


## Derby Cathedral School – COVID-19 Re-opening Secondary School Risk Assessment – 8 March 2021

|                                  |                                     |                                     |               |   |
|----------------------------------|-------------------------------------|-------------------------------------|---------------|---|
| Activity being assessed:         | Secondary School Opening March 2021 | Location(s) affected:               | Midland House |  |
| Person(s) completing assessment: | Mrs J. Brown<br>Headteacher         | Date original assessment completed: | 5 - 3 - 21    |   |
| Date of review:                  |                                     | Review completed by:                |               |   |

This risk assessment has been developed on best available scientific guidance and industry best practice, information and should be read in conjunction with the government guidance document, this document cannot be considered to cover every risk and control possible and must be reviewed and made specific by the end user.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/964351/Schools\\_coronavirus\\_operational\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf)

[https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020?utm\\_source=7427a8d7-6fbd-4315-b29f-2c648cfb91a1&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=immediate#schools](https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020?utm_source=7427a8d7-6fbd-4315-b29f-2c648cfb91a1&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate#schools)

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#effective-infection-protection-and-control>

<http://science.cleapss.org.uk/resources/resource-search.aspx?search=COVID-19>

<http://dt.cleapss.org.uk/Resources/All/?search=covid+19>

<https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf>

| What are the hazards?                                    | Who might be harmed and how?  | What are you already doing?   | Do you need to do anything else to manage this risk?   | Action by whom and when?  | Completed       |
|--|---|---|--|---|-----------------|
| <p>Re-opening after a lengthy closure/Summer Holiday</p> | <p><b>Students, staff, visitors, and the public by unsafe equipment, systems, and premises:</b></p> | <p><i>Servicing of equipment to be completed in accordance with manufacturers requirements. Recommission/service any equipment/systems where statutory maintenance has not been carried out prior to use. Water hygiene management arrangements to be reviewed and additional flushing, chlorination, and maintenance to be undertaken in line with Legionella risk assessment. Centrally managed air conditioning/handling/circulation units should only be used if they can be switched to full fresh air, otherwise they should be switched off. Air conditioning units which serve one room only pose minimal risk and can be used as required. <u>Managing school premises</u></i></p> | <p>Ensure the flushing of hot and cold-water outlets including non-mains drinking water sources that have not been in use.</p> <p>Staff should be reminded of enhanced cleaning routines on return and advised to maintain stringent hygiene measures such as handwashing throughout the school day.</p> <p>Staff are not expected to carry out significant cleaning duties throughout the day with the exception of spraying and general wiping down to help keep everyone as safe as possible.</p> | <p>Reminders to staff &amp; students – JBR</p> <p>Baskets in rooms for sanitising equipment (spray and tissues) - JFO</p> | <p><b>Y</b></p> |

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|   |  | <p><i>guidance</i><br/> Check fire safety systems including checking fire doors are operational and fire alarm and emergency lights are operational.<br/> Clean and disinfect all areas and surfaces prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas.<br/> Deep clean the kitchen prior to reopening before food preparation resumes.<br/> Update key holder information.</p> |  |  |           |
| <p>Contracting COVID-19 from being in the school environment by contact with an infected person</p> | <p><b>Students, staff, visitors, and the public becoming infected with COVID-19:</b></p> | <p>Staff, Students or visitors who are symptomatic or have tested positive for COVID-19 are not allowed into the school premises until they have self-isolated for the recommended government period or 10 days; if the individual continues to have symptoms, they are required to remain away from school until a normal temperature can be maintained.</p>  | <p>Re-send clear guidance to all staff and parents/carers of students prior to school re-opening and put on school website</p> <p>Have a procedure in place to isolate students that appear symptomatic on site until collected.</p> <p>Procedure in place for informing parents if lateral flow test gives a positive result</p> <p>Communicate information regarding how to obtain a COVID-19 test</p> | <p>Update website info 5-3-21</p> <p>Update letter sent to parents 2-3-21</p> <p>Information session for students 4-3-21 and 10-3-21</p> | <p>Y</p>  |

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|                       |                              | <p><i>Staff, Students, and visitors living in the same household as a person who have tested positive for COVID-19 are not allowed into the school premises until they have self-isolated for the government period of 10 days.</i></p> <p><i>If a staff member or student has a positive COVID-19 test, the school must contact the local health protection team who will conduct a rapid risk assessment and will provide the school with a definitive advise on who must go home and any self-isolations required.</i></p> <p><i>Any person arriving at school exhibiting symptoms will be required to return home and obtain a COVID-19 test immediately.</i></p> <p><i>If an individual undertakes a COVID-19 test and this is negative, they should continue to stay at home until they have recovered from their illness until they can safely return.</i></p> | <p><a href="#"><u>Government self-isolation guidance</u></a></p> | <p>JBR/SCO</p>           |           |

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| <p>Vulnerable staff or students contracting COVID-19 from being in school</p> | <p><b>Staff deemed vulnerable (see government list) are likely to experience worse symptoms and additional health issues if contract COVID-19:</b></p> | <p>Staff and pupil survey undertaken to determine individuals that are clinically vulnerable/ clinically extremely vulnerable. Where identified in an at-risk category an individual risk assessment will be put in place to provide adequate controls within school.</p> <p>Where pupil's health is such that they are required to remain at home, suitable home learning support covering whole curriculum to be developed on an individual basis.</p> <p>Staff and students who are clinically extremely vulnerable or have underlying health conditions must continue to shield in line with government advice.</p> <p>Clinically vulnerable staff can attend the workplace. While in school they must follow the</p> | <p><b>Seek medical advice where needed</b></p> <p><b>Where pregnancy risk assessments have been completed, ensure these are reviewed regularly in line with risks and guidance. See specific guidance for pregnant employees.</b></p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees">https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</a></p> | <p>Update RA for staff individual March 21</p> <p>JBR</p> <p>Make arrangements for CEV students remaining at home</p> <p>MCH</p> <p>Implement plan for shielding staff 5-3-21</p> <p>JBR</p> | <p>Y</p>  |

