

Thomas Alleyne's High School Risk Assessment Record Form

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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 to open fully in September

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

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.

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
- 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
<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 	<p>H</p>	<p>JR to complete site assessment with AS on 10th August</p> <p>Risk assessment to be reviewed and discussed with SLT prior to opening at SLT meetings: 11th August 18th August 25th August</p>	<p>Complete Next site assessment 27 August</p> <p>21 09 2020 RA reviewed AS JR</p>	<p>L</p>

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<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 have someone in their household who does is informed not to attend school. Staff, parents and visitors 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 LA Local Outbreak Control Plans. (JR) 	H	<p>Record kept for 21 days of visitors to site. (JT)</p> <p>Record of staff and pupils in groups. (JM)</p> <p>Follow local health protection team advice. (JR)</p> <p>Encourage staff and parents to engage with Test and Trace process and inform them immediately of the results of a test. (First aid staff and JR)</p>	<p>Review: Ongoing and complete 21 09 2020</p> <p>SCC C19 Loc email sent daily.</p> <p>Daily tracker in place.</p> <p>AW attending training on medical tracker. AW feedback.</p> <p>Some in house test kits issued. Order priority: HT/DHT/SLT/First Aid/Cleaners/Site staff/HOH/HOD/Teachers/Support staff (Vulnerable staff to be prioritised from all groups)</p> <p>Reorder every 21 days when needed (less than 8) AS</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 	Reiterate in staff news and parent news (JR)	Complete	M
Risk of severe illness for identified staff	<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 	H	Risk assessments to be reviewed by clinically vulnerable staff and controls to be put in place. (JR) Risk assessments to be updated for extremely vulnerable staff working from home. Working from home to be reviewed 1 st October. (JR)	Ongoing	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. 	H	Risk assessments drafted for clinically or extremely vulnerable children controls to be put in place (AM)	Ongoing	M
Risk to students on EHCP	<ul style="list-style-type: none"> Risk assessments drafted for students on EHCP 	H	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	Lunchtime and breaktime club to be in bubbles in 3 separate rooms (DG)	Complete to be reviewed once open 7 th October	M

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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 	M	Regular reviews and contact with families (HM)	Complete	M

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<p>Staff well- being</p> <p>7</p>	<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 inc: seats in staffroom, reception, library not to be used. • 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) • Timetable to allow for sufficient staff breaks (JR) • Feedback encouraged daily to improve provision and safety (JR) 	<p>M</p>	<p>Review team stress risk assessment. (AS)</p> <p>Establish staff well-being committee (JR)</p> <p>Provision of staff drinks (LL) Complete</p> <p>Disabled toilets to be repurposed as staff toilets (IM) Complete</p> <p>Regular, at least weekly, liaison with site staff (AS) Complete</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>	<p>JR to complete team risk assessments and establish wellbeing committee Autumn term.</p> <p>All other ongoing or complete</p>	<p>M</p>

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Cross bubble contamination - entry	<ul style="list-style-type: none"> Students grouped in 4 bubbles Y9,10, 11, 12/13. 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 	H	<p>Students will use the same desk and chair as a child in another bubble. Students sanitise at the start and end of lessons.</p> <p>Teachers to use alcohol wipes over computer equipment at end of a session, wipe disposed in bin before sanitising</p>	<p>Ongoing to be reviewed week 3 of reopening</p> <p>21 09 2020 – reviewed an all in place.</p>	M

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Cross bubble contamination – lesson changeover	<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 	H	<p>Signage for one-way system to be completed (AS) Complete 21 09 2020</p> <p>Student and staff induction to one-way system (JR) Complete 21 09 2020</p> <p>Removal of chemical store to enable one-way system across Science corridor. (IM) Complete 21 09 2020</p> <p>Creation of new chemical store. Weekly visual check on chemical store by site staff during holidays (AS) Complete 21 09 2020</p> <p>Chemicals to be relocated (Technicians) Complete 21 09 2020</p>	<p>Induction September</p> <p>Complete science techs to relocate chemicals (AM/JM)</p>	H

