

Reference		Activity Description									
Assessment Date		Publish To Portal									
Assessor Name		Activity Description									
Assessment Team		Review Date									
Risk Profile											
Org Unit	London Borough of Hackney										
Location	Cardinal Pole Catholic School	Number of people at risk?	0								
Risk Assessment Category	Activity risk assessment - Full re-opening -Updated 31st March 2021	People at risk									
Date Record Created											
Hazard Controls	Category of person who may be at risk	Existing Control Measures	Existing Risk Level		Controls OK?		Additional Control Considerations - Please read this column in conjunction with column to the right	Confirmation of additional Control Measures to be introduced by school - This column is to be read together with the Additional Control Consideration	Residual Risk Level		
			L	S	ERL	Yes			No	L	S
Testing of staff and students - lateral testing		Lateral Testing					Lateral testing for COVID19 for staff and students	Staff encouraged to be tested twice a week when on school site. All students to be tested once a week when on school site. In order to safeguard staff and students, in the event of a positive lateral test, regardless of what the outcome of the PCR test, we will advise staff and students to isolate for the recommended 10 days - Affected bubbles will be sent home to isolate for 10 days upon a positive lateral test. Staff in close contact with a positive student/staff member to be sent home to isolate for 10 day. upon a positive lateral test result, staff and students will be advised to go for a PCR test. If the PCR test is negative, it overrides the LFD test and the staff member, pupil or student can return to school or college, and their close contacts can end their self-isolation. Lateral flow testing to continue on school site for minimum of two weeks upon return from Easter break. School will then review.			
Provision of risk assessment https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools	Employees Contractor Pupils Members of the Public Vulnerability groups	<ul style="list-style-type: none"> Existing Covid risk control arrangements with schools Schools subject to programme of audit of risk control arrangements by CHSW Team 	5	5	Critical Risk	N	<ul style="list-style-type: none"> School revisits and update their risk assessments on a weekly basis to consider the additional risks and control measures to enable a return to full capacity in the autumn term. The assessment should directly address risks associated with coronavirus, so that sensible measures can be put in place to control those risks for children and staff. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools <p>Prevention:</p> <ol style="list-style-type: none"> 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school 2) clean hands thoroughly more often than usual 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach 4) introduced enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 5) minimise contact between individuals and maintain social distancing wherever possible 6) where necessary, wear appropriate personal protective equipment (PPE) <p>Numbers 1 to 4 must be in place in all schools, all the time. Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances. Number 6 applies in specific circumstances.</p> <p>Response to any infection:</p> <ol style="list-style-type: none"> 7) engage with the NHS Test and Trace process 	This has been completed with changes of location, access and lunch arrangements and whole year group pods. Risks considered have included contamination to others and risk of spreading the virus by large numbers of possible contacts. Reduced by limiting the number of contacts via pods and location and start times. Instructions issued not to attend school as adult or child if unwell with COVID 19 symptoms or if someone in the household has Scientific briefing prepared and delivered to all staff and students including on hand washing and the frequency needed and respiratory hygiene, supported by displays around the school and in classrooms and resources including wipes for staff and hand sanitisers available at outside each classroom and entrance points. Social Distancing Policy rewritten beg Sept. Individual Risk Assessments completed by all staff and individual interviews and adjustments made for all relevant staff. Those classed as Extremely vulnerable advised to work from home. Behaviour Policy updates and communication with staff during September INSET. To be communicated to students upon arrival. 2020/2021 - weekly meetings of H&S committee and review of RA. Unions are invited to provide advice and feedback. Separate entrances and lunchtimes are in place. Social Distancing maintained in classrooms from each other and 2m from staff. Flowchart has been produced which clearly shows the process start undertake in the event of a positive COVID19 test for both staff and students. Remote meetings take place unless staff are onsite for other reasons. Local authority advice is staff should only enter school site with prior agreement from senior staff (SLT).			
