

SEP 20 COVID 19 Risk Assessment

This Risk Assessment and Action Plan sets out the decisions taken and measures put in place to prepare for the FULL re-opening of The Cotswold School in SEP 20 to ensure the school can operate in a safe way. Existing policies and guidance continue to apply alongside the actions within this document. Relevant government guidance as at the date of this document includes the main landing page with links to all relevant guidance to schools:

<https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19> and;

Guidance for full opening: schools (Published 2 July 2020)

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

The public health advice in the above guidance advises on a PHE-endorsed 'system of controls', which build on the hierarchy of protective measures that have been in use throughout the coronavirus (COVID-19) outbreak. When implemented in line with the revised risk assessment below, these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.

The guidance recognises there cannot be a 'one-size-fits-all' approach where the system of controls describes every scenario. The guidance anticipates that the Senior Management Team will be best placed to understand the needs of their schools and community, and will make informed judgments about how to balance delivering a broad and balanced curriculum, including full educational and care support for those pupils who have SEND, with the measures needed to manage risk.

The school has worked closely with heads of department, staff, unions, parents and pupils to find the best approaches to implementing sensible and proportionate control measures to reduce risk to the lowest reasonably practicable level. Active arrangements are in place to continually monitor the controls to ensure they remain effective. The risk assessment is structured to consider the following key risks:

- Individuals vulnerable to serious infection coming into school
- Contact with someone suffering from Coronavirus
- Contact with Coronavirus when getting to and from school
- Spreading infection due to touch, sneezes and coughs
- Spreading infection through contact with Coronavirus on surfaces
- Spreading infection due to excessive contact and mixing between pupils and staff in lessons
- Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school
- Spreading infection due to the school environment
- Spreading infection due to excessive contact and mixing in meetings

Blue text is where the school must have controls in place at all times; black text is where the controls need to be balanced with the need to provide a full curriculum.

System of controls

All schools must implement measures to prevent the spread of infection and to have the right procedures in place to be able to respond to any confirmed cases of Covid19 in the school community.

Prevention:

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
2. Clean hands thoroughly more often than usual
3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach

Numbers 1 to 4 must be in place in all schools, all the time.

5. Minimise contact between individuals and maintain social distancing wherever possible

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

6. Where necessary, wear appropriate personal protective equipment (PPE)

Number 6 applies in specific circumstances.

Response to any infection:

7. engage with the NHS Test and Trace process
8. manage confirmed cases of coronavirus (COVID-19) amongst the school community
9. contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

| HAZARD | CONTROLS IN PLACE | RESIDUAL RISK | ON-GOING MONITORING / ACTIONS | STATUS |
|---|---|---|--|---|
| <p>Individuals vulnerable to serious infection coming into school (1)</p> | <p>INDIVIDUAL RISK ASSESSMENTS</p> <p>The school will continue to follow any shielding guidance in place to decide who should come into school.</p> <p>Staff have been assessed using the NHS risk factor scoring assessment system. This process has identified three members of staff in the high risk category. The timetable has been substantially reorganised to ensure they have a teaching room to themselves which nobody else uses. To protect confidentially details of these risk assessments will not be published.</p> <p>Eight members of staff have been identified as medium risk which is sufficient in itself to place a member of staff in this category. None of these members of staff is a classroom teacher and consequently they have low levels of contact with students. To protect confidentially details of these risk assessments will not be published.</p> | <p>Risk that staff have not shared all pertinent information and the risk assessment is scored too low.</p> | <p>SLT and HR will continue to have an open-door policy.</p> <p>HODS will have regular “check-in” conversations with staff</p> | <p>Complete</p> |
| <p>Contact with someone suffering from coronavirus (1)</p> | <p>Everyone will be asked not to come into school if they need to self-isolate under current guidance. Regular reminders will be given about this to enforce message.</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up.</p> <p>Detailed guidance in TCSAT Infected Person Guide</p> | <p>Risk that staff or pupils may come to school with symptoms despite guidance.</p> | <p>Sick room set up for isolating child / staff with symptoms</p> <p>Sufficient and suitable PPE in school</p> <p>Signage made for use during isolation</p> <p>Frequently remind parents and staff of guidance</p> | <p>Complete – continue to monitor changes to guidance</p> |

