

Thomas Alleyne's High School Risk Assessment Record Form V8

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| 1. Section/Service/Team: | Thomas Alleyne's High School |
| 2. Assessor(s): | Julie Rudge |
| 3. Description of Task/Activity/Area/Premises etc. | Coronavirus - COVID-19 |

Context:

The risk assessment below is in place to support the school manage the changing scenarios presented by COVID 19 - all updates from V5 are highlighted in yellow

Next steps:

- Draft risk assessment to submitted CEO 18th July
- Review of revised risk assessment SLT 11th August
- Review of draft risk assessment Governors – chairs power to act 18th August
- Provisional date for Trust Board meeting to consider school RAs and operational plans for September opening – August 19th
- Sharing of draft risk assessment with staff 1st September
- Approved by Local Authority
- Placed on school website 2nd September
- Internal review 21 09 2020
- Share with F Gov 21 09 2020
- Share with CEO 1 10 2020
- Review 30/10/2020 HT and CFO
- Share CEO 6/11/2020
- Review JR/AS in light of DFE info and advice from Ind Sage 30/11/2020
- Review and updated by JR/AS V5 in light of Lockdown 3 from 6th January 2021
- Share with the Steering committee and CEO 11/01/2021
- Version 6 updated JRudge 27/02/2021
- Shared governors/CEO 01/02 2021

- Shared with Staff wk. commencing 01/02/2021
- Version 7 17 02 2021 updated with home testing kit
- Version 7.1 10 06 2021 updated for face coverings for students in classrooms and teaching areas in classrooms.
- Version 8 27 06 2021 updated with contingency for local outbreaks – approval by governors 6th July.

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

Context: Jan 2021

Open to keyworkers/vulnerable learners, exam groups.

LAT testing in place.

Remote learning – live.

Exposure to COVID-19

The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing.

The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).

Supporting documentation:

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19>

<https://www.gov.uk/government/publications/school-governance-update/school-governance-update-march-2020>

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/high-risk-complications.html>

<https://www.hse.gov.uk/news/coronavirus.htm>

<https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response>

Who might be harmed

➤ Pupils

RRA 17

- Staff
- Visitors to our premises

- Cleaners
- Contractors
- Vulnerable groups - Elderly, Pregnant workers, those with existing underlying health conditions
- Wider community

Section A: Whole School Risk Assessment

What are the hazards?	What are you already doing? List the control measures already in place with initials of person responsible	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so, what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See section 5
<p>Risk assessment does not reflect current guidance or actions do not progress on time</p>	<ul style="list-style-type: none"> • JR reviews LA guidance and DFE updates. Attends LA recovery training and accesses union guidance. • Regular Site inspections to confirm compliance • Risk assessment to be reviewed and discussed with SLT prior to opening at SLT meetings: <p>11th August 18th August 25th August 30th November 1st March 23rd June 2021</p> <ul style="list-style-type: none"> • Shared with CEO and Trustees 		<p>Risk assessment to be reviewed and discussed with SLT at SLT meetings: Wk. beginning 01 03 2021 in light of 8th March reopening to all pupils</p> <p>Risk assessment approved governors/CEO 01 03 2021</p> <p>Staff informed of key updates wk. beginning 01 03 2021</p>	<p>Complete</p> <p>Review shared governors CEO JR</p>	<p>L</p>

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Absence of key personnel	Succession plan in place and agreed for absence of HT, SLT, Site Staff and First Aiders - Additional senior leader added to the team to cover further absences. 2 CEV staff to work from home. Cover/working from home in place.	H	2 CEV staff to work from home. Cover/work from home in place. SC to share guidance on what is to be agreed by CEO in absence of JR. (Action from V5)	01 03 2021 JR	M

