


Derby Cathedral School – COVID-19 Secondary School Full Opening Autumn 2020

Activity being assessed:	Full re-opening of DCS at Midland House	Location(s) affected:	Midland House, Nelson Street	
Person(s) completing assessment:	Mrs J. Brown	Date original assessment completed:	13-7-20	
Date of review:	21-8-20	Review completed by:	J Brown	

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://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
Re-opening after a	Students,	Servicing of equipment to be completed in	If you have continued to	Ongoing	

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
lengthy closure/Summer Holiday	staff, visitors, and the general public by unsafe equipment, systems, and premises	<p>accordance with manufacturers requirements. Recommission/service any equipment/systems where statutory maintenance has not been carried out prior to use.</p> <p>Water hygiene management arrangements to be reviewed and additional flushing, chlorination, and maintenance to be undertaken in line with Legionella risk assessment.</p> <p>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.</p> <p>Air conditioning units which serve one room only pose minimal risk and can be used as required.</p> <p><u>Managing school premises guidance</u></p> <p>Check fire safety systems including checking fire doors are operational and fire alarm and emergency lights are operational.</p> <p>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.</p> <p>Deep clean the kitchen prior to reopening before food preparation resumes.</p>	maintain your statutory premises maintenance regimes, the probably only additional task will be the flushing of hot and cold-water outlets including non-mains drinking water sources that have not been in use.	weekly flushing re Legionella by Vinci	

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
		Update key holder information.			
Contracting COVID-19 from being in the school environment by contact with an infected person	Students, staff, visitors, and the general public becoming infected with COVID-19:	<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 a raised temperature, they are required to remain away from school until a normal temperature can be maintained.</p> <p>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 14 days.</p> <p>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 definitive advice on who must go home and any self-isolations required.</p> <p>Any person arriving at school exhibiting symptoms will be required to return home and obtain a COVID-19 test immediately.</p> <p>If an individual has symptoms, undertakes a COVID-19 test and this is negative, they can return to school.</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>Communicate information regarding how to obtain a COVID-19 test</p> <p><u>Government self-isolation guidance</u></p> <p>(https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)</p>	Staff meeting held 15/7/20 Guidance sent to parents by 17/7/20 which includes link to booking a test	

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
Vulnerable staff or students contracting COVID-19 from being in school	Staff deemed vulnerable (see government list) are likely to experience worse symptoms and additional health issues if contract COVID-19	Staff and student 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 in line with Government guidance. Where students 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.	Seek medical advice where needed Information to parents includes contacting school if they feel their child is at a higher level of risk Individual risk assessments offered to all staff who consider themselves to be vulnerable.	Send out information to parents 17/7/20 Info to staff during INSET 2-9-20	
Congestion when accessing or leaving school grounds – controlling mixing of designated year groups.	Students, staff, visitors, and the general public becoming infected with COVID-19:	Start and finish times staggered for year groups, to reduce congestion, different entrances and exits used where possible. Parents/carers are not permitted onto the school grounds unless by prior appointment to ease pedestrian and vehicle congestion on site. Students are not to arrive more than 15 minutes before their start time and this is only acceptable if public transport is being used. Designated year groups are given clear information about entrances to use/times for drop off and collection.	Clear plan to be documented detailing different year group start and finish times and entry/exit points and communicated with parents/carers and students System to be in place to manage students who arrive late or are not collected on time.	Inform staff of arrangements in staff meeting 15/7/20 Send out information to parents 17/7/20	

