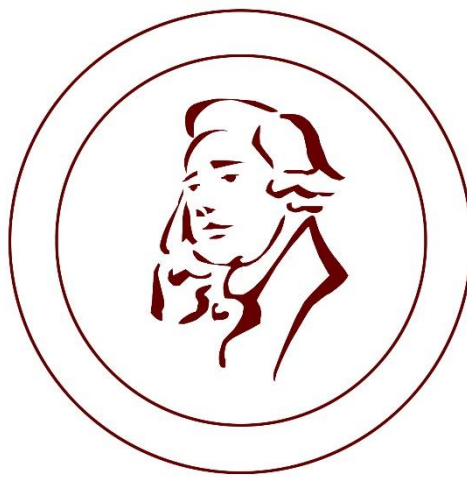


# Thomas Telford School



## COVID-19 Risk Assessment

**June 2021**

**June 2021**

# TTS – Risk Assessment

**June 2021**

## Key principles:

- Students in year group bubbles – respect personal space and non-contact
- Staff 2 metres where possible and at least 1 metre plus distancing between each other and students at all times
- Extensive cleaning regime during day and each evening with additional measures to be undertaken by staff/students in specialised venues used by multiple bubbles
- Strong emphasis on personal hygiene
- Staggered start and finish to the day and reduced Session 3
- High levels of supervision and controls on movement around the school
- High expectations on staff and students to be familiar and comply with the “new normal”
- Supportive and caring environment for staff and students
- Timely and measured response to any symptomatic staff or students working closely with public health authorities if necessary
- After implementing measures the risk level is **medium** as cases **have started to rise** in the community and **there could be additional** pressure on the NHS

## Considerations for risk assessment

- Aim to cover all aspects of the school day
- Presented in a logical and structured format
- Avoidance of repetition
- Staff consulted and able to contribute where appropriate
- Regularly review and updates
- Shared with all stakeholders

## **Content**

- **Saturday School**
- **Students and staff asymptomatic testing**
- **Social distancing travelling, entering and exiting school**
- **Social distancing and expectations in the classroom**
- **Social distancing and hygiene using toilets**
- **Social distancing and hygiene during breakfast and lunch**
- **Hygiene and cleaning**
- **Social distancing in corridors/movement**
- **Resources and hygiene**
- **Student emotional distress**
- **Staff anxieties**
- **Staff close contact with children**
- **Vulnerable staff and family members**
- **Students or staff displaying symptoms**
- **Social distancing and routines during session 3**

## Risk Assessment Thomas Telford School – COVID - 19

<b>Location / Site</b>	Insert location and site where activity taking place
Old Park Telford	
<b>Activity / Procedure</b>	Insert name/type of activity or procedure being assessed
Updating Risk Assessment based on latest guidance from 17 May 2021	
<b>Assessment date</b>	Insert date when assessment is being carried out
11/5/21	

<b>Identify people at risk</b>	YES or NO
<b>Employees</b>	<b>YES</b>
<b>Children</b>	<b>YES</b>
<b>Visitors</b>	<b>YES</b>
<b>Contractors</b>	<b>YES</b>

Extract from Schools coronavirus (COVID-19) operational guidance May 2021.

### Systems of control

“We know that the predominant variant of coronavirus (COVID-19) is more transmissible however, PHE advice remains that the way to control this virus is with the system of controls, even with the current new variants.

In this section where something is essential for public health reasons, as advised by Public Health England (PHE), we have said ‘must’. Where there is a legal requirement we have made that clear. This guidance does not create any new legal obligations.

This is the set of actions you must take. They are grouped into ‘prevention’ and ‘response to any infection’.

If you follow the system of controls, you will effectively reduce risks in your setting and create an inherently safer environment.

These additional measures will be reviewed in partnership with health experts to decide whether the evidence suggests that these measures can be eased ahead of the summer term.

