

Significant Findings of Risk Assessment

Site / Premises: FULLHURST COMMUNITY COLLEGE – IMPERIAL AND FOSSE CAMPUS	Assessment Carried Out By Name: Tom Sharman	Assessment Serial Number: 003 – 09/07/20		
Department:	Signature:	Date Carried Out or Reviewed	Date for Next Review	Reviewed By (Name)
Activity / Process: School activities during COVID 19 outbreak - For the return to School in September 2020 <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: Chris Bailey and Chris Heal Signature:	15/7/2020	10/08/2020	C.BAILEY/C.HEAL
		10/8/2020	17/8/2020	C.BAILEY/C.HEAL
		18/8/2020	28/8/2020	S.MARTIN
		21/9/2020	30/10/2020	C.BAILEY/C.HEAL
		30/10/2020	Following updated guidance	C.BAILEY/C.HEAL
		09/11/20	Following updated guidance	C.BAILEY/C.HEAL
		25/11/20	7/12/20	C.BAILEY/C.HEAL
		8/12/20	Following updated guidance	C.BAILEY/C.HEAL
		4/1/21	Following updated guidance	C.BAILEY/C.HEAL
		11/1/21	Following updated guidance	C.BAILEY/C.HEAL
		20/1/21	Following updated guidance	C.BAILEY/C.HEAL
		28/1/21	Following updated guidance	C.BAILEY/C.HEAL
		1/2/21	Following updated guidance	C.BAILEY/C.HEAL
22/2/21	Following updated guidance	C.BAILEY/C.HEAL		

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.

<p>General Principles of Control</p>	<p>There is no 'one size fits all' off-the-shelf suite of control measures to suit every school or circumstance. The control measures are based upon the principles of,</p> <ul style="list-style-type: none"> • Avoiding contact with those who have symptoms. • Frequent hand cleaning & good Respiratory hygiene practices. • Regular Cleaning of settings. • Minimising contact & mixing (with a strong focus on group/class separation). <p>Even where these principles cannot be adopted in full, even a partial adoption of them would be beneficial in reducing the risk. It should also be remembered that more than one of the principles can be adopted simultaneously.</p>					<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. However, the School will support any individual who chooses to wear one. Appropriate respiratory protective equipment/face masks are to be considered 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. Other appropriate PPE may also be required – refer to latest government guidance</p>			
<p>What are the Hazards ? (What can go wrong)</p>	<p>Who might be Harmed & How ?</p>	<p>Existing Control Measures (What are you already doing to manage the hazards/risks?)</p>	<p>Risk Rating with controls in place</p>			<p>Additional Controls Required (Where the existing controls are insufficient to reduce the risk to an acceptable level) Use the scoring table below to assist in planning actions.</p>	<p>Action By Who ?</p>	<p>Action By When ?</p>	<p>Additional Action Completed (Initials)</p>
			<p>Likelihood</p>	<p>Impact / Severity</p>	<p>Risk Rating Score</p>				
<p>Catching or Spreading COVID 19</p>	<p>Staff, Pupils, Visitors</p>	<p>Attendance - During the weeks 04th January to 8th March 2021 - Secondary age pupil on-site school attendance will be for Vulnerable Children & Children of Critical Workers – with remote education for all other year groups. Students and staff that continue to attend school will still follow all the measures in this risk assessment. Should staff choose to attend school to work they should strictly adhere to all measures in this risk assessment.</p> <p>Before Arrival</p> <ol style="list-style-type: none"> 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. Staff will need to sign to say they have read and will comply with the risk assessment. 2) A copy of this risk assessment and key actions to be provided to parents and students before any reopening of Fullhurst. 3) All staff and students have received training on this risk assessment and the measures in place, to ensure they understand them. Key reminders are sent weekly as part of 	<p>2</p>	<p>4</p>	<p>8 Low Risk</p>				

