

# COVID-19 Whole School Risk Assessment



Stafford Manor  
High School

Who might be harmed?	What controls are to be put in place?	What is the Risk Rating H, M, L?	What further action is necessary to mitigate any risks?	Action completed? Include date and revised risk rating (H, M, L)
<b>Hazard: Contact with someone suffering from coronavirus</b> The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).				
Staff Pupils Contractors Visitors  Site related transmission may occur: Through close contact between colleagues, pupils and visitors and touching contaminated surfaces.	Everyone will be asked not to come into school if they or anyone they live with is experiencing coronavirus symptoms, and instead follow official <a href="#">self-isolation guidance</a> . Regular reminders will be given about this.  Anyone self-isolating with symptoms will be encouraged to access <a href="#">testing</a> , and the school will help them do this.	M	Regular communications with parents and staff to remind them of the guidance in relations to symptoms, testing, and self-isolation. <b>Clear communication will be sent at the start of each term around the 3 main symptoms and additional possible symptoms in youngsters.</b>  Update school website with information as necessary.  Have clear signage on every entrance and exit point reminding staff and students, not enter the site if they, or anyone they are living with, are displaying symptoms. Contractors and visitors will be asked on entry to confirm they meet expectations to keep the site safe and secure.	January 2021  M
	If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. The Community Room is a designated room for isolation. – see <a href="#">this guidance</a> for help with this. 999 will be called if they are seriously ill or injured or their life is at risk.  In the case of a symptomatic pupil who needs to be supervised before being picked up: <ul style="list-style-type: none"> <li>• If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask</li> <li>• If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron</li> </ul>	H	First Aid protocol in place to isolate symptomatic pupil by escorting student to isolation room via external route. SLT to consider next steps for remaining students after seeking advice and consultation with the Local Outbreak team. Actions may include isolating the class for the remainder of the day or sending students home whilst waiting for test result.  SLT and support teams minimise contacts with whole groups whilst a duty rota will limit and minimise potential exposure.  Minimise the number of contacts between staff and pupils through groups remaining in the same base room	January 2021  M

	<ul style="list-style-type: none"> <li>• If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection</li> </ul> <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>Further considerations:</p> <ul style="list-style-type: none"> <li>• Wellbeing support in place for staff and pupils.</li> <li>• Active engagement with NHS Test and Trace service.</li> <li>• Aware of LA Local Outbreak Control Plans.</li> <li>• Grouping pupils together and avoiding contact between groups</li> <li>• Social distancing maintained wherever possible between all adults on site.</li> </ul>		<p>for the majority of lessons and the introduction of double lessons.</p> <p>Accurate records of student attendance and staff interaction with groups will support NHS Test and Trace. Records kept for 21 days including visitors to site.</p> <p>Staff parents and visitors informed of the measures in place to reduce transmission. Latest guidance will be added to the school website and clear communication will be made with parents at the start of each term.</p>	
	<p>Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken:</p> <ul style="list-style-type: none"> <li>• Use of a vehicle with a bulkhead (i.e. the driver is in a separate compartment to any passengers); or</li> <li>• The driver and passenger will maintain a distance of 2m from each other; or</li> <li>• The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are old enough and able to do so</li> </ul> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following <a href="#">decontamination guidance</a>.</p>	H	<p>Remind parents to check emergency contact information (including secondary contact) and update school should details change.</p> <p>Transported in school minibus. Driver to wear appropriate PPE but all involved must wear a face covering. Student to be at rear of minibus. Minibus windows to be open.</p> <p>Minibus to be deep cleaned following transportation of individual.</p> <p>Driver to self-isolate until Covid 19 test result is known.</p>	January 2021  M
	<p>If a pupil or a staff member working with pupils tests positive for coronavirus, the rest of their pupil group will be sent home and advised to self-isolate for 14 days (as will any staff member who looked after them in school while they were symptomatic).</p> <p>Local Outbreak Control Plans to be followed if other cases are detected at school. The local health protection team from Public Health England will be in touch to advise on appropriate action, such as asking more people to self-isolate.</p>	M	<p>Review team stress risk assessment</p> <p>Records of staff and pupils in groups will assist in identifying individuals who have had contact with symptomatic person.</p> <p>Encourage staff and parents to engage with Test and Trace process and inform school immediately of the result of the test.</p> <p>School will inform and follow advice from the Local Outbreak Team as appropriate.</p>	January 2021  M