## **Prevention**

### **You must always:**

1. Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
2. Ensure face coverings are used in recommended circumstances.
3. Ensure everyone is advised to clean their hands thoroughly and more often than usual.
4. Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
5. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
6. Consider how to minimise contact across the site and maintain social distancing wherever possible.
7. Keep occupied spaces well ventilated.

### **In specific circumstances:**

8. Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
9. Promote and engage in asymptomatic testing, where available.

## **Response to any infection**

### **You must always:**

10. Promote and engage with the NHS Test and Trace process.
11. Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
12. Contain any outbreak by following local health protection team advice.

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of spreading the virus during Saturday school</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>Students will arrive on school coaches as per a normal school day and arrival will be staggered between 8.45-9.00am via Entrance D (Year 7 Cloakroom)</li> <li>Students travelling on school coaches or public transport must wear face coverings.</li> <li>It is now optional for students and staff and to wear face coverings on the school premises. It is recommended that staff wear face coverings where 2m distancing is not able to be maintained. When wearing face coverings care should be taken with the safe wearing and removal of masks in line with national guidance.</li> <li>Students will wait in the restaurant in year group bubbles and then be escorted to their venue by a subject teacher.</li> <li>Students will be seated at least 2m away from teachers and a seating plan will be provided for every group.</li> <li>Rooms will be well ventilated at all times.</li> <li>Students to use hand sanitisers before arriving and leaving the venue.</li> <li>At break students will remain in bubbles and can remove masks for eating and drinking in the restaurant.</li> <li>Students will be expected to sanitise their table and chair at the end of the break.</li> <li>In the event of the fire alarm ringing students and staff should leave the building via the exit near to the planned nurture room.</li> <li>At the end of the session students and staff will make sure that the room is left tidily and that all work surfaces have been sanitised.</li> <li>Students will depart in a staggered and orderly way via cloakroom A and board the Wolverhampton coach wearing a face covering or to be collected.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of spread of virus concerning asymptomatic lateral flow testing for students and staff</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<div>1. DfE guidelines have been followed when making arrangements for asymptomatic lateral flow testing to be undertaken by students and staff from home.</div> <div>2. Students and staff will be supplied with sufficient testing kits to undertake a lateral flow test twice per week on a Wednesday and Sunday evening.</div> <div>3. Instructions for these tests are provided in the test kits and also on the school website.</div> <div>4. All results should be reported to the NHS Covid results portal.</div> <div>5. If a student or member of staff tests positive they are expected to notify the school immediately by emailing <a href="mailto:covidresults@ttsonline.net">covidresults@ttsonline.net</a> and begin a 10 day self-isolation period. A confirmatory PCR Covid test in the community should be arranged immediately.</div> <div>6. If the PCR Covid test is also positive then the 10 day self-isolation period should continue.</div> <div>7. If the PCR Covid test is negative then the student or staff member should notify the school immediately and will be able to return to school providing they have no symptoms.</div> <div>8. Contacts of positive cases will be identified immediately and expected to self-isolate for 10 days from the time of contact.</div>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Lack of social distancing whilst students are being transported to and from the school waiting to enter/leave the school or classroom in morning/afternoon</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<div>1. All parents will be encouraged to bring the students to school by car and collect when school finishes. Some students may need to use coaches provided by the school.</div> <div>2. Students travelling on school coaches or public transport must wear face coverings.</div> <div>3. It is now optional for students and staff and to wear face coverings on the school premises. It is recommended that staff wear face coverings where 2m distancing is not able to be maintained. When wearing face coverings care should be taken with the safe wearing and removal of masks in line with national guidance.</div> <div>4. Hand gel will be provided and should to be used on the journey when getting on the coach.</div> <div>5. Bus stewards to implement a strict seating plan by year group on the coaches.</div> <div>6. Markers and signage outside the entrances to the school and by cloakrooms for the students and or parents to remind of need to social distance.</div> <div>7. A natural staggered start with students arriving between 7.45am and 8.20am with year groups allocated different gates for students to arrive and leave as directed by staff.</div> <div>8. Controlled supervised entry in to and exit from the school via seven separate year group cloakrooms and then identified entrances/exits into school.</div> <div>9. Students must go directly to their teaching venue from cloakroom and after hand sanitising.</div> <div>10. No parents to be allowed on site unless for exceptional reasons and with strict social distancing and the wearing of face coverings. Senior Deputy Head's to make the final decision.</div> <div>11. Instructions shared by security (Tom Martin and others who control the Gatehouse) re social distancing between families or visitors who may arrive at the School.</div> <div>12. No lining up of students outside of classrooms, students straight into venues and in seats.</div> <div>13. A staggered and controlled dismissal will take place at the end of the day to allow the students to leave the site without crowding.</div> <div>14. Cloakrooms will be supervised and a staff presence at the front of the school will ensure students are collected and avoid interacting with students from other year groups whilst waiting.</div> <div>15. Session 3 will operate in a reduced format focussing on additional academic support for Year 10 and 12 and some sport and performing arts activities for all age groups arranged in year group bubbles.</div>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>



