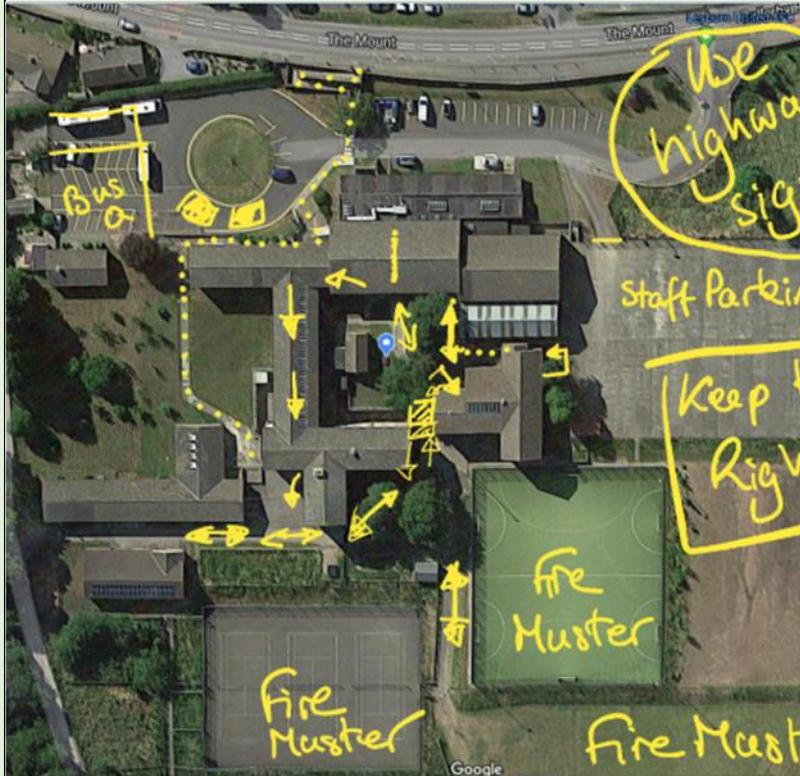


| Activity/<br>Situation   | WIDER OPENING OF SCHOOL FROM SEPTEMBER 2020   |   |  |   |                          |                          |
|--|---|---|--|---|--------------------------|--------------------------|
| Location   | The Wensleydale School and Sixth Form   |   |  |   |                          |                          |
| Persons at Risk  | Students <input checked="" type="checkbox"/>  | Employees <input checked="" type="checkbox"/> | Visitors <input checked="" type="checkbox"/> | Contractors <input checked="" type="checkbox"/> |                          |                          |
| HAZARD(S)  | <p><i>Note: this list is not exhaustive and <b>must</b> be adapted for your own needs</i></p> <ul style="list-style-type: none"> <li>✗ <b>Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed</b></li> <li>✗ <b>Social Distancing Measures Not Followed During Travel to and from School</b></li> <li>✗ <b>Inadequate Cleaning/Sanitising</b></li> <li>✗ <b>Shared Resources</b></li> <li>✗ <b>Staffing &amp; Spread of Coronavirus to Staff, Students and Families, Visitors and Contractors</b></li> <li>✗ <b>Site User Becoming Unwell</b></li> <li>✗ <b>Site User Developing Symptoms</b></li> <li>✗ <b>Inadequate Hand Washing/Personal Hygiene</b></li> <li>✗ <b>Inadequate Personal Protection &amp; PPE</b></li> <li>✗ <b>Visitors, Contractors &amp; Spread of Coronavirus</b></li> <li>✗ <b>Inadequate Ventilation</b></li> </ul> |   |  |   |                          |                          |
| CONTROL MEASURES   | ADDITIONAL INFORMATION  |   |  | YES   | NO                       | N/A                      |
| <p><i>Note: you <b>must</b> amend and adapt this generic risk assessment to suit your own needs by selecting the controls from the examples provided (adding and amending others where necessary) and then evaluate the overall risk for the activity/situation.</i></p> |   |   |  |   |                          |                          |
| <p><b>Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed</b></p>  |   |   |  |   |                          |                          |
| <p>Consistent groups are in place which reduces the risk of transmission by limiting the number of students and staff in contact with each other to only those within the group</p>  | <p>The timetable has been rewritten so KS3 year groups are taught in 3 sets per year. These sets are fixed and become class bubbles. In KS4 there are fixed subject groups- but there is some movement due to the need for specialist teaching.</p>   |   |  | <input checked="" type="checkbox"/>             | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>The school keeps a record of students and staff in each group, and any close contact that takes places between children and staff in different groups</p>   | <p>There is a new Covid-19 record book which is kept in the Attendance Officer's office. Any reports of close contact will be recorded in this book and appropriate follow up actions taken. The Behaviour Policy has a Covid-19 addendum which clearly outlines the additional measure in place</p>  |   |  | <input checked="" type="checkbox"/>             | <input type="checkbox"/> | <input type="checkbox"/> |

