The De Montfort School COVID-19 Risk Assessment (Jan 2021)

Location / Site	Insert location and site where activity taking place
The De Montfort School	
Activity / Procedure	Insert name/type of activity or procedure being assessed
Full RE-OPENING – September 2020	
Assessment date	Insert date when assessment is being carried out
13/07/2020 – to be updated regularly until re-opening **06/01/2021** – Updated due to reopening of school and the increased risk of the new strain of COVID-19 with greater transmission potential	
Assessment serial number	Insert local serial/identification number for future reference

Identify people at risk	YES or NO
Employees	**YES**
Children	**YES**
Visitors	**YES**
Contractors	**Yes**

Government guidance states for schools states:

"The safety of children and staff is our utmost priority."
"The advice seeks to support staff working in schools, colleges and childcare settings, to deliver this approach in the safest way possible, focussing on measures they can put in place to help limit the risk of the virus spreading within education and childcare settings."
"In education, childcare and social care settings, preventing the spread of the coronavirus involves dealing with direct transmissions (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces.) A range of approaches and actions should be employed to do this."

Government guidance for parents concerning re-opening of schools states:

"We have provided guidance and support to schools, colleges and child care settings on implementing protective measures in education and childcare settings to help them reduce the risk of transmission as more children and young people return."

"Whilst such changes are likely to look different in each setting, as they will depend upon individual circumstances, they are all designed to minimise risks to children, staff and their families.

Schools and colleges continue to be best placed to make decisions about how to support and educate their pupils during this period. This will include:
Consideration of the pupils' mental health and well being

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

1. Lack of social distancing in the classroom resulting in direct transmission of the virus

Existing level of risk	Consider current level of risk

HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Year group bubbles: All children are in whole year group bubbles (Y12/13 together as sixth form)
2. Zoning: Children will stay in the same zones and do not mix with any other year groups. Where specialist rooms are used a careful timetable is planned to ensure that there is no mixing of year group bubbles. Enhanced cleaning has been introduced in specialist rooms
3. Seating: All seating will be facing forward to reduce transmission, in line with government guidance
4. Teacher location: Will be at least 2m from any children. Teacher will remain at position and not circulate within the room. Any support staff will also observe 2m social distancing at all times
5. Lesson planning: Lessons will be planned for individual work (not pairings or group work). Feedback and instruction will use the large whiteboard - no close interaction
6. Furniture: Any excess furniture in all classrooms will be removed to increase space
7. Ventilation: Classrooms will be well ventilated, with all doors propped open and windows open, providing the greatest opportunity for constant renewal of the air
8. Warm clothing: Children will be advised to wear extra layers under their white school shirt and will be permitted to wear coats when the weather turns very cold
9. Children work stations: Children, as far as possible, will have their own "work station" and will keep to their desks at all times when in the room. Central seating plans have been introduced as much as possible.
10. Social distancing: Instructions will be given and revisited throughout the day, (the use of toilet, movement around the school etc)
11. Praise will be given for adherence and sanctions given for non-compliance
12. Clear behaviour expectations will be detailed in a letter to parent, explaining that any non-compliance will mean the child will have to return to home learning. The Parent Form will confirm parents' understanding of our expectations and their responsibility to insist on compliance from their child
13. Bags, coats and lunchboxes: These will be kept with the child, there will be no sharing or touching

Remaining level of risk	Consider level of risk following use of control measures

HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

2. Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus

Existing level of risk	Consider current level of risk

HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Toilets: There are designated toilets for each "year group" and staff will only allow one boy and one girl from their class to go to the toilet at a time, to minimise numbers meeting at the same time in the facilities. Staff will allow a continuous flow of children to use toilet facilities to support the minimising of any numbers at any time. Toilets have automatic driers
2. Toilet entrance doors where possible will be propped open to prevent the necessity to touch the doors
3. Hand Washing: Staff to remind the children that they will need to wash their hands and will confirm that they have done so on their return to the classroom
4. Hand sanitisers: Personal hand sanitisers will be used by each child on their return to their classroom after using the toilets
5. Signs: Extra signs will be placed in toilet areas, regarding the washing of hands
6. Soap: Extra soap will be ordered to ensure we do not run out
7. Hand sanitiser will be available in all classrooms and Hand sanitising will be an integral part of the routine into and out of classrooms
8. All toilet facilities have hand driers and these are checked on a regular basis

