

Fire and Risk Management Services

Risk Assessment For Operating A Full School

PLEASE NOTE: THIS SHOULD BE READ IN CONJUNCTION WITH APPENDIX A: AUTUMN PLAN WHICH CONTAINS SPECIFIC AND OPERATIONAL GUIDANCE

Assessor: Nick O'Sullivan / Paul Lindup	Date: 27 Aug 2020 V3	Activity: Operating a High School for all Students from 1st September 2020 - COVID19	Location: Weobley High School
Standard of dress for activity (if relevant)		PPE required: Disposable Gloves, Aprons, Face masks, Fluid Resistant Face Masks/Coverings, Goggles or Face Shields*	Other equipment used during activity: Cleaning equipment + bleach based cleaning products
Persons exposed (please tick):	Employees <input checked="" type="checkbox"/>	Students <input checked="" type="checkbox"/>	Public <input type="checkbox"/>
	Others <input checked="" type="checkbox"/>	Expectant Mothers <input type="checkbox"/>	
<p>Hazards Identified – Guidance Note: Look at the activity and identify hazard(s), tick if present and significant. If unsure, class as significant. Remember, whenever possible assessments should be carried out as a GROUP activity. The assessment should ignore trivia and everyday hazards. Blank/empty boxes should be used when hazards not mentioned are present.</p>			
Physical Injury Hazards	Physical Agents and Hazardous Substances	Miscellaneous	
Hit by moving vehicles	Hazardous substances	<input checked="" type="checkbox"/>	Display Screen Equipment
Contact with moving part of a machine	Micro organisms	<input checked="" type="checkbox"/>	Hot work/fire hazards
Hit by moving materials/substances i.e. water	Ionising radiation		Vibration
Fall(s) from height	Noise		Restricted access
Slips, trips and falls from the same level	Pressure systems		Manual handling
Contact with/ use of live electrical equipment	Ultraviolet light		Lone working
Contact with cold objects	Lasers		Confined spaces
Contact with hot objects	Flammable liquid/solids		Waste produced by activity
Contact with sharp objects	Extremes of Temperature		Stress
Impact with objects			Posture
Physical attack			Unauthorised entrance to site
Finger “nips”			
Danger to others from failure of Students/ parents/Staff to comply with safety instructions from staff	<input checked="" type="checkbox"/>		



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Activity/Task/ Risk From	Hazard	Persons at Risk	Existing Control Measures	S	L	R	Res	Further Control Measures required	Date further measures completed by
Students & staff with prior medical conditions deemed as 'Clinically extremely vulnerable'. (Currently no staff are in this category)	1. Persons with prescribed medical conditions and deemed previously as 'clinically extremely vulnerable' are more at risk from COVID19 effects.	Students / Staff	<p>1. Shielding advice for all adults and students will pause on 1 August 2020, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). The small number of students who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. The link to current advice on shielding;</p> <p>2. Where a student is unable to attend School because they are complying with clinical and/or public health advice, there is an expectation that School will be able to immediately offer them access to remote education;</p> <p>3. A person who lives with those who are / were defined clinically extremely vulnerable or clinically</p>	5	3	15	H	1. Staff & Parents aware of the NHS 'track & trace' process and responsibility to inform school management if they are advised to socially isolate for 14 days because of a contact alert.	Ongoing

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			<p>vulnerable can attend School;</p> <p>4. Pregnant women are in the ‘clinically vulnerable’ category and are advised to follow the relevant guidance available for clinically-vulnerable people which will be kept updated;</p> <p>5. A young person or a member of staff who lives with someone who is clinically vulnerable (<u>but not clinically extremely vulnerable</u>), including those household members who are pregnant, can attend their School or setting.</p>						
<p>Persons entering site with COVID19 symptoms</p>	<p>1. Transmission of COVID19 to the School community.</p>	<p>Students / Staff/ Others</p>	<p>1. Staff & Students <u>must not attend</u> if they have symptoms or are self-isolating due to symptoms in their household or via receiving an alert from the NHS ‘track & trace’ process;</p> <p>2. The above instructions have been emailed to parents and will also appear on the school website. Staff will also be notified directly.</p>	4	2	8	M	<p>1. Remind parents & staff that there is a 10-day self-isolation period for persons displaying symptoms. Other Household members still need to isolate for 14 days.</p>	<p>Ongoing</p>