		<p>the whole staff briefing. Further CPD on the risk assessment has been delivered virtually.</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> <ul style="list-style-type: none"> a. Any person with symptoms of COVID 19 (persistent cough, high temperature, loss of taste/smell) 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 10 days and 10 days for the rest of the household. b. Should persons disclose if personnel living with them are self-isolating, they will be told do the same and NOT to attend for 10 days as per Government guidance. <p>On Arrival:</p> <ul style="list-style-type: none"> 1) All staff and students to receive regular training on this risk assessment and the measures in place. 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. 3) To avoid contact with personnel suspected of having caught COVID-19 letters to parents, staff and our training will emphasise the importance of self-isolation in accordance with government guidelines. 4) If there are any suspected cases in school the person will immediately be told to move to room G01 (Imperial Campus), the front meeting room (Fosse Campus) or Learning Centre front office. (All rooms are near to an exit point of the building, where due to the windows the person can be supervised in a closed room, which is well ventilated). Following this there will be immediate home contact for students and staff will be sent 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 a 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. 							
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		<p>5) Where a positive COVID test is confirmed, the school will immediately liaise with the DFE, Local Public Health and partial or full closures will be considered.</p> <p>6) Hand cleaning facilities, hand sanitiser and disinfectant wipes to be available at the named entrances/exits and throughout the school and should be used by all persons when entering and leaving the school / classrooms. To ensure this happens:</p> <ul style="list-style-type: none">a. All students will hand sanitise upon entry to each building and encouraged to do so before / following eating. Here designated staff will check and ensure this happens.b. Students and staff to ensure masks are worn upon entry to the school and whilst moving around the building and in any communal areas.c. All staff and visitors to enter via the main reception. Hand sanitisation to happen upon arrival and entry to the building.d. Outside / inside each classroom, sanitisers will be located.e. Sanitiser and disinfectant wipes in all office spaces will be provided /used, with signage and training for staff.f. Welfare facilities (toilets) will contain suitable levels of soap and hand sanitiser.g. Training will emphasise to all persons the importance of washing 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 bins provided. <p>7) To support good respiratory hygiene:</p> <ul style="list-style-type: none">a. All staff and students will be trained to follow good respiratory hygiene and skin cleaning hygiene at all times.b. Tissues will be provided for all staff and students along with bins for their disposal.c. Gloves to be provided for staff if required, to use at their discretion.d. 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.							
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- e. All persons will be reminded to not touch their eyes, nose or mouth if their hands are not clean.
- f. Windows and doors in classrooms to remain open at all times to allow for sufficient ventilation. Windows in communal areas to be open prior to the area being in use and when the area is not in use.
- g. Signage will support the above.

- 8) Timetable in place to monitor which people are on site at one time, whether they are permitted to be there and where they are. Students in Y7-9 timetabled to individual rooms to limit movement around the school and prevent congregation. Staggered starts and ends of lessons for Y10-11 also in place to limit contact between students between lessons. Records will be kept of classes, groups & staff and their close contacts, such that these can be provided to the Local Public Health Team if required.
- 9) Contingency plans are in place to provide remote learning for pupils should this become necessary.
- 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 are available to discuss any concerns employees may have directly related to their health, and to provide appropriate support.
- 11) **Whilst Government National Lockdown restrictions are in place Clinically Extremely Vulnerable Staff** who have been confirmed as such are to shield at home and are NOT to attend the School (Working from home options will be considered if appropriate).
- 12) Other CEV Staff, who have not received a shielding advice letter are able to work, if they are able to return to a workplace where the Government safety guidance has been implemented in full, and an individual risk assessment has been carried out. The school will, however, need to ensure plans are re-assessed based on emerging government guidance and advice from the local Public Health Dept. Previous risk assessments may need to be defaulted to.
- 13) Other people who are living with Clinically Extremely Vulnerable persons may attend the School, in compliance with all Covid 19 safety measures identified.

- 14) Clinically Extremely Vulnerable Pupils** who have been confirmed as such by their medical support team are to Shield at home and are NOT to attend the School (Remote learning solutions are to be provided).
- 15)** An individual risk assessment will be carried out for any person who considers that the control measures in place are insufficient for their personal circumstances.
- 16)** Individual risk assessments already in place for staff and students will be reviewed.

From the 1st September, in areas of National Government Intervention (Local Intervention Areas) e.g. Local Lockdown Areas face coverings are to be worn by all pupils of Year 7 & above and adults in corridors and communal areas where social distancing is difficult to maintain (with the standard exceptions for disabilities / breathing difficulties / lip reading etc applying).
A small stock of spare face coverings is held to support this measure.

Initial - Rapid Result Tests (Lateral Flow Tests)

Rapid Result Tests (Lateral Flow Tests) are to be offered to Secondary School Staff & Pupils of Secondary School age who are attending onsite (Including those with SEN).
The testing available consists of 2 Lateral Flow Tests, 3 – 5 days apart, with priority being given to staff and any other pupils who need to attend onsite provision.
Although encouraged and prior consent is required, this testing is voluntary.