<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing in the classroom resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<div>1. Students will be organised in year group “bubbles” and spend the majority of the week in the same suite of venues and only with other students from that bubble.</div> <div>2. Teachers move to where students are located unless teaching is taking place in specialist venues.</div> <div>3. Students stay in the classroom for majority of the day and do not mix with other groups.</div> <div>4. Students will be instructed to observe the 1m plus rule from staff and to not touch or invade other students’ personal space at any time, including touching their belongings.</div> <div>5. Staff will be supplied with a face visor and can wear face coverings for all teaching situations if they choose and will be expected to teach from the front, ensuring that they do not spend more than 1 minute closer than 1 metre with any student.</div> <div>6. An area will be marked out as an area for the teacher – 2m distancing at front of room where this is possible. This is a space that students should not enter. In rooms where this is not possible, teachers should keep at least 1 metre distance when teaching. When staff are providing feedback they should use the interactive whiteboard or verbal communication and not close interaction.</div> <div>7. Seating Plans must be used by all staff to support strategies for entry and exit to the venue. Students should be away from the teaching area where possible and spread out if numbers allow.</div> <div>8. Where possible and not compromising the optimal distance for the teacher to deliver the lesson, classrooms will be organised with children facing in one direction.</div> <div>9. Staff are required to keep rooms well ventilated by opening doors and windows where weather conditions and the venue allows. In colder weather opening doors and windows just enough to create an airflow is recommended. Opening for short periods of time may also be considered during our longer lessons. Air conditioning units can be used.</div> <div>10. A special student charter has been created for the students and staff. This charter should be revisited and modelled regularly and linked to school behaviour systems - lots of praise for adherence and sanctions for non-compliance.</div> <div>11. Students will be dealt with severely if they cannot adhere to the charter and if necessary spoken to by a senior member of staff. In extreme cases this may result in a student being sent home and the need to discuss the matter with parents.</div>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Lack of social distancing using toilets and poor hygiene</b> resulting in direct and indirect transmission of the virus			
<b><u>Existing level of risk</u></b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<div>1. Teachers to be vigilant regarding who they are sending to the toilet - only limited numbers of students will be allowed to use the toilet facilities at a time, with a maximum of 5 in the toilet close to the restaurant. Students in toilets must always be from the same year group bubble. Only send one student from your class at a time.</div> <div>2. Students must use face masks on the journey to and from visiting the toilet and whilst in the toilet area.</div> <div>3. Toilets will be supervised all day except for the toilet for Year 8 use only in their cloakroom and the toilet for Year 12 use only in the Reynolds building. Staff teaching these groups will supervise these toilets when students are moving to breakfast and lunch and at the end of the session.</div> <div>4. There will be distance markers from toilet doors – students to be told to wait on the markers if other students are in the toilet and only move into the toilets when instructed.</div> <div>5. Staff on breakfast and lunch duty will prevent significant queues by controlling access from the restaurant.</div> <div>6. All toilets in use for the students who will be instructed to keep appropriate distance at all times.</div> <div>7. Importance of washing hands after visiting the toilets always reminded.</div> <div>8. Extra Signs in toilets re washing hands.</div> <div>9. All doors to be wedged open to avoid touching.</div> <div>10. Toilets to be included in the high touch points cleaning regime throughout the day.</div> <div>11. The quality of cleaning of toilets will be monitored.</div> <div>12. Availability of soap will be monitored to ensure we do not run out.</div> <div>13. Staff toilet limited to two people at a time with appropriate social distancing expected.</div>			
