

# Rayner Stephens

H I G H S C H O O L

## RISK ASSESSMENT

**Risk Assessments for:**

Secondary School – Rayner Stephens  
High School  
March 21 - Full Opening

**Date**

14<sup>th</sup> May 2021  
Then reviewed by Covid  
As shown on page 36.

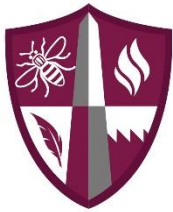
**Assessor Name:**

COVID 19 School based committee

**Sources:**

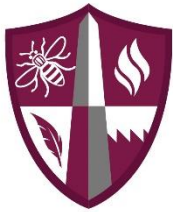
WHO, NHS, DfE, NASUWT  
(LA template amended)

What are the hazards	Who might be harmed and how	Risk rating without controls in place	Current control measures	Risk Rating with control measures in place	Are risks adequately controlled for work task to go ahead, or will further control measures be required? (Detail any additional measures)	Action required by Whom (See below)	Date action required by (See below)
<b>Direct transmission of COVID -19 virus</b> from being in close proximity to people with the virus. I.e. person to person transmission (hand to hand,	School employees parents, learners and the general public  Ill health (e.g. Respiratory symptoms, fever, cough, shortness of breath	H	<b>General Measures</b> School Employees are advised to follow NHS guidance on coronavirus (COVID-19) <a href="https://www.gov.uk/covid-19-guidance-for-employees">Covid-19-guidance-for-employees</a>  School leaders are advised to follow the NHS and DfE guidance for employers and schools on COVID-19. <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-covid-19-pandemic">Covid-19 Guidance to-employers</a>  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-covid-19-pandemic">https://www.gov.uk/government/publications/actions-for-schools-during-the-</a>	M	SLT should regularly refer to latest guidance <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a>  Leadership team will regularly monitor new measures being introduced by government to reduce risk and		



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hand to mouth, hand to body),	In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death)		<a href="https://www.coronavirus-outbreak/guidance-for-full-opening-schools#RA">coronavirus-outbreak/guidance-for-full-opening-schools#RA</a>  <b>Essential Control Measures</b> <ul style="list-style-type: none"><li>• A requirement that people who are ill stay at home</li><li>• Robust hand and respiratory hygiene</li><li>• Enhanced cleaning arrangements</li><li>• Active engagement with NHS test and trace</li><li>• Formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable.</li><li>• Where recommended use of face coverings in school as advised.</li><li>• Clean hands thoroughly – more often than usual</li><li>• Where necessary where appropriate PPE</li><li>• Manage confirmed cases of Covid 19 amongst the school community</li><li>• Contain any outbreak by following local health protection advice</li></ul> <b>Specific Measures</b>		communicate this with staff as appropriate.  School can contact <a href="mailto:healthandsafety@tameside.gov.uk">healthandsafety@tameside.gov.uk</a> for advise, guidance and support.		
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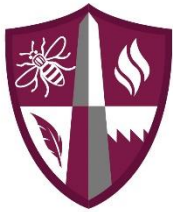


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			<p>Due to school opening in full, the school will need to be appropriately staffed.</p> <p>Any support that may be required for employees will be identified and plans put in place as appropriate.</p> <p>Clear guidance has been given to parents and employees to reiterate that anyone who is displaying symptoms, or has tested positive in the last 10 days must not be attending the school setting.</p> <p>School has communicated it's arrangements to all employees and parents prior to the return of the additional learners and in preparation for full school opening. Appropriate briefing sessions will take place for all groups of staff including first aiders and cleaning teams.</p> <p>Learners will receive relevant information as part of their introduction back into school. The school will adopt a phased return back to school for the first few days of term as outlined in the staff and parent guides.</p> <p>All learners will be regularly reminded of the importance of the measures which are</p>			
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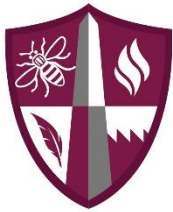


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			<p>in place in order to support them in their understanding as to why and how school looks and feels different in order to ensure their safety and the safety of others.</p> <p>Regular communication will continue with staff by the appropriate means and to parents through up to date information being provided on the website.</p> <p>Appropriate signage will remain in school which clearly emphasis expectations around social distancing, hand and respiratory hygiene.</p> <p>Signage is displayed outside the building advising that the visitors/parents are only allowed into school if pre-agreed or is appropriate to do so.</p> <p>Staff are advised that where possible contact with parents or other non school staff will continue to be conducted remotely, via telephone or other video/communication links as appropriate.</p> <p>Staff are advised to only physically meet with parents or other non-school staff if</p>			
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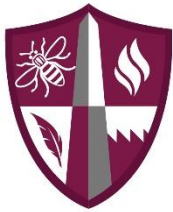