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<p>COVID19 virus being accidentally brought onto the site.</p>	<ol style="list-style-type: none"> 1. Transmission of COVID19 to the School community; 2. Some BAME Students & staff members are statistically at higher risk; 	<p>Students / Staff/ Others</p>	<ol style="list-style-type: none"> 1. School Management will remind students and staff of the process for removing face coverings. This will be reinforced by form tutors on the first day as part of pupil induction. Pupils will be instructed not to touch the front of their face covering during use or when removing them. They will have to wash / sanitise their hands immediately on arrival and dispose of temporary face coverings in a covered bin. They will have to take responsibility for the safe use, storage and, if required, disposal of all face coverings using a sealable plastic bag if necessary. They will have to sanitise immediately after using their face coverings. 2. Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all 	<p>4</p>	<p>2</p>	<p>8</p>	<p>M</p>	<ol style="list-style-type: none"> 1. Where Classroom settings can keep young people in these groups away from each other, they should do so. Brief, transitory contact, such as passing in a corridor, is low risk. With younger students or students with complex needs, this may not be possible at all times therefore staff should avoid face to face contact and minimise the time spent within 1-metre of anyone; 2. School will consider resuming Breakfast & After-School Clubs in due course. If it is not possible to keep students in the same Class or Year groups, then consistent groups in 	<p>01/09/2020 and Ongoing</p>
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			<p>parts of the hands are covered. The hand washing times should be:</p> <ol style="list-style-type: none"> a. When arriving at School; b. Returning from breaks; c. When they change rooms; d. Before & after eating; e. Support those students who may need assistance in washing their hands effectively; <p>3. School Management will update students, their parents and staff on the required behaviour policies. This will be undertaken as soon as practicable in the Autumn Term with the consequences for poor behaviour & deliberately breaking rules, including the likely sanctions;</p> <p>4. Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach;</p> <p>5. Cleaning frequently touched surfaces e.g. books, desks, chairs, doors, sinks, toilets, light switches, bannisters often using standard</p>			<p>the Clubs will be adopted;</p> <ol style="list-style-type: none"> 3. Adjusting the timetable and selection of classroom or other learning environment to reduce movement around the school building; 4. Removing unnecessary items from classrooms and other learning environments, where there is space to store it elsewhere, to improve space between students/ staff; 5. Removing soft furnishings, soft objects that are hard to clean (such as those with intricate parts) to reduce the risk of transmission; 	
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			<p>products, such as detergents and bleach;</p> <p>6. Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables. Adequate time must be allowed for cleaning surfaces in the Dining areas;</p> <p>7. In the School Reception area, limit to just one family and use barrier screen and natural distance for any visitors to whilst dealing with staff. A record of all visitors to a School setting must be maintained, with visits outside school hours being the preferred option;</p> <p>8. Maintaining consistent groups that do not mix and limit themselves from other students & staff remains important as a control measure. Please see APPENDIX A for detail. This makes it quicker & easier in the event of a positive case to identify those who may</p>			<p>6. Lidded Bins for tissues are emptied throughout the day;</p> <p>7. Staff & Parents aware of the NHS 'track & trace' process and responsibility to inform school management if they are advised to socially isolate for 14 days because of a contact alert;</p> <p>8. Staff & Parents aware of their responsibility to inform school management if they required to 14-day household isolate because of recent travel from countries outside Travel Corridors e.g. France & The Netherlands on 15/08/20 and Croatia on 22/08/20</p>	
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			<p>need to self-isolate & keep that number as small as possible. The ‘bubbles’ or groups will be the size of a year group to enable School to deliver the full range of curriculum subjects and students to receive specialist teaching. Year 7 will be taught in form groups as much as possible.</p> <p>9. Teachers and other staff will operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from students and other staff as much as they can, ideally 2 metres from other adults, or reduced distancing with PPE;</p> <p>10. Where space allows, we will seat students side by side and facing forwards, rather than face to face or side on. Students will be sat at</p>					<p>etc. Government guidance can be found at https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors</p> <p>9. Supply teachers, peripatetic teachers and/or other temporary staff can now move between schools. The persons concerned should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for students with SEND should provide interventions as usual;</p> <p>10. Volunteers may be used to support the work of the</p>	
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			<p>the same desk in each classroom each day;</p> <p>11. Student groups will be kept apart using zones outside of lessons, meaning that large gatherings such as assemblies with more than one group, will be suspended until further notice;</p> <p>12. School Management have noted that there may be an additional risk of infection in environments where students or others would be singing, chanting, playing wind or brass instruments. To reduce the risk, particularly when students are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting instrumental or singing group sizes to no more than 15, positioning students back-to-back or side-to-side, avoiding sharing of instruments, and ensuring</p>					<p>school, as would usually be the case. Mixing of volunteers across groups should be kept to a minimum, and they should remain 2 metres from Students and staff where possible.</p>	
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			<p>good ventilation. Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies;</p> <p>13. Wearing a face covering in schools has not yet been made mandatory by Government. However, School Management have decided to follow the LA recommendation regarding the wearing of face coverings - for students and staff - in communal areas of the School building:</p> <ul style="list-style-type: none"> a) where the layout of the site makes it particularly difficult to maintain social distancing when staff and students are moving around the premises; b) where on top of hygiene measures and the system of controls recommended in the full opening guidance to schools, permitting the 						
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			<p>use of face coverings for staff, pupils or other visitors would provide additional confidence to parents to support a full return of children to school</p> <p>c) Face coverings need to be worn correctly to be effective, therefore clear instructions have been provided to staff and students on how to put on, remove, store and dispose of face coverings in all of the circumstances above, to avoid inadvertently increasing the risks of transmission;</p> <p>d) Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face</p>						
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			<p>covering becomes damp, it should not be worn and the face covering should be replaced carefully;</p> <p>e) Some individuals are exempt from wearing face coverings. For example people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability, or if staff are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expression to communicate.;</p> <p>14.If a young person becomes unwell with symptoms of coronavirus while in their school setting and needs direct personal care until they can return home, a fluid resistant (IIR type) face mask must be worn by the supervising adult if a</p>						
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			<p>distance of 2 metres cannot be maintained. If contact with the young person is necessary, then gloves, an apron and a fluid resistant (IIR type) face mask must be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection e.g. goggles or face shield, should also be worn;</p> <p>15. Sufficient handwashing facilities are available. Where a sink is not nearby, hand sanitisers will be provided throughout the school and pupils have been instructed to bring their own hand sanitiser for personal use;</p> <p>16. Ensure that all adults and students are aware to:</p> <ul style="list-style-type: none"> a. Frequently wash their hands with soap and water for 20 seconds and dry thoroughly. b. Clean their hands-on arrival at the School, after 						
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			<p>using a toilet, after breaks, before and after eating, and after sneezing or coughing;</p> <p>c. Encouraged not to touch their mouth, eyes and nose;</p> <p>d. Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it');</p> <p>e. Ensure that help is available for students who have trouble cleaning their hands independently;</p> <p>17. The School's usual uniform policy will resume, with parents notified that student uniform does not need cleaning any more often than usual or cleaned using different methods from normal;</p> <p>18. Maximise natural & mechanical ventilation throughout the school setting by opening windows and wedging open appropriate classroom doors.</p>					
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			<p>Any doors wedged open must be managed e.g. not left open when area is unoccupied; doors allowing an exit to the school premises will not be wedged open. Other doors may be wedged providing they can be monitored.</p> <p>19. Accessing Classrooms directly from outside where possible * See local signage at the School;</p> <p>20. Stagger the following activities by allowing year bubbles to vary and finish classes at different times throughout the day so that all students are not moving around the school at the same time:</p> <ul style="list-style-type: none"> a. Class or Year Assemblies; b. Break times including lunch. Dining areas must be cleaned between groups if used communally; c. Drop-off & collection times; 					
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			<p>d. Monitor that toilets & cloakrooms do not become crowded by limiting the number of students to 2 who use the toilet facilities at one time; there is also signage reminding pupils of the limits.</p> <p>21. Parents/ Carers notified that if their child needs to be accompanied to the School setting, only one parent/ carer should attend;</p> <p>22. Parents/ Carers and young people are notified of their collection times and the process for doing so, including protocols for minimising adult to adult contact;</p> <p>23. Notify Parents/ Carers 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);</p> <p>24. Stagger the use of staff rooms and offices to</p>						
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			<p>minimise occupancy to maintain social distancing. Remind staff to maintain social distancing in WC's;</p> <p>25. Canteens, School Kitchens and School meal providers will resume supply from Autumn Term. There is specific guidance for Canteens & School meal providers for them to observe;</p> <p>26. Students and Teaching staff can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to student education and development;</p> <p>27. Individual and very frequently used equipment, such as pencils and pens, staff and students will have their own items that are not shared;</p> <p>28. Classroom-based resources, such as books and games, can be used and shared within the student group;</p>						
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			<p>these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently, meticulously and <u>always between classes/ bubbles</u>, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different groups;</p> <p>29. Students should limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books and stationery. Bags are allowed;</p> <p>30. For Physical activities, students should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports will be prioritised where</p>						
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			<p>possible, and large indoor spaces used where it is not, maximising distancing between students and paying scrupulous attention to cleaning and hygiene. This is particularly important in sports settings because of the way in which people breathe during exercise;</p> <p>31. Floor tape or paint to mark areas to remind staff to keep to a 2-metre distance in Offices, Staff rooms. PPA work in a common area should be avoided unless workstations & shared equipment must be cleaned in between users;</p> <p>32. If staff meetings are necessary, keeping all attendees 2-metres apart, ensure they do not share objects, such as pens and paper, and have hand sanitiser accessible.</p>						
Transport & journeys to/ from School	1. Transmission of COVID19 to the School community.	Students / Staff/ Others	1. School Management encourages parents, students and staff to walk or	4	2	8	M	School Minibuses should not use 'face to face' seating layouts.	01/09/2020

