



COVID 19 – Risk Assessment Reopening Sept 2020

JULY 2020

Date approved by SNOMAC Directors	
Next review date	
Body responsible for review	Directors Compliance Committee

Constituent academy to which this policy relates:

Hagley Catholic High School

Our Lady of Fatima Catholic Primary School

St Ambrose Catholic Primary School's

St Joseph's Catholic Primary School

St Mary's Catholic Primary School

St Wulstan's Catholic Primary School

MAC Central Office

Saint Nicholas Owen Catholic Multi Academy Company

COVID 10 –Risk Assessment Reopening Sept 2020

This COVID 19 Risk Assessment has been approved and adopted by Saint Nicholas Owen Catholic Multi Academy Company on XXXXX and will be reviewed again in XXXXX

Academy to which this policy relates:

Signed by the Chair – St Ambrose Catholic Primary School:

Signed by the Chair of – St Joseph’s Catholic Primary School:

Signed by the Chair of– St Mary’s Catholic Primary School:

Signed by the Chair of – St Wulstan’s Catholic Primary School:

Signed by the Chair of – Hagley Catholic High School:

Signed by the Chair of – Our Lady of Fatima Catholic Primary School:

Signed for the MAC Central Office

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Appendices

1. Introduction

The updated Government Guidance 02.07.20 sets out that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term and has been prepared with input from school leaders, unions and sector bodies in consultation with Public Health England and the Health and Safety Executive.

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

'Returning to school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of learning and children's future ability to learn, and therefore we need to ensure all pupils can return to school sooner rather than later.

The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school. We know that school is a vital point of contact for public health and safeguarding services that are critical to the wellbeing of children and families.' (Gov.uk Guidance for full opening schools: 2 July 2020)

Schools must comply with health and safety law, which requires us to assess risks and put in place proportionate control measures. School leaders have worked with Health and Safety consultants, Local Authorities and Unions to draw up plans for the autumn term that address the risks identified using the system of controls set out by Public Health England. Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- 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.

The system of controls provides a set of principles that effectively minimise risks. All elements of the system of controls are essential.

We appreciate there cannot be a 'one-size-fits-all' approach where the system of controls describes every scenario. Local School leaders will be best placed to understand the needs of their schools and communities, and to make informed judgments about how to balance delivering a broad and balanced curriculum with the measures needed to manage risk.

We want all pupils and staff to be back in school. We are taking reasonable steps to protect staff, pupils and others from coronavirus (COVID-19) within our setting by revisiting our risk assessments and building on the knowledge and practices we have developed during the last few months.

2. Legislative framework

This policy has due regard to legislation and guidance including, but not limited to, the following:

- The Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992 (as amended)

- The School Premises (England) Regulations 2012
- The Manual Handling Operation Regulations 1992 (as amended)
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Provision and Use of Work Equipment Regulations 1998
- (DfE) 'Advice on standards for school premises' 2015
- Guidance for full opening: schools (GOV.UK 02.07.20)

This policy will be implemented in conjunction with the school's:

- Health and Safety Policy
- First Aid Policy
- First Aid Risk Assessment
- Cleaning Policy and Schedule

Government advice "does not supersede any legal obligations relating to health and safety, employment or equalities and it is important that as an employer you continue to comply with your existing obligations".

3. Employers' duties

The employer is responsible for making sure that their health and safety risk assessments are maintained and address the risks identified using a system of control measures. St Nicholas Owen Catholic Multi Academy Company take reasonable steps to protect staff, pupils and others from CORONAVIRUS (COVID 19) within our setting.

For St Nicholas Owen Catholic Academy Company, it is the Board of Directors who consult the Academy Committee in each school.

Whilst it is recognised that the employer cannot delegate the overall legal accountability for the health and safety of employees; the day-to-day running of the school including responsibility for the health and safety of staff and pupils is ordinarily delegated to the Principal and school management team.

Reference: <https://www.hse.gov.uk/services/education/sensible-leadership/school-leaders.htm>

The employer has a duty to:

- Put in place sensible approaches to health and safety, with clear policies that focus on real risks, and do not encourage unnecessary paperwork.
- Provide appropriate training for staff.
- Implement arrangements that manage the risks to staff, pupils and visitors who may be affected by the school's activities.
- Provide personal protective equipment (PPE) in the required setting (first aid or 1-2-1 supervision).
- Check that the control measures have been implemented and remain appropriate and effective.

4. Employees' duties

All of the school workforce play an important part in sensible health and safety management in school. Staff involvement makes a vital contribution towards achieving safer and healthier workplaces and helps develop sensible rather than over cautious approaches.

Employees have a duty to:

- Take reasonable care for your own health and safety and that of others who may be affected by what you do or fail to do.
- Attend appropriate training as required.
- As necessary, wear any personal protective equipment (PPE) provided by the employer.
- Cooperate with your employer, fellow members of staff, contractors and others to enable them to make and keep the workplace safe.
- Raise health and safety concerns in line with local arrangements

5. COVID (19) The Risk

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus.

Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

The best way to prevent and slow down transmission is to be well informed about the COVID-19 virus, the disease it causes and how it spreads. Protect yourself and others from infection by washing your hands or using an alcohol based rub frequently and not touching your face.

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it's important that you also practice respiratory etiquette (for example, by coughing into a flexed elbow).

At the time of issuing this guidance, there are no specific vaccines or treatments for COVID-19. However, there are many ongoing clinical trials evaluating potential treatments. St Nicholas Owen Catholic Multi Academy Company will continue to provide updated information as soon as clinical findings become available.

In relation to working in schools, whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics' analysis on coronavirus (COVID 19) suggests that staff in educational settings tend not to at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults however the risk to children themselves of becoming severely ill from coronavirus (COVID19) is very low and there are negative health impacts of being out of school.

'given the improved position, the balance of risk is now overwhelmingly in favour of children returning to school' (Gov.uk Guidance for full opening schools: 2 July 2020)

Introduction

The government plan is for the full return of all pupils from September 2020: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

School employers and leaders are required by law to think about the risks the staff and pupils face and do everything reasonably practicable to minimise them, recognising they cannot completely eliminate the risk of coronavirus (COVID-19). School employers must therefore make sure that a risk assessment has been undertaken to identify the measures needed to reduce the risks from coronavirus (COVID-19) so far as is reasonably practicable and make the school COVID-secure. General information on how to make a workplace COVID-secure, including how to approach a coronavirus (COVID-19) risk assessment, is provided by the [HSE guidance on working safely](#).

This risk assessment checklist/tool is based on Government guidelines on COVID-19 as at 2nd July 2020 and is provided to help schools to prepare and decide arrangements for an increased number of children attending/returning to school. It remains subject to change at a short notice as updates are received from the Department for Education (DfE) or Local Authorities. [EYFS guidance](#) should be considered for Nursery Schools and Nursery Classes. Separate guidance is available for Special Schools and is not considered in this tool.

The completion of this tool/checklist should not be undertaken in isolation by one individual and should involve staff who understand the risk assessment process. Once completed, the risk assessment should be shared with the school's workforce. If possible, schools should consider publishing it on their website to provide transparency of approach to parents, carers and pupils (HSE would expect all employers with over 50 staff to do so).

Risk assessment is about identifying sensible measures to control the risks in a workplace or when undertaking an activity. The process evaluates the threats and risks of a specified issue/situation and enables the likelihood that somebody could be harmed, together with an indication of how serious the harm could be, to be considered.

Checklist & Risk Assessment

Checklist

Part 1 is a "checklist" prompt form used to assist schools in ensuring all health & safety issues have been considered prior to reopening of the premises. This should be completed prior to the risk assessment.

Risk assessment

Part 2 is the risk assessment that schools can adapt and adopt.

