

COVID-19: Health and Safety risk assessment for full school reopening, September 2020

Assessment conducted by:	Tom Beveridge	Job title:	Headteacher	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	25/08/2020	Review interval:	Release of updated guidance	Date of next review:	07/09/2020

The Government has asked schools to adhere to the following:

It is the Government's plan that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term.

The link to Government guidance is as follows:

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

The government guidance says the following:

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise the potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward-facing desks
- staff maintaining distance from pupils and other staff as much as possible

As an employer we must protect people from harm. This includes taking reasonable steps to protect staff, pupils and others from coronavirus (COVID-19) within the education setting.

The school has remained open to some pupils since 20th March, and welcomed more pupils back from 15th June. We have therefore already assessed the risks and implemented proportionate control measures to limit the transmission of coronavirus (COVID-19) for a limited number of pupils.

As part of planning for full return in the autumn term, it is a legal requirement that we should revisit and update our risk assessments (building on the learning to date and the practices they have already developed), consider the additional risks and control measures to enable a return to full capacity in the autumn term. We are also reviewing and updating our wider risk assessments and consider the need for relevant revised controls in respect of our conventional risk profile considering the implications of coronavirus (COVID-19). We will implement sensible and proportionate control measures which follow the health and safety hierarchy of control to reduce the risk to the lowest reasonably practicable level.

We have active arrangements in place to monitor that the controls are:

- effective
- working as planned
- updated appropriately considering any issues identified and changes in public health advice.

The school RA for full opening to all students and staff sets out the known hazards and important controls that have been advised either by the Government/DfE, the World Health Organisation (WHO), Public Health England (PHE), NHS (safe practice) or good practice.

Personal Protective Equipment (PPE) including face coverings and face masks:

Wearing a face covering or facemask in schools or other education settings is not recommended.

Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This **does not apply** to schools or other education settings.

Schools and other education or childcare settings should therefore **not** require staff, children and learners to wear face coverings.

Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.

The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.

PPE is only needed in a very small number of cases including:

- 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.
- If 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 home. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a facemask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example, from coughing, spitting, or vomiting, then eye protection should also be worn.
- PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as a very young child or a child with complex needs). More information on PPE use can be found here <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

The system of controls:

Protective measures

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

Prevention:

- 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 including washing hands immediately on arrival
- 3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.

- 4) Introduce 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).
- 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 identified on the risk assessment.

Response to any infection

- 7) Engage with the NHS Test and Trace process.
 - 8) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
 - 9) Contain any outbreak by following local health protection team advice.
- Number 7 to 9 **MUST** be followed in every case where they are relevant.

The overarching principle to apply is **reducing the number of contacts between children and staff**. This can be achieved through **keeping groups separate (in 'bubbles')** and through **maintaining a distance between individuals**. These are not alternative options and both measures will help, but the balance between them will change depending on:

- Children's ability to distance
- The layout of the school
- The feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary).

It is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they should also be supported to maintain distance and not touch staff where possible.

It remains important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children, young people and staff where possible, **only mix in a small, consistent group** and that small **group stays away from other people** and groups.

Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible. Siblings may be in different groups.

All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. 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. Supply Teachers, peripatetic teachers and temporary staff may move between schools if required.

Government guidance advises the following:

Schools should assess their circumstances and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around the school, they can look to implement year group sized 'bubbles'. Whatever the size of the groups, they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups.

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. When using larger groups, the other measures from the system of controls become even more important, to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate.

Both approaches of separating groups and maintaining distance are not 'all-or-nothing' options, and will still bring benefits even if implemented partially.

Measures not in the classroom:

Groups should be kept apart and movement around the school site kept to a minimum. Schools should avoid busy corridors, entrances and exits. Breaks and lunchtimes should be staggered. The use of staffrooms should be minimised. Staff spaces that are shared must be planned to enable social distancing and suitable sanitising.

Measures for arriving at and leaving school:

Where travel to school patterns allow staggered start and finish times in your school, you should consider this to keep groups apart. Schools must communicate this effectively to parents and students to prevent congestion or large gatherings at the start and finish of each day.

Schools should implement a process for removing face coverings when pupils or staff who use them arrive at school. Pupils should be taught how to do this correctly (not touching the front of their face), washing hands immediately on arrival, disposing of temporary coverings appropriately and placing reusable ones in plastic bags to take home.

Equipment in schools:

For individual and very frequently used equipment such as pencils and pens, it is recommended that staff and pupils have their own items they are NOT shared.

