



2nd June 2020

Dear Parents / Carers,

I am writing to you following my communication just before half term regarding our plans to provide some face-to-face support for Year 10 students to supplement their remote learning.

Since my letters on the 18th May and the 23rd May, the government have released their guidance for secondary schools' provision, which can be found here:

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools>

This document has many important pieces of information, but I want to bring your attention to two key parts.

- Firstly, the government have said that from the **15th June** the expectation is that secondary schools will offer some face-to-face support for Year 10 students.
- Secondly that only a **quarter** of Year 10 students are allowed to be at school on any one day.

Based on this and all the national and local guidance, attached to this letter are:

1. A guide to our proposed plans, which includes answers to questions you may well have (see Appendix A)
2. Our risk assessment, using the Leicester City Council template, linked to these plans to offer some face-to-face support for a **quarter** of Year 10 students at any one time (see Appendix B)

We hope that this guide and risk assessment answers any questions you may well have regarding our plans to offer some face-to-face support for Year 10 students.

Over the next week, we will be contacting all families of Year 10 students about these provisional plans. However, if you do have any comments or queries in relation to these provisional plans, not answered in our guide, please make us aware by contacting the school, by Monday 8th June at the latest, and I or another member of our senior leadership team will reply to you.



Transforming lives

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Once we have considered your views and our staff views, on these proposed plans and risk assessment, a finalised version will be submitted to our governing body for approval. In Leicester City, the decision to open schools to more pupils is one that only governing bodies can make.

As I have said in previous letters, our priority is and will continue to be the safety of students and staff at Fullhurst. As such, we will not be rushing this process. Once the governors have approved our risk assessment, we must ensure all safety measures have been put into place. We hope to have this done for the week beginning 15th June, in line with the government's expectations; however, at present we are not in a place to confirm this. As soon as we are, I will be writing to you again regarding the details of how and when we will be welcoming Year 10 students back to school for some face to face support to supplement their remote learning.

Thank you for your support and we hope that you and your family are remaining safe.

Yours sincerely,

Steve Piggot
Principal



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Year 10 Face-to-Face Support Guide

On 25th May, the government announced the expectation that from **15th June**, secondary schools would offer some face-to-face support for a **quarter** of Year 10 at any one time.

To help support the detail included in our draft risk assessment, we have produced the following guide around our plans for the potential of some face-to-face support for **Year 10 students**. This, as with our risk assessment, is based on the local and national guidance (the most recent government guidance can be found here:

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools>).

We hope this clarifies what we are proposing and answers any questions you might have.

Attendance

1. The following students should **NOT** attend school:
 - o Anyone with symptoms of COVID 19 (persistent cough, high temperature) or has a positive viral test result for COVID 19.
 - o Anyone living with a person self-isolating should not attend for 14 days as per Government guidance. Any student that is Extremely Clinically Vulnerable or lives with a person that is Extremely Clinically Vulnerable. Outlined here: <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#shielded-and-clinically-vulnerable-children-and-young-people>
2. Additionally, any student that is Clinically Vulnerable (but not extremely clinically vulnerable), in line with government guidance. Parents should follow medical advice if their child is in this category and therefore almost certainly should **not** attend.
3. Leicester City Council guidance is that whilst persons from the Black community (African, Caribbean or British) are not officially categorised within the Clinically Vulnerable Group, due to their greater statistical likelihood of contracting the virus, it is recommended that they be considered for control purposes to be within this group.
4. Children and young people who live with someone who is Clinically Vulnerable (but not extremely clinically vulnerable) as defined in the [social distancing guidance](#) and including those who are pregnant, can attend.
5. The provision we are putting in place is not full-time and reflects the government expectations that from the **15th June**, secondary schools are able to offer face-to-face support for a **quarter** of Year 10 at any one time.

Details of Our Plans for Face-to-Face support

1. Those students able to attend will be allocated to a population of students, so ensuring a maximum of a quarter of Year 10 students are ever on site on 1 day. Within that population students will be assigned to a group for example, Population A group 1, A2, B1, B2, C1 etc.
2. Each population of students will be expected to attend on **1 day a week** only for example Population A on Monday, Population B on a Tuesday.

3. Students will arrive at school at **9.00am** and leave at **1.00pm**.
4. As all Year 10 students will leave at 1.00pm **lunch will not be offered**. For students that qualify for Free School Meals they will continue to receive the supermarket vouchers via the national scheme.
5. Students are to attend in non-uniform.
6. Students will arrive and leave via the student entrance, main visitor entrance or the learning centre entrance on Fullhurst Avenue. This will be dependent on the group they have been assigned to, for example A1 to enter by main reception, A2 to enter by student reception.
7. Upon arrival, all students will queue, following our social distance markers, to be signed in. At our sign in desks all student must, under supervision, wash their hands using hand sanitiser.
8. During the four hours in school students will receive the following:
 - 1 hour of English, maths and science teaching
 - A personalised mentor session to discuss progress in other subjects
 - A break, which will happen in the classroom they are taught in.
9. What is taught in school will integrate with the home learning, which will continue for the rest of the week and for all students unable to attend.
10. Students will be in classes of a maximum of 12.
11. The classrooms will be in larger rooms on the ground floor of Imperial Campus, for example the Main hall, Dining hall, large room in the Learning Centre, which will allow for appropriate social distancing to be enforced.
12. Where possible students will be directed to enter and leave these rooms from the outside.
13. Students will not leave these rooms unless being mentored or to go to the toilet.
14. English, maths and science lessons will be taught by subject specialists who will only teach one population of students.
15. Mentoring will focus on students' other subjects, progress with home learning and any support we can provide. This will happen in socially distanced 1-1 sessions. Here the staff involved will only work with one population of students.
16. Students need to bring to school:
 - Pens and pencil cases.
 - Books / paper (we will issue this on the first day and students need to bring these in each time they attend and take them home).
 - A water bottle / drink. In accordance with the guidance, the school fountains have been turned off and this is therefore important.
 - A snack to eat if they wish (there will not be the opportunity to purchase any food on site).
17. Upon arrival to school all students will receive the same messages about our expectations with regards to hygiene, social distancing and behaviour. Our behaviour policy will be updated to reflect these new expectations around social distancing and hygiene.
18. The physical layout of school, due to these plans, will therefore be different to what the students are use too.
19. Each classroom space will be thoroughly cleaned, in accordance with the national guidance, each day before a different population attends school.
20. These plans have been designed to ensure the Year 10 populations are kept away from the Key Worker and Vulnerable students already in school. These students will be taught on the first floor and all Year 10 activities will happen on the ground floor.

