

William Farr C.E. Comprehensive School Infection Control COVID-19 Risk Assessment Form



| | | |
|--|--|--|
| Risk Assessment carried out by – J Knowler (Headteacher), S Alcock (School Business Leader) | | |
| Date of Assessment – 10 July 2020 | Date Approved by Governing Body – 16 July 2020. | Updated: 10 October 2020 12 December 2020 21 January 2021 08 March 2021 |

| | |
|---|---|
| <p>Personnel covered by this Risk Assessment:</p> <p>All staff, students, parents, visitors, governors and contractors who are on the school site.</p> | <p>Activities involved:</p> <p>To follow Government directives and guidance, protective controls and health and safety provision during the Covid-19 pandemic.</p> |
|---|---|

| RISK RATING | | Likelihood | | |
|--------------------|--|---|--|--|
| | | Probable Occurs repeatedly, to be expected or could affect large number of people | Possible Could occur sometime or affect a few people | Remote Unlikely to occur or not many people to be affected |
| Impact | Major Major injury, permanent disability or ill-health | High | High | Medium |
| | Severe Injury requiring medical treatment | High | Medium | Low |
| | Minor First aid treatment | Medium | Low | Low |

Context

The school closed from 20 March to 17 July 2020 following a directive from the Government as part of the national lockdown. The school remained open for vulnerable students (those with an Education and Health Care Plan and Social Worker) and those students whose parents were key workers. This included holiday periods.

Between 15 June and 17 July, the school partially reopened to Year 10 and 12 students to provide face-to-face contact to supplement remote learning as per the Department for Education (DfE) recommendation. The school continued to offer provision for vulnerable students and those students whose parents were key workers. Fundamental to this partial reopening was the safety and welfare of all people on site. Staff were asked to work from home if they could and a minimum staff rota was produced to supervise the students in school and keep the site open and maintained. A detailed School Risk Assessment was produced and approved by staff, unions and the Governing Body prior to partial reopening. The DfE recommendations regarding health and safety measures to protect staff and students in school and working from home were followed. Individual Risk Assessments were produced and regularly reviewed for SEND/EHCP students as per Government requirements.

In line with the Government directive announced on 2 July 2020, the school reopened to all students for full-time education in September 2020. The School Risk Assessment was re-written to ensure that the school was prepared for the reopening and that **any potential risks to the safety and welfare of staff and students were identified and minimised as far as is reasonably practicable to make the school Covid-secure** (DfE guidance). Individual Risk Assessments were produced and reviewed for SEND/EHCP students, vulnerable staff and by individual departments of practical subjects (DfE guidance). The School Risk Assessment was approved by staff, unions and the Governing Body. It was reviewed and commended by Public Health England and shared with parents. The School Risk Assessment can be accessed through the school website and was reviewed and updated in November and December 2020.

From 5 January 2021, the school closed again to all students following a Government directive as part of national lockdown but remained open to all vulnerable students (as determined by the revised DfE criteria) and those students whose parents were key workers. The School Risk Assessment was reviewed and updated in line with DfE requirements in January 2021. The DfE recommendations regarding health and safety measures to protect staff and students in school and working from home were followed. Individual Risk Assessments were produced and reviewed for EHCP/SEND students and vulnerable staff in line with Government requirements. The School Risk Assessment was approved by staff, unions and the Governing Body. It was reviewed and commended by Public Health England and shared with parents. The School Risk Assessment can be accessed through the school website.

In line with the Prime Minister's announcement on 22 February 2021 of a roadmap to ease lockdown restrictions in England, the school reopened for all students from Monday 8 March 2021 on a staggered return for year groups. During week commencing Monday 8 March 2021, the school remained open to all vulnerable students (as determined by the revised DfE criteria) and those students whose parents were key workers until their start date back in school. Upon their return, students were offered 3 Lateral Flow Device (LFD) tests within 3-5 days followed by 2 home testing kits per week. Staff also offered 2 home testing kits per week. The School Risk Assessment was reviewed and updated in line with DfE requirements in March 2021. A separate Risk Assessment has been carried out for LFD testing (school and home). **The risk assessment has been checked by James Whelan CMIOSH, LCGI, Health & Safety Consultant, Hunt & Sykes Safety Services Ltd.**

The School Risk Assessment shows existing and additional controls in place since the start of the pandemic. It is regularly shared with stakeholders so that they have confidence that protection measures are in place and are appropriate to the changing circumstances of Covid-19.

In producing this School Risk Assessment, the relevant Department for Education/Local Authority/Public Health Guidance has been followed by the school and is correct as of March 2021. This is subject to change following any further Government advice.

| Risk | Initial controls in place pre-September 20 | Additional controls in place post-September 20 | Risk Rating H/M/L with control measures | By Whom |
|---|--|---|---|---|
| <p>Spreading COVID-19 on arrival to school</p> | <p>-Students and staff displaying symptoms are not permitted to be in school until 10/14 day isolation completed in line with Government guidance. They should book a test through the NHS Test and Trace process either online or over the telephone via NHS 119.</p> <p>-Access to the school site is controlled using the front and rear entrance points.</p> <p>-On arrival, students wash hands/apply sanitiser.</p> <p>-Parents/carers are not permitted into the school building (unless by prior appointment) and can only drop off/collect their child from the car park.</p> <p>-Students are not permitted to bring mobile phones into school as it is against school policy. It is a common touch point by other people and not just the user, which would present a risk of spreading the virus.</p> <p>-Office staff to work either behind a screen on main reception or 2 metres away from visitors/colleagues.</p> <p>-Senior Leadership Team (SLT) make visual checks of staff and students on arrival at school for any symptoms.</p> <p>-Staff and students presenting with symptoms at the start of the school day are isolated in a dedicated isolation room and parents/carers contacted to arrange immediate collection (see section on developing symptoms).</p> | <p>-Parents, students and staff reminded through email and guidance documents that if anyone in their household displays symptoms of coronavirus, they are to follow the NHS guidance and the Test and Trace system for self-isolating (see later section on developing symptoms).</p> <p>-Parents, students and staff reminded through email and guidance documents of the importance of social distancing when travelling to and from school.</p> <p>-Public Health England has stated that routine temperature checks of students are not recommended as this is an unreliable method of identifying the virus.</p> <p>-In line with DfE recommendations, face coverings are required to be worn in school buildings, in lessons and in corridors unless exempt according to DfE criteria because of a physical impairment or disability, illness, mental health difficulty or the students relies on lip reading to communicate.</p> <p>-Parents can request exemption from wearing a face covering, by emailing their child's respective Head of Year. Exempt children are still required to follow the school's protective measures to minimise the risk of transmission. Exempt students will be provided with a lanyard to wear.</p> <p>-Students are not required to wear a face covering in PE as this could impact on a student's ability to take part in exercise of strenuous activity.</p> <p>-Face coverings do not need to be worn outdoors or during break and lunchtime when students are sat down eating and drinking.</p> <p>-Face visors or shields should not be worn as an alternative to a face covering.</p> <p>-The safe wearing of face coverings requires washing/sanitising hands before and after touching (including to remove or put them on) and the safe storage of them in individual sealable bags between uses.</p> <p>-Students are required to bring their own face coverings to school. -</p> | <p>L</p> | <p>Parents/ carers, staff, students</p> <p>Headteacher and Senior Leadership Team (SLT)</p> <p>Office staff</p> <p>Parents/</p> |

