



Risk Assessment (29.09.2020) Phase 3 September reopening

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No.	Hazard/Risk	Area (Whole school/Dept.)	Control Measures Already in Place	Impact/Individuals Affected	Status of action R/A/G	Risk owner	Action needed / date Notes/comments
1.	<p>Hazard – Cleaning</p> <p>Risk:</p> <ul style="list-style-type: none"> Poor Cleaning Contaminated Surfaces Increased risk of covid-19 spread 	Health & Safety	<ul style="list-style-type: none"> Revised enhanced cleaning protocols for cleaning contractors and Premises staff are in place. Prioritise increased cleaning of touch points, increased level of enhanced cleaning of relevant areas (and visibility of cleaning being done), cleaners onsite throughout the day Deep clean taken place over in August 2020. All offices and classrooms to have gloves/sanitizers and wipes Cleaning to follow the COVID-19: cleaning of non-healthcare settings guidance. 	<p>Impact: School clean prior to return/phased return to school.</p> <p>Exposure to infection reduced.</p> <p>Affected Individuals: Staff Pupils Contractors</p>		JSH	<p>Review has also taken place with the cleaning contractor for September, daytime cleaning increased by 50%. One cleaner allocated to ground floor, one to 1st floor on to 2 & 3rd Floor.</p>
2.	<p>Hazard – Cleaning</p> <p>Equipment cleaning (Keyboards/photocopiers/kitchen biometric)</p>	Health & Safety	<ul style="list-style-type: none"> Sanitisers are available in each area. Kitchen Biometric is currently not in use. 	<p>Impact: Exposure to infection reduced.</p> <p>Affected Individuals:</p>		JSH	

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	<p>/music and specialist equipment)</p> <p>Risk:</p> <ul style="list-style-type: none"> • Poor Cleaning • Contaminated Surfaces • Increased risk of covid-19 spread 		<ul style="list-style-type: none"> • For individual and very frequently-used equipment, such as pencils and pens, staff and pupils will have their own items that are not shared. • Classroom based resources, such as books, can be used and shared within the bubble but will be kept to a minimum. These should be cleaned regularly. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. • Whilst in music lessons physical distancing will take place and playing outside will be encourage wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing should not take place in larger 	<p>Staff Pupils Contractors</p>			

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			groups such as school choirs and ensembles, or school assemblies.				
	Hazard – Cleaning Equipment in library Computers Book cleaning on return	Health & Safety	<ul style="list-style-type: none"> Library not currently open to pupils, can be used by staff as a working area. 	Exposure to infection reduced.		MBA	Review in October 2020
3.	<p>Hazard – Poor Communication of infection control measures to staff, visitors and Governors. Poor Personal Hygiene.</p> <p>Risk: Poor hygiene Increased risk of Covid-19 spread Direct transmission Indirect transmission</p>	Health & Safety	<p>Basic infection controls should be followed as recommended by the government:</p> <ul style="list-style-type: none"> Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. Put used tissues in the bin straightaway. Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. Try to avoid close contact with people who are unwell. Autumn Term - All students are having lessons on Covid/symptoms/hygiene/hand washing and how to wear masks correctly in science Clean and disinfect frequently-touched objects and surfaces. 	<p>Impact: Poor hygiene Increased risk of Covid-19 spread</p> <p>Affected Individuals: Staff Pupils Visitors Contractors</p>		SLT	<p>Action:</p> <ul style="list-style-type: none"> Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. Control measures will be revised and updated daily at 2pm when the latest government guidance is released. <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>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</p>

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			<ul style="list-style-type: none"> • Do not touch your eyes, nose or mouth if your hands are not clean. • Pupils asked to clean hands when arriving at school, returning from breaks, after using changing rooms, and before and after eating. Hand sanitiser to be available in each classroom (in use), entrances and exits of buildings, and near lunchrooms and toilets • Ensure that there is access to drinking water, facilities for hand washing, and access to hand sanitiser. • Infection control has been communicated by emails, texts, letters and posters • Guidance on handwashing procedures and facilities has been circulated to staff and communicated to pupils during assemblies and at tutor time. • Staff, pupils and visitors to wash hands upon entering school grounds • School to ensure good supply of hand soap and paper towels always 				