| HAZARD | CONTROLS IN PLACE | RESIDUAL RISK | ON-GOING MONITORING / ACTIONS | STATUS |
|---|---|---|---|-----------------|
| <p>Contact with coronavirus when getting to and from school (1)</p> | <p>Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible. Clear guidance to parents required.</p> <p>Anyone who needs to take public transport will be referred to government guidance.</p> | <p>Residual risk is low, as the majority of pupils arrive by bus or walking.</p> <p>Guidance provided to parents</p> | <p>SLT will monitor traffic and congestion</p> | <p>Complete</p> |
| <p>Contact with coronavirus when getting to and from school (1)</p> | <p><u>SCHOOL BUS</u></p> <p>The school has reviewed Pulhams risk assessment. Pulhams will make sure their staff:</p> <ul style="list-style-type: none"> • Follow hygiene rules • Try to keep their distance from passengers where possible • Do not work if they or a member of their household are displaying coronavirus symptoms <p>In addition, the school will work with Pulhams, pupils and parents/carers to ensure that, wherever possible:</p> <ul style="list-style-type: none"> • Pupils are grouped together on transport by year group • Hand sanitiser is available upon boarding and/or disembarking • There is additional cleaning of vehicles • Queuing and boarding is well organised • Pupils practise distancing within vehicles | <p>Residual risk that pupils in different year groups sit together – although this is minimal as friendship groups are generally in year.</p> | <p>SLT and teachers will be on bus duty to manage the staggered arrival and disembarking of buses. They will check behaviour and seating on a daily basis</p> | <p>Complete</p> |
| <p>Contact with coronavirus when getting to and from school</p> | <p><u>PARENT DROP OFF</u></p> <p>Parents/carers who need to drop off and pick up pupils will be told through messages and signage to remain in vehicles when dropping off or picking up students</p> | <p>Residual risk is low as most parents stay in their car anyway</p> | <p>SLT and teachers will be on bus duty will monitor car drop offs</p> | <p>Complete</p> |

| HAZARD | CONTROLS IN PLACE | RESIDUAL RISK | ON-GOING MONITORING / ACTIONS | STATUS |
|--|--|---|--|---|
| (1) | | | | |
| <p>Contact with coronavirus when getting to and from school</p> <p>(1)</p> | <p><u>FACE MASKS</u></p> <p>Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day.</p> <p>Pupils wearing any sort of face covering when arriving to school will wash their hands on arrival (as all pupils will), dispose of/store the covering, and wash their hands again before going to their classroom.</p> <p>Pupils will be made aware that they mustn't touch the front of the covering during use or removal.</p> | <p>Residual risk will depend on number of students choosing to wear masks. It is anticipated that the majority of students will not wear masks.</p> | <p>Regular reminders of COVID "rules" will be given through tutor time and year group assemblies.</p> | <p>Complete – continue to monitor for any changes in guidance</p> |
| <p>Spreading infection due to touch, sneezes and coughs (2&3)</p> | <p><u>HANDWASH FACILITIES</u></p> <p>Additional mobile and permanent hand-wash stations will be placed outside the canteen and hall so pupils can wash before and after eating.</p> <p>Hand sanitiser will be provided at entrances and exits to the school and in all class rooms. (Pupils will be encouraged to bring their own sanitiser or skin friendly cleaning wipes).</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Lidded bins for tissues will be in use in each classroom block and will be emptied at the end of each day.</p> | <p>Residual risk that pupils don't wash or sanitise hands.</p> | <p>Teachers will supervise sanitising hands entering the classroom and lunchtime duty staff will monitor hand-washing before and after eating.</p> <p>Guidance for pupils, parents and staff will be provided with regular reminders</p> | <p>Complete</p> |
| <p>Spreading infection due to touch, sneezes and</p> | <p><u>HYGIENE (General)</u></p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water | <p>Residual risk that pupils don't wash or sanitise hands.</p> | <p>Teachers will supervise sanitising hands entering the classroom and lunchtime duty staff</p> | <p>Complete</p> |

| HAZARD | CONTROLS IN PLACE | RESIDUAL RISK | ON-GOING MONITORING / ACTIONS | STATUS |
|--|--|--|--|----------|
| coughs (2&3) | <p>for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands</p> <ul style="list-style-type: none"> • Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing • Be encouraged not to touch their mouth, eyes and nose <p>Use a tissue or elbow to cough or sneeze, and use bins for tissue waste (per classroom block)</p> <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> | | <p>will monitor hand-washing before and after eating.</p> <p>Guidance for pupils, parents and staff will be provided with regular reminders</p> <p>Hygiene posters in all classrooms</p> | |
| Spreading infection due to touch, sneezes and coughs (2&3) | <p><u>HYGIENE (SEND)</u></p> <p>Consider if there are any pupils at your school that won't be able to maintain good respiratory hygiene, such as pupils with complex needs who spit uncontrollably or use saliva as a sensory stimulant, and if there are different/additional measures you can put in place for these children and the staff who work with them.</p> | There are no pupils in the school that fall into this category | | Complete |
| Spreading infection through contact with coronavirus on surfaces (4) | <p><u>ENHANCED CLEANING (MINIMUM TWICE A DAY)</u></p> <p>The current guidance requires the school to be cleaned twice a day (with one of those cleans at the end of the day) and to also clean between year groups. This has been achieved by:</p> <ul style="list-style-type: none"> - Additional cleaning staff and additional hours to ensure desks and chairs can be cleaned during | Residual risk that cleaners do not clean to required standard. | <p>Teachers will have access to ticketing system to report any cleaning issues</p> <p>SLT and Heads of Department will monitor</p> | Complete |

