



Reopening from 8th March 2021 – Risk Assessment version March 2021

This risk assessment is based on current government guidance, including:

- [Schools coronavirus \(COVID-19\) operational guidance](#) (applies from 8 March)
- [Annex A: health and safety risk assessment](#)
- [Coronavirus: advice for pregnant employees](#)
- [Coronavirus: asymptomatic testing in schools and colleges](#)
- [Rapid asymptomatic testing in specialist settings](#)
- [Safe working in education, childcare and children's social care](#)

This document supersedes the risk assessment that was used to allow all students to return to site from September 2020, but some of the measures used during this time will continue.

The fundamental principle is to attempt to give the students a broad and balanced education as close to the school's curriculum intent as possible, while putting controls in place to manage the risk. However, this risk cannot be reduced to zero and our approach needs to be proportionate.

The school will continue to use Year group "bubbles" to allow for all students to access as normal a curriculum as possible. Students in these bubbles will not be able to socially distance at all times given limitations on classroom size and social space. Therefore, the focus will be on reducing (but not removing entirely) contact between these bubbles and following enhanced hygiene principles.

This document has been prepared by Claire Giblin, Headteacher, and is subject to consultation with staff and trustees. It may change as local and national conditions evolve or following any review of the effectiveness and efficiency of the procedures it contains. Any changes will be communicated to stakeholders as they occur. This risk assessment is shared with all stakeholders on the school website. All information relevant to the student body contained within has been made student friendly in sections on the website.

Summary of how we have approached risk estimation and management

The DfE advises that you take the following approach (in this order) to reducing risks in your school:

1. **Elimination:** if an activity isn't considered essential and has risks attached, stop it
2. **Substitution:** replace the activity with one that reduces the risk. Take care not to substitute the activity with one that'll introduce new hazards
3. **Engineering controls:** introduce measures that help control or mitigate risk
4. **Administrative controls:** identify and implement the procedures to improve safety (for example, by having markings on the floor or signage around school)
5. Having gone through this process, **use PPE where the guidance advises it is required**

Respond to risks in a way that's appropriate for your school's circumstances. For each risk, consider whether there are measures in each of the above steps that you can adopt before moving onto the next step.

Having conducted the above for each criteria, control measures are listed. Post Control measure risk evaluations have been made using the following criteria:

		Consequence of event occurring (Severity)				
		Negligible	Minor	Moderate	Major	Critical
Likelihood of event occurring (Probability)	Almost Certain	Tolerable 5	Substantial 10	Intolerable 15	Intolerable 20	Intolerable 25
	Likely	Tolerable 4	Substantial 8	Intolerable 12	Intolerable 16	Intolerable 20
	Possible	Trivial 3	Tolerable 6	Substantial 9	Intolerable 12	Intolerable 15
	Unlikely	Trivial 2	Tolerable 4	Tolerable 6	Substantial 8	Substantial 10
	Rare	Trivial 1	Trivial 2	Trivial 3	Tolerable 4	Tolerable 5

Probability

Rare, will probably never happen/recur
Unlikely, do not expect it to happen, but is possible
Possible, Might happen
Likely, will probably happen
Almost Certain, will undoubtedly happen

Severity

Negligible
 Minor
 Moderate
 Major
 Critical

Risk control strategies

Intolerable – stop activity, take immediate action to reduce the risk
Substantial - Take action within an agreed period
Tolerable – monitor the situation
Trivial – No action required

HAZARD	CONTROL MEASURES (INCLUDING UPDATES FOR FULL REOPENING)	RISK EVALUATION (POST MEASURES)			ADDITIONAL CONTROL NEEDED?
		PROBABILITY	SEVERITY	RISK	
Contact with someone suffering from coronavirus	<p>Everyone will be asked not to come into school if they need to self-isolate under <u>current government guidance</u>. Regular reminders will be given about this.</p> <p>If students or staff have travelled abroad, they will be asked not to come into school and to quarantine under the <u>current government guidance</u>. Attendance staff trained in current guidance and to report any cases to SLT.</p> <p>Anyone self-isolating with symptoms will be advised to do so in line with current government guidance, and to access <u>testing</u> and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school or develops symptoms while in school, or if a student has a positive test while at school, they will be sent home immediately or isolated until they can be picked up. Isolation will be in offices adjoining the PWC Centre. Windows will be kept open and the door shut (windows allow for passive supervision).</p> <p>999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a student who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • A window will be opened in the room to allow for fresh air ventilation • If a distance of 2 metres can't be maintained, supervising staff will wear a fluid-resistant surgical mask • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron • If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection <p>Supervising staff will wash their hands thoroughly for 20 seconds after the student has been picked up.</p> <p>In exceptional circumstances, if parents/carers cannot collect their child and they agree it's age-appropriate and safe to do so, the student can walk, cycle or scoot home. If the student</p>	Possible	Minor	Tolerable	Monitor the situation

