

SAFETY RISK ASSESSMENT

Directorate: **Cardinal Langley RC High School**

COVID 19

Job role/s: **Workplace Risk Assessment – Phased Re-opening of School**

People who might be harmed: **Staff, Students, Visitors**

Assessment date: **28/5/2020**

Are there any special considerations needed for new & expectant mothers or persons under 18, etc. **Yes**
New and expectant mothers and any staff over 70 must self-isolate

Review date: **28/6/2020**

Names of all involved in assessment process: (e.g. Manager, Union rep, etc.):

Headteacher, Governor Committee, Premises and H&S Manager, Staff H&S representative

Manager authentication:

Information:

This risk assessment has been undertaken in light of the recent Government guidance. Cardinal Langley RC High School are putting the measures detailed below in place to ensure the safety of staff, students and visitors and prevent the spread of infection. The risk assessment will be reviewed each time updated Government guidance is updated. The risk assessment will be shared with all staff and Governors prior to an on-site inspection to approve the school reopening plans.

Hazard	Risk Identified	Current Precautions in Place	Further Information & Actions
1. Establishing a systematic process for the wider reopening of school			
1.1 Building Capacity	Number of staff and students on site is above levels set in DfE guidance to enable effective social distancing	<ul style="list-style-type: none"> Agreed number of students who can attend the premises on any given day to enable compliance with social distancing rules. The total number of students in Year 10 is 204 and in Year 12 is 69 and only 25% will be on-site on a particular day. New timetable and arrangements in place for Years 10 & 12 Arrangements in place to support students when not in school with home learning 	<ul style="list-style-type: none"> Community School to continue for essential worker and vulnerable students Year 10 & 12 to have a phased return to school with 'some face to face contact' with their teachers Home learning to continue for those students not in school
1.2 Organisation of teaching spaces	Classroom sizes will not allow adequate social distancing	<ul style="list-style-type: none"> Classroom size and numbers reviewed. Signage will be placed on each door to identify the maximum safe occupancy. Class sizes and timetables/staffing amended allowing for reduced numbers in line with government guidance Classrooms re-modelled, with chairs and desks in place to allow for social distancing Clear signage displayed in classrooms promoting social distancing 	<ul style="list-style-type: none"> Community School, Year 10 and Year 12 to become three separate 'bubbles' with students not mixing between groups. Sixth Form will be invited in for individual or small group tutorials for each subject. 25% of Year 10 will be present for a week each group so that across a 4week period, all students have face-to-face support. Due to the nature of the option subjects taken, students will mix in their smaller year group 'bubble' but not between. The community School students will remain a consistent group throughout and will be isolated from other students attending. Seating plans for each lesson to be stored centrally to enable track and trace if any confirmed cases
1.3 Availability of staff and class sizes	The number of staff who are available is lower than that required to teach classes in	<ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned Full use is made of those staff who are self-isolating or shielding but who are well enough to manage home learning activities 	<ul style="list-style-type: none"> Review of staff absence and COVID-19 reporting system to ensure school is informed when staff are unable to work Staff survey to inform health conditions of staff and those that they live with. Any staff who are or who live with someone who is 'extremely