Ongoing - Initial - Rapid Result Tests (Lateral Flow Tests)

Rapid Result Tests (Lateral Flow Tests) are available for all Schools to conduct weekly testing of Staff in order to help detect those who are carrying the Covid 19 virus without displaying symptoms.
The testing available consists of 2 Lateral Flow Tests, 3 – 5 days apart, with priority being given to staff and any other pupils who need to attend onsite provision.
Although encouraged and prior consent is required, this testing is voluntary.

Lateral Flow Test Results

A negative result will allow the tested person to remain in school.
A positive result will require the tested person to self-isolate for 10.

If Covid 19 symptoms are displayed, the person is required to self-isolate for 10 days regardless of any Lateral Flow Test result, and they are encouraged to undertake a Covid 19 viral (PCR) Test.

Results for tests taken at School will be recorded & reported in line with current School test logging protocols.

LATERAL FLOW TEST INCIDENT REPORTING

Incidents regarding LFT testing are to be reported as follows.

Home testing Clinical Incidents to -

<https://coronavirusyellowcard.mhra.gov.uk> & the School Management.

Incidents in School to -

It is important that all incidents related to testing are recorded, including void results.

Serious incidents, including those that require immediate pausing of all testing on site, should be escalated immediately to the DfE helpline.

Incidents that disrupt testing and/or could potentially impact quality or safety of testing and cannot be resolved locally should be reported to the DfE helpline.

Any other incidents that disrupt testing in any way, but that are resolved locally, should be reported to DfE through the Incident Reporting Form on www.Gov.uk. DfE will escalate issues to DHSC through the clinical governance process for rapid testing as required.

DfE Coronavirus Helpline 0800 0468687.

Records of all incidents are kept.

LATERAL FLOW TEST FACILITY

A dedicated Covid 19 Rapid Results Test Facility has been set up, the facilities & procedures of which include,

- Appropriately trained staff.
- Staff are appropriately trained for their roles.
- Secure storage for LFD Test Kits at between 2 and 30 Degrees Celsius.
- An operational temperature of between 15 and 30 Degrees Celsius is maintained.
- A non-porous floor.
- Good air flow/ventilation & well lit.
- One-way flow or adequate space for social distancing.
- A registration desk at the entrance to the facility.
- Separate desks for Recording and Processing tests, and a Swabbing Area.

		<ul style="list-style-type: none"> The Swabbing desk and Processing desk are in close proximity to each other [within 1m], with the Recording desk close by. There is a clear demarcation between the Swabbing area and Processing area, and test subjects are not permitted to enter the Processing area. Hand sanitising facilities are provided, which are to be used by all persons entering or leaving the test facility. Facilities & PPE for containing & cleaning up bodily fluids are readily available (<i>Sneezing or vomiting may be expected</i>). Established NHS Testing protocols are followed in line with the training and guidance provided. Appropriate PPE is worn - Gloves, Apron, Fluid Resistant Surgical Mask & Eye Protection for Processing Operatives & Cleaners. Fluid Resistant Surgical Masks for All others. Results Recorders will need to wear Gloves if in contact with LFT Devices. PPE should be replaced between test session, and Sample Processors are to change gloves after each Sample. Waste disposal facilities are provided, both for General waste and Healthcare waste. <ul style="list-style-type: none"> Yellow bags for swabs, tissues, cartridges as Chemical waste (<i>Clear bags may also be used</i>). Black bags for all LFD packaging & general items as General waste. Tiger (Yellow & black) bags for PPE, mop heads, cloths as Offensive waste. The Swabbing area and Processing area are cleaned between each test, and the testing facility cleaned daily. Routine 'quality audit' checks are carried out by the Site Supervisor, and records kept. General School Covid 19 social distancing & face covering requirements apply to those awaiting test and upon completion of testing. Where someone has a positive test result, they are to be kept isolated until they can return home to self-isolate. 							
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"> 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: 	1	5	5 Low Risk				

- a. Notify a 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 of G01 (Imperial), the front meeting room (Fosse) or the front office in the Learning Centre.
- d. All other persons are to maintain a safe distance from the 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 (10 days for those with symptoms and 10 days for the rest of the household) 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.
- i. The person with 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. Parents encouraged to report positive test results to the school.
- j. The school will notify Local Public Health of any confirmed positive tests.

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 towels etc, which should be disposed of into the bins provided.