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			<p>cycle to their school where possible;</p> <p>2. School Management will ensure that transport arrangements cater for any changes to start and finish times;</p> <p>3. The latest Government advice for school transport has been communicated to all parents and pupils by email.</p> <p>4. School Management will liaise with transport providers to ensure adherence to the latest government guidelines:</p> <p>a. Students are grouped together on transport, where possible and should reflect the bubbles that are adopted within School;</p> <p>b. Students are instructed to use their own hand sanitiser upon boarding and/or disembarking, additional hand sanitiser stations are provided on entry to the site;</p>					
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			<p>c. Organised queuing and boarding are implemented, where possible;</p> <p>d. Social distancing, wherever possible, on board vehicles will depend upon the type of service the pupil is using. Pupils will be made aware of the requirements of their type of service, e.g. 2metres without mask, 1-metre with masks. Students over 11 years of age, and adults must wear a face mask/ covering whilst on dedicated school transport if likely to come into close contact with people outside their group or when on public transport;</p> <p>5. When using school minibuses:</p> <p>a. running 2 vehicles rather than one, where possible, to reduce the number of passengers per vehicle and increase the amount</p>					
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			<p>of space between passengers;</p> <p>b. Cordoning off seats and eliminating face-to-face seating, where vehicle capacity allows, to help passengers spread out.</p>						
<p>Student or adult displays COVID19 symptoms whilst at School.</p>	<p>1. Transmission of COVID19 to the School community.</p>	<p>Students / Staff/ Others</p>	<p>1. If anyone becomes unwell with a new, continuous cough or high temperature or anosmia in school they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance; They will be taken to the school medical room and cared for by trained first aiders with appropriate PPE from the main office. Staff in the main office will contact parents to collect pupil asap. The main admin office will also follow up checking the test a test has been carried out and proof of the result. PPE is available from the admin office.</p>	4	2	8	M	<p>1. Cleaning of the area(s) concerned is covered by a Post-COVID19 Infection Risk Assessment. PHE will be revising their Guidance on this aspect during July/ August 2020;</p> <p>2. Education settings as employers can book tests through an online digital portal. There is also an option for employees to book tests directly on the portal. Home test kits will be made available to Schools during the Autumn Term;</p>	Ongoing