Staff availability Extremely Clinically Vulnerable	Extremely high vulnerability groups Guidance on shielding and protecting people defined on medical grounds as extremely vulnerable from COVID-19 PHE Guidance	<ul style="list-style-type: none"> Staff identified as Extremely Vulnerable - Shielding at Home Current shielding guidance Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online. The health status and availability of every member of staff should be known and is regularly updated so that deployment can be planned. Vulnerability risk assessments to be completed for all staff 	3	5	High Risk	N	<ul style="list-style-type: none"> Vulnerability risk assessment and individual risk assessments completed for all staff Identification of minimal permissible staffing levels to support opening of the school <p>- Full use is made of those staff who are self-isolating or shielding but who are well enough to be assigned duties to minimise contact</p>	Vulnerability RA completed for staff and students. Health status of all staff is known, reviewed and assessed. Adjustments such as parking and visitors offered to staff as necessary. Visitors are not an alternative to wearing masks in the classroom and will only be allowed due to health reasons and individual risk assessment More car parking spaces found and allocated on basis of risk assessment. All staff Monday briefing - Remote Microsoft Teams Meeting			
Staff availability Clinically vulnerable	Very High and High vulnerability groups BAME	<ul style="list-style-type: none"> Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online. Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place. Provision of education and information resources Staff communications Full use is made of testing to inform staff deployment Identification of minimal permissible staffing levels to support extended opening of the school The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned Prioritisation of vulnerable groups* for self-isolation and working from home planning Clear policy on action if staff are self-isolating or test positive for Covid-19 Follow up takes place for when staff continue to be unwell post Covid 	3	4	Medium Risk	N	<ul style="list-style-type: none"> Vulnerability risk assessments to be completed for all School staff 	Adequate social distancing is defined as 2m. Vulnerability RA completed for staff and students. Health status of all staff is known, reviewed and assessed. All staff completed individual risk assessments and meetings with staff to discuss concerns/support put in place. Year group (12/13) bubbles established. Social distancing - either 1 or 2 metres between both students and staff. Year groups taught in bubbles - teachers move to classes - during re-opening Assemblies, parents evening, parent forums and tutor briefings remote Staff spaces remodelled - Dedicated work spaces designated for all teaching staff. Snoods/masks to be worn by students and staff in corridors at transition times and at all times in classrooms. All students and staff provided with laptop when requested. Moving towards paperless, e.g. bulletin for staff briefing emailed and can be reviewed on screen/mobile device. where staff or students suffer from asthma a reasonable adjustment is that they have access to the breathe easy support item. Where this remains an issue an individual risk assessment is available. Lift are available for all. Where parents do not consent the school will first seek to engage parents in understanding the reason for lift, then provide access to mentors, then invite to school to see lift in action. If these are not still sufficient, to aid understanding then the school nurse or similar trained professional will be used in support. In the interim students will be supported with remote access.			
Social distancing within school Circulation areas	Employees Contractor Pupils Members of the Public Vulnerability groups	<ul style="list-style-type: none"> Agreed number of pupils who can attend the premises on any given day to enable compliance with social distancing rules. Agreed new timetable and arrangements confirmed for each year group and location Arrangements in place to support pupils when not at school with remote learning at home. Provision of education and information resources Coronavirus (COVID-19) implementing social distancing - revised as advice provided and floors marked Circulation plans have been reviewed and revised. One-way systems are in place where possible. Corridors are divided where feasible Items which reduce the width of corridors have been removed Appropriate signage is in place to clarify circulation routes. Pinch points and bottlenecks are identified and managed accordingly Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round. Lesson change overs are staggered to avoid overcrowding. Pupils are regularly briefed regarding observing social distancing guidance Appropriate duty rota and levels of supervision are in place Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. Staff have been briefed on the use of these rooms. Revised guidance briefed to all staff and students prior to reopening and includes: <ul style="list-style-type: none"> Infection control 	2	3	Medium Risk	N	<ul style="list-style-type: none"> Reduce the number of contacts between children and staff through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. Avoid large gatherings such as assemblies or collective worship with more than one group When timetabling, groups should be kept apart and movement around the school site kept to a minimum Avoid creating busy corridors, entrances and exits Consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups). Cleaning between bubbles at lunch times. Plan how shared staff spaces are set up and used to help staff to distance from each other Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults Toilets allocated. 	Social Distancing Policy in Place and updated. This includes the use of bubbles, staggered start and finish times, staggered lunch and break times, designated classrooms and work rooms, designated toilets. One way systems. Separate entrance and exits. Home classrooms established. Additional staff work and social rooms established. Visitors - only essential contractors/visitors on site. Visitors will be encouraged to visit after school hours where possible. Parental meetings to be in T001 only (off reception). 48 hours notice to be given for visitors to the school. any visitors physically coming into the building (past reception) need prior permission from Ms Headteacher. Staff working stations reduced in T working staffroom - extra stations provided in F108 and clear partitions added. Review of open evening and parents evening arrangements following government guidance on gatherings no more than 1 person in the lift at once unless emergency. staff should not be using the lift at all unless medical needs or heavy resources. minimum of 2 metre distance at all times when talking to staff and students in any areas of the school. Staff not to enter office spaces. meeting rooms/classrooms to be booked instead. no more whole staff meetings in person. to be done via teams. If staff members are involved in restraint then the student concerned should be required to take a COVID test as they would, by default, breach the close contact RA guidelines.			