Part 1: H&S Checklist

Conducted by: **Tracey Brown/ James Hodgson**

Date: **09/07/2020**

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Health & safety/statutory issues						
Have all health & safety compliance checks of plant & equipment been completed prior to opening? (This can be done through referencing of the Every Site Management Helpdesk)	Y				None	
Are there sufficient numbers of staff available in safety critical roles? (e.g. fire marshals, first aid personnel etc)	Y				None	
Will a test of emergency procedures (e.g. fire drill) be carried out in the first week of school reopening?	Y					25/09/2020
Are all first aiders up to date with first aid qualifications, and if not will be by 30 Sept 2020?	Y				All First Aid certificates have been given a 6 month extension due to COVID 19	
Social distancing issues						
Have group/year group bubbles been organised?	Y			Plans submitted to Union Reps and Directors on Weds 8 th July 2020		
Have classrooms and other learning environments been organised to allow for social distancing of teaching staff?	Y			Audit complete of all rooms and actions in place to reorganise some rooms to ensure at least 1m + distancing	Actions on back of audit to ensure all rooms are 1m + for staff workspace, and all student desks are forward facing or have 1m + clearance	JHO/TBR/Site by 01/09/2020
Has consideration been given to arranging which lessons or classroom activities could take place outdoors?	Y			Unlikely to move to a model of teaching outdoors		

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Has movement around the school been reduced? (e.g. use of timetable, selection of classroom etc)	Y			Students straight to tutor rooms on arrival No extensive use of canteen Food pods for break and lunch One way systems proposed, staggered breaks change to timings of end of day, potential removal of assemblies		
Are there adequate signs/floor markings (e.g. one way, foot marks, hazard tape etc) in key areas to clearly identify the social distancing guidance?	Y					
Have assembly groups been staggered?	Y			Plans for assemblies in regular review based on guidance from DfE - current plan for some year group only assemblies and some virtual assemblies streamed to classrooms		
Have break times (including lunch) been staggered?		N		Two staggered break times but not lunch times. Zones in place for all breaks for each Year group, staggered access to serving areas. New serving hatch in C block	Create zones on field	TBR Site Team/Caterers 01/09/2020
Have drop off and collection times been staggered?	Y			These have not been formally mapped but proposal outlines a staggered entry to site by proposing a range of different trains to catch. School buses cannot be staggered. End of day is proposed as a staggered finish: KS3 10 mins earlier than KS4/5	Inform all stakeholders of train timetables	JHO 01/09/2020
Have parents drop off and pick up protocols been revised to minimise adult to adult contact?			N/A			
Have all unnecessary items been removed from classrooms and stored elsewhere?		N			Staff and site team to complete these works	TBR/JHO Site Team 01/09/2020
Infection control issues						

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Have alternative arrangements been made for those adults who fall into the extremely vulnerable or vulnerable categories?	Y			Risk assessments in place for all staff in vulnerable categories and BAME staff		
Have all soft furnishing/toys etc that are hard to clean been removed?	Y				Staff and site team to complete these works	TBR/JHO Site Team 01/09/2020
Has a "deep clean" been conducted of any areas of the schools that have been out of action/mothballed since the lockdown?	Y					
Is there an enhanced cleaning procedures of common contact points in place (e.g. door handles, push bars, desks, whiteboards, etc)?	Y			Cleaners will clean common contact points such as door handles, keyboards desks etc. Where possible doors will be kept open additional cleaning materials for daily use in classrooms has been sourced, to include: supplies of anti-bacterial spray and blue roll for every classroom Additional cleaning hours procured in school time. (4 hours per day)		Daily between 10 am and 2pm
Are additional cleaning materials (e.g. wipes) available for use of shared equipment (e.g. kettle, microwave, printers, computer keyboards, pens/pencils, paint brushes, etc)?	Y			PPE (wipes, sanitisers, gloves etc) has been purchased in line with government guidance and is to be distributed to each area of the school that is in use.	PPE to be distributed upon delivery Staff to use Every to raise a job if stocks run low	Site team to distribute and monitor stocks daily
Is there a good supply of liquid soap and alcohol-based hand rub (ABHR) available for students and adults?	Y			Alcohol based hand sanitiser, soap and sanitising stations have been purchased for each area of the school that is in use.	To be distributed by the site team Staff to use Every to raise a job if stocks run low	Site team to distribute and monitor stocks daily
Is there a ready supply of tissues for students and adults?	Y			Tissues have been purchased for each area of the school.	To be distributed by the site team Staff to use Every to raise a job if stocks run low	Site team to distribute and monitor stocks daily

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Is consideration being given to deliveries of supplies given that it has been reported that the virus can last on paper for 3 days and cardboard for 24 hours?	Y			Yes - all new orders will be placed with the understanding that when they arrive they will be put into quarantine for 3 days prior to opening.	Ensure stocks are monitored to include the 3 day quarantine for new orders is maintained and stock levels do not diminish.	Site team to distribute and monitor stocks daily

<p>Is contaminated waste disposed of regularly and appropriately?</p>	<p>Y</p>		<p>Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues): 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 suitable and secure place and marked for storage until the individual's test results are known. Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours. if the individual tests negative, this can be put in with the normal waste if the individual tests positive, then store it for at least 72 hours and put in with the normal waste If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment. Area in place where waste bags can be stored for 72 hours before it can go in normal bin if someone has been symptomatic. Daily waste: Bins will be emptied throughout the day. Lidded bins to be used in classroom</p>	<p>None</p>	<p>Site team once a day /Cleaners once a day</p>
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Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Is an isolation room available should an adult or pupil become symptomatic whilst at school?	Y			A room in the medical area has been made available for isolation should it be needed. Signage is available to be used if isolation is required, as is PPE		Lead first Aider
Communication of Plans						
Have parents been informed of the drop-off and pick up protocols?	Y			Plans circulated via website and email		
Are parents and young people aware of recommendations on transport to and from education or childcare setting (including avoiding peak times)?	Y			https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers		
Are parents clear that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)?	Y			Circulated via website and email		
Are parents clear that if their child needs to be accompanied to the education or childcare setting, only one parent should attend?	Y			Circulated via website and email		
Have staff been briefed about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful?	Y			Updated plans shared with Staff and on website		

Part 2: Risk Assessment

Risk Assessment for: **Re-opening of Premise after COVID-19 lockdown**

School: Hagley Catholic High School

Assessment Date: **10/07/2020**

Name of Assessor(s): **James Hodgson/Tracey Brown**

Assessment Ref No: **02**

Risk Matrix scoring guide:

Likelihood	
1	Very unlikely
2	Unlikely
3	Likely
4	Very likely
5	Certain

Severity:	
1	No Lost time
2	Under 7-day injury or illness
3	Over 7-day injury or illness (RIDDOR)
4	Specified injury or illness (RIDDOR)
5	Fatality, disabling injury or illness

High (15-25)	These risks are unacceptable; significant improvements in risk control are required. The activity should be halted with immediate effect until risk controls are identified/implemented that reduce the risk to an acceptable level
Medium (5-12)	Additional control measures should be identified and implemented to reduce the risks associated with the activity or workplace so far as reasonably practicable
Low (1-4)	Minimal control measures are required to be implemented to satisfy the level of risk. Maintain current arrangements for risk control

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
Utilities, plant & equipment has not been inspected /	Teaching, non-teaching staff, children, cleaners,	<ul style="list-style-type: none"> School has a scheme of works whereby competent contractors are engaged to carry out statutory 	<ul style="list-style-type: none"> Where extensions/exemptions have been granted by the HSE, a specific risk assessment for continued use of 	20/5/2020 Site Team	2	4	8	20/5/2020

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
serviced within the recommended timescales	cooks, parents, visitors, contractors Legionella, electrocution, CO ² exposure, burns, cuts, bruises, broken bones etc	testing/inspection of all plant and equipment. <ul style="list-style-type: none"> • Pre-use visual checks are carried out by the user on all equipment. • All little used outlets of water have been regularly/will be flushed prior to school reopening. • Any plant/equipment that has been “mothballed” during the lockdown, will be/has been inspected/checked by a competent person before coming back into use, and before reopening the school. 	the plant/equipment has been completed. <ul style="list-style-type: none"> • Any defects or faults are reported, and equipment taken out of use. Refer to Every Site Management for further guidance.	Scrivens				
Lack of persons in safety critical roles (e.g. first aiders, fire marshals, etc) due to self-isolation and/or shielding.	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors Illness, infection, fatality	<ul style="list-style-type: none"> • Fire risk assessment kept under constant review. • First aid needs assessment regularly reviewed. • Number of students and adults on site will not exceed the number of persons required to carry out safety critical roles as per the relevant assessments. 	<ul style="list-style-type: none"> • Fire drill practiced in September to ensure school can be evacuated safely (considering social distancing at assembly point) with new working arrangements. • If numbers of those in safety critical roles falls below that required by the assessments then actions will be discussed with CSEL and Directors about school’s ability to function safely. 	TBR/JHO by 25/09/2020	1	5	5	25.09.2021

