene standards.</p> <p>The <a href="#">FSA Safe Method checklist</a> allows employers to assess the personal hygiene and fitness to work practices in their workplace.</p>		

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		<p>questionnaire such as the full Fit to Work guidance (<a href="#">FSA: Fitness to work guide</a>) which has a sample questionnaire as Annex 3. Another useful resource is the <a href="#">PHE: Symptomatic Worker Flowchart</a> which describes steps to consider on return to work following a SARS-CoV-2 test if relevant.</p> <ul style="list-style-type: none"> <li>• Key safety points include being fit for work, washing hands and wearing aprons or other clean clothing as appropriate.</li> </ul> <p>Frequently clean and disinfect objects and surfaces that are touched regularly, using your standard cleaning products. .</p>			
Inappropriate arrangements in place for school meal operations	<p>All building users, particularly catering staff and pupils, contractors</p> <p>Infection spread leading to serious respiratory illness, death</p>	<p>Kitchens will be fully open from the start of the autumn term and normal legal requirements will apply about provision of food to all pupils who want it, including for those eligible for benefits-related free school meals or universal infant free school meals.</p> <p><b>Before re-opening</b></p> <ul style="list-style-type: none"> <li>• A deep clean will be undertaken by all catering staff in the last week of the <b>remote learning phase</b></li> <li>• Check all equipment (cookers, fridges, hobs) are working correctly. Check gas and water supply. Check waste systems are flushed and treated. Ensure dishwashers are in good working order and reaching suitable temperatures to sanitise plates and cutlery.</li> <li>• Checks and professional servicing/maintenance that is due or out of date took place in August 2020</li> <li>• Plan to provide a simple lunch menu with one main meal, one vegetarian (vegan) option and fruit or yoghurt for dessert.</li> <li>• Should normally catering staffing not be available we will move to a packed lunch system as a temporary measure.</li> </ul> <p><b>Start and End of Shift</b></p>			

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		<ul style="list-style-type: none"> <li>• Car Sharing to and from work is not currently advised unless the individuals are from the same household or support bubble.</li> <li>• Staff are encouraged to avoid using public transport to get to school and to walk, cycle or drive to school wherever possible.</li> <li>• In order to facilitate appropriate hand washing, staff should not wear jewellery other than a plain wedding band for work and should be bare below the elbow (sleeves can be rolled up for handwashing purposes); finger nails should be short and false nails removed. Any cuts or abrasions should be covered with a plaster.</li> <li>• Tie up long hair.</li> <li>• There is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting.</li> <li>• Staff should change into 'work clothes and shoes' on arrival. Work shoes can be left at the workplace for use the following day.</li> <li>• Ensure staff are not crowded in to changing facilities (allow for social distancing and avoid face to face interactions).</li> <li>• Where possible, work clothes should work clothes should be removed and bagged to take home.</li> <li>• On returning home, work clothes should be washed in accordance with the manufacturer's instructions.</li> </ul> <p><b>In the Kitchen</b></p> <ul style="list-style-type: none"> <li>• Maintain social distancing and reduce contact where possible in kitchens and other food preparation areas.</li> <li>• Government Guidance for food businesses on coronavirus (COVID-19) will be followed.</li> </ul>			

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		<ul style="list-style-type: none"> <li>• Plan for the minimum number of staff needed on the premises to operate safely and effectively have been completed.</li> <li>• Where possible staggered arrival and departure times for kitchen staff have been put in place.</li> <li>• Allow kitchen access to as few people as possible.</li> <li>• Keep distance between individuals when speaking or sharing a workspace - using back-to-back or side-to-side working (rather than face-to-face) whenever possible - avoid shoulder-to-shoulder working. DF has put a plan in place with assigned workbenches and equipment. Also, screen have been placed in between staff where possible.</li> <li>• Minimise access to walk-in pantries, fridges and freezers, e.g. with only one person being able to access these areas at one point in time.</li> <li>• Stagger break times to reduce pressure on the break rooms or places to eat. Use safe outside areas for breaks where possible.</li> <li>• Minimise interaction between kitchen staff and other workers, including when on breaks.</li> <li>• Ensure the kitchen is well ventilated, with window kept open whilst occupied and ventilation systems in good order.</li> </ul> <p><b>Food Service &amp; Dining</b></p> <ul style="list-style-type: none"> <li>• Two dining rooms have been created with two service stations that are socially distanced.</li> <li>• Only one-year groups at a time will be in each dining hall</li> <li>• Cutlery to be given by the staff to the pupils</li> <li>• Minimise contact between kitchen/serving staff and customers (staff/students) at points of service where appropriate e.g. use screens or tables at tills and counters</li> </ul>	<p>Refer to <a href="#">guidance for food businesses on coronavirus (COVID-19)</a> and the <a href="#">School Food Plan Alliance: School Food Checklist for Covid-19</a></p> <p>All staff will undergo training in relation to Covid-19 and the findings of this risk assessment. <b>Free</b> online training and resources are available from many suppliers including <a href="#">Food Alert</a> and <a href="#">Virtual College</a>. All kitchen staff and midday supervisors to be briefed on the plan and actions required of them.</p> <p>Display signage for staff explaining any new guidance</p>		

