

## Coronavirus (COVID-19): risk assessment for reopening Pathfinder Schools in September

**Name of School: Archbishop Holgate's School**

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| Assessment conducted by: Fn<br><br>Consulted with: <ul style="list-style-type: none"><li>• SLT,</li><li>• Ro (Office Manager),</li><li>• Matt (catering),</li><li>• Katie (cleaning)</li><li>• St (Site Manager)</li><li>•</li></ul> | Job title: Deputy head   | Covered by this assessment:<br><br>Pupils, Staff, Parents, Volunteers, Visitors to school, Contractors |
| Date of initial assessment: 10/7/20<br><br>Last reviewed: 7/11/20  | Review interval: Once term has started weekly.<br><br>Recommend weekly until October Half Term or as guidance changes. | Date of next review: 7/12/20   |

**For the purpose of this risk assessment, we have used the term 'coronavirus' to refer to coronavirus disease 2019 (COVID-19).**

**Schools must ensure this risk assessment reflects local arrangements within their context.**



| Activity/<br>Situation | Full reopening of school – September 2020   |            |            |               |           |              |
|------------------------|---|------------|------------|---------------|-----------|--------------|
| Persons at Risk        | Pupils ☒  | Employees☒ | Visitors ☒ | Contractors ☒ | Parents ☒ | Volunteers ☒ |
| Hazard(s)              | <ul style="list-style-type: none"> <li><input type="checkbox"/> Awareness of policies and procedures</li> <li><input type="checkbox"/> Social distancing measures not followed</li> <li><input type="checkbox"/> Social Distancing Measures Not Followed During Travel to and from School</li> <li><input type="checkbox"/> Inadequate Cleaning</li> <li><input type="checkbox"/> Shared Resources</li> <li><input type="checkbox"/> Staffing &amp; Spread of Coronavirus to Staff, CYP and Families, Visitors and Contractors</li> <li><input type="checkbox"/> Site User Becoming Unwell</li> <li><input type="checkbox"/> Site User Developing Symptoms</li> <li><input type="checkbox"/> Inadequate Hand Washing/Personal Hygiene</li> <li><input type="checkbox"/> Inadequate Personal Protection &amp; PPE</li> <li><input type="checkbox"/> Visitors, Contractors &amp; Spread of Coronavirus</li> <li><input type="checkbox"/> Inadequate Ventilation</li> <li><input type="checkbox"/> Fire and Intruder Alarms and Emergencies, Including Lockdown</li> <li><input type="checkbox"/> School Activities</li> </ul> |            |            |               |           |              |

| Risk rating   |   | Likelihood of occurrence |            |            |
|---------------|---|--------------------------|------------|------------|
|               |   | Probable                 | Possible   | Remote     |
| Likely impact | <b>Major</b><br>Causes major physical injury, harm or ill-health.       | High (H)                 | High (H)   | Medium (M) |
|               | <b>Severe</b><br>Causes physical injury or illness requiring first aid. | Medium (M)               | Medium (M) | Low (L)    |
|               | <b>Minor</b><br>Causes physical or emotional discomfort.                | Medium (M)               | Low (L)    | Low (L)    |

| Risk Rating | Guidance and Trust control measures control measures   | How has the control measure been implemented   | In place (Yes/No/ Outstanding) If outstanding add to action plan | Risk Rating following Action |
|-------------|--|--|--|------------------------------|
| Prevention  |  |  |  |                              |
| H           | <p>Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p> <ul style="list-style-type: none"> <li>● Ensure nobody comes into school who displays Covid-19 symptoms or has tested positive in the last 7 days</li> <li>● Anybody who develops symptoms to be sent home as soon as practicably possible.</li> <li>● Creation of an appropriate, ventilated isolation room (and toilet to be made available) whilst child is collected</li> <li>● PPE to be available for all staff caring for a child displaying symptoms (Gloves, face shield, apron)</li> <li>● Ensuring anyone who has made contact with somebody displaying symptoms washes their hands thoroughly with soap and water for 20 seconds</li> </ul> | <p>Please see COVID 19 Section of the staff handbook (attached). Each element is referenced to the particular section of the handbook.</p> <p>3, 4, 5, 6, 7, 8, 9, 11</p> <p>3, 11</p> <p>11</p> <p>11</p> <p>11</p> |  | L                            |
| H           | <p>Clean hands thoroughly more often than usual</p> <ul style="list-style-type: none"> <li>● Hand wash or sanitiser stations to be available to all personnel in school including when they arrive at school, when they return from breaks, when they change rooms and before and after eating</li> </ul>  | <p>Please see COVID 19 Section of the staff handbook (attached). Each element is referenced to the particular section of the handbook.</p> <p>3.1</p>  | Hand washing stations need installing.                           | L                            |