Classroom based resources can be shared within a bubble. These must be cleaned regularly as should surfaces. Resources shared between bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously between use or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics).

Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, and the school should ensure such resources are cleaned when they are returned to school.

Outdoor equipment should be more frequently cleaned. This also applies to resources inside and outside by wraparound care providers. It is recommended that students limit the amount of equipment they bring to school to only essentials. Shared resources can be taken home but avoided where unnecessary. All such resources will need to be cleaned before used by others.

Engage with the NHS Test and Trace process:

Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England protection team. The guidance should be consulted to ensure this is all fully understood and followed by staff members and parents/carers.

Manage confirmed cases of COVID-19:

Schools must take swift action when they become aware that someone who has attended has tested positive for COVID-19. They should contact the local health protection team. This includes, implementing their advice, specific procedures and containing any outbreak as directed.

Transport arrangements:

Transport to and from school should be assessed if provided by the school or if managed by the school team. The school needs to consider:

- How can this be managed safely or adapted to for in line with current social distancing requirements?
- Do school start times need to be adjusted to accommodate staff and students getting to school safely?
- When using public transport, rules that apply to the general population will apply.

Dedicated school transport – no public use

Normal public transport social distancing rules do NOT apply. The approach to dedicated transport should align as far as possible with the principles underpinning the system of controls set out in the overall guidance for schools. Schools should consider:

- 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 the vehicle 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.

Premises Management

It is important that, prior to re-opening for the autumn term, all the usual pre-term building checks are undertaken to make the school safe.



Risk	Control measures	In place? (Yes/No)	Comments	Outstanding action
1.				
<p>Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information on how infection risks are controlled in the school.</p>	<ul style="list-style-type: none"> • Government guidance is being reviewed on a daily basis to ensure the latest available information is put into practice. Guidance for full opening: schools - GOV.UK • Members of staff, pupils, and visitors to the school are reminded of the symptoms of coronavirus (COVID-19) at the point of entry to the site by posters displayed at site entrances and/or site rules displayed on visitor checking in systems and by regular communication with parents / carers via newsletters/email bulletins/social media/website updates. • The school has informed parents, students, carers, employees and visitors not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection); • Parents receive guidance on school times for their child and protocols set out for attending the school i.e. should remain 2m apart from others • COVID-19 guidelines are published on the school's website • Parents/Carers are informed of the general arrangements being made and what is expected of them in terms of dropping off and collecting children and any other local important procedures, emphasising their role in terms of the local and national approach would also be appropriate as that potentially impacts on school life and the whole pandemic control measures • Whenever possible, meetings will take place remotely via videoconferencing, phone, email or post. • People deemed vulnerable take particular care to minimise contact with others and are advised to follow Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 • The school will try as far as practically possible to be flexible and accommodate additional measures for vulnerable people where appropriate 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>		

Risk	Control measures	In place? (Yes/No)	Comments	Outstanding action
Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including: <ul style="list-style-type: none"> Drop off / entry to the school. 	<ul style="list-style-type: none"> In order to prevent congestion parents and students have been informed of arrangements for the start of the day, including arrival times and moving quickly to zone/ classroom for Period 1. Use of 2 gates maximised to minimise mixing. Plenty of staff on duty to supervise movement on to school site, no waiting allowed by gates. Communication with parents to ask that students are dropped off away from the school site. SLT will keep this under review and will consult with parents or students who are not following the new procedures. Students will not be permitted to gather with students outside of their group at the start and end of the day. The school have implemented a process for removing face coverings with pupils or staff who use them arrive at school (where appropriate); Students have been informed how to do this correctly (not touching the front of their face), washing hands immediately on arrival, disposing of temporary coverings appropriately and placing reusable ones in plastic bags to take home. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Further information to go to all students on September 3rd and 4th</p>	
Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including: <ul style="list-style-type: none"> Pickup / leaving the school. 	<ul style="list-style-type: none"> Plenty of staff on duty to supervise movement off site and to ensure students go straight home, no waiting allowed by gates. Communication with parents to ask that students are picked up away from the school site. Catch up sessions arranged after school to stagger movement of students off site. Slightly earlier finished (2.50pm) to stagger pedestrian/bus movement away from school site. 	<p>Y</p> <p>Y</p> <p>N</p> <p>Y</p>	<p>To be implemented in Sept</p>	
Spread/contraction of COVID-19 due to lack of social distancing measures on way to and from school	<ul style="list-style-type: none"> The School has liaised with the Local Authority to ensure buses are run for Alderbrook students only. The school has issued guidance to students who get buses or public transport to or from school, in line with national guidance 	<p>Y</p> <p>Y</p> <p>Y</p>		

