



Risk Assessment

Title of Risk Assessment: Operational Risk Assessment for School (Re-opening on 8 March 2021)

Type of Risk Assessment: Generic / **Specific**

If specific, does it relate to a particular: Activity / Individual / **Venue** **Specify person at risk:** _____

Date of assessment: March 2021

Background information

1. This risk assessment has been undertaken with reference to all guidance issued by the Department for Education on the reopening of Schools in September 2020 and how this can relate specifically to the School. Related documents to this Risk Assessment:

[Schools coronavirus \(COVID-19\) operational guidance](#)

[Mass testing for secondary pupils as all schools and colleges fully reopen from 8 March](#)

Previous documents referred to and considered as part of this updated risk assessment include:

Coronavirus (COVID-19): implementing protective measures in education and childcare settings

Coronavirus (COVID-19) Collection: guidance for schools and other educational settings

Actions for schools during the coronavirus outbreak

Coronavirus (COVID-19): implementing social distancing in education and childcare settings

Coronavirus (COVID-19): guidance for educational settings

COVID-19: cleaning in non-healthcare settings

2. The risk assessment relates to the venue and its operational use but also to the individuals within the building, both students and staff, and the activities that can be undertaken.
3. The “year group bubbles / zones” are outlined in the “Rooming Arrangements” document which remains in place from September 2020.
4. The risk assessment relates to visitors, volunteers and contractors as and when they will be permitted to attend.
5. Items highlighted are new for March 2021 or have been changed from the previous Risk Assessment (January 2021).



What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)	Do you need to do anything else to manage the risks? (Additional Measures)	Action, by whom?	Action, by when?	Done
<p>Potential for spread of COVID-19 between persons at school</p>	<p>Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers.</p> <p>Potential for spread to other family members / persons.</p>	<p>Organise the building to inform occupants of safe systems of operation in place</p> <ul style="list-style-type: none"> • Covid-19 posters / signage displayed in reception, at point of entry, and within rooms to be used. • Sneeze screens deployed at Reception, Finance Office, Exams Office and Meet n Eat tills. • Floor signage is in place through the main block to indicate a one way system and 2m social distancing, however, students are no longer required to socially distance between each other although it is still a requirement for staff to distance from each other and students. • Floor markings outside school indicate 2m social distancing, however, students are no longer required to socially distance between each other although it is still a requirement for staff to distance from each other and students. • In areas where queues may form, floor markings and signage will be used to indicate to all that a safe distance should be maintained. • Doors will be propped open when room in use with signage to reinforce the fire safety regulations when the room is left unattended. • Hygiene station will be situated near to front door in reception. • Visitors will be permitted from September 2020 but limited by exception (eg for priority meetings, contractors, emergencies etc) following approval from the Principal, Vice Principal or Business Manager. 	<p>Everyone will be advised not to come into school if they need to self-isolate under current Government guidance and regular reminders will be distributed about this.</p>	<p>All staff to model good behaviours and to supervisor / monitor students</p>	<p>Continuously</p>	