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|   |   | <p><i>system of controls to minimise the risks of transmission.</i></p> <p><i>Bubbles must be established to ensure that students do not mix with the whole school population. These maybe the same bubbles as the autumn term.</i></p>  |  |   |           |
| <p><i>Congestion when accessing or leaving school grounds – controlling mixing of Designated year groups.</i></p> | <p><b><i>Students, staff, visitors, and the public becoming infected with COVID-19:</i></b></p> | <p><i>Start and finish times staggered for Designated year groups, to reduce congestion, different entrances and exits used where possible.</i></p> <p><i>Parents/carers are not permitted onto the school grounds unless by prior appointment to ease pedestrian and vehicle congestion on site.</i></p> <p><i>Students are not to arrive more than 15 minutes before there start time and this is only acceptable if public transport is being used.</i></p> <p><i>Bubbles are given clear information about entrances to use/times for drop off and</i></p> | <p><b><i>Clear plan to be documented detailing different year group start and finish times and entry/exit points and communicated with parents/carers and students</i></b></p> <p><b><i>System to be in place to manage students who arrive late or are not collected on time.</i></b></p> | <p>Email to staff and parents by 3-3-21<br/>JBR</p> | <p>Y</p>  |

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|---|--|---|---|---------------------------------------|-----------|
|   |  | <p><i>collection.</i></p> <p><i>On arrival students to make their way straight to their designated registration point/classroom, staff will be supervising outside to monitor the mixing of year groups and congregation of groups of students.</i></p> <p><i>At the end of the school day students will be encouraged to leave site immediately (unless attending a planned after school activity), by their designated exit gate/pick up point.</i></p> <p><i>All staff to enter and exit by the main school entrance ensuring that they maintain appropriate social distancing with all other staff and students.</i></p> <p><i>Where possible all staff will arrive at in school prior to the bulk of students arriving (contracts permitting).</i></p> |   |                                       |           |
| <p><i>Congestion or inability to adequately manage students accessing</i></p> | <p><b><i>Students, staff, visitors, and the public</i></b></p> | <p><i>Students are given clear instruction regarding maintaining a suitable social distance from each other and</i></p>   | <p>All staff, parents/carers and pupils to be reminded of arrangements on return in March 2021.</p> | <p>Updated rooming reminder – new</p> | <p>Y</p>  |

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| <i>or leaving school building or moving around during class changes</i> | <b><i>becoming infected with COVID-19:</i></b>  | <p><i>staff.</i></p> <p><i>Sufficient staff will be on duty to supervise students at the beginning and end of the day and during class changes and recreational times.</i></p> <p><i>Timetables to be planned so as far as possible so that students stay in set classroom/areas of the building and staff move around instead.</i></p> <p><i>One-way systems and clear signage to be put in place to reduce the risk of year groups mixing.</i></p> <p><i>Social distancing signage and floor markings displayed.</i></p> |   | <p><i>timetables printed</i></p> <p><i>Updated signage around school</i><br/> <i>JFO/LRU/Vinci</i></p> |           |
| <i>Inadequate management of circulation areas</i>                       | <b><i>Students, staff, visitors, and the public becoming infected with COVID-19</i></b> | <p><i>The movement of staff and students around the school to be planned and managed when accessing different areas for break times, lunch times within bubbles.</i></p> <p><i>Unnecessary movement around the school restricted by timetabling and staff moving between classrooms rather than students.</i></p> <p><i>Whilst it is acknowledged that</i></p>   | <b><i>Consider one-way system, produce a plan, and put some directional arrows on floor/walls</i></b> | <i>Refresh floor markings in corridors and classrooms</i><br><i>JFO/ Vinci</i>                         | Y         |



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|   |   | <p><i>fire doors play an integral role in school safety, it is currently assessed that key corridor doors will be held open to avoid handle contamination. Fire doors to be closed when Students leave site.</i></p>  | <p><b><i>Designate a person to be responsible for this.</i></b></p>   |  |           |
| <p><i>Ineffective personal hygiene measures</i></p> | <p><b><i>Students, staff, visitors, and the public becoming infected with COVID-19:</i></b></p> | <p><i>Robust handwashing promoted. Staff and Students are requested to wash hands prior to leaving home in the morning. All staff and students <b>must</b> wash their hands for a minimum of 20 seconds with liquid soap and warm water on arrival at school or by use of an appropriate hand sanitiser. Following use of toilet facilities hand <b>must</b> be washed for a minimum of 20 seconds with liquid soap and warm water. After break times, before eating and after a bout of coughing/sneezing Staff and Students <b>must</b> wash their hands for a minimum of 20 seconds with liquid soap and</i></p> | <p><b><i>(Suggest NHS video for handwashing) <u>NHS video</u></i></b></p> <p><b><i>Hand sanitiser must contain a minimum of 60% alcohol</i></b></p> <p><b><i>Ensure sufficient soap and hand sanitiser is available.</i></b></p> <p><b><i>Remove any non-disposable hand towels</i></b></p> <p><b><i>Ensure sufficient disposable tissues are available in school.</i></b></p> <p><b><i>Display handwashing posters by all sinks</i></b></p> <p><b><i>Display Catch it Kill it Bin it Posters around school</i></b></p> | <p>Update signage and sanitising baskets</p> <p>Reminders to students – tutor presentations 4-3-21 and 10-3-21</p> | <p>Y</p>  |