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| <p>Primary schools may be able to implement groups that are the size of a full class. If that can be achieved, it is recommended, as this will help to reduce the number of people who could be asked to isolate should someone in the group become ill with coronavirus (COVID-19).</p>  | <p>Circumstances need to be assessed and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, you can look to implement year group sized 'bubbles'</p>  | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <p>In the younger years in Secondary Schools (key stage 3), schools may be able to implement groups that are the size of a full class. If that can be achieved, it is recommended, as this will help to reduce the number of people who could be asked to isolate should someone in group become ill with coronavirus (COVID-19).</p>           | <p>Year 7 is 58 in number and taught in 3 groups. Classroom tables are spaced at 1m+ where possible with seating facing forwards.<br/> Year 8 is 71 in number and taught in 3 groups. Classroom tables are 1+m where possible with seating facing forward<br/> Year 9 is 58 in number and taught in 3 groups. Classroom tables are spaced at 1m+ where possible with seating facing forwards.</p>  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| <p>In Secondary Schools, and certainly in the older age groups at key stage 4 and key stage 5, the groups are likely to need to be the size of a year group to enable schools to deliver the full range of curriculum subjects and students to receive specialist teaching. If this can be achieved with small groups, they are recommended</p> | <p>Year 13 are a small year group and will be taught as one discreet group with 1+m spacing at all times.<br/> Year 12 will be no larger than 15 and will be taught as one discreet group with 1+m spacing at all times.<br/> Year 10 is 58 in number and will be taught in 4 sets for Eng, Maths and Science. Classroom tables are 1+m where possible with seating facing forward. Option subject groups will vary and there will be mixing within the year group to facilitate specialist teaching. Option groups are no larger than 25.<br/> Year 11 is 72 in number and will be taught in 4 sets for Eng, Maths and Science. Classroom tables are 1+m where possible with seating facing forward. Option subject groups will vary and there will be mixing within the year group to facilitate specialist teaching. Option groups are no larger than 25.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| <p>Where staff or children cannot maintain distancing, the risk is reduced by keeping students in the class-sized groups</p>  | <p>All teachers will maintain 2m distancing at the front of classroom. Any 1:1 contact will be side on at 1+m distance and for no longer than 15 minutes. Social distancing in corridors will be maintained via the one way system, monitoring from staff and signage. Lunch and breaks will be staggered, as will entry and exit to the school at the beginning and end of the day. Change of lesson will be coordinated by year groups as far as is practical and possible. Timetable is being written with natural flow of movement using</p>   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |

the one way system where possible. External entrances to classrooms are being utilised where possible



Whatever the size of the group, they are kept apart from other groups and older children are encouraged to keep their distance within their groups

Signage, regular contact with parents over the summer in preparation for the September changes. Timetable facilitates separation as far as is possible.

Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible

The only 'social space' is the Dining Hall. This will be permanently set up for lunch service and not used for any other purpose. Year 7 will have lunch as a year group of 58- tables at 1+m distance and chairs side by side and not face on. Year 8 and Year 10 will have lunch at the same time, however the hall has been fitted with Perspex screens that separate the hall into 2 halves and year