		<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 (Imperial) and the front meeting room (Fosse) and front office in the Learning Centre (all with vision panels and windows to ensure ventilation). b. A separate toilet facility will be used if necessary, this to be G02 (Imperial Campus), identified staff toilet in the Learning Centre and identified staff toilet on Fosse campus. c. Staff should keep 2m away from the student where possible. If a member of staff needs to attend to the student 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. School management will liaise with the DfE helpline to determine if the rest of the class, bubble or group or staff members should be sent home to self-isolate for 10 days.</p> <p>5) As part of the NHS Test & Trace programme, if other cases are detected within the school, Public Health England's Local Health Protection Teams will conduct a rapid investigation and will advise the school on the most appropriate action to take.</p> <p>6) If two or more cases are confirmed within 14 days, or if there is an overall rise in sickness absence where COVID-19 is suspected, the school will work with the Local Health Protection Team who will advise if additional action is required.</p> <p>7) Where a person tests negative for COVID 19 they can return to school when they are well enough to do so, and their fellow household members can end their self-isolation.</p>							
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		<p>8) The school holds a stock of self-testing kits, provided by the Government, that are available for use where it is considered that this would increase the likelihood of the test being taken.</p> <p>Rapid Result Tests (Lateral Flow Tests) Testing of close contacts as an alternative to self-isolation. Using a phased approach from January 2021 As an alternative to close contacts of positive cases being required to self-isolate for 10 days Rapid Result Tests (Lateral Flow Tests) are available for schools to conduct daily testing of close contacts (Staff or Pupils), where a negative result would allow them to remain in School. These tests will need to be taken in the morning for 7 school days. A negative result will allow the tested person to remain in school. A positive result will require the tested person to self-isolate for 10 days and they are encouraged to undertake a Covid 19 viral (PCR) Test. The person testing positive should be kept isolated until they can return home to self-isolate. Although encouraged and prior consent is required, this testing is voluntary, and those close contacts who choose not to be tested will be required to self-isolate for 10 days.</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. Identified support staff could work from home wherever possible. b. No external school trips will happen. <p>2) Where it is required the following advice to be given to staff, parents and students:</p> <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 or if this is not possible, then 1m apart with additional precautions i.e. staying side by side, minimising time spent together.) 	1	4	4 Low Risk				

		<p>d. Students who access alternative provision will be offered a taxi, if it is not safe or practicable for them to cycle or walk.</p> <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. 							
<p>Contamination during Access to & egress from site</p>	<p>Staff, Pupils, Visitors</p>	<ul style="list-style-type: none"> • All non-essential visitors will be told not to enter the site. This will be communicated to parents, contractors, staff and covered in training. • Separate entrance / exits for all year groups and staggered finish times will be in place to reduce congestion and contact at all times. These will be: <ul style="list-style-type: none"> a. Staff to arrive by their contracted start time and to leave at or after their contracted finish time via main reception entrances to both buildings. b. Any staff leaving and re-entering either building during the school day need to use the main reception entrances and follow the same entrance procedures. c. Students to be encouraged to be socially distant from other people when walking to and from school. d. For any students using public transport, students are to be reminded of the need to wear masks on these services and to sanitise their hands upon entry / exit. e. No student to be arrive on site prior to 8:30am. f. Year 7 to enter / exit through main reception on Fosse and will leave at 3:00pm. g. Y8 to enter / exit via the student entrance on Fosse and will leave at 3:10pm. h. Y9 to enter / exit via the gates on Fullhurst Avenue and will leave at 3:05pm. i. Y10 to enter / exit via the student gates on Imperial Avenue and will leave at 3:00pm. j. Y11 to enter / exit via the gates on Fosse Road South and will leave at 3:10pm. k. Learning Centre students in Years 9-11 to enter/exit through the smaller entrance on Fullhurst Avenue and to leave at 3.10pm. 	1	5	5 Low Risk				

I. Bike storage to be made available at each of these entrances / exits.

- All persons will be required to wash & dry or sanitise their hands before entering or leaving the site. This will happen for students at entrance points and for all staff and visitors at the main reception entrance. This to be reinforced with training and signage.
- All persons to wear a face covering whilst moving around the building and in communal areas.
- 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 and therefore must only enter and leave the site via main reception. Social distancing will be enforced for people waiting to enter the buildings.
- A process for the voluntary removal of face masks and where appropriate disposal of face masks used during travel will be communicated to staff and pupils and covered bins provided.
- Regular cleaning and disinfection of common contact surfaces in reception, offices, access control and delivery areas e.g. screens, telephone handsets, desks, photocopiers, particularly during peak flow times will happen. To support with this, areas to be used by staff to be clearly identified and cleaned as per government guidance.
- Good ventilation promoted through windows being kept open in classrooms and other communal areas. Doors to classrooms to remain open at all times.
- Desk or ceiling fans can be used provided that the area is well ventilated but they should not be used in poorly ventilated areas.
- A reduction in the number of people in attendance at site inductions and will hold these outdoors wherever possible.

