

## Fire and Risk Management Services

## Risk Assessment For Operating A Full School

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

Assessor: <b>Nick O'Sullivan / Paul Lindup</b>	Date: <b>11 May 2021 v3</b>	Activity: <b>Operating a High School for all students from 8<sup>th</sup> March 2021 - COVID19. Step 3</b>	Location: <b>Weobley High School</b>		
Standard of dress for activity (if relevant)		PPE required: <b>Disposable Gloves, Aprons, Face masks/coverings, Fluid Resistant Face Masks, Goggles or Face Shields*</b>	Other equipment used during activity: <b>Cleaning equipment + bleach-based cleaning products</b>		
Persons exposed (please tick):	<b>Employees</b> <input checked="" type="checkbox"/>	<b>Students</b> <input checked="" type="checkbox"/>	<b>Public</b> <input type="checkbox"/>	<b>Others</b> <input checked="" type="checkbox"/>	<b>Expectant Mothers</b> <input checked="" type="checkbox"/>
<b>Hazards Identified – Guidance Note:</b> Look at the activity and identify hazard(s), tick if <b>present</b> and <b>significant</b> . 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.					
<b>Physical Injury Hazards</b>		<b>Physical Agents and Hazardous Substances</b>		<b>Miscellaneous</b>	
Hit by moving vehicles		<b>Hazardous substances</b>	<input checked="" type="checkbox"/>	Display Screen Equipment	
Contact with moving part of a machine		<b>Micro organisms</b>	<input checked="" type="checkbox"/>	Hot work/fire hazards	<input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/>
Contact with sharp objects		Extremes of Temperature		<b>Stress</b>	<input checked="" type="checkbox"/>
Impact with objects				Posture	
Physical attack				<b>Unauthorised entrance to site</b>	<input checked="" type="checkbox"/>
Finger "nips"					
<b>Danger to others from failure of students/ parents to comply with safety instructions from staff</b>	<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
<b>Students &amp; staff with prior medical conditions deemed as 'Clinically Extremely Vulnerable' (CEV).</b>	1. Persons with prescribed medical conditions and deemed previously as 'clinically extremely vulnerable' are more at risk from COVID19 effects.	Students / Staff	<ol style="list-style-type: none"> <li>1. The national shielding advice for all adults and children will pause on 31<sup>st</sup> March 21, 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 CEV shielded patient list should continue to remain away from school;</li> <li>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;</li> <li>3. CEV staff are advised to continue to work from home <u>unless</u> their role cannot be accomplished without attending School. The control measures in operation will be explained</li> </ol>	4	3	12	H	1. Staff & Parents aware of the NHS 'Test & trace' process and responsibility to inform school management if they are advised to socially isolate for 10 days because of a contact alert.	Ongoing, regular monitoring

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			<p>to them to reassure. Any concerns from these CEV staff members to be addressed sympathetically;</p> <p>4. Clinically Vulnerable (CV) staff can continue to attend school. While in School they must follow the system of controls to minimise the risks of transmission.</p> <p>5. Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home.</p> <p>6. A person who lives with those who are/ were defined clinically extremely vulnerable or clinically vulnerable can attend School;</p> <p>7. 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. School Management are aware that</p>					
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			pregnant women/students from 28 weeks' gestation, or with underlying health conditions at any point of gestation, may be at greater risk of severe illness if they catch coronavirus (COVID-19), where the NEM's Risk Assessment will be reviewed fortnightly.						
<b>Persons entering site with COVID19 symptoms</b>	1. Transmission of COVID19 to the School community.	Students / Staff/ Others	1. Staff & students <b><u>must not attend</u></b> if they have symptoms or are self-isolating due to symptoms in their household/ support bubble or via receiving an alert from the NHS 'Test & trace' process or they have had a positive result from either an LFD or PCR test or they are legally required to quarantine, having recently visited countries outside the Common Travel Area. They must immediately cease to attend and not attend for at least 10 days <b><u>from the day after:</u></b> a. the start of their symptoms	4	2	8	M	1. Remind parents & staff that the 10 full days self-isolation period for persons displaying symptoms is still current. Other Household members still need to isolate for 10 days. 2. Any person – staff or students or members of their household, if producing a positive result on an LFD test device, <b><u>must isolate</u></b> until they can firstly undergo a PCR test	Ongoing, regular monitoring