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|  | groups will stay in their own allocated half. Tables will be cleaned before each lunch sitting. Year 9 and Year 11 will have the same arrangement. All lunch sessions will be monitored by SLT  |                                     |                          |                                     |
| It is recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group                            |   | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Schools keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport | Year 7 is 58 in number and taught in 3 groups. Classroom tables are spaced at 1m+ where possible with seating facing forwards.<br>Year 8 is 71 in number and taught in 3 groups. Classroom tables are 1+m where possible with seating facing forwards.<br>Year 9 is 58 in number and taught in 3 groups. Classroom tables are spaced at 1m+ where possible with seating facing forwards.<br>Year 13 are a small year group and will be taught as one discreet group with 1+m spacing at all times.<br>Year 12 will be no larger than 15 will be taught as one discreet group with 1+m spacing at all times.<br>Yr10 is 58 in number and will be taught in 4 sets for Eng, Maths and Science. Classroom tables are 1+m where possible with seating facing forwards. Option subject groups will vary and there will be mixing within the year group to facilitate specialist teaching. Option groups are no larger than 25<br>Year 11 is 72 in number and will be taught in 4 sets for Eng, Maths and Science. Classroom tables are 1+m where possible with seating facing forwards. Option subject groups will vary and there will be mixing within the year group to facilitate specialist teaching. Option groups are no larger than 25. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Boarding students can be in one group residentially and another during the school day  |   | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| It is accepted that boarding students will mix during sociable time  |   | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Siblings may be in different groups  | Acknowledged - siblings in different year groups will stay with their year groups. No mixing between siblings of different years in the school day.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Teachers and other staff operate across different classes and year groups in order to facilitate the delivery of the school timetable  | See above- Teachers however will remain primarily in their teaching space and classes will move. There are sanitiser dispensers outside every classroom and students will be expected   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |

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|   | to sanitise their hands on entry and exit of every classroom. Classrooms will be deep cleaned daily and more often if possible.  |                                     |                          |                          |
| Where staff need to move between classes and year groups, they should keep their distance from students and other staff as much as they can, ideally 2 metres from other adults | Signage and taping is very visible around school and staff know to stay socially distanced.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Where possible adults maintain a 2 metre distance from each other, and from children  | An area has been marked on the floor at the front of each classroom which is 2m from the closest student desk. This is primarily where teachers stand to face the class and teach.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Adults avoid close face to face contact and limit time spent within 1 metre of anyone to less than 15 minutes duration  | All teachers will maintain 2m distancing at the front of classrooms. Any 1:1 contact will be side on at 1+m distance and for no longer than 15 minutes.<br>No visitors will be allowed on site without a pre -booked appointment and senior staff will only meet at socially distanced spaces. Masks may be worn by visitors and senior staff if appropriate at any such meetings. Admin and attendance staff have a screen at reception and will minimise contact around the school site. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Within the classroom a distance between people is maintained so far as reasonably practical   | All extraneous furniture has been removed. All books and equipment are in closed cupboards to maximise space. Teacher's desks have been removed and work stations fitted. This is also to maximise space.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Face to face contact time is reduced and limited to no more than 15 minutes duration  | In place   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Students are seated side by side and facing forwards, rather than face to face or side on   | In place   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Staff will work side on to students as opposed to face to face whenever possible  | In place   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Educational and care support is provided as normal to students who have complex needs or who need close contact care  | In place- additional PPE for TAs and 1:1 work with students is closely monitored by Inclusion Lead and SLT. Appropriate use of PPE where necessary.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Unnecessary furniture has been moved out of classrooms to make more space   | In place   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Large gatherings such as assemblies or collective worship with more than one group do not take place  | All cancelled until further notice   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| The timetable and selection of classroom or other learning environment has been used to reduce movement around the school or building  | Change of lesson will be coordinated by year groups as far as is practical and possible. Timetable is being written with natural flow of movement using the one way system where possible. External entrances to classrooms are being utilised- where possible.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Consideration given to staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school   | Staggered start and finish times should not reduce the amount of overall teaching time  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Parents' drop-off and pick-up protocols planned to minimise adult to adult contact   | In place  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Parents and students are told their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) | Drop off will be Richmond Road, at the top of the 'Zig Zag'. No parents have been allowed to drive onto site since 1 June 2020 and this will continue to be the case from September 2020.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| It is made clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)                        | In place- only pre booked appointments will be accepted.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| External entrances to classrooms are used where practical  | J and K blocks have external doors. Dalton block will use external doors to facilitate the one way system. A , B and C floor classrooms do not have external doors. Timetable being written with sensible flow of students along the one way system. At the end of the day, students will be released via tannoy system in staggered groups.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Break times are staggered so that all students are not moving around the school at the same time   | 2 x 10 minute breaks are written into the end of lesson 1 and 2. Further planning is being considered, but there will not be movement around corridors during these times. Toilets will be supervised on 3 in 3 out basis. Break time food may not be available for purchase. TBC.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Lunch breaks are staggered   | Dining Hall. This will be permanently set up for lunch service and not used for any other purpose. Year 7 will have lunch as a year group of 58 - tables at 1+m distance, chairs side by side and not face on. Year 8 and Year 10 will have lunch at the same time, however the hall has been fitted with Perspex screens that separate the hall into 2 halves and year groups will stay in their own allocated half. Tables will be cleaned before each lunch sitting. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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|   | Year 9 and Year 11 will have the same arrangement. All lunch sessions will be monitored by SLT  |                                     |                          |                          |
| Numbers of staff using Staff Room are limited or the use of Staff Room is staggered   | Staff room will be closed until further notice. Staff advised to stay in their classrooms and bring water bottles and flasks for personal use. No sharing of mugs, spoons and crockery permitted.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| During PE lessons students should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.            | No contact sport permitted. Curriculum will be adapted to skills practice, running, athletics and walking options. Equipment, if used, will be reduced to one session per day to facilitate additional cleaning and sanitisation.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Outdoor sports are prioritised where possible, and large indoor spaces used where it is not, maximising distancing between students and paying scrupulous attention to cleaning and hygiene | Schools should refer to the following advice:<br><a href="#">guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grassroots sport<br><br>advice from organisations such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a>   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Social Distancing Measures Not Followed During Travel to and from School</b>   |   |                                     |                          |                          |
| Parents and students are encouraged to walk or cycle to their education setting where possible  | Parents made aware - students who walk or are dropped off by parents will not be allowed to enter the site until 8.50am and will leave at 3.30pm (15 minutes earlier than bus students) to ease flow of students at the end of the day and maintain social distancing. This does not affect curriculum time as the timetable has been rewritten to accommodate these changes. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Schools, parents and students following the government guidance on how to travel safely, when planning their travel on public transport   | <a href="#">safer travel guidance for passengers</a>  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Face coverings are required at all times on public transport for children, over the age of 11   | Parents aware.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Inadequate Cleaning/Sanitising</b>   |   |                                     |                          |                          |
| A cleaning schedule that ensures cleaning is generally enhanced and includes more frequent cleaning of rooms / shared areas that are used by different groups is in place                   | In place- disinfectant sprays issued to staff. Cleaning schedules adapted.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| Surfaces that students are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more often than normal  | In place- disinfectant sprays issued to staff. Cleaning schedules adapted.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use  | In place   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Bins for tissues and other rubbish are emptied throughout the day   | In place   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary   | In place – cleaning rota and cycle in place and monitored daily. Hourly checks are completed for toilet blocks.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Consideration given to how play equipment is used ensuring it is appropriately cleaned between groups of children using it  |  | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <b>Shared Resources</b>   |  |                                     |                          |                                     |
| For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and students have their own items that are not shared   | Students will be issued with a plastic wallet in September with personal pens and equipment required for use in the classroom. No sharing of equipment is allowed and once issued, pens will not be taken back by staff. Students are responsible for their own belongings and must not share with anyone, even siblings.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Classroom based resources, such as books and games, can be used and shared within the bubble; these are cleaned regularly, along with all frequently touched surfaces   | All extraneous equipment has been removed. Textbooks will be used sparingly and cleaned as per guidelines. All surfaces will be deep cleaned daily. Students will be issued with one general exercise book which will be taken to all lessons in their bags- this is for notes and rough classwork. It will not be marked. Assessments and 'neat work' will be in separate exercise books for each subject covered with a plastic cover. This will not leave the classroom and will be sanitised before teachers mark them | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of | PE, Art, Science and DT have sterilising fluid to sanitise equipment for at least 20minutes before reuse in practical lessons, other lessons will be theory based. All equipment used will be sanitised accordingly Alternative methods of teaching the curriculum are being used to minimise use of equipment. Science will adapt by  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |