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|   | <ul style="list-style-type: none"> <li>Supervision of hand sanitiser use given risks of ingestion particularly with small children. Skin friendly wipes can be used as an alternative</li> <li>Handwashing must be for a minimum of 20 seconds with soap and water</li> <li>School must Build hand washing routines into school culture</li> </ul>  | 4<br>4, 14<br>4  |   |   |
| H | <p>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p> <ul style="list-style-type: none"> <li>Provision of tissues and lidded bins</li> <li>Supporting younger children or those with complex needs to understand that this is now part of how school operates</li> <li>If necessary individual risk assessments will need to be carried out for children who spit or use saliva as a sensory stimulant</li> <li>Face coverings not to be promoted within school as staff and children will be mixing in consistent groups</li> </ul> | <p>Please see COVID 19 Section of the staff handbook (attached). Each element is referenced to the particular section of the handbook.</p> <p>3.1, 3.2, 15<br/>8<br/>8<br/>16</p>  | Do we have enough tissues and wipes   | L |
|   | <p>Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach</p> <ul style="list-style-type: none"> <li>Creation of a cleaning schedule that ensures cleaning is generally enhanced and carried out in line the current advice on <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a> (due to be updated by the end of the summer term)</li> <li>More frequent cleaning of rooms/ shared areas that are used by different groups</li> </ul>                               | <p>Please add cleaning schedule:<br/>M:\03-Staff Only\07-Workforce\Duties\Cleaning Schedule</p> <p>Cleaning manual to be completed and staff trained in September</p> <p>Please see COVID 19 Section of the staff handbook (attached). Each element is referenced to the particular section of the handbook.<br/>3.1, 12</p> | <p>Cleaning Schedule needs completing</p> <p>Wipes for all staff machines</p> <p>Sanitser for each room</p> | L |

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|   | <ul style="list-style-type: none"> <li>● frequently touched surfaces being cleaned more often than normal</li> <li>● different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet</li> </ul>   | <p>3.1, 12</p> <p>3.1, 12</p> <p>3.1, 12, 4</p>   |  |   |
| H | <p>Minimise contact between individuals and maintain social distancing wherever possible</p> <ul style="list-style-type: none"> <li>● Creation of the smallest size bubbles that will allow all children to return to school</li> <li>● All bubbles must operate in isolation from other bubbles</li> <li>● Limit the use of all shared and social spaces between bubbles</li> <li>● Where larger bubbles exist (more than one standard size class) the focus must be on other control measures i.e. cleaning, respiratory hygiene, hand washing, minimising contact with anybody who is symptomatic</li> <li>● Encouragement of social distancing where the age of the group allows. Younger children are not expected to socially distance</li> <li>● Where staff need to move between groups they should try to keep their distance from children and staff, ideally 2 metres. Where this is not possible with younger children the member of staff should be risk assessed individually (using the trust RA process)</li> </ul> | <p>Please see COVID 19 Section of the staff handbook (attached). Each element is referenced to the particular section of the handbook.</p> <p>3.1, 4, 5, 6</p> <p>3.1, 4, 5, 6 - Lots of work completed around ensuring bubbles do not cross.</p> <p>3.1, 4, 5, 6</p> <p>3.1, 4, 5, 6, 12</p> <p>3.1, 4, 5, 6</p> <p>3.1, 4, 5, 6</p> <p>DI has added guidance around movement in the classroom. See staff bulletin. Face coverings now being used.</p> |  | L |