| HAZARD | CONTROLS IN PLACE | RESIDUAL RISK | ON-GOING MONITORING / ACTIONS | STATUS |
|--------|---|---------------|-------------------------------|--------|
| | <p>early lunch, late lunch and after school</p> <ul style="list-style-type: none"> - The use of fogging machines to sanitise whole areas in seconds where there is IT and equipment that can't be easily cleaned. - The use of UV light to clean specialist equipment. - The provision of disinfectant and disposable towels to allow pupils and teachers to their own desks should they choose to for their own reassurance <p>Our cleaning staff will regularly clean frequently touched surfaces using standard cleaning including:</p> <ul style="list-style-type: none"> • Banisters • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Telephones • Fingerprint scanners <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>See detailed site map for cleaning times, zones and cleaning regime</p> | | | |

| HAZARD | CONTROLS IN PLACE | RESIDUAL RISK | ON-GOING MONITORING / ACTIONS | STATUS |
|---|---|--|---|-----------------|
| <p>Spreading infection through contact with coronavirus on surfaces (4)</p> | <p><u>IN-SCHOOL CLEANING – (Eating areas)</u> Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.</p> <p>Year groups will be separated by utilising the hall as a second canteen. An additional “Food Cube” will be installed to provide an additional kitchen / serving point.</p> <p>The school will continue to operate a split lunch as follows:</p> <p>Early lunch: Canteen Year 7s; Hall Year 8s followed by a full clean</p> <p>Late Lunch: Canteen Year 9s; Hall Year 10’s followed by a full clean</p> <p>Year 11’s will have use of the new food cube and the “Fishtank”</p> <p>Sixth Form will have use of the sixth form block and off site.</p> <p>A full risk assessment for the Kitchen and eating areas has been completed covering:</p> <ul style="list-style-type: none"> • Preparation of food • Serving food • Taking payment (tills) • Top-ups • Breakfast clubs <p>See separate Catering Risk Assessment</p> | <p>Kitchen staff have not read or do not follow new procedures</p> <p>Pupils go to the wrong facility to eat</p> | <p>Catering Manager will ensure new procedures are followed</p> <p>Teachers to ensure pupils are in the right zones</p> | <p>Complete</p> |
| <p>Spreading infection through</p> | <p><u>IN SCHOOL CLEANING – (Specific areas)</u> Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products.</p> | <p>Risk that departments with specialist resources (e.g. science, PE, drama, music, DT) don’t follow</p> | <p>Heads of department will monitor and ensure procedures on the risk</p> | <p>Complete</p> |

| HAZARD | CONTROLS IN PLACE | RESIDUAL RISK | ON-GOING MONITORING / ACTIONS | STATUS |
|---|---|--|--|--|
| <p>contact with coronavirus on surfaces (4)</p> | <p>Risks assessments have been completed for each department across the school and specific cleaning requirements for each department have been incorporated into the over-all plan.</p> <p>Additional staff have been employed and additional equipment including:</p> <ul style="list-style-type: none"> • Fogging machines • Alcohol wipes • UV lights <p>Unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p> <p>Any resources shared between groups will be either:</p> <ul style="list-style-type: none"> • Cleaned frequently and meticulously between groups using them; or • Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups | <p>procedures to clean equipment / rooms.</p> | <p>assessment for cleaning are followed.</p> | |
| <p>Spreading infection through contact with coronavirus on surfaces (4)</p> | <p><u>IN SCHOOL CLEANING – (Deep Cleans)</u></p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</p> | <p>Residual risk that not all areas are deep cleaned – this is minimal if the detailed guidance in TCSAT Infected Person Guide is followed</p> | <p>Staff to be aware of and understand TCSAT Infected Person Guide is followed (INSET day)</p> | <p>Complete</p> |
| <p>Spreading infection through contact with</p> | <p><u>SHARING RESOURCES</u></p> <p>Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to</p> | <p>Residual risk that guidance is not followed or there is a breakdown in the cleaning regime for</p> | <p>SLT and HODs will regularly monitor.</p> | <p>Complete (Staff to collect personal stationery bag on</p> |

| HAZARD | CONTROLS IN PLACE | RESIDUAL RISK | ON-GOING MONITORING / ACTIONS | STATUS |
|---|---|---|---|-------------------|
| <p>coronavirus on surfaces (4)</p> | <p>essentials like bags, lunch boxes, hats, coats, books, stationery and mobile phones.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>All students will be told to bring a pencil case containing: pens, pencils, ruler, rubber, sharpener, glue stick, scissors, green pen, calculator, compass and protractor. This will be provided for PP students.</p> <p>TAs will have named pencil case for students unable to manage their own resources. These should be left overnight in the TA base.</p> <p>All departments will have year sets of textbooks (or are leaving them for 48 hours between year groups)</p> <p>Each teacher has their own stationery (whiteboard markers, pens and highlighters) so there is no need to be sharing. Remote controls will be sterilized between staff changes.</p> | <p>departments</p> | <p>Open door policy for reporting issues.</p> <p>Ticketing system to report cleaning issues</p> | <p>INSET Day)</p> |
| <p>Spreading infection through contact with coronavirus on surfaces (4)</p> | <p><u>MARKING BOOKS</u></p> <p>Teachers will wash their hands and surfaces before and after handling pupils' books.</p> <p>Books and other resources that pupils or staff take home will be either:</p> <ul style="list-style-type: none"> • Cleaned frequently and meticulously between groups using them; or • Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups | <p>Residual risk that guidance is not followed.</p> | <p>Regular monitoring by SLT and HODs. Policy made clear to all staff (INSET Day)</p> | <p>Complete</p> |