<p>Social distancing within school Classrooms</p>	<p>Employees Contractor Pupils Members of the Public Vulnerability groups</p>	<ul style="list-style-type: none"> Agreed number of pupils who can attend the premises on any given day to enable compliance with social distancing rules. Agreed new timetable and arrangements confirmed for each year group and location Arrangements in place to support pupils when not at school with remote learning at home Classroom size and numbers reviewed. Class sizes and timetables/staffing amended allowing for reduced numbers in line with government guidance Classrooms re-modelled, with chairs and desks in place to allow for social distancing. Clear signage displayed in classrooms promoting social distancing. In secondary schools, assuming that setting is maintained, the year group stays together and does not mix with other pupils. Revised guidance briefed to all staff prior to reopening and includes: <ul style="list-style-type: none"> Infection control Fire safety and evacuate on procedures Constructive behaviour management Safeguarding Risk management Use of outdoor spaces for teaching Ventilation of indoor spaces Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching. Design layout and arrangements in place to enable social distancing. Appropriate signage in place Constructive behaviour management <ul style="list-style-type: none"> Safeguarding Risk management Use of outdoor spaces for teaching Ventilation of indoor spaces Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching Large gatherings prohibited Design layout and arrangements in place to enable social distancing Appropriate signage in place 	<p>3</p>	<p>3</p>	<p>Medium Risk</p>	<p>N</p>	<ul style="list-style-type: none"> staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible adults should maintain 2 metre distance from each other, and from children avoid close face to face contact and minimise time spent within 2 metre of anyone children old enough should also be supported to maintain distance and not touch staff and their peers where possible Timetable agreed. Classrooms remodelled to allow distance for teachers. make small adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space. single file on stairwells. Bubbles as follows: <ul style="list-style-type: none"> Year 7 - F Ground corridor Year 8 - T block 1st Floor Year 9 - Science Corridor and 2nd floor J201 Year 10 - Maths Corridor Year 11 - English Corridor Year 12/13 - in sixth form area with designated break out rooms Examinations: exam desks need to be 1.25 metres apart and the invigilators 2m 	<p>Designated space for staff to stand to establish social distancing and maintain it. Revised E and subject offer delivery in place. Remote learning in place.</p> <p>Government guidance for full opening of schools 2 July 2020 does not restrict class size to 15 and to do so would make the full opening of school not viable. In place of this the school will have a phased return to establish the viability of full class sizes in a year group bubble to establish whether it is safe to maintain social distancing for students and the 2m protection for staff. Social Distancing Policy and Behaviour Policy amended to be fit for purpose. No touching policy in place. Protected use and sharing of resources in place.</p> <p>Marking will be online for first three weeks then after 24 hours for paper and 12 hours for plastic books to be introduced. Books can be taken offsite by teachers as per LBH advice.</p> <p>seating plans reviewed to reduce movement.</p> <p>Hazard tape has now been placed in classrooms and areas around the school to show 2metre social distancing</p>
<p>Social distancing within school Break/lunch times</p>	<p>Employees Contractor Pupils Members of the Public Vulnerability groups</p>	<ul style="list-style-type: none"> Agreed number of pupils who can attend the premises on any given day to enable compliance with social distancing rules. Agreed new timetable and arrangements confirmed for each year group. Arrangements in place to support pupils when not at school with remote learning at home https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings. Break/lunch time locations changed The number of entrances and exits to be used is maximised. Different entrances/exits are used for different groups. Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use. A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. Floor markings are visible where it is necessary to manage any queuing. Attendance patterns have been optimised to ensure maximum safety. Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching. Fire safety and evacuation procedures Constructive behaviour management Safeguarding Risk management Ventilation of indoor spaces Use of the lifts has been reviewed and revised Large gatherings prohibited. Design layout and arrangements in place to enable social distancing. Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing Staff have been briefed on the use of these rooms. Appropriate signage in place Appropriate signage in place https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings 	<p>3</p>	<p>3</p>	<p>Medium Risk</p>	<p>N</p>	<ul style="list-style-type: none"> Schools considered staggered break times and lunch times and time for cleaning surfaces in the dining hall between groups. See schedule of return and timetable but felt that clear bubbles and exits etc was a more effective use of resources consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school A staggered start may, for example, include condensing / staggering free periods or break time but retaining the same amount of teaching time, or keeping the length of the day the same but starting and finishing later to avoid rush hour Schools should consider how to communicate this to parents and remind them about the process that has been agreed for drop off and collection, including that gathering at the school gates and otherwise coming onto the site without an appointment is not allowed. Schools should also have a process for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), 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 https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care 	<p>Staggered start and end times. Revised E for lunch and break. Revised numbers of access. Different exits and entrances for different groups established - Ponsford Street, Flanders Way, reception and 6th form. Floor markings in place. Limits set of large spaces (canteen at whole year group) other large venues avoided where possible. 3 year groups will have trolley service outside (in class base if indlement weather) 6th form students all have trolley service with hot food</p> <p>Revised behaviour policy in place. Training on this given to staff in Sep.</p> <p>Snoods/masks to be worn by students and staff in corridors and at all times in classrooms if social distancing cannot be maintained. staff are permitted to remove their face coverings in classrooms as per gov.uk guidance as follows: face coverings should be worn in classrooms and during activities unless social distancing can be maintained</p>
<p>Social distancing during peak times, i.e. start and finish of day</p>	<p>Employees Contractor Pupils Members of the Public Vulnerability groups</p>	<ul style="list-style-type: none"> Provision of education and information resources https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare. https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings Start and departure times are staggered The number of entrances and exits to be used is maximised Different entrances/exits are used for different groups. Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use. A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. Floor markings are visible where it is necessary to manage any queuing. Attendance patterns have been optimised to ensure maximum safety. 	<p>2</p>	<p>3</p>	<p>Medium Risk</p>	<p>N</p>	<ul style="list-style-type: none"> clear bubbles and exits etc was a more effective use of resources consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school A staggered start may, for example, include condensing / staggering free periods or break time but retaining the same amount of teaching time, or keeping the length of the day the same but starting and finishing later to avoid rush hour Schools should consider how to communicate this to parents and remind them about the process that has been agreed for drop off and collection, including that gathering at the school gates and otherwise coming onto the site without an appointment is not allowed. Schools should also have a process for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), 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 https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care 	<p>No visitors except agreed contractors and parents - limited to reception. T001/T002 (staff asked to be moved from T002 if student unwell) for parent meetings.</p> <p>If essential visitors, encourage attendance outside of school hours. All visitors to be notified to office and booked on inventory system and advised in advance. All visitors to register on track and trace QR code. any visitors that need to enter building (past reception) need prior permission from Ms Heffernan 48 hours in advance. encourage parents to the school to wear face coverings and to social distancing.</p> <p>Packages from deliveries or parents to be left in box in reception.</p> <p>Year group bubbles - have separate entrances/exit, routes to separate playground/canteen.</p> <p>Rooms labelled and noticeboards for each bubble provided.</p> <p>Parents Evening virtual. Meeting with appointments as well as meeting of form tutors in place.</p> <p>Trying to reach highways for safer flanders way exit. meeting on 29/09/2020. Meeting happened but no response.</p> <p>T&L observations no more than 15 minutes.</p>
