

**Queen's Croft High School  
General Risk Assessment Record Form**

1. **Section/Service/Team** Queen's Croft High School 2. **Assessor(s)** Jackie Hesslegrave, Debbie Bailey
2. **Description of Task and Activity** Delivering Education during the COVID-19 Pandemic from September 2020

- [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/964351/Schools\\_coronavirus\\_operational\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf) (Feb 2021)
- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- [Full opening of special schools and other specialist settings from the start of the autumn term](#)
- [Full opening of schools from the start of the autumn term](#)
- [Opening schools and educational settings to more pupils from 1 June: guidance for parents and carers.](#)
- [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
- [Actions for education and childcare settings to prepare for wider opening from 1 June 2020](#)
- [Unicef and World Health Organisation Report: Key Message and Actions Covid 19 Prevention and Control in Schools](#)
- [Office for National Statistics](#)
- [Letter to Headteachers from Tim Moss, Assistant Director for Education Strategy and Improvement. \(12/08/20\)](#)

<b>What are the hazards?</b> 	<b>Who might be harmed and how?</b> 	<b>What are you already doing?</b> List the control measures already in place	<b>What is the risk rating – H, M, L?</b> See section 5	<b>What further action, if any, is necessary, if so what action is to be taken by whom and by when?</b> 	<b>Action Completed</b> State date completed and sign.	<b>What is the risk rating now – H, M, L?</b> 

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<p><b>Exposure to COVID-19</b></p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking, singing and breathing.</p> <p>The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).</p>	<p>Everyone on site.</p> <p>General transmission may occur: Through close contact between colleagues, pupils and visitors and touching contaminated surfaces.</p>	<ul style="list-style-type: none"> <li>• Anyone feeling unwell with Coronavirus symptoms or someone in their household is unwell with coronavirus symptoms informed not to attend school.</li> <li>• Staff and students encouraged to engage with Test and Trace service.</li> <li>• Local Outbreak Control Plans developed.</li> <li>• Social distancing maintained wherever possible between all adults on site and between pupil groups.</li> <li>• Frequent handwashing promoted.</li> <li>• Hand sanitiser available in classrooms, shared spaces, entrance and exit points.</li> <li>• Frequent cleaning of surfaces that pupils touch.</li> <li>• Disposable tissues available in classrooms.</li> <li>• Bins for tissues emptied during the day.</li> <li>• Staff, parents and visitors informed of the measures in place to reduce transmission.</li> <li>• A box of PPE supplies is available in all classrooms, staff are reminded to check supplies on a weekly basis.</li> <li>• Individual risk assessments carried out for staff at higher risk.</li> <li>• Team stress risk assessment reviewed. Staff wellbeing survey undertaken in July 2020 Wellbeing support in place for pupils and staff considered in individual risk assessments.</li> <li>• COSHH assessment for hand sanitiser and cleaning materials reviewed.</li> <li>• Review cleaning schedules (during the day and end of day), enhanced cleaning hours in day since Sept 2020.</li> <li>• Signage used to promote hygiene and social distancing.</li> <li>• High stocks of soap, hand sanitiser, tissues maintained.</li> <li>• Foot operated bins now in all classrooms.</li> </ul>	M	<ul style="list-style-type: none"> <li>• Students and staff who are unwell for the following reasons are not to attend school. In addition to the 3 main COVID-19 symptoms but additionally the “Staffordshire symptoms” of headaches, aches and pains, feeling very tired for no good reason, sore throat, runny nose, sneezing, tummy ache. In these circumstances advice would be to remain at home and have a COVID-19 test.</li> <li>• Regular and on going review of local infection rates to inform decisions about the operation of school. Advice will be sought from LOC and PHE if there is a perceived risk to school.</li> <li>• Ongoing review cleaning schedules,</li> <li>• Specific holding rooms in each key stage for those who develop symptoms during the day and assigned toilet facilities</li> </ul>		M