		<ul style="list-style-type: none">• Visitors do not sign in with the same pen with the Receptionist completing the register, take the visitor lanyard from the rail and place the visitor registration slip in the plastic wallet. On leaving site, visitors place the lanyard in the box to allow for quarantine to take place.• Visitors will be requested by the Receptionist to provide information for the track and trace system implemented.• Contractors to be delayed from attending site until students have left at the end of the day, however, in the event of urgent visit required, an amended risk assessment must be received prior to the visit and they will receive a briefing before they attend site of the safety measures to be adhered to.• Deliveries will be received by reception and stored securely in the Interview Room by the courier and left for 72 hours before distribution around site.• Hands should be cleaned on arrival at school using on the Hygiene Stations or by using the washroom.• Lidded bins for tissues are located by each Hygiene Stations and are emptied in line with guidance issued to cleaning staff and managed by the Site and Community Manager.• All rooms confirmed not in use by the curriculum timetable / bubble will remain locked and unused to reduce the risk of contamination and cross contact.• Any room that is used on a reduced basis within in the curriculum timetable will be cleaned between use by groups with signage displayed to confirm the room is ready for use.• Water fountains to be placed “out of use”.				
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		<ul style="list-style-type: none">• Signage to be placed near photocopiers and any other shared resource to promote safe use and the requirement to “apply cleaning product”. <p>Social Distance implementation</p> <ul style="list-style-type: none">• Safe distancing or 2 metres social distancing is a preventative measure that will be adopted, so far as is reasonably practicable, between all members of staff and between staff and students. Students will not be required to social distance between each other in line with guidance. It is acknowledged that this is not always possible in schools. However, all the measures in this assessment, particularly those concerning social distancing between adults, are aimed at reducing transmission risk.• Where possible, classrooms will be laid out with all tables facing the front of the classroom with sufficient space to allow for a 2 metre movement space for the teaching member of staff near the desk / whiteboard.• The number of students who use the toilet facilities at one time will be limited and each toilet block will be allocated to a “year group bubble” with signage in place.• So far as reasonably practicable the number of staff who use the toilet facilities at one time will be limited.• Restricted access areas will be clearly marked with floor and / or signage on the doors and walls.• Access to offices will be restricted to the members of staff who normally work within them at a fixed workstation with signage displayed.• The occupancy of staffroom, meeting room etc will be limited for use, with signage displayed, and monitored for adherence to the procedure.• The staff kitchen will not be in use.				
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		<p>Face covering / Face Mask</p> <ul style="list-style-type: none"> • A face covering or face mask should be worn by staff and students when moving around the school, outside of classrooms such as in corridors and communal areas where social distancing cannot easily be maintained. • Face visors or shields should not be worn as an alternative to a face covering or face mask. However, they can be worn in addition to a face covering or face mask • When removed, the face covering or face mask should be placed in the plastic bag. Hand sanitiser or hand washing must take place when the mask has been placed in the plastic bag. • Face masks will be made available via reception for all staff and students. <p>Asymptomatic Lateral Flow Device testing</p> <ul style="list-style-type: none"> • Rapid testing using Lateral Flow Devices (LFDs) will support the return to face to face education. • Students will receive a LFD test on their first day to School, with relevant consent, and will remain in school if the test is negative, returning to their normal curriculum timetable. Students who receive a positive test result will be advised to go home and isolate for a period of 10 days. • Students will receive three LFD tests, three to five days apart, before collecting a home LFD testing kit following their third test with a requirement to self test on a Sunday and Wednesday weekly. 	<p>Face a covering or face mask should be worn in classrooms or during activities unless social distancing can be maintained (this does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity eg in PE lessons).</p> <p>Refer to risk assessment outlining the “mass testing” programme.</p> <p>Staff and students are advised to read the Government’s instructions on self-administering tests prior to the first test being undertaken.</p>			
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		<ul style="list-style-type: none">• Staff have been issued with a home LFD testing kit during week commencing 1st March 2021 and are required to self test on a Sunday and Wednesday weekly.• Staff and students are required to upload their home LFD test result to the NHS Test and Trace system.• Staff and students are required to submit their home LFD test result to the school using the electronic Microsoft Forms link within one hour of the test being undertaken.• Staff and students with a positive LFD home test result will need to isolate in line with "Guidance for households with possible coronavirus infection" and arrange a lab-based PCR test to confirm the result. <p>Staggered Return to School</p> <ul style="list-style-type: none">• Students will return to school week commencing 8th March on the following staggered basis:<ul style="list-style-type: none">○ Monday 8th March – Y11, Y12 and Y13○ Tuesday 9th March – Y10○ Wednesday 10th March – Y9○ Thursday 9th March – Y8○ Friday 10th March - Y7• Students will receive a LFD test on their first day to School, as above, and will remain in school if the test is negative, returning to their normal curriculum timetable. <p>Modelling good behaviour</p>				
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		<ul style="list-style-type: none">• “Classroom Rules” will be displayed as a reminder of safety measures in place.• Frequent hand washing will be encouraged for adults and students (following guidance on hand cleaning).• Hands should be cleaned on arrival at school, on entry and leaving a room, before and after eating, and after sneezing.• Adults and students are encouraged not to touch their mouth, eyes and nose.• Adults and students must use a tissue or elbow to cough or sneeze and use the lidded bins for tissue waste (‘catch it, bin it, kill it’).• Lidded bins for the disposal of tissues only will be provided by each Hygiene Stations and are emptied in line with guidance.• Spaces should be well ventilated using natural ventilation (opening windows) or ventilation units which will be managed by the member of staff using the room at the time.• Doors will be propped open when room in use with signage to reinforce the fire safety. <p>Bubbles / Zones</p> <ul style="list-style-type: none">• Students will be grouped within a “year group bubble” with fixed rooms allocated with a “year group zone”.• Minimising contact between groups within a “year group bubbles” timetabled will be managed through the curriculum timetable so far as reasonably practicable within the “year group zone”.• The one way system will be maintained within areas of the school that can accommodate it and used by students.					
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See additional information on ventilation during the winter