<b><u>Remaining level of risk</u></b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Lack of social distancing and hygiene during breakfast and lunchtimes</b> and on the playground resulting in direct transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<div>1. Students will take breakfast and lunch breaks strictly in year group bubbles.</div> <div>2. Students will be supervised on route to breakfast and lunch, with particular care taken if route takes them through another year group bubble zone. Prescribed outside routes to be used wherever possible. Masks or visors for staff managing students are recommended.</div> <div>3. Students will be instructed not to invade other students’ personal space or touch other students or others food whilst moving, lining up or sitting down to eat</div> <div>4. Students to use hand sanitisers before leaving venue or as entering the restaurant.</div> <div>5. Kitchen staff to serve food observing an enhanced hygiene regime.</div> <div>6. If cups and cutlery needed, an adult wearing gloves will hand these to individual students.</div> <div>7. Trays and cutlery can be returned in the normal way.</div> <div>8. Thumb print can be used for payment. Sanitised after each individual use by till operator.</div> <div>9. Kitchen staff and till supervisors to be offered the use of face visors when serving children.</div> <div>10. Strictly one student per seat and movement, other than when tidying away is discouraged.</div> <div>11. Staff to maintain 1m plus social distancing whilst escorting children and when moving around the restaurant area. Staff sitting in the atrium and hospitality must maintain at least a 2m distance or a 1m distance with the use of a plastic screen and wipe down table and chair after use. Spray entire table and chair surface and leave for next member of staff to wipe away with paper towel.</div> <div>12. A vending machine and microwave is available for staff but with strict instructions to wipe surfaces between each use.</div> <div>13. At lunch students move to hard play area in their year group bubble and students expected to socialise without invading other students’ personal space or touching others.</div> <div>14. All surfaces in restaurant to be wiped down by cleaning staff before next year group arrive. Entire table surface to be sprayed and left for at least one minute before wiping away.</div> <div>15. High levels of supervision on the hard play to be in operation.</div> <div>16. Mobile handwashing facilities available on the hard play area for student use.</div> <div>17. Return from breakfast and lunch to be timely, well ordered and by the most direct route as instructed. (not through the restaurant) and using an outside route where possible.</div> <div>18. Students will be collected and return to their class venue without lining up outside.</div>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of spreading virus due to poor hygiene</b> around school resulting in indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<div>1. Soap order in large quantities.</div> <div>2. Extra sanitisers and refills in each classroom/venue.</div> <div>3. 12 additional hand washing stations available inside and outside of the building.</div> <div>4. Regular hand washing/sanitising to be undertaken.</div> <div>5. Separate hand gel inside all classrooms for adult use.</div> <div>6. A good supply of hand gel will be maintained.</div> <div>7. Tissues and anti-bacterial wipes to be made available in classrooms which can be used to wipe telephones and photocopiers. Photocopiers and telephones must be wiped down thoroughly before and after each use.</div> <div>8. Students/staff hand wash or sanitise on entry to school, before lunch, after lunch, before leaving school, using the toilet, after handling any practical equipment and any time they cough or sneeze.</div> <div>9. Washing hands posters in all washing areas and displayed around the school.</div> <div>10. Reminders how to wash hands and sanitise properly – videos and posters.</div> <div>11. Explicit teaching &amp; posters on how to cough/sneeze into the bend in your arm and catch it, bin it, kill it.</div> <div>12. Darren Crook to monitor stock levels regularly and report any diminishing of stock to Stephen Turton.</div> <div>13. Bins with lids to be emptied regularly and high touch points cleaned.</div> <div>14. Cleaning team will be available all day to assist with cleaning procedures.</div>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing in the corridors resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<div>1. Students will be organised in year group bubbles and must stay in their classroom, except for an urgent toilet visit.</div> <div>2. Report via reception phone and ask for Rob Furlong, Phil Nicholls, James Saunders or Ian Rawlings if a student goes missing from your classroom.</div> <div>3. One student allowed to go to the toilet at one time from any class. Teaching staff should use a common sense approach to minimise and monitor toilet visits. Movement in the final 10-15 minutes of the school day should be avoided.</div> <div>4. When teaching group moves to a specialist area – outside of the year group bubble students should go quickly and directly and not linger in any area on the way. Limited touching of surfaces will be encouraged and 1m plus distancing should be respected between students from other year group bubbles or staff.</div> <div>5. When possible movement should be supervised with an adult at back directing students.</div> <div>6. Staff and students must be wearing masks at all times when moving around the school.</div> <div>7. General movement on the stairs and corridors should be limited but everyone should stay to the left and respect others personal space.</div> <div>8. Staff need to ensure that they keep a 2m distance when talking to colleagues for a period of time and never spend time within 1m distance of a colleague.