| HAZARD | CONTROLS IN PLACE | RESIDUAL RISK | ON-GOING MONITORING / ACTIONS | STATUS |
|--|---|--|---|---|
| <p>Spreading infection through contact with coronavirus on surfaces (4)</p> | <p><u>CLEANING (SEND)</u> Resources will be kept for individual students in individual trays and only handled by the TA or student. Students will have a named laptop – which will be wiped after use. Intervention areas will be wiped down at the end of each session. Any shared resources (that can't be restricted to one user) will be rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals.</p> | <p>Cleaning procedures are not followed by pupils or staff</p> | <p>To be monitored and managed by SENDCO</p> | <p>Complete</p> |
| <p>Spreading infection due to excessive contact and mixing between pupils and staff in lessons (5)</p> | <p><u>MINIMISING CONTACT (Year Groups)</u> Pupils in Year 7 will be kept to their class groups where possible. All other pupils will be kept to their year groups as far as possible Where possible, pupils will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this. Where forward facing desks are not possible – the smallest classes possible have been timetabled to those rooms.</p> | <p>Some classrooms are size restricted and do not allow for forward-facing desks. This increases the risk of contact and mixing, but only within the year group. This risk is considered far smaller than moving teachers around classrooms and therefore keeping teachers in the same classroom (as far as possible) has taken priority.</p> | <p>All staff aware and informed of the policy</p> | <p>Complete - Clear instructions for staff on INSET days</p> |
| <p>Spreading infection due to excessive contact and</p> | <p><u>MINIMISING CONTACT (Staff and Teaching)</u> Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally</p> | <p>Residual risk that some teachers will “walk” the classroom or that pupils will forget to social distance.</p> | <p>All staff aware and informed of the policy</p> | <p>Complete - Clear instructions for staff on INSET days.</p> |

| HAZARD | CONTROLS IN PLACE | RESIDUAL RISK | ON-GOING MONITORING / ACTIONS | STATUS |
|---|--|--|---|----------|
| mixing between pupils and staff in lessons (5) | <p>2 metres apart).</p> <p>Close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Guidance and posters to remind staff and pupils will be in each classroom.</p> | | | |
| Spreading infection due to excessive contact and mixing between pupils and staff in lessons (5) | <p><u>MINIMISING CONTACT (CLASSROOMS)</u></p> <p>Maximum number of pupils per room has been determined – classes have been re-timetabled if the room is too small</p> <p>Each class has adequate space for 2m teacher zone</p> | <p>Some classrooms are size restricted and do not allow for forward-facing desks. This increases the risk of contact and mixing, but only within the year group.</p> <p>This risk is considered far smaller than moving teachers around classrooms and therefore keeping teachers in the same classroom (as far as possible) has taken priority.</p> | Open door policy for teachers to raise concerns | Complete |
| Spreading infection due to excessive contact and mixing between pupils and staff in lessons (5) | <p><u>MINIMISING CONTACT (PE)</u></p> <p>For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not.</p> <p>Distance between pupils will be maximised as much as possible.</p> <p>Additional measures include:</p> <ul style="list-style-type: none"> - Pupils with PE P1-4 will come to school in kit on and change afterwards - The girls will spread out over 4 changing rooms and the boys change in the sports hall. - 3 bucket system to clean equipment | Students not following instructions. Staff not aware of all procedures. | HOD PE to monitor SLT to approve clubs restarting. | Complete |