<p>Staff, parents and students are made aware of up-to-date guidance and follow this</p>	<ul style="list-style-type: none"> • Through weekly news for parents, staff training and induction for students - anyone with COVID-19 symptoms or who has someone in their household who does is informed not to attend school. Staff, parents and visitors were informed of the measures in place to reduce transmission. • Risk assessments on website • Frequently asked questions on website • Video for students on website • Anyone developing COVID-19 symptoms during the school day is sent home and procedures followed to manage transmission risks. (First aid staff) • Active engagement with NHS Test and Trace service. (JR) • Aware of the LA Local Outbreak Control Plans. (JR) • LFT test centre guidance distributed to LFT test centre lead AM. AMY/JR overseeing centre. • The LFT centre scaled up to allow 260 tests per day. • Additional staff recruited – a minimum of 15 staff needed at all times. 20 staff recruited until Easter 2021. • Consent forms are distributed. • Registration forms completed. 	H	<p>Record kept for 21 days of visitors to site. (JT)</p> <p>Record of staff and pupils in groups. (AW)</p> <p>Follow the local health protection team advice. (JR) Encourage staff and parents to engage with the Test and Trace process and inform them immediately of the results of a test. (First aid staff and JR) JR to encourage students and staff to complete LFT</p>	<p>Review: Ongoing</p> <p>SCC C19 Loc email sent when positive case identified.</p> <p>Daily tracker in place.</p> <p>AW completing a daily tracker in addition to DFE returns.</p> <p>AM completing track and trace data</p> <p>LAT Testing Area in operation from 5th Jan 2021 950 tests completed by 01-03-2021</p>	M
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Attendance of staff/students with Covid 19 symptoms	<ul style="list-style-type: none"> Staff will not report for work if feeling unwell or if in self-isolation until the full recommended period of self-isolation has expired (All staff). Pupils who are unwell with Covid-19 symptoms will not be allowed to attend school (JR) 	<ul style="list-style-type: none"> H 	Reiterates in staff news and parent news (JR) JR to reiterate changes to tiers in parent news. JR to reiterate changes in light of Delta variant 25 06 2021	Complete	M
Risk of severe illness for staff identified	<ul style="list-style-type: none"> Risk assessments drafted for clinically vulnerable staff (JR) Extremely vulnerable staff (2) to work from home. (JR) BAME staff New mothers Disabled staff Updates taken regarding pregnant staff and working from home in place from 28 weeks+ 	H	Risk assessments to be reviewed by clinically extremely vulnerable staff and controls to be put in place. (JR)	Complete	M
Risk of severe illness for identified children	<ul style="list-style-type: none"> Parents requested to notify the school if their child is shielding. Teachers of CEV students have been offered a vaccination in addition to first aiders and LAT test staff 	H	Risk assessments reviewed for clinically vulnerable children controls to be put in place (AM) Daily tracker for cases in area for high risk member of staff	Ongoing,	M

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Risk to students on EHCP	<ul style="list-style-type: none"> Risk assessments drafted for students on EHCP 	H	<ul style="list-style-type: none"> Review RA and maintain regular contact with families (DG) 	Ongoing	M
Anxiety – SEN students	<ul style="list-style-type: none"> SEN staff conducted 1:1 induction with SEN students to reduce anxiety on return 	M	<ul style="list-style-type: none"> Lunchtime and breaktime club to be in bubbles in 3 separate rooms (DG). 	Ongoing	M
Behaviour – students at risk of perm exc	<ul style="list-style-type: none"> HOH reviewed pastoral support plan in preparation for return with parents and students Students not engaging in online learning were asked to attend keyworker school HOH to review those who do not return or who accumulate behaviour points on full reopening 	M	<ul style="list-style-type: none"> Regular reviews and contact with families (HM) 	Ongoing	M

Staff well-being	<ul style="list-style-type: none"> Wellbeing support in place for staff and pupils. Meetings to take place remotely to enable all to participate whilst social distancing All staff attended July inset other than extremely vulnerable Counsellor available on request to HT Mental health training given to pastoral staff Supervision available for safeguarding officers on request Staff not to use staff kitchen or make drinks for each other. Soft seating including seats in staffroom, reception, library not to be used Coffee machine provided Toilet blocks only to be used by one member of staff at a time (Cone in front of door – vacant. Cone to the side of the door occupied) Toilets to have cleaning updates visible. Staff must not use student toilet facilities. Students must not use staff toilet facilities. Timetable to allow for sufficient staff breaks (JR) Following staff and student feedback timetable adjusted to allow for a shorter afternoon session. Feedback encouraged daily to improve provision and safety (JR) 	M	<p>Well-being survey completed with staff. JR To be collated to form team risk assessment AS.</p> <p>Regular, at least weekly, liaison with site staff (AS)</p> <p>Regular, at least weekly, liaison with ICT staff remotely (CLD)</p> <p>Regular team meetings held to reduce isolation – at least 1 weekly remote staff briefing, (JR) 3.10 Thursday</p> <p>Governors to periodically attend staff meetings to review well-being and to monitor safeguarding procedures (JR)</p>	Ongoing or complete	M
Cross bubble contamination - entry	<ul style="list-style-type: none"> Students grouped in 4 bubbles Y9,10, 11, 12/13. Wherever possible year 12 	H	Students will use the same desk and chair as a child in another bubble. Students	Ongoing – regular reviews that all in place.	M

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	<p>and 13 are to be bubbled separately – exception H&S and ICT.</p> <ul style="list-style-type: none"> • Students to enter school in different entrances. (Y12/13 – utilise all entrances) • Lessons have been increased in time to incorporate breaks and to reduce the number of movement points from 5 to 2 		<p>sanitise at the start and end of lessons.</p> <p>Teachers to use alcohol wipes or spray over computer equipment at end of a session, wipe disposed in bin before sanitising</p> <p>To continue arrangements for those students attending Key Worker School during Lockdown 3. Key worker school to be based in classrooms maximum 8 students per room. (bubble)</p>	<p>Reviewed 06 Jan 2021</p>	