			If notification of a positive results is received outside school hours, staff and parents will be informed as soon as practically possible to avoid close contacts attending school.	
	Contractors delivering services using school facilities e.g. Catering and Cleaning asked to provide copies of their risk assessment for managing exposure to COVID-19	M	Cleaning RA received. Catering RA requested following receipt of draft catering plans for restart.	January 2021  M
Staff and casualty.  Transmission may occur when providing First Aid	<ul style="list-style-type: none"> <li>Wash/sanitise hands before and after treating a casualty.</li> <li>Wear disposable gloves, disposable apron, fluid resistant surgical mask and eye protection where there is a risk of respiratory droplets splashing into the eyes due to repeated coughing or vomit.</li> <li>When performing CPR phone an ambulance and use compression only CPR until the ambulance arrives.</li> </ul> <p>If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield where available.</p>	H	<p>Amended first aid procedures for full reopening to reduce exposure. Updated First Aid protocol is shared with all staff.</p> <p>First aiders instructed on the safe “donning and doffing” of PPE.</p> <p>Maintain stocks of PPE. Where this is not available contact LA. List of LA PPE suppliers communicated to schools.</p> <p>PPE Exchange can be used to help with finding a supplier. <a href="https://www.ppeexchange.co.uk/">https://www.ppeexchange.co.uk/</a></p>	January 2021  M
<p><b>Resuscitation Council UK Statement:</b></p> <p><b>It is likely that a child having an out-of-hospital cardiac arrest will be known to you. We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child.</b></p>				
Staff and pupil.  Transmission may occur when staff administer medicines or supervise pupils who self-administer	Supervising staff to maintain 2m social distance as much as possible when administering medicines or supervising children who self-administer.	H	Health Care Plans reviewed to check if any difficulties may arise from administering medication in school. Communicate with parents to discuss and review the plans as required. Review medication plans to assess PPE requirements (if any) for staff administering medication.	January 2021  M

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<b>Hazard: Contact with coronavirus when getting to and from school</b>				
Staff Pupils Contractors Visitors  Site related transmission may occur: Through close contact between colleagues, pupils and visitors and touching contaminated surfaces.	<p>Everyone will be encouraged to walk or cycle into school, and warned to avoid taking public transport during peak times.</p> <p>For anyone who needs to take public transport or share private transport (e.g. parents providing a lift to children in different groups, post 16 students, staff), they'll be referred to <a href="#">government guidance</a>.</p> <p>Start and finish times reviewed to keep groups apart as they arrive and leave school. Consideration also given to the timing of break and lunch times for each year group.</p> <p>Students will only be allowed one at a time into the cycle shelter.</p>	H	<p>Wearing a face mask is mandatory on public transport. Non-disposable face coverings that staff or children are wearing on public transport can also be worn in school. Individuals are also advised to bring a sealable plastic bag for storage between use. The wearer must then wash their hands. There are currently no staff and very few students using public transport. Telephone contact will be made with any parents of children needing to wear facemasks on their journey to school to clarify procedures. Any disposable mask to be removed and placed in grey lidded bin.</p> <p>Different entrances to school site for year groups during morning staggered start times to reduce contact between groups. Different external entrances into building for each year group. Zones created for learning and social times to keep groups separate.</p> <p>Review of procedures and use of cycle storage facilities. Consideration could be given to alternative cycle storage locations if necessary.</p>	<p>January 2021</p> <p>M</p>
	<p>For pupils that will need to be dropped off and picked up, parents will be told through messages and signage:</p> <ul style="list-style-type: none"> <li>• Their allocated drop off and collection times, with different pupil groups being given different times</li> <li>• That only one parent should attend</li> <li>• Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment</li> </ul>	M	<p>Continue to encourage students to walk or cycle to school if at all possible.</p> <p>Take advice from the Local Authority Transport Plan for SMHS. For example, advise parents on suitable 'park and stride' locations to drop students and avoid contact outside school gates.</p>	<p>January 2021</p> <p>M</p>
	<p>Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day.</p>	M	<p>Continue to monitor closely advice from Public Health England on the use of face coverings in school. Implement any changes as they are announced that are based on the latest scientific advice. Currently, schools in High and Very High Alert Level areas are advised to recommend face coverings in corridors and communal spaces outside the classroom. <b>Similar advice applies to Tier 4 areas and we will continue to support any</b></p>	<p>January 2021</p> <p>M</p>