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>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.</p> <p>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.</p> <p>All staff to enter and exit by the main school staff entrance ensuring that they maintain appropriate social distancing with all other staff and students.</p> <p>Where possible all staff will arrive at in school prior to the bulk of students arriving (contracts permitting).</p>			
<p>Congestion or inability to adequately manage students accessing or leaving school building or moving around during class changes</p>	<p>Students, staff, visitors, and the general public becoming infected with COVID-19:</p>	<p>Students are given clear instruction regarding maintaining a suitable social distance from each other and staff.</p> <p>Sufficient staff will be on duty to supervise students at the beginning and end of the day and during class changes and recreational times.</p> <p>Timetables to be planned so as far is possible so that students stay in set classroom/areas of the building and staff move around instead.</p> <p>One-way systems and clear signage to be put in place to reduce the risk of year groups</p>	<p>Plan student induction sessions for September</p> <p>Re-rooming to be completed on timetables</p>	<p>Inform staff of arrangements in staff meeting 15/7/20</p> <p>Send out information to parents 17/7/20 and update 28-8-</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
Ineffective personal hygiene measures	Students, staff, visitors, and the general public becoming infected with COVID-19:	<p>Robust handwashing promoted. Staff and students are requested to wash hands prior to leaving home in the morning. All staff and students must 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.</p> <p>Following use of toilet facilities hand <u>must</u> be washed for a minimum of 20 seconds with liquid soap and warm water.</p> <p>After break times, before eating and after a bout of coughing/sneezing Staff and students must wash their hands for a minimum of 20 seconds with liquid soap and warm water or by use of an appropriate hand sanitiser. Hands to be dried with paper towels where possible or electric hand driers.</p> <p>Hand sanitiser widely available throughout school site and staff and students are encouraged to use regularly.</p> <p>Hand sanitiser is available but should only be used whereby handwashing is not accessible rather than a general alternative to handwashing.</p> <p>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</p>	<p>(Suggest NHS video for handwashing) <u>NHS video</u></p> <p>Hand sanitiser must contain a minimum of 60% alcohol</p> <p>Ensure sufficient soap and hand sanitiser is available.</p> <p>Remove any non-disposable hand towels</p> <p>Ensure sufficient disposable tissues are available in school.</p> <p>Display handwashing posters by all sinks and in all classrooms</p> <p>Display Catch it Kill it Bin it Posters around school</p> <p>Key hygiene guidance stuck on all student desks</p> <p>Clear guidance in information to parents & students</p>	<p>Inform staff of arrangements in staff meeting 15/7/20</p> <p>Send out information to parents 17/7/20</p> <p>Student induction sessions in September and notices on all desks</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>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. Non-essential items not to be brought into school by students or staff.</p>			
Possible contamination in reception areas and office	Students, staff, visitors, and the general public becoming infected with COVID-19:	<p>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. 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. 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. 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</p>	<p>External door into reception secured by maglock and intercom</p> <p>Extra safety barrier placed in front of reception desk to give 2m distance for staff</p> <p>Consideration of rooms used for meetings with easy access and sufficient space – meeting rooms on top floor to be used and accessed via lift</p>	Information given to staff in staff meeting 15/7/20 and Sept INSET	

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>materials/sanitiser.</p> <p>If teaching and support staff need resources printed in the office, this should be managed by the office staff and collected from a designated point.</p>	<p>If staff currently share desks, a cleaning regime must be introduced to sanitise desks between “shifts” – no desks shared during the day unless using a different room for break/lunch space</p> <p>Staff to be given a face visor which they can choose to wear</p>		
Possible contamination within classroom/teaching and learning spaces	Students, staff, visitors, and the general public becoming infected with COVID-19:	<p>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.</p> <p>Staff to maintain adequate social distancing from other staff, and from students as much as possible.</p> <p>Outdoor learning to be considered and undertaken maintaining social distancing.</p> <p>Timetabling of lessons to be planned to minimise movement of students so far as is reasonably practicable, where possible students will remain in a given classroom(s)/area of school and staff will move between.</p> <p>Students are required to attend school with their own resources (pens/ruler etc) a small supply of equipment will be available for</p>	<p>Consider Perspex screens – these to be installed in the IT room between the facing PCs (10 needed) and some DT workshop benches.</p> <p>In science labs and ADT areas consider how this will be managed if benches are fixed – class sizes of 20 allow for better spacing in DT. Art benches all face forwards.</p> <p>Staff to be given a face visor which they can choose to wear</p>	Relevant HODs to prepare subject specific risk assessments	