| HAZARD | CONTROLS IN PLACE | RESIDUAL RISK | ON-GOING MONITORING / ACTIONS | STATUS |
|--|--|---|---|-----------------|
| | <ul style="list-style-type: none"> - No fixtures in term 1 - Lunchtime clubs are year groups only - After school clubs – probably not in 1st term - PE Revised Curriculum Plan - Changing rooms will be fogged | | | |
| <p>Spreading infection due to excessive contact and mixing between pupils and staff in lessons (5)</p> | <p><u>MINIMISING CONTACT (DRAMA)</u></p> <p>Students will use outside spaces for practical work when it is dry.</p> <p>Practical work will have reduced physical contact and will avoid the sharing of props. Where possible, students will be advised to stand side by side rather than opposite.</p> <p>Key Stage 3 classes will be re-roomed into the Gym where possible to avoid unsupervised groups and to allow for better ventilation.</p> <p>Scripts to be laminated so can be wiped clean</p> <p>KS4&5 Drama to use split space in PA3 and Stage so that social distancing can be used.</p> | <p>Residual risk will be low as students are working as part of a Year Group bubble.</p> <p>Sensible classroom changes have been made to allow for more space and ventilation</p> <p>Some risk unavoidable as students are working in groups. Special consideration to be made when groupings are organised for vulnerable students</p> | <p>Plan is in place until October half term and then will be reviewed.</p> <p>Frequent discussions and updates between HOD and JC to look at positives / challenges around the Risk Assessment</p> <p>Support in place for new member of the department</p> | <p>Complete</p> |
| <p>Spreading infection due to excessive contact and mixing between pupils and staff in lessons (5)</p> | <p><u>MINIMISING CONTACT (MUSIC)</u></p> <p>Instrument use will be limited to keyboards only, which won't be shared and all other instruments will be stored. Keyboards will be cleaned by wipes for class changeovers between periods 2 and 3; rooms will be fogged in early and late lunch breaks.</p> <p>Singing or instrument playing won't take place in any larger groups such as choirs or assemblies.</p> | <p>Keyboards are not wiped properly between class changeover</p> | <p>HOD to monitor and ensure cleaning is supervised</p> | <p>Complete</p> |

| HAZARD | CONTROLS IN PLACE | RESIDUAL RISK | ON-GOING MONITORING / ACTIONS | STATUS |
|--|---|---|---|-----------------|
| | <p>Other changes to Music curriculum / teaching plans are:</p> <ul style="list-style-type: none"> - Laminate frequently used resources and wipe between classes - Pupil folders used for collecting work (KS3) - Collection boxes used for KS4 and 5 homework and left for 48 hours before handling - Only music Admin (JP) to use office (i.e. office limited to 1 person only) | | | |
| <p>Spreading infection due to excessive contact and mixing between pupils and staff in lessons (5)</p> | <p><u>MINIMISING CONTACT (SCIENCE)</u></p> <ul style="list-style-type: none"> - All entrances and exits into Science labs from external using the fire exits. S10 will be accessed from the fire exit by Geography and S11 and 12 by the main doors at the back of the school. Students will queue socially distanced outside and be led in by their teachers. - Groups of textbooks for Year 9, 10 and 11 will be shared across labs to eliminate cross-bubble contact - Practical equipment will be closely monitored and allowed to quarantine between cross-bubble use. - The prep room should not be used for congregations and those using the photocopier should not linger. - The prep room doors should always be open to improve ventilation. - Science Ipad only used by science – 48 hour gap between use. - Goggles will be cleaned using Milton solution between uses. Buckets in classrooms will ensure | <p>Some staff start using internal doors</p> <p>Books will need clear labelling to stop accidental cross-bubble use.</p> <p>Staff may return to pre-COVID patterns.</p> | <p>MM to monitor</p> <p>MC to ensure clear labels</p> <p>MC to monitor</p> <p>MM to monitor</p> <p>MC to monitor</p> <p>MC to monitor ipad log and inform staff if the booking violates the principle</p> | <p>Complete</p> |

| HAZARD | CONTROLS IN PLACE | RESIDUAL RISK | ON-GOING MONITORING / ACTIONS | STATUS |
|---|---|--|--|----------|
| | this becomes habitual. | | MC to organise. | |
| Spreading infection due to excessive contact and mixing between pupils and staff in lessons (5) | <p><u>MINIMISING CONTACT (ART)</u></p> <p>To limit the sharing of resources the Art department will:</p> <ul style="list-style-type: none"> - Use collection boxes to quarantine work - Additional polyfolders for the storing or work by individuals - Ask parents to buy additional items for KS3 pupils to have for their own use - Purchase additional acrylic paints so there is a set per year group - Purchase additional drying racks so there is a set per year group - Ask pupils to photograph homework, where possible, and upload to SMHW <p>To support cleaning the Art departments will use</p> <ul style="list-style-type: none"> - Soak buckets to disinfect paint brushes / paint tubes between classes - Laminate essential handouts/use disposable paper <p>Other measure include teachers use only of the paper store and ensuring only KS5 use A4 and A5 classrooms</p> | <p>Pupils don't follow non sharing procedures</p> <p>Parents provide individual resources</p> <p>Laminate where needed. Paper within year bubbles is OK</p> <p>Sixth form don't behave responsibly – most unlikely. They are used to working in frees on their own</p> | <p>Staff to monitor closely and reinforce regularly at start of each lesson</p> <p>Spare packs of pencils etc available for PP students</p> <p>SH to monitor</p> | Complete |
| Spreading infection due to excessive contact and mixing between | <p><u>MINIMISING CONTACT (D&T – materials)</u></p> <p><u>DT2, 3 and 4</u></p> <p>DT2 and DT3 contain specialist equipment. The technician will be responsible for cleaning specialist equipment and working areas between classes.</p> | There is a risk that the quantity of specialist equipment makes it difficult to clean all items between year groups | Head of department to monitor and use DT Technician to ensure cleaning regime is maintained | Complete |