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		<ul style="list-style-type: none"> <li>• Ensure pupil groups and social distancing maintained during fire drills. NOTE: in an emergency social distancing may not apply.</li> <li>• Ensure increased ventilation measures do not compromise pupil or staff safety.</li> <li>• Ongoing dialogue regarding transport arrangements with providers, LA and parents.</li> <li>• Parents to provide face coverings for students for travel to and from school, in classrooms and communal areas, sealed plastic bags available for storage of face coverings.</li> <li>• Visitors, suppliers, contractors, external partners are allowed on to site by arrangement only and organised to minimise number on site. Speculative visitors are turned away.</li> <li>• Signing in pens disinfected after each use, hand gel is available in reception.</li> <li>• The car park risk assessment has been updated and information provided to staff, parents and transport regarding the arrangements for drop off and collection procedures to reduce adult to adult contact.</li> <li>• Staggered arrival and collection times with designated entrance points based on the class groups.</li> <li>• In the short term there will be no face to face meetings on site, these are to be undertaken by Microsoft Teams, telephone or email.</li> </ul>				

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		<ul style="list-style-type: none"> <li>• In the short term the catering will be providing a limited lunch service (hot and cold option each day) only for those wishing to access school meals. The catering team will liaise with TAs who will take the lunches to the classrooms at the allotted times. Staff may purchase a packed lunch at the cost of £2.65 per day and these need to be pre booked. lunch will be eaten in classrooms as hygiene and distance cannot be guaranteed in the hall.</li> <li>• Hand washing or sanitising facilities and paper towels to dry hands available in all classrooms and key areas.</li> <li>• Information sharing with contracted catering to reduce exposure to COVID-19.</li> <li>• Classrooms without sinks will be provided with additional hand sanitiser and paper towels.</li> <li>• Classroom 4 has had a sink fitted to allow for regular handwashing</li> <li>• Classroom 20 has had a manual waste barrel fitted to allow for the waste water to be emptied daily. Handwashing only at this sink.</li> <li>• Additional hand washing sink fitted in corridor outside the cleaning cupboard</li> <li>• Additional water bottle fountain introduced</li> </ul>		<ul style="list-style-type: none"> <li>• Students and staff who are unwell for the following reasons are not to attend school. In addition to the 3 main COVID-19 symptoms but additionally the “Staffordshire symptoms” of headaches, aches and pains, feeling very tired for no good reason, sore throat, runny nose, sneezing, tummy ache. In these circumstances advice would be to remain at home and have a COVID-19 test.</li> <li>• Regular and on going review of local infection rates to inform decisions about the operation of school. Advice will be sought from LOC and PHE if there is a perceived risk to school.</li> <li>• Ongoing review cleaning schedules,</li> <li>• Specific holding rooms in each key stage for those who develop symptoms during the day and assigned toilet facilities</li> </ul>		

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	<p>Staff and pupil transmission whilst providing personal intimate care</p>	<p>Staff providing personal or intimate care instructed on the safe “donning and doffing” of PPE.</p> <p>Review personal care plans to assess PPE requirements based on individual circumstances.</p> <p>DfE and PHE support and guidance will be sought following each positive case in school to determine the appropriate course of action.</p> <p>Following the closure of a bubble a learning review will take place which will determine procedures for future bubble closures and plans for re-opening. Considerations for bubble reopening plans to include PHE feedback, review of staff shortages, agency staff availability, etc</p> <p>Business continuity plan and bubble closure procedure have been developed and amended following previous learning</p>	<p>M</p>	<ul style="list-style-type: none"> <li>• A number of staff (approx 33%) have received their first vaccine and in accordance with the strict guidance from SCC this includes staff who provide intimate care, lateral flow testing and who support children with specific vulnerabilities.</li> <li>• These staff who have been vaccinated are aware that could transmit the virus and adhere to all control measures in school</li> <li>• The Headteacher continues to work with SCC to establish if more staff are able to receive the vaccine</li> </ul>	<p>M</p>	

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	<p>Staff and casualty. Transmission may occur when providing First Aid</p>	<ul style="list-style-type: none"> <li>• Wash/sanitise hands before and after treating a casualty.</li> <li>• Wear disposable gloves, disposable apron, fluid resistant surgical mask and eye protection where there is a risk of respiratory droplets splashing into the eyes due to repeated coughing or vomit.</li> <li>• When performing CPR phone an ambulance and use compression only CPR until the ambulance arrives.</li> <li>• If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield where available.</li> <li>• Review Assessment of First Aid Needs on a regular basis dependent upon staff .</li> <li>• First aiders instructed on the safe “donning and doffing” of PPE.</li> <li>• Maintain stocks of PPE. Where this is not available contact LA.</li> <li>• QCHS able to access list of LA PPE suppliers.</li> <li>• Supply of face masks available which have a transparent covering over the mouth for those who lip read.</li> </ul> <p>PPE Exchange can be used to help with finding a supplier.</p> <ul style="list-style-type: none"> <li>• <a href="https://www.ppeexchange.co.uk/">https://www.ppeexchange.co.uk/</a></li> </ul>	M			M