| Risk | Initial controls in place pre-September 20 | Additional controls in place post-September 20 | Risk Rating H/M/L with control measures | By Whom |
|---|--|--|--|---|
| <p>Spreading COVID-19 on arrival to school</p> | | <ul style="list-style-type: none"> -Face coverings are not required to be worn outside. -Face visors/shield are no longer worn on their own. -Face coverings must be worn responsibly in line with guidance sent to parents with regular handwashing/sanitising of hands before and after use. -On arrival to school, students to be directed to designated areas and assemble in year-group forms/areas. -Signage around school site reminds staff and students to retain social distancing and identifies the one-way system for entry and exit of buildings. Maps are available to show the one-way system. Maps have been updated since new Year 12 and 13 zoning and toilet changes have been put in place. -Student expectations sheet has been emailed to parents prior to reopening. This explains the health and safety and protective measures in place. Parents are regularly reminded of expectations through parent mail. -Staff and students have been informed through the expectations sheet to only bring essential equipment needed for that day into school with no borrowing or sharing of equipment. -Contractors are not permitted on site unless by prior appointment and must follow Health and Safety advice. -Headteacher (or designated Deputy) to be informed of any incidents where staff or students display symptoms. -Dedicated Covid-19 email address set up for parents/staff to report confirmed cases including weekend cover. -Staff will be supplied with a free Lateral Flow Device (LFD) kit to self-swab and test themselves twice a week at home. -Students to be tested 3 times in school before they receive home testing kits. -Separate Risk Assessment completed for LFD home testing. | <p>L</p> | <p>carers, staff, students</p> <p>Headteacher and Senior Leadership Team (SLT)</p> <p>Office staff</p> |

| Risk | Initial controls in place pre-September 20 | Additional controls in place post-September 20 | Risk Rating H/M/L with control measures | By Whom |
|---|--|---|---|--|
| Staff/ student absence from school | <p>-Registers taken each day for students attending school. Any non-attendance is followed up immediately with contact home.</p> <p>-Department for Education (DfE) requirements for recording daily attendance has been followed.</p> | <p>-Parents/carers and staff are advised to follow the usual school procedures for sickness absence.</p> <p>-If absence is related to Covid-19, staff/families advised to follow NHS Test and Trace guidance. School to be informed of any test outcomes. If positive, school to follow Public Health England procedures.</p> <p>-Student Covid-19-related absence coded 'X'. Students awaiting their return date to school week commencing 8 March coded 'Y'.</p> <p>-School work set in line with remote education requirements from DfE.</p> <p>-An increase in staff availability/cover may be needed if any staff are self-isolating having contracted coronavirus or have been informed to self-isolate through Test and Trace. Potential implications for the school budget.</p> <p>-School closure or year-group bubble closure only considered if significant staff absence means the safety, welfare and educational provision cannot be maintained and all available resources have been utilised. DfE, PHE and Governing Body will be consulted.</p> | M | <p>Headteacher and SLT</p> <p>Attendance Officer</p> <p>Parents/ carers, staff, students</p> |
| Transport to and from school spreads infection | <p>-Floor markings used where necessary to manage any queuing at entrance to school.</p> <p>-Local Authority (LA) transport provided for identified students.</p> <p>-Students are met and greeted by staff on arrival.</p> <p>-A traffic management system is in place in the main car park to facilitate social distancing and smooth flow of traffic.</p> | <p>-All parent/carers have been informed by letter that, where possible, their child should cycle or walk to school maintaining social distancing in line with government advice. If travelling by car, parents/carers must drop off and collect their child from the main car park and remain in their cars. Parent/carers must not congregate by the school gates. Parents/carers are not permitted to enter the school premises unless by appointment.</p> <p>-Parents advised that students should not use buses unless there is no other option. If students do use buses, they must follow the 'Safe travel guidance for passengers' DfE document adopting social distancing and wearing face masks.</p> <p>-Dedicated buses and service buses will operate with normal arrival and departure times. Students encouraged to board and sit in year-group bubbles on buses. Maintaining year-group bubbles during the bus journey will be difficult due to lack of staff supervision. NB: From March 21, LA Transport will assist with any contact tracing of close contacts travelling on buses, when a student has tested positive.</p> | M | <p>Headteacher and SLT</p> <p>Duty Staff</p> <p>Site Manager/ Caretakers</p> <p>Parents/ carers, staff, students</p> |