Possible Questions You Might Have

1. When will these plans come into effect?

The government have said that the earliest these plans can happen is from the week beginning the 15th June. Our priority is the safety of students and staff. We will therefore not rush this process and before we welcome back more students must ensure all the safety measures have been put in place. We hope to have this done for the week beginning the 15th June, in line with the government's expectations. However, at present we are not in a place to confirm this. Once the consultation on our risk assessments is completed, we will write again to all Year 10 families to confirm the exact date these plans will come into effect.

2. What happens if I choose not to send my child in?

Whilst it is the government's desire for all Year 10 students to attend for some part-time face to face support to supplement their remote learning, it is not compulsory. As such, no fines will be issued for non-attendance:

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/closure-of-educational-settings-information-for-parents-and-carers>

Additionally, because these plans only allow for a quarter of Year 10 students to attend on any one day, remote learning will continue to be set via our website and SharePoint site.

3. My child usually travels to school on public transport what should I do?

The government advice on this is '*Schools should ensure that the use of public transport to travel to and from school is minimised as far as possible. Pupils should be encouraged to walk or cycle where possible.*

Where it is totally necessary, this should not be during peak times':

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools>

Therefore, if your child is only able to come to school using public transport, **please make us aware** so we can see what arrangements can be made on an individual basis to reduce risk.

4. What happens if a student in school has Coronavirus Symptoms?

Firstly, we hope this will not happen, because all students and parents will follow the national guidance on self-isolation. However, if a student in school develops symptoms, we will follow the national guide which states '*When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus*':

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>

To do this safely we will contact home and whilst we are doing this have, identified rooms in Imperial Campus and the Learning Centre for students to wait should this happen. Once sent home the student should self-isolate and access the available testing. If this is negative, they can return to school once better.

5. What happens if a student or member of staff is tested positive for Coronavirus?

If a member of staff or student is tested positive, we will immediately seek medical advice as well as following the national guidance which states *'Where the child, young person or staff member tests positive, the rest of their class/group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class/group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms'*:

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>

This will almost certainly mean the population in school on that day will need to self-isolate for 14 days. Other populations, who were not in school when that student or member of staff were present, will hopefully be able to attend as normal (our staff and students will not mix with other populations for this reason).

6. My child is clinically extremely vulnerable and cannot attend. How will you ensure they are not missing out?

We are aware that not all students will be able to attend. As such, our home learning will continue and what is covered in our face-to-face support will link to this. We also plan to offer virtual mentoring sessions via Microsoft Teams for students not able to attend and additionally, where possible will record the start of the in school lessons and put these on our SharePoint site.

7. How will I know what population and therefore day my child is to attend on?

As soon as the consultation on our risk assessment is completed and we are able to finalise the plans we will communicate this to parents of all Year 10 students. This communication, which we hope to be early in the week beginning the 8th June, will include details on both the day students are to attend on and the entrance students should access. The day of the week students are to attend on will remain the same for the duration of these plans.

8. What happens if my child cannot attend?

If you are unable to attend, please ring the school to report the absence as you would normally have done.

9. What happens if my child is ill? Can they attend on a different day in the week?

If they are ill, please do not send your child into school. If due to this illness, they have Coronavirus symptoms you must follow the national guidance around self-isolation. If this is not the case and they get better unfortunately they **cannot** attend another day in the same week. This is because each population of students and staff need to be kept separate from each other. Your child will therefore only be able to attend on the same day the following week.

10. My child has special needs how will these be met?

We are opening our Learning Centre for two smaller groups, to support students that are based here. For students that are not based in the Learning Centre all teachers will be

made aware of any additional needs through the sharing of our pupil passports and as such will plan to meet needs.

11. Should my child wear a face covering in school?

The national guidance is very clear on this and says this is not necessary and not recommended in schools. This guidance can be found here:

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

12. Why are students not staying for lunch?

Our priority in these provisional plans is to ensure the safety of both students and staff. We and the vast majority of other secondary schools in Leicester feel it is not practicable or realistic to enforce social distancing for a quarter of Year 10 students, in addition to the vulnerable and key worker students already in school, during the extended period of unstructured time at lunch. It is for this reason alone our plans mean Year 10 students are to leave at 1.00pm. This is something recognised by the government in their guidance:

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools>, where it states ‘*schools have the flexibility to implement face-to-face support for year 10 pupils in the way that best suits their circumstances*’.

Those students that qualify for Free School Meals have and will continue to be issued supermarket vouchers through the government scheme.

13. As there is no lunch and break is in the classroom, when will students get to go to the toilet?

As normally occurs students will be allowed out of lessons, on an individual basis, to go to the toilet. Year 10 students will only use the student toilets on the ground floor (the first floor will be for Key Worker and Vulnerable students), which will have clear social distancing signage in place.

14. Why can students not attend for more than 1 day?

The government guidance is very clear that no more than a quarter of Year 10 pupils can attend on any one day and these groups should not mix. As such, we have broken the year group into five populations, one for each day of the week.

15. Why is arrival at 9.00am and not the usual 8.40am?

At 8.40 am we have students from all year groups that are vulnerable or have parents that are key workers arriving via the student entrance. For this reason, we want to leave enough time so that these groups will not mix upon entry and exit from school. These students will be taught on the first floor and so will remain away from the Year 10 students.

16. Do these plans remove all risk from Coronavirus?

Our risk assessment and plans have been put together based on the national and local

guidance. They are designed to put measures in place that are practicable and reasonable to reduce risk. However, it is impossible, as it is with any risk assessment, to remove all risk.