<p>Cross bubble contamination – lesson changeover</p>	<ul style="list-style-type: none"> • Timetable reviewed to reduce movement around the building from 5 to 2. • Lessons moved from 60 minute to 110minutes. • 3 period day replaces 5 period + form tutor period day. • Internal one-way system to be in place in the vast majority of the school • Signage for one-way system to be completed (AS) Complete 21 09 2020 • Student and staff induction to one-way system (JR) Complete 21 09 2020 • Removal of chemical store to enable one-way system across Science corridor. (IM) Complete 21 09 2020 • Creation of new chemical store. Weekly visual check on chemical store by site staff during holidays (AS) Complete 21 09 2020 • Chemicals to be relocated (Technicians) Complete 21 09 2020 • LAT test Centre to be located in theatre one way. Ede available for lunches only. Marquees in place for wet lunches 	H	<p>JM/JR consider option of carousel for Year 9 to reduce contacts. Consider if bubbles can be reduced.</p> <p>Staff to bring students straight into the classroom to prevent gathering on corridors.</p> <p>During Lockdown 3 for Key Worker School, students allocated to specific classrooms for the day therefore no lesson changeover</p>	<p>Induction September</p> <p>Complete science techs to relocate chemicals (AM/JM)</p> <p>To review and reintroduce once guidance, regulations change</p>	H
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Cross bubble contamination RTL	<ul style="list-style-type: none"> • Return to learning reconfigured into bubbles • Each year group separate return to learning base • Pastoral team rota completed to ensure supervision, reduction of staff contact, and staff breaks. Staff received training on IPC and mental health. • 2m social distancing observed by staff wherever possible. 	M	<p>Review revised procedures with 2 staff working in LAT test centre (HM) 01-03-2021</p> <p>Only 3 staff in shared space at any time wearing face coverings – staff in shared spaces to be encouraged to wear face coverings.</p>	Complete	M

<p>Transmission in class</p>	<ul style="list-style-type: none"> ● Face coverings to be worn in lessons ● Staff to be provided with a pack for students to reduce non-compliance and students out of lessons ● Non-essential and difficult to clean furniture and resources removed from all classrooms and offices ● Seating adapted to seat children side by side and facing the front where possible ● Ventilation maximised - windows and doors open where possible Windows, which are fixed shut are identified (JR) and when identified addressed 61/62 (AS - IM) Complete 21 09 2020 ● AS attended fire training. External doors to be open ● Physical resources provided for students whilst at home ● 	<p>H</p>	<p>Handwashing, sanitising, not touching face and not sharing items emphasised as part of daily routine.</p> <p>Fire door opener to be trialled AS</p> <p>Students and staff can wear coats/gloves in deemed necessary. Practical activities may not allow for use of gloves/coats due to H&S. In extreme cold when HT advises - windows can be opened fully for 5 minutes every 20 minutes. All offices to be ventilated.</p> <p>Students and staff to be briefed to only bring essential items into school (JR) Complete 21 09 2020</p> <p>Where students do not have own resources these are to be provided and not shared (RFL/KG) Complete 21 09 2020</p> <p>Check if stock needs to be replenished.</p>		<p>M</p>
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Contact between adults teachers	<ul style="list-style-type: none"> • Social distancing maintained wherever possible between all adults on site. • Classrooms have a demarked 2m area for teachers – teachers can move out the area if this wish but should wear face coverings. • Teachers to minimise the amount of time spent within 1 metre of anyone. If required ppe to be donned. All staff to maintain 2m wherever possible. • Maximum occupancy sign for all offices. (JT) 	M	Staffroom to be adjusted. For 6 people only in light of tier 3 restrictions. Face coverings to be worn when not eating drinking. 30 minutes maximum. Only to be used for PPA where agreed with HT when staff on breaks don't need it.	Ongoing reassess Complete 21 09 2020 – compliance checker in place over 30 checks recorded by 21 09 2020. High levels of compliance across site - follow up conversations undertaken where non-compliance identified.	M

Contact between adults – admin/all staff/ visitors	<ul style="list-style-type: none"> • Staff are advised to social distance from all others by 2m where ever possible. • All staff complete LFT test at home and complete NHS notification. JR to be notified immediately of a positive test result. • Front of school car parking removed (AS) Complete 21 09 2020 • Students to social distance 1m + from other year groups wherever possible • PA move to new office – reduce numbers in front office • Teachers and support staff where possible will use the same classroom, office, room and avoid changing classrooms, office, workstations, pens, scissors or other equipment. • Only one person to access a cupboard or office at a time • All office use reviewed to maximise social distancing • Number of staff reduced front office • Signs on doors maximum occupancy • Staff informed they must not enter offices • Parents advised to visit school by appointment only • Access to building controlled 	M	<p>Rota in place for use of first aid room (JT)</p> <p>Adults to wear face coverings in shared spaces – surgical masks available for staff from finance office. Teachers provided with set of surgical masks.</p> <p>AMc to keep staff and students supplied with testing kits – regular reminders to students and staff</p> <p>Due to updated guidance staff are no longer required to remain in their demarked area whilst in the classroom if they feel it is safe and appropriate - this may be amended in the case of a local outbreak</p>	Ongoing	M
Contact between adults - contractors	<ul style="list-style-type: none"> • Summer work scheduled whilst school is closed - Complete. • Roof work due to be complete for students' return – Complete • Fire doors and shower refurbishment to be planned for 	M	<p>Review effectiveness of revised working and report to LM (Users of space) (IM) Complete 21 09 2020</p>	Ongoing	M