HAZARD	CONTROL MEASURES (INCLUDING UPDATES FOR FULL REOPENING)	RISK EVALUATION (POST MEASURES)			ADDITIONAL CONTROL NEEDED?
		PROBABILITY	SEVERITY	RISK	
	<p>cannot be collected or travel home independently, we will make alternative arrangements to transport the student home. In this case one of the following steps will be taken:</p> <ul style="list-style-type: none"> • Use of a vehicle with a bulkhead or partition that separates the driver and passenger; or • The driver and passenger will maintain a distance of 2 metres from each other; or • The driver will use PPE (the same PPE as when supervising a symptomatic student, as explained above) and the passenger will wear a face mask if they are old enough and able to do so <p>A deep clean will take place in the areas that the symptomatic person or student who has tested positive in school has been, and PPE will be disposed of properly, following decontamination guidance.</p> <p>Rapid testing programme:</p> <p>We will provide staff and parents/students (as appropriate to the student’s age) with a privacy notice, and parents/students (as appropriate to the student’s age) with a consent form, so they can consent to testing.</p> <p>We will offer staff 2 lateral flow tests during week commencing 1.3.21. Thereafter, two per week, to take at home.</p> <p>We will offer students 3 lateral flow tests on-site, taken 3 to 5 days apart, upon their return to school.</p> <p>Thereafter, we will ask students to take 2 lateral flow tests per week, at home.</p> <p>In all cases:</p> <ul style="list-style-type: none"> • We will carefully read the government’s guidance on administering tests and ask the individual to read the instructions in the test kit carefully / explain the 				

HAZARD	CONTROL MEASURES (INCLUDING UPDATES FOR FULL REOPENING)	RISK EVALUATION (POST MEASURES)			ADDITIONAL CONTROL NEEDED?
		PROBABILITY	SEVERITY	RISK	
	<p>instructions to them (as appropriate) to make sure everyone knows how to safely administer or self-administer tests</p> <ul style="list-style-type: none"> • If the lateral flow test taken at home is positive, we will follow the same steps (laid out above) as if that student/staff member were displaying symptoms. They will need to take a 'standard' coronavirus (PCR) test to confirm their result if the lateral flow test was done at home • If the lateral flow test is negative, the student/staff member can continue to attend school <p>We won't need to see evidence of a negative test result in order to allow staff and students to attend school.</p> <p>All staff and students will continue to follow the measures set out in this risk assessment, even if we're participating in rapid testing.</p> <p>For tests taken on the school site, we will ask students and staff to share all test results with us, and we will keep accurate records of all results. We will only share health records with the relevant people.</p> <p>We will report test results to NHS Test and Trace wherever this is required by current government guidance.</p> <p>Students (over the age of 12, those aged 11 the responsibility lies with parents) and staff are responsible for uploading their home test results to the NHS Test and Trace service. They have been informed to notify the school in case of a positive result. Also to re-test should they receive a void result.</p> <p>If the school becomes aware that a student or a staff member has tested positive for coronavirus either with a lateral flow test or PCR test, and needs advice on next steps, the school will contact the DfE helpline on 0800 046 8687 and select option 1. (If no advice is required, the school will report the case using the DfE's 'online attendance form daily</p>				