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	<p>Staff and pupils transmission may occur in corridors and communal areas</p>	<p><b>The wearing of face shields is not mandatory if they are worn;</b></p> <ul style="list-style-type: none"> <li>• Shields to be stored individually in students trays in the classrooms</li> <li>• Shields to be named with permanent marker</li> <li>• Shields to be disinfected daily</li> </ul> <p>• Correct procedures for removal of face covering are to be followed: The are to be removed without touching the front of the covering, by the ear loops. If disposable they should be disposed on in a bin with a lid, if reusable placed in a sealable bag and taken home for cleaning.</p>	<p>M</p>	<ul style="list-style-type: none"> <li>• Ongoing review of Government advice on face coverings. All staff and students <b>are required</b> to wear face coverings in communal areas and class until at least the Easter Holiday.</li> <li>• Face coverings must be worn when arriving at school, moving around school, in all internal spaces in school and in classrooms. They are not required in outside spaces e.g. break time out side classes, singing outside and PE.</li> <li>• All students must have a named zipped plastic bag for securely storing their face covering</li> <li>• Shields <b>can also</b> be worn with a face covering when in communal areas and by those who wish to wear them in classrooms. those classrooms where social distancing cannot be achieved. Shields are not to used as s substitute for a face covering</li> <li>• A supply of face masks will be available as emergency supply but students are expected to provide their own.</li> <li>• Face coverings are to be changed when they become damp</li> <li>• A register of staff and students who are exempt form wearing a face covering and will be maintained in school</li> <li>• School is investigating further supplies of clear/transparent face coverings</li> </ul>		<p>M</p>

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	St John Ambulance advice during a First Aider refresher First Aid at Work re-qualification course in October 2020 was that that it was appropriate for defibrillator or chest compressions to be administered but the first aider should cover the mouth with a cloth and refrain from rescue breaths.					

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	<p>Staff Transmission may occur when supervising pupils taken ill with symptoms of COVID-19 and need direct personal care until they return home.</p>	<ul style="list-style-type: none"> <li>• The specific rooms are assigned as the holding room for ill students</li> <li>• Increase ventilation in the room by opening the window/external door.</li> <li>• PPE provided for supervising adult:                             <ul style="list-style-type: none"> <li>○ Fluid resistant surgical mask if a 2-metre distance cannot be maintained.</li> <li>○ Where contact with the pupil is needed: Fluid resistant surgical mask, disposable gloves and disposable apron.</li> </ul> </li> <li>• De-contamination deep clean conducted at the end of each day when this room has been in use.</li> <li>• Maintain stocks of PPE. Where this is not available contact LA.</li> <li>• Supervising adult instructed on the safe “donning and doffing” of PPE.</li> <li>• Consider using first aiders to supervise to reduce numbers of staff who need access to PPE.</li> </ul>	<p>M</p>	<p>Holding rooms assigned as follows:</p> <ul style="list-style-type: none"> <li>• Medical room for KS4 and disabled in KS4 corridor toilet assigned as the toilet for the student to use should they require it</li> <li>• P16 gym office and gym toilet</li> <li>• Johnson room and disabled toilet opposite room 8</li> <li>• Complex to be kept in the classroom at a social distance until they can be collected.</li> <li>• Signage will denote when the room is in use as a holding room and that it requires a deep clean.</li> </ul>		<p>M</p>

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	Staff and pupil. Transmission may occur when staff administer medicines or supervise pupils who self-administer.	<ul style="list-style-type: none"> <li>Supervising staff to maintain 2m social distance.</li> <li>Review medication plans to assess PPE requirements (if any) for staff administering medication.</li> <li>Review individual staff risk assessments and update first aid rotas accordingly if temporarily prohibited from administering first aid during the pandemic</li> </ul>	M	<ul style="list-style-type: none"> <li>Training needs completed and further training to be co-ordinated in order to spread the load of first aid issues .</li> </ul>		M