<p>First aid provision</p>	<p>Employees Contractor Pupils Members of the Public Vulnerability groups</p>	<ul style="list-style-type: none"> Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way Provision of appropriate level of first aid to support extended opening of the school (paediatric first aid) - at least one 12 Hour paediatric first aid course Level 3 qualified person available at all times Provision of fluid resistant surgical face mask, where a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return and social distance of 2 metres cannot be maintained Gloves should be provided as part of the basic first aid kit St John Ambulance advice for First Aiders https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/?utm_source=Communicator&utm_medium=email&utm_campaign=SUP20_Covid-19Advice Lateral flow tests on site and secured Support for QA of testing Layout and roles agreed Testing to be rolled out Staff trained on COVID symptoms and access for all to PPE 	<p>2</p>	<p>3</p>	<p>Medium Risk</p>	<p>N</p>	<ul style="list-style-type: none"> Identification of minimal permissible staffing levels to support full reopening of the school Consider how to manage other visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. A record should be kept of all visitors Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> book a test if they are displaying symptoms. Staff and pupils 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 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 self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing 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 If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak and must continue to work with their local health protection team who will be able to advise if additional action is required PPE is only needed in a very small number of cases, including: <ul style="list-style-type: none"> where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained, where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used 	<p>Made reception more covid secure to staff from visitors with clear partition</p> <p>Upon return in Sept 2020 we chose to move to tier 2 T002 and ground floor disabled toilet as COVID19 medical rooms. Snoods distributed for staff and students. For students, mandatory part of school uniform.</p> <p>PPE such as fluid resistant masks, visors and gloves are provided for all first aiders. This PPE will also be available in T002.</p> <p>PSMs to escort students with COVID19 symptoms to T002 and notify first aider in office.</p> <p>SJA advice available.</p> <p>All COVID-19 suspected cases directed to follow advice and return to school/work. Remitted only with negative test result.</p> <p>Snoods/masks to be worn by students and staff in corridors and at all times in classrooms if social distancing cannot be maintained. staff are permitted to remove their face coverings in classrooms as per gov.uk guidance as follows: face coverings should be worn in classrooms and during activities unless social distancing can be maintained. NEU consultation feedback was majority of teachers prefer to not wear face coverings when presenting to class.</p> <p>Lateral testing plans and resources in place.</p> <p>Clinically vulnerable staff and students identified.</p>
<p>Attendance and engagement with the NHS Test and Trace process</p>	<p>Employees Contractor Pupils Members of the Public Vulnerability groups</p>	<ul style="list-style-type: none"> https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools Ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school Communication with staff, parents and pupils 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 https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance Flow chart prepared on actions and responsibilities for staff 	<p>2</p>	<p>3</p>	<p>Medium Risk</p>	<p>N</p>	<ul style="list-style-type: none"> Identification of minimal permissible staffing levels to support full reopening of the school Consider how to manage other visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. A record should be kept of all visitors Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> book a test if they are displaying symptoms. Staff and pupils 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 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 self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing 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 If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak and must continue to work with their local health protection team who will be able to advise if additional action is required PPE is only needed in a very small number of cases, including: <ul style="list-style-type: none"> where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained, where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used 	<p>Staff advised re track and trace and expectations of reporting. Reminder given to staff during September 2020 NSET.</p> <p>Latest information regarding testing availability given to staff.</p> <p>New telephone number to contact in event of confirmed diagnosis.</p> <p>Agreed process in place and shared for notification/tracking and follow up</p>