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

3. Lack of social distancing on arrival/exit in the morning/waiting to enter/leave classroom resulting in direct transmission of the virus

Existing level of risk	Consider current level of risk		
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. On journey to/from school: We know that the children are unlikely to be socially distancing on their way to/from school, but we will, nevertheless, be constantly reminding them of the importance of social distancing
2. Entrances/exits: We have allocated different colour coded entrances/exits for each year group as they arrive/exit the school, so these are not shared and are clearly identified with signage. Entrances/exits are sufficiently apart from each other to avoid too much congestion. Signage for parents and children will be displayed outside the entrances/exits
3. Staggering of entrance and exits of the students to ensure that year group bubbles are kept apart at the beginning and end of the day
4. Drop off/collection: Instructions will be clearly outlined in letter regarding social distancing between families in the morning drop off/afternoon collection with parents and the children themselves. Parents will be asked not to drop/collect unless absolutely necessary.
5. Supervision: SLT and senior middle leaders will be on duty to supervise entry and exit each day. Children being dismissed from their class during the day and from school at the end of the day, have supervision to keep them with their specified year group
6. Zoning: The route to each zone will be clearly indicated by coloured paint matching the zone colour, there will be no crossing of pathways, to minimise any contact between year groups
7. Staff collect children from zones to take to lessons to reduce congestion at any time. Students line up against their class codes to keep classes apart as far as possible even within year groupings
8. Prevention: We have made it very clear any unwell children should not be in. Staff closely look for any signs
9. Fire doors: As a managed risk, we are wedging open some fire doors to avoid students and staff having to use hands to handles and push plates. In the event of a fire, during an evacuation, doors will be manually closed, to

stop the spread of the fire. Each evening all fire doors are closed and each morning open again by the Premises team. Risk level to fire spread is deemed as low

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

4. Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus including Sixth Form private study sessions

Existing level of risk	Consider current level of risk		
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Zoning: There is an allocated break/lunch area/zone for each year group. There will be no contact with any other year groups
2. The children are encouraged to go outdoors and get some fresh air
3. Students can be inside at break and lunch but they must stay in their seating positions from Period 2 (last lesson before break) or from Period 4 (last lesson before lunch)
4. Supervision: Staff supervision throughout the day, will actively encourage social distancing Y
5. Social distancing: Will be modelled by all staff
6. Sixth Form swipe cards now enable students to utilise home facilities rather than sharing private study facilities in school
7. Students in the Sixth Form common room/private study areas will be wearing face coverings

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

5. Lack of social distancing when eating lunch resulting in direct transmission of the virus

Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Packed lunch: All children (not FSM) are encouraged to bring a lunchbox
2. FSM: These are delivered to the zones, having been pre-ordered
3. Lunch: Eaten in zones, which ensures social distancing from the other year groups if students are inside they must stay in their seating positions from Period 2 (last lesson before break) or from Period 4 (last lesson before lunch)
4. Bins: There are sufficient bins in each zone, to enable the children to avoid litter and further transmission

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	**LOW**	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