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| 48 hours (72 hours for plastics) between use by different bubbles   | conducting demonstration practicals where possible and sterilising equipment between groups.  |                                     |                          |                          |
| Students can bring essentials such as lunch boxes, hats, coats, books, stationery, bags and mobile phones (depending on school policy) in to school   | Students will be issued with a plastic wallet in September with a mini whiteboard and pen required for use in the classroom. No sharing of equipment is allowed and once issued, becomes the responsibility of students to clean and keep safe. Students must bring in their own pens, pencils and writing materials. No loans of pens will be allowed. Students are responsible for their own belongings and must not share with anyone, even siblings.. The No See No Hear mobile phone rule is still in place and will be enforced. Any mobiles removed will be wiped with antibacterial wipe before being stored in the safe. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Students and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources | Staff have been advised to mark books on site and not take them home.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Devices/ laptops/tablets etc. that are brought from home to school and back again are cleaned at the start and end of the day   | Parents have been advised.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Staffing &amp; Spread of Coronavirus to Staff, Students and Families, Visitors and Contractors</b>   |   |                                     |                          |                          |
| Contact with individuals who are unwell is minimised by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school   | Ensuring that students, staff and other adults do not come into the school if they have <a href="#">coronavirus (COVID-19) symptoms</a> , or have tested positive in the last 7 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19)   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Staff with specific health conditions who fall within the clinically extremely vulnerable category and have been shielding, are advised to stay at home as much as possible.<br>If working from home is not possible, they may be asked to return to work from 1 <sup>st</sup> August.      | <a href="#">Clinically extremely vulnerable</a><br><br>Individual risk assessments are needed and guidance must be sought. In place - staff affected have been contacted by the Headteacher to gain consultant and GP advice.<br>Individual risk assessments will be prepared as required.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| Consideration should first be given to roles in school where it is possible to maintain social distancing. Returning is subject to an individual risk assessment and being able to maintain social distancing as much as possible   |   |                                     |                          |                          |
| Staff who are in the clinically vulnerable group can work in school, subject to an individual risk assessment and being able to maintain social distancing as much as possible  | <a href="#">Clinically-vulnerable people</a><br>Individual risk assessments are needed and guidance must be sought.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Where it is necessary to use supply staff and peripatetic teachers, those individuals will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and students   | From September 2020, no supply staff are required, as we are fully staffed, however Headteacher will consider longer engagement of supply staff to minimise movement around the site if it becomes necessary. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Access to PPE should be available where there is contact with diagnosed or suspected person with covid-19   | See Inadequate Personal Protection & PPE section of this risk assessment  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Site User Becoming Unwell</b>  |   |                                     |                          |                          |
| If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the guidance which sets out that they must self-isolate for at least 7 days and should <a href="#">arrange to have a test</a> to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms | <a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| If a pupil is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the Students and with appropriate adult  | In place.<br>If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| supervision if required. Ideally, a window should be opened for ventilation.   |   |                                     |                          |                                     |
| If the pupil needs to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else  | In place  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| PPE should be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained (such as for a very young pupil or a pupil with complex needs)   | See Inadequate Personal Protection & PPE section of this risk assessment    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| If a child in a boarding school shows symptoms, they should initially self-isolate in their residential setting household. Most children will benefit from self-isolating in their boarding house so that their usual support can continue. Others will benefit more from self-isolating in their family home  | <a href="#">guidance on isolation for residential educational settings.</a> | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| In an emergency, call 999 if the pupil is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital   | In place- first aiders aware  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Any members of staff who have helped someone with symptoms and any students who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test & Trace. | In place  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell  | In place  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| The area around the person with symptoms must be cleaned with normal household disinfectant  | <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>      | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |

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| after they have left to reduce the risk of passing the infection on to other people  |          |                                     |                          |                          |
| <b>Site User Developing Symptoms</b>   |          |                                     |                          |                          |
| Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to <a href="#">book a test</a> if they are displaying symptoms. Staff and students must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit | In place | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace  | In place | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to <a href="#">self-isolate</a> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)   | In place | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Parents and staff are asked to inform the school immediately of the results of a test  | In place | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu   | In place | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

|  |  |                                     |                          |                          |
|--|--|-------------------------------------|--------------------------|--------------------------|
| <p>– in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating</p>   |  |                                     |                          |                          |
| <p>If someone tests positive, they should follow the <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a> and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days</p> | <p>Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace</p>  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Schools send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious</p>   | <p>Close contact means:<br/> direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)<br/><br/> proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual travelling in a small vehicle, like a car, with an infected person</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Public Health England is clear that routinely taking the temperature of students by the school is not recommended as this is an unreliable method for identifying coronavirus (COVID-19) so this does not take place</p>  | <p>Acknowledged</p>  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Inadequate Hand Washing/Personal Hygiene**