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Cross bubble contamination - breaks	<ul style="list-style-type: none"> • Staggered breaks introduced to reduce mixing and limit time on corridors unsupervised. • Lunchtimes staggered canteen, toilets, theatre and Ede cleaned between bubbles. • Pupils sanitise on arrival. Encouraged to wash hands where possible. • Staggered breaks and lunches reduce pressure on toilets for staff and students • Areas repurposed for student dining – Theatre; Ede and basketball court • Staff to dine in staffroom or own classroom. Computer sharing reduced and staff workroom closed. 	H	Theatre chairs to be replaced (AS) Complete 21 09 2020 Staff room chairs to be replaced (AS) Complete 21 09 2020 Sanitiser canteen (LL) Complete 21 09 2020 Risk assessment for canteen to be provided to the school (LL) Complete 21 09 2020 Paper towels in toilets (IM) Complete 21 09 2020 Duty rota to be reviewed (JM) Complete 21 09 2020	Complete	M
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	Review revised procedures (AM) 7 October	Complete	M

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Transmission in class	<ul style="list-style-type: none"> • 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 	H	<p>Handwashing, sanitising, not touching face and not sharing items emphasised as part of daily routine.</p> <p>Windows, which are fixed shut are identified (JR) and when identified addressed 61/62 (AS - IM) Complete 21 09 2020</p> <p>(AS/JR to Review rules on coats in classrooms and heating)</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>	Complete	M

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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 3m area for teachers • Teachers to minimise the amount of time spent within 1 metre of anyone 	M	<p>Staffroom to be adjusted. (JR)</p> <p>Maximum occupancy sign for all offices. (JT)</p>	<p>Ongoing reassess – 27th August</p> <p>Complete 21 09 2020 – compliance checker in place over 30 checks recorded by 21 09 2020</p>	M

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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 possible. • Staff to remain in their demarked area whilst in their classrooms wherever possible • 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) To be followed up.</p> <p>Tape to be put down to ensure visitors socially distance in reception (JT) Complete 21 09 2020</p> <p>Front of school car parking removed (AS) Complete 21 09 2020</p>	Ongoing	M

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Contact between adults - contractors	<ul style="list-style-type: none"> Summer work scheduled whilst school is closed. Roof work due to be complete for students' return Contractors to avoid being on site during school site where possible 	M	Review effectiveness of revised working and report to LM (Users of space) (IM) Complete 21 09 2020	Ongoing	M
Contact between adults - ITT	<ul style="list-style-type: none"> SLT review of ITT delivery Liaison with SCITT 	H	Review plans for Teacher trainees Trainees must be able to socially distance from teachers and students by 2m (KG) KG to speak to site staff to create 2 m second space in classrooms 21 09 2020	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 – CEO clarified tech can visit more than one site in a day. Complete 21 09 2020	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
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	Review effectiveness of revised working and report to LM (Users of space) (RFL) 14 th October	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	Ongoing review 14 th September	M
Contact between adults - teachers	<ul style="list-style-type: none"> • Where possible staff remain in the same room 	M	Shared rooms to be identified (JM) shared with AS to inform cleaning rota	Complete 21 09 2020	M

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<p>Contact between adults – car sharing and stops on the way to work</p>	<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 singling 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 	<p>H</p>	<p>Update staff in inset (RFL) Complete 21 09 2020</p>	<p>September 1st</p>	<p>M</p>

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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. 	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 	H	Process in place for removing face coverings (AM) Review of cycle storage (JR)	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 can be worn on corridors during movement times. If students or staff wish to remove them in lessons and 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	Communication with parents – face coverings optional	Complete – lanyards for exemption under way DG 7 th October	M
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 	H	Communication with students on induction day	Duty teams to support ongoing	M

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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 	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>Interviews 28th Sept</p>	Complete	M

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Transmission through contamination of surfaces	<ul style="list-style-type: none"> • Enhanced cleaning of frequently touched surfaces. • Bins for tissues emptied during the day. • Increased cleaning staffing by 3 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 	H	<p>2 cleaning appointments to be confirmed and rota to be published (AS) Underway – unsuccessful with Entrust and so site staff covering.</p> <p>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</p> <p>Review COSHH assessment for hand sanitiser and cleaning materials. (IM)</p> <p>Review teaching staff who do not have access to laptops (CLD) 14th Oct</p> <p>Staff informed to leave site promptly at 3.30pm where possible – reviewed and staff are to clean own desks if they need to stay in room after 3.30 and step outside if the cleaner asks them to. AS to notify cleaners and staff in briefing. 21 09 2020</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>COSHH assessments in place 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