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			<ul style="list-style-type: none"> • School has promoted the 'catch it, bin it, kill it' approach with staff and pupils and follow guidance on respiratory hygiene • Use e-Bug and PHE schools resources to teach pupils and support parents about Covid-19(Covid-19:guidance for education settings) • Support to be available for pupils who have trouble cleaning their hands and toileting independently • Surfaces that pupils and are touching, such as, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, will be cleaned more regularly than normal • Unnecessary items, soft furnishings that are hard to clean have been removed from classrooms and rooms where possible. • Limit the amount of shared resources (e.g. stationary) and equipment taken home and limit exchange of take-home 				

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			resources between pupils and staff.				
	Hazard - Poor Personal Hygiene. Use of toilets for students/staff	Health & Safety	<ul style="list-style-type: none"> • Premises team to do daily checks • Some cubicles between student services and PE to be propped open and used as permanent hand washing stations. • The school have researched the risk of using hand dryers and have assessed the risk to be low and will therefore continue to use hand dryers but will however review in light of any new guidance. https://www.fmj.co.uk/microbiologist-report-confirms-hand-dryers-unlikely-to-spread-covid-19/ • https://www.cleaning-matters.co.uk/Hand-dryers-COVID-19 • All waste that has been in contact with a person who is suspected of having Covid-19, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests 	<p>Impact: Poor hygiene Increased risk of Covid-19 spread</p> <p>Affected Individuals: Staff Pupils Visitors Contractors</p>		JSH	

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			<p>negative, this can be put in the normal waste.</p> <ul style="list-style-type: none"> Should the person test positive, the Health Protection Team will provide instructions about what to do with the waste. 				
4.	<p>Hazard - Minimise contact between individuals and maintain social distancing wherever possible</p> <p>Risk: Contact with persons infected with Covid-19 (symptomatic or asymptomatic)</p>	Premises	<ul style="list-style-type: none"> We will apply the principles laid out by the government and reduce the number of contacts between pupils and staff as much as possible. We will keep groups separate (in 'year group bubbles') and through maintaining distance between individuals. All teachers and other staff will operate across different classes and year groups in order to facilitate the delivery of the school timetable; however, strict social distancing and hygiene will be followed. <p>Classroom</p> <ul style="list-style-type: none"> We will aim to maintain a distance between people whilst inside and reduce the amount of time they are face-to-face to lower the risk of transmission where possible. Staff will maintain distance from their pupils, staying at the front of the 	<p>Impact: Exposure to infection reduced.</p> <p>Clear communication ensures the whole school community is aware to any changes to the school day. Thus, reducing anxiety or uncertainty.</p> <p>Affected Individuals: Staff Pupils Visitors</p>		JSH	<p>Actions:</p> <p>Inform staff and Governors of changes</p> <ul style="list-style-type: none"> Brief students pre return and on return Parents reminded not to gather at entrance gates or doors or enter the site and only attend at the appointed time. <p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update</p>

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			<p>class, and away from their colleagues where possible.</p> <ul style="list-style-type: none"> • Adults will aim to maintain a two-metre distance from each other, and from pupils. They will avoid close face-to-face contact and minimise time spent within one meter of anyone. • Pupils will be instructed and supported to maintain distance and not touch staff and their peers where possible. • We will make small adaptations to the classroom to support distancing where possible. This includes seating pupils side-by-side and facing forwards. Unnecessary furniture will be removed. <p>Other areas</p> <ul style="list-style-type: none"> • Groups will be kept apart, including large gatherings such as assemblies or collective worship with more than bubble. • Singing, wind and brass playing will not take place in large groups. • When timetabling, bubbles will be kept apart 				<p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>

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			<p>and movement around the school site kept to a minimum.</p> <ul style="list-style-type: none"> • While passing briefly in the corridor or playground is low risk, we will avoid creating busy corridors, entrances and exits. • We will implement staggered break and lunch times (and allow time for cleaning surfaces in the dining hall between bubbles). Mitigate the need for pupils to move between different classrooms. Wherever possible pupils to use the same classroom or room • We will also plan how shared staff spaces are set up and used to help staff to distance from each other. • Use of staff rooms will be minimised. Occupancy to be limited in staff offices and staff rooms. • Areas identified for limited staff use eg reception and lift only 2 people identified and signs posted. • Limit use of lift. • We will inform parents and pupils to not gather at the school gate and visitors will not be allowed on site without an appointment. Reception will be clearly marked. 				