| Risk | Initial controls in place pre-September 20 | Additional controls in place post-September 20 | Risk Rating H/M/L with control measures | By Whom |
|--|---|--|---|--|
| <p>Transport to and from school spreads infection</p> | | <p>-Students to sanitise hands prior to boarding buses at the end of the day and when disembarking from buses on arrival to school. Staff supervision of buses will be provided on site.</p> <p>-Requirement for students to wear face covering when travelling on all buses to minimise risk as they are likely to come into contact with students outside their bubble. Where possible, students to sit with same group of students and be familiar with the students around them in the event of contact tracing and needing to identify individual students.</p> <p>-Parent/carer responsibility to provide face coverings. Letter to parents provides a link to Department for Education website on how students should wear their face coverings correctly.</p> <p>-Students regularly reminded by Head of Year/Form Tutor of the requirement for safe wearing of face coverings on buses.</p> <p>-All staff to use the rear car park only to maximise space on the front car park for parents dropping off their child and bus use.</p> <p>-Students walking, cycling or travelling by bus to use the main and rear entrance to school.</p> <p>-Staff to monitor entrances.</p> | <p>M</p> | <p>Headteacher and SLT</p> <p>Duty Staff</p> <p>Site Manager/ Caretakers Parents/ carers, staff, students</p> |
| <p>Staff /students' attendance</p> | <p>-From September, the requirements for student attendance at school has changed from previous controls.</p> | <p>-All students and staff (unless they are critically extremely vulnerable) expected to attend school as per Government guidelines.</p> <p>-Staff and students who were previously shielding can return to school (unless they are critically extremely vulnerable).</p> <p>-Normal School Attendance Policy is applied.</p> <p>-Staff/students should not attend school if they are isolating/have symptoms/tested positive/in close contact with someone who has tested positive.</p> <p>-Parents/carers and staff provided with attendance information through student and staff expectations sheet.</p> <p>-Any staff who have concerns about being in school to discuss this with a member of the Senior Leadership Team.</p> <p>-Individual Risk Assessments completed by subject areas.</p> | <p>L</p> | <p>Headteacher</p> <p>HR Manager</p> <p>Staff</p> <p>Parents/ carers, staff, students</p> |

| Risk | Initial controls in place pre-September 20 | Additional controls in place post-September 20 | Risk Rating H/M/L with control measures | By Whom |
|---|--|--|---|--|
| Staff /students' attendance | | <p>-Any students who have concerns about being in school should discuss this with the Form Tutor/ Head of Year/Special Education Needs Co-ordinator.</p> <p>-The school prioritises long-term supply teachers/temporary or peripatetic staff/trainee teachers to minimise the risk of staff working in different settings and spreading the virus. Staff expected to comply with school preventative measures and hygiene requirements to minimise risk.</p> <p>-Staff/students reminded through correspondence of the need to consider FCDO advice when booking travel and returning from a destination where quarantine is needed.</p> <p>- Clinically extremely vulnerable staff to work at home.</p> <p>-Individual risk assessments completed for staff classed as vulnerable or pregnant under government criterion. Pregnant staff who are under 28 weeks pregnant will be classed as clinically vulnerable and remain eligible to attend the workplace. Pregnant staff who are 28 weeks pregnant and beyond will be asked to work from home until they start maternity leave.</p> <p>- Attendance data submitted to DfE as required.</p> | L | <p>Headteacher</p> <p>HR Manager</p> <p>Staff</p> <p>Parents/ carers, staff, students</p> |
| Infection/ hygiene standards within the school building and classrooms | <p>-Students/staff have restricted access to areas of the school.</p> <p>-Staff take responsibility for their own personal hygiene throughout the school day.</p> <p>-DfE guidance followed for the cleaning of non-healthcare settings.</p> <p>-Updated cleaning regime implemented.</p> <p>-Students advised to follow the guidance, 'Catch it, Bin it, Kill it', and avoid touching their faces, noses, etc. whilst at school. Tissues to be disposed of in bins.</p> <p>-Bins emptied regularly throughout the day and placed in the external bin store (where it should be kept for 3 days). Clinical waste is disposed of in red bin bags.</p> | <p>-Members of the cleaning/site team are present during the school day to carry out cleaning during breaks and lunch times, touch point and spot cleaning and removal of waste from the school site, where need identified. Toilets will be cleaned regularly.</p> <p>-Tissues, hand sanitisers and anti-bacterial wipes are available in every classroom used.</p> <p>-Caretakers/site team/medical team report any stock level concerns to the School Business Leader in relation to equipment/ chemicals/PPE, etc.</p> <p>-Pre-building checks undertaken to make site safe.</p> <p>-Students/staff regularly reminded of importance of personal hygiene verbally and through expectations documents.</p> <p>-Students eat their lunches in designated eating areas in year-group bubbles. Cashless payment facility in each designated eating area.</p> <p>-One-way system between and within buildings to minimise internal</p> | M | <p>Headteacher and SLT</p> <p>Site Manager/ Caretakers, Cleaners</p> <p>Parents/ carers, staff, students.</p> <p>Headteacher</p> |