| HAZARD | CONTROLS IN PLACE | RESIDUAL RISK | ON-GOING MONITORING / ACTIONS | STATUS |
|---|---|---|---|----------|
| pupils and staff in lessons (5) | <p>Pupils will wipe down any tools after use.</p> <p>DT4 will be fogged between class changeovers</p> <p>Pupils will be required to bring their own aprons</p> <p>Goggles will be cleaned between use (Milton solution)</p> <p>Additional text books will be bought to ensure no sharing between year groups.</p> | | | |
| Spreading infection due to excessive contact and mixing between pupils and staff in lessons (5) | <p><u>MINIMISING CONTACT (D&T – textiles)</u></p> <p><u>DT5</u></p> <p>Additional resources will be bought to ensure there is sufficient kit per year group (e.g. scissors, cotton etc).</p> <p>UV light and fogging machine will be used to disinfect difficult to clean equipment (e.g. sewing machines).</p> <p>Additional text books will be bought to allow for a class set per year group.</p> <p>Year 7 and 8 SOW will be changed to accommodate elements of the curriculum that require closer oversight by the teacher (so that social distancing can be maintained)</p> <p><u>DT6</u></p> <ul style="list-style-type: none"> - DT6 is 6th form only, so is only ever used by one year group “bubble”. Normally cleaning regime is sufficient. | There is a risk that the quantity of specialist equipment makes it difficult to clean all items between year groups | Head of department to monitor and use DT Technician to ensure cleaning regime is maintained | Complete |
| Spreading infection due to excessive contact and mixing | <p><u>MINIMISING CONTACT (D&T – Cooking in DT1)</u></p> <p>Aprons will not be shared – students will need to bring their own.</p> <p>Students will clean up room as usual, but will follow with</p> | There is a risk that the quantity of specialist equipment makes it difficult to clean all items between year groups | Head of department to monitor and use DT Technician to ensure cleaning regime is maintained | Complete |

| HAZARD | CONTROLS IN PLACE | RESIDUAL RISK | ON-GOING MONITORING / ACTIONS | STATUS |
|---|---|--|--|----------|
| between pupils and staff in lessons (5) | <p>a disinfectant wipe down. This will include the wiping of oven/fridge handles etc.</p> <p>Additional text books will be bought to limit sharing of resources.</p> | | | |
| Spreading infection due to excessive contact and mixing between pupils and staff in lessons (5) | <p><u>MINIMISING CONTACT (MFL)</u></p> <p>Additional dictionaries will be bought to ensure there is no sharing between year groups.</p> <p>Part Time staff will have additional dictionaries and mini whiteboards to avoid sharing.</p> <p>Folders will be kept in year group boxes. Class worksheets will be avoided and work set on SMHW as far as possible</p> <p>Language assistant lessons will be timetabled to 6th form meeting room.</p> <p>An additional table will be placed outside L4 to allow for social distanced working.</p> <p>MFL iPads left for 48 hours between different year group uses.</p> | MFL Ipads are not cleaned or left for 48 hours between use | Head of department to monitor and manage | Complete |
| Spreading infection due to excessive contact and mixing between pupils and staff in lessons (5) | <p><u>MINIMISING CONTACT (Temporary staff)</u></p> <p>Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum.</p> <p>Most peripatetic music teachers will be conducting lessons remotely. Those that needs to come in (drum and electric guitar teachers) have been accommodated in larger rooms with better ventilation and social</p> | Peripatetic teachers don't follow the guidance | JP to monitor | Complete |

| HAZARD | CONTROLS IN PLACE | RESIDUAL RISK | ON-GOING MONITORING / ACTIONS | STATUS |
|--|---|---|--|-----------------|
| | <p>distancing. PA2 and other classrooms have also been used when free to avoid small practice rooms.</p> <p>Please see detailed plan for further information.</p> | | | |
| <p>Spreading infection due to excessive contact and mixing between pupils and staff in lessons (5)</p> | <p><u>MINIMISING CONTACT (SEND)</u></p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p> <p>TAs will have visors for one-to one work</p> | <p>TA's do not wear full PPE</p> | <p>SENDCO to monitor and manage</p> | <p>Complete</p> |
| <p>Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school (5)</p> | <p><u>MINIMISING CONTACT (LIBRARY)</u></p> <p>Only Year 7 will be allowed in library at break and lunch.</p> <p>The library will therefore function via an online ordering system. Books will be delivered to tutor groups or collected.</p> <p>Books will be returned via their tutor groups and will be quarantined for 48 hours.</p> <p>Non-essential furniture will be removed.</p> <p>A one way system will operate with children being able to wash or sanitise hands on entry and leave bags in the porch.</p> | <p>Too many pupils use / want to use the library</p> | <p>Librarian to monitor numbers via one-way system and limit number of pupils in the library</p> | <p>Complete</p> |
| <p>Spreading infection due to excessive</p> | <p><u>MINIMISING CONTACT (OUTSIDE)</u></p> <p>Pupils will be kept in the same groups at all times each</p> | <p>Residual risk that students will not follow new rules.</p> | <p>Plan produced and in place, posters around</p> | <p>Complete</p> |