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			<ul style="list-style-type: none"> • Cease hand shaking/hugging of pupil's staff and visitors. • Daily pre-openings check to verify all necessary controls are in place. • Rooms doors to be left open, where possible to limit use of door handles. • Rooms to be cleaned between different bubbles. • SLT to monitor and manage social distancing. <p>School Bus;</p> <ul style="list-style-type: none"> • Organised queuing and boarding; • Distancing where possible; • Face covering to be used 				
	Hazard - How will students enter the building	Health & Safety	<p>To minimise cross group contact – use of separate entrances will be enforced and staggered start and end times, for further details please refer to Appendix A:</p> <ul style="list-style-type: none"> • Year 7 and 9 via car park • Group 8, 10 & 11 via Devereux gate • Year 12 – new Student Entrance (SBN's office) 			JSH	
	Hazard - Use of communal areas	Premises	<ul style="list-style-type: none"> • Offices – signs will be displayed to show maximum occupancy. • Reception – signs will be displayed to show maximum occupancy. 	Exposure to infection reduced		JSH	

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5.	<p>Hazzard – Suspected or confirmed Covid-19 cases amongst pupils, staff and household.</p> <p>Asymptomatic Covid-19 cases.</p> <p>Display of Covid-19 Symptoms.</p> <p>Risk: Increased risk of Covid-19 Symptoms.</p>	Health & Safety	<ul style="list-style-type: none"> • Staff, pupils, parents, carers or any visitors, such as suppliers, not to enter the school if they are displaying any symptoms of coronavirus • If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). • If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms. • Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic 	<p>Impact: Exposure to infection reduced.</p> <p>Affected Individuals: Staff Pupils Visitors Contractors</p>		SLT	<p>Action:</p> <ul style="list-style-type: none"> • Make sure first aiders are briefed <p>DfE Coronavirus helpline This helpline is available to answer questions about COVID-19 relating to education and children's social care. Staff, parents and young people can contact this helpline</p> <p>Phone: 0800 046 8687 Email: DfE.coronavirushelpline@education.gov.uk</p> <p>Opening hours: 8am to 6pm (Monday to Friday), 10am to 4pm (Saturday to Sunday)</p> <p>South London Health Protection Team They will advise schools on next steps and let the Local Authority know if anything else needs to be done more widely. They will also work closely with schools if any communication such as letters need to be drafted.</p>

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			<p>person first had symptoms.</p> <ul style="list-style-type: none"> • If a pupil is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door (meeting room in reception), depending on the age and needs of the pupil, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. • If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible (reception). The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. • PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and pupils's social care settings, 				<p>Phone: 03443 262 052</p> <p>When you call for advice, please have the following information to hand relating to the positive coronavirus (COVID-19) case in your setting as you will need to discuss this with the call adviser:</p> <ul style="list-style-type: none"> • the number of positive cases in your setting, whether the person who tested positive is displaying symptoms and if so, the date of the onset of the symptoms (if known) • the dates that the person who tested positive was in attendance at the setting so that we can identify if the person was infectious whilst on site • for key stage 2, 3, 4 and 5, the seating plan for all lessons, and (where relevant) the timetable, for the person who has tested positive. This will help to support identification of close contacts with that person • for key stage 2, 3, 4 and 5, if the person who has tested positive is a member of staff, records of any instance of close

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			<p>including the use of personal protective equipment (PPE) guidance.</p> <ul style="list-style-type: none"> • Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace. • Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance. • Public Health England is clear that routinely taking the temperature of pupils 				<p>contact with other members of staff or students</p> <ul style="list-style-type: none"> • if the person who has tested positive is a pupil, records of any definite face to face contact with the individual and details of their friendship group within the setting <p>You should continue to inform your local authority of a positive case in your setting</p>

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			<p>is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).</p> <ul style="list-style-type: none"> • Staff, parents and pupils to notify immediately the school of suspected and confirmed cases in the family • All staff and pupils who are attending school will have access to a test if they display symptoms of coronavirus, including members of the household <p>Engage with the NHS Test and Trace process</p> <ul style="list-style-type: none"> • Staff and parents/carers will need to be ready and willing to: • book a test if they or their child are displaying symptoms. • Provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace • self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19) 				

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			<ul style="list-style-type: none"> • Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. <p>Close contact means:</p> <ul style="list-style-type: none"> • Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) • Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person. • Records maintained of staff/pupils who have been tested for COVID-19. 				