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			<p>b. the test date if they did not have any symptoms but have had a positive test (whether this was a <a href="#">Lateral Flow Device (LFD)</a> or <a href="#">Polymerase Chain Reaction (PCR) test</a>);</p> <p>2. School settings do not need to take student's temperatures every morning;</p> <p>3. Any member of staff who has provided close contact care to someone with symptoms, regardless of whether they are wearing PPE, and all other members of staff or students who have been in close contact with that person, do not need to go home to self-isolate unless:</p> <p>a. the symptomatic person subsequently tests positive;</p> <p>b. they develop symptoms themselves (in which case, they should self-isolate immediately and arrange to have a test);</p>			<p>within 2 days and whilst waiting for the PCR result. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the student can return to school, as long as the individual doesn't have COVID-19 symptoms.</p>	
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			<p>c. they are requested to do so by NHS Test and Trace or the Public Health England (PHE) advice service (or PHE local health protection team if escalated);</p> <p>d. they have tested positive from an LFD or PCR test as part of a community or worker programme.</p>						
<p><b>COVID19 virus being accidentally brought onto the site.</b></p>	<p>1. Transmission of COVID19 to the School community;</p> <p>2. Some BAME students &amp; staff members are statistically at higher risk;</p>	<p>Students / Staff/ Others</p>	<p>1. School Management will notify students &amp; parent and staff of the process for removing face coverings when students and staff who use them arrive at school. Students <b>must</b> be instructed <u>not to touch</u> the front of their face covering during use or when removing them. They <b>must</b> wash their hands immediately on arrival (as is the case for all students), dispose of temporary face coverings in a covered bin or place reusable face coverings in a sealable plastic bag they can take home with them, and then wash their hands</p>	4	2	8	M	<p>1. Where Classroom settings can keep students 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</p>	<p>Ongoing, regular monitoring</p>