	school and operate effective home learning	<ul style="list-style-type: none"> Cover supervisors available if necessary Full use is made of testing to inform staff deployment A blended model of home learning and attendance at school is in place Staff who are working from home to support remote learning 	<p>clinically vulnerable' are to be advised not to come in to school. Staff who are clinically vulnerable to work from home</p> <ul style="list-style-type: none"> Staff rotas to be used if possible to reduce the number of adults in the building. Teaching staff will only be on site in small groups for the subject lessons they teach and will socially distance. Teaching staff will attend for specific days and not mix with staff on-site on other days to reduce the risk of transmission. Only staff required to attend each day should be on the premises
1.4 Safeguarding & Priority Students	Effective support not in place to support the needs of students	<ul style="list-style-type: none"> Pastoral, Safeguarding & Additional Needs teams maintain frequent contact with vulnerable students and this is reviewed in weekly safeguarding meeting Attendance of vulnerable students encouraged Plans already in place for home learning of students who are not Years 10 & 12 LPAs deployed to support SEND students within school Key Workers available each day to support students 	<ul style="list-style-type: none"> Staff not teaching Year 10 or 12 and are available to come into school will continue to support the provision of the Community School on a rota basis along with providing support to remote learning
1.5 The School Day	The start and end of the school day create risks of breaching social distancing guidelines	<ul style="list-style-type: none"> Start & departure times of students will be carefully managed Community School students to be located in the DLS Centre and enter directly from the yard. Hand sanitizer station at entrance to DLS Centre Year 10 & 12 students to use the main student entrance with hand sanitizer station and temperature checks in place All staff to use the visitors entrance and sign in at reception. Hand sanitizer station and temperature checks in place Students to go to the hall / SF study area upon arrival which is arranged to allow social distancing Staff and students are briefed and signage provided to identify which entrances, exits and circulation routes to use Floor markings are visible where it is necessary to manage any queuing Agreement with local secondary schools to stagger start and finish times to limit number of students on public transport / in the community. Cardinal Langley will provide for Year 10 & 12 from 9.30am to 12.30pm 	<ul style="list-style-type: none"> Communications to staff/student/parents and carers regarding the opening times of schools Students/Parents/Carers to be advised that Year 10 & 12 students can enter the building no earlier than 9.00am Community School provision remains 8.20am to 2.30pm Signage and markings to be placed around the building advising staff & students of movement and social distancing rules
1.6 Planning Movement around the building	Movement around the school risks breaching social distancing guidelines	<ul style="list-style-type: none"> Movement around the building to be minimised with longer lessons in place and only specific rooms in use Social times will not be scheduled and there will only be one point in the day when movement to another room is required. One-way systems are in place where necessary Appropriate signage is in place to clarify circulation routes. Pinch points and bottle necks are identified and managed accordingly Students are regularly briefed regarding observing social distancing guidance Appropriate duty rota and levels of supervision are in place 	<ul style="list-style-type: none"> Induction to take place with staff prior to wider reopening to inform staff of new procedures within the building. Students to undertake induction on first day of return Duty rota to be reviewed and provided to all staff Doors to be propped open where this is not a fire safety risk to reduce the need to touch handles etc.
1.7 Curriculum Organisation	Students will have fallen behind in their learning during school closures and achievement gaps will have widened	<ul style="list-style-type: none"> Gaps in learning are assessed and addressed in teachers' planning Home learning is continuing to complement in-school learning and to address gaps identified Laptop loan scheme is in place to support those without access to electronic devices 	<ul style="list-style-type: none"> Identify opportunities to provide additional support to those who are disadvantaged or falling behind with home learning DfE laptop scheme to be used when available
1.8 Staff Workplaces	Staff workrooms and offices do not allow for observation of social distancing guidelines	<ul style="list-style-type: none"> The arrangement of the staffroom has been reviewed with seating arranged to enable social distancing Only a limited number of classrooms are in use with clear signage on those that should not be used Staff will be briefed on the rooms available within school which will be cleaned regularly 	<ul style="list-style-type: none"> Each workroom / office space will have maximum capacity door signs to ensure social distancing can take place Communal kitchen facilities will be unavailable to control the risk of sharing appliances and utensils. Bottled water will be provided for staff and lunch available for all those on site.