		<ul style="list-style-type: none">• Each “year group bubble” will be allocated a toilet block for sole use with signage displayed.• Break and lunchtimes will be staggered to ensure the “year group bubble” can be maintained while out of the learning environment. <p>Break 1 (10.40 – 11.00) - Y7 and Y9 Break 2 (11.05 – 11.25) - Y8 and Sixth Form Break 3 (11.30 – 11.50) - Y10 and Y11</p> <p>Lunch 1 (12.45 - 13.35) - Y7 and Y9 Lunch 2 (13.15-14.00) - Y8 and Sixth Form Lunch 3 (13.40-14.30) - Y10 and Y11</p> <p>Organise classrooms and other learning spaces</p> <ul style="list-style-type: none">• Furniture / tables used by students will be moved to face the front of the class with sufficient space to enable social distancing between students and staff.• Students in “year 7 group bubble” will be provided with a named pencil case and stationery to prevent sharing of resources. These pencil cases will remain in school from day to day.• Any unnecessary items including soft furnishings and other items that are hard to clean will be removed, or placed out of use, from classrooms or other learning spaces as far as reasonably practicable.• All spaces should be well ventilated using windows etc where possible which will be managed by the member of staff using the room at the time.• A hygiene station to be situated near to door of each classroom or learning space. <p>Review curriculum provision</p>				
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		<ul style="list-style-type: none">• Each classroom has been designated to a specific “year group bubble” within the “year group zone” and will not be used by another “year group bubble” to maintain the integrity of the “year group bubble”.• Students in the “year group bubble” will remain in the same “year group zone”, for non practical teaching subjects, with teaching staff moving to the required classroom to teach the class.• For KS4 option subjects that require specialist classrooms student groups will move to their designated “year group bubble” practical subject classroom as required under direction by the member of staff.• Students will sit in the same location within the “year group bubble” classrooms at all times. <p>Movement around the school and designated classrooms</p> <ul style="list-style-type: none">• The timetable has been created to allocate students in different year groups to fixed “year group bubbles / zones” with staff moving to the required classrooms to teach their class.• Year 7 students will be allocated to specific tutorial / class within which they will be taught their full timetable.• No house assemblies or larger gathering of students or members of staff will be held with the use of Teams or Zooms implemented.• Staggered start and finish times will be implemented through the procedure of getting on and off the buses, using floor markings.• Staggered break and lunch times (three separate breaks and three separate lunchtimes) will be implemented to ensure the “year group bubbles” are kept separate, in	See additional information on ventilation during the winter			
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		<p>addition the staggering of students entering the one way system will be used.</p> <ul style="list-style-type: none">• A one-way system has been implemented and should be used by students except in an emergency situation.• A clear demarcation has been placed in a corridor where two-way travel is necessary eg near the Main Hall.• Entry / exit using external doors, direct to classrooms from the outside, will be operated where possible.• The use of floor or wall markings to highlight social distancing has been introduced.• Students should not queue outside of their “year group bubble” classroom with staff available to greet the students on entry.• Students in the Year 7 “Year group bubbles” will use the same classroom within the “year group zone” each day. All other students will use the same classrooms within the “year group zone”.• Seating plans to ensure students sit at the same desk will be introduced as far as reasonably practicable.• The toilet facilities should not become crowded due to the limiting of numbers allowed use at any one time, however, each toilet block has been designated for use by a “year group bubble” as an additional measure.• With due regard to fire safety, doors may be temporarily propped to limit touching of door handles and aid ventilation.• Some children may need additional support with these measures e.g. the very young or those with special educational needs and this should be considered daily as students arrive for school. <p>Shared spaces eg Main Hall and Dining Hall</p>				
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		<ul style="list-style-type: none">• Use of the main and dining hall will be in line with the segregation of “year group bubbles”, however, social distancing between students within the “year group bubble” will not apply.• The facilities used by the PE Department will be used in line with the Department’s Risk Assessment which has been agreed with the Vice Principal and Business Manager. Changing room use will be for a specific “year Group Bubble” only on a given day with full cleaning ahead of the next use.• The facilities used for practical subjects eg Art, DT and Science will have a specific classroom allocated for a “year group bubble” and will be used in line with the relevant Department’s Risk Assessment which has been agreed with the Vice Principal and Business Manager.• Adequate cleaning will need to take place between groups using the shared spaces including wiping down of tables between each group, however, the curriculum timetable being introduced will prevent shared use.• The Library will be used by the “Sixth Form Bubble” for quiet study with the tables being cleaned after use.• The Librarian will invite students in their “Year Group Bubble” to visit the Library through a Tutorial rota on a daily basis in a group of not more than 10 students within a timed session during the lunchtime.• The use of the staff rooms will be reduced to a maximum of 10 staff (3 using PCs and 7 other staff socially distanced) which will be self-managed and monitored.• The computers in the staff room will be available for 3 staff to use within a limit of 10 staff working in the area at any one time. This will be self-managed and monitored. Staff will be required to clean ‘shared use’				
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		<p>computers as part of the “shared resource” notice displayed.</p> <ul style="list-style-type: none">• The H5 computer room will be designated for staff working with a limit of 12 staff working in the area at any one time. This will be self-managed and monitored. Staff will be required to clean ‘shared use’ computers as part of the “shared resource” notice displayed.• Hygiene station is situated near entrance door of the Main Hall, Meet n Eat and any shared used room. <p>Toilet / Washrooms</p> <ul style="list-style-type: none">• Each toilet block will be allocated to a “year group bubble” to minimise cross contact between students attending.• Signage to be displayed reminding students and staff to wash hands. <p>Office and non classroom working spaces</p> <ul style="list-style-type: none">• Covid-19 posters / signage displayed in reception, at point of entry, and on entry to offices and non-classroom working spaces.• Only staff allocated desk space within an office and non-classroom working space will be permitted to use the space with all other staff directed not to enter until specifically invited in. This must happen with adherence to full social distancing requirements at all times.• Desks and PCs within an office and non-classroom working space should be used by the allocated member of staff only and, if shared use is absolutely necessary, ownership for cleaning between users lies with those members of staff.• Sneeze screens deployed at Reception, Finance and Exams Offices.				
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		<ul style="list-style-type: none">• Signage used to 2m social distance although students do not need to distance from each other.• In areas where queues may form signage and / or floor markings will be used to indicate social distancing.• Hygiene station will be located in any shared office area eg Finance, Exams, Site Offices.• Staff are directed not to share resources unless absolutely necessary and with meticulous cleaning between users.• Signage to be placed near photocopiers and any other shared resource to promote “hands free use” or meticulous cleaning between users. <p>Outside spaces</p> <ul style="list-style-type: none">• Staff on duty outside school to monitor protection measures, however, social distancing between students within a “year group bubble” is no longer necessary.• Outside spaces should be used for general exercise and breaks where possible• Outdoor education can limit transmission and allow easier distancing between students and staff, however, this needs to be approved if a member of staff wishes to consider outdoor learning for a class.• Outdoor equipment should not be used unless it can be ensured that appropriate cleaning takes place, “year group bubbles” do not use it at the same time and there is meticulous cleaning in between groups using the equipment.• Multiple “year group bubbles” do not use outdoor equipment simultaneously although this should not be possible given the timetable implemented.• Outdoor space can be used by students in the same “year group bubble” at the same time with signage				
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		<p>displayed, eg fields, however, students from another “year group bubble” cannot mix and cannot play sports or games together:</p> <p>Year 7 – The Art Block court and The Quad Year 8 – The Art Block court Year 9 – The Tennis courts Year 10 – The Top Field (near the Astroturf via the gates) Year 11 – The Astroturf Sixth Form – The Bottom Field</p> <p>Shared resources</p> <ul style="list-style-type: none">• Shared resources will be limited within the “year group bubble” when practical subjects are introduced.• Cleaning will be needed after each use where shared resources are used by different “year group bubbles” or alternatively resources will be placed out of use for a minimum of 48 hours (72 hours for plastic).• Practical lessons will be used in line with the relevant Department’s Risk Assessment which has been agreed with the Vice Principal and Business Manager.• Each “year group bubble” has been allocated a particular practical room to ensure the integrity of the “year group bubble” system or, in exceptional situations, cleaning will happen should another “year group bubble” need to use the room.• Signage to be placed near photocopiers used by students and any other shared resource to promote “hands free use” or meticulous cleaning between users. <p>Daily cleaning regime</p>				
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		<ul style="list-style-type: none">• A monitoring programme has been implemented to ensure cleaning standards are maintained.• An agreed cleaning regime, with sign off sheet by the relevant member of staff, has been created for implementation and monitoring by the Site and Community Manager.• A detailed cleaning timetable has been agreed to respond to the curriculum timetabled use of rooms within the building.• Unused rooms should be not used without prior approval by the Principal, Vice Principal or Business Manager, however, any member of staff using a space that is not specified for use on the School’s timetable must inform the Site and Community Manager so that appropriate procedures can be instigated including signage placed on the door that the space is not available for further use until cleaning has been undertaken. This must not be seen as “normal” practice but an emergency situation only.• Desks within Offices will be cleaned by the member of staff working in the space on a daily basis.• The Site and Community Manager will be responsible for the implementation of the cleaning regime and programme. <p>Ventilation of rooms</p> <ul style="list-style-type: none">• Due to the change in the weather, the school’s heating will be turned on from Monday 2nd November 2020.• All classrooms, offices and shared spaces must be well ventilated throughout the day through doors being held open and windows being opened as per below:				
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		<ul style="list-style-type: none"> ○ Radiators – ‘Occasional ventilation required’ which includes the door open and windows opened intermittently throughout the lesson. ○ Fan-assisted heaters – ‘Continuous ventilation required’ which includes the door open and some windows open all of the time. ● Full information, including use of air conditioning is available via https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm 				
Potential for spread of COVID-19 between persons arising from travel to school or dropping / picking up at school.	<p>Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers.</p> <p>Potential for spread to other family members / persons.</p>	<p>Getting to school and drop off / pick up</p> <ul style="list-style-type: none"> ● Students will be encouraged to walk or cycle to school where possible ● Staff have been advised of the Government’s advice on safe travel to parents and carers. ● The transport providers have confirmed they are adhering to government guidelines and have provided their risk assessment and operating plan. ● Operators and students have been advised that the “year group bubble” should be maintained at bus stops and on entry to and exit from the bus. ● Operators and students have been advised to sit in “year group bubble” during the journey to and from school to maintain the integrity of the “year group bubble”. ● Students using a GCC or Stagecoach bus have been provided with two washable face masks and a plastic bag. A face mask must be worn at all times while on the bus. The face mask should continue to be worn when moving around the premises, outside of classrooms (in corridors and communal areas where social distancing cannot be maintained). When removed, it should be placed in the plastic bag. Hand sanitiser or hand 		All staff to model good behaviours and to supervisor / monitor students	Continuously	



