



<b>Risk</b>	<b>Spread of Coronavirus Infection – through face to face contact sessions with Year 10, working with Critical Workers students, working with our vulnerable students and having generally more staff and students on school site</b>
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Although this risk assessment is written to predominantly protect students and staff it also extends wider to consider the safeguarding of all our families where contact is made.

What are the hazards?	Who might be harmed & how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk as the plan begins to work and feedback is given?	Action by whom?	Action by when?	Done
Spread of infection across the site	Staff and students	<ul style="list-style-type: none"> <li>● Each area used will be deep cleaned before and after use</li> <li>● Areas that have a high usage will be cleaned before, during and after the school day e.g door handles leading to key areas</li> <li>● Unless cold, all classrooms will have windows and doors open to provide natural ventilation within the room</li> <li>● Where regulations allow, doors will be propped open to limit the use of door handles etc across the site</li> <li>● Once the meetings have been completed the rooms will be locked in preparation for deep cleaning before the following day when they may be in use again</li> <li>● On each door of each room being used, there is a cleaning poster that will signed after each deep clean to show that the room has been completed</li> <li>● Site Manager to observe protocol is in</li> </ul>		Site Manager  Cleaning staff  Site team	Every day from June 3rd	



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Risk to students of contracting the infection from exposure to other students.		<ul style="list-style-type: none"> <li>• Students are to sit 2m apart</li> <li>• Students are to be reminded of social distancing especially during informal breaks</li> <li>• Students are to make sure that they wash their hands frequently</li> </ul>		Students	Whenever in school	
Spread of infection whilst students are moving around the school site	Students	<ul style="list-style-type: none"> <li>• Free movement from area to area should be kept to a minimum.</li> <li>• Not all blocks will be open for students to walk into</li> <li>• There will be informal break times between each hour when staff rotate but students will not be expected to move from their room/desk</li> <li>• If students want to use the toilet, they will be able to go. There will be 2m distancing tape to ensure that toilets are not overcrowded</li> <li>• Students are to make sure that they wash their hands frequently when touching anything that is shared</li> <li>• Where regulations allow, doors will be propped open to limit the use of door</li> </ul>		Students Staff	When ever in school	



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		<p>handles etc across the site</p> <ul style="list-style-type: none"> <li>As students leave their face-to-face session they will be asked to leave one at a time so that social distancing rules apply.</li> <li>Students will be asked to leave the site immediately and staff will be positioned along the school site to manage this flow.</li> <li>Students who see their friends will be able to say hello observing the social distancing guidance but to ensure that there are not lots of students on site at once, the expectation is that students leave as quickly as possible.</li> <li>Student services will be on the gates at the start and end of sessions to greet students and to ensure flow and social distancing</li> </ul>				
Spread of infection for students who are completing face to face sessions with Year 10	Staff and students	<ul style="list-style-type: none"> <li>Each classroom will be deep cleaned before it is opened for the day</li> <li>Each classroom will only be used for one class each day and then will be locked ready for deep cleaning</li> <li>Classrooms will be set up with 15 numbered tables</li> <li>Students will have a number allocated on their timetabled face-to-face sessions that will have been sent home, including a plan</li> </ul>		Staff and students  Site manager  Site team – locking and unlocking	Whenever they are in school	