			<ul style="list-style-type: none"> Staff based in offices where social distancing cannot be maintained, are to work on a rota system with time split between working from home and school, depending on the role of each person.
1.9 Curriculum Planning	Planned curriculum will not be implemented fully	<ul style="list-style-type: none"> Summer term curriculum not completed Actions not in place ready for September 2020 Teaching staff recruitment for September 2020 completed 	<ul style="list-style-type: none"> Senior Leadership Team (SLT) and staff work plans to include short- and medium-term planning Curriculum and timetable for September 2020 to be issued before the end of term Recruitment process for remaining support staff vacancies
1.10 Transition	Transition requirements for new Year 7 students not completed	<ul style="list-style-type: none"> There will be no transition days or visits from Year 6 students this term Strong links with primary partners continue. Pastoral and academic information will still be transferred Regular communications with the parent/carers of incoming students are in place 	<ul style="list-style-type: none"> Virtual transition programme and parental meeting is being planned
1.11 Governance and policy	Governors are not fully informed or involved in making key decisions	<ul style="list-style-type: none"> Online meetings are held regularly with Governors Governor committee established to be involved in key decisions regarding reopening Governors are briefed regularly on the latest government guidance and its implications for the school 	<ul style="list-style-type: none"> Plans and risk assessments for wider reopening to be approved by Governors Resources Committee
1.12 Policy Review	Existing policies do not reflect current circumstances	<ul style="list-style-type: none"> All relevant policies are being identified and revised to take account of government guidance on social distancing and COVID-19 and its implications for the school Staff, students, parent/carers and Governors to be informed once reviews are completed 	<ul style="list-style-type: none"> Updates to be provided to: <ul style="list-style-type: none"> Safeguarding Policy School Safety Policy Fire Policy Behaviour Policy Attendance Policy
1.13 Communication strategy	Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	<ul style="list-style-type: none"> Communications strategies for the following groups are in place: <ul style="list-style-type: none"> Staff Students Parent/carers Governors/ Local Authority Line Managers have weekly 1:1 phone call with everyone in their team Staff have had the opportunity to communicate concerns via the frequent staff survey Weekly middle leader meetings to communicate important information which is cascaded through subject and pastoral meetings 	<ul style="list-style-type: none"> Ensure key information is included on the website and regularly updated Review of parental contact details to be undertaken to ensure they are correct and up to date Only arrange physical meetings with parents if absolutely necessary and consider phone or video conferencing as an effective alternative
1.14 Staff induction	Staff not up to date with changes to procedures in school	<ul style="list-style-type: none"> Staff provided with weekly updates so are aware of current arrangements Staff rota in operation for staff to experience current working arrangements 	<ul style="list-style-type: none"> All staff will be provided with risk assessments and revised procedures prior to wider reopening Staff to attend induction in small groups prior to wider reopening
1.15 Free school meals	Students eligible for free school meals do not receive their entitlement	<ul style="list-style-type: none"> LJJ manages the Edenred system to ensure that vouchers are provided to all those who are eligible Lunch will not be provided at the start of the wider reopening for Years 10 & 12 and the voucher system will continue 	<ul style="list-style-type: none"> Students who are part of the community school will continue to receive lunch which will be served in the DLS Centre Staff lunches will be provided in the junior dining room
1.16 Risk assessments	Risks are not comprehensively assessed in every area of the school in light of COVID-19	<ul style="list-style-type: none"> Updated risk assessments for premises, catering and wider school have been completed The LA will review the risk assessments and highlight possible areas for improvement Risk assessments and procedures will be reviewed by Governors and staff H&S representatives prior to final decision on wider reopening 	<ul style="list-style-type: none"> Risk assessments to be updated following advice received Additional risk assessments to be carried out if required to ensure safety and social distancing in school Information to made available to all staff prior to wider reopening
1.17 School transport	Changes to bus schedules as a result of COVID-19 adversely affect students' attendance and punctuality and do not align with	<ul style="list-style-type: none"> TfGM has confirmed school bus arrangements will be in place for Mon 15th June and will align with new start & finish times Staff will be on duty at the start and end of the day to ensure social distancing is maintained alighting and boarding transport Maximum capacity for each service varies depending on size of bus 	<ul style="list-style-type: none"> Students will be encouraged to walk / cycle / use private cars if possible to avoid the need for travelling on public / school transport Highlight government advice to avoid car sharing with members of different households

