

## Coronavirus (COVID-19): risk assessment for full opening in September

### St Michael's Church of England High School

Assessment conducted by: Wayne Hill	Job title: Assistant Headteacher	Covered by this assessment: <b>Staff, Students &amp; Visitors</b>
Date of assessment: 5 <sup>th</sup> January 2022	Review interval: Bi-monthly or upon updated guidance	Date of next review: 18 <sup>th</sup> February 2022

#### Related documents

**Infection Control Policy, Ill Health and Infectious Disease Risk Assessment, Social Distancing Appendix Statement, First Aid Policy, Business Continuity Plan, Supporting Pupils with Medical Conditions Policy, COSHH Policy, Administering Medication Policy, Child Protection and Safeguarding Policy, Behaviour Management Policy**

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major</b> Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	<b>Severe</b> Causes physical injury or illness requiring first aid.	H	M	Low (L)
	<b>Minor</b> Causes physical or emotional discomfort.	M	L	L

## Contingency Measures Following Increase in New Variant Cases – January 2022

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Infection Control	H	<ul style="list-style-type: none"> <li>Staff and pupils are required to wear face coverings in classrooms, unless they are exempt. Staff, pupils and visitors are also required to wear face coverings indoors and in communal areas at all times and on public transport.</li> </ul> <p>Some individuals are exempt from wearing face coverings. This applies to those who:</p> <ul style="list-style-type: none"> <li>cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties</li> <li>speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate</li> </ul>	Y	Christina Handy-Rivett and Wayne Hill	04/01//2022	M
Confirmed cases of coronavirus	H	<ul style="list-style-type: none"> <li>Vaccinated individuals who have tested positive for coronavirus are aware that they can end their self-isolation after 7 days rather than 10 if they have negative LFD tests on day 6 and 7 and no longer have a high temperature. These individuals may return to school from day 8.</li> <li>People who are fully vaccinated, identified as a close contact of someone with COVID-19, should take an LFD test every day for seven days and continue to attend their setting as normal, unless they have a positive test result or develop symptoms at any time.</li> </ul>	Y	Christina Handy -Rivett and Wayne Hill	22.12.2021	M
Contact with potential or confirmed coronavirus cases	H	<ul style="list-style-type: none"> <li>Staff and pupils are informed that if they have been identified as a close contact will report the results of their daily testing through the <a href="#">Online Reporting System</a> and to the school. If they test negative, they should continue to attend school. If they test positive, they will self-isolate and order a PCR test to confirm the result. If the PCR test is negative, they will no longer need to self-isolate but will continue to carry out the remainder of the daily tests.</li> </ul>	Y	Christina Handy -Rivett and Wayne Hill	14.12.2021	M

		<ul style="list-style-type: none"><li>• The school follows any further advice from its local Incident Management Team following a suspected or confirmed case of the Omicron variant in the school community.</li></ul>				
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## Contingency Measures Following Increase in New Variant Cases

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Infection Control	H	<ul style="list-style-type: none"> <li>Staff are required to wear face coverings indoors and in communal areas at all times</li> <li>Pupils are required to wear face coverings indoors and in communal areas at all times</li> <li>Parents and visitors are required to wear face coverings whilst indoors and in communal areas at all times</li> </ul> <p>Some individuals are exempt from wearing face coverings. This applies to those who:</p> <ul style="list-style-type: none"> <li>cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties</li> <li>speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate</li> </ul>	Y	Jayne Gray and Wayne Hill	27/09/2021	M
Social Distancing	H	<ul style="list-style-type: none"> <li>All internal mass gatherings, such as assemblies, will be suspended</li> <li>All external trips will be suspended</li> <li>All external events will be suspended</li> </ul>	Y	Christina Handy -Rivett and Wayne Hill	27.09.2021	M

## Changes to Risk Assessment Following Increase in New Variant Cases

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Infection Control	H	<ul style="list-style-type: none"> <li>Staff are required to wear face coverings at all times, unless in offices or eating or drinking.</li> <li>Pupils are required to wear face coverings at all times, including to and from school, unless eating or drinking. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, e.g., PE lessons</li> <li>Parents and visitors are required to wear face coverings at all times whilst in the building, unless they are eating or drinking.</li> </ul> <p>Some individuals are exempt from wearing face coverings. This applies to those who:</p> <ul style="list-style-type: none"> <li>cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties</li> <li>speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate</li> </ul>	Y	Jayne Gray and Wayne Hill	18/06/2021	M

## Changes to Risk Assessment Following Relaxing of Restrictions, 17 May 2021

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline
Infection Control	<b>H</b>	<p>Pupils are no longer required to wear face coverings in classrooms or communal areas in school</p> <p>Staff are no longer required to wear face coverings in classrooms. Staff should wear face coverings in areas where social distancing is not possible, such as corridors and communal areas.</p> <p>Parents and visitors should wear face coverings in areas where social distancing is not possible, such as corridors and communal areas.</p>	Y	Jayne Gray & Wayne Hill	17/05/2021