17. How long will this provision last for?

We are not sure as the government has not made this decision. What we do know is that the summer holidays will start as planned on Friday 10th July. As soon as we know any more, we will let you know.



Significant Findings of Risk Assessment

Site / Premises: Fullhurst Community College	Assessment Carried Out By	Assessment Serial Number: 002 - 20/05/20		
Department: Whole School (Imperial Campus)	Name: Tom Sharman Signature:	Date Carried Out or Reviewed	Date for Next Review	Reviewed By (Name)
Activity / Process: School activities during COVID 19 outbreak. <ul style="list-style-type: none"> • During this evolving situation please monitor and follow government guidance given in the web links provided • All normal working practices should be assumed to continue unless they need to be changed for the duration. 	Responsible Manager / Team Leader etc Name: Steve Piggot Signature:	1/6/20	8/6/20	

Risk Rating.

The Risk Rating process is provided for guidance only. It is the risk assessors' evaluation of the risks that is important, and this may differ from the result indicated by the risk rating matrix. Even after taking the risk rating into consideration employers still have a duty to ensure that sufficient and adequate control measures are in place to ensure that any remaining risks are kept as low as is reasonably practicable.

General Principles of Control	The hierarchy of control measures to be implemented should follow the sequence – <ol style="list-style-type: none"> 1. Avoiding contact with those who have symptoms. 2. Frequent hand cleaning & good Respiratory hygiene practices. 3. Regular Cleaning of settings. 4. Minimising contact & mixing. <p>Although the choice of control measures implemented should be prioritised from the top of this hierarchy downwards, it should be remembered that more than one level of control measures can be adopted simultaneously.</p>		The wearing of respiratory protection (face masks) in Schools is NOT expected to be a routine control measure where no specific risk has been identified. Appropriate respiratory protective equipment/face masks are to be considered as last resort where effective separation cannot be maintained if dealing with a suspect case; This would normally be to the standard of a Fluid Resistant Surgical Mask. However, if dealing with a child with complex medical needs where aerosol generating procedures are performed an FFP3 standard face mask should be worn, for which face fit testing (FFT) must be completed beforehand.					
What are the Hazards? (What can go wrong)	Who might be Harmed & How?	Existing Control Measures (What are you already doing to manage the hazards/risks?)	Risk Rating with controls in place		Additional Controls Required <small>(Where the existing controls are insufficient to reduce the risk to an acceptable level) Use the scoring table below to assist in planning actions.</small>	Action By Who?	Action By When?	Additional Action Completed (Initials)
Catching / Spreading	Staff, Pupils,	Before Arrival	Likelihood (i) 1	Impact / Severity 4	Risk Rating Score 4 Low Risk			