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|                       |                              | <p><i>warm water or by use of an appropriate hand sanitiser. Hands to be dried with paper towels where possible or electric hand driers. Hand sanitiser widely available throughout school site and staff and students are encouraged to use regularly. Hand sanitiser is available but should only be used whereby handwashing is not accessible rather than a general alternative to handwashing. Staff and Students encouraged to follow the Catch it, Kill it, Bin it protocol – disposable tissues or toilet tissue is available in classrooms and staff areas, used tissues to be immediately placed in a lidded bin or flushed down a toilet following use – used tissues must not be left on desks or other surfaces. Posters are displayed by sinks to show how to effectively wash hands. Catch it, kill it, Bin it posters displayed around the school.</i></p> |  |                          |           |

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|---|--|--|--|------------------------------|-----------|
|   |  | <i>Non-essential items not to be brought into school by students or staff.</i>   |  |                              |           |
| <i>Possible contamination in reception areas and office</i> | <b><i>Students, staff, visitors, and the public becoming infected with COVID-19:</i></b> | <i>Parents are not currently allowed into reception area without an appointment. Hand sanitiser to be available at reception for visitors to use on arrival before signing in. Where face to face meetings with parents or visitors have been arranged, social distancing must be maintained, where this cannot be achieved face coverings to be worn in communal areas and corridors and at the discretion of the school in meeting rooms. Parents/carers advised to contact school by phone if they need to speak to a teacher or member of SLT and meetings will be arranged and accommodated either outside or in a planned manner within the building. Staff to pass through reception maintaining appropriate social distancing from each other.</i> | Secure external door into reception<br><br>Consider what room could you use for meetings with easy access and sufficient space? – Meeting room on Floor 2 to be used – access for visitors to be lift (household bubbles only at a time)<br><br>If staff currently share desks, a cleaning regime must be introduced to sanitise desks between “shifts”<br>- No shared desks | <i>Continue as no change</i> |           |

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|                       |                              | <p><i>Ventilation in the office area is to be maintained either by mechanical ventilation adjusted to increase the ventilation rate where possible, and natural ventilation by opening windows. During occupied times windows should be opened enough to provide background ventilation, during unoccupied times (during the school day) windows should be fully opened.</i></p> <p><i>Internal and external doors can be kept open to assist as this will increased ventilation.</i></p> <p><i>Due to office size, layout and limited space, non-office-based staff are not to enter the office area, requests to be made from the doorway.</i></p> <p><i>Office based staff to work at their designated desks to avoid shared equipment and to be responsible for regular cleaning of IT and phone equipment using suitable cleaning materials/sanitiser.</i></p> <p><i>If teaching and support staff</i></p> | <p>If fire doors are to be kept open, this will only be done when the room is occupied and nominated person will be responsible for closing them when leaving the area.</p> |                          |           |

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|   |  | <i>need resources printed in the office, this should be managed by the office staff and collected from a designated point.</i>  |   |                                    |           |
| <i>Possible contamination within classroom/teaching and learning spaces</i> | <b><i>Students, staff, visitors, and the public becoming infected with COVID-19:</i></b> | <i>Table and chair layout within classrooms and learning areas to be assessed and set out with all desks and chairs facing in the same direction as far as is practicable.<br/>Staff to maintain adequate social distancing from other staff, and from students as much as possible.<br/>Outdoor learning to be considered and undertaken maintaining social distancing.<br/>Timetabling of lessons to be planned to minimise movement of students so far as is reasonably practicable, where possible students will remain in each classroom(s)/area of school and staff will move between.<br/>Students are required to attend school with their own resources (pens/ruler etc) a small supply of equipment will be available</i> | Consider Perspex screens to teacher desks/areas – screens in DT and IT room<br><br>In science labs and ADT areas consider how this will be managed if benches are<br><br>Pupils to be reminded on return in January of any seating arrangements and one-way systems in operation.<br><br>Staff to be reminded to maintain social distancing at all times including when using communal areas such as the staff room.<br><br>Head of department where communal equipment is regularly used must put in place adequate controls to sanitise equipment between different class uses with appropriate cleaning products available.<br>Review curriculum risk assessments (Specifically, PE, Science, D&T, Art, Food Technology) | Updates risk assessment JFO 5-3-21 | Y         |

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|                       |                              | <p><i>for students who do not have equipment with them, they will be able to keep equipment given out for future use.</i></p> <p><i>Use of essential communal equipment will be managed.</i></p> <p><i>Students will be required to sanitise hands prior to use, any shared equipment being used will be cleanable and disinfected prior and after use – i.e. iPads/tablets/PC's, curriculum specific equipment</i></p> <p><i>Where possible for IT based activities, students' own devices will be utilised where possible.</i></p> <p><i>Resources available will be limited to what is essential for use of a daily basis and planned.</i></p> <p><i>Main classroom computer keyboard/mouse, touch screens/interactive whiteboards only to be used by lead teacher/staff member in the classroom, cleaning material must be available for staff to wipe/clean between</i></p> | <p><b><i>If fire doors are to be kept open, this will only be done when the room is occupied and nominated person will be responsible for closing them when leaving the area.</i></b></p> |                          |           |

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|                       |                              | <p><i>use.</i></p> <p><i>If equipment cannot be sanitised between different group usage it must be set aside and isolated for 72 hours.</i></p> <p><i>Weather permitting windows to be opened to provide fresh air to be circulated within classroom and learning areas.</i></p> <p><i>Ventilation in the classrooms is to be maintained either by mechanical ventilation adjusted to increase the ventilation rate where possible, and natural ventilation by opening windows. During occupied times windows should be opened enough to provide background ventilation, during unoccupied times (during the school day) windows should be fully opened.</i></p> <p><i>Internal and external doors can be kept open to assist as this will increased ventilation.</i></p> <p><i>Light switches, windows, and blinds only to be operated by lead teacher/staff member in</i></p> |  |                          |           |