| Risk | Initial controls in place pre-September 20 | Additional controls in place post-September 20 | Risk Rating H/M/L with control measures | By Whom |
|---|--|---|---|---|
| Infection/ hygiene standards within the school building and classrooms | <ul style="list-style-type: none"> -Cleaning regime checklist implemented. -Hard surfaces and key touch point areas, such as doors, door furniture, light switches and handrails, are disinfected on a frequent basis rather than simply cleaned. -Cleaning products readily available in the toilet areas/classrooms and with caretakers for spot cleaning. -Communal fridge doors, kettles, toasters and microwave doors, etc. and water cooler handles are included in the daily routine cleaning carried out by identified staff. -Additional handwashing facility created outdoors. -Student and staff work areas to be wiped down by individuals, using disinfectant wipes at the start and end of lessons/use. -Weekly flush through by caretakers of all water sources in closed areas of school thereafter. -Enhanced cleaning regime -Catering follow safe working practices and have a separate risk assessment. -SLT to be visible around school during the day, popping into lessons and supervising students' arrival, break, lunch and departure times. -Toilet and handwashing facilities are adequately stocked with soap, hand towels, toilet rolls and the waste bins are emptied each day and taken out to the external bins. | <p>contact between staff and students. Small sections of school cannot accommodate a one-way system; in these areas staff/students should stay to the left and keep their distance.</p> <ul style="list-style-type: none"> -Students taught in their normal classrooms in year-group bubbles. Desks to be arranged so students do not face each other in lessons as per DfE guidance. Adjustments made to practical subjects in consultation with curriculum leaders. Internal audit of desk space in classrooms carried out. -Subject departments follow DfE guidance for practical subjects. -All students bring their own stationery items and do not share resources. -Classroom-based resources, such as books, IT, sports/art/science equipment can be used and shared within bubbles. This is cleaned between bubbles by students/staff or rotated to allow them to be left unused for 48 hours (72 hours for plastics). -Staff/students can take books home and shared resources but wipe them down with anti-bacterial wipes or leave them for 48 hours. -Staff/students wash hands/use sanitiser regularly at the start of lessons/handling shared resources. -Staff keep 2 metres from students/other staff avoiding close face-to-face contact within 1 metre. -Students only bring essential items into school for each day, such as lunch boxes, hats, coats, books, stationery. Bags are permitted. -Staff and students bring a packed lunch, snacks and own bottled water. Packed lunch available for Free School Meal children. A limited range of hot/cold snacks/drinks available to buy in designated areas during breaks and lunchtimes. -Dining Hall water fountain available in school with restricted use. Enhanced cleaning regime in place. | <p style="text-align: center;">M</p> | <p>and SLT</p> <p>Site Manager/ Caretakers, Cleaners</p> <p>Parents/ carers, staff, students.</p> <p style="text-align: right;">Headteacher</p> |

| Risk | Initial controls in place pre-September 20 | Additional controls in place post-September 20 | Risk Rating H/M/L with control measures | By Whom |
|--|---|---|---|---|
| <p>Infection/ hygiene standards within the school building and classrooms</p> | <p>-70% alcohol sanitiser gel available to staff and students in all classrooms and on entry to school at reception.</p> <p>-Handwashing posters located in student and staff toilet areas and classrooms.</p> <p>-Students are encouraged throughout the school day to wash their hands for 20 seconds.</p> <p>-Staff and students to wash/sanitise their hands:</p> <ul style="list-style-type: none"> - On arrival to school and lessons - Before and after eating - Throughout the school day - Following coughing and sneezing - At the end of the school day <p>-Where appropriate, windows to be opened in classrooms/corridor areas/offices during the school day to allow natural ventilation.</p> <p>-Where appropriate, occupied classroom doors to be wedged open during the day. Fire doors are NOT to be wedged open. Many fire doors have automatic release in event of fire.</p> | <p>-Staff socially distance when using shared areas, such as offices, main reception and staff rooms. Face coverings to be worn inside buildings and no more than 2 members of staff in an office at the same time unless social distancing can be maintained. Staggered lunches reduce staff demand on these areas.</p> <p>-Each year-group bubble use own toilet blocks, despite DfE guidance that students do not need separate toilets. Toilets cleaned regularly and students encouraged to clean their hands thoroughly after using the toilet.</p> <p>-Protective screens erected in the dining hall, food serving and payment areas.</p> <p>-School uniform shop open to students only until non-essential retail outlets open. Parents not permitted on site, but orders can be placed online and collected by students socially distanced. Payment can be made online payments. Returned uniform orders placed in storage for 3 days.</p> <p>-No performances with live audiences. Music and Drama continue practical activities with social distancing. Speaking and singing kept at a minimum noise level indoors.</p> <p>-PE lessons taught in consistent year-group bubbles. Equipment cleaned between use of different year groups. Outdoors sport prioritised where possible, but large indoor spaces can be used with ventilation.</p> <p>-Health and safety measures followed for school reopening following full closure, including any legionella risk through stagnant water, cleaning of site, evacuation/critical incident procedure.</p> <p>-New Staff Duty Rota in place to include increased duties at key times in key areas of the school.</p> <p>-Health and Safety site checks on reopening to continue in line with guidance. Annual Health and Safety audit to continue to ensure compliance with statutory regulations.</p> <p>-Air conditioning can continue to be used in classrooms in accordance with WHO regulations.</p> | <p>M</p> | <p>and SLT</p> <p>Site Manager/ Caretakers, Cleaners</p> <p>Parents/ carers, staff, students</p> |

| Risk | Initial controls in place pre-September 20 | Additional controls in place post-September 20 | Risk Rating H/M/L with control measures | By Whom |
|--|--|--|---|---|
| <p>Quality of educational provision decreases</p> | <p>-Most teachers are now familiar with TEAMS in delivering online learning.</p> <p>-KS3 subjects have received some TEAMS lessons in core subjects before the summer.</p> <p>-Staff have continued to set and provide feedback on work to all students through remote learning.</p> <p>-Departments plan and review teaching materials, resources and provide feedback on work set.</p> | <p>-Non-essential educational visits postponed to allow students time to catch up and avoid missing further lessons. Residential visits will not take place until further notice.</p> <p>-Individual students absent from school due to symptoms/isolating to continue to access blended learning – a mixture of VLE/Teams/recorded lessons.</p> <p>-Remote learning, including a mixture of VLE/TEAMS/recorded lessons, available if a year-group bubble is sent home or full school closure is instructed by the DfE. DfE guidance on remote education provision and engagement to be followed. Remote Education provision published on school website as per DfE requirements.</p> <p>-Parents’ Evenings will continue to be held remotely using the online booking system.</p> <p>-Laptops/routers ordered and distributed through Government scheme to students who have IT access requirements at home.</p> <p>-Updated curriculum schemes of work and teaching materials in line with any exam board changes to content and assessment.</p> <p>-Formative assessment used to identify gaps in students’ learning with appropriate modifications to curriculum planning and lessons.</p> <p>-Lessons planned to identify gaps in students’ learning from missed work.</p> <p>-Lessons planned to remove physical contact between students. Prioritise outdoor sports and large indoor spaces where possible.</p> <p>-Catch-up programme in Autumn term for Year 11 and 13 students, included students with complex needs, supported by Government catch-up funding.</p> <p>-Students expected to continue same number of subjects to ensure a broad and balanced curriculum.</p> <p>-Staff training on TEAMS continues.</p> <p>-Staff to ensure lesson seating plans are up to date so students can be potentially identified as having been in close contact with an infected person should a confirmed case arise.</p> <p>-Covid-19 Catch-Up plan and intervention plan written with DfE guidance.</p> | <p>M</p> | <p>Headteacher and SLT</p> <p>Middle Leaders</p> <p>Parents/ carers, staff, students</p> |