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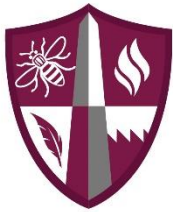
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			<p>they are satisfied that doing so is consistent with government advice.</p> <p>Although parents/visitors being in school will be avoided where possible, staff are reminded not to touch/shake hands with parents/each other.</p> <p>Behaviour Policies have been updated to cover COVID 19 related incidents. The majority of staff in education settings will not require PPE beyond what they would normally need for their work, staff will be advised of situations where additional PPE is required. Any PPE that may be specifically required is detailed within the first aid documents and/or cleaning expectations document.</p> <p><b>The wearing of face coverings.</b></p> <p>From the 17<sup>th</sup> March in line with the latest government guidelines learners will no longer wear face masks in lessons. Learners, Staff and visitors will continue to wear face coverings when moving around the school and in communal areas. This will remain in place until a time when the local authority suggest we are no longer in a high risk area and that face</p>		<p>LA has provided some PPE. The school, will identify where PPE might be required and ensure sufficient stock is available.</p>		
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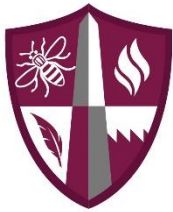
			<p>masks in social areas can be removed for students.</p> <p>We have been provided with a contingency supply of reusable face coverings which can be provided to learners/staff/visitors who may have forgotten to bring their own to school or have been soiled/lost.</p> <p>Staff will be advised to be sensitive to learners and colleagues who are exempt from wearing a face covering. Nobody will be refused entry on the basis of them not wearing a face covering.</p> <p>We have communicated how to wear face coverings safely to learners and staff.</p> <ul style="list-style-type: none"><li>• Wash/Sanitise hands before putting the face covering on.</li><li>• Avoid wearing it around the neck and forehead</li><li>• Do not touch the front of the face covering whilst wearing it or removing it</li><li>• Change the face covering if it becomes damp or if you have touched it</li><li>• Wash/Sanitise hands before removing the face covering.</li></ul>			
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			<ul style="list-style-type: none"><li>• Only touch the straps, ties or clips when removing.</li><li>• Dispose of single use covering in a covered bin or place reusable covering in a plastic bag to be taken home.</li></ul> <p>Wash/sanitise hands once the face covering has been removed</p> <p><b>Bubbles</b> Learners will, as far as possible be placed in consistent groups (bubbles)</p> <p>As a secondary school, where wider bubbles are necessary to facilitate the offer of a full range of subjects or, due to the logistics of the school building, year group size bubbles will be implemented. Should cross over of wider bubbles become necessary, we will aim to ensure where reasonably practicable they are contained within KS 3/KS 4 groups. This may be the case for option groups and/or WSD for example.</p> <p>Where space allows, social distancing (2m) will be observed within bubbles.</p>		Mixing of these bubbles may take place in the delivery of specialist teaching for example. Where groups are mixed, these subsequent groups should be consistent.		
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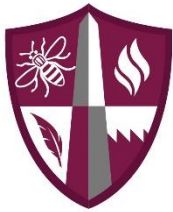