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|  |   | <p><i>the classroom.</i></p> <p><i>For science and design and technology additional guidance supplied from CLEAPSS to be followed.</i></p> <p><i>For PE additional AfPE guidance to be followed.</i></p> <p><i>Face coverings do not need to be worn by students when outdoors on the premises.</i></p> <p><i>Face coverings should be worn in classrooms or during activities unless social distancing can be maintained.</i></p> <p><i>This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.</i></p> |  |   |           |
| Possible contamination from use of toilet/welfare facilities | <b>Students, staff, visitors, and the public becoming infected with COVID-19:</b> | <p><i>Staff to access welfare facilities maintaining appropriate social distancing and ensure all touch points are cleaned down before and after use.</i></p> <p><i>Bubbles should be designated a specific toilet for use where possible to ensure the risk of cross contamination is reduced</i></p>  | <b>Ensure that there are sufficient stocks of soap available</b> | Continue to liaise with daily cleaner supervisor JFO/VINCI Weekly | Y         |



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|                       |                              | <p><i>and to avoid overcrowding.</i></p> <p><i>Students to be reminded to maintain adequate social distancing in toilet areas, students should use facilities, wash hands, and leave immediately.</i></p> <p><i>Students will be remotely supervised by staff during social times to ensure groups of students do not access toilets at the same time.</i></p> <p><i>Staff and Students must wash hands thoroughly after using toilet facilities (see <b>handwashing</b>).</i></p> <p><i>Sufficient liquid soap will be available at all times in all toilets, this will be checked in the morning, after break and after lunchtime by cleaners/site staff and will be topped up in between if required.</i></p> <p><i>Only liquid soap is permitted in school.</i></p> <p><i>Hand drying will be by air hand drier or disposable towels only,</i></p> | <p><b>Consider what additional cleaning is required in your setting and specify.</b></p> |                          |           |

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|   |  | <p><i>hand towels have been removed.</i></p> <p><i>Additional cleaning of toilet and sink facilities to be implemented throughout the school day – <b>see cleaning.</b></i></p> <p><i>Bins in toilets will be emptied daily and this will be reviewed with emptying increased more frequently if required.</i></p> <p><i>In schools where students in year 7 and above are educated, face coverings should be worn by adults and students when moving around the premises, inside and outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.</i></p> <p><i>Face coverings do not need to be worn by students when outdoors on the premises.</i></p> |  | <p><i>Updated face covering expectation and inform students &amp; parents 3-3-21 &amp; 4-3-21</i></p> |           |
| <p><i>Possible contamination from inadequate social distancing or cross contamination of equipment at Break</i></p> | <p><b><i>Students, staff, visitors, and the public becoming infected</i></b></p> | <p><i>Break times staggered with Staff and Students allocated specific break times and areas to be accessed within their bubbles.</i></p> <p><i>Activities considered to</i></p>   | <p><b><i>Consider and develop a plan depending on the number and size of playgrounds, fields etc. specify/zones/times and supervisions ratios for each “Designated year group” and communicate</i></b></p> | <p>Updated cleaning plan between yr 8 &amp; 9 lunch.</p>  | <p>Y</p>  |

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| <p><i>times or during external learning activities - Students</i></p> | <p><b>with COVID-19:</b></p> | <p><i>promote social distancing during break periods.<br/>Staffing ratios for adequate student supervision has been assessed and determined in “Designated year groups”– see plan<br/>Prior to eating, staff, and students to wash or sanitise hands (see handwashing).<br/>After break times – staff and students to wash or sanitise hands (see handwashing).<br/>Fixed external play equipment to be frequently cleaned or only used by one bubble at a time, allowing 72 hours between use by different bubbles to reduce risk of cross contamination.</i></p> <p><i>If there is any outdoor social equipment such as table tennis tables, external benches, and tables these will be regularly cleaned.</i></p> <p><i>In schools where students in year 7 and above are educated, face coverings should be worn</i></p> | <p><b><i>Decide who will be responsible for the cleaning of equipment and resources used and what cleaning products will be used i.e. Spray disinfectants, diluted Milton solution etc.</i></b></p> | <p>Separated equipment for yr 8 &amp; 9</p> |           |

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|--|---|--|---|--|-----------|
|  |   | <p><i>by adults and students when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. Face coverings do not need to be worn by students when outdoors on the premises.</i></p>   |   |  |           |
| <p><i>Possible contamination from inadequate social distancing or cross contamination of equipment at lunch times - Students</i></p> | <p><b><i>Students, staff, visitors, and the public becoming infected with COVID-19:</i></b></p> | <p><i>Lunch times staggered with Staff and Students allocated specific lunch times and areas to be accessed within their "Designated year groups". It is advised students eat within classrooms where possible to reduce the amount of circulation around the school. All tables to be wiped down before and after eating. Students supervised within lunch and social areas. If the same tables are being used by different students over lunchtime these will be cleaned with disposable tissue and a suitable hard surface cleaner/sanitiser in between sittings.</i></p> | <p><b><i>Consider and develop plan depending on number and size of eating areas, playgrounds, fields etc. designate/zones/times and supervisions ratios for each "Designated year group" and communicate</i></b></p> <p><b><i>Catering team to review risk assessments</i></b></p> <p><b><i>SLT to discuss with catering team how break and lunch periods will be managed</i></b></p> | <p>Cont. with split lunchtimes – dining room cleaned between use for yrs 8 &amp; 9</p> | <p>Y</p>  |