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
			Refer to Fire Safety Policy & First Aid Policy for further guidance					
Unable to meet social distancing rules and the virus is transmitted from person to person	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> School drop-off/collection times are staggered. Students not allowed to congregate before school in outdoor spaces but head straight to form rooms. All classes to have furniture facing the same direction (no grouped tables facing one another) Assembly groups are staggered. Break times are staggered and supervised. Outdoor zones created for students at break and lunch times Lining up outside classrooms is limited and managed Foot marks and/or tape has been used in key areas of the school (e.g. dining hall, corridors) to show “social distancing” lengths and no access areas. Review of all classrooms completed to ensure they are within guidance 	<ul style="list-style-type: none"> Message sent to parents prior to school opening that outlines the new procedures (e.g. maximum 1 adult per child) and importance of them sticking to the protocols. Classes identified as needing additional spacing or desks reorganising to be complete Field needs lining off for break and lunchtime zones 	<p>JHO by 17/07/2020</p> <p>TBR/Site Team by 01/09/2020</p> <p>TBR/Site Team by 07/09/2020</p>	3	4	12	<p>14/08/2020</p> <p>03/09/2020</p> <p>04/09/2020</p>

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<ul style="list-style-type: none"> Toilet blocks allocated per year group Outdoor spaces have been marked to encourage social distancing. Parents/carers can only visit the school by appointment. Regulate access to areas where it is difficult to maintain social distancing (Toilets, stairwells, storage rooms etc) limit to 1-person access at a time for example Communicate new ways of working to all staff, through posters, briefings etc. Mandatory masks/face coverings added to protocol in all communal spaces and when moving between blocks including while outside All visitors to wear masks when on site 						<p>JHO 16/09/2020</p> <p>From 16/09/2020</p>
Lack of hand and respiratory hygiene practices and/or facilities	As above	<ul style="list-style-type: none"> All staff and students made aware of the "catch it, bin it, kill it" protocol via signage posters around the school. All toilets and handwashing stations have liquid soap available. 	<ul style="list-style-type: none"> Morning tutorials to remind students of the importance of good hygiene practices. Regular checks made to ensure there is sufficient stock of soap. 	<p>Tutors</p> <p>Site Staff Daily</p>	2	4	8	Daily

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<ul style="list-style-type: none"> Additional hand hygiene stations with alcohol-based hand rub (ABHR) available at all entry points and other key areas around the school. Use of e-bug learning resources to promote and teach students the importance of good hygiene practices. Reception desk/area has Perspex screen/barrier. Enhanced/regular cleaning schedule in place that concentrates on common touch areas (e.g. door handles, bannisters, etc) Supply of detergent and/or antibacterial wipes available for adults and students to clean any areas/equipment they occupy/use before and after each use. Provide wipes for cleaning shared equipment after each use (printers, staff room equipment - kettles, toasters etc) Any contaminated waste (used tissues etc) is disposed of appropriately (double bagged and 	<ul style="list-style-type: none"> Regular checks made to ensure there is sufficient ABHR each day. Windows to be opened each morning in classrooms to allow for a free flow of fresh air. <p>Refer to Government guidance on Health protection in schools and other childcare facilities for further information.</p>	<p>Site Staff Daily</p> <p>Teachers/Site Staff Daily</p> <p>TBR Routinely</p>				

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<p>held for 72 hours prior to putting in the bin) and regularly taken away.</p> <ul style="list-style-type: none"> Windows and doors in classrooms to be open at all time for ventilation 						
New way of working (including working from home) leading to feeling a lack of supervision, interaction, support and social isolation.	<p>Teaching, non-teaching staff, students.</p> <p>Anxiety, depression, stress, poor mental health & wellbeing</p>	<ul style="list-style-type: none"> Keep in touch (KIT) meetings regularly organised to ensure staff are supported. Managers to ensure employees are aware of the following advice: Ensure that all adults have regular breaks and are encouraged to pay regard to their work/life balance. Changes in new school protocols explained to children and individual support made available when/if needed. Arrangements in place for employees to access a confidential counselling service. Schools stress risk assessment has been reviewed regularly throughout the pandemic. 			2	2	4	Routinely monitored
Inability to maintain social distancing when	Teaching, non-teaching staff, children, cleaners,	<ul style="list-style-type: none"> Safety of the injured/affected to be prioritised during incidents 			4	1	4	21/05/2020

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
dealing with accidents or non-COVID related injuries or illnesses	cooks, parents, visitors, contractors Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> 2m social distancing is not required when attending to emergency situations People aiding others during an emergency should pay particular attention to sanitation immediately after the situation (washing hands). Member of First Aid Team treating student/person(s) should wear full PPE as provided. Mandatory masks/coverings in all areas a of school bar lessons 						16/09/2020
Child, young person or other learner becomes unwell with symptoms of coronavirus and requires personal care.	Teaching, non-teaching staff, first aider, etc Illness – flu like symptoms through to fatality.	<p>PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask and face shield should be worn by the supervising adult if 2 meters cannot be maintained. If contact with the child or young person is necessary, then disposable 	<ul style="list-style-type: none"> PPE provision box in all classrooms to include (mask, gloves, apron, wipes, tissues, sanitiser 	TBR/HOR by 07/09/2020	2	4	8	03/09/2020

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<p>gloves, a disposable apron and a fluid-resistant surgical face mask and shield should be worn by the supervising adult.</p> <ul style="list-style-type: none"> If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn 						
Use of public transport (trains)	<p>Students/Staff/ General Public</p> <p>Illness – flu like symptoms through to fatality.</p>	<ul style="list-style-type: none"> Set arrival trains for year groups Staggered departure times from school Staff supervision at train station to encourage social distancing measures Face coverings/face masks to be worn at all times once entering the path to the station 	<ul style="list-style-type: none"> Message sent to parents prior to school opening that outlines the new procedures 	JHO by 17/07/2020	4	4	16	14/08/2020
Use of school buses	<p>Students</p> <p>Illness – flu like symptoms through to fatality.</p>	<ul style="list-style-type: none"> Ensure Thandi have hand sanitiser and insist on use on boarding and departing buses All students to wear face masks on buses 	<ul style="list-style-type: none"> Confirm sanitiser arrangements in place Inform all parents/carers of measures to be adhered to 	<p>TBR by 01/09/2020</p> <p>JHO by 17/07/2020</p>	2	4	8	<p>20/08/2020</p> <p>21/08/2020</p>

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<ul style="list-style-type: none"> Students greeted off buses and procedures for removing and storing masks followed Students sat in Year groups on buses and allocated their own specific seat 	<ul style="list-style-type: none"> Protocols for removing and storing masks shared Staff routinely on buses before departure to enforce guidelines and complete checks 	Duty Staff Daily				

Additional considerations

Area of concern/ hazard to be addressed	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/ risk control systems in place)	What further action is required	By whom and when?	Residual Risk Rating			Date completed
					L	S	R	
1. Identify likely numbers of students returning and agree required staffing resource and approach and liaise with your MAC/LA on your plans								
Lack of certainty over returning numbers		<ul style="list-style-type: none"> Planning for full attendance of all year groups Phased return arrangements in place for year 7 & 12 students Support for pupil/parent anxiety about return to school and vulnerability to COVID-19 Number of children remain shielded at home (TBC) 	Review attendance immediately in September to track students who have not returned	RKI daily	1	1	1	On going form 07/09/2020

Additional considerations

Area of concern/ hazard to be addressed	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/ risk control systems in place)	What further action is required	By whom and when?	Residual Risk Rating			Date completed
					L	S	R	
		<ul style="list-style-type: none"> • Requests for support for vulnerable families sent through Early Help Hubs • Any specialist equipment required is returned to school/additional equipment made available to support return • Home to school transport in place where required • Readiness to implement Test and Trace 						
Number of staff available is lower than that required to teach classes in school (cross reference with risk assessment on staff health and wellbeing)	Students Loss of learning	<ul style="list-style-type: none"> • The health status and availability of every member of staff is known and is regularly updated. Including all teaching and non-teaching staff (DSL, SENCO, 1st Aider, domestic/kitchen staff etc) • Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online. • Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place. • A blended model of home learning and attendance at school is utilised until staffing levels improve. • Contingency planning with MAC is in place and additional resource identified • Consideration of available testing for school staff is updated according to 			1	1	1	Daily