			individual who wishes to wear a face covering in lessons. Wherever possible, school will ensure all staff supervising entry of pupils to the building have a supply of face coverings for pupils should they become lost or soiled.	
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<b>Hazard: Spreading infection due to touch, sneezes and coughs</b>				
Staff Pupils Contractors Visitors  Site related transmission may occur: Through close contact between colleagues, pupils and visitors and touching contaminated surfaces..	Handwashing facilities with soap and hot water will be provided in toilets facilities and food preparation areas. Sanitiser dispensers and bottles in strategic positions around the school. For example on entry/exit to the building and in classrooms.	M	Additional hand sanitisers installed on all entry and exit points to the building as all students return to school. All toilets regularly checked to ensure dispensers have adequate supplies of soap.  Hygiene Station boxes to be located in each classroom with clear signage. These include wipes, sanitiser and tissues. Supplies will be checked regularly and replenished as required. Disposable gloves made available to staff for added protection if required when handling distributed resources or other items that may present a potential hazard.  The introduction of an 'End of Lesson' routine will provide staff with a clear framework to ensure the working environment is kept organised and safe for each subsequent lesson.	January 2021  M
	Everyone in school will: <ul style="list-style-type: none"> <li>Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using <a href="#">NHS guidelines</a>, or use alcohol-based hand sanitiser to cover all parts of their hands</li> <li>Clean their hands on arrival, before and after eating, and after sneezing or coughing</li> <li>Be encouraged not to touch their mouth, eyes and nose</li> <li>Use a tissue or elbow to cough or sneeze, and use bins for tissue waste</li> <li>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</li> </ul> Help will be available for any pupils who have trouble cleaning their hands independently.	M	The 'Check In' every morning will remind students of good hand and respiratory hygiene practices. Continual reminders through the day will further encourage and embed good practice.  Regular communication with parents will also remind families of the importance to regularly wash hands and catch coughs and sneezes. <b>Parents and pupils will receive communication at the start of each term to remind them of procedures.</b>  Clear signage will be used, and refreshed if required, on a regular basis to remind staff and students of good practice.	January 2021  M

	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.	M	Weekly review of stock levels to ensure adequate supplies and any additional resources will be ordered immediately if required. If there are any issues with sourcing supplies, Local Authority assistance will be sought.	January 2021 M
	Grey lidded bins for tissues, preferably operated by a foot pedal, will be emptied every the day.	M	Any waste from the grey bins will be disposed of in line with guidance. Double bagged in white bags with date on, and then stored for 72 hours in dedicated area.	January 2021 M