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<p><b>Covid-19 virus transmitted/ brought into the school environment</b></p> <p>PHE state The main symptoms of coronavirus are:</p> <p><b>high temperature</b> – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</p> <p><b>new, continuous cough</b> – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</p> <p><b>loss or change to your sense of smell or taste</b> – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal</p> <p>Anyone with symptoms should remain away from school for at least 7 days from when symptoms started. After 7 days, if the individual is well and has not had a temperature for 48 hours they do not need to self-isolate any longer.)</p>	<p>Staff and pupils</p> <p>Transmission may occur through sharing spaces and equipment.</p>	<ul style="list-style-type: none"> <li>• Staff, students and visitors who are unwell with coronavirus symptoms are not to attend school</li> <li>• Staff informed of this in the induction and training back into school environment inset days</li> <li>• Any staff or students who test positive for Covid -19 to inform school via the appropriate communication</li> <li>• Any staff or student member who has a household member who tests positive for covid-19 to inform school immediately as per appropriate procedures</li> <li>• Clinically extremely vulnerable staff and students identified via the individual risk assessment process</li> <li>• Clinically moderately vulnerable staff and students identified through the risk assessment process</li> <li>• Staff and pupils to wash their hands upon arrival in school</li> <li>• Staff to be involved in general disinfection and good hygiene practices within the classroom self clean arrangements for during day hard surface cleans</li> <li>• Parent/career agreement to ensure rules of engagement are adhered to prevent the spread</li> <li>• Staff guidelines developed and adhered to</li> <li>• Roles and responsibilities for those in school and those working from home developed</li> <li>• Car park signage and coned zones to maintain social distancing</li> <li>• Visitors asked on arrival if they have the symptoms, visitors required to complete a visitors agreement</li> <li>• Posters on the main reception door, Trace and track QR code at reception</li> </ul>	<p>H</p>	<ul style="list-style-type: none"> <li>• Positive cases are required to isolate for at least 10 days from the onset of their symptoms. The support bubble or household should also isolate for 10 days from when the symptomatic person first had symptoms.</li> <li>• Advice and support will be sought from PHE and LOC on managing a positive case in school.</li> <li>• Following a positive test result and requisite period of isolation the individual may return if they have some residual symptoms such as a cough or loss of taste or smell. They should remain not return if they feel unwell or have a high temperature.</li> </ul>		<p>M</p>

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b> List the control measures already in place	<b>What is the risk rating – H, M, L?</b> See section 5	<b>What further action, if any, is necessary, if so what action is to be taken by whom and by when?</b>	<b>Action Completed</b> State date completed and sign.	<b>What is the risk rating now – H, M, L?</b>
		<ul style="list-style-type: none"> <li>• Covid-19 area of the website updated to identify rules of engagement</li> <li>• Zone system developed in school</li> <li>• Social distancing marking placed outside areas</li> <li>• Access and egress areas identified and mapped out.</li> <li>• Guidance developed on requirements from school and social distancing, and scenario of what to do when</li> <li>• Weekly updates and reminders in the school newsletter and updates on the COVID-19 page of the website</li> </ul>		<ul style="list-style-type: none"> <li>•</li> </ul>		

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State date completed and sign.	What is the risk rating now – H, M, L?
<p><b>The number of Student toilets presents difficulties for the wider opening.</b></p> <p><b>Given the restrictions on safe use to prevent the spread of Covid-19 access to toilet facilities is a key consideration in the plans for a safe reopening of</b></p>	<p>Staff, students, visitors</p>	<ul style="list-style-type: none"> <li>• Toilets in school have been included in plans, classes/bubbles are assigned to certain toilets</li> <li>• Additional day time cleaning is scheduled for all toilets and touch points</li> <li>• Cleaning escalation procedures are in place for cases of staff or students displaying symptoms or confirmed cases of Covid -19</li> <li>• Numbers accessing toilets is managed to prevent overcrowding</li> <li>• Breaktimes and lunch times are staggered, students needed to access the toilets outside of these times will be accompanied during these times</li> <li>• Students will be required to wash their hands after use of the toilet</li> <li>• School zone system developed in school</li> <li>• Social distancing marking placed outside areas</li> <li>• 6 porta loos have been in situ on site since Sept 2020 providing additional toilet facilities and bubble segregation A further 4 porta loos are to be introduced to separate further bubbles</li> <li>• Porta loos are included in the cleaning schedules and will receive cleaning during the day</li> </ul>	<p>M</p>	<ul style="list-style-type: none"> <li>• Porta loos to form part of the full opening plans and to be positioned on the site in areas where they can be easily assigned to classes/bubbles.</li> <li>• Students are supervised using the toilets and are required to wash their hands use hand sanitiser after visiting the toilet.</li> </ul>		<p>M</p>