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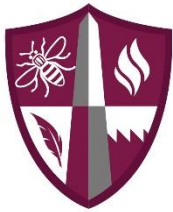
			<p>Bubbles will, as far as possible be kept apart – any assemblies/collective workshop that are deemed necessary will be limited to one bubble at a time. Alternative means of delivering these things via teams link or live events for example will be considered.</p> <p>Where it is necessary for the delivery of the school timetable, all teachers and other staff can operate across different bubbles. Where this is necessary staff and teachers will, as much as they can, keep a 2m distance from learners and other staff.</p> <p>Guidance has been provided to parents on the eligibility for and arranging of testing individuals for Covid-19</p> <p><b>Arrival /leaving school</b> Staff are asked to be mindful of sensible and safe travel to work, including avoiding using public transport where possible or if not to wear the mandatory mask whilst doing so. Adhere to the most up to date guidance on car sharing. Consider other means of travel. Be mindful of sensible parking on the car</p>				<p>If school setting and school bus service allows, consideration to be given to staggering start times to reduce peak hour demand on public transport.</p>
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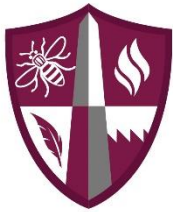
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			<p>park to achieve socially distancing where possible.</p> <p>Staff are asked to arrive before learners Appropriate gates will be opened earlier to facilitate this.</p> <p>Guidance for parents regarding transportation of learners to and from school, and the preferred avoidance of public transport where possible has been given. If learners are travelling on public transport, and they have their mask they will be asked to be placed in sealed bag and for this to be placed in their school bag until home time.</p> <p>Where possible and as the school site allows, separate entrances are used for year group bubbles. All learners will be directed to their entrance on arrival at their allocated time of arrival. This information will be provided to the learners in advance of them arriving to school.</p> <p>Parents will be asked to bring their children to school alone where possible</p>		<p>Encouraging parents to use alternative means of transport to/from school as detailed within the parent guide. Review of information from external school bus service provider where appropriate detailing their protocols when learners are travelling to/from school. Accepting this is then parental choice.</p>		
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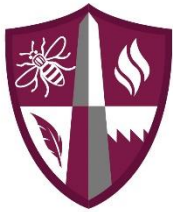
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			<p>and if they can't travel alone and access to the car park will be limited.</p> <p>Entrances are supervised by staff encouraging learners to adhere to the social distancing markers and where necessary encouraging parents to leave children and walk away</p> <p>Staff will discourage loitering by both learners and parents. Advise sent to parents reminding them not to loiter or liaise directly with school staff. Parents have been informed how best they should now communicate with staff during these times.</p> <p><b>Reception signing in and out</b> <b>E.g. Staff, visitors and contractors</b></p> <p>Arrival/reception areas are reconfigured to encourage social distancing with either permanent or temporary screens in place.</p> <p>Hygiene stations are in place, with instructions to use it, prior to entering the building</p>			
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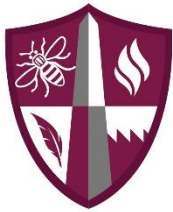
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			<p>Staff working at multiple locations, for example working as a cleaner on another site in a second job with a different employer – will be asked to try and change clothing/delay coming into the building before entering the site. Hand hygiene/sanitation is essential.</p> <p>Staff who have Trust roles will still be expected to work across both school sites, albeit on a different days of the week.</p> <p>Where possible contact with families or other non-school staff is conducted remotely, via telephone, video call or e-mail.</p> <p>In general parents, visitors, and the general public will not be allowed in school.</p> <p>Supply staff and peripatetic teachers must keep as much distance as possible from other staff and be used only as essential and is likely to involve working across bubbles.</p>		<p>Should it be essential visitors are on site they must receive guidance on physical distancing and hygiene before or on arrival.</p> <p>Unless pre-agreed community activity taking place.</p> <p>Consider engaging consistent staff in</p>		
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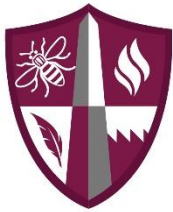
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			<p>If it is deemed essential for volunteers to be in school, they should remain 2m from learners where possible and as far as possible will not assist multiple bubbles. To be supported by an appropriate guidance document.</p> <p>As in a normal school day we will assume all staff are in school unless they have notified us otherwise in line with usual procedures. Should staff need to leave school and return during the school day they should sign in/out using the app from their own phone where possible. For staff who may struggle with the App, a card can be issued for using on without touch on the main device on reception.</p> <p><b>Contractors</b> Works necessary to maintain the building that cannot be carried out by in-house staff will be undertaken by contractors before/after school or at the weekend. Works will only be permitted during the school day in an emergency and where the contractor will not come into contact with learners/school staff e.g. roof leak, boiler failure etc. Contractors will be met on arrival by site staff e.g. Site Manager/Caretaker and</p>		these roles where possible to further reduce the number of visitors to school.		
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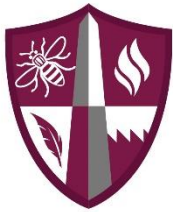
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			<p>reminded about social distancing before commencing work.</p> <p><b>Deliveries</b></p> <p>Arrangements for deliveries are in place. Ensure adequate information is given on orders and site signage is in place. Notice on the main reception for all delivery drivers to ring main reception where the caretaker will be called to support. Ensure that contact is minimised. Where possible, consider ordering larger quantities to reduce the frequency of deliveries. Should it be essential a delivery driver enters the building, they are asked to use the hand sanitisation stations before entering and on leaving the building. Where possible only single workers or consistent pairs to make the deliveries.</p> <p><b>In Class</b></p> <p>School has considered what subjects can be taught safely.</p> <p>Certain practical subjects such as PE, DT, Art, Food Tech, Science and Music will be taught as required in order to effectively deliver these elements of the curriculum.</p>				
						Departmental Risk Assessments to be in	