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			<p>again before heading to their classroom;</p> <ol style="list-style-type: none"> <li>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 parts of the hands are covered. The hand washing times should be:             <ol style="list-style-type: none"> <li>a. When arriving at School;</li> <li>b. Returning from breaks;</li> <li>c. When they change rooms;</li> <li>d. Before &amp; after eating;</li> <li>e. Support those students who may need assistance in washing their hands effectively or more frequently because of medical conditions e.g., students who use saliva as a sensory stimulant;</li> </ol> </li> <li>3. School Management will update students, their Parents and staff on the required behaviour policies. This was undertaken as soon as practicable in the Spring</li> </ol>				<p>spent within 1-metre of anyone;</p> <ol style="list-style-type: none"> <li>2. Adjusting the timetable and selection of classroom or other learning environment to reduce movement around the school building;</li> <li>3. Removing unnecessary items from classrooms and other learning environments, where there is space to store it elsewhere, to improve space between students/ staff;</li> <li>4. Removing soft furnishings &amp; equipment items that are hard to clean (such as those with intricate parts) to reduce the risk of transmission;</li> </ol>	
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			<p>Term with the consequences for poor behaviour &amp; deliberately breaking rules.</p> <ol style="list-style-type: none"> <li>4. Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach;</li> <li>5. Cleaning frequently touched surfaces e.g., books, desks, chairs, doors, sinks, toilets, light switches, bannisters often using standard products, such as detergents and bleach;</li> <li>6. Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break &amp; lunch times). Adequate time will be allowed for cleaning surfaces in the Dining areas;</li> <li>7. The School Reception area will use barrier screens for any visitors to remain behind whilst dealing with staff. A record of all visitors to a School setting must be maintained, with visits</li> </ol>				<ol style="list-style-type: none"> <li>5. Lidded Bins for tissues are emptied throughout the day;</li> <li>6. School Management will promote Staff &amp; Parents awareness of the NHS 'Test &amp; trace' process and responsibility to inform school management if they are advised to socially isolate for 10 days because of a contact alert;</li> <li>7. Staff &amp; Parents aware of their responsibility to inform school management if they are required to quarantine having recently visited countries outside the Common Travel Area;</li> <li>8. Supply teachers, peripatetic teachers, sports coaches and those working in</li> </ol>	
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			<p>outside school hours being the preferred option;</p> <p>8. School will maintain consistent, distinct groups or 'bubbles' that do not mix which makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate and keep that number as small as possible. School will endeavour to limit interaction and the sharing of rooms and social spaces between groups as much as possible. We will keep students in their class groups for most of the classroom time, but also allow mixing in wider groups for:</p> <ul style="list-style-type: none"> <li>a. specialist teaching</li> <li>b. wraparound care</li> <li>c. transport;</li> </ul> <p>9. Teachers and other staff <u>can</u> operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need</p>					<p>before and after school clubs 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>9. Volunteers may be used to support the work of the 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</p>	
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			<p>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;</p> <p>10. Ensure that, wherever possible, students use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. Where space allows, we will attempt to seat students side by side and facing forwards, rather than face to face or side on. Students will be sat at the same desk each day and there will be no need to adjust our Class sizes from the usual;</p> <p>11. Student groups will be kept apart, meaning that large gatherings such as assemblies or collective worship with more than one group, will be suspended until further notice;</p> <p>12. Face coverings should be worn by students, staff and</p>				<p>staff where possible;</p> <p>10. Staff may need to be redeployed; however, any redeployments will not be made at the expense of supporting SEND students.</p> <p>11. Where schools are delivering education and training, including extra-curricular activities and wraparound childcare, in a community setting (for example, library or community centre), staff and pupils will be exempt from the legal requirement to wear a face covering if they are in a private room or the premises has been exclusively hired for</p>	
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			<p>adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). The students do not need to wear face coverings when outdoors on School premises;</p> <p>13. Wearing a face covering or face mask for students in Secondary schools is not now recommended by Government. From 17<sup>th</sup> May 21, face coverings are no longer recommended to be worn by staff <u>in Classrooms</u>. However, staff and adult visitors should continue to wear face coverings in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas);</p> <p>14. Face visors or shields should not normally be worn as an</p>				<p>the sole use of its students and staff;</p> <p>12. A transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. Transparent face coverings may be effective in reducing the spread of COVID-19. However, the evidence to support this is currently very limited. Face coverings (whether transparent or cloth) should fit securely around the face to cover the nose and mouth and be made with a breathable material</p>	
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			<p>alternative to face coverings/masks;</p> <p>15.If a student 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 <b>must</b> be worn by the supervising adult if a 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 <b>must</b> 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 (goggles or face shield) should also be worn;</p> <p>16. Sufficient handwashing facilities to be available. Where a sink is not nearby, hand sanitisers will be</p>					<p>capable of filtering airborne particles;</p> <p>13. The main benefit from a transparent face covering is that they can aid communication, for example enabling lip-reading or allowing for the full visibility of facial expressions, but this must be considered alongside the comfort and breathability of a face covering which contains plastic which may mean that the face covering is less breathable than layers of cloth.</p>	
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			<p>provided in classroom settings;</p> <p>17. Ensure that all staff and students are aware to:</p> <ul style="list-style-type: none"> <li>a. Frequently wash their hands with soap and water for 20 seconds and dry thoroughly.</li> <li>b. Clean their hands-on arrival at the School, after using a toilet, after breaks, before and after eating, and after sneezing or coughing;</li> <li>c. Encouraged not to touch their mouth, eyes and nose;</li> <li>d. Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it');</li> <li>e. Ensure that help is available for students who have trouble cleaning their hands independently;</li> </ul> <p>18. The School usual uniform policy will resume, with parents notified that student uniform does not need</p>					
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			<p>cleaning any more often than usual or cleaned using different methods from normal;</p> <p>19. Maximise natural &amp; mechanical ventilation throughout the school setting e.g., opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air;</p> <p>20. To balance the need for increased ventilation while maintaining a comfortable temperature, we will consider:</p> <ul style="list-style-type: none"> <li>a. opening high level windows in colder weather in preference to low level to reduce draughts;</li> <li>b. increasing the ventilation while spaces are</li> </ul>						
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			<p>unoccupied (for example, between classes, during break and lunch, when a room is unused)</p> <p>c. providing flexibility to allow additional, suitable indoor clothing – for more information see school uniform;</p> <p>d. rearranging furniture where possible to avoid direct draughts. Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces;</p> <p>21. Accessing Classrooms directly from outside where possible * See school signage;</p> <p>22. Stagger the following activities so that all students are not moving around the school at the same time:</p> <p>a. Assemblies;</p> <p>b. Break times including lunch. Dining areas must be cleaned between groups;</p>					
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			<ul style="list-style-type: none"> <li>c. Drop-off &amp; collection times;</li> <li>d. Travel on the left in corridors and on stair cases.</li> <li>e. Monitor that toilets &amp; cloakrooms do not become crowded by limiting the number of students who use the toilet facilities at one time;</li> </ul> <p>23. School Management will support &amp; promote the asymptomatic testing process using the LFD routine test kits for staff &amp; students to <u>voluntarily</u> test twice weekly at their homes &amp; follow the guidance provided with the LFD test kits;</p> <p>24. School will retain a small Asymptomatic Testing Site (ATS) for students who are unable or unwilling to test themselves at home;</p> <p>25. Separate to the asymptomatic testing regime, School received an</p>					
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			<p>initial supply of 10 PCR test kits before the start of the autumn term in 2020. These PCR test kits are provided to be used in the exceptional circumstance that an individual becomes symptomatic and School Management believe they may have barriers to accessing testing elsewhere where the kits can be given directly to:</p> <ul style="list-style-type: none"> <li>a. Staff - If they test negative, they can return to work as soon as they are well and no longer have symptoms of coronavirus (COVID-19);</li> <li>b. Parents collecting a student who has developed symptoms at School.</li> </ul> <p>26. Parents/ Carers notified that if their child needs to be accompanied to the School setting, only one parent/ carer should attend;</p> <p>27. Parents/ Carers and young people are notified of their</p>					
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			<p>allocated drop off and collection times and the process for doing so, including protocols for minimising person to person contact (for example, which entrance to use);</p> <p>28. 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>29. Stagger the use of staff rooms and offices to minimise occupancy to maintain social distancing. Remind staff to maintain social distancing in WC's;</p> <p>30. Canteens, School Kitchens and School meal providers will resume supply from 8<sup>th</sup> March 2021. There is specific guidance for Canteens &amp; School meal providers for them to observe;</p> <p>31. Students and Teaching staff can take books and other shared resources home,</p>						
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			<p>although unnecessary sharing should be avoided, especially where this does not contribute to student education and development;</p> <p>32. 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>33. Classroom based resources, such as books and games, can be used and shared within the student group; 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 and <u>always before it is moved 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)</p>					
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			<p>between use by different groups;</p> <p>34. Students should limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed;</p> <p>35. 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 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. School can work with external coaches &amp;</p>					
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			<p>organisations for PE activities &amp; we will obtain a copy of their Risk Assessments before doing so. Indoor and outdoor competition between different schools can take place;</p> <p>36. Team sports will only be considered where those sports whose national governing bodies have developed guidance under the principles of the government’s guidance on team sport and been approved by the government i.e. sports on the list available at grassroots sports <a href="#">guidance for safe provision including team sport, contact combat sport and organised sport events</a>;</p> <p>37. School Management have noted that there may be an additional risk of infection in environments where students or others are singing, chanting, playing wind or brass instruments or shouting. To reduce the risk,</p>					
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			<p>particularly when students are playing instruments or singing in small groups such as in music lessons by, for example, handwashing before &amp; after handling instrument, physical distancing and playing outside wherever possible, positioning students back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles,</p> <p>38. 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 &amp; shared equipment <b>must be</b> cleaned in between users;</p> <p>39. If staff meetings are necessary, keeping all attendees 2-metres apart, ensure they do not share</p>					
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			objects, such as pens and paper, and have hand sanitiser accessible.						
<b>Transport &amp; journeys to/ from School</b>	1. Transmission of COVID19 to the School community.	Students / Staff/ Others	<ol style="list-style-type: none"> <li>1. School Management encourages parents, students &amp; staff to walk or cycle to their school where possible;</li> <li>2. School Management will ensure that transport arrangements cater for any changes to start and finish times;</li> <li>3. Government advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a 'one metre+' approach where this is not possible, does not apply from 8<sup>th</sup> March 2021 on student dedicated transport, although social distancing should be put in place whenever possible;</li> <li>4. School Management will liaise with transport providers to ensure:</li> </ol>	4	2	8	M	<ol style="list-style-type: none"> <li>1. School Minibuses should not use 'face to face' seating layouts;</li> <li>2. If someone who uses transport tests positive, the assessment is likely to take account of factors such as:                             <ol style="list-style-type: none"> <li>a. Vehicle size;</li> <li>b. Degree of face-to-face contact;</li> <li>c. Length of time in close proximity;</li> <li>d. Whether a Perspex screen is in place.</li> </ol> </li> </ol>	