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<b>Hazard: Spreading infection through contact with coronavirus on surfaces</b>				
<p>Staff Pupils Contractors Visitors</p> <p>Site related transmission may occur: Through close contact between colleagues, pupils and visitors and touching contaminated surfaces.</p>	<p>Cleaning staff will regularly clean frequently touched objects and surfaces using standard cleaning products (e.g. Ecolab Pro 20/EL75) and methods, including:</p> <ul style="list-style-type: none"> <li>• Banisters</li> <li>• Classroom desks and tables</li> <li>• Bathroom facilities (including taps and flush buttons)</li> <li>• Kitchen area</li> <li>• Door and window plates/handles</li> <li>• Furniture</li> <li>• Light switches</li> <li>• Reception desks</li> <li>• Teaching and learning aids</li> <li>• Computer equipment (including keyboards and mouse)</li> <li>• Sports equipment</li> <li>• Hard toys</li> <li>• Telephones</li> <li>• Fingerprint scanners &amp; key pads</li> </ul> <p>Shared office resources (e.g. keyboards, telephones, reprographic touchscreens) to be cleaned before and after use by user.</p>	M	<p>Review COSHH assessment for hand sanitiser and cleaning materials. Information to be made available to users.</p> <p>Additional cleaning staff/hours utilised to enhance cleaning routines throughout the day and maintain a safe working environment. Cleaning staff will follow a strict timetable routine based on student use of the building through the day. <b>In response to any changes in public health advice around virus transmission, cleaning practices will be reviewed to ensure appropriate and thorough procedures are in place.</b></p> <p>Cleaning staff informed of any changes to classroom usage and to review enhanced cleaning routine</p> <p>Signage in place to remind staff to wash hands before using shared resources in kitchen area.</p> <p>Reprographics machine can be operated using ID card, reducing the need to touch the screen. Students not to use the photocopier in Anson Building.</p>	<p>January 2021</p> <p>M</p>
	<p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day. Pupil timetable will be communicated to cleaning staff.</p> <p>Areas of the school not in use will be shut off to make cleaning more manageable.</p> <p>Daily checks carried out by managers to ensure that the necessary procedures are being followed.</p> <p>Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.</p>	M	<p>Cleaning and maintenance activities only happening when areas of the building have been vacated where possible.</p> <p>Signage installed to instruct areas that are not open to different groups of students.</p> <p>Government guidance states that different student groups can share toilet facilities but they must be regularly cleaned throughout the day. To reduce sharing, different groups will be instructed to use specific toilet facilities during lessons, and at break/lunch times. The number of pupils/staff allowed in each toilet at one time will be restricted to no more than 2 individuals.</p>	<p>January 2021</p> <p>M</p>



	<p>Unnecessary items, soft furnishings, resources that are hard to clean will be removed from areas being used and stored elsewhere.</p> <p>Any equipment that is shared will be cleaned between groups of children using it and multiple groups won't use it simultaneously.</p>	M	<p>Where possible, alternative chairs that can be easily cleaned will be used in social areas instead of soft furnishings.</p> <p>Students will be encouraged to be 'self-contained' and bring all equipment with them to school to avoid the sharing of equipment.</p> <p>Resource boxes will be provided for each classroom that contain <b>essential</b> supplies if needed. These will be cleaned <b>by pupils</b> between use but not used between groups. <b>Equipment Packs will be made available through ParentPay to encourage pupils to be self-contained minimise the sharing of resources. At start of each term communication with parents will remind them of the importance of pupils bringing their own equipment.</b></p> <p>Clear protocols in place for the shared use of specialist resources (e.g. calculators, art supplies, science equipment) so that they are cleaned <b>by pupils</b> between use by different groups.</p> <p>Any items that cannot be cleaned between groups must be isolated and not used for a period of 48hrs (72hrs for plastics).</p>	<p>January 2021</p> <p>M</p>
	<p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p>	M	<p>Weekly review of stock levels to ensure adequate supplies and any additional resources will be ordered immediately if required. If there are any issues with sourcing supplies, Local Authority assistance will be sought.</p>	<p>January 2021</p> <p>M</p>
	<p>Teachers will wash their hands and surfaces before and after handling pupils' books.</p>	M	<p>Sanitiser to be available in every classroom. <b>All staff will be encouraged to have their own personal sanitiser and wipes – school can support this as required.</b> In line with guidance, exercise books can be taken home for marking. However, ideally these will be marked at school and if they need to be taken home, they will be isolated back at school 48hrs before use by students.</p>	<p>January 2021</p> <p>M</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 <a href="#">decontamination guidance</a>.</p>	M	<p>The Local Outbreak Team will be contacted in such circumstances and advise will be sought regards the level of deep cleaning required.</p>	<p>January 2021</p> <p>M</p>