	staggered start and departure times		
1.18 School Crossing Patrol	Risk of injury while crossing Rochdale Road	<ul style="list-style-type: none"> LA has confirmed the crossing patrol will not be available in the short term 	<ul style="list-style-type: none"> Absence of crossing patrol will be communicated to students / parents and safe crossing points identified Staff will be on duty at the end of the day to ensure students leave the site safely
1.19 Attendance	Attendance at school is not tracked and raises safeguarding concerns	<ul style="list-style-type: none"> Children and young people in eligible year groups are strongly encouraged to attend (where there are no shielding concerns for the child or their household), so that they can gain the educational and wellbeing benefits of attending Parents / carers will be expected to follow the normal absence reporting procedures. Anyone who indicates Covid-19 symptoms as the reason should be provided with information regarding testing and this will be followed up with further contact to ascertain the result of the test. If the test is positive, then the correct procedure will be followed. A negative test means they can return to school when well enough to do so. 	<ul style="list-style-type: none"> Registers will be taken for each session and absences checked Schools will resume taking the attendance register and continue to complete the online Educational Setting Status form which gives the Department for Education daily updates on how many children and staff are attending. Parents and students are rightly anxious about the current situation and there will be a range of reasons why families may not be in a position to return on a specific date. If a family indicates they will not be sending their child to school, then the pastoral and senior leaders will contact them to discuss their reasons and provide support / reassurance

Hazard	Risk Identified	Current Precautions in Place	Further Information & Actions
2. Procedures to limit the spread of COVID-19			
2.1 Cleaning	Level of cleaning required to prevent spread of infection cannot be met/maintained	<ul style="list-style-type: none"> An enhanced cleaning plan is agreed with premises team and implemented which minimises the spread of infection. Working hours for cleaning staff amended to enable new requirements to be met Number of rooms available reduced to enable more thorough cleaning in areas being used Adequate supplies of cleaning products secured Disinfectant wipes available in each classroom to wipe down tables, computers etc. if needed Toilet cleaning signs to be used to indicate frequency of cleaning 	<ul style="list-style-type: none"> Premises specific risk assessment to be shared with all site staff Government guidance to be shared with all site staff Staff to report any concerns to Headteacher Cleaning checks to be carried out daily
2.2 Hygiene and handwashing	Staff & students do not wash their hands regularly and risk the spread of infection	<ul style="list-style-type: none"> Sanitizer stations to be installed at the visitor entrance, student entrance and DLS entrance Hand sanitizer to be available in each classroom to be used at the start and end of each lesson Staff and students reminded of the procedures for good respiratory hygiene Students using toilets should be reminded of the need to wash hands with soap and water for at least 20 seconds. Hand driers will not be in use and paper towels will be in a lidded bin. Handwashing times are included in the timetable for the Community School 	<ul style="list-style-type: none"> Staff to be provided with personal hand sanitizer Handwashing facilities are maintained in line with increased demand Regular stock checks of hand sanitizer in school and orders completed as necessary. Cleaners are on site throughout the day and will regularly check levels and replace if required. Additional hand sanitiser stations to be installed if required Staff induction includes the need to remind students of the need to wash their hands frequently, and to not touch their face Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently
2.3 Clothing/fabric	Not wearing clean clothes each day may increase the risk of the virus spreading	<ul style="list-style-type: none"> Agreed change in uniform policy to allow students to wear their own clothes to enable more frequent washing Staff to wear appropriate clothing that can be frequently washed 	<ul style="list-style-type: none"> Expectations and guidance are communicated to staff, parents & students Remove fabric chairs from classrooms & offices Staff will tidy non-essential items when not in use
2.4 Testing and managing symptoms	Risk of spreading infection	<ul style="list-style-type: none"> Guidance on Covid-19 testing has been published Post-testing support is available for staff 	<ul style="list-style-type: none"> Information regarding current testing arrangements to be included in the staff induction
2.5 Infection transmission within school	Risk of spreading infection	<ul style="list-style-type: none"> Anyone displaying symptoms must not attend school and should arrange to be tested. The test result must be reported to the Headteacher when available. 	<ul style="list-style-type: none"> Reporting procedures of COVID-19 to be put in place and communicated to staff/parents/carers.