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		<p>to maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable).</p> <ul style="list-style-type: none"> <li>• Ensure clearing and waste stations allow for social distancing. Place plates &amp; cutlery into disinfectant bowls and ensure no food waste is returned to the kitchen.</li> <li>• No cash is handled – cashless catering.</li> </ul> <p><b>Personal Hygiene &amp; Kitchen cleaning throughout the day</b></p> <ul style="list-style-type: none"> <li>• All staff will be reminded to wash their hands often and before leaving home, on arrival at the premises, between tasks e.g. after collecting used plates for cleaning and before serving food, when moving between different areas of the workplace, and especially after being in a public place, handling chemicals, handling deliveries, handling cash, putting on or taking off PPE, eating/drinking, using the toilet, using public transport, handling tools/equipment handled by others and after coughing or sneezing and not to touch face (eyes, mouth, nose) with hands that are not clean.</li> <li>• Provide hand sanitiser at entry/exit points to the kitchen and do not use touch-based security devices such as keypads (or clean after each use).</li> <li>• Frequently clean and disinfect objects and surfaces that are touched regularly (handles, doors, taps, light switches, phones, storage bins, shared equipment), using your standard cleaning products.</li> <li>• Disposable aprons and gloves to be worn always for cleaning – use fresh PPE when moving from kitchen to other school areas – refer to ‘PPE’ below.</li> <li>• While food packaging is not known to present a specific risk, efforts should be made to ensure it is cleaned and handled in line with usual food safety practices.</li> </ul>			

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		<p><b>Incoming Deliveries</b></p> <ul style="list-style-type: none"> <li>• Provide site guidance on social distancing and hygiene on or before arrival - minimise person-to-person contact during deliveries.</li> <li>• Minimise contact during exchange of documentation, e.g. by using electronic payment methods and electronically signed and exchanged documents. No goods or food physically handed over.</li> <li>• Allocate pick-up and drop-off collection point, procedures, signage and markings.</li> <li>• Consider methods to reduce frequency of deliveries, e.g. by ordering larger quantities less often.</li> <li>• Ensure adequate cleaning procedures for goods and merchandise entering the site.</li> <li>• Encourage increased handwashing for staff handling goods and merchandise or providing hand sanitiser where this is not practical.</li> </ul>	<p>Refer to the Food Standards Agency's <a href="#">Safer food better business</a> guidance for further guidance on expected food hygiene standards.</p> <p>Check sufficient stocks of PPE such as disposable aprons, gloves (see 'PPE' below) and stock of cleaning and sanitising materials. Install additional handwashing/sanitising stations as required.</p>		
<p>Inadequate personal protection &amp; PPE leading to spread of Covid-19 virus to others.</p>	<p>All with whom we have close contact – colleagues, customers, delivery personnel</p> <p>Infection spread leading to serious respiratory illness, death</p>	<ul style="list-style-type: none"> <li>• We will support our workers in using face coverings safely if they choose to wear one. This means telling workers: <ul style="list-style-type: none"> <li>- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it;</li> <li>- when wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands;</li> <li>- change your face covering if it becomes damp or if you've touched it;</li> <li>- continue to wash your hands regularly;</li> <li>- change and wash your face covering daily;</li> </ul> </li> </ul>	<p><a href="#">Working safely during coronavirus (COVID-19)</a> states that PPE beyond what you usually wear is not beneficial. The exception is clinical settings, like a hospital, or a small handful of other roles for which PHE advises use of PPE, for example, first responders and immigration enforcement officers. Workplaces should not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings.</p> <p>Unless you are in a situation where the risk of COVID-19 transmission is very high,</p>		

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		<ul style="list-style-type: none"> <li>- if the material is washable, wash in line with manufacturer’s instructions. If it’s not washable, dispose of it carefully in your usual waste;</li> <li>- practise social distancing wherever possible.</li> <li>• PPE to be removed in a safe manner – in line with NHS/ Government guidance. All staff have been signposted to the YouTube clip and posters describing the correct way to don and doff PPE are on the back of all cleaning store doors.</li> <li>• If any staff use public transport to get to work, staff are advised it is <b>compulsory</b> to wear a face covering. It is important to use face coverings properly (<a href="#">How to wear &amp; make a cloth face covering</a>) and wash your hands before putting them on and after taking them off.</li> </ul>	<p>your risk assessment should reflect the fact that the role of PPE in providing additional protection is extremely limited. However, if your risk assessment does show that PPE is required, then you must provide this free of charge to workers who need it. Any PPE provided must fit properly.</p>		