Visitors

- No non-essential visitors will not be allowed onto the school site.
- All visitors to be made aware of site rules. As such guidance and signage will be produced and displayed in main reception.
- Any visitors to wear a face covering in adherence with the guidelines discussed.
- 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

		<p>reception regarding good hygiene and wash hands. Log kept of areas visited and people they have been in contact with.</p> <p>Staff</p> <ul style="list-style-type: none"> • Staff who are showing any of the signs of COVID -19 may NOT come to school. • Staff MUST declare if they have a member of their family displaying signs of COVID-19 and may NOT come into school. • Staff have been informed about the need for self-isolation as advised by the Government. • Staff are to pay due regard to social distancing requirements when parking and accessing their vehicles. • On arrival and exiting all staff are required to wash & dry hands or use the sanitiser provided in reception. • Hand washing with soap to be at least 20 seconds each time. <p>Parents etc</p> <ul style="list-style-type: none"> • Contact with parents to be minimised, with only a single parent attending drop off & pick up of children, and 2m distancing to be observed. • Parents are to be reminded not to gather by the school gates etc whilst awaiting their children and are only allowed on site by appointment. • A protocol will be in place and shared with staff to deal with those arriving at school who are not supposed to be there. 							
Contaminati on within Internal Areas	Staff, Pupils, Visitors	<p>1) It is understood that some SEN children may find it difficult to understand and maintain social distancing separation, therefore where this proves to be impracticable, the principles identified at the top of this risk assessment are used to implement as high a standard of control as practicable.</p> <p>2) Desks will be placed as far apart as possible. Student sitting positions will be side-to-side, forward facing and not facing each other as far as possible.</p> <p>3) Communal areas to be organised as far as possible to allow 2m separation between staff and pupil groups.</p> <p>4) Consideration has been paid to separate areas for each year group. These are:</p> <ul style="list-style-type: none"> a. On arrival, all year groups will be directed to separate spaces prior to form time. b. On Fosse campus, Y7 and Y8 (with separate timetables) to use the same communal areas for breaks and lunchtimes. Strict cleaning 	2	4	8 Low Risk				

measures will be in place between each year group usage.

- c. On Imperial campus, Y9 and 10 (with separate timetables) will use the same communal areas for breaks and lunchtimes. Strict cleaning measures will be in place between each year group usage.
- d. On Imperial Campus, Y11 will have a separate communal area for break and lunchtime (the main hall).

5) Pupils are to be kept in separate groups as far as practicable. It is accepted that there will be some cross over between groups, but this will be kept to a minimum via the following:

- a. Each year group and the Learning Centre is to be considered as its own bubble. With groups remaining as consistent as possible.
- b. A one-way system will be in operation on both sites.
- c. Y7-9 will be timetabled in single classes with students remaining in the same classroom for the majority of the school day. Students will only leave their designated classroom for specialist subjects i.e. PE, Science and PACA. Where practical, staff will collect students from their designated classroom and escort them to the specialist classroom.
- d. To enable Y10-11 to access a full GCSE curriculum they will move to classrooms as normal, following the one-way system. To minimise contact, they will have different start and end times to lessons to avoid busy corridors and mixing between year groups.
- e. Students in the Learning Centre will have the majority of their timetabled lessons delivered in the Learning Centre, apart from specialist subjects i.e. PE and options subjects (Y10-11).
- f. Staff are permitted to work between groups and sites.

6) Groups in Y7-9, as far as possible, will be kept to the same areas within the school.

7) Where possible staff are to maintain a safe distance between each other (2 metres). The use of the staffroom on both sites is to be kept to a minimum.

8) Staff in each room/area will be limited as far as possible to follow social distancing guidance.