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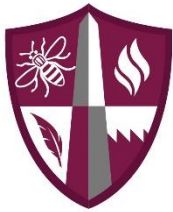
			<p>KS 4 will be based on option subjects and KS 3 activities will be as per the timetable. This may also now include Drama. In terms of PE, specific sporting activity will only be taught as appropriate and in line with relevant sporting activity guidance.</p> <p>ICT rooms – keyboards/screens/mouse etc must be cleaned with anti bacterial wipes before and after each session. Will also be appropriately cleaned between bubbles and at the end of the school day.</p> <p>Following Public Health review on Thursday 25<sup>th</sup> March 2021 the action to add Perspex between the middle of the classroom was agreed and actioned.</p> <p>PE – In line with the road map from 7<sup>th</sup> June learners will begin using the changing rooms in school for PE lessons. The timetable has been changed to allow year group bubbling and separate areas within the changing room to allow from group bubbles remain consistent in Years 7-9.</p>		place to support the delivery of these subjects, including the use, cleaning and rotation of shared resources/equipment.		
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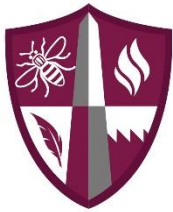
			<p>Where possible classrooms will be set out so sitting positions are 2 metres apart. If possible learners will sit at the same desk on consecutive days.</p> <p>Where the 2 m distance cannot be maintained individuals will be side by side or back to back rather than directly facing and for as short a time period as possible</p> <p>Where storage spaces allow, unnecessary furniture will be removed from classrooms to increase space.</p> <p>Where possible windows will be open to aid ventilation. It is understood as the weather gets colder, this may not make for an ideal environment and as such they need to remain open a little to aid ventilation and then opened wider for longer period during non contact times throughout the day.</p> <p>Some classes will be taught outdoors where practicable and weather permitting.</p> <p>Air conditioning has been considered. Fully serviced. Where this draws on fresh</p>		<p>Time spent within 1m of anyone should be minimised and face to face contact avoided.</p> <p>Timetabling should try to allow for groups being kept apart and</p>		
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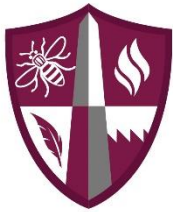
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			<p>air from outside, continue to use and if a re-circulatory system they are not to be. Instead windows open where possible and other heating source to be used. Fans are not to be used.</p> <p>Teaching should as far as possible, maintain 2m away from colleagues and learners, remaining at the front of the class.</p> <p><b>Moving around school</b> The school has identified specific pinch points The route of traffic has been identified and marked out in line with the agreed one way system with markers at 2m distance points. The use of the one way system will be crucial within the core hours of the school day, however this may not be possible if transporting heavy items (e.g. ICT) or if an issue is identified on an individual RA. Professional judgement will be required in these instances. All staff and learners are expected to be mindful of these distance points when moving around the school.</p>		<p>the minimum of movement around site.</p> <p>Individual learner risk assessment to be in place should support of this nature within the use of lifts be required.</p> <p>Signage to be displayed to advise of limits on number of users at any one time.</p>	
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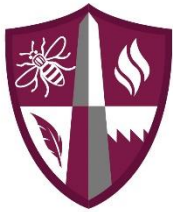
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			<p>Learners are asked to walk in single file around school.</p> <p>Appropriate supervision in place to ensure appropriate behaviour whilst circulating around the building.</p> <p>Only 1 person permitted in lifts at any one time. Where a learner requires assistance and/or supervision whilst using the lift this should preferably be avoided and the learner be based in a classroom on a lower floor instead within a year group or KS bubble if possible. If essential, the two users must be positioned back to back as far as is practicable.</p> <p>As far as possible, class groups are kept together and in the same room negating the need to move around school.</p> <p>Where practicable, staff move to the class group rather than learners moving to the teacher. Central supervision points may be used as appropriate.</p> <p>Toilet use is supervised at social times to prevent too many learners entering at once. Where practicable, toilet blocks are allocated to either year group</p>		<p>Staff rooms be reconfigured in terms of furniture to reduce seating and avoid face to face where possible. Additional spaces found where site allows and if deemed essential.</p>		
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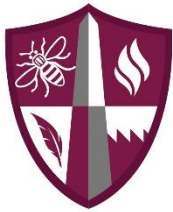
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			<p>bubbles or KS bubbles if space doesn't allow for year group bubbles.</p> <p>Staggered social and break times are in place to limit amount of people entering toilets/communal areas at any one time.</p> <p>Staff toilets have been marked so only the cubicles 2m apart are in use and signage is around to remind staff to use the designated toilets and with no more than 2 members of staff in at a time. Staff are asked to be sensible on narrower corridors in order to achieve social distancing.</p> <p>Communication is done with teaching and support staff electronically or in a space where 2m distancing can be achieved.</p> <p><b>Lunchtimes/consumption of food</b> Learners will have lunch in the designated spaces in school as detailed in the staff/learner information. Staff will be encouraged to bring their own refreshments and only use the staffroom they have been allocated to. Each member of staff is responsible for</p>		<p>Work spaces will be clearly indicated.</p> <p>Cleaning of tables between users.</p>		
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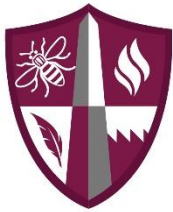
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			<p>clearing away their own items and taking them home at the end of each day. To limit the use of the equipment provided, i.e kettle/microwave, staff may wish to bring in flasks/own lunches etc. and/or use the canteen facility. Signs are clearly visible in these areas and make it clear that each staff member is responsible for cleaning each item used before and after use.</p> <p>Clear signage on hygiene, hand washing and the use of hand sanitizers is in place Hand 'cleaning' before and after eating food. Hand washing before and after touching/preparing food. Gloves to be worn by catering team when touching/preparing food. Encourage packed lunches for learners. Staff to bring their own refreshments. Lunch times staggered for learners and staff. Lunch seating areas restricted to 1 person per table or considering social distancing measures with no direct face to face seating. Fruit pots/bags provided as opposed to individual pieces of fruit so learners do</p>		<p>If choose to be back in use, water fountains to be sanitised/flushed prior to use in line with guidance. (Site Team) Water Fountains are to be used only to refill personal water</p>		
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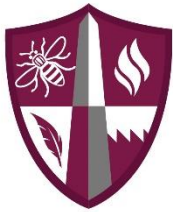
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			<p>not handle multiple pieces before selecting The bringing of a full personal water bottle each day is encouraged for all staff and learners. The use of water fountains may be reintroduced.</p> <p><b>Emergency Evacuation</b> All learners are to follow the usual procedures regards access to the evacuation <i>assembly point</i> in line with the evacuation map which has been shared with all learners and staff. Learners are to line up in cohort groups supervised and supported by the member of staff already teaching this group. (2m apart) All other staff are to line up at the entrance <i>at the evacuation assembly point</i>, ensuring social distancing. Usual procedures to check all staff/learners are present are to be completed. Access back in the building is only once this has been shared this is safe to do so by a member of SLT. Usual school procedures to be followed in the event of an unforeseen</p>		bottles or containers. Sign in place to highlight this. (OM)		
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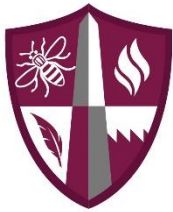
			<p>incident/school closure, ensuring social distancing where circumstances allow.</p> <p><b>Staff Rota /Offices</b> The school does need to be appropriately staffed to ensure as 'normal' operation of the school day as possible. Small offices are restricted to single occupant use only Larger offices are restricted to two people providing 2m distance can be achieved. Signage is used to reinforce the message and to advise of areas which should be restricted to one person at a time. Reprographics areas restricted to single user where possible</p> <p><b>Vulnerable persons</b> Extremely clinically vulnerable/clinically vulnerable/vulnerable staff members are identified and/or asked to make themselves known to us allow for an individual risk assessment to be completed with them to identify any additional control measures for them beyond those in place generally.</p>		<p>Individual RA guidance and pro-forma is in place. Categories to be reviewed in light of any changes to guidance.</p>		
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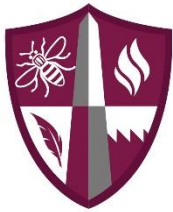
			<p>To ensure all employees are given the same opportunity to have an individual RA in place and to make sure we capture staff who may not be 'known' to us as being vulnerable/high risk as mentioned above, the information about the individual RA process will be shared with all staff and the guidance will be available on the shared drive for all staff to access.</p> <p>All individual risk assessments that are currently in place will be reviewed in September and at least half termly or sooner should there be any significant change.</p> <p>Individual risk assessment will be carried out for learners identified as extremely clinical vulnerably, clinically vulnerable, vulnerable or as having behaviours which can increase the risk of transmission of Covid 19 (e.g. spitting or biting)</p> <p><b>Staff or learners arriving at school unwell or become unwell whilst in school</b> They will be sent home and advised to follow the staying at home guidance to</p>		<p>Specific risk assessments may need to be carried out for some learners based on vulnerability and behaviours of the child (such as contact with bodily fluids e.g. via spitting, biting etc. or the inability to follow instructions e.g. social distancing) This must appropriately reference PPE</p> <p>Advice will be given that other members of their household should self isolate for 14 days from when the symptomatic person first had symptoms.</p>		
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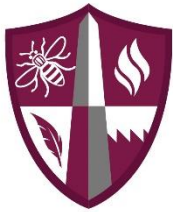
## RISK ASSESSMENT