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6.	<p>Hazard - Staff and pupils with greater susceptibility (Shielded - clinically extremely vulnerable pupils and staff - underlying medical conditions - pregnancy - age - BAME or other risk category)</p> <p>Risk: Greater risk of Covid-19 spread</p>	HR	<p>Staff who are clinically extremely vulnerable</p> <ul style="list-style-type: none"> Shielding measures will be paused from the 1 August 2020, with the exception of areas where local lockdown means that shielding will continue. In all respects, the clinically extremely vulnerable should now follow the same guidance as the clinically vulnerable individuals, taking particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in the workspace. <p>Staff who are clinically vulnerable</p> <ul style="list-style-type: none"> Clinically vulnerable staff should follow the measures in this document to minimise the risks of transmission. This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing ideally, adults should maintain 2 metre distance from others, and where this is not possible 	<p>Impact: Exposure to infection reduced.</p> <p>Affected Individuals: Staff Pupils Contractors</p>		MGH/SLT	<p>Monitor changes in guidance (e.g. for protection of BAME background individuals), and adjust strategy as and where necessary.</p> <p>Clinically vulnerable individuals who cannot work from home or intend to return to work must carefully assess and discuss duties with line management.</p>

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			<p>avoid close face to face contact and minimise time spent within 1 metre of others. Adults should continue to take care to socially distance from other adults.</p> <ul style="list-style-type: none"> • People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. <p>Staff who are pregnant</p> <ul style="list-style-type: none"> • Pregnant women are in the 'clinically vulnerable' category, and are generally advised to follow the above advice, which applies to all staff in schools. A risk assessment will be conducted. <p>Staff who may otherwise be at increased risk from coronavirus (COVID-19)</p> <ul style="list-style-type: none"> • Some people may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report, which looked at different factors including age and sex, 				

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			<p>where people live, deprivation, ethnicity.</p> <ul style="list-style-type: none"> • Staff in these categories can return to school in September as long as they follow the measures within this document. • All staff with greater susceptibility or have concerns have been advised that an individual risk assessment is available. • The school will be continually monitoring for any changes in personal health of staff and pupils. 				
7.	<p>Hazard - Fire First aid emergencies Changes to layout Slips trips and falls</p> <p>Risks: Burns Asphyxiation Loss of life Loss of property Illness Injury</p>	Premises	<ul style="list-style-type: none"> • Review general risk assessments for rooms and other areas in use to consider changes in layout and potential risks introduced • All staff have been briefed on risks and controls/changes introduced during the September inset day. Fire drills will take place during pupil induction days. • Ensure walking's areas and spaces between desks and emergency exit 	<p>Impact: Exposure to infection reduced.</p> <p>Affected Individuals: Staff Pupils Visitors Contractors</p>		MGH	

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			<p>points are sufficiently wide and uncluttered</p> <ul style="list-style-type: none"> • Review emergency evacuation procedures to consider closed rooms/ alternative exits • SLT available to coordinate emergency procedures • Qualified first aiders in place • If a first aider is not immediately available, a member of SLT is to take control of the situation and, if necessary, summon the emergency services • First aid boxes replenished regularly • Staff briefed 13/05 • Staff assembly point is main playground maintaining social distancing. • Student assembly point is MUGA pitch, playground 				

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8.	<p>Hazard – Lack of cleaning & first aid products</p> <p>Risk: Increased risk of exposure to Covid-19 due to a lack of products</p>	Premises & Health & Safety	<ul style="list-style-type: none"> Premises team bulk ordered and received delivery of cleaning and hygiene products. 	<p>Impact: Exposure to infection reduced.</p> <p>Affected Individuals: Staff Pupils Visitors Contractors</p>		JSH	
9.	<p>Hazard - Management of contractors, Delivery Drivers, Supply Teachers</p> <p>Risk: Increased risk of Covid-19 spread with unknown people</p>	Premises	<ul style="list-style-type: none"> Wherever possible, we will avoid visitors entering the premises. In instances where we need to use other essential professionals such as social workers, speech and language therapists or counsellors, or professionals to support delivery of a child's EHC Plan, we will assess whether the professional(s) need to attend in person or whether they can do so virtually. If they need to attend in person, they should closely follow the protective measures described in this risk assessment and attendance will be kept to a minimum. During the COVID 19 outbreak the school will take extra precautions to 	<p>Impact: Exposure to infection reduced.</p> <p>Affected Individuals: Staff Pupils Contractors</p>		JSH	