## Changes to Risk Assessment Following Reopening March 2021

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Minimising contact with potential or confirmed coronavirus cases	<b>H</b>	<ul style="list-style-type: none"> <li>Anyone who displays symptoms of coronavirus, has tested positive in the last 10 days, or is in a household with someone who displays symptoms or has tested positive in the last 10 days, does not enter the school premises.</li> <li>Staff, parents, pupils and visitors are informed of the national legal requirements regarding self-isolation, including that if they are required to self-isolate, this must be for a full 10 days following the day they begin self-isolation.</li> </ul>	Y	Jayne Gray & Wayne Hill	08/03/2020	<b>M</b>

## Changes to Risk Assessment Following Reopening March 2021

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Confirmed cases of coronavirus	<b>H</b>	<ul style="list-style-type: none"> <li>• Individuals at school who have been in close contact with someone who has tested positive, or developed symptoms, are sent home immediately to self-isolate for 10 days. Close contact is defined as follows:                             <ul style="list-style-type: none"> <li>- Direct close contacts: face-to-face contact with an infected individual for any length of time, within one metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin)</li> <li>- Proximity contacts: extended close contact (within one to two metres for more than 15 minutes) with an infected individual</li> <li>- Travelling in a small vehicle, like a car, with an infected person</li> </ul> </li> <li>• Household members of individuals who develop symptoms or test positive also begin self-isolating, starting from the day the individual's symptoms started, or the day of their positive test if asymptomatic, and continue to self-isolate for the next full 10 days.</li> <li>• Household members of close contacts of positive or symptomatic individuals do not self-isolate unless they, or the close contact, develop symptoms or test positive.</li> </ul>	Y	Jayne Gray & Wayne Hill	08/03/2020	<b>M</b>
Infection Control	<b>H</b>	<ul style="list-style-type: none"> <li>• Staff are required to wear face coverings at all times, unless in offices or eating or drinking.</li> <li>• Pupils are required to wear face coverings at all times, including to and from school, unless eating or drinking. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, e.g., PE lessons</li> <li>• Parents and visitors are required to wear face coverings at all times whilst in the building, unless they are eating or drinking.</li> </ul> <p>Some individuals are exempt from wearing face coverings. This applies to those who:</p>	Y	Jayne Gray & Wayne Hill	08/03/2021	<b>M</b>

## Changes to Risk Assessment Following Reopening March 2021

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties</li> <li>speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate</li> </ul>				
Access to learning	<b>M</b>	<ul style="list-style-type: none"> <li>When operating a phased return to school to allow for testing, remote education will be provided for all pupils not yet expected to attend on-site.</li> </ul>	Y	Jayne Gray & Faye Jeffreys	08/03/2021	<b>L</b>
Extra-curricular activities	<b>H</b>	<ul style="list-style-type: none"> <li>The government has instructed all schools to work towards resuming before- and after-school educational activities where it is part of pupil's wider education and training.</li> <li>The school will advise parents that where they are accessing this provision for their children, that they must only be using this, where:                             <ul style="list-style-type: none"> <li>- the provision is being offered as part of the school's educational activities (including catch-up provision)</li> <li>- the provision is as part of their child's efforts to obtain a regulated qualification or meet the entry requirements of an education institution</li> </ul> </li> </ul>	Y	Jayne Gray & Wayne Hill	08/03/2021	<b>M</b>
Rapid Result Testing	<b>H</b>	<ul style="list-style-type: none"> <li>All rapid-result testing is carried out in line with the Coronavirus (COVID-19): Rapid Testing Risk Assessment, which is available on the school website.</li> <li>Staff, pupils and parents are informed of the testing programme and what testing they are eligible for.</li> <li>Testing is only conducted on pupils and staff after consent has been given.</li> <li>Testing takes place on the designated test site, which has been set up in line with NHS guidance.</li> <li>Only trained personnel administer tests or supervise self-administered tests.</li> <li>Twice-weekly routine testing is conducted on staff who have provided their consent.</li> </ul>	Y	Wayne Hill	08/03/2021	<b>M</b>



## Changes to Risk Assessment Following Reopening March 2021

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>Individuals who test positive following a rapid test must self-isolate and are instructed to take a confirmatory polymerase chain reaction (PCR) test.</li> <li>A negative test result does not remove the risk of transmission and all social distancing and COVID related safety measures must be followed as usual.</li> </ul>				
Rapid Result Home Testing	<b>H</b>	<ul style="list-style-type: none"> <li>Pupils and staff in school will be supplied with LFD test kits to self-swab and test themselves twice a week at home.</li> <li>Pupils and staff must give their consent for this testing to take place.</li> <li>Staff and pupils must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit.</li> <li>Staff and pupils should also share their result, whether void, positive or negative, with their school to help with contact tracing.</li> <li>Adolescents aged 12 to 17 should self-test and report with adult supervision. The adult may conduct the test if necessary.</li> <li>Children aged 11 attending school should be tested by an adult.</li> <li>Staff or pupils with a positive LFD test result will need to self-isolate in line with the stay-at-home guidance. They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result if the test was done at home.</li> <li>Staff or pupils with a negative LFD test result can continue to attend school and use protective measures.</li> </ul>	Y	Jayne Gray & Wayne Hill	08.03.2021	<b>M</b>