6. Lack of social distancing in the corridors resulting in direct transmission of the virus

Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Zoning: Children from each given year group stay in their zones
2. Timetabling: The timetable has been rewritten to use double lessons to radically reduce movement Y
3. Sixth Form: Sixth Form is operating on an extended day structure to ease pressure on entrances/exits and to avoid possibility of contact with other year groups Y
4. Doors: Zone and classroom doors are open, so children and staff do not need to touch any doors
5. Movement: Movement at breaks and lunch is under clear direction from staff
6. Any messages from a given "classroom" are sent to the office via email and messages for technical support are sent to technicians@tdms. Technicians remote to support the staff/students as a matter of rule.
7. Toilet Protocol: Instructions are clear with one child goes to the toilet at one time from any given class within the year group (see earlier)
8. Face coverings: Students and staff are required to wear face masks in communal areas around the school
9. Staff collect children from zones to take to lessons to reduce congestion at any time. Students line up against their class codes to keep all classes apart as far as possible even within year groupings

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	**MEDIUM**	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

7. Contact of shared resources resulting in indirect transmission of the virus

Existing level of risk	Consider current level of risk

HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Stationery: Children will bring their own stationery (pencil/ruler/sharpener/rubber) which they will keep and will not share with others
2. Students have paper to work on and stored in a folder, this is not shared between students or staff
3. Any worksheets will be placed on tables before entry of children into classroom. Worksheets will be retained in exercise books, not handed in
4. Use of resources are carefully monitored and controlled. Shared resources are cleaned before other students us them
5. Homework: Homework is via google classroom. In the event where physical work has to be handed in, it will be using the blue sheet system and will be left in a tray for 72 hours before the member of staff marks it and left before returning to the children
6. Water Bottles: Each child will bring two own named water bottle, which they will keep and refill from home
7. Doors: Doors are wedged open to minimise any touch points
8. Touch Points: All likely touch points cleaned every day
9. Cleaner schedule: There will be a designated cleaner for each zone with tables cleaned thoroughly every night
10. Lesson planning: Lessons will be planned so resources are individual and any sharing at all is minimised. There will be minimal distribution (preferably none) of any resources during a lesson
11. Hand sanitising: Children will use hand sanitiser before and after each double lesson

Remaining level of risk	Consider level of risk following use of control measures

HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

8. Emotional distress of the children

Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Structured Reintegration: A carefully phased structured reintegration has been designed, to ensure the children are properly and sensitively able to adjust to returning to school under, what are, uniquely stressful circumstances
2. Welfare Team: Set up consisting of our DSL, the SITs and the school counsellor
3. Internal support: Support from the school counsellor or a member of the Safeguarding Team is available if required to enable a referral to counselling support
4. External support: A support network and resources will be signposted in safeguarding letter, before the summer holidays to provide support if necessary over the holidays
5. Close contact with parents will continue as required
6. Well-being and activities to alleviate anxiety, have been carried out as part of the curriculum to be delivered to support well-being
7. The level of need will be reviewed daily in the first week and then regularly after that point

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	**LOW**	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

9. Emotional distress of the staff – including anxiety

Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Communication during planning: There will be regular communication during the planning phase to ensure all staff feel that protective measures are in place. Staff received information so they knew exactly where each year groups arrives/leaves/evacuates/has break/lunch etc to reduce anxiety.
2. Staff walk through: Staff were able to have a short "walk through" of the zones by SLT on the CPD days and therefore receive a visual explanation of how the systems will be operating, so they will be fully clear and assured, well before the children arrive
3. Risk Assessment: RA will be shared, to enable input into hazard identification and control measures
4. Staff Training: Training will take place on student anxiety and the virus and staff will be advised to refer anxious children to the Welfare Team
5. SLT Support: Staff will be supported by SLT and provided with support from outside agencies if required
6. Staff Meetings: Are held virtually where adequate social distancing cannot be maintained
7. Staff will be clear that they have the right at any time to speak to the Head/member of SLT to highlight any concerns that they have
8. SLT Monitoring: SLT will be fully aware of all procedures in all zones and will also monitor specific year