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			<p>protect our employees, pupils, and visitors. All contractors are instructed to strictly observe self-isolation guidance from Government.</p> <ul style="list-style-type: none"> • Pre-work contractor briefings to ensure all are aware of measures/restrictions in place. • Only essential contractors in the school building. • Work to take place outside school hours where available. • Deliveries via back entrance - notices in place. • In addition, all contractors must adhere to the following procedures: • Wash their hands prior to and on completion of works and during regular intervals throughout the day. • Contractors and delivery drivers instructed to keep two metres away from all other persons at all times. • Wipe down the areas worked on with anti-bacterial cleaner after completion of works. • Adhere to any additional health & safety requirements as advised by school staff. • Contractor staff to have their own lone working 				

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			contact and monitoring procedure in place				
10.	<p>Hazard – Essential contractors not being available to provide essential services e.g. Cleaning; IT support; catering; financial support services.</p> <p>Risk: inadequate service delivery during and post lockdown</p>	Premises	<ul style="list-style-type: none"> School has reviewed contracts. Current negotiations taking place for catering and other traded services taking into account DFE and LA guidance. 	<p>Impact: Ensure adequate service delivery during and post lockdown</p> <p>Operational running of the school is smooth.</p> <p>Allows the school to focus appropriately on staff and students.</p> <p>Affected Individuals: Staff Pupils</p>		MBA/MGH	<ul style="list-style-type: none"> Catering contract currently being reviewed for to ensure adequately service is in place. Contact any external contractors informing them of re-opening and arrangements.
11.	<p>Hazard – Lack of staff car parking, increased need for staff to use of public transport.</p> <p>Risk: Increased risk of Covid-19 spread</p>	Premises	<ul style="list-style-type: none"> Parking will need to be reviewed on a weekly basis. 	<p>Impact: Exposure to infection reduced.</p> <p>Affected Individuals: Staff</p>		JSH	
12.	<p>Hazard – Transport arrangements</p> <p>Risk: Increased risk of Covid-19 spread</p>	Premises	<ul style="list-style-type: none"> Minibus is currently not in use. Schools, and staff to follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning travel to and from school Parents and pupils to be encouraged to walk or cycle to school where possible 	<p>Impact: Exposure to infection reduced.</p> <p>Affected Individuals: Staff Pupils</p>			<p>Action: Minibus currently out of use</p>

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			<ul style="list-style-type: none"> Ensure the school buses cater for any changes to start and finish times 				
13.	<p>Hazard - Use of Water Fountains</p> <p>Risk: Increased risk of Covid-19 spread Direct transmission Indirect transmission</p>	Health & Safety	<ul style="list-style-type: none"> Water fountains will be labelled out of use. Water in bottles are available for staff. 	<p>Impact: Exposure to infection reduced.</p> <p>Affected Individuals: Staff Pupils</p>			<p>Actions: Pupil to be advised to bring a bottle of water to school.</p>
14.	<p>Hazzard – Additional checks need carrying out to ensure all aspects associated with COVID-19 are thought about and actions taken?</p> <p>Risk: Increased risk of Covid-19 spread</p>	Premises	<ul style="list-style-type: none"> All required checks have continued during lockdown. Additional running water checks are being undertaken due to low usage at outlets. Main Kitchen oven will need to be flushed weekly if not in use. Dishwashers (staff rooms dishwashers will need running weekly). The school have received confirmation by our maintenance contractors that the AHU's are safe to use. The AHU's are also being reconfigured to ensure that they meet compliance with CIBSE Guidelines. 	<p>Impact: Exposure to infection reduced.</p> <p>Affected Individuals: Staff Pupils</p>		JSH	
15.	<p>Hazzard – Safety of school premises</p> <p>Are all 'normal' tasks being carried out/planned such as fire alarm testing, legionella</p>	Health & Safety	<ul style="list-style-type: none"> All required checks are up to date. Contractors attending site are briefed on Covid-19 Protocols. 	<p>Impact: Ensure the school is Safe</p> <p>Affected Individuals: Staff Pupils</p>		JSH	<p>Action</p> <p>Updated maintenance check list to be circulated to SLT/Governors</p> <p>07.09.2020</p>