## Changes to Risk Assessment Following Reopening September 2020

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Social Distancing	<b>H</b>	<ul style="list-style-type: none"> <li>Y7, 8 and 9 will bubble in form groups, including break times and lunchtimes</li> <li>Y10 and 11 in be in year bubbles. All subjects are taught in sets. However, pupils will be clustered with members of their form in each class.</li> <li>Y10 and 11 will bubble with their form groups at break and lunchtimes.</li> <li>Pupils in all year groups will not to be allowed to be in groups of more than 6 when outside at break and lunchtimes</li> </ul>	Y	Christina Handy -Rivett and Wayne Hill	17.09.2020	<b>M</b>
Infection Control	<b>H</b>	<ul style="list-style-type: none"> <li>Staff are required to wear face coverings at all times, unless in classrooms/offices or eating or drinking.</li> <li>Pupils are required to wear face coverings at all times, including to and from school, unless in classrooms or eating or drinking.</li> <li>Parents and visitors are required to wear face coverings at all times whilst in the building, unless they are eating or drinking.</li> </ul>	Y	Jayne Gray and Wayne Hill	15/09/2020	<b>M</b>

Confirmed Coronavirus Cases	<b>H</b>	<ul style="list-style-type: none"> <li>Where an individual in the school community tests positive for coronavirus, the headteacher will contact the DfE helpline immediately on 0800 046 8687.</li> </ul>	Y	Christina Handy-Rivett, Carolyn Hill and Sarah Beardsmore	17/09/2020	<b>M</b>
Test and Trace	<b>H</b>	<ul style="list-style-type: none"> <li>The school will track the contact that a person who tests positive has had with pupils and staff. This information will be shared with the DfE as appropriate.</li> </ul>	Y	Wayne Hill	17/09/2020	<b>M</b>

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures	<b>H</b>	<ul style="list-style-type: none"> <li>All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> <li>Social Distancing Policy Statement</li> <li>Health and Safety Policy</li> <li>Infection Control Policy</li> <li>First Aid Policy</li> <li>Fire Safety Policy</li> <li>Behaviour Management Policy</li> <li>Coronavirus (COVID-19) Full Opening Plan</li> </ul> </li> <li>All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> <li>The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> </ul> </li> </ul>	Y	Jayne Gray, Wayne Hill and Christina Handy-Rivett	17/08/2020	<b>M</b>

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>- The Health Protection (Notification) Regulations 2010</li> <li>- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>- DfE (2020) 'Guidance for schools: coronavirus (COVID-19)'</li> <li>• Staff receive any necessary training to help keep pupils safe and support them, e.g. infection control and pupil wellbeing.</li> <li>• The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> <li>- DfE</li> <li>- NHS</li> <li>- PHE</li> <li>- Department of Health and Social Care</li> <li>- The school's local health protection team (HPT)</li> </ul> </li> <li>• Parents to have access to a Wider Opening Handbook for Parents which explains the measures that are in place to ensure the safety of the school community.</li> <li>• Pupils are made aware of the measures that are in place (e.g. infection control and behaviour expectations) via various methods, including staff and visual aids around schools.</li> </ul>				
Premises	<b>H</b>	<ul style="list-style-type: none"> <li>• Interserve checks all exterior windows, doors, locks, and other access points to ascertain security and integrity, including any signs of water ingress.</li> <li>• Interserve identifies any signs of unauthorised access, arson, vandalism or anti-social behaviour on the premises.</li> <li>• A suitably trained individual inspects all roofs, lofts and elevated access points for integrity and signs of water ingress.</li> <li>• Roof and loft inspections are not carried out by untrained personnel.</li> <li>• A suitably trained individual checks that external electrical equipment (e.g. CCTV cameras) is in working order.</li> </ul>	Y	Wayne Hill	17/08/2020	<b>M</b>