| Risk | Initial controls in place pre-September 20 | Additional controls in place post-September 20 | Risk Rating H/M/L with control measures | By Whom |
|---|---|---|---|---|
| <p>Staff/ students show symptoms of COVID-19</p> | <p>-Staff are aware through communication of the symptoms of coronavirus (new continuous cough, high temperature, loss of taste or smell).</p> <p>-Students/staff health needs and concerns are appropriately actioned by the medical staff onsite.</p> <p>-Parents/carers regularly informed through Headteacher letter/email and Head of Year contact to monitor their child's /family members' health and welfare.</p> <p>-A dedicated isolation room is set aside to isolate staff/students, which would allow them to be viewed from a 2-metre distance. It has a closed door and only two washable chairs located in it.</p> <p>-Where staff/students start showing symptoms of coronavirus, they are transferred to the isolation room and a member of the SLT and medical staff informed.</p> <p>-A face mask should be worn by a member of staff supporting the symptomatic student/staff, if 2 metres cannot be maintained.</p> <p>-If contact with the student/staff member is necessary, then gloves, apron and a face mask should be worn. If there is a risk of fluids entering the eyes from, for example, coughing, spitting or vomiting, then eye protections should be worn.</p> <p>Government guidance on use of PPE must be followed as outlined in the DfE document - '<i>Covid-19 Personal Protective Equipment-Use for non-aerosol-generating procedures</i>'.</p> <p>-Staff /students remain in the isolation room until they can be collected.</p> | <p>-Stock levels of PPE checked (disposable gloves/aprons/face masks/face shields) to ensure adequate supply in event of confirmed Covid-19 cases.</p> <p>-Headteacher (or Designated Deputy) and Covid-19 Officer informed if any staff/students are self-isolating.</p> <p>-Staff/parents reminded of the NHS Test and Trace process:</p> <ul style="list-style-type: none"> • book a test if showing symptoms online through the NHS website. • not to come into school//send home if symptoms displayed • provide details of anyone they have been in close contact with if they test positive or asked by NHS Test and Trace • follow the 'Stay at home; guidance for households with confirmed coronavirus infection' for a confirmed case remaining at home for 10 days and only return to school if they do not have symptoms other than a cough or loss of smell. If they still have a temperature, they should isolate until the temperature returns to normal and other members of the household isolate for 10 days. • Staff who have helped someone with symptoms and any students who have come into close contact with them do not need to go home and isolate unless they develop symptoms (in which case they should arrange a test) or if the symptomatic person tests positive or they have been requested to do so by the NHS Test and Trace. <p>-School contact Public Health England if someone tests positive. Public Health England will contact school immediately if they become aware someone attending school has tested positive.</p> <p>-School contact LA Transport if a student tests positive and has travelled by bus.</p> <p>-Senior Leadership Team produced contingency plans for the event of a confirmed case in school and closure for a selected group/year-group bubble.</p> <p>- Senior Leadership Team weekend cover for confirmed cases of Covid-19. School appointed senior member of staff as Investigating Officer for Covid-19 cases.</p> | <p>M</p> | <p>Headteacher and SLT</p> <p>Middle Leaders</p> <p>Office and Medical Staff</p> <p>Cleaning Staff</p> <p>Parents/ carers, staff, students</p> |

| Risk | Initial controls in place pre-September 20 | Additional controls in place post-September 20 | Risk Rating H/M/L with control measures | By Whom |
|---|---|---|---|---|
| <p>Staff/ students show symptoms of COVID-19</p> | <ul style="list-style-type: none"> -Whilst in isolation, if staff/student needs to use welfare facilities, these need to be taken out of use and cleaned before they can be used by the school community. -Isolation room to be deep cleaned once the staff/student has left the area. <i>(See Covid-19 cleaning of non-healthcare settings guidance)</i> -Cleaning staff to wear PPE appropriate with the cleaning substances they are using to clean the area. After any contact with staff/students who are unwell, hands must be washed for 20 seconds with soap and running water. -Parents/carers and staff members' next of kin contacted and asked to immediately arrange collection. -If need identified, the emergency services are to be contacted. -Students/staff displaying symptoms should self-isolate for 10 days and the rest of their household for 14 days. -Staff expectations document to identify PPE use. -Medical staff trained on use of PPE. | <ul style="list-style-type: none"> -Emergency staff contact details kept in main reception. -Welfare facilities set up within the medical isolation room to further reduce risk of transmission. -Chemical 'fogger' used to support deep cleaning, in particular for classrooms and the medical isolation room after any suspected case of COVID-19 is identified. -Parents and staff provided with quick reference guide on what to do if someone develops symptoms and the steps to take. -Students/staff offered mass testing upon return to school in Spring Term in line with '<i>Mass asymptomatic testing in school guidance</i>' from DfE (Jan. 2021) -Staff trained in supervising tests. - Separate Risk Assessment and Quality Assurance process put in place for testing following NHS guidance. School is a certified testing centre. | <p style="text-align: center;">M</p> | <p>Headteacher and SLT</p> <p>Middle Leaders</p> <p>Office and Medical Staff</p> <p>Cleaning Staff</p> <p>Parents/ carers, staff, students</p> |