<p>Exposure from others due to:</p> <p>(i). Living with someone with a confirmed case of COVID-19.</p> <p>(ii). Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19.</p> <p>iii). Being advised by a public health agency that contact with a diagnosed case has occurred.</p>	<p>Visitors</p>	<p>1) A copy of this risk assessment and any safe systems of work will be provided to staff before they start work and key messages to be displayed in school.</p> <p>2) A copy of this risk assessment and key actions to be provided to parents and students before any reopening of Fullhurst</p> <p>3) All staff and students to receive virtual training on this risk assessment and the measures in place, to ensure they understand them.</p> <p>4) Contractors, etc are to be informed of the COVID 19 safety precautions of the school (Based upon Government Guidance and this risk assessment).</p> <p>5) Letter and communication via training to staff, parents and students to ensure they are aware:</p> <p>a. Any person with symptoms of COVID 19 (persistent cough, high temperature) or has a positive viral test result for Covid 19 is NOT to attend the School but should follow Government guidance on self-isolating for 14 days.</p> <p>b. Should persons disclose if personnel living with them are self-isolating, they will be told do the same and NOT to attend for 14 days as per Government guidance.</p> <p>c. Clinically Extremely Vulnerable persons (Adults and Children) should not be at work/school and should be shielding themselves in line with Government and medical advice (<i>These persons will have received a letter from their medical support teams explaining this</i>).</p> <p>d. Clinically Vulnerable Adults should where possible not be at work and will be offered working from home alternatives. Where they are unable to work from home and need to come into the school to work, they should be offered the safest available on-site roles, with the most stringent of controls.</p> <p>e. Clinically Vulnerable Children should follow medical advice regarding any potential return to school.</p>	<p>(ii) 1</p> <p>(iii) 2</p>	<p>4</p> <p>4</p>	<p>4 Low Risk</p> <p>8 Low risk</p>					
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		<p>f. If a person is living with a Clinically Extremely Vulnerable person, they should only attend school if stringent social distancing can be adhered to, and they can fully understand and comply with these requirements. This is to be actively not encouraged and so staff will be offered with working from home alternatives.</p> <p>g. If a person is living with a Clinically Vulnerable person, they should follow medical advice regarding any potential return to school. Where possible they should not be at work and will be offered working from home alternatives.</p> <p>h. Leicester City local information (Late May) to be communicated that whilst persons from the Black community are not officially categorised within the Clinically Vulnerable Group, due to their greater statistical likelihood of contracting the virus, it is recommended that they be considered for control purposes to be within this group.</p> <p>6) Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed.</p> <p>On Arrival to Fullhurst</p> <p>1) All staff and students to receive training on this risk assessment and the measures in place. Here they will revisit the virtual training sent prior to arrival to school.</p> <p>2) Clear signage and information to be displayed reminding all persons of social distancing, hygiene and hand washing requirements. This information will be easily understandable and where needed will be provided in different languages.</p> <p>3) To avoid contact with personnel suspected of having caught COVID-19 letters to parents, staff and our training will emphasise the</p>							
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		<p>importance of self-isolation in accordance with government guideline.</p> <p>4) If there any suspected cases in school the person will immediately be told to move to G01 or learning centre front office. (rooms near the exit to school, where due to the windows they can be supervised in a closed room which is well ventilated). Following this there will be immediate home contact for students and staff to be send home. All effected persons will be given details on how to be tested, which must happen before any return. If any member of staff, due to well-being, has to be within 2m of suspected case they must wear appropriate PPE (all first aiders to be provided training in this) and upon departure the room to cleaned, in accordance with national guidance, by cleaning staff using appropriate PPE.</p> <p>5) Hand cleaning facilities or hand sanitiser to be available at the entrances/exits and throughout the school and should be used by all persons when entering and leaving the area. To ensure this happens:</p> <ul style="list-style-type: none"> a. All students will sign in upon entry at stations set up at the student entrance, main entrance and learning centre. Here designated staff will check and ensure this happens. b. All staff and visitors to enter via the main reception and this to also happen upon arrival and entry to the building c. Outside each classroom wall unit sanitisers located. d. Sanitisers in all office spaces to be used, with signage and training for staff. e. Hand sanitisers in all classrooms for specialist teacher who rotate, and they will be told to complete this 							
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		<p>(signage to support) upon arrival to the classroom</p> <ul style="list-style-type: none"> f. Welfare facilities (toilets) will contain suitable levels of soap and hand sanitiser. g. Training will emphasise to all persons the importance of wash hands with soap regularly and thoroughly, for at least 20 seconds. Hands should then be dried using disposable towels etc, which should be disposed of into the covered bins provided <p>6) To support good respiratory hygiene:</p> <ul style="list-style-type: none"> a. Tissues will be provided for all employees. b. Training will cover that all persons should use a tissue when coughing or sneezing and then place the used tissue in the bin before washing hands. If a tissue is not available coughing or sneezing into the crook of the elbow, with washing hands afterwards is an acceptable alternative. c. All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean d. Signage will support the above <p>7) To try and avoid working with paper/other materials that are shared in a way that may aid transmission, students will be issued with exercise books on their first day and told to bring their own equipment. This is to be removed each day by students. If any equipment is lent, students are to take this with them. Any feedback on work will be electronically.</p> <p>8) Social distancing will be maintained throughout the school (details below)</p> <p>9) To monitor which people are on site at one time, whether they are permitted to be there</p>							
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		<p>and where they are (no congregating) the following system will be in place and enforced:</p> <ol style="list-style-type: none"> a. Students will sign in via hand sanitation stations upon entry to school. b. All student registers to be recorded onto SIMs and taken at the start of teach lesson by the teacher on their own school device. c. For staff the site member of staff each day will sign in all staff and ensure hand hygiene is followed. They will then be replaced by reception staff at 8.00am. All staff to enter from main reception and not before 7.30am. All staff to leave via main reception and to be signed out by reception staff. d. Visitors to be sign in by reception staff. <p>10) Managers / SLT are to keep in regular contact with and monitor the wellbeing of staff not currently working on the site. To support this employee support services (Occupational Health Service / Amica etc) are available to discuss any concerns employees may have directly related to their health, and to provide appropriate support.</p>							
Suspected case whilst on site or Positive Viral test result	Staff, Pupils, Visitors	<p>All of the measures below will be covered in the staff and student training:</p> <ol style="list-style-type: none"> 1) If a person displays symptoms of Covid 19 - A high temperature, a persistent cough, or a loss or change to the sense of taste or smell they should: <ol style="list-style-type: none"> a. Notify the member of SLT immediately or their class teacher, who will contact the member of SLT. b. Avoid touching anything. c. Go home immediately (Children accompanied by their parent, etc). Whilst this is being arranged safely, they will wait in the designated areas 	1	4	4 low risk				

		<p>of G01 or the front office in the learning centre. (details below)</p> <ul style="list-style-type: none"> d. All other persons are to maintain a safe distance from affected individual. e. If they need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. f. Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected, with the waste materials stored securely, double bagged, for 72hrs before disposal. g. They must then follow the guidance on self-isolation and not return to school until their period of self-isolation has been completed. h. A note of all persons who the affected person has been in contact with is to be made, and these are to be monitored for symptoms throughout the following two weeks. With staff and students only attending for 1 day a week this should make this tracing easier. i. The possible case will be offered a viral test and, if confirmed positive formal contact tracing will take place. A risk assessment will be done to determine whether these staff or children need to be sent home to self-isolate. <p>2) Where a member of Staff has helped someone, who has been taken unwell with Covid 19 symptoms they do not need to go home to self-isolate unless they develop symptoms themselves. They should wash their hands thoroughly after the contact. Hands should then be dried using disposable</p>							
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		<p>towels etc, which should be disposed of into the bins provided.</p> <p>3) If a pupil with Covid 19 symptoms needs to remain at school until collected:</p> <ul style="list-style-type: none"> a. They should be located in a room separated from all other persons with the window open if possible, but with the door closed (A local decision should be made regarding whether or not adult supervision is required in the room). These are to be room G01 and front office in learning centre (both with vision panels and windows to ensure ventilation) b. A separate toilet facility will be used if necessary, this to be G02 or an identified staff toilet in the learning centre. c. Staff should keep 2m away from the pupil where possible. If a member of staff needs to attend to the pupil by physical contact, PPE appropriate to the level of contact should be worn (Gloves, apron, face mask & eye protection as necessary). d. The toilet, room used, and any PPE used should be cleaned and disinfected after use. <p>4) If a person receives a positive viral test result for Covid 19, positive formal contact tracing will take place. A risk assessment will be done to determine whether these staff or children need to be sent home to self-isolate. All national guidance will be followed and communicated to all persons effected.</p>							
Travel off site	Staff, Pupils	<p>1) Travel will only be required for essential purposes. As such:</p> <ul style="list-style-type: none"> a. Staff will work from home wherever possible. b. No school trips will happen. <p>2) Where it is required the following advice to be given to staff, parents and students:</p>	2	3	6 Low Risk				