HAZARD	CONTROL MEASURES (INCLUDING UPDATES FOR FULL REOPENING)	RISK EVALUATION (POST MEASURES)			ADDITIONAL CONTROL NEEDED?
		PROBABILITY	SEVERITY	RISK	
	<p><u>return</u>’). The advice service (or <u>local health protection team</u>, if the call is escalated to them), will carry out a rapid risk assessment to confirm who’s been in close contact with the person when infectious.</p> <p>The school will ask (using a template letter from the local health protection team) all close contacts to self-isolate in line with current government guidance.</p> <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team, who can be reached by calling the DfE helpline and selecting option 1, to decide if additional action is needed. Any advice given by the team will be followed.</p> <p>To help with identifying staff’s and students’ close contacts, records will be kept of:</p> <ul style="list-style-type: none"> • The students and staff in each class using seating plans on Satchel One. • Any close contact that takes place between children and staff in different groups <p>Close contact with an infected person means:</p> <ul style="list-style-type: none"> • Face-to-face contact, including: <ul style="list-style-type: none"> ○ Being coughed on ○ A face-to-face conversation within 1 metre • Being within 1 metre for 1 minute or longer without face-to-face contact • Sexual contact • Being within 2 metres for more than 15 minutes (either as a one-off contact or added up together over one day) • Travelling in a small vehicle or a plane 				
Contact with coronavirus when getting	Everyone will be encouraged to walk, cycle or scoot into school, and asked to avoid taking public transport during peak times if possible.	Possible	Minor	Tolerable	Monitor the situation

HAZARD	CONTROL MEASURES (INCLUDING UPDATES FOR FULL REOPENING)	RISK EVALUATION (POST MEASURES)			ADDITIONAL CONTROL NEEDED?
		PROBABILITY	SEVERITY	RISK	
to and from school	<p>Students will be advised to use the entrance to the school site allocated to their year group at the beginning and end of the day. However, the school entrances are narrow and this will only be a minor mitigation. Entrances are allocated as follows:</p> <ul style="list-style-type: none"> • Sixth Form entrance – Year 12&13 • Main Gates by the main school building, Denmark Road – Year 10 & 11 • Lansdowne Road entrance – Year 9 • Main Gates by the Gym, Denmark Road – Year 7 & 8 <p>Students may arrive onsite from 8am and will go directly to the room for their first lesson that day. Students whose first lesson is in SC1-7, FT1, IT1&2, the Gym, AS1, AS2, TS1 or DS1 will gather in the following areas by year group:</p> <ul style="list-style-type: none"> • Gym 1 (Changing Room end) – Year 7 • Gym 2 (Restaurant end) – Year 8 • Hall – Year 9 (nb/ first two weeks this will be in outside break area, in wet conditions SC1-5 would be opened and supervised) • Restaurant – Year 10 • Conservatory – Year 11 • Year 12 & 13 may use their designated study areas <p>Anyone who needs to take public transport will be referred to government guidance.</p> <p>For dedicated school transport (i.e. buses, minivans and any other services that are used only to carry students to school and where students do not mix with the general public), discussions will be held with the providers to make sure their staff:</p> <ul style="list-style-type: none"> • Follow hygiene rules • Try to keep their distance from passengers where possible 				

HAZARD	CONTROL MEASURES (INCLUDING UPDATES FOR FULL REOPENING)	RISK EVALUATION (POST MEASURES)			ADDITIONAL CONTROL NEEDED?
		PROBABILITY	SEVERITY	RISK	
	<ul style="list-style-type: none"> Do not work if they or a member of their household are displaying coronavirus symptoms <p>In addition, the school will work with providers, students and parents/carers as appropriate to ensure that, wherever possible:</p> <ul style="list-style-type: none"> Students are grouped together on transport to reflect the groups that are adopted within school Hand sanitiser is available upon boarding and/or disembarking There is additional cleaning of vehicles Queuing and boarding is well organised Students practise distancing within vehicles Children aged 11 and over are strongly recommended to use face coverings unless they are exempt from wearing them Windows and ceiling vents are opened to maximise ventilation of fresh air from outside <p>Parents/carers who need to drop off and pick up students will be told through messages:</p> <ul style="list-style-type: none"> That only one parent/carer should attend To observe social distancing guidance at all times Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment <p>Everyone will be strongly advised to keep on or put on a face covering when arriving at school and moving around indoors in places where social distancing is difficult to maintain, such as in corridors, outside of classrooms and in communal areas, unless they're exempt from wearing one.</p> <p>Everyone will also be strongly advised to wear a face covering in classrooms or during activities, unless social distancing can be maintained or a face covering would impact on the ability to take part in exercise or strenuous activity (or they are exempt from wearing one).</p>				