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>students who do not have equipment with them, they will be able to keep equipment given out for future use.</p> <p>Use of essential communal equipment will be managed. 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</p> <p>Resources available will be limited to what is essential for use of a daily basis and planned in advance.</p> <p>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 use.</p> <p>If equipment cannot be sanitised between different group usage it must be set aside and isolated for 72 hours.</p> <p>Weather permitting windows to be opened to provide fresh air to be circulated within classroom and learning areas.</p> <p>Light switches, windows, and blinds only to be operated by lead teacher/staff member in the classroom.</p> <p>For science and design and technology additional guidance supplied from CLEAPSS to</p>	<p>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.</p> <p>Review curriculum risk assessments</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>be followed. For PE additional AfPE guidance to be followed.</p>	<p>(Specifically, PE, Science, D&T, Art, Food Technology)</p>		
<p>Possible contamination from use of toilet/welfare facilities</p>	<p>Students, staff, visitors, and the general public becoming infected with COVID-19:</p>	<p>Staff to access welfare facilities maintaining appropriate social distancing. Students to be reminded to maintain adequate social distancing in toilet areas, students should use facilities, wash hands, and leave immediately. Students will be remotely supervised by staff during social times to ensure groups of students do not access toilets at the same time. Staff and Students must wash hands thoroughly after using toilet facilities (see handwashing). 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. Only liquid soap is permitted in school. Hand drying will be by air hand drier or disposable towels only, hand towels have been removed. Additional cleaning of toilet and sink facilities to be implemented throughout the school day</p>	<p>Ensure that there are sufficient stocks of soap available</p> <p>Consider what additional cleaning is required and ensure this plan is in place</p>	<p>Cleaning timetable to be prepared – JBR/JFO</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>– see cleaning. Bins in toilets will be emptied daily and this will be reviewed with emptying increased more frequently if required.</p>			
Possible contamination from inadequate social distancing or cross contamination of equipment at break times or during external learning activities - students	Students, staff, visitors, and the general public becoming infected with COVID-19:	<p>Break times staggered with staff and students allocated specific break times and areas to be accessed within their “Designated year groups”.</p> <p>Activities considered to promote social distancing during break periods.</p> <p>Staffing ratios for adequate student supervision has been assessed and determined in “Designated year groups”</p> <p>Prior to eating, staff, and students to wash or sanitise hands (see handwashing).</p> <p>After break times – staff and students to wash or sanitise hands (see handwashing).</p> <p>If there is any outdoor social equipment such as table tennis tables, external benches, and tables these will be regularly cleaned</p>	<p>Split break and lunches already in place. Year 7 in a separate block</p> <p>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. – this to be included in cleaning timetable. All staff to have sanitizer spray for teacher use only.</p> <p>Staff to be given a face visor which they can choose to wear. Students able to wear face mask in communal areas if they choose to.</p>	<p>Cleaning timetable in place. All materials provided by Vinci</p> <p>All information and expectations communicated to staff and students in initial meetings/ induction</p>	
Possible contamination from inadequate social distancing or	Students, staff, visitors, and the general	Lunch times staggered with Staff and Students allocated specific lunch times and areas to be accessed within their “Designated year groups”.	Consider and develop plan depending on number and size of eating areas, playgrounds, fields etc.	Main hall to be set up for dining seating –	