Risk	Control measures	In place? (Yes/No)	Comments	Outstanding action
	<ul style="list-style-type: none"> Regular communication with staff at TG and St Peters – agreement that Dingle Lane will be a 'no waiting zone' for cars and pedestrians. 			
<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> Classroom use / activities. 	<ul style="list-style-type: none"> There will be no large gatherings such as assemblies with more than one year group. Students and staff will use hand sanitizer on entry and exit of every classroom/space. Classroom sizes are restricted to a normal class (approximately 30) students, 1 teacher and TA if required (specific needs of class). Groups are kept as small and as consistent as possible. Students may have to move class groups for specific subjects but remain in their year group at all times; Interaction with other year groups is prevented (as far as possible); In Year 7 and 8 students will remain in consistent learning groups for all lessons. Classrooms have been organised to achieve a 2m distance between students and their teacher Unnecessary furniture has been moved out of classrooms to make space. Classroom doors and windows will be kept open if possible to improve air flow. Where classroom doors are also fire doors, they should be kept shut unless they are on an approved closing device. All unnecessary teaching aids will be removed from learning environments to promote social distancing, and to also assist the cleaning process. Classrooms are arranged so that students sit side by side and facing forwards, rather than face to face Students are managed while entering the room to avoid contact with each other or the Teacher; Individual and very frequently used equipment such as pencils and pens are not shared; Staff and pupils have their own items of standard equipment These resources are cleaned regularly as are classroom surfaces; 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>N</p> <p>Y</p> <p>Y</p> <p>N</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Time designated on 2 inset days to arrange classrooms</p> <p>As above</p>	

Risk	Control measures	In place? (Yes/No)	Comments	Outstanding action
	<ul style="list-style-type: none"> Resources shared between year groups, such as sports, art and science equipment are cleaned frequently and meticulously between use Resources shared between year groups, such as sports, art and science equipment are rotated to allow them to be left unused and out of reach for a period of at least 48 hours (72 hours for plastics); Outdoor equipment is more frequently cleaned; The school limits the amount of equipment students bring to school to only essentials; Shared resources can be taken home but this is avoided where unnecessary; All such resources are cleaned before used by others; Lab coats which may be shared in D&T, Art and Science will not be used. Disposable aprons for wet work within these subjects will be used or individual aprons/coats may be issued. Heads of Year, Pastoral Managers & Faculties/Departments are proactive in managing the risks in their areas of responsibility - this means ensuring risk assessments are completed and reviewed and their teams are aware of procedures and protocols Where students are not responding to social distancing rules and ignore staff requests to keep apart or maintain good hygiene, a member of the SLT will be asked to assist and implement the Disciplinary Procedure. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>		
<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> Dining; Moving around the school; Break-time / playgrounds. 	<p>Dining:</p> <ul style="list-style-type: none"> Year groups will be spread across 2 break and 2 lunch slots. Each Year group will access a different canteen/servery Internal and external areas will be zoned so that year groups remain separate at break and lunch. Lunch area cleaned before and after each group's lunch. Only one student will use a clean lunch space before it is cleaned again; Tables are wiped clean with an appropriate disinfectant before and after lunch; Students are advised to clean hands before and after eating lunch Grab and go food to be served with disposable receptacles. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>		

Risk	Control measures	In place? (Yes/No)	Comments	Outstanding action
	<p>Moving around the school:</p> <ul style="list-style-type: none"> When students move there will be a one way system to prevent undue mixing. There will also be allocated staircases for the same purpose. Floor/wall markings and signs are visible where it is necessary to manage any queuing. Staff will generally manage student movement but keep a suitable social distance from students and other staff. <p>Break-times / playgrounds:</p> <ul style="list-style-type: none"> Staggered times and separate areas are issued for each separate year group. Students are permitted to complete normal playground activities within their year groups; Contact sports are not permitted; Mixing with other years is not permitted; Each year group is assigned a specific area of the school to use for break and lunch Daily inspection and enhanced cleaning programs are in place for external areas. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>		
<p>Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.</p>	<ul style="list-style-type: none"> Staff and parents are encouraged to use education resources such as PHE schools resources; Hand sanitation stations are positioned at each student, staff and visitor entrance to the school; Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively; Students and staff have been shown how to wash hands properly; Help is available for children and young people who have trouble cleaning their hands independently; Wash stations have single use paper towels for drying hands; All those entering the school are required to wash/sanitise their hands; 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>		