| What are the hazards?       | Who might be harmed and how? | What are you already doing?  | Do you need to do anything else to manage this risk?                                   | Action by whom and when? | Completed |
|-----------------------------|------------------------------|--|--|--------------------------|-----------|
|                             |                              | <p><i>Students must be strongly encouraged to wash hands prior to lunch (see handwashing) with hand sanitiser available at entrances to dining areas.</i></p> <p><i>If catering facilities in operation on site, ensure robust procedure in place to manage – good hygiene procedures should already be in place</i></p> <p><i>All food from the canteen must be served by catering staff, no self-service by students.</i></p> <p><i>In schools where students in year 7 and above are educated, face coverings should be worn by adults and students when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.</i></p> <p><i>Face coverings do not need to be worn by students when outdoors on the premises.</i></p> |  |                          |           |
| Possible contamination from | <b>Students, staff,</b>      | Appropriate social distancing measures between staff must  | <b>Consider having several different staff rooms for different “Designated groups”</b> |                          | Y         |

| What are the hazards?   | Who might be harmed and how?  | What are you already doing?   | Do you need to do anything else to manage this risk?  | Action by whom and when? | Completed |
|---|---|---|---|--------------------------|-----------|
| <p><i>inadequate social distancing/equipment contamination in staff areas i.e. staffroom, staff offices, PPA rooms etc.</i></p> | <p><b><i>visitors, and the public becoming infected with COVID-19</i></b></p> | <p><i>always be observed.<br/>Staff not to enter specific offices without invite/prior planning.<br/>Within staffroom chairs to be positioned/moves to promote social distancing.<br/>Staff to wash hands prior on entering staff room before preparing and food or making drinks.<br/>Hand sanitiser to be available in staff room and used before touching any communal equipment such as kettle, fridge cupboards dishwasher.<br/>Where shared computers are used for PPA, desk, computer, keyboard, and mouse to be cleaned using appropriate cleaning/sanitising materials prior to use.<br/>Ventilation in the classrooms is to be maintained either by mechanical ventilation adjusted to increase the ventilation rate where possible, and natural ventilation by opening windows. During</i></p> | <p>All meetings, briefings and collective worship to be on Teams, Zoom or narrated powerpoints</p> <p>Parent information evenings to be virtual</p> <p><b><i>If fire doors are to be kept open, this will only be done when the room is occupied and nominated person will be responsible for closing them when leaving the area.</i></b></p> |                          |           |

| What are the hazards?  | Who might be harmed and how?  | What are you already doing?  | Do you need to do anything else to manage this risk?                                | Action by whom and when? | Completed |
|--|---|--|---|--------------------------|-----------|
|  |   | <p><i>occupied times windows should be opened enough to provide background ventilation, during unoccupied times (during the school day) windows should be fully opened.</i></p> <p><i>Internal and external doors can be kept open to assist as this will increased ventilation.</i></p>   |   |                          |           |
| <p><i>Possible contamination from inadequate social distancing in other communal gatherings - assembly</i></p> | <p><b><i>Students, staff, visitors, and the public becoming infected with COVID-19:</i></b></p> | <p><i>Assemblies and gatherings will only take place within Designated Year. groups.</i></p> <p><i>In schools where students in year 7 and above are educated, face coverings should be worn by adults and students when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.</i></p> <p><i>Face coverings do not need to be worn by students when outdoors on the premises.</i></p> <p><i>Face coverings should be worn in classrooms or during activities unless social distancing can be maintained.</i></p> | <p>All collective worship to be on Teams in tutor rooms – no gatherings in hall</p> |                          | <p>Y</p>  |

| What are the hazards?  | Who might be harmed and how?  | What are you already doing?   | Do you need to do anything else to manage this risk?  | Action by whom and when?               | Completed |
|--|---|---|---|--|-----------|
|  |   | <p><i>This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.</i></p>  |   |  |           |
| <p><i>Possible contamination during activities where higher levels of aerosols are produced. (Singing, music including wind and brass instruments, and Physical education)</i></p> | <p><b><i>Students, staff, visitors, and public becoming infected with COVID-19:</i></b></p> | <p><i>Where possible activities should take place outside with social distancing measures in place.</i></p> <p><i>Where activities must take place inside:</i></p> <ul style="list-style-type: none"> <li>• <i>social distancing must be maintained.</i></li> <li>• <i>Numbers of persons must be limited to allow for social distancing and the size of the room being used.</i></li> <li>• <i>Ventilation of the room must be maintained by both mechanical and natural ventilation.</i></li> </ul> <p><i>When occupied windows open enough for background ventilation, when not occupied (during the school day) windows</i></p> | <p><b><i>If fire doors are to be kept open, this will only be done when the room is occupied and nominated person will be responsible for closing them when leaving the area.</i></b></p> | <p>Update subject risk assessments</p> | <p>Y</p>  |



| What are the hazards? | Who might be harmed and how? | What are you already doing?   | Do you need to do anything else to manage this risk?                         | Action by whom and when? | Completed |
|-----------------------|------------------------------|---|--|--------------------------|-----------|
|                       |                              | <p><i>opened fully. Internal and external doors can also be opened for extra ventilation.</i></p> <ul style="list-style-type: none"> <li>• <i>Hand washing regime must take place before lesson starts and once lesson ends.</i></li> </ul> <p><i>Music, singing and instruments:</i></p> <ul style="list-style-type: none"> <li>• <i>Only to take place within small groups, ideally within bubbles.</i></li> <li>• <i>Students sit back to back or side to side to avoid face to face contact.</i></li> <li>• <i>Cleaning of equipment is completed before and after use.</i></li> <li>• <i>No sharing of equipment occurs.</i></li> </ul> <p><i>Physical education:</i></p> <ul style="list-style-type: none"> <li>• <i>Carried out within class bubbles.</i></li> <li>• <i>Fixed and loose PE equipment is cleaned in between bubble uses.</i></li> </ul> | <p>PE activities to be outside and off site for the majority of the time</p> |                          |           |