			<p>self isolate for 10 days and arrange to have a test.</p> <p><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></p> <p>Whilst a child is awaiting collection, they will be moved, if possible and if appropriate, to a room where they can be isolated behind a closed door. If possible a window will be opened for ventilation.</p> <p>Where it is not possible to isolate them, staffs have been advised to move them to an area which is at least 2 metres away from other people.</p> <p>The area around the person with the symptoms will be cleaned and disinfected with standard cleaning products after they have left.</p> <p>Learners that need to go to the bathroom while waiting to be collected are told if possible to use a separate bathroom.</p> <p>The bathroom will be cleaned and disinfected using standard cleaning</p>		<p>PPE should be worn by staff caring for the child while they await collection if a distance of 2m cannot be maintained or contact is necessary.</p> <p>Everyone must wash their hands thoroughly for 20 seconds after contact with someone who is unwell.</p>		
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## RISK ASSESSMENT

			<p>products before being used by anyone else.</p> <p>The school will engage with the NHS test and trace process.</p> <p>A step by step guide document have been provided by Public health to assist schools in identifying the correct steps to follow.</p> <p>Further advice from Education Link and/or H&amp;S and/or Local Public Health team will be sought on how to handle confirmed cases as may be required.</p> <p>There is a dedicated public health e-mail which schools may contact for further advice and clarification on actions to be taken. Covid-19@tameside.gov.uk</p> <p><b>First Aid</b></p> <p>Staff that hold a first aid certificate that expires on or after 16 March 2020 and cannot access requalification training because of coronavirus have applied for a 3-month extension</p> <p>A first aid needs assessment has been completed to determine first aid provision</p>				<p>HSE has set a final date of requalification for expired certificates affected by COVID 19 of 30<sup>th</sup> September 2020.</p>
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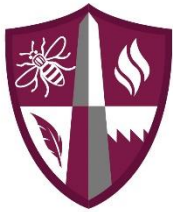