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			<ol style="list-style-type: none"> 2. If a child is awaiting collection, they should be moved, if possible, to the medical room where they can be isolated behind a closed door, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people; 3. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else; 4. PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained; 5. In an emergency, 999 will be called if they are seriously ill 			<ol style="list-style-type: none"> 3. Staff & Parents aware of the NHS 'track & trace' process and responsibility to inform school management if they are advised to socially isolate for 14 days because of a contact alert. 	
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			<p>or injured or their life is at risk. The person must not visit the GP, pharmacy, urgent care centre or a hospital;</p> <p>6. If a member of staff has helped someone who was unwell with a new, continuous cough or high temperature or anosmia, <u>they do not need to go home unless they develop symptoms themselves</u> (and in which case, they should arrange for a test) or the child subsequently tests positive. They must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. Cleaners will clean the affected area with appropriate cleaning materials after someone with symptoms has left will reduce the risk of passing the infection on to other people;</p>						
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			<p>7. All staff and Students who are attending a school setting will have access to a test if they display symptoms of coronavirus and should get tested in this scenario;</p> <p>8. Where the student or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation;</p> <p>9. Where the student or staff member tests positive, in liaison with the Public Health Team, the rest of their Class or group should be sent home and advised to self-isolate for 14 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;</p> <p>10. Schools Management understands the NHS Test and Trace process and how to contact their local Public</p>						
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			<p>Health England health protection team https://www.gov.uk/health-protection-team.</p> <p>11. School Management have ensured that staff members and parents/carers are aware that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> a. Book a test if they are displaying symptoms. Staff and Students must not come into School if they have symptoms and must be sent home to self-isolate if they develop them in School. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit; b. Provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or 						
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			<p>if asked by NHS Test & Trace;</p> <p>c. Self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19);</p> <p>12. Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test;</p> <p>13. School Management must take swift action when they become aware that someone who has attended School has tested positive for coronavirus (COVID-19). School Management will contact the local health protection team. This local health protection team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace;</p>						
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			<p>14. If School has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak, and School Management will continue to work with their local health protection team who will be able to advise if additional action is required;</p> <p>15. In some cases, our local health protection team may recommend that a larger number of other Students self-isolate at home as a precautionary measure – perhaps the whole site or year group.</p>						
Educational visits	<p>1. Increased exposure to persons outside their community;</p> <p>2. Reliance on the visit environment being kept clean & appropriately cleaned;</p>	Students / Staff	<p>1. Government advises against domestic (UK) <u>overnight</u> and overseas educational visits;</p> <p>2. Non-overnight domestic educational visits can resume in this Autumn Term providing a Risk Assessment which identifies the COVID19 secure measures being taken at the trip destination.</p>	3	3	9	M		Ongoing