		<ul style="list-style-type: none"> Procedures are in place to deal with any student or staff displaying symptoms in school. This includes the use of testing for both staff and students and appropriate action, in line with government guidance, should the tests prove positive or negative. Should an individual test positive for Covid-19, the year group 'bubble' and staff who have been in contact with them, will be advised to self-isolate and be provided with information regarding testing should they develop symptoms Staff or students who display symptoms during the day must isolate immediately and arrange for a Covid-19 test to be completed. The test result must be reported to the Headteacher when available. Students awaiting collection will be isolated near to reception and have designated toilet and hand washing facilities Robust collection and monitoring of absence data, including tracking return to school dates, is in place. Students, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply. 	<ul style="list-style-type: none"> Review of first aid procedures in school including alert system to deal with students/staff displaying symptoms of COVID-19 PPE is available for any member of staff dealing with a symptomatic individual. This includes: eye protection, disposable mask, apron & gloves Communication to parent/carers/students/staff of what to do if they or family members are displaying symptoms – website/posters in school/social media Staff will be provided with reusable face coverings / visors if requested Students may wear appropriate face coverings if they wish but these will not be provided by school
2.6 First Aid/Designated Safeguarding Leads	The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	<ul style="list-style-type: none"> First Aid certificates extended for three months. Staff rota includes trained first aider on site each day DSL, or member of safeguarding team, either on site or available by phone each day 	<ul style="list-style-type: none"> Staff rotas to include first aid and safeguarding requirements Guidance on the use of PPE and treatment of individual displaying symptoms to be arranged with designated first aiders
2.7 Medical room	Medical room is not adequately equipped or configured to maintain infection control	<ul style="list-style-type: none"> Social distancing provisions are in place for medical room Anyone with symptoms will be treated in a well ventilated room if possible Additional rooms are designated for students with suspected COVID-19 whilst collection is arranged Procedures are in place for medical room to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets Full PPE is available for use 	<ul style="list-style-type: none"> Review of first aid procedures in school with process for dealing with students with symptoms relating to COVID-19
2.8 Personal Protective Equipment (PPE)	Provision of PPE for staff where required is not in line with government guidelines	<ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured PPE packs will be placed in reception for staff to use in emergency. Staff are not expected/required to help/care for a child in a critical situation. It is staffs' judgement if they intervene or not. First Aiders are available on site to call on in emergency situations. Staff are reminded that wearing of gloves is not a substitute for good handwashing. 	<ul style="list-style-type: none"> Government guidance on wearing PPE in school to be made available to staff. Staff will be provided with information regarding the correct use of PP as part of their induction
2.9 Use of equipment	Shared use of equipment may increase risk of spread	<ul style="list-style-type: none"> Equipment cannot be shared or loaned to students due to the risk of spreading the infection Practical activities in science, technology, food technology etc are not appropriate at this time due to the need for sharing equipment and the increased risk of injury requiring first aid Shared staff equipment e.g. kettles and microwaves etc is not appropriate due to the increased risk of spreading the infection 	<ul style="list-style-type: none"> Parents will be informed of the need for students to bring all their equipment for lessons with them (including water and snacks if required) and nothing else Information to be included in the staff and student induction Staff will be provided with bottled water throughout the day and lunch will be available for all staff on site