	Summer to be covid compliant				
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	<ul style="list-style-type: none"> Contractors to avoid being on site during school site where possible 		To prepare for essential site work – changing rooms, fire doors routine maintenance		
Contact between adults - ITT	<ul style="list-style-type: none"> SLT review of ITT delivery Liaison with SCITT Review plans for Teacher trainees Trainees must be able to socially distance from teachers and students by 2m (KG) ITTs to only work across 2 teachers. 	H	KG to look at remote observation KG to plan ITT provision – maximum of 2 staff	Complete to be reviewed during induction	M
Staff moving across sites	<ul style="list-style-type: none"> Technicians only to visit one site in a day and then work remotely and maintain 2 m social distancing where possible 	M	Review effectiveness of revised working and report to LM (Users of space) (JMc) Revised guidance – no visiting more than 1 school till further guidance.	Ongoing review 14 th September	M

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Contact between adults - SEN	<ul style="list-style-type: none"> • SEN staff to remove children from rooms and allocated spaces for one to one in Keeling House 	M	Review effectiveness of revised working and report to LM (Users of space) (DG) 7 th October	Ongoing review	M
Contact between adults – Pastoral team	<ul style="list-style-type: none"> • Pastoral staff relocated to Ross House for meetings with children 	M	Review effectiveness of revised working and report to LM (Users of space) (HM) 7 th October	Ongoing review	M
Contact between adults – 1:1 team	<ul style="list-style-type: none"> • Library adapted for one-to-one tutors – children removed from classrooms for 1:1 	M	Review effectiveness of revised working and report to LM (Users of space) (DG) 7 th October	Ongoing review	M

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Contact between adults - training	<ul style="list-style-type: none"> • Training for teaching school to be delivered remotely • Inset days either on rota or delivered remote delivered to departments/faculties in well ventilated rooms. • Twilights replaced with full staff training day in April 	L	<p>Review effectiveness of revised working and report to LM (Users of space) (RFL) 14th October</p> <p>SLT briefings in theatre, face coverings to be worn, social distancing in place – maximum 15 minutes. Updated, meeting to be held via zoom</p> <p>All other staff meetings maximum of 6 present for meetings up to 15minutes. Any meeting longer than 15 minutes meetings remote. Wherever possible avoid sharing rooms. Face coverings to be worn.</p>	Ongoing review	L

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Contact between adults - technicians	<ul style="list-style-type: none"> Teaching staff in Science provided with new work room Prep room Science technicians only Offices not to be accessed by other adults. All bases have adequate socially distancing Technicians advised to social distance from each other 	M	Review effectiveness of revised working and report to LM (Users of space) (JM) 14th October Reinforce front office is not accessed by other adults.	Ongoing review 14 th September	M
Contact between adults - teachers	<ul style="list-style-type: none"> Where possible staff remain in the same room During keyworker school staff will need to swop rooms. 	M	Shared rooms to be identified (JM) shared with AS to inform cleaning rota Teachers to either use a different computer or spray the computer between staff.	Complete 21 09 2020	M

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Contact between adults – car sharing and stops on the way to work	<ul style="list-style-type: none"> • Car sharing to be avoided where possible • Where car sharing is essential: a mask must be worn; they should sit side by side or behind other people and social distance as far as possible. Windows should be kept open where possible and air. They should share with the same people each time. They should avoid loud talking, shouting and singing and minimise contact with surfaces. • Staff advised to stand 2 metres away from other people where possible on the way into work if walking or using public transport and to wash hands as soon as they arrive in school. • If staff have to break their journey on the way to work and cannot wash their hands and do not have hand sanitiser, they are advised to avoid touching their face; avoid eating and drinking; and wash their hands as soon as they can. • Staff will wear impervious gloves wherever possible and wash hands after refuelling 	H	Update staff in inset (RFL) Complete 21 09 2020	September 1st	M

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Use of public transport	<ul style="list-style-type: none"> All staff and students are advised they must wear a mask when on public transport. When removing the mask they must sanitise and remove the mask in sealed bag. A different covering should be worn in school. 	H		Complete	M
Transmission occurs when students are travelling to and from school	<ul style="list-style-type: none"> Students advised to use face coverings when travelling to school Students encouraged to walk or ride to school Cycle stores in place 	H	Process in place for removing face coverings (AM)	Complete	M
Wearing of face coverings	<ul style="list-style-type: none"> If students or staff choose to wear face coverings in school these should be made of plain fabric, the side which is to be in contact with skin is to be demarked. Face coverings must be worn when in communal spaces. If students or staff wish to remove them when eating they should be placed in a plastic bag. Face coverings to be washed each day. Face coverings which are disposable must be placed in a lidded bin. 	H	<p>Communication with parents – face coverings compulsory on corridors or shared spaces. Exemption lanyards issued. DG to send list to staff.</p>		M