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<b>Hazard: Spreading infection due to excessive contact and mixing between pupils and staff in classrooms.</b>				
<p>Staff Pupils Contractors Visitors</p> <p>Site related transmission may occur: Through close contact between colleagues, pupils and visitors and touching contaminated surfaces.</p>	<p>Timetable and use of classrooms reviewed to reduce movement around the building.</p> <p>Where possible rooms will be accessed from outside. Students will line up outside where possible and enter the room in an appropriate order to minimise the need to pass others.</p> <p>Organising classrooms and other rooms used for learning to support safety i.e. seating pupils side by side and facing forwards rather than 'grouping' tables.</p> <p>Unnecessary items and those items hard to clean removed from classrooms and learning environments.</p> <p>Staff and pupils only bring essential equipment into school.</p> <p>Thorough cleaning of rooms at end of the day.</p> <p>Ventilation in the building maximised by opening windows, doors or using ventilation units.</p> <p>The amount of take-home resources will be limited, and the sharing of stationery and other equipment will be prevented where possible. If shared equipment is used, it will be cleaned thoroughly between each group using it</p> <p>Visitors on site limited and access to building controlled.</p>	M	<p>The school timetable has been reviewed to introduce double lessons and minimise the interactions between staff and students in any one day. Tutor time has been replaced with 'check-in' during period 1 and 'check-out' period 5.</p> <p>Group sizes have been modified to 'spread' student numbers more evenly across the school. Larger groups have been allocated to larger rooms to maximise space between staff/students.</p> <p>Students will have a base room in a year group learning zone and staff will move between groups.</p> <p>Every classroom will have a seating plan and students must remain in the same seat each day. A 'buffer zone' has been created at the front of the room and near the teacher desk to maintain a <b>2 metre</b> distance between students and teachers as much as possible.</p> <p>Any individual or small group support will be undertaken whilst maintaining a clear distance between student and staff member and use screens where appropriate.</p> <p>Review fire safety procedures to ensure that any measures put in place do not compromise evacuation routes. Ensure pupil groups are kept separate and social distancing maintained during fire drills. NOTE: in an emergency social distancing may not apply.</p> <p>Ensure increased ventilation measures do not compromise pupil or staff safety. <b>The latest guidance on providing effective ventilation whilst maintaining a comfortable working environment will be followed.</b> HSE Guidance - <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a></p>	<p>January 2021</p> <p>M</p>

			<p>Investigate the use of carbon dioxide monitors where there is limited ventilation or where windows cannot be opened.</p> <p>Arrange times that visitors, suppliers, contractors, external partners are on site to minimise numbers on site at any one time and only complete emergency works whilst students are in school.</p>	
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<b>Hazard: Spreading infection due to excessive contact and mixing between pupils and staff around the school.</b>				
Staff Pupils Contractors Visitors  Site related transmission may occur: Through close contact between colleagues, pupils and visitors and touching contaminated surfaces.  Transmission may occur during learning activities and behaviour management	<p>Pupils will be kept in the same year groups at all times each day.</p> <p>During break and lunch time, year groups will be kept in separate zones and pupils will be encouraged to keep their distance within groups.</p> <p>Limited interaction, sharing of rooms and social spaces between groups as much as possible.</p> <p>Staff keep their distance from pupils and other staff (ideally 2 metres from other staff) as much as possible.</p> <p>Sharing of stationary prevented – students and staff to be as self-contained as possible.</p> <p>Shared resources – equipment cleaned frequently and between groups or rotated to allow them to be left unused and out of reach.</p> <p>Singing, wind and brass playing not to take place in large groups in line with government guidance.</p>	M	<p>Alternate entry points in the morning between the pedestrian gate and main gate to further separate groups.</p> <p>School will be 'zoned' so that different year groups do not mix. This will create distinct learning zones and social zones for each year group. Separate entrance/exits will be used for each year group to access the building.</p> <p>Breakfast club will not be run to eliminate mixing between groups. The canteen will not be available at break and designated time slots for canteen use at lunch will be allocated to each year group.</p> <p><b>Staff to avoid face to face contact and minimise time spent within 2 metres of anyone to less than 15 minutes within a 24 hour period.</b></p> <p>Storage of rotated shared resources (e.g. sports, art and science equipment) for 48 hours (72 hours for plastics).</p>	<p>January 2021</p> <p>M</p>
	Pupil groups will have staggered timetables, including for break and lunch times, drop off and pick up times, and assemblies, to avoid too many pupils being in one place at the same time and minimise mixing between groups.	M	Inform parents of staggered start and end times and arrangements for drop off and collection procedures in line with the Local Authority Transport Plan for SMHS to reduce adult to adult contact.	<p>January 2021</p> <p>M</p>
	Pupils will stay in the same year group throughout the day wherever possible At KS3 all students will be kept in the same class for all their lessons (with the exception of PE). At KS4 students will move between groups in line with their curriculum choices as indicated in government guidance.	M	<p>Classrooms to be cleaned after use at end of day. Specialist classrooms may need enhanced cleaning during day if used by different groups. Timetable has been restructured to allow maximum use of specialist facilities and allow cleaning between use (i.e. during period 3).</p> <p>KS4 seating plans will minimise where possible the interactions between others in their year group on corridors whilst transitioning between lessons.</p>	<p>January 2021</p> <p>M</p>