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			<ul style="list-style-type: none"> <li>a. Students are grouped together on transport, where possible, should reflect the groups that are adopted within School;</li> <li>b. Hand sanitiser is provided and used by students upon boarding and/or disembarking;</li> <li>c. Organised queuing and boarding are implemented, where possible;</li> <li>d. Social distancing <u>within</u> vehicles is maximised, wherever possible;</li> <li>e. Students aged 11 and over <b>must</b> wear a face covering when travelling on dedicated transport to/ from School;</li> <li>f. Fresh air (from outside the vehicle) through ventilation, is maximised, particularly through opening windows and ceiling vents;</li> <li>g. Students should not board home to school transport if they, or a member of</li> </ul>					
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			<p>their household, has had a positive test result or has symptoms of coronavirus (COVID-19);</p> <p>5. When using minibuses/ coaches:</p> <p>a. Substituting smaller vehicles with larger ones, or running 2 vehicles rather than one, where possible, to reduce the number of passengers per vehicle and increase the amount 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><b>Pupil/ Child or adult displays COVID19 symptoms whilst at School.</b></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 (37.8°C) or anosmia in an education setting, they <b>must</b> be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance;</p>	4	2	8	M	<p>1. Cleaning of the area(s) concerned is covered by a Post-COVID19 Infection Risk Assessment;</p> <p>2. Education settings as employers can book tests through an online digital portal. There is also</p>	