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
cross contamination of equipment at lunch times - students	public becoming infected with COVID-19:	<p>Areas used for eating to be set up to minimise cross over of “Designated year groups”</p> <p>Students supervised within lunch and social areas.</p> <p>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.</p> <p>Students must be strongly encouraged to wash hands prior to lunch (see handwashing) with hand sanitiser available at entrances to dining areas.</p> <p>If catering facilities in operation on site, ensure robust procedure in place to manage – good hygiene procedures should already be in place</p> <p>All food from the canteen must be served by catering staff, no self-service by students</p>	<p>designate/zones/times and supervisions ratios for each “Designated year group” and communicate</p> <p>Staff to be given a face visor which they can choose to wear. Students able to wear face mask in communal areas if they choose to.</p> <p>Catering team to review risk assessments</p> <p>SLT to discuss with catering team how break and lunch periods will be managed</p>	tape used to mark off seats that face each other.	
Possible contamination from inadequate social distancing/equipment contamination in staff areas i.e. staffroom, staff offices, PPA rooms etc.	Students, staff, visitors, and the general public becoming infected with COVID-19	<p>Appropriate social distancing measures between staff must be observed at all times.</p> <p>Staff not to enter specific offices without invite/prior planning.</p> <p>Within staffroom chairs to be positioned/moves to promote social distancing.</p> <p>Staff to wash hands prior on entering staff room before preparing and food or making drinks.</p>	<p>Consider having a number of different staff rooms for different “Designated groups” – Staff room set up for social distancing. Free classrooms to be used by staff at breaktimes</p> <p>Staff to be given a face visor which they can choose to wear.</p>	Inform staff in staff meeting 15/7/20 And further emails/INSET Aug/Sept 2020	

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>Hand sanitiser to be available in staff room and used before touching any communal equipment such as kettle, fridge cupboards dishwasher.</p> <p>Where shared computers are used for PPA, desk, computer, keyboard, and mouse to be cleaned using appropriate cleaning/sanitising materials prior to use.</p> <p>Windows to be opened to enable circulation of fresh air when occupied, windows to be opened/closed using disposable tissue.</p>			
Possible contamination from inadequate social distancing in other communal gatherings - assembly	Students, staff, visitors, and the general public becoming infected with COVID-19:	Assemblies and gatherings will only take place within Designated year groups.	<p>All collective worship to be carried out in tutor rooms via Zoom – no large gatherings in the main hall.</p> <p>Staff INSET to be in hall with chairs adequately spaced, windows open and staff have the choice to wear a face covering (face shields provided – 1 per staff)</p> <p>Have an alternative venue for those who wish not to be in the hall</p>	Staff informed re change to face coverings guidance – email 28-8-20	
Insufficient access to first aid	Students, staff, visitors, and	Sufficient first aid provisions are in place in line with the school's first aid risk assessment. There will be a minimum of 1 appointed	Ensure that first aid needs are considered as part of any staff rotas.	List of first aid trained staff and	

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
	the general public may sustain greater injury through inadequate support and treatment	person for first aid per Designated year group with a designated year group first aid area. Sufficient trained first aiders must be available to attend first aid areas as required. For significant injuries, a trained first aider must be immediately called to attend 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 on a daily basis.	Additional first aid PPE to be provided to science, DT and PE areas.	location of first aid kits to be updated Communicated to staff 15/7/20	
Possible contamination by close contact when providing first aid or care to students	Students, staff, visitors, and the general public becoming infected with COVID-19:	Standard universal hygiene measures should be followed in line with first aid training at all times, 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. 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. 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. Relevant PPE (Gloves, aprons, and fluid resistant face masks) must be available in all	With older students a degree of social distancing should still be maintainable. Additional PPE available with first aid kits when necessary	Communicated to staff 15/7/20	

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
		first aid areas. (see contaminated waste)			
Inadequate management of essential student medication	Students health may suffer if not managed	Robust medication management procedures within school. Essential medication will be managed within Designated groups by key member of staff following the school's standard procedures. 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.	Review IHCP for pupils with ongoing medical needs – it may be necessary to update responses i.e. for seizures, face masks and visors/goggles as a standard precaution.	SENDCO to inform staff in Sept INSET	
Possible contamination from a symptomatic person on site	Students, staff, visitors, and the general public becoming infected with COVID-19:	Symptomatic persons should not be on site – see previous section. Should a staff member arrive at school or become symptomatic whilst at school they will be required to leave 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	Communicate information regarding how to obtain a COVID-19 test	Communicated to staff and parents 15/7/20	