HAZARD	CONTROL MEASURES (INCLUDING UPDATES FOR FULL REOPENING)	RISK EVALUATION (POST MEASURES)			ADDITIONAL CONTROL NEEDED?
		PROBABILITY	SEVERITY	RISK	
	<p>Anyone wearing reusable face coverings will be expected to bring a plastic bag to keep these in when not in use. Disposable face coverings will be disposed of in a covered bin.</p> <p>Everyone will be asked to wash or sanitise their hands before and after putting on or removing a face covering.</p> <p>Everyone will be made aware that they mustn't touch the front of the covering during use or removal.</p> <p>A supply of spare face coverings will be kept for anyone who accepts to wear one yet arrives without one or has a covering that's unsafe to wear.</p>				
Spreading infection due to touch, sneezes and coughs	<p>Handwashing and sanitising facilities will be provided. In order to mitigate contact with other year groups we ask that students use just one block of toilets.</p> <p>Male students will continue to use those designated for male students. Transgender students may use the student toilet in Science.</p> <p>Toilet blocks are as follows:</p> <p>Year 7 – Main block yellow toilets</p> <p>Year 8 – By the PE Office</p> <p>Year 9 – By E5</p> <p>Year 10 – Humanities Block</p> <p>Year 11 – Main block pink toilets</p>	Possible	Minor	Tolerable	Monitor the situation

HAZARD	CONTROL MEASURES (INCLUDING UPDATES FOR FULL REOPENING)	RISK EVALUATION (POST MEASURES)			ADDITIONAL CONTROL NEEDED?
		PROBABILITY	SEVERITY	RISK	
	<p>Year 12 – Sixth Form First Floor</p> <p>Year 13 – Sixth Form Ground Floor</p> <p>Every entrance to every building and every classroom will have a sanitising station.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands • Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste <p>Students will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Skin-friendly cleaning wipes can be used as an alternative.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Lidded bins for tissues, operated by a foot pedal, will be emptied daily.</p>				
Spreading infection through contact with coronavirus on surfaces	<p>Cleaning staff and student supervisors will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> • Banisters • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) 	Possible	Minor	Tolerable	Monitor the situation

HAZARD	CONTROL MEASURES (INCLUDING UPDATES FOR FULL REOPENING)	RISK EVALUATION (POST MEASURES)			ADDITIONAL CONTROL NEEDED?
		PROBABILITY	SEVERITY	RISK	
	<ul style="list-style-type: none"> • Door and window handles • Furniture • Light switches • Reception desks • Teaching and learning aids • Computer equipment (including keyboards and mouse) • Telephones • Fingerprint scanners <p>Students will be asked to wipe down their desk / seat / equipment at the end of each lesson. Staff moving rooms will do the same.</p> <p>Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between persons between washes.</p> <p>Students and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, stationery and mobile phones.</p> <p>Areas of the school that are used by students will be cleaned thoroughly at the end of the day. There is a separate schedule of works which is reviewed regularly with our contract cleaners.</p> <p>The school will use a fogger at the beginning and end of each day in high use communal areas such as the dining hall and main hall.</p> <p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p>				

HAZARD	CONTROL MEASURES (INCLUDING UPDATES FOR FULL REOPENING)	RISK EVALUATION (POST MEASURES)			ADDITIONAL CONTROL NEEDED?
		PROBABILITY	SEVERITY	RISK	
	<ul style="list-style-type: none"> • Cleaned frequently and meticulously, and always between groups using them (students will be asked to assist with this using the cleaning products / wipes provided); or • Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups <p>The same rules will be followed for books and other shared resources that students or staff take home.</p> <p>However, unnecessary sharing will be avoided, especially where it doesn't contribute to student education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance. The fogger will also be used in these areas.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Wherever possible, teachers will avoid the handling of student books / paper / materials. Teachers should wherever possible use technology to collect in and give feedback on work. Staff are advised to quarantine books / paper taken in for 48 hours prior to marking. Teachers will wash their hands and surfaces before and after handling students' books.</p>				
Spreading infection due to excessive contact and mixing	<p>Based on guidance from the DfE, we will be operating a 'bubble' structure around the school. In reality this means that we will have 7 'student bubbles':</p> <p>Year 7, Year 8, Year 9, Year 10, Year 11, Year 12, Year 13.</p>	Possible	Minor	Tolerable	Monitor the situation