	Pupils 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.	M	Signage around the school will remind students of measures in place.	January 2021 M
	Rooms will be accessed directly from outside where possible, and in corridors pupils instructed to keep to left.	M	Corridor areas will be marked with tape to visually identify a 2m distance.  Minimise student numbers on corridors by introducing a pass system that will ensure only one student can be released from a class room at any one time.	January 2021 M
	Physical activity - Outdoor sports prioritised and contact sports avoided.	H	The PE curriculum has been modified in line with guidance from professional organisations to include a range of activities that are safe.  On days that students have PE, they will be allowed to attend in their PE kit for the whole day to avoid the need to be in close proximity to other students in changing rooms.	January 2021 M
	All shared rooms, such as sport halls and dining areas, will be kept at reduced capacity to allow groups to keep apart when using them. They will be cleaned between each use.	M	No 'large' gatherings of students indoors for assemblies etc. During wet break and lunch times, year groups will be allocated a large area such as the main hall or sports hall but distancing must be maintained.  Restructuring of the canteen organisation and service of food will minimise interaction of students and provide as safe environment as possible.  ICT rooms will not be available to book by subjects to minimise movement of students around the site. Advance planning will be required should any GCSE groups require access to ICT facilities to complete exam work – A23 will be dedicated to KS4 use.  Alternate use of ICT rooms (J16 and J10) to allow thorough cleaning of computer hardware between groups for ICT lessons.	January 2021 M
	Toilet use will be managed to avoid crowding.	M	Each year group will have dedicated toilets to keep use even across the school and minimise movement around the site.  The corridor pass system will double as a toilet 'in use' indicator to ensure only two pupils are in a toilet at one time - signage will also act as a reminder	January 2021 M