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	3. Visit to areas subsequently designated as a COVID19 'hotspot'.								
Stress upon staff members	<ol style="list-style-type: none"> 1. Roles may be overlapping with greater demands in shorter term; 2. Parents may make increased demands upon staff. 	Staff	<ol style="list-style-type: none"> 1. Prioritisation of important tasks for the School community for that day/ week; 2. Regular feedback & updates for remaining staff as a group activity; 3. Staff kept informed of developments before Students & parent community; 4. Staff aware of need to report concerns to School Management; 5. Governing Body aware of the need to support Headteacher & Leadership Team. 	3	3	9	M	Minimise/ only essential contact with staff members outside working hours.	Ongoing

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S (Severity of accident/ exposure) x L (Likelihood of that accident/exposure happening) = R (Result). Res = Risk Rating Score - L, M or H

Assessment authorised by Headteacher			
Print Name: Dean Williams		Signature:	
		Date:	
<i>RISK RATING SCORE</i>	RESIDUAL RISK LEVEL	MANAGERIAL ACTION	RISK RESULT
1 - 5	L - LOW	Monitor, no action normally required	Acceptable = Risk Level & Controls Acceptable
6 - 10	M - MEDIUM	Attempt to improve controls so far as is reasonably practicable	
11 - 25	H - HIGH	Priority action to be taken to apply control measures	Not Acceptable = Risk Level & Controls Not Acceptable – Further Action Required
The Risk Assessment should be reviewed where circumstances change and/or at least annually. Significant changes will require a new risk assessment. For minor changes complete the boxes below. Attach additional Assessment Review Pages as necessary.			
Assessment Review			
Reviewed by:		Review date: Daily/Weekly	Existing risk assessment valid? (Y/N):
Has the activity changed? (Y/N):	How:	New controls:	



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Have new equipment or materials been introduced? (Y/N):	What:	New controls:
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APPENDIX A: AUTUMN PLAN

Autumn Return to Full-Time School

The following table outlines the measures we will be taking at school to minimise risk of infection within the school community once all pupils return to full-time education in September 2020. This is based on our own Risk Assessment which takes into account government guidance released on 2/7/20 which in turn, builds on the measures we have successfully implemented throughout lockdown.

It will be vital that all members of the school community adhere to these procedures to ensure everybody's ongoing safety. There is a basic expectation that all members of the school community take personal responsibility for how they interact with others and use the school facilities to ensure that risk of infection is minimised.