		<ul style="list-style-type: none"> a. All persons to limit their use of public transport (Where it is safe and practicable encourage the parents of children to get them to cycle or walk to school). Where this applies to students, we will seek to look for alternative options in conjunction with parents. b. Where travel is essential, use private single occupancy where possible. c. Implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family). d. Alternative provision students will be offered a taxi, if it is not safe or practicable for them to cycle or walk. <p>3) If the vehicle is being used to transport a child with Covid 19 symptoms, wherever possible:</p> <ul style="list-style-type: none"> a. Use a vehicle with a bulkhead for segregation. b. The driver and the passenger should maintain a distance of 2 metres from each other. c. The driver should wear PPE, and the passenger should wear a face mask if they are old enough to do so. 							
Contamination during Access to & egress from site	Staff, Pupils, Visitors	<p>1) All non-essential visitors will be told not to enter the site. This will be communicated to parents, contractors, staff and covered in training.</p> <p>2) Staggered start and finish times will be in place to reduce congestion and contact at all times. These will be:</p> <ul style="list-style-type: none"> a. Staff to arrive by 8.30am and to leave after 3.10pm b. Vulnerable and Key worker groups to arrive at 8.40am and leave at 3.05pm c. Year 10 populations to arrive at 9.00am and leave at 1.00pm <p>3) To reduce congestion the following will happen regarding access to the site:</p>	1	4	4 Low Risk				

		<p>a. Students will enter and exit via 3 different routes (students' entrance, main reception and learning centre entrance)</p> <p>b. Each entrance will have 2m social distance signage for students to queue up for sign in and handwashing upon arrival.</p> <p>4) All persons will be required to wash & dry or clean their hands before entering or leaving the site. This will happen for students at sign in stations and for all staff and visitors at the main reception entrance. This to be reinforced with training and signage.</p> <p>5) Our digital entry system for staff and visitors will be disabled. All staff and visitors will be signed in by our by reception staff or site staff (see measures above) and therefore must only enter and leave the site via main reception.</p> <p>6) Regular cleaning and disinfection of common contact surfaces in reception, office, access control and delivery areas e.g. screens, telephone handsets, desks, particularly during peak flow times will happen. To support with this, areas to be used by staff to be clear identified and cleaned as per government guidance</p> <p>7) Where possible entrance to the building will be from external entrances e.g. Lessons taught in the 2 dining hall classrooms.</p> <p>8) Will seek to reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible.</p> <p>Visitors</p> <p>9) No non-essential visitors will not be allowed onto the school site.</p> <p>10) All visitors to be made aware of site rules. As such guidance and signage will be produced and displayed in main reception.</p>							
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		<p>11) Only visitors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read signs in reception regarding good hygiene and wash hands.</p> <p>Staff</p> <p>12) Staff who are showing any of the signs of COVID -19 may NOT come to school.</p> <p>13) Staff MUST declare if they have a member of their family displaying signs of COVID-19 and may NOT come into school.</p> <p>14) Staff have been informed about the need for self-isolation as advised by the Government.</p> <p>15) All staff to access & main car park, with 1 space between each car</p> <p>16) On arrival all staff are required to wash & dry hands or use the sanitiser provided in reception.</p> <p>17) Hand washing with soap to be at least 20 seconds each time.</p> <p>Parents etc</p> <p>18) Contact with parents to be minimised, with only a single parent attending drop off & pick up of children, and 2m distancing to be observed.</p> <p>19) Parents are to be reminded not to gather by the school gates etc whilst awaiting their children.</p>							
Contamination within Internal Areas	Staff, Pupils, Visitors	<p>1) Desks will be at least 2m apart in classrooms. As such the dining hall, main hall, library and larger classrooms to be used. Numbers in rooms based on this, ensuring 2m rule is followed.</p> <p>2) Communal areas to be organised to allow 2m separation between all persons or pupil groups. Therefore:</p> <p style="padding-left: 20px;">a. Sport Hall for vulnerable and key workers before school to be arranged in this way. They will be here before</p>	2	4	8 Low Risk				