|  |   |                                     |                          |                          |
|--|---|-------------------------------------|--------------------------|--------------------------|
| <p>Staff/students/cleaners/contractors etc. will be reminded to clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating</p>  | <p>Ensure that staff have sufficient time to wash their hands regularly and as frequently as students.</p>  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Hands are washed with liquid soap &amp; water for a minimum of 20 seconds</p>   | <p>Signage clear and in place. Additional mobile hand washing stations are being purchased for September and will be on each floor of the main building and at exits and entrances</p>  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>The school has considered whether they have enough hand washing or hand sanitiser 'stations' available so that all students and staff can clean their hands regularly</p>   | <p>Additional mobile hand washing stations are being purchased for September and will be on each floor of the main building and at exits and entrances. All classrooms have hand sanitiser units on the wall outside the classroom and will be used on entry and exit.</p>  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Alcohol based hand cleansers/gels (containing at least 60% alcohol) can only be used if soap and water are not available, but is not a substitute for hand washing. Such gels <b>MUST ONLY BE USED UNDER CLOSE SUPERVISION</b>. In normal circumstances students should not be using alcohol based hand cleansers because of the risk of ingestion.</p> | <p>In place – Outdoor hand sanitisers stations are at entrances. Additional sanitiser units are outside each classroom. Identified toilet blocks for use and will be cleaned hourly.</p>  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>The 'catch it, bin it, kill it' approach is very important and is promoted</p>  |  <p><b>CATCH IT</b><br/>Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.</p> <p><b>BIN IT</b><br/>Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.</p> <p><b>KILL IT</b><br/>Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.</p> <p><b>NHS</b> signage widespread and clear</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Disposable tissues are available in each room for both staff and pupil use</p>  | <p>In place<br/>All tissues and paper towels and similar used by students/staff to wipe noses, wash hands etc must be placed in a bin with a lid. The bin is red. The pedal bin liner has to be heavy duty and bagged and</p>   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

|   |  |                                     |                          |                          |
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|   | <p>tied at the end of the day and kept separate from all other waste. The bags have to be left (outside in the garage) for 72 hours before being placed in our refuse bins.</p>  |                                     |                          |                          |
| <p>Bins (ideally lidded pedal bins) for tissues are available in each room</p>  | <p>In place- red bins</p>  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Risk assessments for students with complex needs that may struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant, have been updated in order to support these students and the staff working with them</p>  | <p>In place- SENDCo leading and making contact with parents as necessary</p>   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p><b>Inadequate Personal Protection &amp; PPE</b></p>  |  |                                     |                          |                          |
| <p>Face coverings are not use in school as students and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education</p>   | <p>In place- face coverings have been used up until July 2020 along corridors. This is now amended in line with new guidance. However some students with additional needs- particularly autism, may prefer to wear masks - to be reviewed on case by case basis.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>PPE will need to be worn by a member of staff if a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the pupil is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</p> | <p><a href="#">safe working in education, childcare and children's social care</a></p>   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Students and staff who use them are required to remove face coverings on arrival at school</p>   | <p>In place</p>  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Students are instructed not to touch the front of their face covering during use or when removing face coverings</p>   | <p>In place</p>  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Students that arrive wearing a face covering must remove it, must wash their hands immediately on</p>  | <p>In place</p>  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

|   |  |                                     |                          |                          |
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| arrival (as is the case for all students), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom |  |                                     |                          |                          |
| <b>Visitors, Contractors &amp; Spread of Coronavirus</b>  |  |                                     |                          |                          |
| All visitors and contractors must make pre-arranged appointments or they will not be allowed on site  | In place   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| School ensures site guidance on physical distancing and hygiene is explained to visitors and contractors on or before arrival   | In place   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Where visits can happen outside of school hours, they are arranged as such  | In place   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Contractors to attend by agreement only after school have satisfied themselves that it is necessary for the visit to take place at that time and that all required controls are in place to allow the work to continue safely                     | In place- School Business Leader monitoring closely.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Contractors to provide updated risk assessment prior to visit which includes their own controls round infection spread prevention   | Times of visits may be adapted to take in to account the ability to maintain appropriate social distancing measures and availability of resources to effectively clean following the visits. School Business Leader leading on this. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| A record is kept of all visitors  | In place   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Inadequate Ventilation</b>   |  |                                     |                          |                          |
| Ventilate spaces with outdoor air   | External doors- not main entrances which are mag locked for safeguarding- are open and windows are open too. To be revisited in October when weather turns cooler – see below.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Where possible, occupied room windows should be open.   | Windows open- to be revisited in October when weather becomes cooler and looking at alternative methods of air recirculation and purification.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