Additional considerations

Area of concern/ hazard to be addressed	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/ risk control systems in place)	What further action is required	By whom and when?	Residual Risk Rating			Date completed
					L	S	R	
		latest government advice: https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance						
Schools lose focus on continuing to apply in-year admissions process including admitting 'new' pupils	Students Lack of access to education	<ul style="list-style-type: none"> Review in-year school admissions expectation with key admission staff. Ensure key school contact and related resources in place. Ensure timely returns of individual pupil (applications and outcomes through a Pupil Movement Form) and wider cohort data returns. Ensure speedy admission of children in the relevant year groups. 			1	1	1	Weekly
2. Plan how the whole school will be accommodated and encourage attendance								
Plans are not in place to identify number of classrooms and additional furniture or social distancing measures for each year group	Students Lack of access to education Staff and Students Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> SLT and site management team review school site and specify entry/exit points and classroom use 1250 maximum number of children and staff that can be accommodated in school on any given day with a teacher per 'bubble' 	Audit of rooms complete and associated actions to be complete	Site Team by 01/09/2020	2	3	6	07/08/2020

Additional considerations

Area of concern/ hazard to be addressed	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/ risk control systems in place)	What further action is required	By whom and when?	Residual Risk Rating			Date completed
					L	S	R	
		<ul style="list-style-type: none"> All designated classrooms being fully utilised for each year group and reorganised to allow front facing desks Furniture items to be arranged to be front facing (may need to acquire additional more suitable furniture e.g. replacing round tables with front facing desks). Engagement of appropriate services for families not engaging Curriculum leads in school meet routinely to review impact of plan 						
Classroom and timetable arrangements do not allow for all Students to attend in line with guidance	Staff and students Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> Agreed timetables and confirm arrangements for each year group to allow for reduced interaction between year groups. Classroom size and numbers reviewed through daily planning. Classrooms re-modelled, with chairs and desks front facing and spaced to allow for social distancing. Spare furniture removed that will not be used. Clear signage displayed in classrooms promoting social distancing. Hand washing facilities identified for each learning zone Arrangements in place to support Students when not at school with remote learning at home. 	Reconfigure identified classrooms	Site Team by 01/09/2020	1	1	2	07/08/2020

Additional considerations

Area of concern/hazard to be addressed	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/ risk control systems in place)	What further action is required	By whom and when?	Residual Risk Rating			Date completed
					L	S	R	
		<ul style="list-style-type: none"> In secondary schools, assuming that setting is maintained, the year group stays together and mixing with other Students is minimised as far as possible. Consideration of staffing changes to cover absence. Encourage use of outdoor space, weather dependent Stagger breaktimes Stagger finish times Create zones for lunch time provision Consider lunchtimes in form rooms on wet days Look to create additional outdoor dry areas 						
There is a need for additional space to allow for curriculum to be fully delivered	Staff and students Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> Identify available large spaces and appropriate timetabling e.g, dining areas, halls, studios, particularly in outdoor areas. Large gatherings and assemblies are minimised in line with guidance. Design layout and arrangements in place to promote social distancing. 	Additional floor marking and signs to be installed in spaces not yet used	Site Team by 01/09/2020	2	3	6	01/09/2020
3. Content and timing of communications to parents and Students including discussing attendance expectations and other specific things that parents should do to help prepare returning pupils								
Parents and carers are not fully informed of the health and	Parents, carers, staff and students	<ul style="list-style-type: none"> As part of the overall communications strategy parents are kept up to date with information, guidance and the school's expectations on a weekly 	Letter and guidance to all parents/carer	JHO by 17/07/2020	2	2	4	14/08/2020

Additional considerations

Area of concern/ hazard to be addressed	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/ risk control systems in place)	What further action is required	By whom and when?	Residual Risk Rating			Date completed
					L	S	R	
safety requirements for the reopening of the school	Illness – flu like symptoms through to fatality.	basis using a range of communication tools. <ul style="list-style-type: none"> • A COVID-19 section on the school website is created and updated clearly showing arrangements for arriving/collecting pupils • Parent and pupil handbooks created reflecting changes to usual school policy • Advice is made available to parents on arrangements testing for COVID-19 • Clarify arrangements for pick-up/drop-off, breaktimes, as well as expectations for free study periods 	Routinely references in Principal's fortnightly newsletter	JHO Fortnightly				Fortnightly
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	Parents, carers, staff and students Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> • Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website and verbally. Community languages are considered. • Clear procedures in place where a child falls ill whilst at school with reference to the school's infectious diseases policy • Ensure contact details of families are up to date. 	Letter and guidance to all parents/carers Regular new guidance sent out to parents/carers as it filters through from DfE/PHE/WCF	JHO by 17/07/2020 JHO Routinely	2	2	4	14/08/2020
Communications with parents/carers about expectations that	Parents, carers, staff and students Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> • Regular communication with parents/carers • Refer to school's hygiene policies • Clarity around attendance expectations; in particular when 	Letter and guidance to all parents/carers	JHO by 17/07/2020	2	2	4	14/08/2020

Additional considerations

Area of concern/ hazard to be addressed	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/ risk control systems in place)	What further action is required	By whom and when?	Residual Risk Rating			Date completed
					L	S	R	
must be followed to support Students and keep the school community safe are not clear or in place		COVID-19 is a risk factor within the family <ul style="list-style-type: none"> Access to resources to support mental health and wellbeing, including anxiety of returning to school for Students and parents 	Regular new guidance sent out to parents/carers as it filters through from DfE/PHE/WCF	JHO at least fortnightly				At least fortnightly
4. The school day This section should be considered in conjunction with https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings								
The start and end of the school day create risks of breaching social distancing guidelines	Parents, carers, staff and students Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> Departure times are staggered. The number of entrances and exits to be used is maximised; Staff and Students are briefed, and signage provided to identify which entrances, exits and circulation routes to use. A plan is in place for managing the movement of people on arrival to avoid groups of people congregating and parents are informed that gathering at school gates needs to be minimised. Floor markings are visible where it is necessary to manage any queuing. Attendance patterns have been optimised to ensure maximum safety. SLT/PLT on duty at all times morning and afternoon 	Letter and guidance to all stakeholders	JHO by 17/07/2020	2	2	4	14/08/2020

Additional considerations

Area of concern/ hazard to be addressed	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/ risk control systems in place)	What further action is required	By whom and when?	Residual Risk Rating			Date completed
					L	S	R	
Daily attendance registers for new cohorts are not in place		<ul style="list-style-type: none"> RKI responsible for completion of school daily attendance registers RKI responsible for completion of DfE daily submission (if applicable) Regular reporting and monitoring of attendance to responsible body 			1	1	2	Daily
5. Provision for meals and FSM. Consider alongside https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools								
Students eligible for free school meals do not continue to receive vouchers	Students Malnutrition, illness	<ul style="list-style-type: none"> FSM Voucher scheme is continued where advised Issues with food poverty to be addressed through application to Early Help Hubs 			1	2	2	10/07/2020
The school is unable to provide breakfast clubs, lunch clubs and after-school clubs	Students Malnutrition, illness, physical and mental health	<ul style="list-style-type: none"> Offer services on rotational basis. Communicate decisions to parents Collaborate with other schools where there are arrangements in place Seek support from MAC/LA and other voluntary agencies 	Review how breakfast is offered in canteen from September Review Extracurricular offer with CLT	TBR by 01/09/2020 SLT by 01/09/2020	2	2	4	01/09/2020
Meals are not available for all children in school	Students Malnutrition, illness, physical and mental health	<ul style="list-style-type: none"> Communication with catering provider to consider options Procurement plan in place which confirms that suppliers are following social distancing and hygiene measures. Safe food preparation space, taking account of social distancing Stagger breaktimes. 	New serving zones/ pods to be created	TBR by 01/09/2020	2	2	4	14/08/2020

Additional considerations

Area of concern/ hazard to be addressed	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/ risk control systems in place)	What further action is required	By whom and when?	Residual Risk Rating			Date completed
					L	S	R	
		<ul style="list-style-type: none"> • Create additional food serving zones around school at break and lunch. • Consider lunchtimes in the classroom on wet days • Usual considerations in place for dietary requirements 						
6. Safeguarding provision is needed in school to support returning children and consider any necessary changes and referrals as more children return to school including those with problems accessing online offer Consider alongside: https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19								
School safeguarding policy and procedures are not in place, including updated appendix to include arrangements for COVID-19	Students and families Disclosures and safeguarding concerns go unmonitored and children are harmed	<ul style="list-style-type: none"> • Safeguarding remains highest priority and policy is updated to reflect changes • All staff are briefed on updated safeguarding arrangements, including those contacting families of Students that are not attending school • All DSLs have swift access to advice from LA, CSC, school / health visitors and police (LA has provided contact details) • School to consider any changes to day to day health and safety policies including changes to evacuation arrangements depending on the use of classrooms, entry and exit points and Critical Incident and Lockdown procedures, factoring in social distancing requirements 	Weekly staff briefings in preparation for wider opening with safeguarding as standing agenda item		1	2	2	Weekly by JHO/NHA