		<p>school and during wet weather break and lunch times.</p> <ul style="list-style-type: none"> b. Break and lunch for vulnerable key worker students to be zoned off. c. No communal areas for Yr. 10 face to face learning due to break in the classrooms and no lunch break. <p>3) Classrooms assigned to different groups, with different populations attending on different days. These groups to not move, with teachers of a population to move only.</p> <p>4) Yr. 10 populations to be taught on the ground floor of Imperial Campus or the Learning centre. Key worker and vulnerable students on the first floor, which will be accessed via the stairs by Music. Here using the outside entrance from the Year 8 playground to ensure no mixing with Yr. 10 students.</p> <p>5) All pupils are to be kept in small groups of not more than 15, and these groups are to remain consistent, separated from other groups with social distancing (2m separation) as far as possible between them.</p> <p>6) Staff ratios for the reduced group sizes are to be no more than 1 Teacher for each group of no more than 15 pupils.</p> <p>7) Where possible Staff are to maintain a safe distance between each other (2 metres) and therefore we will limit the number of persons in each room/area to follow social distancing guidance.</p> <p>8) All persons are to wash & dry /sanitize their hands upon entering classrooms. For students this will upon their arrival to school (as a based on the same room), for staff this will be upon arrival to school and the classroom.</p> <p>9) Strict hygiene rules to be implemented, all staff to be asked to do the following:</p> <ul style="list-style-type: none"> a. Use alcohol-based hand sanitiser. b. Wash hands if face is touched. 							
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		<p>c. All hand contact surfaces to be cleaned throughout the day.</p> <p>d. To minimise this where possible doors to classrooms will be propped open, staff and students to only use identified electronic devices, IT screens turned and left on by IT teams. Any hand contact serviced with multiple use will be cleaned throughout the day e.g. handrails.</p> <p>e. Only cleaning products supplied by the school, to be used.</p> <p>10) It is understood that some SEN children may find it difficult to understand and maintain a 2m social distancing separation, therefore where this proves to be impracticable, the hierarchy of control measures identified at the top of this risk assessment should be used to implement as high a standard of control as practicable.</p> <p>Equipment:</p> <ol style="list-style-type: none"> 1) All equipment used will be cleaned daily or more often when used. 2) Students will be advised to bring in their own equipment 3) Any equipment issued e.g. exercise books is to be taken home 4) All resources to be cleaned after use (including computers). <p>Staff to Staff interaction;</p> <ol style="list-style-type: none"> 1) Staff should only complete activities which relate directly to their job descriptions which can NOT be completed at home. 2) Teachers may only complete tasks relating to the Teachers Standards which can NOT be completed at home. 3) No physical contact. 4) No close contact activities (2 metre distance). 5) Where possible meetings are to be held by remote means, rather than face to face (i.e. video calling). 							
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		<p>Rooms</p> <ol style="list-style-type: none"> 1) Doors will be propped open to reduce contact points, provided fire safety, security & safeguarding requirements <u>are not compromised.</u> 2) Rooms to be well ventilated. Opening windows where possible, or Air conditioning systems fully operational where installed. 3) Access & exit to classrooms etc should be made by external doors where this option is available e.g. Dining hall rooms from the outside and main hall via main entrance for these reasons 4) Lidded waste bins are to be provided in each main room to collect used tissues <p>Building</p> <ol style="list-style-type: none"> 1) Where possible and necessary a one-way system for travelling within the school will be implemented. This to happen on the first floor. 2) When walking along corridors or using the stairs all persons are to keep to the left (or right) side in order to enhance segregation. 3) Where lifts are available, these are only to be used by one person at a time (unless unavoidable – i.e. accompanying a child for specific SEN reasons, where the level of contact/risk will dictate the control measures to be taken). 4) Lift touch points are to be cleaned & disinfected after each use. 5) Hands are to be washed & dried or sanitised after using the lift. 6) The screen separating the main reception staff from persons entering the building is only to be opened the minimum distance to allow work activities to proceed, and where their use cannot be avoided returned badge holders are to be cleaned and disinfected immediately. 							
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		<p>7) Where not already provided, a screen is to be fitted to separate the main reception staff from persons entering the building.</p> <p>8) Drinking water fountains are to not be in use (Additional drinking water facilities may need to be provided - i.e. bottled water).</p>							
Contamination in Outdoor Areas	Staff, Pupils	<p>1) Break and lunch for vulnerable and key worker students to happen when Yr. 10 students are in lessons or have left (lunch to happen from 1.20pm-2.05pm). Break for Yr. 10 students will happen in the classrooms</p> <p>2) Areas to be organised to allow 2m separation between all persons or pupil groups. To ensure no mixing of groups key worker and vulnerable pupils will use the Year 8 playground space on Imperial Campus only.</p> <p>3) Few lessons to happen in outdoor areas. Where they do:</p> <p>a. In general, class sizes etc are to be reduced by 50%, with a maximum of 15 pupils per group.</p> <p>b. Vulnerable children and children of critical workers in other year groups should also be split into groups of no more than 15.</p> <p>c. Pupils are to be kept in small groups of not more than 15, and these groups are to remain consistent, separated from other groups with social distancing (2m separation) as far as possible between them.</p> <p>d. Providing adequate supervision can be maintained, staff ratios for the reduced group sizes are to be no more than 1 Teacher for each group of no more than 15 pupils</p> <p>e. Where possible external play equipment is not to be used. If used, play equipment should be cleaned and disinfected after each use.</p> <p>f. The pupil activities permitted are to be restricted to those where the potential for</p>	1	4	4 low risk				

		<p>inadvertent close contact between pupils is minimised.</p> <p>g. Where lessons are taken outside, the same COVID 19 control measures (social distancing and hand washing protocols etc) should be adopted as for indoors lessons.</p> <p>4) Hand washing & drying facilities are to be provided at the entry/exit points to the playground, and all persons are to wash their hands upon entering and leaving the playground. All persons are to practice good hygiene measures at all times.</p> <p>5) Unnecessary items and equipment are to be removed from the playground and placed into storage as far as is reasonably practicable, to minimise unnecessary contact.</p> <p>6) It is understood that some SEN children may find it difficult to understand and maintain a 2m social distancing separation, therefore where this proves to be impracticable, the hierarchy of control measures identified at the top of this risk assessment should be used to implement as high a standard of control as practicable.</p>							
Allocation of Staff	Staff	<p>Staffing allocation is done on a daily basis and the following are considered:</p> <p>1) Authorisation onto the school site will be by the Principal or Business Manager</p> <p>2) All staff medical, in relation to COVID-19 and national guidance, needs to be discussed with the Principal or Business Manager prior to them entering the school.</p> <p>3) Staff to avoid the use of the staff room unless for individual use when using essential equipment</p> <p>4) Staff to confirm if they wish to go into school and this will be confirmed by the Principal or Business Manager.</p> <p>5) Suitable and sufficient provision must be made for the provision of first aid, physical</p>	1	1	1 low Risk				

		<p>intervention, emergency procedures response, etc.</p> <p>6) Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc.</p> <p>7) There is an emphasis on ensure social distancing, therefore the smallest number of staff are allocated to a classroom – they are spread out across the school site and in classroom bases.</p> <p>8) No lone working is permitted.</p> <p>9) Teaching ratios for the reduced class sizes are to be no more than 1 Teacher for each class of no more than 15 pupils</p> <p>10) The same members of staff will be with the same populations of students and students will stay in the same groups e.g. Population A, B or Learning Centre or with Vulnerable and Key worker students.</p> <p>11) Cleaning staff rotas should be reviewed to ensure appropriate coverage.</p>							
Work planning	Staff, Pupils,	<p>1) Areas are to be organised to allow 2m separation between all persons or groups. This may require repositioning of desks, reduced group sizes and where needed with marking out areas so to provide a clear means of maintaining 2m distance.</p> <p>2) Remote working to be used as far as possible to limit numbers of staff attending the site.</p> <p>3) Timetables to be reviewed to determine acceptable activities, the potential for teaching outdoors, and minimising contacts and movement within the school.</p> <p>4) Start & finish times (including for pupil drop off & pick up), breaks to be staggered to reduce congestion.</p> <p>5) Class sizes etc are to be reduced by 50%, with a maximum of 15 pupils per class/group. These numbers to be reduced further if 2m social distancing cannot be achieved.</p> <p>6) In classrooms:</p>	2	4	8 low risk				