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			<p>2. If a student is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the student and 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;</p> <p>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;</p> <p>4. PPE <b>must</b> be worn by staff caring for the student while they await collection if a distance of 2 metres cannot be maintained (such as for a student with complex needs);</p>				<p>an option for employees to book tests directly on the portal. LFD test kits are made available to staff members for routine testing at their homes. PCR test kits are available within School;</p> <p>3. Staff &amp; Parents aware of the NHS 'Test &amp; trace' process and responsibility to inform school management if they are advised to socially isolate for 10 full days because of a contact alert.</p>	
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			<p>5. In an emergency, call 999 if they are seriously ill 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 (37.8°C) or anosmia, <b><u>they do not need to go home unless they develop symptoms themselves</u></b> (and in which case, they should arrange for a test) or the child subsequently tests positive. They <b><u>must</u></b> wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant <b><u>must</u></b> occur, 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 subsequently positive, the rest of their Class or group should be sent home and advised to self-isolate for 10 full days. The other household members of that wider class or group do not need to self-isolate unless the young person or staff member they live with in that group subsequently develops symptoms;</p> <p>9. Schools Management understands the NHS Test and Trace process and how to contact their local Public Health England health protection team or if additional support is needed, then contact the DfE Helpline on 0800 046 8687, option1;</p> <p>10. School Management have ensured that staff members</p>					
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			<p>and parents/carers are aware that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> <li>a. Book a PCR test if they are displaying symptoms. Staff and students <b>must</b> 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 but children aged 11 and under will need to be helped by their parents/carers if using a home testing LFD kit;</li> <li>b. Provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test &amp; Trace;</li> <li>c. Self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone</li> </ul>					
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			<p>who tests positive for coronavirus (COVID-19);</p> <p>11. Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test;</p> <p>12. School Management <b>must</b> 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> <p>13. If Schools 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</p>						
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			<p>Management will continue to work with their local health protection team who will be able to advise if additional action is required;</p> <p>14. 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>						
<b>Educational visits</b>	<ol style="list-style-type: none"> <li>1. Increased exposure to persons outside their community;</li> <li>2. Reliance on the visit environment being kept clean &amp; appropriately cleaned;</li> <li>3. Visit to areas subsequently designated as a COVID19 'hotspot'.</li> </ol>	Students / Staff	<ol style="list-style-type: none"> <li>1. School Management has no current plans to carry out any educational visits during this academic year. However;</li> <li>2. School Management is aware that the UK is still operating under COVID-19 restrictions and that any educational visit that takes you to either Scotland, Wales or Northern Ireland must be COVID-19 compliant with the required regulations at the educational visit destination;</li> </ol>	3	3	9	M	<ol style="list-style-type: none"> <li>1. Bubble size considerations:                             <ol style="list-style-type: none"> <li>a. Bubbles should only be formed from existing school bubbles such that residential visit bubbles only have pupils from a single existing bubble;</li> <li>b. Form bubbles no larger than circa 30 children – where possible we will aim to</li> </ol> </li> </ol>	