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State date completed and sign.	What is the risk rating now – H, M, L?
<p><b>Individuals developing symptoms of stress and anxiety as a result of having to self isolate, bubble closure or general fear regarding the pandemic</b></p>	<p>Staff, Students Parents</p>	<ul style="list-style-type: none"> <li>• Staff whole school stress risk assessment updated</li> <li>• Staff referral to Occupational health</li> <li>• Staff early welfare visits with a member of SLT or SMT</li> <li>• Regular contact with affected</li> <li>• Where available students and staff have been provided with ICT equipment to maintain contact and assist with effective communications, and to ensure remote learning gives focus and sense of purpose</li> <li>• Individual risk assessments and intervention plans are developed</li> <li>• Non judgemental and empathetic approach to those who display symptoms of stress and anxiety</li> <li>• Continue to offer practical support to those who are having to isolate e.g. food parcels</li> </ul>	<p>M</p>	<ul style="list-style-type: none"> <li>• Continue to agree mechanisms of communication and support</li> <li>• Seek ways to engage with students and staff</li> <li>• Continue to access mental health resources from NHS and organisations such as MIND</li> <li>• Review and update individual risk assessments</li> </ul>		<p>M</p>
<p><b>Uniform</b></p>	<p>Students</p>	<ul style="list-style-type: none"> <li>• Pupils are expected to attend school in school uniform, that is easily washed.</li> <li>• Pupils to attend school in PE kit on the days they have PE</li> </ul>				

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State date completed and sign.	What is the risk rating now – H, M, L?
<b>Lateral Flow Tests - Asymmetric</b>	M	<ul style="list-style-type: none"> <li>• See separate lateral flow risk assessment</li> <li>• Select staff have been trained and have completed a number of lateral flow tests on colleagues</li> <li>• Students returning to school and upon receive of parental consent will be able to access lateral flow tests during their first week in school. Staff will train students in order that they can self administer tests at home.</li> <li>• Staff will not complete the tests on students, they will instruct them on how to self administer.</li> <li>• Pupils and Staff will be supplied with LFD test kits to self swab at home</li> <li>• Pupils and Staff must report their results to NHS Test and Trace as soon as the test is completed either online or by telephone.</li> <li>• Staff and pupils should share their home test result whether void, positive or negative, with the school to help with contact tracing.</li> <li>• Pupils who are not taking part in the testing programme will be expected to return back to school in line with the phased return arrangements</li> </ul>				

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b> List the control measures already in place	<b>What is the risk rating – H, M, L?</b> See section 5	<b>What further action, if any, is necessary, if so what action is to be taken by whom and by when?</b>	<b>Action Completed</b> State date completed and sign.	<b>What is the risk rating now – H, M, L?</b>
<b>Change over lessons</b>		<ul style="list-style-type: none"> <li>• See individual Key stage risk assessments</li> <li>• Where possible the group should stay together</li> <li>• Congestion in the corridors should be avoided</li> <li>• Staff to monitor and escort to toilets</li> <li>• Face coverings to be worn in all indoor areas</li> <li>• Hand clearing should take place at the start of the lesson</li> <li>• Lesson plans in place for all classes</li> </ul>				

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State date completed and sign.	What is the risk rating now – H, M, L?
<p><b>School facility is compliant for wider opening</b></p>	<p>Staff, students, visitors</p> <p>Legionella, electrocution, CO2 exposure, burns, broken bones</p>	<ul style="list-style-type: none"> <li>• During lockdown statutory compliance testing has continued</li> <li>• School has a calendar or statutory compliance works and checks as per the Property Services SLA</li> <li>• Caretaker has been on site the whole of lockdown and the weekly and monthly testing has been completed for water, little used outlets, emergency lighting and fire alarm break glass points.</li> <li>• Statutory compliance undertaken Access Control systems serviced 11/06/20, 19/11/20 Lifting equipment 21/01/20, 13/01/21 Fixed wire testing due August 2023 Fire Alarm service 28/10/20 due 03/03/21 Emergency Lighting 15/08/20 GAS supply due May 2021 Boiler Service Sept 2020 Lightening protection 1/04/20 , due April 2021 Intruder alarms June 2020, 03/02/21 Sewerage plant 07/05/20, 16/12/20 Water Hygiene 14/05/20, 18/12/20 due June 2021 Fire extinguishers 23/11/20</li> </ul>	<p>L</p>	<ul style="list-style-type: none"> <li>• Continue to permit compliance testing as per the calendar schedule whilst complying with social distancing</li> </ul>		<p>L</p>

4. Tick (✓) if any of the identified hazards relate to any of the following specific themes:

Hazardous Substance	Manual Handling	Display Screen Equip	Fire	Work Equip / Machinery	Stress	Individual Person such as Young Person New/ Expectant Mother or Service User
					✓	✓

If any are ticked a specific risk assessment form must be completed separately. For example a COSHH form must be completed if a hazardous substance is used.