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>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. <u>Government guidance</u> will then be followed</p>	<p>Consider whether googles/visors are required (with older students a degree of social distancing should still be maintainable – PPE to be available if staff feel this is needed (staff have a face shield, disposable masks are available for students if they do not have their own and need on in an emergency)</p>		
Insufficient or inappropriate PPE available or misuse of PPE	Students, staff, visitors, and the general public becoming infected with COVID-19:	<p>Fluid resistant surgical face masks, disposable gloves, aprons, and googles/visors are available for use as identified required. 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. Staff will be shown how to safely don and doff PPE.</p>	<p>(Suggest WHO video for masks) <u>WHO video</u> nb “caretaker” in video is someone caring for ill persons (Suggest NHS video for handwashing) <u>NHS video</u></p>	PPE training to be included in Sept INSET	
Insufficient or ineffective cleaning	Students, staff, visitors, and the general public becoming infected	<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. Cleaning regimes have been developed so that cleaning staff are able to maintain appropriate</p>	<p>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.</p>	Additional cleaner secured by Vinci – additional cleaning timetable	

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
	with COVID-19	<p>social distance at all times.</p> <p>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.</p> <p>Cleaning of classrooms, offices, and toilets to be cleaned when no staff or students within area.</p> <p>Toilet and washroom areas, food preparation areas and staffrooms are cleaned at least daily.</p> <p>Staff are expected to maintain the staffroom areas clean and tidy during the day, clearing up after themselves and wiping surfaces with antibacterial spray and disposable tissue as they go along.</p> <p>Areas not in use are closed and locked off so cleaning can be concentrated where required.</p> <p>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.</p> <p>Additional cleaning of touch points is taking</p>	<p>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.</p> <p>Add in any other touch points you may have</p> <p>Consider whether you have sufficient internal lidded bins</p>	shared	

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>place daily (all door handles, light switches, and handrails etc.).</p> <p>All internal bins will be emptied daily to external secure bins.</p> <p>In the event of a confirmed or suspected COVID-19 case in the school, <u>Government guidelines COVID-19 cleaning</u> of additional cleaning will be followed.</p>	for tissue disposal		
Ineffective management of potentially contaminated waste	Students, staff, visitors, and the general public becoming infected with COVID-19	<p>Standard waste will continue to be managed in line with existing arrangements.</p> <p>Any waste that is considered to be potentially infected/contaminated will be double bagged before placing immediately in an 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.</p>		Communicated to Vinci 24/7/20	
Inadequate social distancing on school provided transport services	Students, staff, visitors, and the general public becoming infected with COVID-19	<p>Transport provision has been reviewed to minimise cross contamination of “Designated year groups”.</p> <p>Siblings will sit together.</p> <p>Students in “Designated year groups” will sit together.</p> <p>Driver and Students will be required to sanitise hands on embarking onto vehicles (Hand sanitiser to be available in vehicle)</p> <p>Touch points on vehicles will be cleaned after</p>	<p>Review transport provision and routes, plan seating and communicate to students.</p> <p>No school transport to and from school.</p> <p>RA applies for any school day trips)none yet planned)</p>	Transport survey to parents to assess demand for public transport and number of cars likely to be near to	

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>each use with a suitable disinfectant.</p> <p>As far as is possible, same vehicles to be used for same students on a daily basis with the same driver.</p> <p>On exiting school transport, face mask should carefully doffed to avoid contamination and placed in a sealed plastic bag.</p> <p>On arrival at school, hands to be sanitised in line with standard arrival procedures</p> <p>Hand sanitiser not to be left in vehicle due to risk of explosion.</p>		site	
Inadequate social distancing and contaminated surfaces on public transport	Students and staff becoming infected with COVID-19	<p>It is strongly advised that wherever possible the use of public transport should be a last resort.</p> <p>Walking, cycling etc. to get to school should be considered as an alternative.</p> <p>Where staff and students access school by public transport, they must wear a face covering at all times.</p> <p>On exiting public transport, face masks should carefully doffed to avoid contamination and placed in a sealed plastic bag.</p> <p>On arrival at school, hands to be sanitised in line with standard arrival procedures.</p>	<p>Guidelines re public transport and face coverings included in information to parents.</p> <p>Travel survey to parents to assess demand</p> <p>Additional bins to be provided by every entrance</p>	Travel survey to parents 10/7/20	
Off Site Activities and use of third-party facilities	Students, staff, visitors, and the general	<p>Overnight and overseas visits will not take place.</p> <p>Any off-site activity will be thoroughly risk assessed in line with educational visits policy</p>		Communicated to staff 15/7/20	