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Students do not distance or share resources at break and lunch	<ul style="list-style-type: none"> Students do not play ball games and continue to social distance wherever possible at break and lunch during lockdown 	H	<ul style="list-style-type: none"> Communication with students 	Duty teams to support ongoing	M
Transmission through contamination of surfaces	<ul style="list-style-type: none"> Frequent handwashing promoted through signs in each classroom and toilet Hand sanitiser and disposable tissues available in classrooms, shared spaces, entrance and exit points. Peddle bins with lids in each classroom and toilets. Good respiratory hygiene encouraged by promotion of 'catch it, bin it, kill it' approach through posters in classrooms and corridors. Poster added – Hand Face Space 21 09 2020 Additional daytime cleaners appointed. Cleaning rota drawn up to cover frequently touched surfaces Hire of 2 marquees to enable students to have a covered external space 	H	<p>Review COSHH assessment for hand sanitiser and cleaning materials. (IM)</p> <p>Add 'Catch it Bin it' posters to areas previously closed (AS)</p> <p>Add Hands Face Space posters</p> <p>When weather conditions do not allow for students to be outside then cleaning cannot happen between dining – in this situation clean as far as is possible and ensure students sanitise.</p> <p>All tape and posters checked and replaced where needed (June 2021)</p>	Complete	M

<p>Transmission through contamination of surfaces</p>	<ul style="list-style-type: none"> • Enhanced cleaning of frequently touched surfaces. • Bins for tissues emptied during the day. • 4 zones created for cleaning by cleaners/site staff • Zone 1 JCB, Science mobiles, Pavilion • Zone 2: A block inc. girls toilets Art/Crush Hall • Zone 3: C Block inc. Ross Quad toilets • Zone 4: Sixth form, music, 61 – 63, Ede, Theatre • Staff informed to leave site promptly at 3.30pm where possible • Review COSHH assessment for hand sanitiser and cleaning materials. (IM) • Review teaching staff who do not have access to laptops (CLD) 14th Oct – completed staff provided with webcams and laptops as requested. • Staff informed to inform cleaners if staying late. Where interventions or meetings need to take place on site this is agreed with the cleaner. • Seating plans and registers for these must be in place and dates recorded of sessions. • 2 cleaning confirmed and rota published (AS) An additional 4 cleaning staff employed • Tick sheets in place for high usage areas – toilet blocks (PB) Complete – forms to be reviewed by IM with PB and feedback to AS 21 09 2020 	H	<p>COSHH assessments for Foggers and sprays for computers to be shared with relevant staff. AS</p> <p>Zones to be reviewed for Sept start – budget to be considered for continuation of day time cleaners.</p>	Ongoing	M
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Staff and students using personal substances to clean belongings	<ul style="list-style-type: none"> Individual staff may bring substances to school to clean their personal belongings to reduce this Staff issued with personal sanitiser and desk wipes which they can use. Some pupils may wish to have their own hand sanitiser with them for personal use. 	L	<p>AS to ask staff to notify him if chemicals request to be made - for personal cleaning materials. (AS)</p> <p>Clear communication to parents. Pupils should be self-sufficient in being able to use and apply these safely. (JR)</p>	Complete	L

Transmission via sharing of resources	<ul style="list-style-type: none"> • Resources only to be shared in a bubble • Staff to prepare resource packs, where possible to reduce distribution • Exercise books provided to all students ready for Sept start to remove need for distribution • Practical subjects postponed wherever possible until 5th October. (Exception PE – to be reviewed 28th September) • Shared resources – equipment cleaned frequently and between groups or rotated to allow them to be left unused and out of reach • Books to be left 48 hours where needed or work is to be marked on teams • Additional hours for reprographics to meet photocopying needs • Staff to submit requests for copying 7 days prior to need • Keyboards to be cleaned by staff between classes if year group changes 	M	<p>Review - where resources need to be shared across bubbles resources are rotated and stored e.g. (sports, art and science equipment) for 48 hours (72 hours for plastics). (All staff)</p> <p>Practical subject leaders to stay abreast of subject guidance and plan for possible practical lessons from 5th October. RA in place for all practical lessons (HOD) LM to review standard item in LM meetings. Heads of department to ensure all teachers comply with RA and sign that they have read RA. Compliance checks to take place.</p> <p>Science to refer to GL343 – CLEAPSS Guide to doing practical work in a partially reopened school – Science – Ver. 1.14 – 10th July 2020</p> <p>Prioritise demonstrations over whole class practical</p>	<p>Ongoing</p> <p>RA received Farm 21 09 2020</p> <p>All others to be submitted.</p>	M
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What are the hazards?	What are you already doing? List the control measures already in place with initials of person responsible	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so, what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See section 5
Students refuse to socially distance from staff or follow guidance	<ul style="list-style-type: none"> Behaviour policy adapted to include references to social distancing and respecting prevention measures in place 	M	Review policy and adherence in light of guidance (HM)	<ul style="list-style-type: none"> Complete 21 09 2020 	M
Large gatherings	<ul style="list-style-type: none"> Assembly timetable prepared for remote delivery of form periods in extended recover lesson. Films completed to replace all open days Parents evening replaced with remote delivery 	M	Review attendance remote parents evening DG Trust approach to recruitment events to be agreed start of Autumn term (CEO)	Ongoing	M