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>• Interserve checks all areas of the school grounds, including car parks and walkways, for any potential hazards.</li> <li>• Interserve checks all trees and shrubbery to ensure they do not pose a risk, e.g. there are no broken or overhanging branches.</li> <li>• Interserve checks all security systems for integrity and that they are in working order.</li> <li>• Interserve makes the school, BSF and insurers aware of the building's state of use.</li> <li>• Interserve ensures that the insurer's risk mitigation requirements are enacted and observed.</li> <li>• All keyholder information is updated in accordance with the insurer's instructions, where required.</li> <li>• Interserve checks for any signs of pests, and any damage or loss of supplies as a result of pest activity.</li> <li>• External signage is visible to show that access to the school premises is restricted.</li> <li>• Any hazards found during checks on the premises are reported to the Assistant Headteacher as soon as possible and issues are resolved prior to the school reopening to more pupils.</li> <li>• The Headteacher, in conjunction with the governing board, ensures the school opens only when it is safe and advisable to do so, in line with local and national advice.</li> <li>• The Headteacher and SLT identifies which areas of the school may be used for school activity, and by which pupils, and communicates this to staff, pupils and volunteers accordingly.</li> <li>• Areas of the premises which remain closed are adequately secured and clearly identifiable.</li> </ul>				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>• Interserve arranges for any changes to the premises to be made to account for social distancing measures.</li> <li>• The Headteacher limits access to the school for all non-essential visitors, e.g. guest speakers or third-party extra-curricular clubs.</li> </ul>				
Gas supply, systems and equipment	<b>H</b>	<ul style="list-style-type: none"> <li>• A suitably qualified technician checks the gas mains supply and any gas systems for integrity, leaks and safety.</li> <li>• Where the gas supply or any gas systems have been switched off or isolated, a suitably qualified technician switches them back on, where required.</li> <li>• A suitably trained technician checks that all gas detection systems, including carbon monoxide detectors, are in working order.</li> <li>• A suitably trained technician checks all gas cylinders, e.g. butane and liquid petroleum gas (LPG), for integrity.</li> <li>• Interserve checks that all mandatory inspections of gas equipment are up-to-date and arranges any required inspections as soon as possible.</li> </ul>	Y	Wayne Hill	17/08/2020	<b>M</b>
Electrical supply, systems and equipment	<b>H</b>	<ul style="list-style-type: none"> <li>• A suitably qualified technician checks the electrical mains supply and any electrical systems for integrity and safety.</li> <li>• Where the electrical mains supply or any electrical systems have been switched off or isolated, a suitably qualified technician switches them back on, where required.</li> <li>• The relevant staff check that all phone and broadband connectivity is in working order.</li> <li>• A suitably trained technician checks that the main and emergency lights are in working order.</li> <li>• The relevant staff perform visual checks on all electrical equipment, e.g. computers and plug sockets.</li> </ul>	Y	Wayne Hill	17/08/2020	<b>M</b>

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>Interserve ensures that any mandatory inspections of electrical equipment are up-to-date and arranges any required inspections as soon as possible.</li> </ul>				
Heating and ventilation	H	<ul style="list-style-type: none"> <li>The relevant staff adjust any thermostats to heat internal spaces and water, ensuring a suitable stable temperature is reached before the school opens.</li> <li>Where heating has been switched off or energy supplies for heating have been isolated, a suitably trained individual switches them back on, as required.</li> <li>Interserve checks that all ventilation systems, including fume extraction systems, are in working order and that there are no blockages present in external or internal vents.</li> <li>All ventilation systems remain energised in normal operating mode.</li> <li>Where mechanical ventilation is used, recirculatory systems are adjusted to full fresh air where possible.</li> <li>Where possible, the windows of occupied rooms are open.</li> <li>Ventilation to chemical stores remain operational.</li> </ul> <p>Phase 1 operational adjustments:  <b>School staff will be responsible for opening and closing their windows, with particular focus on spaces which are occupied. This will need to be managed by schools.</b>  The following adaptations will be made in respect of the mechanical ventilation on site:</p> <ol style="list-style-type: none"> <li>Change the operation of the Air Handling Plant to be fresh air inlet only (no recirculation of air) – this will require works by the</li> </ol>	Y	Wayne Hill	17/08/2020	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p>manufacturer on site and will be dependent upon availability. It is noted that in Europe the recommendation is to run the fans at full capacity. The current recommendation is to maintain the designed air change regime.</p> <p>b. Turn the thermal wheels are to remain turned on – check all seals are operating correctly</p> <p>c. Maintain the current regime in rooms where air conditioning serves single rooms e.g. ICT classrooms and server room where the HSE advise the risk is very low, these systems will require increased maintenance as filters will need to be changed more frequently.</p> <p>d. Carry out additional inspections to check on corrosion – in particular heating and fan coils</p> <p>e. Increase the running period by 2 hours beyond the school occupancy period (accepting that there might still be some IFM staff on site during that period). For example, 7.30 am to 3.30pm running time would be increased to 7.30am to 5.30pm</p> <p>f. Provide relief against penalty deductions for temperature, energy usage and noise</p>				
Fire safety and evacuation routes	<b>H</b>	<ul style="list-style-type: none"> <li>• A suitably trained individual checks that all fire detection, alarm systems, fire extinguishers and sprinklers are in working order.</li> <li>• The Assistant Headteacher and School Business Manager ensure that the fire management plan and fire safety risk assessment are up-to-date and applicable to any changes in people movement or access, e.g. if parts of the school remain temporarily closed.</li> <li>• The Headteacher identifies how social distancing measures are to be observed at evacuation points and communicates this to all staff, volunteers, pupils, parents and contractors.</li> </ul>	Y	Jayne Gray, Wayne Hill and Gloria Thorp	17/08/2020	<b>M</b>
Water storage, drainage systems	<b>H</b>	<ul style="list-style-type: none"> <li>• A suitably trained individual checks all hot and cold water systems, including air conditioning units, for legionella or other harmful build-ups.</li> </ul>	Y	Wayne Hill	17/08/2020	<b>M</b>



Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
and sanitary appliances		<ul style="list-style-type: none"> <li>• All water systems are thoroughly flushed, e.g. toilets and taps, and Interserve commissions a water treatment specialist to chlorinate water systems where required.</li> <li>• All equipment that uses water is run through a cycle, e.g. dishwashers and washing machines, to flush limescale and bacteria build-up.</li> <li>• A suitably trained individual checks that any swimming pools or other indoor bodies of water are safe for use.</li> <li>• A suitably trained individual checks all sanitary appliances, including drainage, for blockages, adequate hygiene and that they are in working order.</li> <li>• Where necessary, a suitably trained individual switches on any drainage or sanitary systems that were turned off or isolated during closure.</li> </ul>				
Lifts, automatic doors and plant equipment	<b>H</b>	<ul style="list-style-type: none"> <li>• Interserve checks that lifts, stairlifts and automatic doors are in working order.</li> <li>• Interserve ensures that that any mandatory inspections for lifts, stairlifts and automatic doors are up-to-date and arranges any required inspections as soon as possible.</li> <li>• A suitably trained technician checks the integrity and working order of any plant equipment, and that any mandatory inspections are up to date – Interserve ensures any required inspections take place as soon as possible.</li> </ul>	Y	Wayne Hill	17/08/2020	<b>M</b>
Cleaning	<b>H</b>	<ul style="list-style-type: none"> <li>• Interserve creates a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> <li>- More frequent cleaning of rooms and shared areas (including classrooms, playgrounds and eating areas) that are used by different groups.</li> <li>- Frequently touched surfaces being cleaned more often than normal.</li> <li>- Provision for ensuring toilets are cleaned regularly.</li> </ul> </li> <li>• Dining areas are cleaned between use by different bubbles.</li> </ul>	Y	Wayne Hill	17/08/2020	<b>M</b>

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>• Where necessary, the number of rooms used by staff and volunteers is limited to avoid the spread of infection.</li> <li>• The necessary areas of the school are deep cleaned before opening with suitable cleaning agents and in line with the COSHH Policy.</li> <li>• All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed.</li> <li>• All areas that remain temporarily closed or partially closed for cleaning or infection control purposes are clearly identified.</li> <li>• Adequate amounts of suitable cleaning agents are available.</li> <li>• PPE is available to members of staff who require it to carry out cleaning safely.</li> <li>• Classroom resources, e.g. books and games, are permitted to be shared within a bubble. These resources are cleaned regularly.</li> <li>• Resources that are shared between bubbles, e.g. sports equipment, are regularly cleaned and thoroughly cleaned before they are shared between bubbles. Some resources are rotated to allow them to be left unused and out of reach for a period of 48 hours (or 72 hours for plastics) between use by different bubbles.</li> <li>• Cleaning routine established for the use of IT equipment between bubbles. This will be at the start and end of every lesson including student hand sanitising.</li> </ul>				
	<b>H</b>	<ul style="list-style-type: none"> <li>• Anyone who displays symptoms of coronavirus, or who has tested positive in the last 7 days, does not enter the school grounds.</li> <li>• Instances of staff, pupils, visitors and volunteers displaying symptoms of coronavirus are managed in line with local and national guidance and the Infection Control Policy, and any unwell individuals are sent home as soon as possible.</li> </ul>	Y	Wayne Hill	17/08/2020	<b>M</b>

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Minimising contact with individuals who are unwell		<ul style="list-style-type: none"> <li>• Pupils awaiting collection are moved to a room where they can be isolated behind a closed door. If it is not possible to isolate the pupil, they are moved to an area which is at least two metres away from others. If required, a member of staff supervises the pupil.</li> <li>• If the pupil needs to use the toilet while awaiting collection, they use a spare bathroom if possible. The bathroom is cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>• PPE is worn by supervising staff if direct personal care is needed and they cannot maintain a distance of two metres.</li> <li>• Anyone who comes into contact with an unwell individual washes their hands thoroughly for 20 seconds.</li> <li>• The area around the unwell individual is cleaned with normal household bleach after they have left the premises.</li> <li>• Staff members who have helped someone with symptoms and any pupils who have been in close contact with them do not need to self-isolate unless they develop symptoms themselves or the symptomatic individual subsequently tests positive.</li> <li>• The school does not routinely take the temperature of pupils.</li> </ul>				
Test and trace	<b>H</b>	<ul style="list-style-type: none"> <li>• Staff members and parents are informed that they may need to engage with the NHS Test and Trace programme, meaning they need to be ready and willing to: <ul style="list-style-type: none"> <li>- Book a test if they (or their child) display symptoms.</li> <li>- Provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace.</li> <li>- Self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive.</li> </ul> </li> <li>• Anyone in school who displays symptoms is encouraged to get a test.</li> </ul>	Y	Wayne Hill	17/08/2020	<b>M</b>

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>• If available, the school provides staff and parents with a home testing kit if they develop symptoms.</li> <li>• Parents and staff are asked to inform the school immediately of test results.</li> <li>• If an individual tests negative, they feel well and no longer have coronavirus symptoms, they, and the members of their household, can stop self-isolating.</li> <li>• If an individual tests positive, they are required to self-isolate for at least 10 days from the onset of symptoms and then return to school only if they do not have symptoms other than a cough or loss of sense of smell/taste. Other members of their household are required to continue self-isolating for the full 14-day period.</li> </ul>				
Confirmed cases of coronavirus	<b>H</b>	<ul style="list-style-type: none"> <li>• Where an individual in the school community tests positive for coronavirus, the Headteacher contacts the local HPT immediately.</li> <li>• The school works with the local HPT to manage the response.</li> <li>• Individuals at school who have been in close contact with someone who has tested positive are sent home immediately. Close contact is defined as follows: <ul style="list-style-type: none"> <li>- Direct close contacts – face-to-face contact with an infected individual for any length of time, within one metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin)</li> <li>- Proximity contacts – extended close contact (within one to two metres for more than 15 minutes) with an infected individual</li> <li>- Travelling in a small vehicle, like a car, with an infected person</li> </ul> </li> <li>• Household members of individuals who are sent home do not need to self-isolate unless the individual they live with develops symptoms.</li> </ul>	Y	Jayne Gray and Wayne Hill	17/08/2020	<b>M</b>