| HAZARD | CONTROLS IN PLACE | RESIDUAL RISK | ON-GOING MONITORING / ACTIONS | STATUS |
|--|---|--|---|-----------------|
| <p>contact and mixing between pupils and staff around and outside of the school (5)</p> | <p>day, and be kept separate from other groups.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p> <p>The plan for keeping year groups apart in both good and poor weather is on the Sept 2020 powerpoint. Please see that document for the details.</p> | | <p>the school.</p> <p>Additional duty staff employed on rota and ensuring year group bubbles</p> | |
| <p>Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school (5)</p> | <p><u>MINIMISING CONTACT (MOVEMENT)</u></p> <p>Movement around the school site will be kept to a minimum.</p> <p>Pupils will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>One-way system around whole school – arrows on all key routes to remind staff and pupils.</p> | <p>Staff and pupils ignore and take short cuts</p> | <p>Staff on doors supervising corridors during changeovers. SLT at strategic points across the school</p> | <p>Complete</p> |
| <p>Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school (5)</p> | <p><u>MINIMISING CONTACT (ENTRY AND EXITS)</u></p> <p>Rooms will be accessed directly from outside where possible, and any corridors will have one-way circulation or a divider down the middle to keep groups apart.</p> <p>One-way system around whole school – arrows on all key routes to remind staff and pupils.</p> | <p>Staff and pupils ignore and take short cuts</p> | <p>Staff on doors supervising corridors during changeovers. SLT at strategic points across the school</p> | <p>Complete</p> |

| HAZARD | CONTROLS IN PLACE | RESIDUAL RISK | ON-GOING MONITORING / ACTIONS | STATUS |
|--|---|--|---|-----------------|
| <p>Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school (5)</p> | <p><u>MINIMISING CONTACT (CLASS CHANGES)</u> Pupil groups will have staggered break and lunch times, and a staggered finish to avoid too many pupils being in one place at the same time.</p> | <p>Residual risk that there are still “pinch points” even with staggering</p> | <p>Staff to ensure quick exit following one-way system after all lessons. Staff in pinchpoints (History, ICT) to liaise to ensure staggered release.</p> | <p>Complete</p> |
| <p>Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school (5)</p> | <p><u>MINIMISING CONTACT (SHARED ROOMS)</u> IT rooms will not be bookable until the risk of Covid reduces. All shared rooms will be cleaned between each use.</p> | <p>Residual risk that enhanced cleaning regime misses a room.</p> | <p>Supervision of cleaning within zones and ticketing system for teachers to report cleaning issues.</p> | <p>Complete</p> |
| <p>Spreading infection due to excessive contact and mixing between pupils and staff around and outside</p> | <p><u>MINIMISING CONTACT (TOILETS)</u> Toilet use will be managed to avoid crowding. Support staff asked not to use toilets in breaks. Teachers to endeavour stagger use before the start of the school day and to use all staff toilets across the site. Site plan to show all staff toilet facilities.</p> | <p>Residual risk that there are insufficient staff toilets so queues are inevitable.</p> | <p>SLT to monitor (especially SLT Corridor toilets)</p> | <p>Complete</p> |

| HAZARD | CONTROLS IN PLACE | RESIDUAL RISK | ON-GOING MONITORING / ACTIONS | STATUS |
|---|--|---|--|----------|
| of the school (5) | Single students can be released during lessons to use the toilet, reducing pressure at break times. | | | |
| Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school (5) | <p><u>MINIMISING CONTACT (STAFF FACILITIES)</u></p> <p>Staff room will become a work area – minimum use with 2m plus spaced working areas</p> <ul style="list-style-type: none"> - Teachers to disinfect copiers etc after use in shared office space - Teacher bring own tea and coffee. Electric urn to be switched off. <p>Offices will be single person use only.</p> | Residual risk that staff will not disinfect before and after. | Heads of Department to monitor and manage | Complete |
| Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school (5) | <p><u>MINIMISING CONTACT (VISITORS)</u></p> <p>No visitors to site unless absolutely essential. Movement around school to be kept to an absolute minimum.</p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors.</p> | Residual risk that non-essential visitors are invited to school | Reception to record visitors and SLT to review list at weekly meetings | Complete |
| Spreading infection due to excessive contact and mixing between pupils and | <p><u>MINIMISING CONTACT (SCHOOL TRIPS)</u></p> <p>No school trips unless essential to the curriculum. Any trips will be by year group and subject to a separate risk assessment that considers the coronavirus measures in place at the destination.</p> | No residual risk at present as no trips are currently planned | Full risk assessment will be put in place for any trips that do run | Complete |