HAZARD	CONTROL MEASURES (INCLUDING UPDATES FOR FULL REOPENING)	RISK EVALUATION (POST MEASURES)			ADDITIONAL CONTROL NEEDED?
		PROBABILITY	SEVERITY	RISK	
between students and staff in lessons	<p>Students within these bubbles will be able to mix, although social distancing will always be encouraged. However, students in different bubbles will not mix beyond the unavoidable. We recognise they may end up mixing to some extent on buses to school and they may come into contact with each other in corridors. However, we will not, e.g. have a mixed year group assembly, do an activity with students from multiple bubbles. Each bubble will also eat separately in the restaurant each day and have separate break times. Regardless of being in a bubble, students will be expected to maintain distance where possible and not touch their peers - and must definitely not approach staff closely (see below).</p> <p>Students will be seated side-by-side and facing forwards where possible - furniture will be moved out of classrooms to allow for this if necessary. In rooms where this is not feasible, additional care will be taken to avoid any situations where students are in close face-to-face proximity. Lockers have been removed from all classrooms and corridors (bar sixth form) to maximise teaching and travel space.</p> <p>Satchel One seating plan function will be used to allocate students to seats for all classroom-based lessons. This is to support contact tracing procedures if needed and to ensure smooth starts to lessons. Once seated, students should not move around the room without the express permission of the teacher.</p> <p>Students will not be allowed to leave lessons unless absolutely necessary (e.g. peripatetic music lesson; appointment with school counsellor; urgent toilet break etc.).</p> <p>Staff can work across different groups in order to deliver the school timetable but they will keep their distance from students and other staff as much as they can (ideally 2 metres apart). This won't always be possible but close face-to-face contact must be avoided and time spent within 1 metre of anyone else minimised. All staff may provide their own protective face mask, or will be provided with a mask to wear in lessons if they choose and on change of lessons.</p>				

HAZARD	CONTROL MEASURES (INCLUDING UPDATES FOR FULL REOPENING)	RISK EVALUATION (POST MEASURES)			ADDITIONAL CONTROL NEEDED?
		PROBABILITY	SEVERITY	RISK	
	<p>It will be typical in all classrooms for teachers to remain at the front and wherever possible at two metres distance from students and other staff in the room. If leaving this space is unavoidable then the time in closer contact with students must be minimised.</p> <p>Extra Curricular activities may be offered in year bubbles.</p> <p>Supply teachers, peripatetic teachers and other temporary staff will also be told to minimise student contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum.</p> <p>Peripatetic music lessons can continue but must take place in well-ventilated rooms, with gaps between lessons to ensure facilities can be wiped down by the teacher. Students may need to face away from the teacher where there may be an increased risk e.g. singing.</p> <p>Specialists, therapists, counsellors and other support staff for students with SEND should provide interventions as usual while trying to maintain distance. These staff will be advised to be particularly rigorous about hand washing and respiratory hygiene.</p> <p>We will follow the government’s guidance for lessons involving drama, singing, chanting, shouting or playing instruments (particularly wind or brass instruments). These will take place outside wherever possible. If taking place inside, larger, well-ventilated rooms will be used and the number of people will be limited to allow for social distancing.</p> <p>Any background or accompanying music will be kept to levels which don’t require teachers or other performers to raise their voices if they don’t have to. Microphones will be used to avoid the need for shouting or prolonged periods of loud speaking or singing. Where possible, microphones, instruments or other equipment won’t be shared.</p> <p>During music lessons and performances, students will be positioned either back-to-back or side-to-side at an appropriate distance. Singing or instrument playing will only take place in assemblies if there’s enough natural airflow and space to allow for strict social distancing</p>				