We have identified a number of key areas of risk and have outlined what measures will be in place to counter these risks. It is hoped that these will be temporary measures and that, as lockdown continues to ease, measures will be reviewed and adapted over time as the school is able to return to its usual way of working. The measures will therefore be reviewed weekly. Equally, further measures will be implemented if infection rates rise locally or nationally and we are directed to do so.

The model we have used is based on our school's context as a small, rural school with a generous site with over 90% of pupils travelling to school on transport. We are aiming to maintain the government's advised 'year group bubble' approach for secondary schools so that individual year groups are kept separate as much as possible and there is a staggered approach at various points throughout the day to avoid congestion and minimise mixing of year groups.

Risk	Measures	Notes
ARRIVAL	<ul style="list-style-type: none"> ▪ Each year group to be allocated a large, designated outdoor 'zone' or area to wait in before school. ▪ Pupils to go directly to their outdoor area on arrival and remain there until asked to enter classrooms, one year group at a time. ▪ Pupils will need to wash/sanitise hands on arrival. ▪ Pupils will need to ensure that they bring waterproof coats (as per school uniform guide) in case of inclement weather. 	Pupils tend to arrive and filter in over a period of around 30 minutes and so congestion on arrival is minimised.
CHANGEOVERS	<ul style="list-style-type: none"> ▪ Key Stage 3 lessons to be reduced by 5 minutes (Year 7 to be reduced by 8-10 minutes at least initially). ▪ Key Stage 3 pupils to go directly to their outdoor areas on each changeover and will be collected in year groups once Key Stage 4 pupils have moved to their lessons. ▪ Within Key Stages, pupils must wait in rooms for a few moments if another class is passing as they are leaving rooms. ▪ Key Stage 4 pupils to move classes at the usual times but will be required to go swiftly and directly to their next lesson. 	There is a strong probability of congestion in corridors and on staircases although passing each other in these spaces is considered very low risk. Staggered or structured changeovers will significantly reduce the number of pupils moving around the school at these points.

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	<ul style="list-style-type: none"> ▪ All pupils to be aware and avoid contact with pupils from other year groups whilst moving around the site. ▪ No access to toilets during changeovers unless absolutely necessary. ▪ If pupils are using the main entrances/exits in the Blue Corridor, they should maintain safe distances and use the 'less busy' points even if it involves taking a less-direct route. ▪ Pupils and staff to walk on the left on corridors / stairs / pathways etc 	
BREAK	<ul style="list-style-type: none"> ▪ Pupils will spend break in their designated outdoor area. ▪ Snacks to be consumed in designated areas only. ▪ Pupils to ensure their areas are kept tidy and litter-free. Bins will be placed in each area. ▪ Pupils will be called in one year group at a time at the end of break. ▪ There will be no access to the canteen during first break initially. ▪ Wet breaks will be avoided as much as possible due to limited space and congestion therefore wet break will only be called if rain is very heavy. Once again, pupils must ensure they wear their waterproof coats if necessary. 	Key Stage 3 pupils will be going to break 5 minutes earlier due to the slightly shortened lessons. Canteen facilities will not be accessible during first break initially and so pupils will need to bring their own snacks for first break if needed . We will be working with the catering company to look at safe ways to sell snacks at first break across the site.
LUNCH	<ul style="list-style-type: none"> ▪ Access to the canteen will be staggered, starting with Year 7 (from 12.20) and moving through to Year 11. Year groups will be called in one at a time. ▪ Lunches will continue to be served in a 'take away' style and pupils can return to their designated areas to eat or, if they choose, there will be allocated seating in the main hall for each year group which will have to be cleaned down after each use. Antibacterial wipes will be provided. ▪ There will be a one-way entry and exit system to the canteen. ▪ Pupils must remain in their designated areas however we will also allocate year groups a designated area of the field. They will be able to use either space but once again it will be their responsibility to maintain these areas. ▪ Pupils will not be able to share equipment or play any contact games during break. Ball games will therefore not be possible initially. ▪ The library and POD will have limited access. They will not be open to the general school population at lunch times however certain pupils will be offered limited access depending on need. ▪ Pupils will be called in from lunch one year group at a time and will go straight to period 4 where they will be registered as present by their subject teacher. There will be no afternoon registration in form rooms. 	The school canteen is particularly small and will not accommodate large numbers of pupils at any one time. This could pose a high risk and therefore staggered lunch and a one-way system will be implemented initially. The vast majority of pupils pre-order meals which are pre-prepared and collected swiftly.