		<p>washing must take place when the mask has been placed in the plastic bag. Students will use the same mask on the way home.</p> <ul style="list-style-type: none"> • Start times will be naturally staggered as the buses arrive within a time window. • Students will be supervised as they depart each bus as it arrives and proceed straight to their “year group bubble” room. • Finish time of school will not be staggered, however, the students will leave their bubble rooms over a short time window, using the one way system, to ensure they can get on the bus with social distancing being supervised. • Drop off and pick up areas in the bus bay have been marked to highlight social distancing. 				
Risks of spread of COVID-19 from providing first aid or care.	<p>Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers by close contact for first aid or care provision.</p> <p>Potential for spread to other family members / persons.</p>	<p>First aid and care provision</p> <ul style="list-style-type: none"> • The school will maintain suitable first aid cover in the Medical Room which is a restricted access area. • Social distancing and hygiene control measures must be maintained so far as is reasonably practicable when providing first aid e.g. limiting numbers in first aid rooms, cleaning the area after treatment, PPE for first aiders and thorough hand washing. • PPE is available in the Medical Room including gloves, aprons, goggles, or face masks with instructions on donning and doffing. • All first aid equipment will always be accessible. 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 • All incidents must be recorded as per the school’s normal arrangements. 		All staff to model good behaviours and to supervisor / monitor students	Continuously	