Additional considerations

Area of concern/ hazard to be addressed	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/ risk control systems in place)	What further action is required	By whom and when?	Residual Risk Rating			Date completed
					L	S	R	
		<ul style="list-style-type: none"> Expectations to be shared with Students in the event of the need to evacuate the building in an emergency 						
High risk of increased disclosures from returning pupils	Students and families Increased damage to mental health through to fatality	<ul style="list-style-type: none"> DSL capacity is factored into staffing arrangements to ensure enough staff are available to deal with the potential increase in disclosures from pupils Contact is maintained with families where there are vulnerable Students that are not attending school due to parent/carer decision Multi-agency arrangements in place to support early help School is aware of support through Early Help Hubs Advice is available through CASS, WCF Safeguarding Team 			1	2	2	20/03/2020
Insufficient staff confidence or awareness of mental health, pastoral support, wider wellbeing support for Students returning to school	Students and staff Illness – mental health deterioration through to fatality.	<ul style="list-style-type: none"> Staff are aware of the in school provision to support pupil wellbeing, including bereavement support and any changes that have occurred in children’s lives since they have been away from school. Staff have access to a range of support services and feel well prepared to support Students with issues that are impacting on their health and wellbeing. This is 			2	2	4	Routinely from 20/03/2020

Additional considerations

Area of concern/ hazard to be addressed	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/ risk control systems in place)	What further action is required	By whom and when?	Residual Risk Rating			Date completed
					L	S	R	
		differentiated for Students attending school and those still at home. <ul style="list-style-type: none"> Staff are aware of how to access support for issues such as anxiety, mental health, behaviour, young carers, behaviour in addition to safeguarding in general. 						
7. Behaviour policies reflect the new rules and routines necessary to reduce risk in your setting								
Pupils' behaviour on return to school does not comply with social distancing guidance		<ul style="list-style-type: none"> Clear messaging to Students on the importance and reasons for social distancing, reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. Staff model social distancing consistently. The movement of Students around the school is minimised as far as possible. Large gatherings are avoided. Break times and lunch times are structured and closely supervised. The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, Students and parents. Senior leaders monitor areas where there are breaches of social 	Information and letters to go out to all stakeholders Policy amendment completed Students receive daily briefings on expectations of social distancing	JHO by 03/09/2020 GBA by 01/09/2020 Tutors daily from 03/09/2020	3	3	9	Fortnightly 01/09/2020 Routinely

Additional considerations

Area of concern/ hazard to be addressed	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/ risk control systems in place)	What further action is required	By whom and when?	Residual Risk Rating			Date completed
					L	S	R	
		distancing measures and arrangements are reviewed. <ul style="list-style-type: none"> • Messages to parents to reinforce the importance of and exhibit social distancing. • Addendum to Behaviour Policy is in place to manage behaviour contrary to new school protocol and expectations 						
8. Identify curriculum priorities, agree revised expectations and required adjustments in practical lessons including any approaches to 'catch up' support								
Students may have fallen behind in their learning during school closures and achievement gaps will have widened	Students Loss of learning and academic progress slowed	<ul style="list-style-type: none"> • Gaps in learning are assessed and addressed in teachers' planning. • Home and remote learning is continuing and is calibrated to complement in-school learning and address gaps identified. • Exam syllabi are covered where appropriate • Plans for intervention are in place for those students who have fallen behind in their learning and are supported through home learning • Consider the response to young children who have fallen behind in their self-care skills 	Allstaff to review gaps in learning within 3 weeks of September return for KS4/5 and 4 weeks for Core KS3 and 6 weeks for foundation KS3 CLT to report actions plans through Line Management	All Teachers CLT	4	1	4	
School unable to meet full provision	Students	<ul style="list-style-type: none"> • Review individual pupil's EHCP to consider what can reasonably be provided whilst in school 	To continue to review all EHCP student provision as currently	LIM/NHA weekly	1	2	2	Weekly

Additional considerations

Area of concern/ hazard to be addressed	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/ risk control systems in place)	What further action is required	By whom and when?	Residual Risk Rating			Date completed
					L	S	R	
required in line with EHCP	Loss of learning and confidence in ability to access learning	<ul style="list-style-type: none"> Where EHCPs have been adapted to make allowances for the restrictions of COVID-19, these plans are reviewed to include the interim arrangements under the recovery plan Access support through health and social care offer Support offered through LA SEND Panel 	Redevelop Hub Provision: to include zones for each year group, one way thoroughfare, intervention area, no access without pass	LIM/MCL/TBR/JHO/NHA by 04/09/2020				07/09/2020
Operational needs of school create insufficient resource to support ongoing learning offer for eligible students who can't attend school, as well as those that continue to be out of school	Students Loss of learning	<ul style="list-style-type: none"> All students have access to MS Teams Provision in place to live stream lessons from Haybridge and KC1 Timetable designed to allow for online teaching in line with timetable Online lessons only available in the event of whole year group absence not individuals Consider recording lessons for a stream in Teams to accommodate some absent students Discuss arrangements to support ongoing learning offer for students who can't attend school Review online offer for students that are unable to attend school Learning offer for students unable to access online resources Access Early Help Hub support for those students affected by ICT poverty 	Teams in place for all classes, staff and students by 18/09/2020 with work for students absent due to COVID on Teams	18/09/2020	1	1	1	Ongoing and developing since 15/07/2020

Additional considerations

Area of concern/ hazard to be addressed	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/ risk control systems in place)	What further action is required	By whom and when?	Residual Risk Rating			Date completed
					L	S	R	
		<ul style="list-style-type: none"> Differentiate offer for eligible children that can't attend school to support future transition 						
Students moving on to the next phase in their education are ill-prepared for transition		<ul style="list-style-type: none"> Pastoral staff to speak with students and their parents about the next stage in their education and resolve any issues. There is regular and effective liaison with the destination institutions (e.g. secondary schools, post-16 providers, universities, apprenticeship providers) to assist with students' transition. Regular communications with the parents of incoming students are in place, including letters, newsletters and online broadcasts. Virtual tours of the school are available for parents and students. Online induction days for students and parents are planned. 	Review on results days for Y11 and 13	Sixth Form Team and HSH by 04/09/2020	2	1	2	21/08/2020
9. Content and timing of staff communications including bringing in staff in advance of students returning								
Staffing levels can't be maintained	Students and staff Loss of learning, additional pressures on well staff	<ul style="list-style-type: none"> Contingency planning in place at appropriate levels, e.g. SLT, DSLs, first aid qualified staff Advice sought from LA to support staffing levels or support eligible children to access provision through another school 			1	1	1	Weekly review

Additional considerations

Area of concern/ hazard to be addressed	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/ risk control systems in place)	What further action is required	By whom and when?	Residual Risk Rating			Date completed
					L	S	R	
		<ul style="list-style-type: none"> Chair of responsible body kept informed throughout 						
Identify staff unable to return to school	Students and staff Loss of learning, additional pressures on well staff	<ul style="list-style-type: none"> Staff clinically vulnerable (2 based on guidance from 07/01/2021) Identify specific activities for staff who are vulnerable 			1	1	1	11/01/2021
Staff are insufficiently briefed on expectations	Students and staff Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> Staff receive daily/weekly briefings on day to day school matters Support for mental health and wellbeing is communicated to all staff and there are plans in place to check on staff wellbeing regularly, including senior leaders Flexible working arrangements needed to support any changes to usual working patterns are agreed Staff workload expectations are clearly communicated Schedule what staff training is needed to implement any changes that the school plans to make, either delivered remotely or in school 			1	1	1	Routinely since 20/03/2020

10. Protective measures and hygiene

This section should be considered in conjunction with <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

Additional considerations

Area of concern/ hazard to be addressed	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/ risk control systems in place)	What further action is required	By whom and when?	Residual Risk Rating			Date completed
					L	S	R	
Measures are not in place to limit risks and limit movement around the building(s). Social distancing guidance is breached when students circulate in corridors as students are unable to or do not observe social distancing at break and lunch times	Students and staff	<ul style="list-style-type: none"> Consider classroom layouts, entry and exit points, staggered starts at break times, class sizes, lunch queues Circulation plans have been reviewed and amended. One-way systems are in operation where feasible. Corridors are divided where feasible. Circulation routes are clearly marked with appropriate signage. Any pinch points/bottle necks are identified and managed accordingly, with more intensive and regular cleaning of regular touch points The movement of Students around school is minimised as much as possible. Students are briefed regularly regarding observing social distancing guidance whilst circulating. Appropriate supervision levels are in place. Agree how safety measures and messages will be implemented and displayed around school Mandatory masks/coverings in all communal areas and when moving between lessons, including outside 	All control measures are considered in wider opening proposal sent to Directors and will be reviewed again on confirmation opening day and of agreement of planned opening day protocols	TBR/JHO/Site Team by 01/09/2020	3	3	9	28/08/2020
	Illness – flu like symptoms through to fatality.							16/09/2020