- 9) When social distancing is difficult to maintain, face coverings to be worn by all persons.
- 10) Where possible, staff are to keep 2m apart from other staff and students, avoid close face to face contact, and minimise necessary contact within 1m of others. Where possible, readjustment of tables in classrooms to facilitate a greater distance between staff and students, especially at the front of the classroom.
- 11) Assemblies to be pre-recorded and played in tutor time.
- 12) Good ventilation to be promoted through windows and doors in classrooms remaining open. Windows in communal areas to be open prior to usage.
- 13) Strict hygiene rules to be implemented, all staff to be asked to do the following:
 - a. Use alcohol-based hand sanitiser.
 - b. Wash hands if face is touched.
 - c. All hand contact surfaces to be cleaned throughout the day.
 - 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.
 - e. Only cleaning products supplied by the school, to be used.

Staff to avoid working with paper/other materials that are shared between bubbles as this may aid transmission. Separate books/booklets for marking to be used so they can be isolated for 48 hours before being used by teachers for marking. Photocopying to be done in advance (where possible).

Staff to Staff interaction;

- 1) Staff should only complete activities, which relate directly to their job descriptions.
- 2) Teachers may only complete tasks relating to the Teachers Standards.
- 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).

Equipment, Activities and resources

- To limit the use of shared resources in year bubbles, separate equipment will be used for different year groups.
- Staff & students will have their own allocated individual frequently used resources such as pens & pencils.
- All equipment & resources are to be regularly cleaned (including IT equipment, photocopiers), and equipment & resources that are shared between groups are cleaned between each use.
- Students should be reminded only to bring essential items into the school.
- No singing will be allowed with other students. Singing is only to be done in a controlled environment e.g. alone in a room.

Rooms

- 1) Doors will be propped open to reduce contact points, provided fire safety, security & safeguarding requirements **are not compromised.**
- 2) Rooms to be well ventilated.
- 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) Waste bins are to be provided in each main room to collect used tissues.
- 5) Disinfectant wipes to be available in each room.

Building

- 1) A one-way system for travelling within both school buildings will be implemented.
- 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,

		<p>and where their use cannot be avoided returned badge holders are to be cleaned and disinfected immediately.</p> <p>7) Drinking water fountains are to not be in use. Students to be advised to bring their own water or drinking bottles which can be re-filled.</p> <p>8) Bins are to be provided in each room to collect used tissues. These will be emptied regularly.</p>						
Contaminati on in Outdoor Areas	Staff, Pupils	<p>1) It is understood that some SEN children may find it difficult to understand and maintain social distancing separation, therefore where this proves to be impracticable, the principles identified at the top of this risk assessment are used to implement as high a standard of control as practicable.</p> <p>2) Areas to be organised to allow 2m separation between all staff or student groups where possible. In order to facilitate this, the following will be in operation:</p> <ol style="list-style-type: none"> a. Breaks and lunchtimes to be staggered Y7-10. For Y11, a separate space will be used to enforce separation between them and Y9. b. Y7-8 to use the same communal spaces for breaks and lunchtime, but strict cleaning measures to be used between break and lunch sittings. c. Y9-10 to use the same communal spaces for breaks and lunchtime, but strict cleaning measures to be used between break and lunch sittings. d. Y11 to have separate space for break and lunchtime (main hall). e. External play equipment separated for each year group. <p>3) Hand sanitising facilities are to be provided at the entry/exit points to the playground, and all persons are to sanitise their hands when re-entering the building.</p> <p>4) Contact sports not permitted at break and lunch times.</p> <p>5) For PE lessons outside, the same COVID 19 control measures (social distancing and hand sanitising protocols etc) will be adopted as for indoors lessons.</p> <p>6) Facilities will be sufficient to provide adequate shelter from inclement or hot weather where necessary. Each year group to have their own inside and outside space.</p>	2	4	8 Low Risk			
Allocation of Staff	Staff	<p>Staffing allocation is done on a daily basis and the following are considered:</p> <ul style="list-style-type: none"> • Authorisation onto the school site will be by Acting Principals. 	1	5	5 Low Risk			