groups as the designated point of contact for staff to share any concerns
9. Risk Assessment will be reviewed on a regular basis
10. Main Office: Office staff are able to be in as space is sufficient and there will be signs on door to ensure no other staff are permitted entry
11. Photocopying: Photocopying requests will be emailed and the return process to be determined outside of normal school day
12. Staff areas: Designated "staff areas" have been identified. Each member of staff has a designated "safe place"
13. Classroom cleaning: Each classroom has designated cleaning equipment (foam/tissue/antibac wipes). Staff have received specific instruction regarding surfaces to be cleaned through either an antibac wipe or via a cloth that has been sprayed. There must be no direct spraying onto surfaces as this dislodges the virus.
14. Classroom layouts have been adjusted to ensure that a 2m distance between staff and students can be maintained

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

10. **Risk of spreading virus due to close contact with children – 1:1 and restraint** resulting in direct transmission of the virus

Existing level of risk	Consider current level of risk		
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Volatile children: Any volatile children were identified in advance and supported with very clear expectations from the beginning
2. Response to any poor behaviour: Parents were made aware that any risky behaviour will mean their child will
3. Restraint: Staff were advised not to restrain except in absolute emergency, instead containment and de-escalation will be used
4. Prevention: Children showing any symptoms will be immediately isolated in school and cared for by one single adult (with PPE if unable to observe 2m social distance)
5. Resources: Extra disposable aprons and extra gloves are available
6. Quarantine: Is assured through the use of the first aid room (as it has adequate washing and toilet facilities) to ensure full social distancing for any minor or major first aid. PPE for staff member dealing (see point 4 above)
7. Social Distancing: Clear instruction given to all staff that they must retain social distancing from the children and each other
8. Staff Code of conduct: Updated and circulated to ensure all staff are fully aware of their responsibilities.

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

11.   Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus

Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Resources: Hand gel dispenser inside all classrooms and hand gel ordered in large quantities
2. Hand Sanitising: Children hand sanitise on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze. After they take off a face mask and before they put one on
3. Posters: Washing hands posters in all washing areas
4. Reminders: How to wash hands properly – videos and posters

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	**LOW**	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

12.   Risk of infection due to lack of cleaning resulting in indirect transmission of the virus

Existing level of risk	Consider current level of risk		
HIGH	**MEDIUM**	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Surfaces and Shared Equipment: All surfaces, handles, toilets and shared equipment are cleaned each day **Y**
2. Soft Furnishings: Soft furnishings have been removed from use in classrooms
    061120: Soft furnishings and any excess chairs being removed from offices and shared staff areas
3. Cleaning Resources for Staff: Special foam and anti-bac wipes are available for staff to use before and after a computer station/kitchen/office is used. These are kept by the side of each computer station for easy access by staff. Tissues are used to wipe off the foam
    061120: Significant update in guidance regarding the use of wipes rather than spraying, staff fully informed
4. Cleaning Schedule: This is clearly defined and Deep Cleaning of areas would take place before any re-opening after positive test of any 2 children in that year group.
    061120: Not needed as yet.
    261120: Not needed yet, too single cases – siblings in different year groups

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	**LOW**	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

13. **Risk of illness of vulnerable staff and family members** through direct and indirect transmission of the virus			
Existing level of risk	Consider current level of risk		
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**
Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		

1. Clinically Extremely Vulnerable: Follow guidance on members of staff and their working arrangements including individual risk assessments
2. Other staff with vulnerabilities: individual risk assessments have been completed
3. HR advice and guidelines: HR advice and guidelines is sought and adhered to at all times

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazard		
14. **Risk of illness** through direct and indirect transmission of the virus during an evacuation			
Existing level of risk	Consider current level of risk		
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**
Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		

1. Evacuation procedures: Evacuation procedures are clearly documented in the information to staff and will be explained to the children in their first session Y
2. Evacuation routes: Routes for each group do not cross and zones being used matched current zones Y
3. Fire drills: Drills have been undertaken by year group on different occasions to ensure social distancing can be maintained
   .