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		<p>of the layout of the room.</p> <ul style="list-style-type: none"> <li>• A plan of the room and numbering will be placed outside each room alongside a list of students and their seat number</li> <li>• Staff will be given a copy of the register for their room alongside where each student should be sitting</li> <li>• Students will not line up outside the door but be expected to walk into the room and sit in their allocated numbered chair/table</li> <li>• Each class will be given a different start time for their 2 hour session for the day to ensure that staggered start and end times apply</li> <li>• Where regulations allow, doors will be propped open to limit the use of door handles etc</li> <li>• Unless cold, all classrooms will have windows and doors open to provide natural ventilation within the room</li> <li>• Students will be sat 2m apart and will not move out of their chairs</li> <li>• Students who want re-clean their table before sitting at it will be provided with the cleaning products</li> <li>• Students will then use hand sanitiser in the</li> </ul>		<p>Site team – ensuring cleaning resources are in place</p> <p>Cleaning staff</p>		
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		<p>room to wash their hands</p> <ul style="list-style-type: none"><li>• Staff rotating will wash down their desk and wash their hands before beginning their session</li><li>• As students leave their face to face session they will be asked to leave one at a time so that social distancing rules apply.</li><li>• Students will be asked to leave the site immediately and not wait around on Wildern Lane. Staff will be positioned along the school site to manage this flow.</li><li>• Students who see their friends will be able to say hello observing the social distancing guidance but to ensure that there are not lots of students on site at once, the expectation is that students leave as quickly as possible.</li><li>• Site Manager to observe protocol is in place.</li></ul>				
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<p>Spread of infection from coughs and sneezes.</p>	<p>Students and Staff</p>	<ul style="list-style-type: none"> <li>• Staff and students are reminded to cover coughs and sneezes with a tissue and put it in the bin.</li> <li>• Ensure enough tissues are available each classroom for use.</li> <li>• Bins to be double bagged and contents disposed of. Bins to be emptied after each 2 hour session, during the day for critical worker students</li> <li>• If a tissue is not available sneeze into their elbow..</li> <li>• Cleaning/site staff wear gloves when emptying bins during and at the end of the day.</li> <li>• Site Manager to observe protocol is in place.</li> <li>• As much as possible observe social distancing protocols with children and minimise physical contact.</li> <li>• Students sit 2m apart at tables/workstations and are reminded of social distancing</li> </ul>		<p>Teaching and support staff.</p> <p>Site Manager</p> <p>Students</p> <p>Cleaning staff</p>	<p>Whenever staff and students are in school</p>	
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<p>Spread of infection from external frequently touched surfaces and resources.</p>	<p>Students and Staff</p>	<ul style="list-style-type: none"> <li>• Staff and children to wash their hands when entering school in the morning</li> <li>• After break times for critical worker/vulnerable students when coming in from the outdoor area to reduce transmission of germs from outdoor/PE equipment i.e. Table tennis equipment</li> <li>• Ensure soap dispensers/ hand sanitisers have not run out. Inform Site Manager if either needs replacing.</li> <li>• Student to wipe their tables/workstations at the start of each day if they wish to do so</li> </ul>		<p>Teaching staff Support Staff Students Site manager Site team Cleaning staff</p>	<p>Whenever staff and students are in school</p>	
<p>Spread of infection from hand to hand contact</p>	<p>Students and Staff</p>	<ul style="list-style-type: none"> <li>• Ensure good hand-washing protocols are in place for students and reinforce good hand washing.</li> <li>• Students are encouraged to use the sanitisers provided</li> <li>• Any resources that are lent to students are kept by the students</li> </ul>		<p>All staff Students</p>	<p>Whenever staff and students are in school</p>	



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<p>Spread of infection from items and clothing brought into the school by students and staff.</p>	<p>Students and Staff</p>	<ul style="list-style-type: none"> <li>• Ensure that students and staff look after their own belongings</li> <li>• Ensure that students and staff wash their hands throughout the day in line with washing protocols</li> <li>• Ensure that students and staff take all their belongings home</li> </ul>		<p>Students and staff</p>	<p>Whenever staff and students are in school</p>	
<p>Spread of infection from internally frequently touched surfaces and resources inside the building</p>	<p>Students and Staff</p>	<ul style="list-style-type: none"> <li>• Ensure cleaning staff are thoroughly cleaning the surfaces they are responsible for cleaning to a good standard.</li> <li>• Site Manager to check that these protocols are adhered to</li> <li>• Table tops/workstations are wiped down by students should they wish to each day as a precautionary measure</li> <li>• Students to be given a pack of stationery should they need it which they will be able to keep</li> </ul>		<p>Site manager  Cleaning staff  All staff  Students</p>	<p>Whenever staff and students are in school</p>	