	<p>Staff use of staff rooms and offices will be staggered to limit occupancy. Alternative staff break out areas created to reduce numbers and limit interactions.</p>	M	<p>Signage as reminders and rotas implemented where necessary.</p> <p>Small staff meetings (no more than 3 individuals) can be undertaken in large spaces where 2m distancing can be maintained. For the majority of meetings, virtual meetings will take place using Microsoft Teams. No member of staff should be made to attend a face to face meeting as alternatives are now available for all.</p>	<p>January 2021</p> <p>M</p>
	<p>Behaviour management policies and procedures will undertake a full review in light of the latest guidance.</p> <p>Where possible actions taken for behaviour management will not involve direct contact with a pupil.</p>	M	<p>Review behaviour management plans and procedures. Modified systems will continue to support staff and students maintain standards of behaviour but minimise the interactions between students and staff.</p> <p>It will not be possible to use Turnaround in its existing format due to minimising interactions between groups. Breakout spaces will be created in a range of locations around school to allow support to be provided to students in different groups.</p> <p>Staff training on new systems will be completed at the start of term. Parents and students will be informed of modified systems and procedures at the start of term.</p> <p>Additional capacity will be introduced to the pastoral team to support students as they return to school.</p>	<p>January 2021</p> <p>M</p>
	<p>Staff and contractors not working with pupil groups will be asked to maintain 2m distances from each other and from the pupil groups.</p> <p>Contractors delivering services using school facilities, such as catering, and cleaning asked to provide copies of their risk assessment for managing exposure to COVID-19.</p>	M	<p>Where possible, minimise visitors to site by using virtual meetings where possible. Remind all visitors and contractors to comply with entry rules (e.g. hand washing, 2m social distancing).</p> <p>Should parents need to meet at school, this will take place in the main hall or community room and all surfaces will be thoroughly cleaned afterwards.</p> <p>Consideration will need to be given to large scale events (e.g. parents evening and open evening) to find alternative and safe solutions.</p> <p>Information sharing with contracted catering and cleaning services to reduce exposure to COVID-19.</p> <p>School kitchens to comply with the government's guidance for food businesses on coronavirus (COVID-19).</p>	<p>January 2021</p> <p>M</p>

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<b>Hazard: Spreading infection due to the school environment</b>				
Staff Pupils Contractors Visitors  Site related transmission may occur: Through close contact between colleagues, pupils and visitors and touching contaminated surfaces	<a href="#">Checks to the premises</a> will be done to make sure the school is up to health and safety standards before reopening.	M	Continue rigorous site monitoring procedures on a regular basis to ensure the site is safe and secure.	January 2021  M
	Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.	M	Ensure that any measures put in place do not compromise evacuation routes.  Review of other emergency procedures (bomb threat guidance and lockdown procedures) to ensure they can be undertaken as safely as possible.  First aid procedures will ensure minimal risk to other students and staff.	January 2021  M
	Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.	M	Ensure appropriate resources (e.g. door opening mechanisms) are purchased and installed. The school will follow latest guidance on keeping rooms ventilated whilst maintaining a comfortable working environment. <i>Further advice on this can be found in Health and Safety Executive guidance on <a href="#">air conditioning and ventilation during the coronavirus outbreak</a></i> Flexibility will be introduced regards school uniform.  Consult with Local Authority to ensure adequate ventilation can be maintained safely in Anson Building.	January 2021  M
	Lidded, foot operated bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.	M	Contaminated and PPE waste to be put in clinical waste bin. Separate guidelines followed if COVID-19 infection is suspected.	January 2021  M
	Outdoor space will be used for exercise and breaks, and for education where possible.	M	Zones for break time will keep clear separation between different year groups. All students will be outside at break time ( <b>weather permitting</b> ). Consideration will be given to provide some indoor space for small KS4 groups at lunch time.	January 2021  M

			Additional cones purchased to distinguish social areas. Multi use games areas will only be available at lunch time.	
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Who might be harmed?	What controls are to be put in place?	What is the Risk Rating H, M, L?  See section below	What further action is necessary to mitigate any risks?	Action completed? Include date and revised risk rating (H, M, L)
<b>Hazard: Spreading infection due to excessive contact and mixing in meetings or work areas.</b>				
<p>Staff Pupils Contractors Visitors</p> <p>Site related transmission may occur: Through close contact between colleagues, pupils and visitors and touching contaminated surfaces</p>	<p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents, visitors and governors.</p> <p>Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.</p> <p>Storerooms and cupboards accessed by one person at a time.</p> <p>In office works areas aim to only have one person working in each area. Avoid people working face-to-face – side by side reduces the risk. Clean work station before and after use.</p>	M	<p>Minimise visitors to site by using virtual meetings where possible.</p> <p>If meetings are conducted indoors, ensure seating is arranged appropriately and ventilation is maintained.</p> <p>Additional signage will be added if required to reinforce expectations.</p> <p>Separate office provided for staff to phone parents/students. Equipment to be cleaned before and after use. This will prevent admin team work stations being shared.</p>	<p>January 2021</p> <p>M</p>