Risk	Control measures	In place? (Yes/No)	Comments	Outstanding action
	<ul style="list-style-type: none"> Sanitizer dispensers are located in all entrances, first aid rooms, dining rooms and specialist subject rooms Hand washing sinks are located within each toilet provision; All students and adults are required to use hand sanitiser on entrance and exit from each classroom. Signage and communication clear for 'catch it, bin it, kill it'; Have bins (lidded where possible) in place in toilets and classrooms. 	Y Y Y		
Spread/contraction of COVID-19 due to lack of adequate cleaning measures.	<ul style="list-style-type: none"> A cleaning schedule has been implemented for all areas of the school. Frequently touched surfaces will be cleaned more often than normal, and these include: stair rail/door handles/desks/light switches/kitchen surface/photocopier and printer control pads Equipment used by the students and staff will be suitably cleaned at the end of each day or before it is used by another person. Hard surfaces in classrooms will be cleaned regularly during and at the end of the school day. Wipes/cleaning spray will be situated in every room in the school. If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an occupant of a classroom), the room will be subject to a hard surface deep clean, using disposable cleaning materials and the associated waste will be double bagged to be stored securely for 72hours before disposal as per the guidance set on COVID-19: cleaning un non-healthcare settings. 	Y Y Y Y Y		
Spread/contraction of COVID-19 due to insufficient First aid measures or poor arrangements when handling student's medication. This includes:	<ul style="list-style-type: none"> A senior member of staff has been designated to deal with ensuring correct procedures are carried out for any confirmed cases of COVID19, including all communications with PHE The school has a specific room/area dedicated for suspected cases of COVID-19; Where an individual exhibits symptoms during the school day, the individual will be escorted to the marked Isolation Room/Area to isolate them from the main population until additional medical 	Y Y Y		

Risk	Control measures	In place? (Yes/No)	Comments	Outstanding action
<ul style="list-style-type: none"> • Dealing with general First aid; • Lack of trained first aiders; • Dealing with a suspected case of Covid-19; • Inappropriate handling/removal of clinical waste • Intimate care procedures. 	<p>assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate;</p> <ul style="list-style-type: none"> • Staff escorting the individual will be provided with disposable gloves and apron if the 2-metre social distancing rule cannot be maintained • Where the risk of contact with droplets to the face, e.g. from coughing or vomiting, face protection should be provided • The classroom area or workspace the individual leaves will be subject to a hard surface deep clean, with appropriate disinfectant products and all waste double bagged and stored securely for 72 hours before disposal. • Staff or contractors carrying out the area clean should be provided with a minimum of disposable gloves, aprons, mop heads or paper towels. • Where visible contamination, e.g. saliva droplets, is present face protection in the form of mask, goggles or face shield will be provided. • All building users advised re monitoring their own health, reporting of symptoms and self-isolating • PPE is disposed of in accordance with NHS COVID-19 waste management guidance; https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings • The first aid room is cleaned frequently and after each use (when first aid care has been provided). • Staff dispensing medication to students should minimise contact and their wash hands before and after dispensing the medication. If required, gloves will be worn by staff when giving medication • Where appropriate, students should take the medication out of the blister packs/bottles then place the unused ones back in the cupboard, etc. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>		

Risk	Control measures	In place? (Yes/No)	Comments	Outstanding action
<p>Spread/contraction of COVID-19 due to lack of social distancing measures for external visitors to the school, including:</p> <ul style="list-style-type: none"> • Parents; • Maintenance contractors; • External Teachers; • Inspectors; • Delivery personnel 	<ul style="list-style-type: none"> • Parents will be discouraged from physically attending the unless there is an urgent situation • Screens will separate receptionist from visitors to the site • Cold calls (sales) will not be processed beyond the reception area of the school. • Visitors will only be allowed onto site by appointment only. • Gate and door control pads will be regularly cleaned. • Supply teachers will be briefed of our procedures both before and upon arrival at the school • All visitor passes will be issued using non-contact/disposable badges so no touch required. • A record of all visitors, including contractors, to site will be kept and maintained; • The number of ITT trainees, supply teachers, peripatetic teachers and volunteers has been reduced where possible; they all receive an induction to inform them of the school's risk assessment and controls to prevent infection risks in the school, when pertinent, relevant training is also provided. • Essential visits such as those concerned with the management of fire safety, legionella, gas safety, electrical safety, and examinations of ventilation systems will be pre-arranged with the relevant contractor. The following measures will be adopted, where possible: <ul style="list-style-type: none"> • The contractor will attend the site out of hours to minimise opportunity for contact between all parties • Where contractor visits attend site during hours of school operation, contractors will work in rooms that are not in use by teaching staff or pupils. • The room will be well ventilated, where possible. • Contractors will be issued with additional site rules at reception, including expectations in terms of cleaning, respiratory hygiene and hand hygiene. The contractor must confirm that they are not symptomatic. • Hand sanitiser gel will be provided for use upon entry to the site. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>		