		<p>a. Pupils are to be kept in small groups of not more than 15, and these groups are to remain consistent, separated from other groups, and with social distancing 2m separation as far as possible between them.</p> <p>b. These groups are as far as possible to keep to the same areas of use of the premises, and each individual to the same desk.</p> <p>c. The use of shared resources (i.e. stationery & equipment) is to be limited, and each item cleaned & disinfected after each use.</p> <p>d. Unnecessary items and equipment (including soft furnishings and difficult to clean items) are to be removed from classrooms etc and placed into storage as far as is reasonably practicable, to minimise contact.</p> <p>7) If this requires a cap on numbers attending due to space limitations – this is acceptable, but priority for attendance should be given to Children in Priority Groups first. (vulnerable and key workers)</p> <p>8) Where SEN pupils are attending School the same principles of segregation, hygiene, cohesive staffing and PPE use should be applied as far as is possible, but the actual measures to be adopted for each case should be determined by a review of each pupils Health Care/ Support Plan/Risk Assessment, and considering the individual circumstances of each case.</p>							
Cleaning	Staff, Pupils, Visitors	<p>1) A cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>2) Cleaning protocol is as follows:</p>	1	4	4 low risk				

		<ul style="list-style-type: none"> a. Hard surfaces to be cleaned prior to disinfecting. b. A combined detergent disinfectant solution or chlorine-based cleaner is to be used. c. Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, d. Hand towels and hand wash are to be checked and replaced as needed by the Premises Officer and cleaning staff. e. Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc. f. Use disposable cloths, to first clean hard surfaces with warm soapy water, then disinfect these surfaces with the cleaning products normally used. g. Cleaners are to wash & dry their hands after removing the PPE cleaners are to wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished (if cleaning a heavily contaminated area eye and respiratory protection should also be used). h. Only cleaning products supplied by the school are to be used <p>3) Bin liners should be used in all bins and bins emptied daily.</p> <p>4) If its' use cannot be prevented, external play equipment is to be cleaned & disinfected after each use.</p>							
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Deliveries & Waste collection.	Staff, Pupils, Delivery drivers, Waste collection operators	<ol style="list-style-type: none"> 1) If practicable drivers should wash or clean their hands before unloading goods and materials. 2) Do not approach delivery staff, allow packages to be left in a safe place. (in accordance with normal procedures) 3) Hands are to be thoroughly washed & dried after handling all deliveries or waste materials. 4) Waste bags and containers - to be kept closed. 5) Waste collections to be made when the minimum number of persons are on site (i.e. after normal opening hours). 	1	2	2 low risk				
Contractors	Staff, Pupils, Contractors	<ol style="list-style-type: none"> 1) All contractors to work in restricted areas. 2) Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene. 3) Staff and contractors are to maintain a safe distance between themselves and others (2 metres). 4) All contractors are to wash their hands upon entering the site, main reception 5) Strict hygiene rules to be implemented, all contractors are to be asked to do the following: <ol style="list-style-type: none"> a. Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser. b. Repeat the hand washing/sanitising every hour. 6) Site inductions are to be carried out following social distancing principles (2m separation). If possible, these should be carried out outside and written communication will be sent to all contractors around expectations 7) The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned. 8) Where possible, contractor works are to be programmed for times when the minimum 	1	4	4 low risk				

		number of persons are on site (i.e. after normal opening hours) and /or in restricted areas.							
Poor hygiene	Staff, Pupils, Visitors	<ol style="list-style-type: none"> 1) Staff, students and visitors to be advised to: <ol style="list-style-type: none"> a. Wash hands thoroughly and regularly. Use soap and water for at least 20 seconds. Hands should then be dried using disposable towels etc, which should be disposed of into the bins provided (with hand driers disabled) b. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS guidance. c. Avoid touching their face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin. 2) Regular cleaning of the hand washing facilities and checking soap and sanitiser levels to happen. 3) Suitable and sufficient rubbish bins for hand towels will be provided, with regular removal and disposal. 4) Extra supplies of soap, hand sanitiser and paper towels to be securely stored. 	2	4	8 low risk				
Canteen use - exposure from large numbers of persons	Staff, Pupils	<ol style="list-style-type: none"> 1) All persons will be required to stay on site once they have entered it and not use local shops etc. 2) Food will only be provided to Key workers and vulnerable students. To avoid large numbers this will continue to be provided as a pack lunch, which will be given to the students in their classroom. (so, avoiding queuing) 3) No food is to be served from the dining hall. 4) Break for Yr. 10 to be staggered, to reduce contact and to happen in the classrooms. 5) Break and lunch for Key worker and vulnerable students to happen outside (in the Year 8 playground) or Sports Hall due to weather so avoiding contact with Yr. 10 	2	4	8 low risk				

		<p>populations both at the learning centre and in the main building.</p> <p>6) Hand cleaning facilities or hand sanitiser will be available at the entrance of the sports hall where people eat and will be used by all persons when entering and leaving the area.</p> <p>7) Where possible, all persons will be asked to bring pre-prepared meals and drinking bottles from home. No food will be served to Yr. 10 students attending as they will leave before lunch at 1.00pm.</p> <p>8) All persons should sit 2 metres apart from each other whilst eating and avoid all contact.</p> <p>9) Where catering is provided on site, it should provide pre-prepared and wrapped food only and where possible crockery, eating utensils, cups etc. should not be used. For this reason, students eating on site (key worker and vulnerable groups) will be provided with a pack lunch.</p> <p>10) Drinking water provided will be bottled water or have enhanced cleaning measures of the tap mechanism introduced. Fountains will not be operational</p> <p>11) Payments should be taken by contactless methods wherever possible.</p> <p>12) Tables and chairs should be cleaned between each use.</p> <p>13) All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</p> <p>14) All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles and payment devices.</p>							
Use of Changing facilities, toilets, showers and drying rooms	Staff, Pupils	<p>1) The start and finish times have been staggered to reduce congestion and contact at all times.</p> <p>2) Yr. 10 students to use ground floor toilets or those in the learning centre (if in these populations) only. These toilets can have 2</p>	2	4	8 low risk				