Additional considerations

Area of concern/ hazard to be addressed	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/ risk control systems in place)	What further action is required	By whom and when?	Residual Risk Rating			Date completed
					L	S	R	
The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures	Students and staff Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> Classroom arrangements in place. Net capacity assessment/asset plans reviewed, with each classroom and teaching space compliant with social distancing measures and in line with government guidance All furniture not in use has been removed from classrooms and teaching spaces. Safe storage arranged for unused furniture. Resources are arranged to be used by small groups to limit the risk of cross contamination. Arrangements are reviewed regularly. 	Classroom configuration to be complete further to audit on 10/07/2020	SLT/Site Team By 01/09/2020	2	3	6	07/08/2020
Staff rooms and offices do not allow for observation of social distancing guidelines	Staff Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. Staff have been briefed on the use of shared offices Staff have been briefed on use of staffrooms. Staff briefed on use of mugs, cutlery and shared facilities to ensure minimisation of transfer Mandatory masks/coverings in all communal areas and when moving between lessons, including outside 	On wider return of staff to school briefing needed on use of staff rooms	JHO by 01/09/2020	1	1	1	14/08/2020

Additional considerations

Area of concern/ hazard to be addressed	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/ risk control systems in place)	What further action is required	By whom and when?	Residual Risk Rating			Date completed
					L	S	R	
Queues for toilets and handwashing risk non-compliance with social distancing measures	Students and staff	<ul style="list-style-type: none"> Floor markings are in place to promote social distancing. Each bubble of students to have their own toilet block Students and staff know that they can only use the toilet one at a time, where possible, and this is monitored by staff for students The toilets are cleaned frequently to take account for the number of students accessing the facilities. Monitoring ensures a constant supply of soap and paper towels. Bins are emptied regularly. Students are reminded regularly on how to wash hands. Handwashing /sanitising is incorporated into the daily timetable. Provision of hand gel is made available where there are no handwashing facilities, e.g. reception areas and entry and exit points. Mandatory masks/coverings in all communal areas and when moving between lessons, including outside 	Toilet blocks in B, C, E and I to be prepared	Site Team by 01/09/2020	2	3	6	28/08/2020
	Illness – flu like symptoms through to fatality.		Additional mobile toilet block sourced for Y13	TBR/Site				21/09/2020

11. Enhanced cleaning and how it will be implemented in your school for example how often, when/if additional clean is necessary and how you will ensure sufficiency of supplies

Additional considerations

Area of concern/ hazard to be addressed	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/ risk control systems in place)	What further action is required	By whom and when?	Residual Risk Rating			Date completed
					L	S	R	
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces and touch points are not undertaken to the standards required	Students and staff Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> • A return-to-work plan for cleaning staff (including any deep cleans) is agreed with contracting agencies prior to opening. • An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. • Working/flexible hours for cleaning staff are increased in agreement with staff. • Additional cleaning staff employed during school hours or clean all toilets and frequently touched spaces in corridors and on doors 			1	1	1	20/03/2020
Procedures are not in place for Covid-19 clean following a suspected or confirmed case at school	Students and staff Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> • Cleaning company is aware of the guidance for cleaning of non-healthcare settings <u>COVID-19: cleaning of non-healthcare settings guidance</u> • Plans are in place to identify and clean all areas with which the symptomatic person has been in contact • Sufficient and suitable equipment is available for the required clean • Adequate waste disposal arrangements are in place to dispose of contaminated equipment 			1	1	4	23/03/2020

Additional considerations

Area of concern/ hazard to be addressed	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/ risk control systems in place)	What further action is required	By whom and when?	Residual Risk Rating			Date completed
					L	S	R	
12. Enhanced hygiene for example toilet use, hand washing and decide on policy related to usually shared items e.g. books, toys practical equipment								
Inadequate supplies of soap and hand sanitiser mean that regular hand washing routines cannot be established	Students and staff Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> • An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary. • Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day • Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. • All blocks have fixed hand sanitisers at entrances and exits • All classrooms have hand sanitiser 			2	2	4	Monitored weekly
Inadequate supplies and resources mean that shared items are not cleaned after each use	Students and staff Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> • Limit the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff • Prevent the sharing of stationery and other equipment where possible. • Shared materials and surfaces cleaned and disinfected more frequently • Practical lessons can go ahead if equipment can be cleaned between cohorts 	Source alternate solution to wipes and cost bacterial spray and blue roll for all classrooms	TBR by 01/09/2020	2	4	8	07/08/2020

Additional considerations

Area of concern/ hazard to be addressed	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/ risk control systems in place)	What further action is required	By whom and when?	Residual Risk Rating			Date completed
					L	S	R	
		<ul style="list-style-type: none"> Roles and responsibilities identified for each area with cleaning resources, e.g. each class is allocated their own cleaning products The AC and MAC Resources committee is aware of any additional financial commitments 						
13. School level response should someone fall ill on site in line with govt guidance								
Staff, students and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19 or should there be a confirmed case of COVID-19 in the school	Students, staff, parents Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> Staff, students and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. This guidance has been explained to staff and students as part of the induction process. Emergency PPE packs are in first aid All classrooms have PPE packs Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. Health and safety governors are satisfied that arrangements are in place and in line with DfE guidelines Direct liaison with PH Worcester 	<p>Revisit with all stakeholders relevant practice and guidance as part of September induction</p> <p>New guidance and clarity on procedures routinely shared with all stakeholders as and when it comes from DfE/PHE/WCF</p>	SLT by 07/09/2020	2	4	8	07/09/2020

Additional considerations

Area of concern/ hazard to be addressed	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/ risk control systems in place)	What further action is required	By whom and when?	Residual Risk Rating			Date completed
					L	S	R	
		<ul style="list-style-type: none"> Any teaching and support staff who develop symptoms of COVID-19 are eligible for testing via the essential worker scheme, which can be a home test kit or drive-through test appointment. https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested Understanding of latest HSE RIDDOR REPORTING guidance for Covid-19 on when and how to report exposure to coronavirus or a diagnosis of COVID 19, in the workplace under RIDDOR. 						
Arrangements to isolate individuals displaying symptoms of COVID-19 are not in place	Students and staff Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> School's medical room/space has been assessed to ensure social distancing and isolation measures are not compromised There is a designated area available where a key person can continue to support a student away from the rest of the group until collection by parent/carer. Additional rooms are designated for students with suspected COVID-19 whilst collection is arranged. Procedures are in place for medical rooms or other spaces to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 			2	4	8	15/06/2020

Additional considerations

Area of concern/ hazard to be addressed	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/ risk control systems in place)	What further action is required	By whom and when?	Residual Risk Rating			Date completed
					L	S	R	
		<ul style="list-style-type: none"> Procedures are in place for medical rooms or other spaces to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. PPE to be used for accompanying staff where pupil symptomatic and 2m distance cannot be sustained. 						
14. Plan for personal protective equipment for staff providing intimate care for any children and young people and for cases where a child becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home								
Provision of PPE for staff where required is not in line with government guidelines	Students and staff Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated Sufficient PPE has been procured through normal stockist PPE requirements have been risk assessed against scenarios produced by Public Health England Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and how to dispose of them safely. Staff are reminded that wearing of gloves is not a substitute for good handwashing. Appropriate measures are taken on the cleaning of reusable PPE items in line 			2	4	8	21/05/2020

Additional considerations

Area of concern/ hazard to be addressed	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/ risk control systems in place)	What further action is required	By whom and when?	Residual Risk Rating			Date completed
					L	S	R	
		with guidance						
PPE provision is not in place for staff providing intimate care and for cases where a child becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home	Students and staff Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> Requirements for PPE have been assessed in line with DfE guidelines and Public Health England scenarios Sufficient stock has been ordered using school’s usual suppliers Health and safety AC members are satisfied that arrangements are in place and in line with DfE guidelines 			2	4	8	10/06/2020
15. Managing premises related issues								
There is no agreed approach to any scheduled or ongoing building works therefore contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	Students and staff Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. An assessment has been carried out to see if any additional control measures are required to keep staff, students and contractors safe. Assurances have been sought from the contractors that they are familiar with the symptoms associated with Coronavirus covid-19, that all staff 			2	4	8	Ongoing since 20/03/2020