## Fire and Risk Management Services

			<p>3. Government has relaxed the restriction on day educational visits from 12<sup>th</sup> April 21. A Risk Assessment must be submitted by the Trip Leader to School Management for approval before any trip occurs. School will also confirm with their Insurers that any offsite trip will be covered in the current pandemic;</p> <p>4. School Management are aware that domestic residential educational visits can resume from 17<sup>th</sup> May 21. If applicable, students would be kept within their consistent groups (bubbles) for the purpose of the visit;</p> <p>5. In the event of any residential educational visits, School Management will ask the accommodation provider to confirm that:</p> <p style="margin-left: 20px;">a) They are confident they can maintain the integrity of the school bubble and prevent</p>					<p>establish smaller bubbles;</p> <p>c. Only Teachers and members of the School workforce already part of the established school bubble should accompany pupils on the visit as they are part of the existing school bubble – they do not count towards the bubble size above;</p> <p>d. Parents, carers or volunteers <u>should not</u> accompany the group to maintain the integrity of the bubble;</p> <p>2. The Visit Risk Assessment should include how the</p>	
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## Fire and Risk Management Services

			<p>mixing with other guests and bubbles;</p> <p>b) Have assessed overnight sleeping arrangements in line with the size of the group that will be expected to share rooms or dormitories, particularly in respect of measures to ensure appropriate ventilation;</p> <p>c) Have measures in place to ensure the effective and frequent sanitising and cleaning of any shared facilities such as:</p> <ul style="list-style-type: none"> <li>I. bathrooms kitchen or dining;</li> <li>II. any potentially shared equipment or communal facilities;</li> <li>III. frequent touched surfaces;</li> </ul> <p>6. Overnight sleeping arrangements place students and staff at increased risk of exposure to COVID-19. As a consequence, if the educational visit contains more than 6 people, we will</p>					<p>integrity of the bubble will be maintained throughout (including during recreational times) – we will not:</p> <ul style="list-style-type: none"> <li>a) ‘Top up’ or mix the bubbles at any time during the visit;</li> <li>b) Think very carefully about how we will maintain the integrity of large bubbles;</li> <li>c) The integrity of the bubbles will be maintained and bubble mixing prevented if more than one bubble is going on the trip;</li> <li>d) How we will maintain the bubble throughout the</li> </ul>	
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## Fire and Risk Management Services

			<p>ensure that the bubble is broken down into smaller groups for sleeping and room sharing is limited as far as possible. Members of school staff will have their own single room and will not share with other members of school staff;</p> <p>Given the complexities attached to international travel at this stage of the pandemic, Government recommends schools do not go on any international visits this academic year up to and including 5 September 2021. The position beyond 5 September will be reviewed again in advance of Step 4</p>					<p>visit and ensure that bubbles do not mix with other school groups or bubbles or other guests;</p> <p>Contingency plans enable a rapid response to symptoms developing in the group or someone needing to self-isolate.</p>	
<b>Stress upon staff members</b>	<ol style="list-style-type: none"> <li>1. Roles may be overlapping with greater demands in shorter term;</li> <li>2. Parents may make increased demands upon staff.</li> </ol>	Staff	<ol style="list-style-type: none"> <li>1. Prioritisation of important tasks for the School community for that day/ week;</li> <li>2. Regular feedback &amp; updates for remaining staff as a group activity;</li> <li>3. Risk Assessments &amp; safety information made easily available to all staff.</li> </ol>	3	3	9	M	Minimise/ only essential contact with staff members outside working hours.	