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|   | <p>Measures within the classroom</p> <ul style="list-style-type: none"> <li>• Where the age of the group allows staff should work from the front of the classroom ideally at a distance of 2m from children</li> <li>• Where 2m distancing is not appropriate adults should minimise the time spent with 1m of anyone and try to avoid all face to face contact</li> <li>• All staff working with children with complex needs who need some contact will need to be individually risk assessed, there educational care and support should continue as normal</li> <li>• Classrooms to be set up with children forward facing, they can be sat next to each other.</li> <li>• All large gathering to be avoided such as assemblies and collective worship</li> <li>• Timetabling should avoid students and staff using corridors, entrances and exits at the same time as another group (Also consider the amount of time needed for cleaning between each group)</li> <li>• Timetabling to allow for minimal mixing of groups – lunches and breaks may need to be staggered</li> </ul> | <p>Please see COVID 19 Section of the staff handbook (attached). Each element is referenced to the particular section of the handbook.</p> <p>3.2</p> <p>3.2 - Reviewed and extra advice offered.</p> <p>3.2, 8 See SA specific guidance</p> <p>3.2, 17</p> <p>4</p> <p>4</p> <p>4</p> | <p>Marking of rooms needs completing.</p> <p>Lines on corridors</p> |   |
| H | <p>Staff shared areas</p> <ul style="list-style-type: none"> <li>• Staff room use should be minimised as far as reasonable possible, whilst ensuring staff have a reasonable break</li> <li>• Shared items such as microwaves and kettles need to be regularly cleaned particularly between a crossover of staff from different groups</li> </ul>  | <p>Please see COVID 19 Section of the staff handbook (attached). Each element is referenced to the particular section of the handbook.</p> <p>3.2, 9</p> <p>3.2, 9</p> <p>3.2</p>  | <p>Wipes for machines</p>   | L |

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|   | <ul style="list-style-type: none"> <li>• Soft furnished chairs should be allocated to individual groups or replaced with plastic chairs – Staff from different groups should try to remain 2m apart</li> <li>• Office staff should try to operate to 2m distancing</li> </ul>   | 3.2, 9  |                                |   |
| H | <p>Measures for arriving at and leaving school</p> <ul style="list-style-type: none"> <li>• Where the building allows arrangements should be made to avoid bringing groups together at the start and end of the day</li> <li>• Where this is not possible a staggered start and finish time may be necessary</li> <li>• Where children or adults use face coverings to travel to school they must be secured in a plastic bag and taken home</li> </ul>   | <p>Please see COVID 19 Section of the staff handbook (attached). Each element is referenced to the particular section of the handbook.</p> <p>3.2, 4 - This has been reviewed and Year group timings at the end of the day amended.</p> <p>3.2, 4</p> <p>5, 9 This is being continually reviewed.</p> |                                | L |
| H | <p>Non-school staff</p> <ul style="list-style-type: none"> <li>• Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff.</li> <li>• Contractors visits should ideally be arranged outside of school hours, where this can't happen contractors should be made aware of the restrictions of movement in school and comply with 2m distancing</li> <li>• Peripatetic staff can be used but they must comply with the schools control measures and ensure 2m distancing. In the case of tuition careful consideration must be given to the space being used – small rooms with poor ventilation must be avoided</li> </ul> | <p>Please see COVID 19 Section of the staff handbook (attached). Each element is referenced to the particular section of the handbook.</p> <p>9.9, 6.10 Music plan now completed.</p> <p>9.9, 6.10</p> <p>9.9, 6.10</p> <p>9.9, 6.10</p>  | Music teachers to be arranged. | L |



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|   | <ul style="list-style-type: none"> <li>Volunteers may be used within consistent bubbles whilst adhering to 2m distancing</li> <li>A record of all visitors to school must be maintained which includes their location and if necessary which group they have worked with.</li> </ul>   |  |  |   |
| H | <p>Resources</p> <ul style="list-style-type: none"> <li>Staff and children to have individual frequently used items such as pens and pencils – These should not be shared</li> <li>Classroom resources such as books and games can be shared with a bubble but must not be moved between bubbles</li> <li>Some resources can be shared such as sports, art or science equipment. These will need to be cleaned between bubbles or left in “quarantine” for 48 hours (72 hours for plastics)</li> <li>Soft items such as cuddly toys, Rugs, fabrics, soft furnished chairs etc should remain out of use due to their difficulty in cleaning</li> <li>The use of hard to clean items such as play doh and sand pits are discouraged</li> <li>Outdoor play equipment can be used but must be cleaned in between bubbles</li> <li>Pupils should be asked to bring in the minimum amount of equipment required for the day – such as lunch, coats, books and stationary. Bags are permitted.</li> </ul> | <p>Please see COVID 19 Section of the staff handbook (attached). Each element is referenced to the particular section of the handbook.</p> <p>6.3, 6.4</p> <p>6.3, 6.4</p> <p>6.3, 6.4</p> <p>6.3, 6.4</p> <p>N/A</p> <p>N/A</p> <p>6.3, 6.4, 13.3</p> <p>6.3, 6.4, 13.3</p> |  | L |