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<p>Risk of catching other diseases from children who are unwell.</p>	<p>Students and Staff</p>	<ul style="list-style-type: none"> <li>• Parents to be reminded any children who are unwell should not be in school and should observe the 48 hour rule following bouts of sickness and diarrhoea.</li> <li>• Parents to be reminded of the Coronavirus guidance and ask that they reinforce this with their children</li> <li>• Staff to be vigilant of this rule and inform a member of SLT if they have concerns regarding students who are unwell in school.</li> <li>• Students to be vigilant of this rule and inform their teacher if they have concerns regarding students who are unwell in school.</li> <li>• The First Aid room will be open for students who are ill</li> <li>• The First Aiders will be provided with PPE to use as and when it is necessary following government guidance</li> <li>• Children who present Coronavirus symptoms to be isolated in a separate classroom and parents called immediately.</li> </ul>		<p>All staff Parents Students First aiders</p>	<p>Whenever staff and students are in school</p>	
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Risk of infection due to external visitors	Students and Staff	<ul style="list-style-type: none"> <li>• No visitors are allowed into school without making a prior appointment this will be made clear to all parents and staff from June 1st</li> <li>• Reception will have a screen in order to allow social distancing rules to apply</li> <li>• Delivery drivers will be met at the main school gates and let into school if it is necessary. All deliveries are taken to a central point</li> <li>• Everyone entering and leaving the site to practise social distancing of at least 2 metres at all times.</li> <li>• Parents will need to drop off/collect any students from outside the school gates</li> </ul>		All staff  Site manager	Whenever staff and students are in school	
Risk of contracting the illness through contact with others in the community.	Students and Staff	<ul style="list-style-type: none"> <li>• All staff/students to follow government guidance on lockdown processes</li> <li>• When outside of the home ensure social distancing is practiced.</li> </ul>		All staff  Students		



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Risk of significant threat to members of students who are vulnerable in the definition provided in government guidance	Students	<ul style="list-style-type: none"> <li>High risk vulnerable Year 10 students to continue to work remotely</li> </ul>		Students		
Risk of bullying to students due to prejudiced or ill-informed attitudes to the COVID 19 outbreak and its origins.	Students	<ul style="list-style-type: none"> <li>Staff to follow the school's behaviour policy</li> <li>Staff to follow safeguarding measures as per school policy and as updated on return to school.</li> <li>Student services and pastoral staff in school to support students who have experienced abuse related to the outbreak.</li> <li>Incidents are recorded and outcomes monitored through remote support.</li> </ul>		Staff  Students	Whenever staff and students are in school	
Managing students who have anxiety issues around returning to schools	Staff and students	<ul style="list-style-type: none"> <li>Staff to use the same processes as normal to highlight this situation to key staff within school</li> <li>Students to be offered support through talking to Student services and using their expertise/ELSA/work with the Learning Hub/counsellor</li> <li>Follow the procedures within the schools bereavement policy</li> </ul>		Students  Staff	Whenever staff and students are in school	



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<p>Supporting Staff/Students who have experienced /may experience bereavement during lockdown</p>	<p>Staff and students</p>	<ul style="list-style-type: none"> <li>• Bereavement policy written</li> <li>• SLT to support staff, students and families as set out in policy.</li> </ul>		<p>Students  staff</p>	<p>Whenever staff and students are in school</p>	
<p>Operating fire and emergency procedures during partial opening</p>	<p>Staff and students</p>	<ul style="list-style-type: none"> <li>• Same process in place for alerting the discovery of a fire or using the emergency procedures system</li> <li>• Fire assembly points will remain the same, but students directed to remain in class lines whilst adhering to social distancing guidance</li> <li>• Staff in for face to face sessions or supervising key worker provision are to register their class lines whilst adhering to social distancing guidance</li> <li>• Staff in school to support these should gather on the tennis courts and register with fire marshall whilst adhering to social distancing guidance</li> <li>• If emergency procedures are required, doors and windows will be closed/locked for the minimum time period required</li> <li>• In emergency procedures, staff are to use</li> </ul>		<p>Staff  Students</p>	<p>Whenever staff and students are in school</p>	



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		<p>the wipes/cleaning products to wipe down areas touched in closing doors/windows</p> <ul style="list-style-type: none"> <li>• Staff to wash their hands with hand sanitiser</li> <li>• Site Manager to observe protocol is in place.</li> </ul>				
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Risk Assessor: Mrs Ceri Oakley	Signature	Date: May 21 <sup>st</sup> 2020
Responsible Manager: Miss ML Litton	Signature	Date: May 21 <sup>st</sup> 2020

Date Reviewed	Signature	Role