Risk	Control measures	In place? (Yes/No)	Comments	Outstanding action
Spread/contraction of COVID-19 due to lack of social distancing measures <ul style="list-style-type: none"> • Unsuitable use of toilets. 	<ul style="list-style-type: none"> • Toilets checked and cleaned regularly during the school day • Year groups allocated toilets for break and lunch. • Students and staff are encouraged to close toilet lids where applicable before flushing. 	Y Y Y		
Lack of staffing / insufficient staff ratios	<ul style="list-style-type: none"> • Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation; • Students are suitably supervised at all times. 	Y Y		
Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or occupants being spread around the building without suitable procedures in place.	<ul style="list-style-type: none"> • Safe assembly of occupants following social distancing requirements; • Safe exit via the nearest fire exit; • Training occupants of any changes to evacuation; • Ensuring there are enough trained fire wardens on site with the ability to sweep all used areas of the school; • Disabled students who have to access upper floors and are unable to make their own way out of the building will be evacuated by Evac Chair. The student and accompanying member of staff will wear PPE, including gloves and mask at all times whilst evacuating the building. • PPE equipment will be stored with any Evac Chairs. • All staff assisting disabled student in the evacuation by Evac Chair will have completed appropriate training for 'donning and doffing' PPE • All other fire system testing and maintenance has continued as normal. 	Y Y N Y Y	Implemented in first week in September	

Risk	Control measures	In place? (Yes/No)	Comments	Outstanding action
Transmission of Covid-19 via food preparation, handling, storage, contact surfaces or packaging.	<ul style="list-style-type: none"> The Kitchen/Catering Manager has reviewed and implemented the Guidance for food businesses on coronavirus (COVID-19) The Kitchen/Catering Manager has reviewed and implemented FSA guidance on good hygiene practices in food preparation and PHE guidance The HACCP processes and waste disposal arrangements have been reviewed to reduce the spread of coronavirus Good hand hygiene practices will be followed, including washing hands with soap and water for at least 20 seconds, routinely including: before and after handling food/when moving between different areas of the school Food handlers who develop COVID-19 symptoms must self isolate at home, and should arrange to have a test through NHS Test and Trace. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>		<p>Details of which Year groups to use each canteen to be confirmed with catering team, w/b 24/08/20</p>
Development of high numbers of legionella bacteria within the water system, leading to increased risk of legionellosis.	<ul style="list-style-type: none"> The school has a legionella risk assessment in place. Plans for recommissioning of water system following a period of absence will be implemented; the recommendation is that where complex* systems have been allowed to stagnate for 3-4 weeks they should be recommissioned**. Flushing of complex systems may not be enough of a control measure. * complex systems are those with water storage, shower heads and other sprays and long lengths of pipework. ** recommissioning involves the cleaning and disinfection of the water system. 	<p>Y</p>		
Spread/contraction of COVID-19 during an educational visit.	<ul style="list-style-type: none"> In line with Government advice, overnight and overseas educational visits will not be carried out during the autumn term A risk assessment – in line with the school's policy will be carried out for non-overnight domestic educational visits. Day-time visits in the Autumn term should only be taken where necessary 	<p>Y</p> <p>Y</p>		

Risk	Control measures	In place? (Yes/No)	Comments	Outstanding action
<p>Spread/contraction of Covid-19 due not acting appropriately when a case is suspected or confirmed.</p>	<ul style="list-style-type: none"> • If anyone becomes unwell in school with a new, continuous cough, a high temperature or loss of taste/smell they are sent home/their parents or carer are contacted to collect them and they are advised to follow COVID-19: guidance for households with possible coronavirus infection • Parents/Carers are informed that a responsible adult should be on standby in order to collect their child from school if they become unwell during the school day. • The school has identified the Local Public Health England team so they can be contacted immediately in the case of a case, their details are available to the SLT • The school keeps informed of Government and Department for Education guidance and updates • To avoid attendance to the school, remote education plans are in place for students or groups that need to self-isolate • A contingency plan is in place for a local outbreak, and if the school is asked to close temporarily by the local authority to help control transmission. The plan may involve a return to remaining open only for vulnerable children and the children of critical workers only, and providing remote education for all other pupils 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>		
10. Additional issues and risks				
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