# Rayner Stephens

H I G H S C H O O L

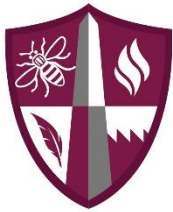
## RISK ASSESSMENT

			<p>based on the workplace setting, occupants and the hazards and risks that may be present in school.</p> <p>If a learner becomes unwell they will be directed the allocated space. Parents will be called to ask to collect their child from school as appropriate. If signs/symptoms of COVID 19 are shown they will be asked to get their child tested and report to school the outcome of the test.</p> <p>A general first aid assistance will be dealt with in a separate place to a learner showing covid symptoms.</p> <p>Assistance should be given from a safe distance as far as possible to minimise the time in a shared breathing zone.</p> <p>When responding to incidents, PPE should be worn by staff if a distance of 2 metres cannot be maintained or if contact is necessary. The provision of PPE should be determined based on anticipated risk of contamination from respiratory secretions, droplets of blood or other</p>			
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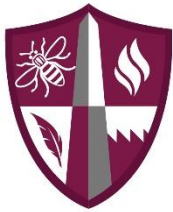
## RISK ASSESSMENT

			<p>body fluids. The use of PPE is as stated in the first aid documents.</p> <p>After contact with injured persons first aiders are advised to clean their hands thoroughly with soap and water or hand sanitizer at the earliest opportunity</p> <p>In the event of bodily fluid being present on items, these must be cleaned thoroughly or if this is not viable it must be disposed of appropriately.</p> <p><a href="https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</a></p> <p><b>Educational Visits</b></p> <p><b>Domestic residential educational visits</b> can be undertaken from 17 May. Any domestic residential educational visits must be conducted in line with relevant COVID-19 guidance and regulations and risk assessments should be undertaken.</p> <p>Non overnight domestic educational visits will be subject to risk assessment and considered related to government guidance on controlling Covid-19 transmission relative to the visit location/venue.</p>		<p>This will be reviewed based on government guidance.</p>		
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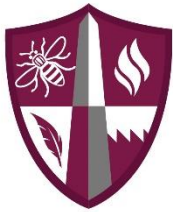
## RISK ASSESSMENT

			<p>Learners will be kept in their consistent bubble for the purpose of the educational visits. Visit venues/locations will only be considered where Covid secure measures are in place. Educational visitors/speakers to the school are to be invited into school in line with appropriate measures as agreed.</p> <p><b>Extra Curricular Provision</b> In line with the government road map some extra-curricular clubs are returning to the curriculum. For PE these follow the guidelines by the appropriate games association following their risk assessments.</p> <p>Other activities are taking place in consistent bubbles with track and trace procedures being followed.</p> <p><b>Music</b> Singing, wind and brass playing will not take in place in large groups</p>			
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## RISK ASSESSMENT

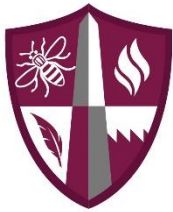
			<p>Music lessons will be limited to 15 pupils with social distancing and windows open where possible</p> <p>Instruments will not be shared.</p>				
		H	<p><b>NEW For Schools and Further Education Colleges - Use of the NHS COVID-19 app in Schools and Further Education Colleges.</b></p> <p><a href="https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges">https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges</a></p> <p>The NHS COVID-19 APP</p> <p><a href="https://covid19.nhs.uk/pdf/introducing-the-app.pdf">https://covid19.nhs.uk/pdf/introducing-the-app.pdf</a></p> <p>Is available to download for anyone aged 16 or over if they choose. For some young people (SEND) parents will need to decide whether this is appropriate for their child. Staff will also be able to use the app. Guidance and further information for Students and parents</p> <p><a href="https://covid19.nhs.uk/">https://covid19.nhs.uk/</a></p> <p>School will continue to engage with NHS test and Trace along-side the app being used. All school staff have been made aware of the features of the app and the</p>	M	<p>Implemented and communicated in line with school guidance (MP/FB/AJ)</p> <p>Staff/Learners aware that any notifications are communicated in the normal way so that the schools' process around self isolation can be put in place.</p> <p>Staff advised of instances when App</p>		