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|   | <ul style="list-style-type: none"> <li>Resources, such as books, can move between home and school but on a limited rotation and only when essential to education and development.</li> <li>Where staff share resources i.e. laptops they must be cleaned in between uses</li> <li>School uniform does not require cleaning any more than normal and so schools should communicate with parents that uniform is expected from September.</li> </ul>   | 3.2, 6.3, 6.4, 9<br>7.3   |  |   |
| H | <p>Physical activity</p> <ul style="list-style-type: none"> <li>Outdoor sports should be prioritised</li> <li>Where outdoors spaces cannot be used large indoor spaces can be used.</li> <li>All contact sports must be avoided</li> <li>Equipment must be thoroughly cleaned between groups</li> <li>Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so.</li> </ul> | <p>Please see COVID 19 Section of the staff handbook (attached). Each element is referenced to the particular section of the handbook.</p> <p>6.9<br/>6.9<br/>6.9<br/>6.9<br/>6.9</p> |  | L |
| H | <p>Where necessary, wear appropriate personal protective equipment (PPE)</p> <p>PPE is only needed in the following circumstances:</p> <ul style="list-style-type: none"> <li>where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained</li> </ul>   | <p>Please see COVID 19 Section of the staff handbook (attached). Each element is referenced to the particular section of the handbook.</p> <p>3.2, 11, 19<br/>3.2, 11, 19</p>         |  | L |

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|   | <ul style="list-style-type: none"> <li>where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used</li> </ul>  |  |  |   |
| H | <p>Responding to an infection</p> <ul style="list-style-type: none"> <li>All children and staff in school advised not to attend if they are displaying symptoms. Anyone displaying symptoms to be sent home as soon as reasonably possible</li> <li>Person displaying symptoms to <a href="#">book a test</a> using the online portal – Schools can support if parents have problems using the service.</li> <li>In an emergency, call 999 if the CYP is seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital</li> <li>The person display symptoms must self-isolate pending test results.</li> <li>School to contact central team using <a href="mailto:covidnotification@pmat.academy">covidnotification@pmat.academy</a> regarding any potential cases</li> <li>In the autumn terms schools will be provided with home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested.</li> <li>Parents and staff will need to inform the school immediately of the test result.</li> </ul> | <p>Please see COVID 19 Section of the staff handbook (attached). Each element is referenced to the particular section of the handbook.</p> <p>11</p> <p>11</p> <p>11</p> <p>11</p> <p>11</p> <p>11</p> <p>11</p> <p>11</p> <p>11</p> |  | L |

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|   | <ul style="list-style-type: none"> <li>● If somebody tests negative and has no further symptoms they can stop self-isolating and return to school</li> <li>● if someone tests positive, they should follow the <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a> and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste.</li> </ul>   | 11   |  |   |
| H | <p>Managing confirmed cases of coronavirus (COVID-19) amongst the school community</p> <ul style="list-style-type: none"> <li>● School to contact central team using <a href="mailto:covidnotification@pmat.academy">covidnotification@pmat.academy</a> who will liaise with the local health protection team regarding the next steps</li> <li>● The school must work with the local health protection team providing all information requested. School should be able to easily provide the HPT with information of people within the group of the infected person and where appropriate of any additional groups.</li> <li>● The health protection team will provide definitive advice on who must be sent home, all schools must follow this advise</li> <li>● A template letter will be provided from the HPT to send to parents and staff if required. Confidentiality must be maintained of the names of those with infection not shared.</li> <li>● Household members of anybody sent home do not need to isolate unless they develop symptoms in which case they should follow <a href="#">‘stay at home: guidance</a></li> </ul> | <p>Please see COVID 19 Section of the staff handbook (attached). Each element is referenced to the particular section of the handbook.</p> <p>11</p> <p>11</p> <p>11</p> <p>11</p> <p>11</p> |  | L |