Preparation and serving of Food	Employees Contractor Pupils Members of the Public Vulnerability groups	<ul style="list-style-type: none"> Provision of education and information resources Coronavirus (COVID-19) guidance for schools and other educational settings cleaning in non healthcare settings Different location for each year group in school playground/canteen - designated staff delivery food The number of entrances and exits to be used is maximised. Different entrances/exits are used for different groups. Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use. A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. Floor markings are visible where it is necessary to manage any queuing. At least one staff member has been confirmed to ensure maximum safety. Communications and signage in place Agreed number of pupils who can attend the premises on any given day to enable compliance with social distancing rules. Agreed new timetable and arrangements confirmed for each year group. Arrangements in place to support pupils when not at school with remote learning at home. Share with parents, pupils and staff that fresh clothing should be worn daily. Pupils to use same desk if returning next day Teacher (and/or teaching assistant) are assigned to the same pupils throughout the day (and on subsequent days) Enhanced cleaning regime in place, particularly for frequently touched surfaces cleaning in non healthcare settings Pupils use only their own resources and do not share DE Guidance implementing protective measures in education and childcare settings Regular hand washing for staff and pupils for at least 20 seconds practised Availability of soap and hot water Hand sanitisers provided where required Tissues and lidded bins available Planned approach to the provision of hand washing/hand sanitiser, with adoption of availability of soap and hand washing to all staff and pupils across premises (within classrooms) Coordinated approach adopted to the placement and replenishment of hand wash/sanitisers Review of arrangements for waste disposal - tissues etc. with classroom settings Sufficient supplies of tissues, hand wash and sanitiser 	2	3		<p>School kitchens can continue to operate, but must comply with https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses.</p> <p>Arrangements in place for bubbles. Lunch break condensed to half hour to assist staggered start/close</p> <p>More Microwaves provided for staff</p> <p>Covid19 training delivered to all catering staff by Caterlink on 03/09/2020 and Risk Assessment completed.</p> <p>Hand sanitiser units to be installed outside all classrooms and all entrance points.</p> <p>Toilet cleaning regime reviewed and machinery purchased.</p> <p>Packet of hand wipes to be given to all staff. Wipes in computer rooms.</p> <p>Wipes available in computer rooms.</p> <p>Gym to be available to staff to use from 4-5.30pm on Mondays to Thursdays and Fridays 4-5pm only. Chloroxed daily.</p> <p>Hand sanitisers for lanyards given to all staff, also order hand sanitisers for students.</p> <p>Clear desk policies. Resources to be kept in crates to avoid books being thrown and departments encouraged to use their departmental store cupboards.</p> <p>seperate bags for footballs to be purchased for year group to avoid cross contamination between bubbles.</p> <p>Classroom doors to remain open to ensure adequate ventilation.</p> <p>Gloves to be placed next to papers for distribution of them to students.</p> <p>Building not completely closed so testing if these not required for reopening.</p> <p>Legionella and air con tests as well as servicing carried out over summer break. Ventilation to be increased and doors/locks provided.</p> <p>Reviewed evacuation arrangements. First priority is for all students and staff as well as visitors to exit building ASAP.</p> <p>Year 11 muster point to be moved to MUGA so more space is made available for rest of year groups.</p> <p>Visors to be taken out by office staff for staff registering the students if required.</p> <p>Increasing ventilation in spaces when unoccupied.</p> <p>https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</p> <p>Fire drills have been carried out on the following dates:</p> <p>05.02.21 08.09.20 11.03.20</p>
Hygiene Control & Cleaning	Employees Contractor Pupils Members of the Public Vulnerability groups	<ul style="list-style-type: none"> whether the school has enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative building these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them putting in place a cleaning schedule that ensures cleaning is generally enhanced including more frequent cleaning of rooms / shared areas that are used by different groups and frequently touched surfaces being cleaned more often than normal different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet If a child who becomes unwell is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. 	2	3		<p>Evacuation arrangements have been reviewed to take into consideration the effects of social distancing and staff working from home or across multiple sites</p> <p>Prior to reopening for the autumn term, all the usual pre-term building checks are undertaken to make the school safe</p> <p>Once the school is in operation, it is important to ensure good ventilation</p> <p>https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</p>