| Risk | Initial controls in place pre-September 20 | Additional controls in place post-September 20 | Risk Rating H/M/L with control measures | By Whom |
|--|--|---|---|--|
| <p>Minimising the contact between individuals and maintaining social distancing wherever possible</p> | <p>-Students and staff to socially distance.</p> <p>-Staff supervise students when moving about the building.</p> <p>-Lifts operational. Reduce maximum occupancy to one person. Lift to be included in cleaning regime if used.</p> | <p>-Students remain in year-group bubbles in lessons to minimise contact between students and risk of virus transmission.</p> <p>-Staggered break/lunch times minimise social mixing and keep students in their bubbles as best possible during their time in school. Students remain in bubbles at break/lunch time with designated outdoor areas. Staggered dismissal times of students at the end of the day in bubbles.</p> <p>-Keeping students in the same classroom throughout the day in zoned areas is not viable as it restricts access to specialist curriculum areas, equipment and expertise needed to deliver a broad and balanced curriculum and facilitate catch-up. This would create added workload pressure for staff and students.</p> <p>-Students follow their normal subject timetable and rooming for lessons, but are 'zoned' in designated buildings for tutor group time in the morning to facilitate arrival to school. Social distancing helps to minimise risk.</p> <p>-One-way system within building blocks minimises contact between staff and students. Transitory contact, such as passing in a corridor or when outside at break/lunch time, is low risk.</p> <p>-Where possible, students sit at desks not facing each other.</p> <p>-Siblings permitted to be in different groups as per Government recommendations.</p> <p>-Signage displayed around the school for social distancing.</p> <p>-Student expectations sheet reminds students of preventative measures and behaviour expectations. Reinforced at the start of and throughout the school day. Students reminded not to touch staff and peers.</p> <p>-Assemblies carried out remotely in form groups, not whole year-groups to minimise transmission risk and facilitate the identification of individual students should a case of COVID-19 be confirmed.</p> | <p>M</p> | <p>Headteacher and SLT</p> <p>Staff</p> <p>Students</p> |

| Risk | Initial controls in place pre-September 20 | Additional controls in place post-September 20 | Risk Rating H/M/L with control measures | By Whom |
|---|--|---|---|---|
| Minimising the contact between individuals and maintaining social distancing wherever possible | | <p>-Zoning for Year 12 and 13 students in free time/study area reduces risk of transmission and isolation in event of confirmed case.</p> <p>-Students do not have access to their lockers and are required to bring equipment needed each day for their lessons. This reduces the potential for year-group bubbles mixing and transmission through touch point surfaces.</p> <p>-Staff briefing/meetings conducted remotely until guidance changes. No face-to-face meetings of staff. No more than 2 members of staff in an office unless they can socially distance.</p> <p>-Staff rotate between different classes and year groups but are socially distanced in class.</p> | M | <p>Headteacher and SLT</p> <p>Staff</p> <p>Students</p> |
| Lack of opportunity for outdoor provision | <p>-Students encouraged to get some fresh air at lunch/break times where possible.</p> <p>-Additional student seating area erected outside.</p> | <p>-Staggered break and lunch times with designated areas for students/staff to eat their lunch.</p> <p>-Outdoor recreation in designated areas with students remaining in their social bubble.</p> <p>-PE maximise use of outdoor space for lessons.</p> | L | <p>Headteacher and SLT</p> <p>Site Manager/ Caretakers</p> |
| Use of Personal Protective Equipment (PPE) | <p>-In line with DfE guidance, wearing a face covering or face mask is not required in school.</p> <p>-The school has put in place regular cleaning and hygiene measures to minimise any risk.</p> <p>-Tasks have been identified within the school that would require staff wearing PPE - first aid, supporting students with intimate care, cleaning activities where need is identified and potentially when a staff member/student is symptomatic of COVID-19, and only then if a distance of 2 metres cannot be maintained. PPE is not required to be worn by the majority of staff in school.</p> <p>-Medical staff and those supporting personal care for students have access to a supply of PPE disposable gloves, aprons, face masks and visors, which can also be provided to either use with a face mask or without.</p> | <p>-All students informed that they are required to wear a face covering in areas of school unless exempt.</p> <p>-If staff have any queries about using face coverings in school, they should discuss this with the Senior Leadership Team.</p> <p>-Hand sanitiser and anti-bacterial wipes available in all classrooms and in key shared areas around school.</p> <p>-Headteacher (or designated Deputy) informed if any staff use PPE.</p> <p>-Government guidance on use of PPE followed as outlined in the DfE document - '<i>Covid-19 Personal Protective Equipment-Use for non-aerosol-generating procedures</i>'.</p> <p>-Continued training for staff on use of PPE.</p> | M | <p>Headteacher and SLT</p> <p>Office and Medical Staff</p> <p>Site Manager/ Caretakers/ Cleaning Staff</p> <p>Diner staff</p> |

| Risk | Initial controls in place pre-September 20 | Additional controls in place post-September 20 | Risk Rating H/M/L with control measures | By Whom |
|--|--|---|---|--|
| Use of Personal Protective Equipment (PPE) | <p>-Staff follow and demonstrate good hand-washing practice.</p> <p>-Diner staff use face masks during food preparation duties. All other food standards and procedures are carried out as normal including hand washing and sanitising between tasks. Separate Risk Assessment for Catering.</p> <p>-Staff expectations document explains PPE use. PPE equipment is stored safely in the medical room. Training for medical staff and cleaning staff on use of PPE has been completed.</p> | | M | Headteacher and SLT Office and Medical Staff Site Manager/ Caretakers/ Cleaning Staff Diner staff |
| Provision for vulnerable students (Education, Health and Care Plans, Social Worker, Free School Meals and SEND) | <p>-Risk assessments are in place and reviewed regularly.</p> <p>-Regular contact made with parents/carers and students to review provision by SENDCo/Heads of Year and SLT.</p> <p>-Modified timetables to reduce time pressures and incorporate enrichment opportunities.</p> <p>-The catch-up programme for Year 7 students has continued throughout the closure – remotely administered by a Teaching Assistant (TA).</p> <p>-Annual Reviews for EHCP students completed remotely.</p> <p>-Following the return of Year 10 and Year 12 students on 15 June, SEND support deployed to all lessons. TA Support for options lessons – TAs deployed according to their subject specialisms in order to strengthen support.</p> | <p>- Bespoke support for vulnerable students as required by Head of Year/Form Tutor/Student Welfare/SLT.</p> <p>-Welfare survey for students to be carried out. Support for identified students.</p> <p>-Reduced homework to core subjects for individual students who need a temporary reasonable adjustment.</p> <p>-Safeguarding Policy reviewed in the light of more students returning to school in line with 'Keeping Children Safe in Education' DfE guidance (Sept 2020). Remote education added.</p> <p>-Free School Meal payments made directly to parents when students absent from school due to Covid-19 reason. This includes school holidays.</p> <p>--Audit carried out of student IT access at home. IT devices allocated to students using DfE Laptops for Schools scheme.</p> <p>- Food and care parcels organised for families in financial hardship. This is not in lieu of Free School Meal Payments.</p> <p>-Covid-19 Winter Grant administered by school for Free School Meal families pre-Christmas and throughout 3rd lockdown in line with Local Authority guidance.</p> <p>-FSM eligible students who need to self-isolate have FSM funds administered by school during any period of isolation.</p> <p>-Risk Assessment completed for vulnerable students, including those with an EHCP, in order to inform planning and likely reasonable adjustments.</p> | L | Headteacher and SLT Middle Leaders SENCO/TAs Parents/ carers |