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|   | <p><a href="#">for households with possible or confirmed coronavirus (COVID-19) infection</a>’.</p> <ul style="list-style-type: none"> <li>Schools do not need to request evidence of negative tests</li> </ul>   | 11  |  |   |
| H | <p>Use of dedicated school transport</p> <ul style="list-style-type: none"> <li>Where possible children will be grouped together on transport reflecting the bubbles they are in. Where this is not possible the school must maintain records of the separate bubbles the children are operating within.</li> <li>Hand sanitiser must be used on boarding and disembarking</li> <li>Vehicles will need to be cleaned frequently</li> <li>Queues to be organised for boarding</li> <li>For children aged 11 and over face coverings may be recommended if others from outside their bubble are on the same transport</li> </ul> <p>Use of public transport</p> <ul style="list-style-type: none"> <li>Schools should try to facilitate timetables to keep travel at peak times to an absolute minimum</li> <li>Schools should encourage parents, staff and pupils to walk or cycle to school if at all possible.</li> <li>Families using public transport should be advised to refer to the <a href="#">safer travel guidance for passengers</a>.</li> <li>The government recognises the significant disruption faced by public transport providers and is working with local authorities to establish local solutions.</li> </ul> | <p>Please see COVID 19 Section of the staff handbook (attached). Each element is referenced to the particular section of the handbook.</p> <p>5.2</p> <p>5.2</p> <p>5.2</p> <p>5.2</p> <p>5.2</p> <p>5.3</p> <p>5.3</p> <p>5.3, 13.2</p> <p>5.3</p> |  | L |

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|   | <p>Shielding, clinically vulnerable or comparatively increased risk children</p> <ul style="list-style-type: none"> <li>• All shielding advice will pause on August 1<sup>st</sup> and therefore all children, even those who are vulnerable, can return to school</li> <li>• some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment). In these cases individual risk assessments will need to be carried out.</li> <li>• If parents of pupils with significant risk factors (Clinically Vulnerable, BAME, Obesity and diabetes) are concerned, schools should discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school. Schools should look to identify those who may be reluctant to return.</li> </ul> | <p>Please see COVID 19 Section of the staff handbook (attached). Each element is referenced to the particular section of the handbook.</p> <p>10</p> <p>10</p> <p>10</p> |  |   |
| H | <p>Staff who are clinically vulnerable or extremely clinically vulnerable</p> <ul style="list-style-type: none"> <li>• Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now able to return to work from 1 August as long as they maintain social distancing.</li> <li>• Where social distancing is still recommended staff should be able to work remotely or in a position where social distancing can be maintained</li> <li>• Where all safety precautions are adhered to within the RA clinically vulnerable staff including pregnant woman can continue to work.</li> </ul>  | <p>Please see COVID 19 Section of the staff handbook (attached). Each element is referenced to the particular section of the handbook.</p> <p>10</p> <p>10</p> <p>10</p> |  | L |

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|   | <ul style="list-style-type: none"> <li>● People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</li> <li>● Where staff may be at comparatively increased risk from coronavirus (BAME, Obesity and diabetes) they should be given the opportunity to discuss their concerns with the Headteacher/HR. Where additional measures can be put in place the school should work to accommodate these.</li> </ul> | 10<br>10  |  |   |
| H | <p>Deployment of control measures</p> <ul style="list-style-type: none"> <li>● Schools should arrange sufficient time to train staff in the new ways of working with school</li> <li>● Parents should receive communication from the school to outline the expectations required from them and how the school day will be different for their child</li> </ul>   | <p>Please see COVID 19 Section of the staff handbook (attached). Each element is referenced to the particular section of the handbook.</p> <p>13<br/>13</p>     |  | L |
| H | <p>Estates</p> <ul style="list-style-type: none"> <li>● School must check that it is building compliant before reopening, in particular ensuring that all water hygiene checks have been reported as safe</li> <li>● Ventilation – Air conditioning units can be used but only where the feed is a fresh air supply and not recirculate air</li> <li>● All windows should remain open when a classroom/office is in use</li> </ul>                                       | <p>Please see COVID 19 Section of the staff handbook (attached). Each element is referenced to the particular section of the handbook.</p> <p>3.2<br/>3.2</p>   |  | L |
| H | Extra-curricular provision   | <p>Please see COVID 19 Section of the staff handbook (attached). Each element is referenced to the particular section of the handbook.</p> <p>4.2, 4.11, 17</p> |  | L |