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<p>LESSONS</p>	<ul style="list-style-type: none"> ▪ Seats will be arranged so that they face the front and group/pair work will be minimised initially. Staff will be required to maintain a safe distance from pupils. Teachers will remain at the front of the class as much as possible. ▪ Pupils must follow the seating plan prescribed by teachers and stay in the same seat when in that class. ▪ Practical work will be limited and where it does take place, it will be carefully managed. ▪ Pupils will need to ensure that they bring their own equipment and will not be able to share or borrow equipment. Text books will not be shared between year groups unless they have been cleaned or there is 72 hours between use. ▪ Year 7 will be taught in mixed-ability form groups in most subjects initially. ▪ Pupils will be dismissed from lessons one desk at a time. ▪ When the weather is fine, more lessons may take place outside. 	<p>Each subject area is assessing the risk in each of their subjects and ensuring that schemes of work are restructured to facilitate the most effective approach to learning whilst minimising any risk through practical activities or unnecessary pupil interaction. Specific guidance (such as changing in PE or instrumental use in music) will be advised by subject teachers in September.</p>
<p>PERSONAL HYGIENE</p>	<ul style="list-style-type: none"> ▪ Hand-hygiene is crucial and it will be the responsibility of each individual to keep their hands clean and to wash or sanitise hands at various points throughout the school day. Current advice is to clean hands on arrival, when changing rooms, after breaks and on departure. ▪ All toilet and wash basins will be open for pupils to access throughout the day and they will be fully stocked with soap. Hand sanitiser stations have also been installed throughout the site. Parents are therefore asked to ensure that their child has their own small bottle of hand sanitiser if possible so they can sanitise whenever they need to and even whilst moving around the school. ▪ Local Authority guidance now recommends that pupils wear face-coverings when in indoor communal areas of the school such as corridors and the canteen. Pupils are therefore now required to bring face-coverings to school for this purpose. They will be responsible for the safe wearing and storage of their face-coverings. This policy will be kept under constant review. ▪ There will be additional cleaning of the school site throughout the school day and at the end of the school day. ▪ Pupils will have access to a supply of anti-bacterial surface wipes in every room so they can wipe down their work areas regularly. Pedal bins will also be supplied for each room. ▪ Toilet areas will be cleaned throughout the day as well as each evening. All toilet areas will be opened including in the sports hall and the music block. No more than 2 pupils may access the toilet 'rooms' at a time and pupils will not be able to congregate. If there is a queue, pupils will need to make their way to another toilet or wait at a safe distance. Pupils must wash hands properly after using the toilet facilities. Pupils may ask permission to go to the toilet individually during lessons if necessary. 	<p>Personal hygiene is ultimately the responsibility of each individual. It is simply not feasible for hundreds of pupils to wash their hands several times per day using just the school's facilities and so pupils will be asked to use their own hand-sanitisers as in other public facilities. This will alleviate congestion and therefore risk significantly.</p>

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DEPARTURE	<ul style="list-style-type: none"> ▪ Key Stage 3 pupils will leave 5 minutes before Key Stage 4 pupils. Year 7 pupils will leave at 3.20 initially. ▪ Pupils will go straight to their buses if they are there and larger bus rooms will be transferred to larger spaces such as the school hall. ▪ Pupils should exit the site via the school gate on the top yard although the normal exit will also be open for those who are in classes nearby. ▪ Pupils will be supervised onto buses and organised in year groups. The seat they are allocated should remain their seat on every journey. 	There is high risk of congestion at the end of the school day and therefore staggered departure and exits will be necessary.
GENERAL	<ul style="list-style-type: none"> ▪ We are awaiting specific guidance on school transport from the Local Authority. We will issue this separately once we receive it. ▪ Pupils should only bring essential equipment to school for that particular day. They should not bring mobile phones and there will be no facility to store mobile phones at the front office during this period. ▪ Doors will be kept open throughout the site as much as possible. Windows will also be opened, particularly in classrooms, to improve ventilation. ▪ Government guidance on the identification of symptoms and self-isolation will still apply. Any pupil or staff member showing any of the designated symptoms should not attend school and should get a test immediately. This also applies to anybody who is self-isolating due to symptoms in their household or via receiving an alert from NHS Track and Trace. ▪ There will be no mixed year group gatherings, including assemblies. ▪ Pupils should wear school uniform as usual. It does not require washing any more than usual. ▪ If a parent/carer needs to come to school for any reason, only one parent/carer may access the site at a time. 	