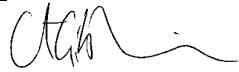
HAZARD	CONTROL MEASURES (INCLUDING UPDATES FOR FULL REOPENING)	RISK EVALUATION (POST MEASURES)			ADDITIONAL CONTROL NEEDED?
		PROBABILITY	SEVERITY	RISK	
	<p>between each person (at least 10l/s/person natural airflow for all present, including audiences).</p> <p>We will not host performances with an audience.</p> <p>For physical activity, we will follow the same guidance for cleaning equipment and grouping students as in all areas of the school. Outdoor sports will be prioritised where possible - where it is not, we'll use large indoor spaces with sufficient ventilation. Distance between students will be maximised as much as possible. As students will not be allowed to use changing rooms, on days when they have PE students will be allowed to attend all day in their PE kit.</p> <p>For team sports, we will follow the government guidance on team sport. We will not compete with other schools until wider grassroots sport for under 18s is allowed.</p>				
Spreading infection due to excessive contact and mixing between students and staff around and outside of the school	<p>Students will not mix outside their year bubbles during the course of the school day. Lessons will run as per the normal timetable. Infection spread is controlled through enhanced cleaning measures, the wearing of masks and social distancing.</p> <p>Staff and visitors will be strongly advised to wear face coverings at all times unless they're exempt from wearing one. They'll be given clear instructions about how to put on, remove and store/dispose of face coverings safely.</p> <p>For more detail about our arrangements for face coverings, see the control measures above for the hazard 'Contact with coronavirus when getting to and from school'.</p> <p>Everyone will be asked to wear face coverings in all areas of the school as social distancing is difficult to maintain, unless they're exempt from wearing one.</p>	Possible	Minor	Tolerable	Monitor the situation

HAZARD	CONTROL MEASURES (INCLUDING UPDATES FOR FULL REOPENING)	RISK EVALUATION (POST MEASURES)			ADDITIONAL CONTROL NEEDED?
		PROBABILITY	SEVERITY	RISK	
	<p>Everyone will also be asked to wear face coverings in classrooms or during activities, unless social distancing can be maintained or the face covering would impact on the ability to take part in exercise or strenuous activity (or they're exempt from wearing one).</p> <p>Everyone will be given clear instructions about how to put on, remove and store/dispose of face coverings safely.</p> <p>For more detail about our arrangements for face coverings, see the control measures above for the hazard 'Contact with coronavirus when getting to and from school'.</p> <p>Student groups will have staggered break and lunch times, to avoid bubbles crossing. A copy of the timetable is on the website.</p> <p>Movement around the school site will be made more fluid by the removal of bells, this will encourage less congestion around the site at lesson changeover. Staff are encouraged to move lessons slightly before / after students (where health and safety allow) at lesson changeover to avoid crowded corridors.</p> <p>Through a mixture of passive and direct supervision, students will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>The dining area will be cleaned between each use. It is not possible to clean the gym or hall between uses, however the areas will be kept ventilated at all times and any equipment used cleaned / quarantined as per this risk assessment.</p> <p>Toilet use will be managed to avoid crowding. Students will use the toilets assigned to their year bubble. Details are above.</p> <p>Staff use of staff communal areas, this will be staggered to an extent by the staggered break and lunch times. Staff are also reminded to limit occupancy in accordance with social distancing measures. Staff are advised to never sit opposite each other at less than 2m.</p>				

HAZARD	CONTROL MEASURES (INCLUDING UPDATES FOR FULL REOPENING)	RISK EVALUATION (POST MEASURES)			ADDITIONAL CONTROL NEEDED?
		PROBABILITY	SEVERITY	RISK	
	<p>We will limit the number of visitors to the site, where possible. If it is not, visitors will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. We will keep a record of all visitors. They will be asked to engage in Test and Trace by logging their details using the app.</p> <p>Educational visits will not take place.</p> <p>Breakfast or after-school provision, students will sit in their year bubbles. Students will be asked to clean areas they have used before the next session.</p>				
Spreading infection due to the school environment	<p>Checks to the premises will be done to make sure the school is up to health and safety standards.</p> <p>First aid will be reviewed to make sure it can still be administered safely. PPE will be worn accordingly.</p> <p>This will include checking that all fire doors are operational at all times, and that the fire alarm system and emergency lights have been tested and are fully operational. Emergency fire drills will be carried out as normal in year bubbles. In the event of an actual evacuation the need to evacuate supersedes the requirement to social distance.</p> <p>Areas in use will be well ventilated by:</p> <ul style="list-style-type: none"> Using ventilation units - if possible, systems will be adjusted to full fresh air or, if not, then systems will operate as normal as long as they are within a single room and supplemented by an outdoor air supply. These systems will be maintained in accordance with the manufacturers' recommendations Opening windows 	Possible	Minor	Tolerable	Monitor the situation