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|   | <ul style="list-style-type: none"> <li>● Breakfast and after school clubs can be operated. Children must be pre booked and there will be no provision for drop ins/ late bookings.</li> <li>● School must keep accurate records of the secondary bubble of any child</li> <li>● Where possible clubs will try to accommodate separation for existing bubbles</li> <li>● Club group sizes will need to be consistent with the maximum bubble size permitted within the school.</li> <li>● Risk assessments must be carried out for out of school provision – Schools should use the guidance <a href="#">Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak</a></li> <li>● Parents should be advised to limit their use of wrap around providers and only use when essential.</li> <li>● If parents use non school based childcare they should inform the school so they can keep records of additional mixing – A child should mix in a maximum of two bubbles and only when essential.</li> </ul> | <p>4.2, 4.11, 17</p> <p>4.2, 4.11, 17</p> <p>4.2, 4.11, 17</p> <p>4.2, 4.11, 17</p> <p>N/A</p> <p>N/A</p>  |  |   |
| H | <p>All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>● Health and Safety Policy</li> <li>● First Aid Policy</li> <li>● Daily Classroom / Area Cleaning Checklist – COVID 19</li> <li>● The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>● The Health Protection (Notification) Regulations 2010</li> <li>● Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’</li> </ul>  | <p>Please see COVID 19 Section of the staff handbook (attached). Each element is referenced to the particular section of the handbook.</p> <p>13</p> |  | L |



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|  | <p>The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training about expectations of cleaning routines and timings.</p> <ul style="list-style-type: none"> <li>● The school keeps up to date with weekly advice issued by, but not limited to, the following: <ul style="list-style-type: none"> <li>- DfE</li> <li>- NHS</li> <li>- Department of Health and Social Care</li> <li>- PHE</li> </ul> </li> </ul>  | 13  |  |   |
|  | <p>Fire, Intruder Alarms &amp; Emergencies, Including Lockdown</p> <ul style="list-style-type: none"> <li>● All staff and CYP to undergo induction in the fire and emergency routines accident/first aid procedures and lockdown procedures. This may not be the usual routes. Repeat as necessary with new starters (staff/young people)</li> <li>● Ensure that emergency cut-off points for water, gas and electric are clearly marked and known by the senior designated member of staff and that details of emergency contacts for utilities are readily available</li> <li>● If there is a 24-hour monitoring system in place for alarms (fire &amp;/or security) the monitoring centre will need to be aware of any new emergency out of hours contact details</li> </ul> | <p>Please see COVID 19 Section of the staff handbook (attached). Each element is referenced to the particular section of the handbook.</p> <p>3.2</p> |  | L |

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| <b>ACTION PLAN</b> (insert additional rows if required) | <b>TO BE ACTIONED BY</b> | <b>ACTION COMPLETE</b> |
|---|--------------------------|------------------------|

| Further control measures identified to reduce risks so far as is reasonably practicable |   | POSITION         | NAME | DATE    | SIGNATURE        | DATE           |
|---|---|------------------|------|---------|------------------|----------------|
| 1   | Wipes to be issued to all staff via their teaching packs.   | Business Manager | Ro   | 7/9/20  | <i>D Furniss</i> | <i>18/8/20</i> |
| 2   | Tissues all classrooms needs ordering and distributing  | Business Manager | Ro   | 7/9/20  | <i>D Furniss</i> | <i>18/8/20</i> |
| 3   | Line on all corridors, including reception  | Site Manager     | St   | 21/8/20 | <i>D Furniss</i> | <i>5/9/20</i>  |
| 4   | Marking out teachers safe zones in all rooms  | Site Manager     | St   | 21/8/20 | <i>D Furniss</i> | <i>5/9/20</i>  |
| 5   | Reception - needs: <ul style="list-style-type: none"> <li>- Office door sign</li> <li>- Signs to stop people who have symptoms</li> <li>- System for asking if have symptoms</li> </ul> | Business Manager | Ro   | 21/8/20 | <i>D Furniss</i> | <i>5/9/20</i>  |
| 6   | Cleaning Schedule needs completing  | Business Manager | Ro   | 7/9/20  | <i>D Furniss</i> | <i>5/9/20</i>  |
| 7   | Sanitser for each room need installing  | Site Manager     | St   | 21/8/20 | <i>D Furniss</i> | <i>18/8/20</i> |