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
	public becoming infected with COVID-19	and visits will only take place with students from an individual Designated year group.			
Behaviour and wellbeing of Students SEND Behaviour	Students and staff	Review of current risk assessments that individual students may have. 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. SENDCO available in school	Review of behaviour policies to ensure Covid-19 related incidents are covered Consider any PPE needs If SENDCO not in school what arrangements are in place to cover – HLTA/SLT to cover	Behaviour policy updated and on website by 1/9.20 Additional behaviour expectations in information to parents 17/7/20	
Ineffective safeguarding measures	Students may be more vulnerable during times of uncertainty, stress, or financial strain	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 who is available. All staff have had safeguarding training. Staff have been reminded of the importance to look out and note changes to “normal” behaviours of Students and report any	Have you reviewed your Safeguarding procedures? Is your DSL in school and available?	Increased DSL team – further 5 staff DSL trained Safeguarding policy updated by 1/9/20	

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
Stress and anxiety of staff due to uncertainty, changes to working arrangements, changes to home arrangements and concern about contracting COVID-19	Staff may experience higher levels of stress and anxiety Potential increase in incidents of Domestic violence	concerns immediately School have stress and wellbeing procedures in place with staff able to access resources to gain support both via school and externally. Mental health and wellbeing information has been shared with staff. SLT regularly checking on staff and have an open door to discuss concerns. SLT reassuring staff and communicating thoroughly and opening all measures, controls, and arrangements in place to maintain safety (SFAIRP).	Review procedures and support available to staff Mental Health information to be displayed Individual risk assessments offered to all staff who consider themselves to be vulnerable	Promotion of 'Everymind' app for staff in staff mtg 15/7/20 Promotion during INSET 2-9-20	
Stress and anxiety of students due to uncertainty, changes to working arrangements, changes to home arrangements and concern about contracting COVID-19	Students may be anxious and worried about returning, may not cope with the change in learning environments and structure of day	Discuss and communicate to parents/carers how school will work and ask them to discuss with their child(ren). 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) Structure into school return wellbeing conversations and activities to enable students to talk about any concerns.	Consider teachers doing a video to send to their "Designated group" with information of how it will be at school and giving reassurance. Communicate with parents' information of providers who can support students and parents/carers with anxiety/mental and emotional health needs Tutor meetings held prior to September	Clear information to families stating expectations	

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
			Transition video for yr 7 produced		
Signature of Senior Leadership Team: J Brown			Date: 13-7-20		
Date review required: 11-9-20		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	DDAT	13/07/20 –			
Staff Meetings – INSET / Specific Training	Local Governing Body	02/09/20			
Parents – written communication	SLT				
All stakeholders - School Website	Teaching Staff				
Suppliers (Vinci) - Meetings	Support Staff				
	School Business Manager				
	Administration Teams				
	Premises and cleaning teams				
	Catering Staff				
	Parents/Carers				
	Regular Contractors/Suppliers				
	TU Reps: Staff encouraged to speak to Trade Union				

	Representatives if there are any concerns. DDAT conducting consultation with Regional TUs through JCC meetings.				
--	---	--	--	--	--

Communication/training of risk assessment and controls following consultation:	Communicated to:	Date communicated:
SLT Consulted on development of RA	SLT	10/07/20 - 17/07/20
RA and Reopening Plan submitted to DDAT	DDAT	17/07/20
RA and Reopening Plan submitted to LGB	Governors	14/07/20
Letter on arrangements for September provided to parents/carers	Parents/Carers	17/07/20
RA and Reopening Plan provided to staff	Staff	15/07/20
Training for staff on reopening arrangements and RA	Staff	15/07/20
RA available on school website	All stakeholders	15/07/20 Updated 21/08/20 as per update to self-isolation for 10 days guidance
Pupils supported to adhere to measures in place	Pupils	From 04/09/20