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

OVERALL level of risk	Consider level of risk following use of control measures		
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

Location / Site	Insert location and site where activity taking place
The De Montfort School	
Activity / Procedure	Insert name/type of activity or procedure being assessed
School provision for Critical Workers and Vulnerable students	
Assessment date	Insert date when assessment is being carried out
07/01/2021	
Assessment serial number	Insert local serial/identification number for future reference
Version 1	

Identify people at risk	YES or NO
Employees	**YES**
Children	**YES**
Visitors	**YES**
Contractors	**YES**

The risk assessment has been updated to take account of the new variant of COVID-19 and the arrangements in place for the national lockdown which started 5 January 2021. A collection of evidence suggest that the new variant has a significant, substantial increase in transmissibility. There is no evidence the new strain of the virus causes more serious illness in either children or adults and there continues to be strong evidence, to date, that children and younger people (those under 18 years old) are much less susceptible to severe clinical disease than older people.

During the period of national lockdown, schools, alternative provision, special schools, and colleges will remain open to vulnerable children and young people and the children of critical workers only. All other children and students will learn remotely until February half term. We have put the following in place:

- High-quality remote education has been provided for all students. Work is set via Google Classroom with narrated PowerPoints, virtual lessons (Y12 and 13 only), online tutorial (Year 11 only), work packs and textbooks (where appropriate)
- Weekly phone calls to check on students, for specific cases the frequency of the contact is increased
- Email support for students through email or the Google Classroom feedback system
- Vulnerable students and children of critical workers will be supervised in school to complete the work set by members of staff in Google Classroom

- Lunch service suspended. VCW groups to bring a packed lunch. Students entitled to Free School Meals have been sent food vouchers to support
- Staff to work from home wherever possible
- SEND students to receive support by the achievement assistants

General guidance links are below:

Public health England
https://www.gov.uk/government/organisations/public-health-england

NHS:
https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms

Government advice:
https://www.gov.uk/coronavirus

DfE
https://www.gov.uk/coronavirus/education-and-childcare

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Contact with someone suffering from COVID-19	
Existing level of risk	Consider current level of risk

HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. The majority of the students have been instructed to work from home apart from vulnerable students and children of critical workers.
2. Visitors are not encouraged to attend the school site, virtual meetings will be used whenever possible. If contractors need to visit the school, this will be encouraged when there are no students on site. If this is not possible visitors/contractors will be encouraged to maintain social distance from staff and students at the school
3. Staff have been placed on a rota in school to reduce the amount of time that they are required to attend. Staff will be advised that they should not come to the school site outside the times on the rota.
4. Support and office based staff in school will have access to their own dedicated area to ensure that social distancing can be maintained
5. Everyone will be asked not come into school if they or anyone that they are living with are experiencing symptoms for COVID-19 and to follow the national self-isolation guidelines. Regular reminders will be sent out.
6. If a symptomatic person comes into school they will be sent home immediately and asked to follow national guidance for self-isolating. If they cannot leave the school site immediately they will be isolated from other members of the school community until they can be collected. The area that the person has been will be deep cleaned and public health guidance will be taken on advice to other members of the school who may need to be advised to self-isolate
7. If a symptomatic person requires first aid:
   a. As much as possible a 2M distance will be maintained
   b. The member of staff supporting will wear appropriate PPE, including face mask, gloves, apron and eye protection
   c. Supporting members of staff will wash their hand for at least 20 seconds immediately after providing first aid
8. In the majority of cases Internal staff meetings are conducted virtually. If this is not possible all meetings will take place to allow social distancing to be maintained
9. Systematic testing of staff and students attending the school setting will be introduced following all government guidance

Remaining level of risk	Consider level of risk following use of control measures

HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

Spreading infection due to contact and mixing between students and staff in classrooms