No.	Hazzard/Risk	Area (Whole school/Dept.)	Control Measures Already in Place	Impact/Individuals Affected	Status of action R/A/G	Risk owner	Action needed / date Notes/comments
	risk assessments, repairs, Servicing of equipment Risk: Risk of harm or injury			Visitors and contractors			
	Hazzard – Security Risk: Security breach Unauthorized access	Health & Safety	<ul style="list-style-type: none"> • Ensure all rooms that are not in use are adequately secured • Carry out regular monitoring of areas to detect any security breach • Ensure all external doors / windows secured to prevent unauthorised access 	Affected Individuals: Staff Pupils			
16.	Hazzard – Use PPE Use of face masks /face coverings Risk: Increased risk of Covid-19 spread,	Health & Safety	<ul style="list-style-type: none"> • Staff and pupils may wear face coverings during the school day. • Face covering must be worn where local lockdowns or restrictions are in place, by adults and pupils when moving around communal areas where social distancing is difficult to maintain such as corridors. schools will need to communicate quickly and clearly to staff, parents, pupils that the new arrangements require the use of face coverings. <p>Exemptions</p>	Impact: Exposure to infection reduced. Affected Individuals: Staff Pupils		MGH	Regular review if government advice changes

No.	Hazard/Risk	Area (Whole school/Dept.)	Control Measures Already in Place	Impact/Individuals Affected	Status of action R/A/G	Risk owner	Action needed / date Notes/comments
			<ul style="list-style-type: none"> • Some individuals are exempt from wearing face coverings. This applies to those who: • cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability • speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate <p><i>Safe wearing and removal of face coverings</i></p> <ul style="list-style-type: none"> • Pupils will be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) or place reusable face coverings in a plastic bag. • Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. • Masks and gloves have been secured by school 				

No.	Hazard/Risk	Area (Whole school/Dept.)	Control Measures Already in Place	Impact/Individuals Affected	Status of action R/A/G	Risk owner	Action needed / date Notes/comments
			<ul style="list-style-type: none"> for any staff who request for travel on TfL. • Ensure sufficient supply of protective equipment for additional cleaning duties • Ensure PPE is worn correctly. 				
17.	<p>Hazard - Management of Staff, Students, Visitors onto the site</p> <p>Risk: Increased risk of Covid-19 spread,</p>	Health & Safety	<ul style="list-style-type: none"> • Marking of areas e.g. floors, staircases and corridors • Entry and exit to school • One-way corridors and staircases • Visitors kept to minimum by appointment only. All visitors on site to be briefed by reception staff of social distancing measures 	<p>Impact: Exposure to infection reduced.</p> <p>Affected Individuals: Staff Pupils</p>		JSH	
18.	Hazard – Parents not being able to obtain uniform	Whole School	<ul style="list-style-type: none"> • Letter has gone from external provider to parents – by appointment only or online 	<p>Impact Smooth transition for new students. Clear communication for parents.</p> <p>Risk Pupils</p>		MGH	
19.	<p>Hazard – HR procedures not completed in line with policies, due to lockdown</p> <p>Risk: Reduced communication Compliance</p>	HR	<ul style="list-style-type: none"> • Fixed term and new contracts will be reviewed/produced and circulated to Chair of Governors for approval. 	<p>Impact Ensure Compliance</p>		May/MGH	On going

No.	Hazzard/Risk	Area (Whole school/Dept.)	Control Measures Already in Place	Impact/Individuals Affected	Status of action R/A/G	Risk owner	Action needed / date Notes/comments
	Hazzard – HR procedures not completed in line with polices, due to lockdown	HR	<ul style="list-style-type: none"> Prior to a lockdown, where there are any outstanding HR matters that require appropriate communication within timescales and deadlines these will be suspended until lockdown is eased in the majority of classes, serious cases may still take place via zoom if deemed appropriate. 	Impact Ensure Compliance		MGH	
20.	Hazzard - Contact point activities Outdoors activities Assemblies Risk: Surface contamination Increased risk of Covid-19 spread	Premises	<ul style="list-style-type: none"> Outdoor equipment only to be used if appropriately cleaned between bubbles Increase focus cleaning on touch points Ensuring extremely high levels hygiene for any food making / tasting Cleaning to follow the COVID-19: cleaning of non-healthcare settings guidance Cease hand shaking/ hugging of pupils, staff and visitors 	Impact: Exposure to infection reduced. Affected Individuals: Staff Pupils		JSH	
21.	Hazzard – School Trips Risk: Stranded Increased risk of Covid-19 spread	Health & Safety	<ul style="list-style-type: none"> The UK Government has advised against all overseas education trips Follow current DFE/PHE guidance 	Impact: Reduced exposure to Covid-19 Affected Individuals: Staff Pupils		MGH	
	Hazzard – School trips cancellations, Risk: Loss of income	Finance	<ul style="list-style-type: none"> School trips currently being reviewed, and negotiations are taking place where appropriate for refunds. 	Impact: Effective communication with parents/reduced financial loss to school		MGH	Review ongoing