Additional considerations

Area of concern/ hazard to be addressed	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/ risk control systems in place)	What further action is required	By whom and when?	Residual Risk Rating			Date completed
					L	S	R	
		<p>attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is always maintained.</p> <ul style="list-style-type: none"> • Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/students are kept apart. • Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. • In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). • CFOO is aware of planned works and associated risk assessments 						
<p>Fire procedures are not appropriate to cover new arrangements</p>	<p>Students and staff</p> <p>Injury</p> <p>Illness – flu like symptoms through to fatality.</p>	<ul style="list-style-type: none"> • Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> ○ Reduced numbers of students/staff ○ Possible absence of fire marshals 	<p>Revisit Fire Evacuation procedures as part of September Induction for all stakeholders.</p>	<p>SLT by 07/09/2020</p>	2	5	10	07/09/2020

Additional considerations

Area of concern/ hazard to be addressed	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/ risk control systems in place)	What further action is required	By whom and when?	Residual Risk Rating			Date completed
					L	S	R	
		<ul style="list-style-type: none"> ○ Social distancing rules during evacuation and at muster points ○ Possible need for additional muster point(s) to enable social distancing where possible ● Staff, students and governors have been briefed on any new evacuation procedures. ● Incident controller and fire marshals have been trained and briefed appropriately. ● Fire drill arranged in line with Covid plan. 						
Fire evacuation drills – unable to apply social distancing effectively	Students and staff Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> ● Plans for fire evacuation drills are in place and are in line with social distancing measures. 	Complete Drill in Autumn 1	All by 25/09/2020	2	5	10	25.09.2020
Fire marshals absent due to self-isolation		<ul style="list-style-type: none"> ● An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. ● Staff appropriately trained in fire marshal duties as required. 	Staff to complete fire marshall training in iHasco	All assigned staff by 03/09/2020				
Statutory compliance has not been completed due to the availability of	Students and staff Injury and Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> ● All statutory compliance is up to date. ● Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification 			1	1	1	Checked in line with compliance expectations, daily, weekly

Additional considerations

Area of concern/ hazard to be addressed	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/ risk control systems in place)	What further action is required	By whom and when?	Residual Risk Rating			Date completed
					L	S	R	
contractors during lockdown		by a specialist contractor has been arranged.						
The costs of additional measures and enhanced services to address COVID-19 when reopening puts the school in financial difficulty	All	<ul style="list-style-type: none"> Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. MAC Resources Committee has been consulted to identify potential savings in order to work towards a balanced budget. Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. The school's projected financial position has been shared with the AC/MAC. 	To continue to monitor	TBR/JJO routinely	1	1	1	Routinely

16. Ensure you have considered the impact on staff and students with protected characteristics including race and disability in developing your approach

Considerations

- Nationally the [ONS analysis](#) has identified an increased risk of death among some ethnic groups, although this increased risk reduces when age, gender and long term conditions like type 2 diabetes, high blood pressure and kidney disease, but doesn't disappear completely and further research is needed to explore this.
- There doesn't appear to be any difference between ethnic groups in terms of infection rates, i.e. who catches it, the difference is in the proportion who die.
- In light of this it is important for risk assessments of individuals, staff and pupils, take this into account, the main risks are around health conditions such as **diabetes, kidney disease and high blood pressure**, especially if poorly controlled and also obesity has been identified as a significant risk factor. The risk of death is also higher in older people over 65yrs and men have a slightly higher rate than women. Those with respiratory conditions like asthma and chronic obstructive pulmonary disease also pose higher risks, along with auto-immune conditions. Smoking can also exacerbate the disease and lead to poorer outcomes
- The [NHS risk assessment](#) suggests BAME individuals have a higher risk at a younger age, so as a rough guide consider a BAME 55yr old's risk in the same way you would consider White 65yrs old, but the biggest risk factor is existing health conditions.

Additional considerations

Area of concern/hazard to be addressed	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/ risk control systems in place)	What further action is required	By whom and when?	Residual Risk Rating			Date completed
					L	S	R	
<ul style="list-style-type: none"> Once risks are identified then it would be sensible to work with your occupational health provider on how then to look at adjustments and whether staff can, for the remainder of term, support remote teaching or telephone support roles. This assessment will need to be on a case by case basis. If someone in the household is shielding (part of the 1.5million), the children in that household should not be included in the first wave of students going back to school. Staff may however consider returning if they are able to practice good hand hygiene and follow the national guidelines on living with someone who is shielded. It is less clear cut for children who are living in households with other vulnerable adults or siblings who are not shielded, however it is worth noting that the risk is less from younger children than older children and can be reduced through good hand hygiene. This however will be a decision that parents will need to make individually based on their personal circumstances. 								
Measures have not been put in place to protect staff and students with underlying health issues, BAME staff, and those who are shielding	Students and staff from vulnerable groups and communities Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> All members of staff and parents of students with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. Members of staff and parents of students with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. Staff and parents of students are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. All staff with underlying health conditions that put them at increased 	Circumstances under continual review and staff advised to refer concerns to TBR to complete risk assessments	TBR	2	4	8	22/05/2020

Additional considerations

Area of concern/ hazard to be addressed	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/ risk control systems in place)	What further action is required	By whom and when?	Residual Risk Rating			Date completed
					L	S	R	
		risk from COVID-19 are working from home in line with national guidance. <ul style="list-style-type: none"> • Current government guidance is being applied. • Consider advice from Public Health England regarding BAME staff in section above. • Additional guidance is sought from Public Health England regarding BAME staff 						
Staff, particularly those from BAME heritage, are reluctant to attend school due to the media coverage on deaths related to coronavirus.	Staff from vulnerable groups and communities	<ul style="list-style-type: none"> • No. of BAME staff (5) • No. of BAME staff risk assessed and requiring remaining shielded at home (0) • No. of BAME staff able to return but requiring additional support (0) • Staff are encouraged to focus on their wellbeing. • Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. • Staff briefings and training have included content on wellbeing. • Staff briefings/training on wellbeing are provided. • Staff have been signposted to useful websites and resources. • All Workforce Risk Assessments in place 	New staff starters to be risk assessed in September	TBR by 01/09/2020	2	4	8	18/09/2020

Additional considerations

Area of concern/ hazard to be addressed	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/ risk control systems in place)	What further action is required	By whom and when?	Residual Risk Rating			Date completed
					L	S	R	
Parents, particularly those from BAME heritage, are reluctant to send their children to school due to the media coverage on deaths linked to coronavirus	Students from vulnerable groups and communities Loss of learning and increased vulnerability to poor mental health	<ul style="list-style-type: none"> No of BAME Students (157) No of BAME Students risk assessed and requiring to remain shielded at home (TBC) No of BAME Students able to return but requiring additional support (TBC) There are sufficient numbers of trained staff available to support students and parents with these anxieties. There is access to designated staff for all students and parents who wish to talk to someone about their wellbeing and anxieties about attending school School arrangements demonstrating social distancing measures are shared with parents and students Resources/websites to support parent and pupil anxiety are provided. 	Review number of BAME students needing additional support on return	TBR By 03/09/2020	2	2	4	03/09/2020
Parents do not follow advice on social distancing when visiting the school	Students, staff and parents Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> Visitors (including parents/carers) to the school may be restricted to one area, Face to face appointments take place but at a considered distance and where possible are done remotely Arrangements for visiting the school are communicated to parents/carers 	Letter to be sent to all parents accordingly	JHO by 12/06/2020	3	4	10	09/06/2020

Additional considerations

Area of concern/ hazard to be addressed	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/ risk control systems in place)	What further action is required	By whom and when?	Residual Risk Rating			Date completed
					L	S	R	
		<ul style="list-style-type: none"> Expectations around hygiene and social distancing are communicated with parents/carers 						
17. Home to School Transport								
Students are not sufficiently aware or do not apply safer travel practices	Students, staff and parents Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> Hand sanitiser on all Thandi buses Face coverings compulsory on all school transport and WM Rail All stakeholders informed of travel measures Students are briefed on safe storage of face masks Staff complete routine checks on buses Parents/carers contacted where students do not follow guidelines 	Advise all stakeholders on procedures and expectations in place	JHO by 17/07/2020	5	3	15	28/08/2020
Pick up and drop off times are not appropriately managed	Students, staff and parents Illness – flu like symptoms through to fatality	As per Government guidance: <ul style="list-style-type: none"> tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely) talk to staff about the plans (for 	Advise all stakeholders on procedures and expectations in place	JHO by 17/07/2020	2	2	4	28/08/2020