| What are the hazards?                          | Who might be harmed and how?   | What are you already doing?  | Do you need to do anything else to manage this risk?  | Action by whom and when? | Completed |
|--|--|--|---|--------------------------|-----------|
|  |  | <ul style="list-style-type: none"> <li>• <i>Activities are planned accordingly to space available and number of students in class bubble.</i></li> <li>• <i>Face coverings do not need to be worn where it will impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.</i></li> </ul> <p><i>Contact sports are avoided as per guidance.</i></p>  |   |                          |           |
| <p><i>Insufficient access to first aid</i></p> | <p><b><i>Students, staff, visitors, and the public may sustain greater injury through inadequate support and treatment</i></b></p> | <p><i>Sufficient first aid provisions are in place in line with the school's first aid risk assessment.</i></p> <p><i>There will be a minimum of 1 appointed person for first aid per Designated year group with a designated year group first aid area.</i></p> <p><i>Sufficient trained first aiders must be available to attend first aid areas as required.</i></p> <p><i>For significant injuries, a trained first aider must be immediately called to attend</i></p> | <p>Ensure that is staff are in school on a rota basis that first aid needs are considered as part of rotas.</p> <p>Ensure adequate supplies of PPE and inform staff where this is stored.</p> |                          | <p>Y</p>  |

| What are the hazards?  | Who might be harmed and how?  | What are you already doing?  | Do you need to do anything else to manage this risk?  | Action by whom and when? | Completed |
|--|---|--|---|--------------------------|-----------|
|  |   | <p><i>the individual either in their designated first aid area or in situ if cannot be moved safely. All incidents of first aid must be recorded a trained first aider reviewing daily.</i></p>  |   |                          |           |
| <p><i>Possible contamination by close contact when providing first aid or care to Students</i></p> | <p><b><i>Students, staff, visitors, and the public becoming infected with COVID-19:</i></b></p> | <p><i>Standard universal hygiene measures should always be followed in line with first aid training, disposable gloves are universally recommended to be worn when providing first aid and this should be adhered to. Where the injured part is able to, guidance should be given, and first aid applied to themselves.</i></p> <p><i>It is not deemed necessary to wear a face mask when dealing with student first aid even if social distancing cannot be maintained – refer to Government Guidance.</i></p> <p><i>If treating a staff member or other adult, it is recommended a fluid resistant face mask be worn if adequate social distancing cannot be maintained.</i></p> | <p>With older students a degree of social distancing should still be maintainable</p> <p>Goggles/visors need to be available if supporting a child who is symptomatic.</p> <p>As above, ensure adequate stocks of PPE available and ensure staff know where PPE is kept.</p> <p>Staff first aiders to be highlighted to all staff</p> |                          | <p>Y</p>  |

| What are the hazards?  | Who might be harmed and how?   | What are you already doing?  | Do you need to do anything else to manage this risk?  | Action by whom and when?    | Completed |
|--|--|--|---|-----------------------------|-----------|
|  |  | <p><i>Relevant PPE (Gloves, aprons, and fluid resistant face masks) must be available in all first aid areas.</i></p> <p><i>(see contaminated waste)</i></p>   |   |                             |           |
| <p><i>Inadequate management of essential student medication</i></p>    | <p><b><i>Students health may suffer if not managed</i></b></p>                               | <p><i>Robust medication management procedures within school.</i></p> <p><i>Essential medication will be managed within Designated groups by key member of staff following the school's standard procedures.</i></p> <p><i>Where there is specific training required for essential medication, where possible a trained member of staff will be within "designated group", if this is not possible the trained staff members name and how to contact must be displayed in classrooms.</i></p> | <p>Review IHCP for students with ongoing medical needs – it may be necessary to update responses i.e. for seizures, face masks and visors/goggles as a standard precaution.</p> |                             | <p>Y</p>  |
| <p><i>Possible contamination from a symptomatic person on site</i></p> | <p><b><i>Students, staff, visitors, and the public becoming infected with COVID-</i></b></p> | <p><i>Symptomatic persons should not be on site – see previous section.</i></p> <p><i>Should a staff member arrive at school or become symptomatic whilst at school they will be required to leave</i></p>   | <p><b><i>Communicate information regarding how to obtain a COVID-19 test</i></b></p>  | <p>Info in email 3-3-21</p> | <p>Y</p>  |

| What are the hazards? | Who might be harmed and how? | What are you already doing?  | Do you need to do anything else to manage this risk?  | Action by whom and when? | Completed |
|-----------------------|------------------------------|--|---|--------------------------|-----------|
|                       | <p><b>19:</b></p>            | <p><i>site immediately, if they need collecting, they will sit in a dedicated room, isolated. Should a student become symptomatic whilst at school they will be isolated in a room remotely supervised by a staff member as long as the student isn't considered at immediate risk (if closer supervision is required, the staff member will be required to wear a fluid resistant surgical face mask, disposable gloves and apron for the duration of the supervision), parent/carer will be contacted and required to collect Student asap. Staff member supervising will then remove all PPE and disposed of (see contaminated waste) and will wash hands thoroughly.</i></p> <p><b>Staff member does not need to go home unless the symptomatic person tests positive, the staff member gets symptoms, or they are contacted by NHS Test and</b></p> | <p>Consider whether goggles/visors are required (with older students a degree of social distancing should still be maintainable</p> |                          |           |