## Fire and Risk Management Services

			<ol style="list-style-type: none"> <li>4. Staff kept informed of developments before students &amp; parent community;</li> <li>5. Staff aware of need to report concerns to School Management;</li> <li>6. Governing Body aware of the need to support Headteacher &amp; Leadership Team.</li> </ol>						
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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**

<b>Assessment authorised by Headteacher</b>		
<b>Print Name: DEAN WILLIAMS</b>	<b>Signature:</b> 	<b>Date: 12.05.2021</b>

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<i>RISK RATING SCORE</i>	<b>RESIDUAL RISK LEVEL</b>	<b>MANAGERIAL ACTION</b>	<b>RISK RESULT</b>
<b>1 - 5</b>	<b>L - LOW</b>	<b>Monitor, no action normally required</b>	<b>Acceptable = Risk Level &amp; Controls Acceptable</b>
<b>6 - 10</b>	<b>M - MEDIUM</b>	<b>Attempt to improve controls so far as is reasonably practicable</b>	
<b>11 - 25</b>	<b>H - HIGH</b>	<b>Priority action to be taken to apply control measures</b>	<b>Not Acceptable = Risk Level &amp; Controls Not Acceptable – Further Action Required</b>
<b>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.</b>			
<b>Assessment Review</b>			
<b>Reviewed by:</b>		<b>Review date: Daily in first week/ Weekly in first month/Monthly</b>	<b>Existing risk assessment valid? (Y/N):</b>
<b>Has the activity changed? (Y/N):</b>	<b>How:</b>	<b>New controls:</b>	
<b>Have new equipment or materials been introduced? (Y/N):</b>	<b>What:</b>	<b>New controls:</b>	

**APPENDIX A: COVID PLAN**

The following table outlines the measures we are taking at school to minimise risk of infection within the school community now that all pupils have returned to full-time education. This is based on our own Risk Assessment which takes into account the most recent government guidance which in turn, builds on the measures we successfully implemented throughout lockdown.

It is 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 are in place to counter these risks. It is hoped that these will be temporary measures and that 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 regularly. 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.

Initially, prior to rejoining lessons for the first time after lockdown, pupils will have Lateral Flow Tests which will be repeated two further times; home-testing kits will then be provided for families to test children twice per week. The usual procedures for self-isolation and Track and Trace will be implemented following any positive tests.

Risk	Measures	Notes
<b>ARRIVAL</b>	<ul style="list-style-type: none"> <li>▪ Each year group has been allocated a large, designated outdoor 'zone' or area to wait in before school.</li> <li>▪ Pupils to go directly to their outdoor area on arrival and remain there until asked to enter classrooms, one year group at a time.</li> </ul>	Pupils tend to arrive and filter in over a period of around 30 minutes and so congestion on arrival is minimised.