**5. Risk Rating**

The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first.

Risk Rating	Description	Action Priority
High	Where harm is certain or near certain to occur and/or major injury or ill-health could result	Urgent action
Medium	Where harm is possible to occur and/or serious injury could result e.g. off work for over 3 days	Medium priority
Low	Where harm is unlikely or seldom to occur and/or minor injury could result e.g. cuts, bruises, strain	No action or low priority action

**6. Assessment**

**Signature of Assessor(s):**  
**Print Name:** Jackie Hesslegrave

**Signature of Line Manager:**  
**Print Name:** Debbie Bailey

Original document developed 11/06/20, reviewed on 30/08/20, further review 23/11/20, further review on 4/01/21, further review on 28/02/21

## **7. Communication and Review**

This risk assessment should be communicated to all employees and relevant persons who may come into contact with the hazards being assessed. The assessment must be reviewed annually or following a significant change, accident or violent incident.

Areas to consider Measure of control	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
<b>Health &amp; safety/statutory issues</b>						
<p><b>Have all health &amp; safety compliance checks of plant &amp; equipment been completed prior to opening?</b></p> <p><b>(This can be done through referencing of the Entrust Property Portal and school records)</b></p>	Y			<p>Records including flushing and external inspections have been taking place as normal</p> <p>SLA with Entrust Property compliance in place</p>	<p>Progress as usual – liaise with Entrust and contractors re next inspection dates and any remedial work.</p> <p>Health and Safety Executive, (HSE), checklist.</p>	<p>JH/SH ongoing.</p>
<p><b>Are there sufficient numbers of staff available in safety critical roles?</b></p> <p><b>(e.g. fire marshals, first aid etc)</b></p>	Y			<p>SLT, teachers and support staff</p> <p>Caretaker and Cleaners</p>	<p>Monitor</p> <p>Currently advertising for 2 cleaners</p>	<p>Senior Leadership Team (SLT) – ongoing</p>

Areas to consider Measure of control	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
<b>Will a test of emergency procedures (e.g. fire drill) be carried out in the first week of school reopening?</b>	Y			Fire drill completed in the autumn term 25/11/20	Information to form tutors & teachers – what if.  Classroom evacuation procedures have been updated on the staff share  A further test will be completed in due course	SLT - Ongoing

Areas to consider Measure of control	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
<p><b>Staff access to breaks</b></p>	Y			<p>Introduction of Johnson room as KS3/<b>complex</b> staff room Limited numbers (3 persons)</p> <p>KS4 staff room (4 persons)</p> <p>P16 (2 staff)</p> <p>Encourage use of outside space now weather getting warmer</p> <p>Access on a rota basis</p> <p>The staff rooms may be taken out of use and staff eat in other designated areas or their bubbles</p> <p>Staff must sit 2 m apart</p> <p>Staff must make their own food and drink, wash and dry their own cups, and crockery and utensils</p> <p>Good ventilation is to be maintained</p>		<p>Senior Leadership Team (SLT)</p> <p>Key stage leads—ongoing</p>
<p><b>Social distancing issues</b></p>						

Areas to consider Measure of control	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
<p><b>Have classes / year groups being placed into bubbles as per Government guidance?</b></p>	Y			<p>School timetable</p> <p>Classes to be set up so that tables are 2.4m away from the board where possible</p> <p>PPE is available for staff where social distancing is difficult to achieve</p> <p>Specific class in class bubbles.</p> <p>All Year groups have designated social spaces.</p> <p>Key stage designated entrances</p> <p>Key stage designated staff car parking and signing in areas</p> <p>Staggered break / lunch means that year groups will not mingle in shared social outside spaces.</p> <p>Year group bubbles have their own toilets. Additional cleaning in this area throughout the day.</p>	<p>Resources will not be shared across bubbles, only if cleaning between bubble use is possible will specialist facilities be shared at KS4 and P16.</p> <p>Individual resources will continue to be issues to students e.g. pens and pencils</p> <p>There will be a 48hour quarantine period for paper resources and a 72 hour quarantine for plastic resources if shared</p> <p>Outdoor equipment e.g. the swing and outdoor gym will be cleaned before use and classroom staff will be responsible for ensuring this happens</p> <p>Where teaching staff are required to go between groups they will ensure they maintain 2 meters apart</p>	SLT – Ongoing