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3. Maximising social distancing measures			
3.1 Student Behaviour	Student behaviour on return to school does not comply with social distancing guidance	<ul style="list-style-type: none"> Clear messaging to students on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. Staff model social distancing The movement of students around the school is minimised Large gatherings are avoided Break times are avoided at the start of any wider reopening with short toilet breaks allowed between lessons The school's Behaviour Policy to be revised to include compliance with social distancing and is to be communicated to staff, students and parent/carers. SLT to monitor areas where there are breaches of social distancing measures and arrangements are reviewed Messages to parents reinforce the importance of social distancing 	<ul style="list-style-type: none"> Induction sessions to take place with students during the first day of wider reopening to inform them of the changes within the building as well as ongoing reminders each day Review of Behaviour Policy and procedures to include COVID-19 requirements Risk assessments to be completed if individual student cannot socially distance and decision on whether they should continue with home learning only to be taken Provision for the school to be able to sanction, up to and including exclusion, students who wilfully refuse to adhere to arrangements of social distancing and deliberately cough or spit at pupils or staff, putting them at risk.
3.2 Classrooms and teaching spaces	The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures	<ul style="list-style-type: none"> Specific classrooms, work rooms and meeting spaces identified with furniture rearranged to facilitate social distancing Net capacity assessment completed, with each classroom and teaching space compliant with social distancing measures and in line with government guidance Classrooms not in use clearly signed Procedures in place to clean areas regularly throughout the day Classrooms should have windows open to ensure good ventilation 	<ul style="list-style-type: none"> Review of all classrooms to ensure suitable for timetable lesson arrangements. Students to have allocated desk and seating plan taken for each lesson Reporting system introduced if staff feel social distancing cannot be achieved in teaching space Clear guidance to staff about maintaining distance when supporting students with work
3.3 Movement in corridors	Social distancing guidance is breached when students circulate in corridors	<ul style="list-style-type: none"> Circulation plans have been reviewed and amended One-way systems are in operation where necessary Circulation routes are clearly marked with appropriate signage Any pinch points/bottle necks are identified and managed accordingly The movement of students around school is minimised as much as possible Lesson change overs are staggered to avoid overcrowding. There will be a 5 min period to move rooms with each room having an allocated time to avoid students meeting in corridors Students are briefed regularly regarding observing social distancing guidance whilst circulating. Appropriate supervision levels are in place 	<ul style="list-style-type: none"> Staff on duty to ensure social distancing at beginning and end of day and during any lesson movement Social distancing signage is in place around the school Information to be included in the staff and student induction
3.4 Break times	Students may not observe social distancing at break times	<ul style="list-style-type: none"> Students to have supervised toilet breaks between or during lessons 	<ul style="list-style-type: none"> Timetable to include opportunity for supervised toilet breaks Parents & students will be informed of this in the information sent home prior to wider reopening
3.5 Lunch times	Students may not observe social distancing at lunch times	<ul style="list-style-type: none"> Lunch will not be provided for Year 10 & 12 students at the start of any wider reopening Staff on site will be provided with lunch in the junior dining room 	<ul style="list-style-type: none"> Parents & students will be informed of this in the information sent home prior to wider reopening
3.6 Toilets	Queues for toilets and handwashing risk non-compliance with social distancing measures	<ul style="list-style-type: none"> Queuing zones for toilets and hand washing have been established and are monitored Floor markings are in place to enable social distancing Students informed that they can only use the designated toilets The toilets are cleaned frequently with cleaning charts visible Monitoring ensures a constant supply of soap and paper towels Bins are emptied regularly Disinfectant wipes will be available in staff toilets if required 	<ul style="list-style-type: none"> Signage and floor markings to be displayed in school toilets Information to be included in the staff and student induction
3.7 Reception area	Groups of people gather in reception (parents, visitors, deliveries) which risks	<ul style="list-style-type: none"> Front office to be staffed throughout the day to ensure visitors are dealt with promptly 	<ul style="list-style-type: none"> Staffing rota to ensure main office is staffed throughout the day Posters to be placed in reception re social distancing