| Risk | Initial controls in place pre-September 20 | Additional controls in place post-September 20 | Risk Rating H/M/L with control measures | By Whom |
|--|--|--|---|--|
| Provision for vulnerable students (Education, Health and Care Plans, Social Worker, Free School Meals and SEND) | <p>-Year 10 Learning Support option provided for overlearning and/or a focus on wellbeing. Option of breakout space made available for anxious SEND students or for bespoke delivery.</p> <p>-School welcomed additional students with an EHCP into school on a case-by-case basis subject to careful risk assessment. SEND staffing reinstated on a rota basis to support students whilst minimising staff on site.</p> <p>-Close liaison with external agencies, for example, Social workers, Carers, alternative providers, the Virtual School and the SEND team at the Local Authority where necessary.</p> <p>-Supportive guidance for parents and children includes support on emotional wellbeing -additional guidance document sent for students with Autism.</p> <p>-Essential visitors from external agencies permitted to attend school only by prior appointment following safety and hygiene protection measures.</p> <p>-Student Welfare sessions conducted on an individual basis.</p> <p>-Current safeguarding protocols continued.</p> <p>-Safeguarding Policy updated.</p> | <p>-Review of vulnerable students (including Year 7) if lockdown/partial closure of school.</p> <p>-SEND staff deployed in mornings to 'meet and greet' individual EHCP students arriving to school.</p> <p>-Liaison with Local Authority SEND regarding 'reasonable endeavours' model for EHCP students in the event of SEND staff shortages.</p> <p>-Review of EHCP and Passports for students at risk/needing additional support.</p> <p>-Student Support, including assessing where students are at, facilitating interventions whilst maintaining a broad and balanced curriculum and bringing in subject specialists to assist in Key Stage 4 Study Support (time instead if studying a subject option).</p> <p>-Reasonable adjustments considered for SEND students using Local Authority SEND team to support.</p> <p>-Support for SEND students having remote learning/curriculum difficulties in the event of Covid-19 isolations. Mix of VLE/TEAMS/recorded lessons and activities to cater for student needs.</p> <p>-SEND Reviews for SEND students continue if students are in isolation due to Covid-19 issues.</p> <p>-Remote assessment of SEND students by Specialist teaching team.</p> | <p>L</p> | <p>Headteacher and SLT</p> <p>Middle Leaders</p> <p>SENCO/TAs</p> <p>Parents/ carers</p> |

| Risk | Initial controls in place pre-September 20 | Additional controls in place post-September 20 | Risk Rating H/M/L with control measures | By Whom |
|--|---|---|---|--|
| First Aid Provision and support with medication | <ul style="list-style-type: none"> -Staff are first-aid trained. -Fully stocked first aid boxes located in the main office and medical room. -Staff wash their hands prior to administering first aid. -Staff wear disposable gloves when providing first aid support. -Medication policy in place. PPE as described where appropriate. -Gloves and first aid items used will be double bagged and placed in the waste bin for clinical waste. -Staff wash their hands prior to support with medication and after support | <ul style="list-style-type: none"> -Adequate stock of disposable gloves and other PPE maintained for potential wider staff use. -Increased number of staff trained in first aid. | L | <ul style="list-style-type: none"> Headteacher and SLT Office and Medical Staff Parents/ carers, staff, students |
| Fire Evacuation | <ul style="list-style-type: none"> -Automatic fire detection system fitted, which is regularly tested and inspected. -Emergency lighting tested regularly in line with procedures. -Caretaker/Site Manager to check the fire alarm control panel at the start of each school day and on a weekly basis to ensure that the fire alarm system is operating correctly. -In the event of the fire alarm sounding, staff to direct students to evacuate the building and assemble at muster points. SLT on duty will oversee the evacuation with support from the duty caretaker. -Duty office staff to take staff and student signing-in sheets to SLT as registers. | <ul style="list-style-type: none"> -Normal fire evacuation procedure reinstated. Students muster on the tennis courts in year groups, maintaining social bubbles. -Student and staff expectations sheet explains fire evacuation procedures. -Year-group fire drills check procedures are in place with social distancing. -Fire safety plans reviewed. | L | <ul style="list-style-type: none"> Headteacher and SLT Site Manager/ Caretakers Staff Students |