School premises	Employees Contractor Pupils Members of the Public Vulnerability groups	<p>https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak</p> <ul style="list-style-type: none"> Assessment of air conditioning systems Programme of pre-reopening checks on any school premises that have been completely closed Water systems Fire safety systems Training for site staff 	2	3	FALSE	<p>Consider:</p> <ul style="list-style-type: none"> how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school use of hand sanitiser upon boarding and/or disembarking additional cleaning of vehicles organised queuing and boarding where possible distancing within vehicles wherever possible the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet <p>Mini bus not currently in use - to be reviewed. Moved to delivery bay to create more play space.</p> <p>Students encouraged to walk/cycle to school.</p> <p>Items not shared where pens etc. For equipment, this is avoided where possible and where not, cleaning is in place and gaps between usage. For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Kit of stationery given to all teaching staff to carry with them during the day. Resource box of stationery to stay in class - for students' use. Student paperwork to be collected in by students and stored in box for 24 hours before teachers mark/review. To be aware of any movement of resource outside each bubble. Outdoor play equipment restricted to appropriate use, i.e. footballs to the feet and not body/hands. Different coloured balls to be bought for each bubbled zone of the playground. Equipment brought to school limited. Packed lunches for students are allowed. Shared resources limited. Library closed. Resources used on rotation with due regard for 24 hours paper/72 hour plastic usage intervals. Transport considered and staff allowed to park on site as long as possible. However with the return of more students and increasing pressure on use of ply and Bike repair service to be bought in. Science - year 9 practicals as allowed by CLEAPPS to be rotat; practicals not in science labs allowed - both following CLEAPPS or RA. Marking online on Show My Homework for first 3 weeks. To be reviewed.</p> <p>Checked risk of hand dryers with H&S consultant - OK. Both paper towels and handryers now available as drying hands is barrier to transmission.</p> <p>RA in place for all practical subjects including Drama, ADT, Science and PE.</p> <p>Live streaming lessons: The risk of live-streaming a session might include, for example, the inadvertent disclosure of confidential or inappropriate information. This can be mitigated by educating students and their families as well as staff about the location of meetings and general house-keeping rules for using online platforms. For Example:</p> <ul style="list-style-type: none"> Advising them to have a blank background to meeting so that no additional information can be collected about their location Ensuring there is no personal or sensitive (or special category) data visible during the meeting. Ensuring that cameras (and audio) are disabled when the meeting has concluded <p>Meetings should only be recorded if it is considered to be a specific learning or safeguarding objective. Video recording only to take place where appropriate.</p> <p>First trip to local cenotaph taking place on 10th November 2020. 6 students attending</p> <p>Under lockdown, no visits in place</p>
Transport	Employees Pupils	#NAME?				<p>Public transport considerations are included within the Vulnerability Risk Assessment to be completed for all staff</p> <p>No physical educational visits for September.</p> <p>First trip to local cenotaph taking place on 10th November 2020. 6 students attending</p> <p>Under lockdown, no visits in place</p>
Use of equipment and Live Streaming Lessons	Employees Pupils	Existing risk assessments				<p>Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces</p> <p>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 24 hours (72 hours for plastics) between use by different bubbles.</p> <p>Outdoor playground equipment should be more frequently cleaned</p> <p>pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.</p> <p>Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided</p> <p>Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources</p> <p>Public transport considerations are included within the Vulnerability Risk Assessment to be completed for all staff</p> <p>No physical educational visits for September.</p> <p>First trip to local cenotaph taking place on 10th November 2020. 6 students attending</p> <p>Under lockdown, no visits in place</p>
Educational Visits	Employees Pupils Members of the Public	Existing risk assessments				<p>As part of this risk assessment schools will need to consider what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues.</p> <p>Schools can resume non-overnight domestic educational visits</p> <p>https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits</p> <p>No physical educational visits for September.</p> <p>First trip to local cenotaph taking place on 10th November 2020. 6 students attending</p> <p>Under lockdown, no visits in place</p>
Physical Activity		Existing risk assessments				<p>Pupils should be kept in consistent groups.</p> <p>sports equipment thoroughly cleaned between each use by different individual groups.</p> <p>contact sports avoided.</p> <p>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation</p> <p>Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so</p> <p>To be reviewed at later date.</p> <p>Start of sessions currently on hold.</p> <p>w/c 21/9 with HOD/LM - This risk assessment reviewed with H&S consultant on 17/01/2020 with individual dept RA's. Advice regarding specific queries sought from HOD & Adviser.</p> <p>All RA for physical activity in place. To be revised when students return to school</p> <p>Face coverings to be worn in changing rooms and all PE Lessons to take place outside where possible.</p> <p>Competitive sports now able to take place outside.</p>