Additional considerations

Area of concern/ hazard to be addressed	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/ risk control systems in place)	What further action is required	By whom and when?	Residual Risk Rating			Date completed
					L	S	R	
		example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful In addition: <ul style="list-style-type: none"> • Stagger start and finish times to ease congestion • Consider the use of simple signage to highlight 2 metre distancing: stickers (could be customised versions e.g. using pupils' designs) or simple spray, tape or chalk markings • Staff and SLT on duty at all times at end of the day 						
Children arriving late as a result of journey to school	Students Anxiety/distress	<ul style="list-style-type: none"> • Stagger start and finish times to ease congestion • ensure parents and students are aware of recommendations on transport to and from school (including avoiding peak times). Read the Coronavirus (COVID-19): safer travel guidance for passengers • ensure that transport arrangements cater for any changes to start and finish times 			3	1	3	Daily action

Additional considerations

Area of concern/ hazard to be addressed	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/ risk control systems in place)	What further action is required	By whom and when?	Residual Risk Rating			Date completed
					L	S	R	
		<p>In addition:</p> <ul style="list-style-type: none"> If travelling by public transport: check website or live bus/train app for revised timetables before travel; try to keep 2 metres away from people not in their household while waiting in the queue; carry and use hand sanitiser; wear a face covering if they can; sit in the window seat, leaving the seats in front and behind empty. For further information and guidance visit: https://nxbus.co.uk/west-midlands/news/stay-safe-when-travelling-with-us Consider using social media messaging to inform the local community that parents/Students may be travelling at specific times in order to avoid pavement congestion. 						
Travel anxiety for new starters to secondary school	<p>Parents, carers and students</p> <p>Anxiety/distress/poor attendance/loss of learning</p>	<ul style="list-style-type: none"> West Midlands Police have put together some resources to help students feel confident to travel and also how to behave responsibly and safely while travelling to and from school. The resources can be covered in class or as an 	Share resources with all stakeholders	JHO by 01/09/2020	3	2	6	28/08/2020

Additional considerations

Area of concern/ hazard to be addressed	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/ risk control systems in place)	What further action is required	By whom and when?	Residual Risk Rating			Date completed
					L	S	R	
		<p>independent activity for students to complete at home. All are available via this link.</p> <ul style="list-style-type: none"> For reassurance/advice on using public transport and what it looks like to travel please find links below to three short YouTube films covering bus, tram and train journeys: Travelling Safely on bus (social distancing) Travelling Safely on Metro (social distancing) Getting through train stations (social distancing) 						
Sixth form students moving between Hagley, Haybridge and KC1	<p>Students – lost learning</p> <p>Students, staff and parents</p> <p>Illness – flu like symptoms through to fatality</p>	<ul style="list-style-type: none"> Visiting students must register at the gate house Visiting students to arrive and depart at times not commensurate with the movement of Hagley students Visiting students are escorted to and from the gate house to lessons by staff Visiting student specific toilet created Visiting students to wear face coverings/masks in all communal areas 			3	3	9	21/09/2020

Additional considerations

Area of concern/ hazard to be addressed	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/ risk control systems in place)	What further action is required	By whom and when?	Residual Risk Rating			Date completed
					L	S	R	
		<ul style="list-style-type: none"> • Visiting students to maintain 2m distancing in all classrooms where possible • Classrooms to be divided where possible between sets of students • Visiting students to take breaks in allocated classroom 						

Additional Risk Assessment at National Lockdown 3 (January 2021)

Additional considerations

Area of concern/ hazard to be addressed	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/ risk control systems in place)	What further action is required	By whom and when?	Residual Risk Rating			Date completed
					L	S	R	
Higher rates of infection due to new C19 variant	Students, staff and parents Illness – flu like symptoms through to fatality	<ul style="list-style-type: none"> • Only children of CW and vulnerable children in attendance • Bubbles created in school for CW/Vulnerable provision to include restricted toilets and movement around site, and no mixing • All staff who can are working from home • Weekly Lateral Flow testing for staff • Lateral Flow Testing in place for students in school with consent, as per Govt guidance 			4	3	12	

Additional considerations

Area of concern/ hazard to be addressed	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/ risk control systems in place)	What further action is required	By whom and when?	Residual Risk Rating			Date completed
					L	S	R	
		<ul style="list-style-type: none"> • CEV staff working from home • Rota in place for CW/Vulnerable students supervision and support • Daily Cleaning regime adjusted to focus only on usage areas for CW/vulnerable students provision and staff • Additional cleaning and sanitising materials in all shared spaces e.g: kitchens 						
Asymptomatic cases	Students, staff and parents Illness – flu like symptoms through to fatality	<ul style="list-style-type: none"> • Lateral Flow Testing procedures in place (see separate Risk Assessments at https://www.hagleyrc.worcs.sch.uk/Page/Detail/covid-19) 			3	2	6	12.01.2021
CEV students/staff	CEV Students and staff Illness – flu like symptoms through to fatality	<ul style="list-style-type: none"> • All CEV staff working from home with evidence from GP/NHS • All CEV students at home during National Lockdown • Following Govt guidance on all pregnant staff post 28 weeks to work from home 	Review of Risk Assessments prior to a return to school	TBR Date dependant on return to school guidance from NHS	2	1	2	

Additional considerations

Area of concern/ hazard to be addressed	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/ risk control systems in place)	What further action is required	By whom and when?	Residual Risk Rating			Date completed
					L	S	R	
Increase in positive cases leading to staff absence	Students, staff and parents Illness – flu like symptoms through to fatality	<ul style="list-style-type: none"> • Procured additional in-house cover supervisor • Lateral Flow Testing available • Use of supply agencies • Staff able to deliver lessons from home • Additional cleaning in areas of use • Liaise with MAC and LA if unable to operate safely 			3	3	9	
Access to online learning and virtual education	Students – lost learning, educational achievement and progress, anxiety Parents/carers – anxiety, stress	<ul style="list-style-type: none"> • Daily check of all students accessing online lessons through a shared online register • Protocol in place with PLT for following up absence from online lessons • Tutors checking in daily to monitor needs • All DfE laptops loaned out to vulnerable families • Parents/carers advised of procedure for applying for increased mobile data, accessing routers and laptops through school • High need/vulnerable children and families on checklist for Safeguarding Team • Online Learning Policy in place 			2	1	2	

Additional considerations

Area of concern/ hazard to be addressed	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/ risk control systems in place)	What further action is required	By whom and when?	Residual Risk Rating			Date completed
					L	S	R	
Working from home: welfare & digital safety	Children and Staff – anxiety, loneliness, online exposure and vulnerability	<ul style="list-style-type: none"> • Online lessons only 60 minutes long with at least 20 minutes break between each lesson • Daily virtual contact with tutor for all students • Weekly virtual assemblies for all students with HoY • Routine contact with staff via HoD and Dept LM 	<ul style="list-style-type: none"> • Re-launch of Hagley Welfare Hub • Launch Wellbeing Wednesday initiative • Publish updated guidance on staying safe online 	NHA/LIM NHA/MCL NHA	3	2	6	
Transport	CW and Vulnerable Students reliant on Thandi coaches to get to school	<ul style="list-style-type: none"> • Coach in place to collect and drop off students currently in school • Usual control measures in place on coach – seating plans, sanitisation • Weekly liaison with Thandi regarding service provision • Regular liaison with families relying on provision 			2	1	2	

Assessment reviewed [Date]:	Reviewed by [Name]:	Comments:
22/05/2020	James Hodgson and Tracey Brown	
23/05/2020	James Hodgson	
10/06/2020	James Hodgson	

10/07/2020	James Hodgson	
21/08/2020	James Hodgson	
20/09/2020	James Hodgson	All completed actions in green, new entries/control measures/actions in yellow
11/01/2021	James Hodgson	

Principals are responsible for their respective school including Premises, Risk assessments and implementing safety measures (Water systems etc)

Risk Assessment Review

This Covid-19 Risk Assessment has been checked by:

Name	Role	Signature
Mr James Hodgson 13/07/2020	Principal	
Mr James Hodgson 20/09/2020	Principal	
Mr James Hodgson 11/01/2021	Principal	