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>• A record is kept of pupils and staff in each bubble and of any close contact between individuals at school.</li> <li>• If required, all parents and staff are informed of the confirmed case; however, the name of the individual is not shared.</li> <li>• The school requests evidence of negative test results or other medical evidence before admitting individuals back to school after a period of self-isolation.</li> <li>• If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school continues to work with the local HPT who advises on additional actions.</li> </ul>				
Hand cleaning and respiratory hygiene	<b>H</b>	<ul style="list-style-type: none"> <li>• Hand washing and sanitising stations are set up, providing soap and water, bins and alcohol-based hand sanitiser.</li> <li>• Adequate amounts of soap, tissues and bins are available in the relevant areas.</li> <li>• Pupils and staff are encouraged to wash their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms, and before and after eating.</li> <li>• Pupils are supervised, where appropriate, when using hand sanitiser to ensure they do not ingest any.</li> <li>• Younger pupils and those with complex needs are supported to ensure they adopt good hand cleaning and respiratory hygiene practices.</li> <li>• Individual risk assessments are conducted in relation to pupils with complex needs who struggle to maintain good respiratory hygiene.</li> <li>• In line with current government guidance, face coverings are not required to be worn on the premises unless agreed by the Headteacher.</li> <li>• If an individual arrives at school wearing a face covering, they are asked to remove the covering safely upon entering the premises and put it in a</li> </ul>	Y	Wayne Hill	17/08/2020	<b>M</b>

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p>plastic bag so that it can be taken home -unless agreed by the Headteacher. They are asked to wash their hands immediately after doing so.</p> <ul style="list-style-type: none"> <li>Hygiene measures are explained to visitors and contractors upon their arrival.</li> </ul>				
Minimising contact between individuals and maintaining social distancing	<b>H</b>	<ul style="list-style-type: none"> <li>The Social Distancing Appendix Statement is shared with all relevant members of the school community and adhered to as far as possible.</li> <li>Pupils are given regular reminders of why social distancing is important and the opportunity to speak to staff about how they are finding adhering to the social distancing measures.</li> <li>Pupils and staff are separated into groups (or ‘bubbles’).</li> <li>Most bubbles are the size of a year group to enable the school to deliver the full range of curriculum subjects and ensure pupils receive specialist teaching. Pupils do not mix with those outside of their bubble and social distancing is maintained within a bubble as much as possible.</li> <li>Staff can move between bubbles, but minimise close contact with others whilst doing so.</li> <li>Staff maintain a two-metre distance from each other and from pupils, where possible. Where maintaining a two-metre distance is not possible, staff avoid close face-to-face contact and minimise the time spent within one metre of anyone.</li> <li>Pupils’ educational and care support plans are provided as normal.</li> <li>Classrooms are adapted to support social distancing, including seating pupils side-by-side and facing forwards, and moving furniture out of classrooms to make more space.</li> <li>Visual aids are used to display social distancing measures.</li> <li>Pupils take breaktimes and lunchtimes in their groups, and these breaks are staggered throughout the day.</li> </ul>	Y	Jayne Gray and Wayne Hill	17/08/2020	<b>M</b>

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>• Assemblies are staggered throughout the day within pupils' groups where relevant.</li> <li>• The use of communal areas, e.g. the staff room, is limited to avoid unnecessary group gatherings – staggered times, queues, or rotas are implemented where required.</li> <li>• Where pupils, staff or volunteers cannot follow social distancing arrangements for a particular activity, the Headteacher assesses whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential.</li> <li>• Start and finish times are staggered.</li> <li>• Parents are briefed on new provision for the drop-off and collection of their children.</li> <li>• Where necessary, school transport is restricted to essential use only.</li> <li>• Where school transport is essential, infection control and social distancing measures are implemented.</li> <li>• Public transport to and from school is minimised as far as possible. Where it is totally necessary, pupils are encouraged not to travel during peak times, and staggered start and end times are implemented to ensure this is possible.</li> <li>• Pupils are given clear messages about minimising the use of public transport and how to reduce the risks of transmission outside school.</li> <li>• Pupils aged 11 and above are informed that they must follow the rules on wearing face coverings on public transport.</li> <li>• Supply teachers, peripatetic teachers and other temporary staff members can move between schools. They minimise their contact with other staff members and maintain as much distance as possible from other individuals.</li> </ul>				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>• Social distancing measures are explained to all contractors and visitors upon their arrival.</li> <li>• A record is kept of all visitors and contractors that come to the school site.</li> </ul>				
Resources	<b>H</b>	<ul style="list-style-type: none"> <li>• Staff and pupils have their own individual and frequently used items, e.g. pencils and pens.</li> <li>• Classroom resources, e.g. books and games, can be shared within a bubble and are cleaned regularly.</li> <li>• Resources that are shared between bubbles, e.g. sports equipment, are cleaned before they are used by a different bubble or rotated to allow them to be left unused for 48 hours (or 72 hours for plastics) between use by different bubbles.</li> <li>• Pupils only bring essential items to school each day, e.g. lunch boxes, hats, coats, books, stationary and mobile phones.</li> <li>• Pupils are permitted to bring bags to school.</li> <li>• Any shared resources that need to be taken home by pupils and staff are appropriately cleaned or a rotation is put in place.</li> </ul>	Y	Wayne Hill	17/08/2020	<b>L</b>
PPE	<b>H</b>	<ul style="list-style-type: none"> <li>• PPE is distributed to staff who provide intimate care for pupils in need and for cases where a pupil becomes unwell with symptoms of coronavirus whilst in school and a distance of two metres cannot be maintained.</li> <li>• Additional risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties.</li> <li>• Used PPE is disposed of properly using bins provided around the school. Staff and pupils are told not to use recycling bins.</li> <li>• All PPE waste is put in a plastic rubbish bag which, once full, is tied and placed in a second tied bag and stored in a suitable and secure place, marked for storage for 72 hours. Following this period, it is put in the communal waste area.</li> </ul>	Y	Wayne Hill	17/08/2020	<b>M</b>



Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Mental health and wellbeing	M	<ul style="list-style-type: none"> <li>• Pupil and parent surveys are sent out to assess how they feel about being on the school site and to enable staff to act on any concerns pupils and parents may have.</li> <li>• Staff and volunteer surveys are sent out to assess how they feel about being on the school site and enable the SLT to act on any concerns staff and volunteers may have.</li> <li>• The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss any alternative arrangements, where required.</li> <li>• Staff and volunteers notify the Headteacher and their line manager if they need to be shielded because they are extremely clinically vulnerable or if they are otherwise at increased risk from coronavirus.</li> <li>• Extremely clinically vulnerable staff and volunteers notify the Headteacher and their line manager if they wish to return to work following a period of shielding. The Headteacher and line manager ensure measures are in place to keep the staff member or volunteer safe whilst on the school site.</li> <li>• Line managers hold discussions with staff who are deemed more vulnerable to infection and put any alternative arrangements in place.</li> <li>• The Headteacher considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety.</li> <li>• If required, staff can adjust their working hours, as agreed by the Headteacher.</li> <li>• The Headteacher ensures that the school can be adequately and safely staffed.</li> <li>• The SLT discusses the implications on staff and pupil workload when the school reopens and puts a plan in place to minimise the risk of stress.</li> </ul>	Y	Jayne Gray and Christina Handy-Rivett	From 16/07/2020	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>• Pupils who are new to the school, e.g. Year 7, are provided with the appropriate support.</li> <li>• The Headteacher and the DSL liaise with the LA to determine what additional support is available for pupils who are suffering with their mental health once they return to school.</li> <li>• The Headteacher and the SENCO identify pupils with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available.</li> <li>• Teachers and the SENCO work together to ensure pupils with SEND are prepared for changes to their routine.</li> <li>• The Headteacher and DSL ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and pupils have access to psychological support when the school reopens.</li> <li>• The school engages with local immunisation providers to ensure immunisations programmes can be provided on site in line with the relevant protective control measures.</li> <li>• Staff and pupil bereavement is managed in line with the Bereavement Policy.</li> </ul>				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Attendance	M	<ul style="list-style-type: none"> <li>• Parents are informed that the usual rules on school attendance apply from September – this means parents have a duty to secure that their child attends regularly.</li> </ul>	Y	Carolyn Hill and Wayne Hill	17/08/2020	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>• The attendance register is taken as normal and absences are followed up, in line with the Attendance Policy.</li> <li>• In line with the most recent shielding advice, pupils and staff members that have been shielding can attend the school site.</li> <li>• Where a pupil is unable to attend the site because they are complying with clinical and/or public health advice, they are offered access to remote education immediately.</li> <li>• Where a pupil is unable to attend school due to their parents following clinical and/or public health advice, their non-attendance is not penalised.</li> <li>• Any concerns from staff, parents and pupils about being on school site are discussed between appropriate individuals.</li> <li>• Pupils who are reluctant or anxious to return to school are identified and relevant staff members develop plans to reengage these pupils.</li> <li>• The school uses the additional catch-up funding, as well as existing pastoral and support services, resources and funding, to put in place measures for those families who need additional support to secure pupils' regular attendance.</li> </ul>				
Access to learning	M	<ul style="list-style-type: none"> <li>• The Headteacher /SLT and curriculum leaders work with teaching staff to identify curriculum priorities and ensure a plan is in place to provide adequate learning material.</li> <li>• The Headteacher /SLT and curriculum leaders identify what provision can be reasonably provided for pupils with EHC plans.</li> <li>• The Headteacher /SLT and curriculum leaders work with teaching staff to ensure education can continue to be delivered to all pupils who are learning remotely, e.g. those sent home to self-isolate as a precaution.</li> <li>• Teachers consider how to support the educational needs of disadvantaged pupils and pupils with SEND.</li> </ul>	Y	Jayne Gray, Faye Jeffreys and Wayne Hill	17/08/2020	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>The government's catch-up funding is utilised to ensure pupils receive the support they need to catch-up on learning lost due to the coronavirus pandemic.</li> <li>Measures to reduce the risk of infection during music lessons are implemented, including physical distancing and positioning pupils back-to-back or side-to-side.</li> <li>PE lessons take place outside where possible and pupils are kept in consistent groups.</li> </ul>				
Extra-curricular activities and wraparound provision	<b>H</b>	<ul style="list-style-type: none"> <li>The Headteacher determines whether before- and after-school clubs can resume.</li> <li>Before- and after-school clubs are not made available to pupils if doing so would put them at an increased risk of contracting coronavirus.</li> <li>A reduced number of pupils per session attend before- and after-school clubs once they resume.</li> <li>Clubs are resumed in line with protective measures, e.g. keeping pupils in their bubbles where possible.</li> </ul>	Y	Jayne Gray and Wayne Hill	17/08/2020	<b>M</b>
Safeguarding	<b>M</b>	<ul style="list-style-type: none"> <li>The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns relating to the school opening, e.g. ongoing bullying.</li> <li>The DSL ensures that adequate pastoral care is in place to support pupils and staff who require it.</li> <li>The Deputy Headteacher &amp; Associate Assistant Headteacher ensures that adequate pastoral care is in place to support pupils and staff who require it.</li> <li>The Deputy Headteacher &amp; Assistant Headteacher ensures the relevant staff have the appropriate training to support pupils and staff who require pastoral care.</li> <li>Bereavement is managed in line with the Bereavement Policy.</li> </ul>	Y	Christina Handy-Rivett, Carolyn Hill and Sarah Beardsmore	17/08/2020	<b>L</b>