Existing level of risk	Consider current level of risk

HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Students have been organised into year group bubbles to reduce the number of students in different areas of the school:
    a. Year 6 in SG2 (Science block)
    b. Year 7 in DU3 (Enterprise and Innovation block)
    c. Year 8 in LG1 (Languages block)
    d. Year 9 in LU8 (Languages block)
    e. Year 10/11 in Library

2. Student numbers in classes will be limited to enable social distancing in classrooms
3. Students within the classroom will be spaced as much as possible to enable the maximum social distancing possible. In computer rooms protective screens have been installed where it is not possible to have all of the students facing in the same direction
4. Students have an allocated seat and they are not allow to move around the classroom
5. Students will wash their hands on entrance to the school for 20 seconds with soap and water and at the start and end of each teaching session
6. Students are asked to bring their own hand sanitiser and santiser is available outside all teaching rooms. Students are reminded to use the sanitiser on entrance and exit of the teaching rooms
7. Students and staff are not required to wear facemasks in teaching rooms, however, staff and students can choose to wear facemasks
8. Teacher zones are marked in all teaching rooms, these provide a 2M safe zone for all members of teaching staff
9. Doors to the classroom areas remain open with widows open to provide adequate ventilation
10. Students will be advised to spend as much time outside as possible during break and lunchtimes. In severe weather students will stay in their areas in the seating position for the lesson

Remaining level of risk	Consider level of risk following use of control measures

HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

Spreading infection due to contact and mixing between students and staff whilst moving around the school site

Existing level of risk	Consider current level of risk

HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

10. The school timetable has been changed to create 3 double sessions to reduce movement around the school site for both students and staff
11. Students are organised into year group bubbles to reduce mixing of students around the school site (see above for the specific areas)
12. Student year group bubbles are maintained during break and lunchtimes
13. Staff remind students to maintain social distancing when they enter or leave the school site. SLT and senior middle leaders will be on duty to supervise entry and exit each day. Children being dismissed from their class during the day and from school at the end of the day, have supervision to keep them with their specified year group
14. Staff collect children from zones to take to lessons to reduce congestion at any time. Students line up against their class codes to keep classes apart as far as possible even within year groupings
15. Students & Staff **must** wear face masks when they enter and leave the classroom where social distancing may be difficult to maintain. Where students use face masks they should:
    a. Place reusable facemasks in a plastic bag
    b. Sanitise hands before and after the face mask is applied
    c. Sanitise hands before and after the face mask has been removed
    d. Place disposal face masks in a bin
16. Access to the toilets is controlled to avoid overcrowding, specific toilet areas have been identified for each year group within the school. Only one student will be allowed into the toilet area. Staff have separate toilet areas around the school
17. Where required a one way system has been introduced to avoid students and staff passing on the corridors
18. Student have been instructed to bring in their own lunch to avoid movement around the site for the collection of food
19. Students will not move around the school site without supervision from a member of staff

Remaining level of risk	Consider level of risk following use of control measures

HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Spreading infection due to touch, sneezes and coughs	
Existing level of risk	Consider current level of risk

HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Students wash their hands for 20 seconds with soap and water on entrance to the school & at the start and end of each teaching session
2. Students have been instructed to bring in hand sanitiser with them and all classroom areas have sanitiser available
3. All students, staff and visitors will be encouraged and reminded to:
    a. not to touch their mouth, eyes and nose
    b. use a tissue or elbow to cough or sneeze, and use bins for tissue waste
4. Students have a dedicated seating plan to reduce the number areas that they may touch, they have their own dedicated workstation in the ICT room.
5. Students will bring their own stationery (pencil/ruler/sharpener/rubber) which they will keep and will not share with others. Additional resources are available in the teaching rooms to provide to students and will not be shared with others
6. Students have been provided with exercise and work books that are not shared with other students
7. The majority of the work provided to students will be delivered digitally to avoid transfer of paper. Where additional resources are required members of staff will place these in an area for the students to collect, they will not distribute resources to students directly
8. Use of resources are carefully monitored and controlled to avoid sharing. If resources need to be shared, they will be cleaned before being used by another student
9. Teaching areas have an enhanced cleaning schedule during the day with particular focus on touch points
10. Doors will be open to avoid students and members of staff touching door handles
11. Every teaching class has access to antibacterial spray and wipes to allow shared ICT resources to be cleaned
12. Support and office based staff have dedicated areas to work, which will not be shared with other members of staff
13. If office space is shared between members of staff, cleaning materials will be provided to allow ICT and telephone equipment to be cleaned between use