HAZARD	CONTROL MEASURES (INCLUDING UPDATES FOR FULL REOPENING)	RISK EVALUATION (POST MEASURES)			ADDITIONAL CONTROL NEEDED?
		PROBABILITY	SEVERITY	RISK	
	<ul style="list-style-type: none"> • Propping open internal and external doors, where fire safety and safeguarding wouldn't be compromised <p>A comfortable temperature will be maintained alongside increased ventilation by:</p> <ul style="list-style-type: none"> • Opening high level windows in preference to low level to reduce draughts • Providing flexibility to allow additional, suitable indoor clothing • Increasing the level of ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused). This means keeping windows slightly open while the room is occupied and opening more widely while unoccupied • Rearranging furniture where possible to avoid direct drafts <p>The use of lifts will be avoided unless essential.</p> <p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p>				
Spreading infection due to excessive contact and mixing in meetings	<p>Where possible, meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and trustees.</p> <p>Where this isn't possible, meetings will be conducted outside, outside of school hours, or in a ventilated room large enough to allow for social distancing.</p>	Unlikely	Negligible	Trivial	No further action required
Individuals vulnerable to serious infection	<p>Staff who are clinically extremely vulnerable will have received a shielding letter or been advised to stay at home by their GP/clinician. They will not come into school, and instead will work from home if they can. This applies even if the staff member has received the vaccine.</p> <p>Clinically vulnerable staff will come into school if they can't work from home. If in school, they will closely follow the protective measures outlined in this risk assessment, including:</p>	Possible	Moderate	Substantial	CEV and pregnant staff are working from home.

HAZARD	CONTROL MEASURES (INCLUDING UPDATES FOR FULL REOPENING)	RISK EVALUATION (POST MEASURES)			ADDITIONAL CONTROL NEEDED?
		PROBABILITY	SEVERITY	RISK	
coming into school	<ul style="list-style-type: none"> ○ Where possible, maintaining 2 metre distance from others ○ Avoiding close face-to-face contact and minimising time spent within 1 metre of others <p>Staff that may be otherwise at increased risk of coronavirus will come into school if they can't work from home. We will consider putting specific protective measures in place using individual risk assessments .</p> <p>Staff that live with someone who's extremely clinically vulnerable, who's clinically vulnerable, or who may be otherwise at increased risk of coronavirus, will come into school if they can't work from home, and will follow good prevention practices.</p> <p>We will follow the government guidance for pregnant employees. Staff who are pregnant will work from home where possible. Where home working isn't possible, we will carry out risk assessments for staff who are pregnant, and remove or manage identified risks where possible. Pregnant staff will not be required to continue working if this is not supported by the risk assessment, and will be offered alternative arrangements (which may include working from home or suspension on normal pay). Staff who are 28 weeks pregnant or beyond, or staff who are pregnant with underlying health conditions, will be considered clinically extremely vulnerable and offered further flexibility to work from home in a different capacity.</p>				<p>CV staff and those who live with CEV or CV are in school as by nature of our work, they cannot work from home when all students are in school.</p> <p>We have taken all mitigating measures we can. The severity and risk rating reflect the higher risk categories for these staff should they contract Covid. Probability remains as low as for any profession (see government guidance)</p>

Declaration - If the above control measures are implemented the risks posed by the task / process / environment assessed will be controlled to as low as is reasonably practicable.	
Persons involved in assessment	Claire Giblin
Signature of Lead Assessor	 <p style="text-align: right;">Date 5th March 2021</p>

Reviews – this assessment should be reviewed at intervals no greater than one month or when there are changes in operational procedure, personnel, the work environment or following an incident							
Review date	Comments	Reviewed by	Signature	Review date	Comments	Reviewed by	Signature