What are the hazards?	What are you already doing? List the control measures already in place with initials of person responsible	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so, what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See section
Gaps in learning	LP reviewing procedures for trial examinations – currently Year 10 and 12 examinations remain in classrooms 28 06 2021	M	Reporting to be reviewed. Assessments of student progress to be scheduled. (LP) Additional resources to be provided to students and staff. (Text books/Tablets/Headpieces) Attendance at live lessons being captured. Mentoring o follow up those with low attendance	Ongoing	M

What are the hazards?	What are you already doing? List the control measures already in place with initials of person responsible	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so, what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See section 5
Curriculum coverage incomplete	<p>Heads of department up to date with changes to expectations for Y11 and 13 examinations.</p> <p>All SOW to be adapted to provide students with workbooks to support the course</p>	M	<p>Trial examinations reviewed for content (LP HODS)</p> <p>Curriculum reviewed at HOD level to ensure appropriate coverage (HOD)</p> <p>Changes communicated to families (JR)</p> <p>Students at significant risk of underachieving to be identified and whole curriculum to be reviewed. In a small number of cases curriculum to be reduced. (AM/DG)</p> <p>EMP to notify families of examination requirements and to agree schedule with HODS</p>	Ongoing 7 th October – HODS to have sent communications to families.	M

What are the hazards?	What are you already doing? List the control measures already in place with initials of person responsible	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so, what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See section
Increased staff absence and use of external cover	<ul style="list-style-type: none"> • NQT for Science and English appointed utilising government funding for catch up. (Fixed term) • Staffing temporarily increased with 0.2 DT; 0.4 Art to increase capacity • Vacancy filled with teacher for cover supervisor. • 5 additional staff appointed. 	M	<p>Check changes to contracts in place AS</p> <p>JR add member to SLT</p> <p>Adjust budget modeller in light of increased costs</p>	Complete	M

What are the hazards?	What are you already doing? List the control measures already in place with initials of person responsible	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so, what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See section 5
Transmission during emergency	<ul style="list-style-type: none"> • Fire drill planned for first day – socially distanced • In the event of an unplanned fire alarm activation one-way system to be utilised where practical but abandoned and exits to be used if needed. • Fire drill planned for March 2021 	H	<p>For any additional fire drills – staff informed and one-way system to be used. (AS)</p> <p>Fire risk assessment updated for full opening (AS) Complete To be loaded up to website. AS</p> <p>Year 9 and 12 fire practice completed Oct 2020</p> <p>Fire drill to be completed by wk. commencing Sept 3rd and on Year 9 induction day</p>	Ongoing	M

What are the hazards?	What are you already doing? List the control measures already in place with initials of person responsible	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so, what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See section 5
Staff and pupils. Transmission may occur when providing personal or intimate care	<ul style="list-style-type: none"> • First aid staff instructed how to use PPE and provided with personal kit • First aid staff to coach each other when dealing with a suspected case and donning and doffing PPE • First aid staff to socially distance where possible • First aid staff trained to use separate room where possible from student • Once first aid room has been used this the back up first aid room is to be brought into operation • Windows in first aid room opened • If a child suffers an injury and needs care staff must wear PPE or in an emergency where possible avoid face to face contact and keep time to a minimum. 	H	<p>Maintain sufficient PPE (AS) Revisit first aid training (AM)</p> <p>Training to reissued to staff and students on donning and doffing face coverings for new Year 9 students Sept 2021 AMY March 2021</p>	Complete – AM to revisit first aid donning and doffing 7 th October – with all staff on 14 th Oct	M

<p>Staff and casualty.</p> <p>Transmission may occur when providing First Aid or if a member of the school community shows symptoms</p>	<ul style="list-style-type: none"> • Staff/visitor to self-isolate, senior lead on site/ head teacher informed – journey home by car if safe • Headteacher/Senior lead on site make appropriate communications arrangements for well-being • Student reported to Senior lead onsite/Headteacher and taken to medical room. First aider to wear PPE equipment and support from separate room. Student to use toilet in first aid room. • If more than one student – utilise disabled toilet in reception and cover office (emergency medical room) • Poster with instructions for managing children displaying symptoms on front door and window between medical room and office. Also in cover office. • First aiders trained on donning and disposing of PPE equipment. • Wash/sanitise hands before and after treating a casualty. • When performing CPR phone an ambulance and use compression only CPR until the ambulance arrives. • If a decision is made to perform CPR use a resuscitation face shield 	H	<p>Purchase and secure training on resuscitation face shield (AM)</p> <p>Due to number of children with symptoms – reception and outside space utilised when essential. First aider to perform regular checks on child minimum every 5 minutes.</p> <p>AS to ask JT check posters in all venues. 21 09 2020</p>	Autumn term AM and ongoing to confirm procedures adequate and sufficient	M
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What are the hazards?	What are you already doing? List the control measures already in place with initials of person responsible	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so, what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See section
Insufficient first aiders on site or trained	<ul style="list-style-type: none"> • All holders of valid first aid qualifications used to extend team. • All first aiders vaccinated. 	H	Training team source online updates and additional staff trained (RFL/AM) KW to be reserve first aid. KW IC CAB reserve first aiders vaccinated.	Ongoing	M
Policy review	<ul style="list-style-type: none"> • Behaviour policy reviewed to reflect Covid19 • Online learning policy amended. • Safeguarding policy amended. • Fire risk assessment amended. • Bereavement policy provided. • All policies on website • Covid section of website in place 	M	Revisit all changed polices with staff in training session. (AM)	Ongoing	M