	breaching social distancing guidelines	<ul style="list-style-type: none"> • Visitors to only be allowed onto premises if absolutely necessary and if so the book should be used to sign in rather than the touchscreen • Social distancing points are clearly set out, using floor markings • Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk) • Non-essential deliveries and visitors to school are minimised • Arrangements are in place for segregation of visitors 	<ul style="list-style-type: none"> • Essential Visitors only – this is to be relayed to staff in the information sessions • Review of visitors seating/waiting area
3.8 Lift	Lift is not large enough to accommodate social distancing Using lift buttons/control panel	<ul style="list-style-type: none"> • Lift only to be used in exceptional circumstances • Only one person to use the lift at any time. • Review of students and staff who may require use of the lift and discuss safe use of this facility in the current circumstances 	<ul style="list-style-type: none"> • Cleaning of lift included in schedule if in use • Information to be included in the staff and student induction
3.9 Reprographic Facilities	Shared use of machines may risk spread of infection	<ul style="list-style-type: none"> • Staff are to access the reprographics room only to collect documents from trays without touching or moving their name card • Staff to follow the room guidance e.g. maximum capacity • If staff require use of the photocopier, they are to use a specific machine identified by RC • Staff should use their own pen/pencil if written requests are to be made, so as to avoid sharing of the pens in the room • Disinfectant wipes will be available to wipe the machines down after use (to check with manufacturers guidance to ensure this will not affect the machine) 	<ul style="list-style-type: none"> • Signage & floor markings to be placed in reprographics room. • Information to be included in the staff and student induction
3.10 Arrival and departure from school	Students and parents congregate at exits and entrances, making social distancing measures difficult to apply	<ul style="list-style-type: none"> • Start and finish times are to be managed appropriately • Staggered start and finish times for Community School and Years 10 & 12 • Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings • Staggered start and finish times agreed with local secondary schools 	<ul style="list-style-type: none"> • Students are being asked to arrive at a specific time and go to a designated room on arrival • Staff on duty at start and end of day to ensure social distancing • Signage and floor markings to be displayed throughout school • Information to be included in the staff and student induction
3.11 Transport	The use of public and school transport by students poses risks in terms of social distancing	<ul style="list-style-type: none"> • Guidance is in place for students and parents on how social distancing can be observed on public and school transport. This includes advice on the use of face coverings • Discussions have been held with the TfGM regarding safe capacity and how social distancing measures will be applied 	<ul style="list-style-type: none"> • Parents/Carers to be encouraged that their child travels to school by car/foot/bike where possible. If their child does travel on public transport parents/carers will be asked to follow government advice. • Parents informed of advice to avoid car-sharing with different households.
3.12 Staff areas	The configuration of staff rooms and offices makes compliance with social distancing measures problematic	<ul style="list-style-type: none"> • Reconfiguration of staffroom and work rooms has been undertaken prior to the school opening to allow for social distancing between staff 	<ul style="list-style-type: none"> • All staff workrooms and offices to be reviewed and guidance for each room regarding maximum numbers in the room at any one time and usage of the room will be made available to all staff. • Posters to be placed on each office and workroom door with information • Staff based in offices will work on a rota to enable office use and work from home when possible
3.13 SEND students	Children with special educational needs may not be able to understand the need for social distancing	<ul style="list-style-type: none"> • Students with an EHC plan are currently encouraged to attend as part of the provision for vulnerable students • A risk assessment for each child with an EHCP has been discussed and agreed with the parents. If it is safe for students to return they will be supported to access the curriculum. 	<ul style="list-style-type: none"> • Rota for Additional Needs staff is more flexible to accommodate the number and needs of students attending on a particular day