| What are the hazards?  | Who might be harmed and how?   | What are you already doing?   | Do you need to do anything else to manage this risk?   | Action by whom and when? | Completed |
|--|--|---|--|--------------------------|-----------|
|  |  | <p><b>trace for PHE local health protection team.</b></p> <p><u>Government guidance</u> will then be followed</p>   |  |                          |           |
| <p><i>Insufficient or inappropriate PPE available or misuse of PPE</i></p> | <p><b>Students, staff, visitors, and the public becoming infected with COVID-19:</b></p> | <p>Fluid resistant surgical face masks, disposable gloves, aprons, and goggles/visors are available for use as identified required.</p> <p>Where PPE is identified as required for a task it must be worn, for general teaching and student supervision in line with government guidance PPE is not recommended.</p> <p>Staff will be shown how to safely don and doff PPE.</p> | <p><b>(Suggest WHO video for masks)</b><br/> <u>WHO video</u><br/> <b>nb “caretaker” in video is someone caring for ill persons</b><br/> <b>(Suggest NHS video for handwashing)</b><br/> <u>NHS video</u></p>                |                          | <p>Y</p>  |
| <p><i>Insufficient or ineffective cleaning</i></p>                         | <p><b>Students, staff, visitors, and the public becoming infected with COVID-19</b></p>  | <p>Cleaners should continue to wear clothing and PPE as determined by their existing risk assessments and maintain appropriate social distancing between colleagues, or school staff and students.</p> <p>Cleaning regimes have been developed so that cleaning staff are able to maintain appropriate social distance at</p>   | <p><b>Cleaning regimes to be reviewed, it is highly likely that cleaning of toilet facilities and touch points will need undertaking at more regular interval during the school day i.e. after break and lunchtimes.</b></p> |                          | <p>Y</p>  |

| What are the hazards? | Who might be harmed and how? | What are you already doing?  | Do you need to do anything else to manage this risk?  | Action by whom and when?      | Completed |
|-----------------------|------------------------------|--|---|-------------------------------|-----------|
|                       |                              | <p><i>all times.</i></p> <p><i>Standard cleaning regimes have been adapted and updated to ensure all areas being used are cleaned at least daily with all hard surfaces cleaned with appropriate cleaning/sanitising cleaning products (where appropriate, disposable cloths/tissue to be used for hard surfaces such as desks, bookcases etc) in addition to standard cleaning regimes.</i></p> <p><i>Cleaning regimes should be clearly documented to reflect times of day cleaning is taking place and who is responsible for the task.</i></p> <p><i>Cleaning of classrooms, offices, and toilets to be cleaned when no staff or students within area.</i></p> <p><i>Toilet and washroom areas, food preparation areas and staffrooms are cleaned at least daily.</i></p> <p><i>Staff are expected to maintain the staffroom areas clean and</i></p> | <p><b><i>Ensure cleaning staff have information fully communicated to them with training as required – it is recommended that this is in person not by email or giving a document to read.</i></b></p> <p><b><i>Add in any other touch points you may have</i></b></p> <p><b><i>Consider whether you have sufficient internal lidded bins for tissue disposal</i></b></p> | <p>Order more lidded bins</p> |           |

| What are the hazards?     | Who might be harmed and how? | What are you already doing?   | Do you need to do anything else to manage this risk? | Action by whom and when? | Completed |
|---------------------------|------------------------------|---|--|--------------------------|-----------|
|                           |                              | <p><i>tidy during the day, clearing up after themselves and wiping surfaces with antibacterial spray and disposable tissue as they go along.</i></p> <p><i>Areas not in use are closed and locked off so cleaning can be concentrated where required.</i></p> <p><i>Where non disposable cloths/mops are used, cross contamination must be carefully considered, and these must be disinfected daily or washed at a temperature of 90° or greater after use.</i></p> <p><i>Additional cleaning of touch points is taking place daily (all door handles, light switches, and handrails etc.).</i></p> <p><i>All internal bins will be emptied daily to external secure bins.</i></p> <p><i>In the event of a confirmed or suspected COVID-19 case in the school, <u>Government guidelines COVID-19 cleaning of</u> additional cleaning will be followed.</i></p> |  |                          |           |
| Ineffective management of | <b>Students, staff,</b>      | Standard waste will continue to be managed in line with   |  |                          | Y         |



| What are the hazards?   | Who might be harmed and how?  | What are you already doing?  | Do you need to do anything else to manage this risk?  | Action by whom and when?      | Completed |
|---|---|--|---|-------------------------------|-----------|
| <i>potentially contaminated waste</i>                                     | <b>visitors, and the public becoming infected with COVID-19</b>                   | <i>existing arrangements. Any waste that is considered to be potentially infected/contaminated will be double bagged before placing immediately in a secure area for 72 hours prior to placing in bins; this will include any used PPE and any used tissues by persons who are unwell and awaiting collection.</i>   | <i>Define secure area<br/><br/>Also see separate risk assessment re lateral flow testing.</i>       |                               |           |
| <i>Inadequate social distancing on school provided transport services</i> | <b>Students, staff, visitors, and the public becoming infected with COVID-19:</b> | <i>Transport provision has been reviewed to minimise cross contamination of “Designated year groups”. Siblings will sit together. Students in “Designated year groups” will sit together. Driver and Students will be required to sanitise hands on embarking onto vehicles (Hand sanitiser to be available in vehicle). Touch points on vehicles will be cleaned after each use with a suitable disinfectant. As far as is possible, same vehicles to be used for same students daily with the same</i> | <b>Review transport provision and routes, plan seating and communicate to students. PE bus only</b> | Update PE bus risk assessment | Y         |

| What are the hazards?  | Who might be harmed and how?  | What are you already doing?  | Do you need to do anything else to manage this risk?   | Action by whom and when? | Completed |
|--|---|--|--|--------------------------|-----------|
|  |   | <p><i>driver.</i></p> <p><i>On exiting school transport, face coverings should carefully doffed to avoid contamination and placed in a sealed plastic bag.</i></p> <p><i>On arrival at school, hands to be sanitised in line with standard arrival procedures</i></p> <p><i>Hand sanitiser not to be left in vehicle due to risk of explosion.</i></p>   |  |                          |           |
| <p><i>Inadequate social distancing and contaminated surfaces on public transport</i></p> | <p><b><i>Students and staff becoming infected with COVID-19</i></b></p> | <p><i>It is strongly advised that wherever possible the use of public transport should be a last resort.</i></p> <p><i>Walking, cycling etc. to get to school should be considered as an alternative.</i></p> <p><i>Where staff and students access school by public transport, they must always wear a face covering.</i></p> <p><i>On exiting public transport, face coverings should carefully doffed to avoid contamination and placed in a sealed plastic bag.</i></p> <p><i>On arrival at school, hands to be sanitised in line with</i></p> | <p>SLT to supervise students getting on public buses at end of day to ensure face masks are worn</p> |                          | <p>Y</p>  |