<p>Confirmed staff or pupil Covid- 19 case</p>	<ul style="list-style-type: none"> • Classrooms, offices and shared room are closed off for enhanced cleaning. Appropriate signage in place 'Closed for cleaning) Re- rooming in place. Where possible cleaning delayed for 72 hours. • Enhanced Cleaning and Disinfecting Coronavirus guidance followed. • Corridors/areas passed through cleaned thoroughly as normal. Where possible one-way system in place. • Track and Trace put in place • Foggers used for rapid clean 	H	Training given and a rota of trained users identified. PB	Completed 5 th September.	M
<p>Arrangements are in place to check the welfare of vulnerable children who are not attending school and the pupils with a safeguarding concern</p>	<p>Students have been mentored during closure.</p>	M	<p>Mentoring data base reviewed if open to identify students not attending and mentors from pastoral team allocated. (AM)</p> <p>1:1 to tutors to work with those unable to attend. (DG)</p> <p>EWO follow up hard to reach students (AM)</p> <p>Daily contact with social workers for identified students (HM/HOH)</p> <p>Teams insights reports utilized by teachers to assess students most likely to have gaps in learning</p>	Complete	M

Arrangements are in place to check the welfare of vulnerable children in the event of closure	Mentoring database in place Staff familiar with protocols	M	Mentoring database to be updated and new staff included. Mentoring to resume in the event of enforced closure (AMY)	Complete	M
Arrangements are in place to move to virtual teaching in the event of enforced closure	All staff trained in office 365 Teaching to resume online Live lessons in place for all learners Jan 2020 who are able to access technology and to all keyworker children	M	In the event of partial closure lesson materials uploaded on to office 365 Lessons live where possible	Ongoing	M
Transmission via clothing	<ul style="list-style-type: none"> • Pupils and Staff to wear freshly laundered clothes daily or rotate clothes if using non-washable. • Staff advised can choose to be 'bare below the elbow' • Staff advised to limit jewelry • Equipment should be wiped before bringing into home 	M	Update guidance in staff and parent news (JR)	Complete – not confident of compliance.	M

Staff and students unprepared for reopening	<p>Student Recovery induction period includes:</p> <p>IPC/Behaviour/Mental Health/Timetable/Site tour/Fire drill. (AM/HM)</p> <p>Staff inset includes:</p> <p>Risk assessment/Revised emergency procedures/IPC/Behaviour and safeguarding policies/Site tour/Recovery sessions (RFL/KG)</p>	H		Complete	M
New staff not inducted to procedures	<ul style="list-style-type: none"> • Induction training plan in place 	M	Training to cover all aspects of whole staff training (KG)	Complete	M
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Students to bring own water. Water fountains to be removed from use. • Water in staffroom – staff to use sanitizer if use the water fountain – regular cleaning 		Students encouraged to bring sufficient water for the day via briefings.	Reminders needed	L
Governance are not fully involved in making key decisions	<ul style="list-style-type: none"> • Governors invited to attend staff briefings and safeguarding board. • Governor's meeting proceeds virtually as per calendar. Chairs power to act used for approval of risk assessments. • Emergency governor's meetings put in place for key decisions. Steering committee utilized where rapid action needed. 	L	Governors virtual for Spring term (JR)	Complete 21 09 2020	L

Policy review	<ul style="list-style-type: none"> • Behaviour policy reviewed to reflect changed context. • Online learning policy amended. • Safeguarding policy amended. • Fire risk assessment amended. • Bereavement policy provided. 	L	Share all changed policies with staff in training session. (AM)	Ongoing	L
Staff and students not following agreed policies or procedures.	<ul style="list-style-type: none"> • Timetable scheduled to ensure a senior member of staff is on call at all points with SSA. • Primary focus is supporting teaching and monitoring procedures. • AS/PB complete spot checks on cleaning team. SLT to oversee break and lunch times. • Duty teams increased to 5 per break. • Culture of peer monitoring and sharing concerns in place. 	M	Review duties (JM) Complete	Complete and ongoing Social time 1:1 face to face not in place for students. 21 09 2020	M