		<ul style="list-style-type: none"> • All staff medical needs to be discussed with the Acting Principals prior to them entering the school. • When using either staffroom all staff need to adhere to social distancing. • Face coverings to be worn in communal areas. • Non-teaching staff who are identified as working from home to confirm if they wish to go into school and this will be confirmed by the Acting Principals. • Suitable and sufficient provision must be made for the provision of first aid, physical intervention, emergency procedures response, etc. • Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc. Offices to be arranged in a way that facilitates social distancing. • There will be an emphasis on ensuring social distancing, therefore the smallest number of staff are allocated to a classroom. • Cleaning staff rotas will be reviewed to ensure appropriate coverage. • Staff are allocated duties to enforce, as far as is reasonably practical, social distancing of pupils leaving school at the end of the school day. 							
Work planning	Staff, Pupils,	<ol style="list-style-type: none"> 1) Areas are to be organised to allow effective separation between all staff or groups (the desks should be as far apart as possible). Where possible, floor markings and signage to provide a clear means of maintaining 2m distance. 2) Timetables will be reviewed to determine acceptable activities, the potential for teaching outdoors, and minimising contacts and movement within the school. 3) Finish times, breaks and lunchtimes to be staggered to reduce congestion. Separate entry/exit points in place for all year groups. 4) Where offices are shared, strict social distancing will be in operation. 5) Movement around the school site is to be kept to a minimum. These groups are as far as possible to keep to the same areas of use of the premises. (see details above) 6) Priority is to be given to outdoor PE activities over indoor ones. 7) The use of shared resources (i.e. specialist equipment) is to be limited to single year group bubbles. Students to bring in their own equipment e.g. pens, pencils etc. 	2	4	8 Low Risk				

		<p>8) For SEN students, the same principles of segregation, hygiene, cohesive staffing and PPE use will be applied as far as is possible, but the actual measures to be adopted for each case will 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. work surfaces, door handles, taps, photocopiers etc. are all thoroughly cleaned and disinfected regularly.</p> <p>2) Cleaning protocol is as follows:</p> <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. COSHH assessment required 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>	2	4	8 Low Risk			

		4) If its' use cannot be prevented, external play equipment is to be cleaned & disinfected after each use.							
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) Delivery staff will not be approached and packages to be left in a safe place. 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	4	4 Low Risk				
Contractors	Staff, Pupils, Contract ors	<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, by 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. Also, who they have been in contact with for tracing purposes. 8) Where possible, contractor works are to be programmed for times when the minimum number of persons are on site (i.e. after normal opening hours) and /or in restricted areas. 9) Contractors & Third-Party Organisations working on site are to have their own COVID 19 risk assessments and safe systems of work, which are compatible with the school COVID 19 arrangements, or are to comply with the schools arrangements. 	1	4	4 Low Risk				

<p>Poor hygiene</p>	<p>Staff, Pupils, Visitors</p>	<p>1) Staff, students and visitors to be advised to:</p> <ul 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. d. Wash or replace face coverings regularly and to store them in clear plastic bags (when in use) <p>2) Regular cleaning of the hand washing facilities and checking soap and sanitiser levels to happen.</p> <p>3) Suitable and sufficient rubbish bins for hand towels will be provided, with regular removal and disposal.</p> <p>4) Extra supplies of soap, hand sanitiser and paper towels to be securely stored.</p>	<p>2</p>	<p>4</p>	<p>8 Low Risk</p>				
<p>Canteen use - exposure from large numbers of persons</p>	<p>Staff, Pupils</p>	<p>1) All persons should be required to remain on site, as far as possible, once they have entered it and not use local shops etc.</p> <p>2) Any staff leaving and re-entering either building during the school day need to use the main reception entrances and follow the same entrance procedures.</p> <p>3) Food and drink will only be consumed in dedicated facilities where possible.</p> <p>4) Break times will be staggered to reduce congestion and contact at all times.</p> <p>5) Hand cleaning facilities or hand sanitiser will be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.</p> <p>6) In staff locations persons to sit 2 metres apart from each other whilst eating and avoid personal contact.</p> <p>7) Face coverings are to be worn in communal areas.</p> <p>8) In dining halls each group is to be kept separate from others via staggered break and lunch times.</p> <p>9) Where possible food served or displayed will be individually wrapped to avoid contamination.</p> <p>10) Food displays should be protected against contamination by coughing, sneezing, etc).</p> <p>11) Any cutlery provided should be handed out by staff wearing gloves or allocated separately to users and</p>	<p>2</p>	<p>4</p>	<p>8 Low Risk</p>				