| What are the hazards?   | Who might be harmed and how?   | What are you already doing?  | Do you need to do anything else to manage this risk?  | Action by whom and when?                | Completed |
|---|--|--|---|---|-----------|
|   |  | <i>standard arrival procedures.</i>  |   |   |           |
| <i>Off Site Activities and use of third-party facilities</i>            | <b>Students, staff, visitors, and the public becoming infected with COVID-19</b> | <i>Overnight and overseas visits will not take place.<br/>Educational visits are not advised to take place at this time.</i>   |   |   | Y         |
| <i>Behaviour and wellbeing of Students</i><br><br><i>SEND Behaviour</i> | <i>Students and staff</i>  | <i>Review of current risk assessments that individual students may have.<br/>Consider risk assessments for other students who may not previously have been risk assessed in view of current circumstances who may pose a risk; or who may need specific care that cannot be delivered while social distancing; or potentially violent students.<br/>SENDCO available in school</i> | <b>Review of behaviour policies to ensure Covid-19 related incidents are covered</b><br><br><b>Consider any PPE needs</b><br><br><b>If SENDCO not in school what arrangements are in place to cover</b> | Risk ass for EHCP students reviewed MCH | Y         |
| <i>Ineffective safeguarding measures</i>                                | <b>Students may be more vulnerable during times of uncertainty, stress, or</b>   | <i>School has robust safeguarding measures in place that have been (reviewed in line with additional risks that may be encountered during the Covid-19 outbreak), with a Designated Safeguarding Lead</i>  | <b>Have you reviewed your Safeguarding procedures?</b><br><b>Is your DSL in school and available?</b>   |   | Y         |

| What are the hazards?   | Who might be harmed and how?   | What are you already doing?   | Do you need to do anything else to manage this risk?  | Action by whom and when?                                    | Completed |
|---|--|---|---|---|-----------|
|   | <i>financial strain</i>  | <i>who is available.<br/>All staff have had safeguarding training.<br/>Staff have been reminded of the importance to look out and not changes to “normal” behaviours of Students and report any concerns immediately</i>  |   |   |           |
| <i>Stress and anxiety of staff due to uncertainty, changes to working arrangements, changes to home arrangements and concern about contracting COVID-19</i> | <i>Staff may experience higher levels of stress and anxiety<br/>Potential increase in incidents of Domestic violence</i> | <i>School have stress and wellbeing procedures in place with staff able to access resources to gain support both via school and externally.<br/>Mental health and wellbeing information has been shared with staff.<br/>SLT regularly checking on staff and have an open door to discuss concerns.<br/>SLT reassuring staff and communicating thoroughly and opening all measures, controls, and arrangements in place to maintain safety (SFAIRP).</i> | <i>Review procedures and support available to staff<br/><br/>Mental Health information to be displayed</i>                                      | <i>Reminders re wellbeing given in briefings and emails</i> | <i>Y</i>  |
| <i>Stress and anxiety of students due to uncertainty, changes to working</i>  | <i>Students may be anxious and worried</i>   | <i>Discuss and communicate to parents/carers how school will work and ask them to discuss with their child(ren).</i>  | <i>Consider teachers doing a video to send to their “Designated group” with information of how it will be at school and giving reassurance.</i> | <i>Video sent re covid testing. 3-3-21</i>                  | <i>Y</i>  |

| What are the hazards?   | Who might be harmed and how?   | What are you already doing?   | Do you need to do anything else to manage this risk?   | Action by whom and when?                           | Completed |
|---|--|---|--|--|-----------|
| arrangements, changes to home arrangements and concern about contracting COVID-19 | <b>about returning, may not cope with the change in learning environments and structure of day</b> | Ask parents if they consider their child(ren) will have difficulty readjusting and discuss how this can be managed (some students may be better still learning at home if very anxious)<br>Structure into school return wellbeing conversations and activities to enable students to talk about any concerns. | <b>Communicate with parents' information of providers who can support students and parents/carers with anxiety/mental and emotional health needs</b><br><br><b>Counsellors ready to return to school</b> | Live tutor session re return to school info 4-3-21 |           |
| Signature of Senior Leadership Team: J. Brown                                     |  |   | Date: 4-3-21   |  |           |
| Date review required:   |  | Date review required:   | Date review required:  | Date review required:                              |           |

| Consultation method  | Who has risk assessment been consulted with:  | Dates of consultation process:  | Issues identified and any action required: | Action to be completed by: | Action completed date: |
|--|---|---------------------------------|--|----------------------------|------------------------|
| Staff Meetings – Remote<br><br>Staff Meetings – INSET / Specific Training<br><br>Parents – written | DDAT<br>Local Governing Body<br>SLT<br>Teaching Staff<br>Support Staff<br>School Business Manager<br>Administration Teams | 4 <sup>th</sup> March - ongoing |  |                            |                        |

|  |  |  |  |  |  |
|--|--|--|--|--|--|
| communication<br>All stakeholders -<br>School Website<br>Suppliers (Vinci) -<br>Meetings | Premises and cleaning<br>teams<br>Catering Staff<br>Parents/Carers<br>Regular<br>Contractors/Suppliers |  |  |  |  |
|--|--|--|--|--|--|