</div> <div>9. Non-contact staff to work in designated staff working areas and to avoid any unnecessary movement. Staff should retain 2m distance protocols in staff working areas. Only 2 staff maximum on a PC pod avoiding sitting within 2m of a colleague on any other pod. Emma Powell to inform staff specific venues to use.</div>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Contact of shared resources</b> resulting in indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<div>1. Students to bring individual items of stationery and allocated books to use for the time they are in the school.</div> <div>2. The School shop will not be available to students. Students need to be reminded that it is their responsibility to have the correct equipment with them every day. Teachers can keep a small supply of stationery in the classroom in the event a student is without.</div> <div>3. Equipment to be wiped down at the end of every day using anti-bacterial wipes by cleaning team.</div> <div>4. Resources washed/disinfected each evening or between sessions in specialised venues and left to dry if not same person using them the next day. See Appendix A.</div> <div>5. IT equipment after use to be wiped down (incl. iPads, laptops and PCs). Staff must not share a keyboard or other IT equipment with anyone else, without sanitising the equipment thoroughly. Wiping down a keyboard can be achieved by spraying onto a paper towel and then wiping the surface.</div> <div>6. Exercise books can be taken in and marked by teachers and can be taken home for marking. The school will provide all teachers that want one with a foldaway mobile trolley to transport books.</div> <div>7. Only students to handle red portfolios and students not to handle each other's, as the virus can remain longer on plastic.</div> <div>8. Lessons planned, so resources are wherever possible, individual and not shared – or on whiteboard.</div> <div>9. Use of paper based text books is acceptable within bubbles but staff should adopt a rotation of text books if they are to be used with more than one bubble and should be more cautious if using text books with shiny pages and as a minimum wipe down covers between use.</div> <div>10. Plastic folders should be wiped down if needed to be collected by the teacher, as the virus can remain longer on plastic. Avoid using plastic poly – pockets.</div> <div>11. Staff to ensure all equipment used by themselves is wiped down after use. This includes sanitising computer key boards, photocopiers and telephones.</div> <div>12. Door handles and other touch point surfaces incl. chairs to be cleaned throughout the day by cleaners.</div> <div>13. Children and adults to wash or sanitise hands regularly throughout the day and in lessons as required.</div> <div>14. Areas with fabric screens to be cleaned on a regular basis using the fogging canisters.</div>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Emotional distress by students</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<div>1. Small numbers of students may require support for their emotional needs.</div> <div>2. Students may have lost a loved one or experienced a difficult time through lockdown.</div> <div>3. Refer all cases of concern to Phil Nicholls who will delegate referrals as appropriate.</div> <div>4. The nurture room is now in operation in a limited capacity and will be used as a safe space to support vulnerable children.</div> <div>5. Each student will still be allocated a personal tutor who remains the first point of contact. Communication can still continue via email and telephone and personal tutors should make an effort to look out for the welfare of all their students as always.</div> <div>6. Staff should encourage discussion about the ‘new normal’ we are now all living with exerting care regarding information that is shared.</div>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Emotional distress of the staff – including anxiety</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. All staff and team meetings, involving more staff than can comfortably keep a good 2m distance from each other at all times with face masks or visors worn, should take place via zoom, which might involve staff joining the meeting when home.</li> <li>2. Staff should share any concerns with their line manager who will where appropriate communicate with the Head.</li> <li>3. Regular well-being advice will be made available to staff as appropriate.</li> <li>4. Risk assessments reviewed regularly.</li> <li>5. Teachers/staff in any room must adopt 2 metre social distancing and should not remain in a room within a 2m distance of other staff for more than 15 minutes under any circumstances.</li> <li>6. Staff should not be within a 1m distance of a colleague at any time.</li> <li>7. Staff have the option to wear face coverings.</li> <li>8. Small offices must only occupy one person.</li> <li>9. Only two people at a time allowed to visit the General Office/data office.</li> <li>10. Any meetings with parents to be conducted by phone.</li> <li>11. Ask reception to call Saffron Baxter if you need to see her or the Head.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>