<p>BTEC examinations</p>	<ul style="list-style-type: none"> • Maximum of 15 in large venue and 8 in small venue. All desks over 2m apart. • Students sanitize on arrival and leaving • Invigilators and students encouraged to wear face covering • LAT tests offered to all students sitting examination • Lining up to take place outside when dry • When inside utilize the theatre socially distanced with face coverings 		<p>Train additional invigilators Multiple copies of student's rooms to be made available to all staff Full PPE to be provided for invigilators in the room – all invigilators must be prepared to wear PPE Rooms including student seating to be put in place evening prior to the examination Invigilators to meet BS in theatre prior to examination</p>		
<p>Home testing staff or students do not complete tests, complete them inaccurately or enter data inaccurately. Tests misused.</p>	<ul style="list-style-type: none"> • Assembly developed to all students on test procedure JR • Science teachers training children on testing • Only children completed 3 tests in school offered tests • Spreadsheet and follow up in placed for those not recording results • When tests allocated to children short explanation from member of staff accompanies test booklet 		<p>Continue to monitor those not consenting</p>		

<p>At the direction of the LA and in the case of a Local outbreak:</p>	<ul style="list-style-type: none"> • Reintroduction of Asymptomatic Testing Sites (ATS) if advised in our area. • Increase the use of home testing by staff, pupils and students JR • Year groups to be assessed to agree a plan for remote education if instructed by LA. Years 10,11,12 and 13 to be prioritised for face to face education. JR 	<p>H</p>	<ul style="list-style-type: none"> • Set up theatre for reintroduction. AMC • Identify and employ staff for testing. JR • Reinstate face coverings in classrooms JR • Critically Extremely Vulnerable staff to work remotely. JR • Keyworker school to be available for vulnerable students and children of key workers. DG to have list for invites. Keyworker to be staffed by cover supervisors. • All staff to move to live lessons if year groups are not on site. RFL 	<p>M</p>	
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<p>Summer school</p>	<ul style="list-style-type: none"> Students to be kept in groups of no more than 15 or in a bubble of 30 DG 	<p>M</p>	<ul style="list-style-type: none"> Cleaning in place between student use of rooms AS Students to be 2m apart DG Bubbles not to mix DG Staffing consistent DG Children asked to LFT test prior to arrival in Summer School. JR Staff to test prior to Summer school. JR Petxi to have a remote alternative AMY 	<p>M</p>	
<p>Reopening Sept 2021</p>	<ul style="list-style-type: none"> Staggered start introducing Year 9 to school first. JR Assemblies to be scheduled for the second week of return HM Remote assemblies to include H&S information for 19 HM 	<p>M</p>	<ul style="list-style-type: none"> Instructions on insight for form tutors regarding sanitising and face coverings One-way system to remain in place for September and staircases to remain one-way Staggered lunchtime in place JM Contingency plan for 	<p>M</p>	

			staggering breaktimes prepared JM		
GCSE BTEC and A level results days	<ul style="list-style-type: none"> • Staggered for each form to reduce transmission EMP/JR • Distanced pick up - 2m CLD • Face coverings to be worn CLD 	M			

All equipment to be cleaned between bubbles

4. Tick (✓) if any of the identified hazards relate to any of the following specific themes:

Hazardous Substance	Manual Handling	Display Screen Equip	Fire	Work Equip / Machinery	Stress	Individual Person such as Young Person New/ Expectant Mother or Service User
✓			✓	✓	✓	✓

If any are ticked a specific risk assessment form must be completed separately. For example, a COSHH form must be completed if a hazardous substance is used.

5. Risk Rating

The risk rating is used to prioritize the action required. Deal with those hazards that are high risk first.

Risk Rating	Description	Action Priority
High	Where harm is certain or near certain to occur and/or major injury or ill-health could result	Urgent action
Medium	Where harm is possible to occur and/or serious injury could result e.g. off work for over 3 days	Medium priority
Low	Where harm is unlikely or seldom to occur and/or minor injury could result e.g. cuts, bruises, strain	No action or low priority action

6. Assessment

Signature of Assessor(s):

Print Name: Julie Rudge

Position: Headteacher

Date most recently assessed 28 02 2021

Review Date: Continual – based on daily DfE/Government updates – see below

7. Communication and Review

This risk assessment should be communicated to all employees and relevant persons who may come into contact with the hazards being assessed. The assessment must be reviewed annually or following a significant change, accident or violent incident.

Version control			
Version Number	Date issued	Author	Update information
V1.7	18 07 2020	J Rudge	5th published version
V1.8	05. 08. 2020	J Rudge	Addressing feedback from CEO
V1.9	20 08 2020	J Rudge	Addressing updates on face coverings
V2	21/09/2020	J Rudge/A Storer	
V2.1	30/10/2020	J Rudge/A Storer	Review following planned move to tier 2 for Staffordshire and in light of the review of RA for individual staff and the addition of practical subjects, Updates marked in yellow.
V4	30/11/2020	J Rudge/A Storer	Review following planned move to tier 3 for Staffordshire. Updates marked in yellow.
V5	07/01/2021	J Rudge / A Storer	Review following Lockdown 3
V6	28 02 2021	J Rudge	Review for full reopening 8 March

V7	17 02 2021	J Rudge	Addition of Home Testing Kits
V7.1	10 06 2021	A Storer	Update re face coverings in classrooms for students and the change to staff areas in classrooms
V8	27 06 2021	JRudge	Summer school Results days and Local Outbreak update