		<p>not provided in communal storage where users select their own.</p> <p>12) Payments should be taken by contactless methods wherever possible. Regular cleaning of payment stations throughout the day.</p> <p>13) Drinking water will be provided with enhanced cleaning measures of the tap mechanism introduced.</p> <p>14) Where possible, Kitchen windows should remain open to increase ventilation (Fly-screens should be fitted).</p> <p>15) Tables and chairs to be cleaned between each sitting.</p> <p>16) All rubbish and waste to be put straight in the bin by the user and not left for someone else to clear up.</p> <p>17) All areas used for eating to be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.</p>							
Use of changing facilities, toilets, showers and drying rooms	Staff, Pupils	<p>1) Where students have PE at the same time, different entry points and different changing rooms will be in operation for each year group.</p> <p>2) Enhanced cleaning of all facilities will happen throughout the day and at the end of each day.</p> <p>3) In each toilet suitable and sufficient rubbish bins will be in place, with regular removal and disposal. Bin liners will be used in all bins.</p> <p>4) Air hand driers will be disconnected to reduce unnecessary air movement and additional tissues will be provided</p> <p>5) Training and signage will reinforce the need to wash & dry hands before and after using the facilities.</p> <p>6) Staff on duty outside toilets to rigorously monitor the amount of students in the toilet at any given time to ensure this does exceed capacity (to the point where social distancing cannot take place).</p>	2	4	8 Low Risk				
Lack of awareness	Staff, Pupils, Visitors	<p>1) Information communicated prior to more students attending school, including a guide to supplement this risk assessment. Staggered start to the academic year used to ensure time is given to train students in these new systems.</p> <p>2) Staff to be given specific training on the risk assessment and procedures in place for September during August training days</p> <p>3) Clear posters, signage and information is to be displayed around the sites (and particularly in welfare areas) reminding all persons of social distancing, hygiene and hand washing requirements.</p>	1	5	5 Low Risk				

		<p>4) Signs are to be displayed outside meeting rooms and offices etc identifying the maximum occupancy levels to ensure appropriate segregation.</p> <p>5) “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 measures outlined in this assessment and from government guidance. This will include informing personnel of the known symptoms.</p> <p>6) Staff are to challenge any person not adhering to the control measures within this risk assessment.</p>							
Emergency procedures (Fire alarm activations etc)	Staff, Pupils, Visitors, Contractors	<p>1) Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. Particularly at assembly areas (2m separation) – Lower playground (Fosse) and MUGA (Imperial).</p> <p>2) Safety procedures have been reviewed to take account of social distancing and staffing levels. This includes a review of PEEP’s and Evac Chair requirements, and contingencies for unplanned staff absences due to Covid 19.</p>	2	4	8 Low Risk				
First Aid provision	Staff Pupils, Visitors	<p>1) First aider numbers & locations will be reviewed to ensure appropriate cover is maintained.</p> <p>2) Adequate social distancing of 2m separation is to be maintained at all times when direct physical contact is not necessary.</p> <p>3) When physical contact is necessary PPE appropriate to the level of risk is to be worn (Gloves, face mask, apron, eye protection).</p> <p>4) Upon completion of first aid, thoroughly wash & dry the hands and any points of contact, and clean & disinfect the affected area.</p>	1	4	4 Low risk				

Government & NHS Guidance

Coronavirus Guidance

<https://www.gov.uk/coronavirus>

Guidance on infection prevention and control for COVID-19

<https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

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>

Check if you have coronavirus symptoms

<https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

Extremely Vulnerable Persons

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Travel guidance

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#exemptions-face-coverings>

Guidance for the full opening of schools from the start of the autumn term:

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

Guidance on actions for early years and childcare providers:

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures>

Guidance for the full opening of special schools and other specialist settings from the start of the autumn term:

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings>

Guidance on what further education colleges and providers will need to do from the start of the 2020 autumn term:

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision>

Scoring Table							Risk Scoring Guide																
LEVEL OF RISK		OVERALL RATING		HOW THE RISK SHOULD BE TACKLED/MANAGED			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.																
HIGH RISK		15-25		Immediate Management Action			<table border="1"> <thead> <tr> <th rowspan="4">Impact Criteria (B)</th> <th>IMPACT</th> <th>SCORE</th> <th>HEALTH & SAFETY EFFECT</th> </tr> </thead> <tbody> <tr> <td>Critical/ Catastrophic</td> <td>5</td> <td>Multiple deaths of employees, service users, members of the public, etc.</td> </tr> <tr> <td>Major</td> <td>4</td> <td>Death of an employee, service user, member of the public, etc.</td> </tr> <tr> <td>Moderate</td> <td>3</td> <td>Serious injury (acute, chronic or life-changing) to employee, service user or member of the public requiring medical intervention.</td> </tr> </tbody> </table>				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 or life-changing) to employee, service user or member of the public requiring medical intervention.
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MEDIUM RISK		9-12		Plan for Change																			
LOW RISK		1-8		Continue to Manage																			
Likelihood	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.

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.