<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of spreading virus due to close contact with children, 1:1 and restraint			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<div>1. Guidance from the DfE/LA and Government medical advisers is regularly updated and staff will be informed accordingly.</div> <div>2. PPE clothing will be available for staff who may have to attend to a student or colleague requiring support or medical attention.</div> <div>3. The medical room and the nurture room will be used to support students and the “Sportshall” will be used as an additional quarantine area if required.</div> <div>4. The quarantine area will only be used by one year group at a time, will be cleaned thoroughly between users. This includes use of the fogging canisters to ensure all fabric screens are cleansed.</div> <div>5. Students and staff will sit on plastic chairs only.</div> <div>6. A good stock of disposable aprons, gloves and face masks are available in addition to face visors offered to all staff that might be involved in managing students presenting symptoms.</div>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of illness of vulnerable staff and family members</b> through direct and indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<div>1. Those who are clinically extremely vulnerable (those who have received a letter from government or clinician) must take particular care while community infection rates continue to fall. Clinically extremely vulnerable staff are advised to discuss concerns with the School in line with Government guidance. An individual risk assessment should be agreed with the line manager.</div> <div>2. Those who are clinically vulnerable eg asthmatic or people with particular characteristics which may put them at comparatively increased risk of Covid 19 – can work in school as long as they maintain social distancing from colleagues and children. If individuals are concerned we recommend a discussion takes place with their line manager and the school will try and accommodate any additional measures that may be necessary.</div> <div>3. Once informed of a pregnancy, the School will consider how best to ensure the individuals health and safety in the workplace.</div> <div>4. Pregnant colleagues and the School will refer to the latest guidance from the Royal College of Obstetricians and Gynaecologists <a href="https://www.rcog.org.uk">https://www.rcog.org.uk</a></div> <div>5. The School will consider the risks before and after 28 weeks of pregnancy.</div> <div>6. Those living with someone who is clinically extremely vulnerable or clinically vulnerable can attend school and work with children.</div>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