Remaining level of risk	Consider level of risk following use of control measures

HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

Spreading infection due to the school environment	

Existing level of risk	Consider current level of risk

HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Checks to the premises will be done to make sure the school is following all health and safety advice on a regular basis
2. Fire evacuation procedures have been modified to take account of the current arrangements in school, these allow students and staff to maintain social distance and keep within their year group bubbles
3. A dedicated first aid area has been arranged that allows to separation of students who have suspected symptoms of COVID-19 allowing them to be isolated from others
4. Areas of the school are well ventilated,
5. Areas of the school not in use have been closed to allow cleaning to be focused on the areas that are in use by students and staff

Remaining level of risk	Consider level of risk following use of control measures

HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Individuals vulnerable to serious infection	
Existing level of risk	Consider current level of risk

HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Clinically extremely vulnerable (CEV) individuals defined here have been advised not to come to the school site and work from home.
2. Clinically vulnerable (CV) & BAME students have been advised to work at home through remote learning and not attend the school setting
3. Clinically vulnerable (CV) & BAME members of staff and have been advised to stay at home unless their individual risk assessment makes it possible for measures to be put in place for them to safely attend the school site
4. Pregnant members of staff over 28 weeks have been advised not to the school site and should work from home
5. Staff who live with extremely clinically vulnerable (CEV) have been advised to stay at home unless their individual risk assessment makes it possible for measures to be put in place for them to safely attend the school site

Remaining level of risk	Consider level of risk following use of control measures

HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

Spreading infection due to transport to and from school	

Existing level of risk	Consider current level of risk

HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Everyone will be encouraged to walk, cycle or use private transport and not use public transport
2. If public transport is used face coverings are mandatory
3. Parents will be encouraged not to drop off and pick up students. If this is required they should not wait in groups outside the school site
4. Students will be encouraged not to walk home or come to school in large groups and maintain social distance on their journey

Remaining level of risk	Consider level of risk following use of control measures

HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Staff welfare issues	
Existing level of risk	Consider current level of risk

HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

15. There will be regular communication to staff including virtual staff meetings
16. RA will be shared, to enable input into hazard identification and control measures
17. Staff will be supported by SLT and provided with support from outside agencies if required
18. Staff Meeting are held virtually where adequate social distancing cannot be maintained
19. Staff will be clear that they have the right at any time to speak to the Head/member of SLT to highlight any concerns that they have
20. SLT will be fully aware of all procedures in all zones and will also monitor specific year groups as the designated point of contact for staff to share any concerns
21. Risk Assessment will be reviewed on a regular basis

Remaining level of risk	Consider level of risk following use of control measures

HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazard
Student welfare issues	
Existing level of risk	Consider current level of risk

HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Staff are on site to support students in school every day, a Head of Learning (HOL) and Senior Intervention Tutor (SIT) will be available throughout the day
2. Tutors will make phone calls to all of the students on a weekly basis. Those students identified as vulnerable students will have additional calls
3. The SEND have members of staff in school to support the most vulnerable students in the SEND area if required

Remaining level of risk	Consider level of risk following use of control measures

HIGH	MEDIUM	LOW	NEGLIGIBLE

OVERALL level of risk	Consider level of risk following use of control measures

HIGH	MEDIUM	LOW	NEGLIGIBLE