## RISK ASSESSMENT

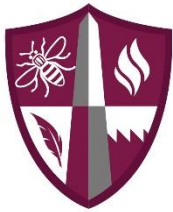
			<p>processes to follow within school in regards to the app and any notifications received by themselves or a student; · Trace – alerts the individual if they were in close contact with a confirmed case · Alert – provides the individual with the risk level associated with coronavirus (COVID-19) in their local area, based on the postcode district they enter · Check in – allows the individual to check in to locations via the app and official NHS QR codes · Symptoms – allows the individual to check symptoms against government guidance and to get advice · Test – allows the individual to order a free test and to receive results and advice via the app · Isolate – provides an isolation 'companion', which counts down how many days they have left to isolate and provides links to useful advice · Bluetooth must be enabled for the app to work · If an individual tests positive for COVID-19, the app will ask them to allow others they have been in contact with to be alerted. · The tracing function can be paused · A reminder can be set to switch the app back on</p> <p>The app does not work if the phone is switched off The use of the app does not</p>		<p>may need to be paused.</p> <p>NHS QR posters to be in place as appropriate. (such as Gyms/Fitness Suite of if an event is taking place which involves external guests – not staff or learners)</p> <p>For premises let out during evenings and weekends can be used as well as additional measures to support with test and trace in the event of a positive case.</p>		
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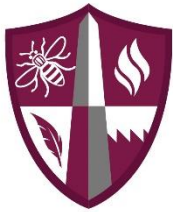
## RISK ASSESSMENT

			replace the procedures which the school follows in the case of the setting being notified of a student or staff member testing positive for Covid. Escalation processes remain the same. The use of the app does not replace the requirement for social distancing Individuals must still report a positive case to the school setting Staff members receiving a notification via the app must still notify an appropriate person at the school setting before leaving to self-isolate Under 16's The app is available to over 16's but it may happen that a younger student has downloaded the app. In this instance if they inform you of a notification you should follow your usual procedures. SCHOOLS OR FURTHER EDUCATION COLLEGES WHERE MEMBERS			
<b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces	School employees parents, pupils and the general public  Ill health (E.g. Respiratory symptoms, fever, cough,	H	<b>General Measures</b> School Employees are advised to follow NHS guidance on coronavirus (COVID-19) <a href="https://www.gov.uk/government/guidance/covid-19-guidance-for-employees">Covid-19-guidance-for-employees</a>  School leaders are advised to follow the NHS and DfE guidance for employers and schools on COVID-19. <a href="https://www.gov.uk/government/guidance/covid-19-guidance-to-employers">Covid-19 Guidance to-employers</a>	M	SLT should regularly refer to latest guidance <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a>  Leadership teams will regularly monitor new measures being	



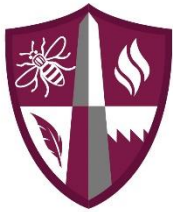
## RISK ASSESSMENT

	<p>shortness of breath In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death)</p>		<p><a href="#"><u>Implementing protective measures in education and childcare settings</u></a></p> <p><b>Specific Measures</b> As per direct transmission and in addition: Hygiene station at all entrances are in place, with instructions to use it, prior to entering the building.</p> <p>Where hand sanitizer is available in locations around the school it should be used in addition to hand washing.</p> <p>Hand dryers are not to be used where practicable.</p> <p>Learners and staff are advised to ensure they wash their hands for 20 seconds more often than usual with soap and water or hand sanitiser and to catch coughs and sneezes in tissues. Parents and Learners have been reminded of the need to bring tissues to school. Pedal bins with lids have been provided within classrooms to ensure the safe disposal of tissues. A supply of tissues are also available in classrooms should they be required.</p>		<p>introduced by government to reduce risk</p> <p>Ensure that sufficient hand washing or hand sanitiser stations are available.</p> <p>Hand washing/cleaning routines will as far as possible be built into the day; on arrival, on return from breaks, when there is a change over of room, before and after eating.</p>		
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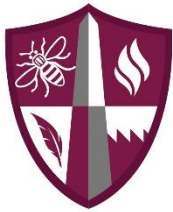
## RISK ASSESSMENT

			<p>Younger learners or with identified support needs are supervised where appropriate.</p> <p>Posters are displayed in school to remind everyone of public health advice and also to encourage good respiratory hygiene. (catch it, bin it, kill it signage)</p> <p>Library books are not to be in use during this period of time.</p> <p>Text books are shared but as numbered and as appropriate within bubbles.</p> <p>Marking of learner work is to be completed in line with the Covid friendly marking policy. Classrooms and spaces in use will be thoroughly cleaned at the end of the day.</p> <p>Identified spaces which require more frequent cleaning will be given attention by the site team and/or day time cleaner.</p> <p>Where supplies allow staff will be provided with their individual supply of wipes, tissues and sanitisers and it is expected they will clean their area before and after use.</p> <p>(Desk/Keyboard/Mouse) Staff are reminded that their area must be kept clear of all items and use of their own</p>		<p>Risk assessment to be in place as appropriate for learners with complex needs who may need assistance with respiratory hygiene.</p> <p>Cleaning schedule in place to ensure more frequent cleaning of rooms/shared areas that are used by different groups.</p>		
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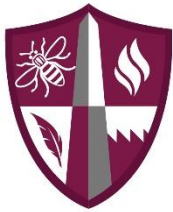
## RISK ASSESSMENT