Areas to consider Measure of control	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
<p><b>Have classrooms and other learning environments been organised to allow for social distancing?</b></p>	Y			See above	<p>Where smaller class sizes, students will be spaced out as much as possible</p> <p>No resources will be shared from teacher to student, or across bubbles without either the quarantine detailed above or immediate disinfection cleaning.</p>	SLT – On-gong
<p><b>Has consideration been given to arranging which lessons or classroom activities could take place outdoors?</b></p>	Y				<p>Teacher to use professional judgement</p> <p>PE risk assessment updated for additional cleaning of equipment and distancing</p> <p>Music risk assessment updated to encourage music lessons to take place outdoors.</p>	Ongoing

Areas to consider Measure of control	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
<p><b>Has movement around the school been reduced?</b></p> <p><b>(e.g. use of timetable, selection of classroom etc)</b></p>	Y			<p>Arrival and access through to egress: through the school zoning system, hand washing and students remain in their allocated classroom.</p> <p>Year group bubbles in certain areas with entrance / exits planned to ease flow of movement.</p> <p><b>Y7/8 based in the same classroom all day</b></p>	<p>Information to staff, parents and students eg: maps and signage</p> <p>Monitor and remedial action where necessary</p>	SLT - ongoing
<p><b>Are there adequate signs/floor markings (e.g. one way, foot marks, hazard tape etc) in key areas to clearly identify the social distancing rules?</b></p>	Y			<p>Floor stickers and markers</p> <p>Tape</p> <p>Social Distancing (SD) signs</p> <p>Public Health England (PHE) posters</p> <p>Signs labelling where year groups can go and which entrances / exits</p>	Monitor and remedial action where necessary	SLT - ongoing
<p><b>Have assembly groups been staggered?</b></p>			N/A	No assemblies planned	Assemblies over teams – review	SLT - ongoing

Areas to consider Measure of control	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Have break times (including lunch) been staggered?	Y			Yes  Lunches to be delivered to classrooms with support from class TAs.	Monitor	SLT - Ongoing
Have drop off and collection times been staggered?	Y			Yes – Timetable  Letter to parents / carers, (email and website)  Signage	Monitor	SLT - ongoing
Have parents drop off and pick up protocols been revised to minimise adult to adult contact?	Y			Timetable  Information to parents and students, only one adult to accompany student onto site and they are not permitted to remain on site once the student has been dropped off.	Supervision car park duties assigned  Staff parking restrictions introduced  Visitor car park drop off.  Parent letter / website	SLT - Ongoing
Have all unnecessary items been removed from classrooms and stored elsewhere?	Y			Where required	Room survey  Information to staff – movement and equipment restrictions in class	SLT & teachers - ongoing
<b>Infection control issues</b>						

Areas to consider Measure of control	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
<p><b>Have alternative arrangements been made for those adults/children who fall into the extremely vulnerable or vulnerable categories?</b></p>	Y			<p>Individual risk assessments Staff and pupils</p>	<p>Shielding continues until 31/03/21.</p> <p>DfE p18 – guidance is still to work form home if possible, feasible and appropriate.</p> <p>Staff who are classed as Clinically Vulnerable have declared their medical condition to HT and Business Manager. Individual risk assessments have been completed and OHU support sought.</p> <p>Pregnant worker risk assessment completed where relevant.</p>	<p>SLT - ongoing</p>
<p><b>Have all soft furnishing/toys etc that are hard to clean been removed?</b></p>	Y			<p>H&amp;S inspection of 23/02/21</p>	<p>Information to staff re restrictions on student movement and equipment in class.</p>	<p>SLT - ongoing</p>