		<ul style="list-style-type: none"> Should employees have close hands-on contact they should monitor themselves for symptoms of possible over the following 10 days. <p>Personal Protective Equipment</p> <ul style="list-style-type: none"> PPE is only needed in a very small number of cases including: <ul style="list-style-type: none"> 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 student becomes unwell with symptoms of coronavirus while in their setting and needs direct medical attention 				
Potential for spread of COVID-19 between persons at school due to excessive contact and mixing in meetings	<p>Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers by close contact for first aid or care provision.</p> <p>Potential for spread to other family members / persons.</p>	<ul style="list-style-type: none"> Where possible, meetings will be conducted by telephone or using video conference eg Microsoft Teams. This includes meetings with staff, parents / carers, visitors and Governors. Where it is not possible to conduct a meeting as above, the meeting should be conducted outdoors, outside of school hours or in a room large enough to allow for social distancing. 		All staff to model good behaviours and to supervisor / monitor students	Continuously	
Potential for spread of COVID-19 between persons at school	Staff and other occupants may catch COVID-19 via direct or	<p>Suspected case of coronavirus in school</p> <ul style="list-style-type: none"> If anyone becomes unwell with a new, continuous cough or a high temperature, they must be sent home and 	Everyone will be advised not to come	All staff to model good	Continuously	



<p>showing symptoms of coronavirus or those who are confirmed to have coronavirus</p>	<p>indirect contact with carriers.</p> <p>Potential for spread to other family members / persons.</p>	<p>advised to follow government guidance - see the link in background information.</p> <ul style="list-style-type: none"> • If a child is awaiting collection, they should be moved to the designated room – G6. A face mask 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 face mask 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. • When parents have arrived to collect the unwell student, they should wait outside at the front of the school. The student should leave G6 accompanied at a safe distance and walked through the corridor, using the one way system, to the external door by the site office so that they are in the open air as quickly as possible. Other use of the one way system during the unwell student moving must be prohibited. • If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people • A home testing kit will be provided to the parents / carers of any student who develops symptoms at school during the first three weeks, prior to home LFD testing kits being distributed. 	<p>into school if they need to self-isolate under current Government guidance and regular reminders will be distributed about this.</p>	<p>behaviours and to supervisor / monitor students</p>		
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		<p>Confirmed case of coronavirus in school</p> <ul style="list-style-type: none"> • When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 10 days. Their fellow household members should self-isolate for 14 days. • Where a child, young person, or staff member tests positive, the Health Protection Team will work with the School to provide advice, however, any person who has been in close contact with the person who has tested positive may be sent home and advised to self-isolate for 10 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person, or staff member they live with in that group subsequently develops symptoms. • There is guidance available for special schools, specialist colleges, local authorities and any other settings managing children and young people with education, health, and care plans, including those with complex needs. This covers recommendations for educational settings, working with local areas and families, on how to assess risks in supporting children and young people. 				
<p>Contamination of commonly used areas, including door handles, IT equipment and equipment used by multiple persons.</p>	<p>Staff and other occupants may become contaminated via indirect contact with contaminated equipment.</p>	<p>Cleaning and hygiene control</p> <ul style="list-style-type: none"> • Information on safety measures in place will be provided at reception and key entry points. • Sufficient quantities of cleaning supplies and hand soap to be maintained. • More frequent wipe down of high passage area door handles, including main entrance doors and commonly used doors. 		<p>All staff to model good behaviours and to supervisor / monitor students</p>	<p>Continuously</p>	