No.	Hazzard/Risk	Area (Whole school/Dept.)	Control Measures Already in Place	Impact/Individuals Affected	Status of action R/A/G	Risk owner	Action needed / date Notes/comments
			<ul style="list-style-type: none"> Trips for Autumn 2020 and Spring 2021 are being reviewed regularly. 	Affected Individuals: Staff Pupils			
22.	Hazzard – Cancellation of school lettings, Risk: Loss of income	Finance	<ul style="list-style-type: none"> The impact of school lettings income has been identified as a risk in the school budget plan for 2020/21. 	Impact: Reduced income for school Affected Individuals: Visitors School budget		MGH	Lettings will commence from September 2020.
23.	Hazzard – Unbudgeted costs incurred due to Covid-19. Risk: Loss of income	Finance	<ul style="list-style-type: none"> School is aware of the additional funding which can be claimed for additional cost related to Covid-19, the school is keeping a spreadsheet of additional expenditure to claim. 	Impact: Reduced income for school Affected Individuals: Visitors School budget			

Appendix A

Summer Opening Plan

Reviewed every three weeks termly

This proposal is in line with the rules of DFE guidance. Risk Assessment updated and circulated pre-1st September

School times change:

- Period 1 8.40 – 9.30
- Period 2 9.30 – 10.20
- Period 3 10.20 – 11.10
- Period 4 11.10 – 12.00
- Period 5 12.00- 12.50

- Period 6 12.50 – 1.40
- Period 7 1.40 – 2.30 (intervention period Year 11)

Form Time: Online. 1 day pre-recorded assembly, 1 day live form time (3-6pm slot – tutors to set own times), 3 days activities linked to PD

To minimise cross group contact – use of separate entrances

- Year 7 & 9 via car park
- Group 8, 10 and 11 via Devereux gate
- Year 12 – new Student Entrance (SBN's office)

Dev time would need to change to 9.45 start (from 9.30)

Students come in and wash hands in new troughs installed (Dev / PE side)

Monitor and enforce one-way system in school – especially on stairs (new names/colours by house saints)

Health Risk Assessment: The potential health risks to a student from COVID-19, with an underlying health conditions.		
Specific health needs	COVID-19 risk to student	Control measures to mitigate risk
Asthma	<ul style="list-style-type: none"> • Breathing difficulties • Increased risk of infection 	<ul style="list-style-type: none"> • Wear a face covering • Frequent hand washing using soap and water, or hand sanitiser • Maintain social distancing of 2m from anyone outside your household ie. other students and school staff • Keep to your year group 'bubble'
Diabetes	<ul style="list-style-type: none"> • Increased risk of infection 	<ul style="list-style-type: none"> • Wear a face covering • Frequent hand washing using soap and water, or hand sanitiser • Maintain social distancing of 2m from anyone outside your household ie. other students and school staff • Keep to your year group 'bubble'

Eczema	<ul style="list-style-type: none"> • Frequent hand washing can dry skin and cause hand eczema 	<ul style="list-style-type: none"> • After washing hands with soap and water, re-wash using emollient to help protect the skin • Use emollients to moisturise the hands after washing and at other times during the day when the skin feels dry and sore • Dry hands well after washing by gently patting them dry, not rubbing
Epilepsy	<ul style="list-style-type: none"> • Risk of infection with seizure 	<ul style="list-style-type: none"> • Wear a face covering • Frequent hand washing using soap and water, or hand sanitiser • Maintain social distancing of 2m from anyone outside your household ie. other students and school staff • Keep to your year group 'bubble'
Sickle Cell Anaemia	<ul style="list-style-type: none"> • Risk of infection 	<ul style="list-style-type: none"> • Wear a face covering • Frequent hand washing using soap and water, or hand sanitiser • Maintain social distancing of 2m from anyone outside your household ie. other students and school staff • Keep to your year group 'bubble' • Keep hydrated • Keep warm