|   |  |  |                              |                                     |
|---|--|--|------------------------------|-------------------------------------|
| Keep toilet ventilation in operation as much as possible while building is occupied   | Windows open.  | <input checked="" type="checkbox"/>      | <input type="checkbox"/>     | <input type="checkbox"/>            |
| Switch air handling units with recirculation to 100% outdoor air where this is not possible, systems are operated as normal   | N/A  | <input type="checkbox"/>                 | <input type="checkbox"/>     | <input checked="" type="checkbox"/> |
| Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation   | Fire doors must not be propped open unless they have a self-closing hold open device fitted<br><br>In place- use of external doors wherever possible | <input checked="" type="checkbox"/>      | <input type="checkbox"/>     | <input type="checkbox"/>            |
| Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment  |  |  |                              |                                     |
|   |  | Yes <input checked="" type="checkbox"/>  |                              | No <input type="checkbox"/>         |
| What is the level of risk for this activity/situation with existing control measures  |  |  |                              |                                     |
|   |  | High <input checked="" type="checkbox"/> | Med <input type="checkbox"/> | Low <input type="checkbox"/>        |
| Is the risk adequately controlled with existing control measures  |  |  |                              |                                     |
|   |  | Yes <input checked="" type="checkbox"/>  |                              | No <input type="checkbox"/>         |
| Have you identified any further control measures needed to control the risk and recorded them in the action plan  |  |  |                              |                                     |
|   |  | Yes <input checked="" type="checkbox"/>  |                              | No <input type="checkbox"/>         |
| <b>ACTION PLAN</b> (insert additional rows if required)   |  | <b>To be actioned by</b>                 |                              |                                     |
| Further control measures to reduce risks <i>so far as is reasonably practicable</i>   |  | <b>Name</b>                              | <b>Date</b>                  |                                     |
| <ul style="list-style-type: none"> <li>Staff will have a locker in the staff room which is for personal possessions only. There is a one way system in the staff room and tea/coffee making facilities have been removed. This is not a social space</li> </ul>   |  | JPO                                      | 17 July 2020                 |                                     |
| <ul style="list-style-type: none"> <li>There will be a designated outdoor space available to students for fresh air- no sports allowed- in their lunch time. This is will be way from the main building and will be confirmed in August 2020. Staff have the option of walking around the site or going off site during their lunch time each day.</li> </ul> |  | JPO                                      | Late August 2020             |                                     |
| <ul style="list-style-type: none"> <li>PPA for staff will be taken on site. If staff classrooms are being used by other staff the library is available with social distancing, however all mainstream teachers should not have their classrooms used by anyone else and Middle and Senior leaders have their own office spaces to work in</li> </ul>          |  | JPO                                      | 17 July 2020                 |                                     |
| <ul style="list-style-type: none"> <li>Positioning of and access to photocopiers for staff- hand sanitisers will be placed at each photocopier. Staff will be responsible for their own hand washing and sanitation. A red bin will be placed nearby and social distancing must be maintained.</li> </ul>   |  | All staff                                | September 2020               |                                     |