	<p>Potential for spread to other family members / occupants.</p>	<ul style="list-style-type: none"> • Ensure that lidded bins, provided for the disposal of used tissues only, are emptied in line with relevant guidance. • Daily cleaning in place to provide disinfection of all handles and commonly used surfaces. • IT equipment to be used by one person during any one session as a designated workstation and cleaned (wiped down) between use and at the end of the day. The curriculum timetable has been created to allow for time to ensure cleaning can be undertaken. • Non alcohol based hand sanitiser will be placed on Hygiene Stations within classrooms, as recommended by CLEAPPS, for all relevant practical sessions. • “Spare” sanitiser and anti-bacterial spray bottles will be stored at Reception for staff to use during a specific task and return. <p>Daily cleaning regime</p> <ul style="list-style-type: none"> • A monitoring programme has been implemented to ensure cleaning standards are maintained. • An agreed cleaning regime, with sign off sheet by the relevant member of staff, has been created for implementation and monitoring by the Site and Community Manager. • A detailed cleaning timetable has been agreed to respond to the curriculum timetabled use of rooms within the building. • Unused rooms should be not used without prior approval by the Principal, Vice Principal or Business Manager, however, any member of staff using a space that is not specified for use on the School’s timetable must inform the Site and Community Manager so that appropriate procedures can be instigated including 				
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		<p>signage placed on the door that the space is not available for further use until cleaning has been undertaken. This must not be seen as “normal” practice but an emergency situation only.</p> <ul style="list-style-type: none"> • Desks within Offices will be cleaned by the member of staff working in the space on a daily basis. • The Site and Community Manager will be responsible for the implementation of the cleaning regime and programme. 				
Contamination of food products and packaging from supply chain or from food preparation on site.	<p>Staff and occupants infected by consumption of contaminated food packaging or food product.</p> <p>Contamination of food by catering staff failing to adhere to hygiene standards or otherwise who are infected with COVID-19.</p>	<p>Catering provision</p> <ul style="list-style-type: none"> • Cashless fobs to be used only with money being uploaded via ParentPay. • Sneeze screens in place for tills being used. • Hygiene station located on entrance to dining hall. • Confirmation from Chef that all relevant safety procedures are in place and that they are adhering to government guidelines. • Chef and catering staff are aware of any changes to staggered break and lunch times with the operating practices introduced. • Students will be handed their food selection on a tray which will include the cutlery for use. • Students will be responsible for placing their tray in the racks to allow designated staff to undertake the appropriate cleaning of all items and tables / stools. • Menus may be varied to ensure minimal deliveries received. • Sixth Form vending machine to be stocked with water only with no change given. All cash will be left in the machine from Friday afternoon to Monday morning (60 hours) before emptying. 		All staff to model good behaviours and to supervisor / monitor students	Continuously	



		<ul style="list-style-type: none"> Dining Room vending machine will not be available during this period. 				
Staff and students may be unfamiliar with changes to fire safety or other emergency arrangements.	Risk of injury arising from panic due to lack of clear emergency arrangements.	<p>Emergencies</p> <ul style="list-style-type: none"> All staff to be clear on the emergency evacuation procedures because of any other changes made to provision in school e.g. fire wardens covering different areas, managing evacuation assembly area etc. A full fire drill may not be appropriate but all staff will be made familiar with any changes to arrangements. Other emergency procedures e.g. lockdown will be reviewed as required. 	Face masks or face coverings should be worn at all times during an evacuation.	All staff to model good behaviours and to supervisor / monitor students	Continuously	
Remote working of staff. Potential for Display Screen Equipment related issues when away from site.	Staff may not have designed work location due to the 'exceptional' need to work at home who are otherwise school based employees. There is a risk of musculoskeletal injuries.	<p>Staff working remotely</p> <ul style="list-style-type: none"> Any staff working remotely should undertake a Display Screen Equipment assessment and follow appropriate steps to maintain their general physical and mental wellbeing. Staff to raise issues regarding setting up a safe and suitable work area, given the relative short duration and exceptional circumstances associated with the school closure. E-learning courses can be carried out to supplement guidance as required. Regular communication with staff working remotely to consider their welfare, mental and physical health and personal security. 		All staff to model good behaviours and to supervisor / monitor students	Continuously	
Potential for staff, students and parents to feel anxious	Staff and other occupants may not attend school due to anxiety	<ul style="list-style-type: none"> All families and students will be briefed weekly, as a minimum, on changes and announcements through the Principal's weekly update. 		All staff to model good behaviours and to	Continuously	