			<p>personal stationery is essential. This has been supplied to staff in the first instance. Objects and surfaces that are touched regularly are disinfected using standard cleaning products as they would normally be and, where there is visible contamination, before being used by anyone else.</p> <p>Particular attention is paid to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles.</p> <p>Unnecessary items are removed from classrooms and soft furnishings/fabric chairs etc. that are hard to clean are removed and stored elsewhere</p> <p>All learners and families have been reminded of the need to bring their own resources so as to avoid the shared usage of stationery and books etc. A small supply will be made available for those that forget and learners must take these home or leave them in a nominated box ready for reuse the following day.</p> <p>Staff will also be provided with their own supply of basic equipment as well, to include board markers/wipers etc.</p>				
							Classroom based resources shared within the bubble(books etc.) should be cleaned



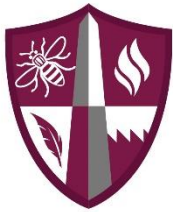
## RISK ASSESSMENT

			<p>Dress code has been reviewed to minimise risk. This includes avoiding wearing false nails, jewellery etc. All learners are expected to wear full school uniform. Learners will also be encouraged to push the sleeves on jumpers up. Where in situ playground equipment is taken out of use unless the school is able to ensure that it is appropriately cleaned between groups of learners</p> <p>Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. The doors must then be closed in the event of the emergency alarm and at the end of the school day. This only to be the case on non-protected doors (i.e. dead ends and corridors should not be propped open)</p> <p>Cleaning staff are on hand during the day</p> <p>General cleaning is done in line with the guidance for non-healthcare settings <a href="#">Covid-19-decontamination-in-non-healthcare-settings</a></p> <p>Cleaning regimes and responsibilities are clarified in schools</p>		<p>and rotated as appropriate.</p> <p>Resources that are shared between classes or bubbles (sports, art, science for example) must be cleaned frequently and meticulously and always between bubbles or rota's to allow them to be unused for 48 hours (72 in the case of plastics)</p>		
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## RISK ASSESSMENT

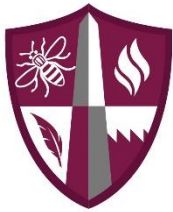
			Rooms used to isolate learners (whilst awaiting collection by parents) will be cleaned and disinfected using standard cleaning products before being used by anyone else.		The new PH guidance on cleaning will be reviewed once released.		
Inadequate premises checks due to lack of staffing	School employees and learners Serious injury or ill health due to complete/partial failure of key plant/equipment e.g. fire alarm.	M	All statutory checks and planned preventative maintenance (PPM's) are maintained and up to date Where possible checks take place before or after school or away from other persons. In schools where premises checks are carried out in house, contingency arrangements are implemented or developed for key staff absences (e.g. caretakers), so they can continue to be undertaken. Parts of the building still unused are 'moth balled' to reduce the level of checks necessary (none at the moment)	L			
Stress and anxiety	School employees Stress related ill Health Learners Parents	M	Employees are encouraged to discuss any issues/problems they may have with their line manager. Guidance for school managers will be sought from their HR provider or the Corporate Health and Safety team.	L			



## RISK ASSESSMENT

			Support for families and learners will be regularly communicated via the school website and any individual issues that are identified through the usual interactions with learners will be dealt with in line with standard school procedures. (Safeguarding, mental health and well-being etc.) Employee well-being booklet issued in order to support staff in this area.				
Irritant Contact Dermatitis	Employees Exposure through excessive hand washing.  Learners	M	Employees reminded to report signs of dermatitis to their manager i.e. itchy, dry or red skin. Advised to dry hands thoroughly after washing them and if necessary moisturise your hands to replenish the skin's natural oils. Sufficient time is allowed for learners to dry their hands properly as part of the hand cleaning regime. Learners are to report similar signs to staff member so they can advise for parents to seek advice from NHS professionals.	L	Early detection can prevent more serious dermatitis from developing.		
Ignition of alcohol based hand sanitizer	Employees Learners Burns to the hands as a result of ignition	L	Employees and Learners are asked to wash their hands with soap and water if possible. If only alcohol based hand sanitizers are available, to make sure all liquid is evaporated before touching any surfaces.	L			



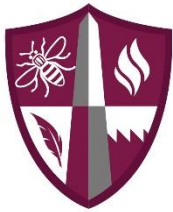


## RISK ASSESSMENT

	of sanitizer vapour		Alcohol based sanitisers are not used in lab settings.				
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Review Date	Reviewed By	Agreed Actions and By whom/when
1 <sup>st</sup> March 21	AT/School based Covid committee	Risk Assessment reviewed in line with full re-opening plans from 8 <sup>th</sup> March. Reference made to face masks being worn in classrooms and not just circulation spaces. To be read alongside LFD Testing risk assessment.

Risk Ratings	Example impact (Including but not limited to)
High	Likely to happen and likely to result in the fatality of one or more individuals. Potential for a frequently occurring serious and life threatening injury
Medium	Unlikely to happen but if it did it would certainly result in at least minor illness, injury or equipment damage. Could occasionally result in a serious injury, illness or equipment damage. Although rarely, could result in death or serious and life threatening injuries.
Low	Unlikely to occur but if it does it is likely to result in minor illness, injury or equipment damage and could, but is



unlikely to, result in a significant injury, illness or equipment damage with over 3 days absence