| <b>SUBJECT SPECIFIC ACTIONS</b>   |             |                |
|---|-------------|----------------|
| <p><b>IT</b></p> <ul style="list-style-type: none"> <li>• A new policy and rules surrounding computers and computer rooms- all IT rooms will have disposable sanitising wipes to use on keyboards at the end of each session. Students will hand sanitise on entry and exit. Red bins are placed in rooms for disposal</li> </ul>   | All staff   | September 2002 |
| <p><b>Art</b></p> <ul style="list-style-type: none"> <li>• Students will be asked to bring in coloured pens and pencils as part of their equipment</li> <li>• If a paint pot is used for a year group can we reuse that in the same year group since they are in a bubble. Similarly could we reuse the same try of pens/pencils in a year group bubble?</li> <li>• Can the bottom room be set up as a drying room so art can be left there to dry if only one person e.g the teacher enters to put the art down there.</li> <li>• Can brushes be reused straight away if they are dipped in Milton/steriliser</li> </ul> | JMc/LW/MC-B | September 2020 |
| <p><b>PE</b></p> <ul style="list-style-type: none"> <li>• Students who have PE that day be asked to arrive with their kit on?</li> <li>• Use of footballs, if they do not touch them with their hands could be used</li> <li>• Equipment like a bat/ball for a game of rounders are not to be used as not easy to sanitise.</li> </ul>  | JMc/JB/SW   | September 2020 |
| <p><b>DT</b></p> <ul style="list-style-type: none"> <li>• Computers will have antibacterial wipes for keyboard to be sanitised after each class group.</li> <li>• Machines can be used with more than one class a day , as long as control buttons are wiped down with sanitiser wipes</li> <li>• Equipment will be out on desks before students arrive to minimise any movement. Staff must sanitise hands before and after.</li> </ul>  | JMc/MC-B    | September 2020 |
| <p><b>Science</b></p> <ul style="list-style-type: none"> <li>• Goggles need to be sanitised between usages and used only once a day to allow for properly cleaning.</li> <li>• Bunsen burners, can be used by more than one person use it to heat something providing they don't touch it and stay 2 meters apart.</li> <li>• Science Technician must sanitise equipment in science before and after it goes out and staff will minimise practical work.</li> </ul>   | JMc         | September 2020 |
| <p><b>Food</b></p> <ul style="list-style-type: none"> <li>• 2 students can use the same cooker as long as they stay socially distanced</li> <li>• Classes larger than 20 , will have to adapt to some cook and some support and evaluate then alternate.. There will be an additional hand washing unit placed outside CI to facilitate hand washing</li> </ul>   | JMc/IJ/MC-B | September 2020 |

|   |              |   |   |                              |
|---|--------------|---|---|------------------------------|
| <ul style="list-style-type: none"> <li>• Students are to wear gloves when using equipment which can't easily be put through the dishwasher e.g. scales/blenders</li> <li>• School will provide all ingredients and charge parents through parent pay.</li> <li>• The class will be taught in rows where practical and possible</li> </ul> |              |   |   |                              |
| State overall risk level assigned to the task <b>AFTER</b> implementation of control and action plan measures taken as a result of this risk assessment   |              | High <input type="checkbox"/>           | Med <input checked="" type="checkbox"/>   | Low <input type="checkbox"/> |
| Is such a risk level deemed to be as low as reasonably practical?   |              | Yes <input checked="" type="checkbox"/> |   | No <input type="checkbox"/>  |
| Is activity still acceptable with this level of risk?   |              | Yes <input checked="" type="checkbox"/> |   | No <input type="checkbox"/>  |
| If no, has this been escalated to senior leadership team?   |              | Yes <input type="checkbox"/>            |   | No <input type="checkbox"/>  |
| Assessor(s):  | Julia Polley | Signature(s):                           |  |                              |
| Position(s):  | Headteacher  |   |   |                              |
| Date:   | 10 July 2020 | Review Date:                            | 10 September 2020 ( monthly)  |                              |
| Distribution: All staff and parents   |              |   |   |                              |

| Risk rating   | Action   |
|---------------|--|
| <b>HIGH</b>   | <b>Urgently review/add controls &amp; monitor, notify H&amp;S Team (if Likely or Highly Likely – stop work, seek competent advice)</b> |
| <b>MEDIUM</b> | <b>Review/add controls (as far as reasonably practicable) &amp; monitor</b>  |
| <b>LOW</b>    | <b>Monitor control measures</b>  |

| POTENTIAL OUTCOME |   | LIKELIHOOD    |                      | POTENTIAL OUTCOME |        |          |          |        |               |
|-------------------|---|---------------|----------------------|-------------------|--------|----------|----------|--------|---------------|
| Catastrophic      | Fatal injury/permanent disability                               | Highly likely | More likely to occur | Catastrophic      |        |          |          |        |               |
| Major             | RIDDOR reportable Specified Injury/Disease/Dangerous Occurrence | Likely        | ↓                    | Major             |        |          |          |        |               |
| Moderate          | RIDDOR reportable over 7 day injury                             | Possible      |                      | Moderate          |        |          |          |        |               |
| Minor             | Minor injury (requiring first aid)                              | Unlikely      |                      | Minor             |        |          |          |        |               |
| Insignificant     | Minor injury  | Remote        | Less likely to occur | Insignificant     |        |          |          |        |               |
|                   |   |               |                      |                   | Remote | Unlikely | Possible | Likely | Highly Likely |

LIKELIHOOD