| HAZARD | CONTROLS IN PLACE | RESIDUAL RISK | ON-GOING MONITORING / ACTIONS | STATUS |
|---|--|---|--|----------|
| staff around and outside of the school (5) | Risk assess any proposed trips | | | |
| Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school (5) | <p><u>MINIMISING CONTACT (EXTRA-CURRICULAR)</u></p> <p>No clubs with the exception of PE running single year group sports clubs.</p> | Minimal residual risk | SLT to monitor and determine what clubs can run and when | Complete |
| Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school (5) | <p><u>MINIMISING CONTACT (COMMUNITY LETS)</u></p> <p>Only 1 booking per facility (Sports Hall, Gym, Astro) per day to ensure cleaning can be conducted and toilets are not shared.</p> <p>No bookings before 6pm to ensure the school can be cleaned.</p> <p>2 additional members of staff employed to clean before and after lettings</p> <p>Bookings will be cancelled if clubs do not follow School's covid rules</p> | Risk that hirers do not stay in designated zones. | Lettings and site staff to monitor and manage | Complete |
| Spreading infection due to the school | <p><u>SCHOOL SET UP (Emergency Procedures)</u></p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with</p> | All procedures stay the same | SLT To monitor | Complete |

| HAZARD | CONTROLS IN PLACE | RESIDUAL RISK | ON-GOING MONITORING / ACTIONS | STATUS |
|---|---|---|--|----------|
| environment (5) | limited staff and changes to how the school space is being used. | | | |
| Spreading infection due to the school environment (5) | <p><u>SCHOOL SET UP (VENTILATION)</u></p> <p>Areas in use will be well ventilated by opening windows or using ventilation units.</p> <p>Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>Students can wear coats indoors if rooms are cold in order to ventilate.</p> <p>Science Prep room, PA2, practice rooms and SOC3 have externally vented air handling units</p> <p>ICL MFL will not be used.</p> | Old CS6, sixth form common room and study room will have air con and heating turned off. | Heating and coat policy to be reviewed | Complete |
| Spreading infection due to the school environment (5) | <p><u>SCHOOL SET UP (CLASSROOM FACILITIES)</u></p> <p>Lidded bins will be provided in classroom blocks and other key locations to dispose of tissues and any other waste.</p> <p>Pupils will be asked to keep place used tissues in the lidded bin and sanitise hands after disposal during class time.</p> | Residual risk that pupils use normal bins during break times | Constant reminders by teachers and posters in classrooms | Complete |
| Spreading infection due to the school environment (5) | <p><u>SCHOOL SET UP (LIFTS)</u></p> <p>The use of lifts will be avoided unless essential.</p> <p>Hand sanitiser will be used before and after use of lifts.</p> | Residual risk that hand sanitiser is not used, however it is unlikely that lifts are used more frequently than every 48 hours, so will naturally decontaminate. | SENDCO to monitor and manage | Complete |

| HAZARD | CONTROLS IN PLACE | RESIDUAL RISK | ON-GOING MONITORING / ACTIONS | STATUS |
|---|--|--|---|----------|
| Spreading infection due to excessive contact and mixing in meetings (5) | <p><u>SCHOOL SET UP (MEETINGS)</u></p> <p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors. All parents evenings will use the virtual system.</p> | Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing. | Heads of Department and SLT to monitor | Complete |
| School specific | <p><u>BEHAVIOUR</u></p> <p>The Behaviour policy has been reviewed and updated and produced in poster form.</p> <p>Senior staff cover: Students will be brought to library by the SLT on walk-about. The librarian can provide some supervision.</p> <p>The behaviour policy has been updated with an addendum in line with government guidelines. Posters covering school rules and expectations, have been developed, covering the main points for when pupils return and will be in all classrooms. Time has been set aside on the September inset day to go through pupil behaviour and expectations. The senior leadership team will continue to do their lesson walk arounds and pick up any Senior Staff Covers and will use the library to monitor these.</p> | Students don't follow the policy. Sanctions as per the behaviour policy will be applied | SLT to monitor and manage | Complete |
| Staff Wellbeing | <p><u>STAFF WELLBEING</u></p> <p>Normal wellbeing initiatives will continue with additional sessions tailored for those feeling vulnerable</p> <p>Inset days will run in smaller groups in large spaces to allow for 2m social distancing. Staff will be taken</p> | Very small risk that some staff don't express concerns | <p>INSET split in two to reduce sizes.</p> <p>HP LB SLT alert to and ready to support with any issues</p> <p>SLT open door policy</p> | Complete |

| HAZARD | CONTROLS IN PLACE | RESIDUAL RISK | ON-GOING MONITORING / ACTIONS | STATUS |
|--------|---|---------------|--|--------|
| | <p>through all the planning, risk assessments and guidance to provide reassurance on full school opening</p> <p>Zoom / Teams meetings will be used to support staff in further sessions</p> <p>Open door policy to HR and Head of department and SLT</p> <p>Access to external support.</p> <p>On-going well-being initiatives to be planned around staff needs</p> | | <p>Employee helpline</p> <p>Staff reassured by validated risk assessment</p> | |