<p>while on school site.</p>	<p>and low mental wellbeing.</p>	<ul style="list-style-type: none"> • All staff will be notified on expected hygiene standards, necessary changes and announcements through signage, staff briefings and the Principal's weekly update as required. • All staff instructed to actively monitor to ensure all colleagues are adhering to principles of good hygiene. • Frequent hand washing encouraged for students by the staff as part of good modelling guidance (following guidance on hand cleaning). • Staff to ensure the Principal, Vice Principal and Business Manager are informed of any changes to their personal situation and general health. • A face covering or face mask should be worn by staff and students when moving around the school, outside of classrooms such as in corridors and communal areas where social distancing cannot easily be maintained. • Face visors or shields should not be worn as an alternative to a face covering or face mask. However, they can be worn in addition to a face covering or face mask • Flu jabs have been made available to any member of staff over the age of 50 years via the National vaccination scheme and under the age of 50 years, free of charge by the School through Lloyds Pharmacy. • Employees encouraged to report any noncompliance to the Principal, Vice Principal and Business Manager. • Any changes required to this Risk Assessment in light of updated guidance will be notified to staff. 		<p>supervisor / monitor students</p>		
<p>Potential for miscommunication and staff not adhering to</p>	<p>Staff and other occupants may catch COVID-19 via direct or</p>	<p>Prior to full reopening on 3rd September 2020</p> <ul style="list-style-type: none"> • All staff have received a face to face briefing during the inset days on safety measures introduced. • All staff have received a copy of the Risk Assessment. 		<p>All staff to model good behaviours and to supervisor /</p>	<p>Continuously</p>	



<p>Covid-19 safety measures</p>	<p>indirect contact with carriers.</p> <p>Potential for spread to other family members / persons.</p> <p>Staff and other occupants may not attend school due to anxiety and low mental wellbeing.</p>	<ul style="list-style-type: none"> • All staff have received a “Staff Journey” and “Student Journey” briefing sheet, as amended • All staff to be encourage and have an opportunity raise questions <p>On or after full reopening on 8th March 2021</p> <ul style="list-style-type: none"> • Any staffing timetable changes (including to the duty rota) or room changes are prohibited unless authorisation is obtained from the Vice Principal and Business Manager. • Staff will receive daily / weekly communications via email as a reminder of the safety measures with any additional guidance provided. • Staff to continue to receive the Principal’s weekly letter advising of any necessary changes. • Staff advised not to invite any visitor to site for a face to face meeting unless authorisation obtained from Principal, Vice Principal and Business Manager, however, it is recognised visitors may be appropriate following due consideration of the need for the meeting and location within the school. • Staff advised not to attend off site meetings unless authorisation obtained from Principal, Vice Principal and Business Manager, however, it is recognised visitors may be appropriate following due consideration of the need for the meeting and location. • Staff to ensure the Principal, Vice Principal and Business Manager are informed of any changes to their personal situation and general health. • Staff requested to be considerate to other staff when parking cars so that all drivers exit their vehicle next to the passengers doors of the next car. 	<p>Risk Assessment updated for reopening on 8th March 2021.</p>	<p>monitor students</p>		
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		<ul style="list-style-type: none"> • Employees encouraged to report any noncompliance to the Principal, Vice Principal and Business Manager. • Any changes required to this Risk Assessment in light of updated guidance will be notified to staff 				
<p>Potential for miscommunication and students not adhering to Covid-19 safety measures</p>	<p>Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers.</p> <p>Potential for spread to other family members / persons.</p> <p>Staff and other occupants may not attend school due to anxiety and low mental wellbeing.</p>	<p>Prior to full reopening on 3rd September 2020</p> <ul style="list-style-type: none"> • All students received a “Student Journey” briefing sheet, as amended. • Parents’ drop-off and pick-up guidance to minimise cross contact. • Parents to be reminded that only one parent should accompany their child to school if a situation needs urgently resolving, otherwise telephone or email to be used. • Students encouraged not to use public transport but, if necessary, that this is done in line with guidance issued from DfE and Department for Transport. <p>On or after full reopening on 8th March 2021</p> <ul style="list-style-type: none"> • All families to continue to receive the Principal’s weekly update advising of any necessary changes. • Each “year group bubble” to receive a reminder at the start of their day in school of the safety measures with any additional guidance provided. • Students advised to bring water bottles to site as water fountains are not in use although a refill can be requested during break and lunchtimes in Meet n Eat. 		<p>All staff to model good behaviours and to supervisor / monitor students</p>	<p>Continuously</p>	
<p>Potential for safeguarding signs following extended period</p>	<p>Student may be physically and mentally harmed or abused.</p>	<p>Systems</p>				



of absence from school		<ul style="list-style-type: none"> • Staff reminded to continue to report concerns using the appropriate system which will inform the Designated Safeguarding Leads allowing for immediate follow up. 				
Potential for spread of COVID-19 between persons at school and any member of the community accessing the Sports Facilities	<p>Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers.</p> <p>Potential for spread to other family members / persons.</p>	<p>Organise the building and use by members of community accessing the sports facilities to inform occupants of safe systems of operation in place</p> <ul style="list-style-type: none"> • Members of community accessing the sports facilities will be permitted from 1st April 2021 (best current estimate) but limited to after school use only as agreed with Freedom Leisure and Directors of Newent Community Sports Limited subject to the relevant prevailing guidance. • Only sports and activities permitted by the Government will be permitted within each facility. • Risk Assessments will be reviewed for each sports facility and using groups, as appropriate. • Strict adherence to the relevant Government guidance will be enforced with any breach immediately responded to. • Cleaning regimes introduced and agreed by each party to ensure spaces and resources are meticulously cleaned. • Covid-19 posters / signage displayed to inform members of community of the site procedures. • Floor and wall signage to be used to indicate site procedures. • Floor markings outside school to indicate social distancing as part of the one way system. • Hygiene station to be situated near the front door of each facility. 		All staff to model good behaviours and to supervisor / monitor students	Continuously	
		<p>Modelling good behaviour</p>				