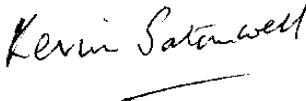
<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Transmission of the virus by a students’ or staff displaying symptoms</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<div>1. Students and staff will be instructed not to attend school if they are displaying symptoms and need to book a test immediately and self-isolate along with members of their household.</div> <div>2. We will ask parents/carers/staff to inform the school immediately on receipt of the result.</div> <div>3. All staff and students 16 and over will be encouraged to download the NHS Test and Trace App and inform the school immediately of any contacts that emerge.</div> <div>4. All staff to remain vigilant of student welfare throughout every session and around school.</div> <div>5. If any student or member of staff reports feeling unwell with any of the symptoms the medical room needs to be called without delay,</div> <div>6. Staff and students need to understand if they are displaying symptoms they will be sent home and need to get a test immediately and self-isolate along with their household.</div> <div>7. If the result is negative the individual can return when they are feeling well and members of the household can stop self-isolating.</div> <div>8. If the result is positive the individual should follow the stay at home guidance for households with possible or confirmed Covid 19 infection and must continue to self-isolate for at least 10 days and then return to school when symptoms have gone. Other members of the household should continue to self-isolate for the full 10 days.</div> <div>9. The school will act swiftly if there is a confirmed case of Covid 19 and work closely with the local health protection team and follow the NHS Test and Trace protocols.</div> <div>10. The school would continue to work closely with the local public health team and follow all the guidance available and has volunteered to pilot the Daily Contacting Testing trial which will allow students and staff to remain in school whilst undergoing daily testing.</div> <div>11. If any individuals need to be isolated at home then the school’s remote learning resources will be in place immediately.</div> <div>12. The school will constantly review student and staffing absence and would not rule out the possibility of a partial or full school closure in the event of an outbreak.</div>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Lack of social distancing and poor hygiene during Session 3</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<div>1. Expectations for students and staff to maintain 2m social distancing, good hygiene and other control systems remain unchanged from the normal school working day.</div> <div>2. All <b>year 10 and 12 students</b> attending session 3 should move directly to the School restaurant at 3.25pm. Students taking part in PE will move directly to the 3G pitch or the swimming pool entrance and students taking part in Performing Arts should move to specific points as instructed by staff in advance.</div> <div>3. <b>Year 10 and 12 Students</b> will be able to purchase a snack and drink at this time and the restaurant will be supervised by a member of the Senior Management Team.</div> <div>4. Table surfaces will be wiped down by the kitchen assistant before and after students leave.</div> <div>5. At 3.40pm <b>Year 10 and 12 students</b> will be collected by teaching staff and taken to their venue which will either be in the <b>Year 10 and 12 bubble</b> or a specialist venue.</div> <div>6. All registers should be taken using the Online Curriculum session 3 register system.</div> <div>7. All teachers should create a seating plan and must be able to make this available if required.</div> <div>8. No students are allowed to leave Session 3 early, other than in exceptional circumstances.</div> <div>9. Staff should adopt the same strategies in place for the normal day in relation to students needing to use the toilet and students should use the allocated toilet for their year group.</div> <div>10. Staff are expected to escort students to the cloakroom and then out to the coach and the front entrance.</div>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>OVERALL level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Assessor's comments</b>		Insert comments relevant to findings as appropriate	
This risk assessment complies with advice offered by the DfE relating to COVID - 19			

<b>Name of assessor</b>	<b>Signature of assessor</b>	<b>Date</b>
Stephen Turton		16/6/2021

<b>Headteachers comments</b>	Insert comments relevant to assessment as appropriate
We have endeavoured to comply with Government recommendations and at the same time optimise the safest conditions possible for students and staff.	

<b>Name of Headteacher</b>	<b>Signature of Headteacher</b>	<b>Date</b>
Sir Kevin Satchwell		16/6/2021

<b>Risk assessment reviews</b>	Reviews will be regularly made and at least weekly.
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