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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>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.</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>Music to be delivered through theory or practical demonstration.</p>	<p>Ongoing</p> <p>RA received Farm 21 09 2020</p> <p>All others to be submitted.</p>	M

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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 (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. 	M	Arrangements for open evening and parents evening to be reviewed (LP) Trust approach to recruitment events to be agreed start of Autumn term (CEO)	Ongoing	M

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Gaps in learning	LP reviewing procedures for trial examinations	M	Reporting to be reviewed. Assessments of student progress to be scheduled. (LP)	Ongoing	M

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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>	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 5
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. • 1 member of additional cover booked for first 2 weeks 	M	<p>Check cover availability and secure permanent offer – consider use of HL (LA)</p> <p>Check changes to contracts in place</p>	Complete – A McCarthy to continue until Christmas. TH to be reviewed.	M
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. 	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 to be booked. (HM)</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
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 	H	Maintain sufficient PPE (AS) Revisit first aid training (AM)	Complete – AM to revisit first aid donning and doffing 7 th October – with all staff on 14 th Oct	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
<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.</p> <p>AS to ask JT check posters in all venues. 21 09 2020</p>	Autumn term AM	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
Insufficient first aiders on site or trained	<ul style="list-style-type: none"> All holders of valid first aid qualifications used to extend team. 	H	Training team source online updates and additional staff trained (RFL/AM)	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 policies with staff in training session. (AM)	Ongoing	M

Confirmed staff or pupil Covid- 19 case	<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 	H		Completed 5 th September.	M
Arrangements are in place to check the welfare of vulnerable children who are not attending school and the pupils with a safeguarding concern	<ul style="list-style-type: none"> Students have been mentored during closure. 	M	Mentoring data base reviewed if open to identify students not attending and mentors from pastoral team allocated. (AM) 1:1 to tutors to work with those unable to attend. (DG) EWO follow up hard to reach students (AM) Daily contact with social workers for identified students (HM/HOH)	Complete and ongoing	M
Arrangements are in place to check the welfare of vulnerable children in the event of closure	<ul style="list-style-type: none"> 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 (AM)	Complete	M

Arrangements are in place to move to virtual teaching in the event of enforced closure	<ul style="list-style-type: none"> All staff trained in office 365 Teaching to resume online 	M	In the event of partial closure lesson materials uploaded on to office 365 (RFL KG 21 09 2020)	Ongoing	M
Transmission via clothing	<ul style="list-style-type: none"> Dress code will be school uniform without blazers for students 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 jewellery Equipment should be wiped before bringing into home 	M	Update guidance in staff and parent news (JR)	Complete – not confident of compliance. 21 09 2020	M
Staff and students unprepared for reopening	<ul style="list-style-type: none"> Training day scheduled for staff 2ndt September in small groups and all delivery conducted via office 365 3rd Sept Year 9 induction (all other year groups educated remotely) 4th Sept Year 11 and 13 inductions (all other year groups educated remotely) 5th Sept Year 10 and 12 inductions (all other year groups educated remotely) 	H	<p>Student Recovery induction period includes:</p> <p>IPC/Behaviour/Mental Health/Timetetable/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>	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 sanitiser 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 utilised where rapid action needed. 	L	Governors virtual for Autumn 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

<p>Staff and students not following agreed policies or procedures.</p>	<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. 	<p>M</p>	<p>Review duties (JM) Complete</p>	<p>Complete and ongoing</p> <p>Social time 1:1 face to face not in place for students. 21 09 2020</p>	<p>M</p>
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Section B: Specific risk Assessment : School Farm