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>The DSL, and their deputies, are provided with time to help them support staff and pupils in relation to any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies.</li> </ul>				
Behaviour expectations	M	<ul style="list-style-type: none"> <li>The school's Behaviour Management Policy sets out behaviour expectations for pupils.</li> <li>Expectations are communicated clearly to staff, pupils and parents.</li> <li>Pupils who are struggling to reengage with school are supported appropriately.</li> </ul>	Y	Wayne Hill	17/08/2020	L
Catering	M	<ul style="list-style-type: none"> <li>The Assistant Headteacher liaises with catering providers to ensure the kitchens are fully open from the start of the Autumn term.</li> </ul>	Y	Wayne Hill	17/08/2020	L
Educational visits	H	<ul style="list-style-type: none"> <li>The school is able to resume non-overnight domestic visits.</li> <li>Any visits that take place are done so in line with protective measures, including keeping pupils in consistent groups and ensuring destinations are COVID-secure.</li> <li>Prior to any visit, approval is required from SLT and the school EVC</li> <li>Prior to any visit, a risk assessment is undertaken by the trip leader.</li> </ul>	Y	Wayne Hill	17/08/2020	M
Uniform	M	<ul style="list-style-type: none"> <li>The governing board decides whether full school uniform is required.</li> <li>Expectations of uniform are communicated to pupils and parents.</li> </ul>	Y	Jayne Gray	9/7/2020	L
Communication	M	<ul style="list-style-type: none"> <li>The Headteacher contacts the local HPT for specific recommendations for their school, e.g. EHCP students</li> <li>The Headteacher puts into place any actions or precautions advised by the local HPT.</li> <li>The Headteacher liaises with the LA about reopening the school and includes any local guidance into the Coronavirus (COVID-19) Opening Plan, where required.</li> <li>The school's website is kept up to date with any information regarding the school being open to all pupils, e.g. dates and local arrangements.</li> </ul>	Y	Jayne Gray	9/7/2020 and 27/8/2020	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>• Parents are informed via letter or email about the relevant information regarding reopening the school, including any pick-up and drop-off arrangements.</li> <li>• Parents and their children are encouraged, where possible, to walk or cycle to school.</li> <li>• Staff and volunteers are informed via letter or email about the relevant information regarding opening to all pupils, including any changes to the workday, e.g. staggered lunchtimes and social distancing.</li> <li>• Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues.</li> <li>• All staff, pupils and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms.</li> <li>• The Headteacher liaises with the governing board about possible arrangements for reopening the school, where necessary.</li> <li>• Pupils are informed via letter or email about the relevant information regarding opening to all pupils, e.g. social distancing measures and how lessons will be delivered.</li> <li>• The Assistant Headteacher &amp; School Business Manager communicates with suppliers and contractors regarding reopening the school and reinstating or suspending the supply of any required goods or services.</li> <li>• The Headteacher informs staff, volunteers and the governing board about the arrangements for meetings that would ordinarily take place in person, e.g. interviews, and how these will be carried out in line with social distancing guidance when the school reopens.</li> </ul>				
Contingency planning	<b>M</b>	<ul style="list-style-type: none"> <li>• There is a contingency plan that can be implemented if a local outbreak of coronavirus occurs.</li> </ul>	Y	Jayne Gray	17/08/2020	<b>M</b>