Who might be harmed?	What controls are to be put in place?	What is the Risk Rating H, M, L?  See section below	What further action is necessary to mitigate any risks?	Action completed? Include date and revised risk rating (H, M, L)
<b>Hazard: Individuals vulnerable to serious infection coming into school.</b>				
	<p>For everyone who could come into school:</p> <ul style="list-style-type: none"> <li>• If they're clinically extremely vulnerable (as defined <a href="#">here</a>), they will continue to learn or work from home</li> <li>• If they're clinically vulnerable (as defined <a href="#">here</a>) – parents should follow medical advice if their child is in this category, and staff in this category will continue to work from home wherever possible. If these staff members cannot work from home, they will be given a role that allows them to be kept 2 metres away from others wherever possible</li> <li>• If they live with someone who's clinically extremely vulnerable, they will only attend if stringent social distancing can be adhered to and, in the case of children, they're able to understand and follow those instructions</li> <li>• <b>If they are pregnant then advice for clinically vulnerable staff should be followed.</b></li> </ul>	H	<p><b>Individual risk assessments carried out, and reviewed regularly, for staff and pupils identified in guidance as at a higher risk. Those staff who have received specific advice from the Government or a health care professional to stay at home will be supported to work from home.</b></p> <p>Any actions that can be introduced to reduce in relation to a particular individual or role must be implemented.</p> <p>If there is a suspected case of COVID-19 on site, a review of contacts and interactions for staff with individual risk assessments will take place. This will ensure risks are minimised and could involve a period of 'quarantine' whilst clarification from the Local Outbreak Team is sought.</p> <p>Any parents who require a meeting with a member of school staff but cannot physically attend a meeting at school, will be given an opportunity to meet virtually, or at a distance at an external location should a phone call not be sufficient.</p>	<p>January 2021</p> <p>M</p>
	Other identified groups at risk – older men and BAME	H	Initial conversation to take place to consider risk followed by an individual risk assessment to be completed if appropriate. For example, if an individual in a higher risk groups completes a first Aid role	<p>January 2021</p> <p>M</p>

Who might be harmed?	What controls are to be put in place?	What is the Risk Rating H, M, L?  See section below	What further action is necessary to mitigate any risks?	Action completed? Include date and revised risk rating (H, M, L)
<b>Hazard: Hire of premises</b>				
	<p>Hirers of facilities will only be able to access areas of the site at a time not designated for school use.</p> <p>Covid 19 Risk assessment to be obtained from hirer.</p> <p>If hirer is to provide refreshments they must provide their own kettle (PAT tested), cups etc.</p> <p>Disposable sanitising wipes and hand sanitisers to be provided by hirer. All waste to be removed from site.</p> <p>Hirer to notify school of any suspected case of Covid 19 and the outcome to be communicated to school.</p>	M	<p>External organisations who hire the facilities must refer to the relevant National Governing Body guidance and make positive reference to this in their individual risk assessment.</p> <p>Any hirer must clean touch points and frequently touched surfaces before and after use.</p> <p>Any areas of the school site used by external individuals or groups will be thoroughly cleaned prior to school use.</p>	<p>January 2021</p> <p>M</p>

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

Hazardous Substance	Manual Handling	Display Screen Equip	Fire	Work Equip / Machinery	Stress	Individual Person such as clinically extremely vulnerable, clinically vulnerable, living with a clinically extremely vulnerable individual or living with a clinically vulnerable individual
					✓	✓

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

## 5. Risk Rating

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

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

## 6. Assessment

**Signature of Assessor(s): D Pope**

**Print Name:**

**Signature of Line Manager: R Lycett**

**Print Name:**

**Date Assessed: 18<sup>th</sup> December 2020**

**Review Date: 12<sup>th</sup> February 2021 (End of Half Term)**

## 7. Communication and Review

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