<p>Exposure to COVID-19</p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing.</p> <p>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).</p>	<ul style="list-style-type: none"> • Students to sanitise their hands, on entry to the classroom, in between different activities and on leaving the classroom • Students to wash hands at the end of the lesson in one of three sinks: room 80, room 81 and the farm office • Y10 students are provided with correctly fitted overalls at the start of the year. They will be responsible for taking the overalls home and washing them • Y11 students will be doing less practical work so will be given freshly laundered overalls for each lesson when they are required • Students will deposit the overalls in the bin provided after the session • Students to be handed the correct sized overalls to try on by a member of staff who is wearing gloves • All boots will be clearly labelled with their size to make it easy for students to identify the correct boot. • After use, students will wipe the outside of the boot with a disinfectant wipe and a member of staff will spray the inside of the boot with a disinfectant spray • Staff members to wash the overalls at 60OC in the washing machine in the skills centre • Staff responsible for washing the overalls to wear disposable gloves 	<p>H</p>	<p>Wall mounted sanitiser units to be installed in each classroom, the farm office, the large animal house and top hen pen. Site staff - August</p> <p>Paper towel dispenser to be installed in the farm office. Keypad installed on the door of the farm office to ensure students are only allowed entry for hand washing when a member of staff is present. Floor markings to enable socially distanced hand washing in the three areas Site staff – August</p> <p>Text message sent to parents telling them of the requirement to take overalls home for washing and allowing for questions. Students to be asked to bring a plastic bag into school to keep overalls in JN – August</p> <p>New procedures explained to y11 students during their first lesson. Any students not</p>	<p>Practical farm activities not commencing at the start of term to allow for reassessment and control measures to be put in place</p>	<p>H</p>
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	<p>when handling the overalls and throw the gloves away after use</p> <ul style="list-style-type: none"> • Students to get changed in a socially distanced manner in the designated changing room • Staff to get tools ready in advance of the lesson so they are spaced apart in a well-ventilated place for students • Each student has their own specific tool for that lesson • After the lesson all tools are lined up next to a disinfectant tub to allow a member of staff to disinfect all surfaces (the virus may be able to survive on soft wood surfaces for up to 5 days) • All students are assigned a specific task during the lesson and will not cross over to other tasks • Students to follow a one-way system where ever possible around the farm site • Students with hay fever/allergies must inform a member of staff at the start of the course and will be expected to take the necessary medication to control any potential droplet infection. • If students are working within 2 m of the member of staff and this cannot be avoided, the member of staff must wear a face mask. • All students will sign a code of conduct before they are allowed to carry out practical work on the farm. 		<p>complying will not be allowed to carry out practical activities JN – September</p> <p>Overalls all freshly laundered and stored in size order in the changing area and classroom cupboard ready for distribution. Sufficient number of gloves to be purchased AW – July</p> <p>Sizes to be spray painted on boots stored in the changing room. Purchase of spray paint AW – August</p> <p>New procedure to be explained to students during their first lesson. Wipes and spray to be purchased. Any students not complying with the rules will not be allowed to carry out practical work JN – September</p> <p>Additional washing powder will need to be purchased. Toilet area in skills centre to be set up to dry the overalls JN – August</p> <p>Changing room to be marked out with one metre changing</p>		
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			<p>areas for the students Site staff - August</p> <p>Tool shed organised to make storage and issuing of tools easy. Barn area cleared to allow tools to be laid out for collection by students in a socially distanced way. Careful planning of lessons in advance AW and JN – August/September</p> <p>One-way system marked out around the farm site and the site walked around with a view to identifying pinch points Site staff and JN - August</p> <p>Students asked about allergies during the first lesson and given correct advice JN – September</p> <p>Activities for students carefully planned to avoid the necessity for close contact. This will only be necessary in a small number of cases e.g. A sick animal needs treating.</p>		
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			<p>Sufficient face masks to be purchased and be readily available JN and AW – August/September</p> <p>Any students not complying with the code of conduct will not be allowed to complete practical work JN – September</p>		
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Section C: Specific Risk Assessment : Drama/Music/PE/Science

All practical lessons will not commence until 28th September PE and 5th October for all other subjects.

Lettings are cancelled until 5th October. AS to check Astro lettings

Section D: Specific Risk Assessment: ICT/Business

To follow

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 prioritise 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 Assessed:05 08 .2020****Review Date: Continual – based on daily DfE/Government updates****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	