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	<ul style="list-style-type: none"> <li>▪ Pupils will need to wash/sanitise hands on arrival.</li> <li>▪ <b>Pupils will need to ensure that they bring waterproof coats</b> (as per school uniform guide) in case of inclement weather.</li> </ul>	
<b>CHANGEOVERS</b>	<ul style="list-style-type: none"> <li>▪ Key Stage 3 lessons to be reduced by 2 minutes (Year 7 to be reduced by 3 minutes).</li> <li>▪ 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.</li> <li>▪ Within Key Stages, pupils must wait in rooms for a few moments if another class is passing as they are leaving rooms.</li> <li>▪ Key Stage 4 pupils to move classes at the usual times but will be required to go swiftly and directly to their next lesson.</li> <li>▪ All pupils to be aware and avoid contact with pupils from other year groups whilst moving around the site.</li> <li>▪ No access to toilets during changeovers unless absolutely necessary.</li> <li>▪ 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.</li> <li>▪ Pupils and staff to walk on the left on corridors / stairs / pathways etc</li> </ul>	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.
<b>BREAK</b>	<ul style="list-style-type: none"> <li>▪ Pupils will spend break in their designated outdoor area.</li> <li>▪ Snacks to be consumed in designated areas only.</li> <li>▪ Pupils to ensure their areas are kept tidy and litter-free. Bins will be placed in each area.</li> <li>▪ Pupils will be called in one year group at a time at the end of break.</li> <li>▪ There will be no access to the canteen during first break initially.</li> <li>▪ 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.</li> </ul>	Key Stage 3 pupils will be going to break 3 minutes earlier due to the slightly shortened lessons. Canteen facilities will not be accessible during first break initially and so <b>pupils will need to bring their own snacks for first break if needed</b> . We will be working with the catering company to look at safe ways to sell snacks at first break across the site.
<b>LUNCH</b>	<ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ 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 for each year group which will have to be cleaned down after each use. Antibacterial wipes will be provided.</li> <li>▪ There will be a one-way entry and exit system to the canteen.</li> <li>▪ Pupils must remain in their designated areas however we will also allocate year groups a designated area of the field when it opens. They will be able to use either space but once again it will be their responsibility to maintain these areas.</li> </ul>	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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	<ul style="list-style-type: none"> <li>▪ Pupils will not be able to share equipment or play any contact games during break. Ball games will therefore not be possible initially.</li> <li>▪ 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.</li> <li>▪ 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.</li> </ul>	
<b>LESSONS</b>	<ul style="list-style-type: none"> <li>▪ <b>Pupils are no longer required to wear face-coverings although they do so if they choose. Staff are to wear face-coverings in communal areas or where social-distancing is not possible.</b></li> <li>▪ 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.</li> <li>▪ Pupils must follow the seating plan prescribed by teachers and stay in the same seat when in that class.</li> <li>▪ Practical work will be limited and where it does take place, it will be carefully managed.</li> <li>▪ <b>Pupils will need to ensure that they bring their own equipment</b> 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.</li> <li>▪ Pupils will be dismissed from lessons one desk at a time.</li> <li>▪ When the weather is fine, more lessons may take place outside.</li> </ul>	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 reviewed and advised by subject teachers.
<b>PERSONAL HYGIENE</b>	<ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ 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. <b>Parents are therefore asked to ensure that their child has their own small bottle of hand sanitiser</b> so they can sanitise whenever they need to and even whilst moving around the school.</li> <li>▪ Pupils should continue to wear face coverings on school transport.</li> <li>▪ There will be additional cleaning of the school site throughout the school day and at the end of the school day.</li> <li>▪ Pupils will have access to a supply of anti-bacterial surface wipes or other cleaning products in every room so they can wipe down their work areas regularly. Pedal bins will also be supplied for each room.</li> </ul>	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.

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	<ul style="list-style-type: none"> <li>▪ 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.</li> </ul>	
<b>DEPARTURE</b>	<ul style="list-style-type: none"> <li>▪ Key Stage 3 pupils will leave 2 minutes before Key Stage 4 pupils.</li> <li>▪ 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.</li> <li>▪ 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.</li> <li>▪ Pupils will be supervised onto buses and organised in year groups. The seat they are allocated should remain their seat on every journey.</li> </ul>	There is high risk of congestion at the end of the school day and therefore staggered departure and exits will be necessary.
<b>GENERAL</b>	<ul style="list-style-type: none"> <li>▪ School transport guidance from the Local Authority has been issued separately.</li> <li>▪ <b>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.</b></li> <li>▪ Doors will be kept open throughout the site as much as possible. Windows will also be opened, particularly in classrooms, to improve ventilation.</li> <li>▪ Government guidance on the identification of symptoms and self-isolation will still apply. <b>Any pupil or staff member showing any of the designated symptoms should not attend school and should get a PCR test immediately.</b> 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.</li> <li>▪ There will be no mixed year group gatherings, including assemblies.</li> <li>▪ Pupils should wear school uniform as usual. It does not require washing any more than usual.</li> <li>▪ If a parent/carer needs to come to school for any reason, only one parent/carer may access the site at a time.</li> <li>▪ Parents should ensure that they adhere to social-distancing rules if collecting pupils at the end of the school day and should not remain on site for any longer than necessary.</li> </ul>	