Appendix B Weekly Plan Via Year Group – Refer to attachment

Rooming

Students in 'bubble zones' - apart from PE

- **Year 7 – Top floor**
- **Year 8 – English corridor**
- **Year 9 – Maths corridor**
- **Year 10 – Roadside 2nd floor**
- **Year 11 – Playground side 2nd floor**

Year 12/13 top floor where possible (prioritise L2) rest in rest of building
Students to only use toilets on "their" year group floor

Only movement within floors is PE

IT provision – to be in place for Sept

Laptop Top trolleys to be purchased (x2) bookable

Trolleys for teachers to be purchase (where requested).

Chrome casting and recording to be set up in all classrooms

For specialist equipment subjects - Departments need to plan either clearing of equipment post every lesson or 48 hour rotation when not used (DT/Art/PE/Music) Curriculum adjustment needed where not in specialist rooms – needs thinking through and agreement with SLT line managers

Lunch – All groups can go outside as staggered and then internal group dedicated area canteen/hall – each day identified to stop cross contamination – cleaned between)

Hot boxes pre-packed – no counter plating service

Other things in place:

All rooms have hand sanitisers at door

Fixed seating plans – has to be led by core HODs and Creative HODs. Lesson ends with set work by teacher for students to complete. This could be a plenary paragraph describing learning or an extended written response to a question based on the lesson. It can be checked as starter next lesson to ensure completion. All students to have reading book for back up activity – checked on gate. All classes to be allocated class captains to support)

One exercise book lined and one squared cross subject for each child at KS3 in plastic folder – parents being asked to purchase on line £3.00

Every time class finishes and students moving – wet wipes provided on mass – all kids clean down table when leaving

On-going cleaning – throughout day/high contact areas – eg doors toilets – we will need to re-look at cleaning contract/allocations!

Travel survey – with parents promote walking/cycling

Fire drill:

Fire drills take place in year group bubbles with students lining up in tutor groups in same place as they would normally go. Drills would have to be planned in advance - year by year - and a tannoy announcing that it is due to happen for a particular group. Spray signage to indicate where tutor groups. Key is making sure that kids and staff know where to go should there be an emergency. If we do have a real fire/alarm then that would have to supersede risk of breaking social distancing in terms of safety.

DfE guidance:

- Premises: <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>
- Prevention and control- <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- Advice: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>
- Data protection: <https://www.gov.uk/government/publications/data-protection-toolkit-for-schools>
- Educational provision guidance: <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>
- Educational settings: <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- Guidance on school closures: <https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing>
- Reporting: <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings/educational-settings-self-reporting-online-form-frequently-asked-questions-faq>
- NQT advice: <https://www.gov.uk/government/publications/coronavirus-covid-19-induction-for-newly-qualified-teachers>
- Vulnerable: <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-pupils-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-pupils-and-young-people>
- Extremely vulnerable: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
- SEND - <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
- Social distancing: <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
- Financial support: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-pupilss-social-care/coronavirus-covid-19-financial-support-for-education-early-years-and-pupilss-social-care>
- Exceptional costs: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools/school-funding-exceptional-costs-associated-with-coronavirus-covid-19-for-the-period-march-to-july-2020>
- Reducing burdens: <https://www.gov.uk/government/publications/coronavirus-covid-19-reducing-burdens-on-educational-and-care-settings/reducing-burdens-on-educational-and-care-settings>
- PPE: <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>
- Parents with pupils with SEND: <https://www.gov.uk/guidance/help-pupils-with-send-continue-their-education-during-coronavirus-covid-19>
- Supporting parents: <https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing#working-with-parents>
- Pupils' mental health support/pastoral care at home: <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-pupils-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-pupils-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak#helping-pupils-and-young-people-cope-with-stress>
- Home learning support: <https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources>
- Remote support: <https://www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19>
- Accountability measures: <https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures/coronavirus-covid-19-school-and-college-accountability>