		<ul style="list-style-type: none"> • Appropriate rules and necessary guidance will be displayed as a reminder of safety measures in place • Frequent hand washing encouraged for all (following guidance on hand cleaning). • Hands cleaned on arrival at facility, on entry and leaving a room, before and after eating / drinking, and after sneezing • All community members will be encouraged not to touch their mouth, eyes and nose. • All community members will be encouraged to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') • Lidded bins for tissues only will be provided by each Hygiene Stations and are emptied in line with guidance. 				
Potential for spread of COVID-19 between persons at school and any member of the community accessing an agreed regular School letting	<p>Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers.</p> <p>Potential for spread to other family members / persons.</p>	<p>Organise the building and use by members of community accessing an agreed regular School letting to inform occupants of safe systems of operation in place</p> <ul style="list-style-type: none"> • Members of community accessing an agreed regular School letting will be permitted under guidance of Government (best current estimate for return is 19th April 2021) but limited to after school use only as agreed with the Business Manager in discussion and agreement with the Principal and Vice Principal. • Only lettings involving activities permitted by the Government will be permitted as part of the regular School letting. • Risk Assessments will be reviewed for each regular School letting, as appropriate. • Strict adherence to the relevant Government guidance will be enforced with any breach immediately responded to. 		All staff to model good behaviours and to supervisor / monitor students	Continuously	




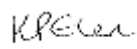
		<ul style="list-style-type: none">• Cleaning regimes introduced by the Business Manager and implemented by the Site and Community Manager to ensure spaces and resources are meticulously cleaned.• Covid-19 posters / signage displayed to inform members of community accessing a regular School letting of the site procedures.• Floor and wall signage to be used to indicate site procedures.• Floor markings outside school to indicate social distancing as part of the one way system.• Hygiene station to be situated on entry to the area used for the regular School letting. <p>Modelling good behaviour</p> <ul style="list-style-type: none">• Appropriate rules and necessary guidance will be displayed as a reminder of safety measures in place.• Frequent hand washing encouraged for all (following guidance on hand cleaning).• Hands cleaned on entry and leaving the letting area, before and after eating / drinking, and after sneezing.• All community members accessing a regular School letting will be encouraged not to touch their mouth, eyes and nose.• All community members accessing a regular School letting will be encouraged to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').• Lidded bins for tissues only will be provided by each Hygiene Stations and are emptied in line with guidance.				
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<p>Potential for spread of COVID-19 between persons at school showing symptoms of coronavirus or those who are confirmed to have coronavirus</p>	<p>Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers.</p> <p>Potential for spread to other family members / persons.</p>	<p>From week commencing 8th March 2021:</p> <ul style="list-style-type: none"> • All students will be offered involvement in the Government’s rapid testing programme. • Students will receive a LFD test on their first day to School, with relevant consent, and will remain in school if the test is negative, returning to their normal curriculum timetable. • The School will continue: <ul style="list-style-type: none"> ○ To help with identifying staff’s and student’s close contacts, records will be kept of: <ul style="list-style-type: none"> ▪ The students and staff in each group ▪ Any close contact that takes place between children and staff in different groups • Close contact means: <ul style="list-style-type: none"> ○ Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> ▪ Being coughed on ▪ A face-to-face conversation, or ▪ Unprotected physical contact (skin-to-skin) ○ Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person ○ Travelling in a small car with an infected person • If there are 2 or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed 	<p>Refer to risk assessment outlining the “mass testing” programme.</p> <p>Staff and students are advised to read the Government’s instructions on self-administering tests prior to the first test being undertaken.</p>	<p>All staff to model good behaviours and to supervisor / monitor students</p>	<p>Continuously</p>	
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The persons below should sign to show that the assessment is a correct and reasonable reflection of the hazards, of the control measures and actions required.

Name of person that undertook the Risk Assessment: Alan Johnson (Principal), Ann Price (Business Manager)	Signature: 	Date: 7 th March 2021
Name of person that examined the Risk Assessment: Karen Elen (Chair of Governors) and Governing Body	Signature: 	Date: 7 th March 2021

This Risk Assessment will be made available to the following affected people for information purposes:	All staff and students
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This Risk Assessment is subject to review, monitoring and revision by:	Governors, Principal, Business Manager	This Risk Assessment will be reviewed within this specified period of time:	Under continuous review in line with guidance.
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