|    |   |                  |        |  |                  |                |
|----|---|------------------|--------|--|------------------|----------------|
| 8  | Signs next to Sanitiser saying to wash hands  | Business Manager | Ro     | 21/8/20  | <i>D Furniss</i> | <i>18/8/20</i> |
| 9  | Hand washing stations need installing.  | SLT support      | SWi    | 21/8/20, except for new ones which are not due until 24/8/20 | <i>D Furniss</i> | <i>5/9/20</i>  |
| 10 | Physical barriers for reception (x2), Sixth Form, Main School Library reception                         | Business Manager | Ro     | 21/8/20 except for Main School Library 7/9/20                | <i>D Furniss</i> | <i>5/9/20</i>  |
| 11 | Catering, Yr10 Social Area and Yr11 Social Area: Main Hall needs barriers and staff need face coverings | Catering Manager | MRi    | 21/8/20  | <i>D Furniss</i> | <i>5/9/20</i>  |
| 12 | PLan for catering to be completed and implemented   | Catering Manager | MRI    | 21/8/20  | <i>D Furniss</i> | <i>5/9/20</i>  |
| 13 | Cleaning manual needs completing  | E&Fm             | Mw     | 7/9/20   | <i>D Furniss</i> | <i>18/8/20</i> |
| 14 | Communication with parents and students. Letters and training in school                                 | SLT              | Fn, DI | 9/9/20   | <i>D Furniss</i> | <i>5/9/20</i>  |

|    |  |                  |        |   |                  |                |
|----|--|------------------|--------|---|------------------|----------------|
| 15 | Staff training. Zoom and training day  | SLT              | Fn, DI | 8/9/20  | <i>D Furniss</i> | <i>5/9/20</i>  |
| 16 | Staff room needs layout looking at and tweaking  | Site Manager     | St     | 21/8/20   | <i>D Furniss</i> | <i>5/9/20</i>  |
| 17 | Signage around school, including roomings, H&S, washing hands and school maps including routes | Business Manager | Ro     | All school<br>21/8/20,<br>except for<br>new build<br>7/9/20 | <i>D Furniss</i> | <i>5/9/20</i>  |
| 18 | Handbook and risk assessment to be shared with staff   | SLT              | Fn     | 21/8/20   | <i>D Furniss</i> | <i>5/9/20</i>  |
| 19 | Staffing rota for first 2 days of new term, to support students                                | SLT              | Fn     | 21/8/20   | <i>D Furniss</i> | <i>18/8/20</i> |
| 20 | Duties   | SLT              | Fn     | 21/8/20   | <i>D Furniss</i> | <i>18/8/20</i> |
| 21 | External staff needs plan completing   | SLT              | Fn     | 21/8/20   | <i>D Furniss</i> | <i>18/8/20</i> |

|    |  |     |    |         |                  |                |
|----|--|-----|----|---------|------------------|----------------|
| 22 | Behaviour and Attendance policy needs updating | SLT | Fn | 21/8/20 | <i>D Furniss</i> | <i>18/8/20</i> |
| 23 | First Day plan for staff                       | SLT | Fn | 7/9/20  | <i>D Furniss</i> | <i>5/9/20</i>  |
| 24 | PE changing rooms plan to be completed         | SLT | Fn | 21/8/20 | <i>D Furniss</i> | <i>5/9/20</i>  |

**COMMENTS AND INFORMATION**

(Use this section to record how the risk assessment has been communicated and any other comments and information)

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|--------------------|---|---------------------------------------|-------------------------|
| <b>Review date</b> | <b>Are there any changes to the activity since the last assessment? Clarify that all the controls are in place and monitored on a regular basis</b> | <b>Name and signature of reviewer</b> | <b>Next review date</b> |
|--------------------|---|---------------------------------------|-------------------------|

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