		<p>students in at anyone 1 time, therefore social distancing signage has been put in place and only 1 student from each Yr. 10 class is to be permitted to access the toilet at any one time.</p> <p>3) Key worker students are to use the toilets on the first floor. These toilets can have 2 students in at anyone 1 time, therefore social distancing signage has been put in place and only 1 student from each class is to be permitted to access the toilet at any one time. At break and lunch the sports hall toilets to be used (to avoid any mixing with Yr. 10 students) and numbers will be limited to ensure social distancing is adhered too.</p> <p>4) Enhanced cleaning of all facilities will happen throughout the day and at the end of each day.</p> <p>5) In each toilet suitable and sufficient rubbish lidded bins will be in place, with regular removal and disposal. Bin liners will be used in all bins.</p> <p>6) Air hand driers will be disconnected to reduce unnecessary air movement and additional tissues will be provided</p> <p>7) Training and signage will reinforce the need to wash & dry hands before and after using the facilities.</p>							
Lack of awareness	Staff, Pupils, Visitors	<p>1) Information communicated prior to more students attending school, include a guide to supplement this risk assessment.</p> <p>2) Clear posters, signage and information is to be displayed around the site (and particularly in welfare areas) reminding all persons of social distancing, hygiene and hand washing requirements.</p> <p>3) Signs are to be displayed outside each classroom & meeting room etc identifying the maximum occupancy levels to ensure appropriate segregation.</p> <p>4) "Toolbox talks" will be carried out for all personnel on site, warning them of the risks posed by the virus as well as the control</p>	1	4	4 low risk				

		measures outlined in this assessment and from government guidance. This will include informing personnel of the known symptoms. (these will be covered in training to staff and students and be in a format whereby they can be revisited) 5) Staff are to challenge any person not adhering to the control measures within this risk assessment.							
Emergency procedures (Fire alarm activations etc)	Staff, Pupils, Visitors, Contractors	1) Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. Particularly at assembly areas (2m separation).	1	4	4 low risk				
First Aid provision	Staff Pupils, Visitors	1) First aider numbers & locations will ensure appropriate cover is maintained. 2) Adequate social distancing of 2m separation is to be maintained at all times when direct physical contact is not necessary. 3) When physical contact is necessary PPE appropriate to the level of risk is to be worn (Gloves, face mask, apron, eye protection). 4) Upon completion of first aid, thoroughly wash & dry the hands and any points of contact, and clean & disinfect the affected area.	1	4	4 low risk				

Government & NHS Guidance

- Hand washing video <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>
- Guidance for schools, childcare providers, colleges and local authorities in England on maintaining educational provision Published 19 March 2020 <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>
- Guidance on social distancing for everyone in the UK Udatep30th March 2020 <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults>

- Guidance for education and childcare settings on how to implement social distancing <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
- Guidance for educational settings <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- Guidance on infection prevention and control for COVID-19 <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>
- Coronavirus action plan: a guide to what you can expect across the UK Published 3 March 2020 <https://www.gov.uk/government/publications/coronavirus-action-plan>
- Managing premises <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider>
- Cleaning Guidance <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
- What to do if someone develops symptoms of coronavirus (COVID-19) whilst at an educational setting <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19#what-to-do-if-someone-develops-symptoms-of-coronavirus-covid-19-while-at-an-educational-setting>
- Check if you have coronavirus symptoms <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

Scoring Table

LEVEL OF RISK		OVERALL RATING		HOW THE RISK SHOULD BE TACKLED/MANAGED		
HIGH RISK		15-25		Immediate Management Action		
MEDIUM RISK		9-12		Plan for Change		
LOW RISK		1-8		Continue to Manage		
Likelihood (A)	5 Almost Certain	5	10	15	20	25
	4 Probable /Likely	4	8	12	16	20
	3 Possible	3	6	9	12	15
	2 Unlikely	2	4	6	8	10
	1 Very Unlikely / Rare	1	2	3	4	5
		1 Insignificant / Negligible	2 Minor	3 Moderate	4 Major	5 Critical / Catastrophic
Impact (B)						

Risk Score

To calculate the Risk Score in the Risk Assessment Register above, simply multiply the Impact by the Likelihood to identify the level of risk as per the table above.

Risk Scoring Guide

Consider the potential harm or injury that could result from the identified hazard if an accident or incident were to occur, based on the table below.

Impact Criteria (B)	IMPACT	SCORE	HEALTH & SAFETY EFFECT
	Critical/ Catastrophic	5	Multiple deaths of employees, service users, members of the public, etc.
	Major	4	Death of an employee, service user, member of the public, etc.
	Moderate	3	Serious injury (acute, chronic of life-changing) to employee, service user or member of the public requiring medical intervention.
	Minor	2	Minor injury such as a bump or bruise that may require First Aid treatment and the person returns to work.
	Insignificant / Negligible	1	A day to day issue/problem but negligible harm would result.

Now consider the likelihood of that harm or injury being realised based on the expected frequencies in the table below.

Likelihood Criteria (A)	LIKELIHOOD	SCORE	EXPECTED FREQUENCY
	Almost Certain	5	Reasonable to expect that the event WILL undoubtedly happen/recur, possibly frequently and is probable in the current year
	Probable / Likely	4	Event is MORE THAN LIKELY to occur, will probably happen/recur, but is not a persisting issue. Will possibly happen in the current year and be likely in the longer term
	Possible	3	LITTLE LIKELIHOOD of event occurring. Not likely in the current year, but reasonably likely in the medium/long term.
	Unlikely	2	Event NOT EXPECTED . Do not expect it to happen/recur. Extremely unlikely to happen in the current year, but possible in the longer term.
	Very Unlikely /Rare	1	EXCEPTIONAL event. This will probably never happen/recur. A barely feasible event.