Areas to consider Measure of control	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
<p><b>Is there an enhanced cleaning regime of common contact points in place (e.g. door handles, push bars, desks, whiteboards, etc)?</b></p>	Y			<p>Meetings with cleaners, (JH)</p> <p>Deep Clean system and signage for cases of coronavirus symptoms and confirmed cases so cleaners are full PPE'd and know to instigate escalation procedures</p> <p>Rooms may be closed where possible to reduce risk</p> <p>Stage 2 escalation clean every Friday</p>	<p>Self-clean arrangements in place (students and staff)</p> <p>Rooming limited to facilitate cleaning and reduce risk to cleaners.</p> <p>Ongoing Deep clean signs for cleaning staff where necessary.</p> <p>Ongoing conversations with cleaners.</p> <p>Change in rota where possible or necessary.</p> <p>Fill vacancies</p>	<p>SLT/ JH? Caretaker and Cleaners staff and students</p>
<p><b>Are additional cleaning materials (e.g. wipes) available for use of shared equipment (e.g. kettle, microwave, printers, computer keyboards, pens/pencils, paint brushes, etc)?</b></p>	Y			<p>School equipment will not be used by students</p> <p>Recycling of squirty bottles due to national shortage</p> <p>Good stock of disinfectant</p>	<p>Self-clean arrangements in place (students and staff)</p> <p>Information to staff</p> <p>Stock control and replenishment</p>	<p>JH/SLT/ caretaker and cleaners All staff and students - ongoing</p>

Areas to consider Measure of control	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
<p><b>Is there a good supply of liquid soap and alcohol-based hand rub (ABHR) available for pupils and adults?</b></p>	Y			<p>Good stock of soap and ABHR</p> <p>Students can bring ABHR into school</p> <p>ABHR available in each classroom, (restocked where possible)</p> <p>Behaviour policy updated</p> <p>Students are required to wash their hands;</p> <p>Upon arrival at school</p> <p>Return from breaks</p> <p>At a change of rooms</p> <p>Before and after eating</p>	<p>Stock control and replenishment</p> <p>Letter to parents - students can bring to school.</p> <p>ABHR available high need areas as available.</p> <p>Information to staff – students not to misuse ABHR</p> <p>Student supervision, (ABHR fire risk)</p>	<p>JH/ SH/ Cleaners/ Teachers - ongoing</p>
<p><b>Is there a ready supply of tissues for pupils and adults?</b></p>	Y			<p>Delivered and available</p> <p>Catch it, kill it, bin message consistently reiterated by staff</p>	<p>Stock control and replenishment</p>	<p>SH/All staff - ongoing</p>
<p><b>Is contaminated waste disposed of regularly and appropriately?</b></p>	Y			<p>Information to caretaker and cleaners</p>	<p>Self-clean arrangements and by cleaning / site staff as appropriate</p>	<p>JH/SH/Cleaners/all staff - ongoing</p>

Areas to consider Measure of control	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
<b>Is an isolation room available should an adult or pupil become symptomatic whilst at school?</b>	Y			Yes – KS4 medical room KS3 – Johnson room Complex remain in the room at a distance form other students P16 office by the gym Cleaners to be advised follow use so a deep clean can be instigated	Monitor and review	SLT - ongoing
<b>Communication of Plans</b>						
<b>Have parents been informed of the drop-off and pick up protocols?</b>	Yes			Extensive communication with parents, students, transport, escorts and staff during pandemic. Letters to parents details outline plans 26/02/21. Covid-19 area of the website updated	Monitor and review	SLT – ongoing

Areas to consider Measure of control	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
<b>Are parents and young people aware of recommendations on transport to and from education or childcare setting (including avoiding peak times)?</b>	Yes			<p>Students and staff will need to wear a face covering if using public transport or school transport.</p> <p>Hand sanitiser is required on the school transport</p> <p>Where possible students to be kept to the school bubble or transport grouping</p>	Monitor attendance	SLT - ongoing
<b>Are parents clear that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)?</b>	Yes			Reminders in school newsletter, and general guidance regarding Covid-19 procedures in school	Monitor and review	SLT - Ongoing
<b>Are parents clear that if their child needs to be accompanied to the education or childcare setting, only one parent should attend?</b>	Yes			Extensive communication with parents and students during the pandemic and reminders in school newsletters since. Reminder to be sent for w/c 8 <sup>th</sup> March	Monitor and review	SLT - Ongoing
<b>Have staff been briefed about the plans (for example, safety measures, timetable changes and staggered times), including discussing whether training would be helpful?</b>	Yes			New school timetable in place, Training took place on 3 <sup>rd</sup> September 2020, these issues appear on the weekly agenda for staff meetings led by Key stage leads.	Training days	