| Risk | Initial controls in place pre-September 20 | Additional controls in place post-September 20 | Risk Rating H/M/L with control measures | By Whom |
|---|---|--|---|---|
| Fire Evacuation | <p>-Staff and student numbers have been low and the risk of contact when evacuating is low.</p> <p>-Staff and students to maintain social distancing where possible when evacuating the building and when registers are being taken at the assembly point.</p> <p>-Any faults are to be reported immediately to the Contractor who tests and inspects the school's fire alarm system.</p> <p>-Staff and students are to wash their hands when they re-enter the building.</p> | | L | <p>Headteacher and SLT</p> <p>Site Manager/ Caretakers</p> <p>Staff</p> <p>Students</p> |
| End of the school day spreads Covid-19 | <p>-Students/staff wash or sanitise their hands before they leave the school site.</p> <p>-Water bottles and lunch bottles taken home from school each day and washed thoroughly.</p> <p>-Parents/carers collecting students by car to remain in the vehicle.</p> <p>-Parents/carers and students are directed to leave the school site immediately once they have collected their child.</p> <p>-Staff control the flow of students leaving the school building to encourage social distancing.</p> <p>-Gates and entrance doors are included in the cleaning regime at the school.</p> <p>-Parents/carers advised to ensure that students wash their hands when they arrive home from school.</p> | <p>-Staggered student dismissal times at end of school day. Students dismissed by year-group bubbles. This will help to minimise the likelihood of students mixing with bubbles.</p> <p>-Students travelling by bus assemble in year-group bubbles on the tennis courts.</p> <p>- In the event of inclement weather students assemble in designated areas social distancing.</p> <p>-Staff on duty to supervise student departure.</p> <p>-Parents advised that water bottles are to be thoroughly washed and lunch boxes wiped over with anti-bacterial spray when they arrive home.</p> <p>-Students informed through expectations sheet that they must leave the site promptly and not wait for friends.</p> <p>-Students instructed to take all belongings home daily.</p> | L | <p>SLT</p> <p>Parents/ carers, staff, students</p> |
| Office areas | <p>-Designated desks used by specific staff members to avoid transmission. Regular cleaning of work stations carried out by the individual.</p> <p>-Social distancing in work areas.</p> <p>-Staff to use own equipment and not share resources.</p> | <p>-Sufficient staffing in main office to carry out duties whilst socially distancing.</p> <p>-Staff visiting the main office, careers and reception areas reminded of social distancing to maintain the safety of admin staff working in this area and to avoid overcrowding.</p> <p>-Staff choose whether to wear a face covering in their work space offices. Social distancing must be maintained.</p> <p>-No more than 2 members of staff in an office where social distancing cannot be maintained.</p> | L | <p>Headteacher</p> <p>School Business Leader</p> <p>Site Manager/ Caretakers/</p> |

| Risk | Initial controls in place pre-September 20 | Additional controls in place post-September 20 | Risk Rating H/M/L with control measures | By Whom |
|-------------------------------|--|---|---|--|
| | <ul style="list-style-type: none"> -Doors of offices to be wedged open when occupied, if appropriate. Fire doors are NOT to be wedged open. -Where appropriate, windows are opened whilst the office area is in use. -Staff asked to leave their desks clutter free so they can be easily cleaned. -Daily cleaning regime of office spaces and work areas. -Waste bins are lined with a black bag and emptied at the end of the school day. -Screen erected on main reception desk to protect staff. | <ul style="list-style-type: none"> - Staff mindful of working environment of other staff. - Student welfare use different venues to ensure 2 metre distance is observed. | L | <ul style="list-style-type: none"> Cleaners Office Staff |
| Visitors to the school | <ul style="list-style-type: none"> -Contractors, trade persons and governors attending the school site by appointment only. -Any visitors to be directed to wash their hands/apply alcohol gel on their arrival to the school site. -Visitors are always supervised whilst on the school site. Social distancing maintained. -All visitors' names are recorded. | <ul style="list-style-type: none"> -Visitors are only permitted onto the school site by prior appointment and if essential. This includes parents, governors, external agencies, support workers, police, Children's services, tradespeople, suppliers and specialist workers. -Signage at main reception with instructions for social distancing and health and safety. -Essential visitors encouraged to attend school outside of school hours, if appropriate. -All visitors to wear a face covering when on site and follow school protective measures. | L | <ul style="list-style-type: none"> SLT Office Staff Site Manager/ Caretakers |
| Deliveries | <ul style="list-style-type: none"> -Identified staff take responsibility for deliveries made to the school. -Staff members wash their hands before and after decanting orders and storing them away. -On decanting products, products are to be wiped down and stored away. -Packaging to be disposed of correctly. | | L | <ul style="list-style-type: none"> Site Manager/ Caretakers Kitchen Staff Meals Driver |

| Risk | Initial controls in place pre-September 20 | Additional controls in place post-September 20 | Risk Rating H/M/L with control measures | By Whom |
|--------------------------------------|--|--|---|---|
| Staff and students' wellbeing | <ul style="list-style-type: none"> -Regular contact is made with students who are not completing any work. -Referred students have continued access to emotional wellbeing/counselling support. -Communication with parents and staff: signpost welfare resources and contacts. -Staff have continued access to a Welfare Officer (counselling and wellbeing support). -Breaks/lunch times have been timetabled for staff and students. -Line Managers/SLT to maintain regular contact with team members to check on welfare. -Behaviour Policy has been updated with COVID addendum. -Critical support staff roles identified and buddy system implemented to share workload and mitigate risk if staff fall ill. | <ul style="list-style-type: none"> -Students and staff reminded they can access emotional wellbeing/counselling support in school remotely. Sept 2020 and Jan 2021 INSET day included training for supporting staff and student wellbeing. -Staff training for designated staff through DfE and Public Health England on supporting students returning to school including SEND. -Staff Welfare Officer available on site. Additional counselling provided for increased student/staff demand. -Staff and Governor volunteers trained to be Mental Health First Aiders to support and signpost colleagues in school. -Designated Safeguarding Lead has additional time in school to support students as per DfE recommendation. -Form time provides care and guidance contact with Form Tutor/Head of Year. -SLT monitor workloads of staff to ensure a reasonable work/life balance. -Student wellbeing survey to be conducted for students upon return -Headteacher and Governors have increased awareness of the possibility of colleagues having emotional distress and/or anxiety at this time. -Students wear full school uniform as per DfE guidance. -Risk Assessment regularly reviewed, updated and published on school website to show transparency and build confidence amongst stakeholders. -Reopening plans conform to Equality Objective Policy on school website for staff and students with protected characteristics. | <p style="text-align: center;">L</p> | <p>Headteacher SLT & Governors</p> <p>Staff Welfare Officer</p> |