Hazard	Risk Identified	Current Precautions in Place	Further Information & Actions
4. Enhanced protection for children and staff with underlying health conditions			
4.1 Students with underlying health issues	Students with underlying health issues, or those who are shielding, are not identified and so measures have not been put in place to protect them	<ul style="list-style-type: none"> Parents have been provided with clear guidance and this is reinforced on a regular basis Parents have been asked to make the school aware of any underlying health conditions The school, and parents are clear about the risks and associated mitigating strategies in place 	<ul style="list-style-type: none"> School has an updated register of students with underlying health conditions Parents/Carers have been advised to follow the government guidance if they believe their child has an underlying health condition Parents/Carers have been asked to update the school if their child is unable to attend due to an underlying medical condition The school will continue to provide home learning to those students who are unable to attend due to an underlying medical condition
4.2 Staff with underlying health issues	Staff with underlying health issues, or those who are shielding, are not identified and so measures have not been put in place to protect them	<ul style="list-style-type: none"> All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been asked to make their condition or circumstances known to the Headteacher Members of staff with underlying health conditions to act on the advice of their GP/consultant/midwife or current government advice Staff who are clinically extremely vulnerable should not attend school Staff who live with someone who is clinically extremely vulnerable are shielding and are advised not to attend school 	<ul style="list-style-type: none"> Staff survey has been undertaken and individual conversations to take place with staff if required Staff have been advised to follow the government guidance if they believe they, or a member of their household has an underlying health condition Staff who are shielding/clinically extremely vulnerable are working from home and will not be placed on rotas Staff who are living with a person in the extremely vulnerable category are also being asked to work from home. If they choose to come into school, it will be mutually agreed and they will be placed in a socially distanced role with limited interaction with others. An individual risk assessment will be carried out for each person requesting to come into the building where this applies. Staff need to make the Headteacher aware of any medical conditions that place them into the clinically vulnerable group so that a plan can be agreed to ensure they remain protected
4.3 Staff & students at increased risk from non-medical factors	Data suggests increased risks due to non-medical factors	<ul style="list-style-type: none"> Procedures are in place to protect all staff 	<ul style="list-style-type: none"> Specific characteristic such as ethnicity, age, gender etc. may also increase the risk to an individual. Risk assessments will be reviewed when further evidence is available or Government guidance is updated.

Hazard	Risk Identified	Current Precautions in Place	Further Information & Actions
5. Support for students and staff			
5.1 Mental health – students	Students' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis	<ul style="list-style-type: none"> There are sufficient numbers of staff available to support students with mental health issues There is access to designated staff for all students who wish to talk to someone about their wellbeing/mental health Checking student wellbeing/mental health is a priority with any face to face provision Resources/websites to support the mental health of students are provided to students and parents Life Skills lessons address this topic LA has provided information on external support available 	<ul style="list-style-type: none"> Communication to students about who to go to if they wish to talk about their wellbeing/mental health or if they are concerned about another student Wellbeing and Mental Health to be included in the induction sessions for any wider reopening Resources and websites about mental health support to be included in updates to parents/carers
5.2 Mental health – staff	The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis	<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing Line Managers are proactive in discussing wellbeing with the staff that they manage, including their workload Staff updates and training have included content on wellbeing. Staff have been signposted to useful websites and resources. 	<ul style="list-style-type: none"> Staff support information will be displayed in the staffroom Line Managers will continue having regular catch ups with their teams, including wellbeing and managing work/life balance Regular staff surveys will also be used to monitor wellbeing and follow up calls if required

5.3 Bereavement support	Students and staff are grieving because of loss of friends or family	<ul style="list-style-type: none"> The school has access to trained staff who can deliver bereavement counselling and support Support is requested from other organisations when necessary 	<ul style="list-style-type: none"> For staff - Information and support is available from SLT For students - Information and support is available from the Pastoral Team.
5.4 Student support	All students may have been vulnerable during the school closure	<ul style="list-style-type: none"> It is expected that there will be students returning who will have suffered from bereavement, family breakdown, parental alcohol/drug misuse, domestic violence, parental mental health concerns, financial stress and the first priority of any face to face contact will be to check on student wellbeing and provide appropriate support. 	<ul style="list-style-type: none"> In school support will be provided and this will be complemented by that offered by external agencies. Students will be given the opportunity for individual support as part of any curriculum offer.
5.5 Staff wellbeing	Individual wellbeing impacted by school closure	<ul style="list-style-type: none"> Governing Boards and senior leaders are conscious of the wellbeing of all staff, including senior leaders themselves, and the need to implement flexible working practices in a way that promotes good work-life balance and supports teachers and leaders. The current rota system strikes a balance between the guidance on essential working and the need to supervise students on site. Future rotas will continue to ensure that this is fair across all staff. The weekly line manager phone calls to discuss wellbeing will continue and the informal coffee morning hosted by AWI has been welcomed by those who attend. 	<ul style="list-style-type: none"> Confidential counselling support is available through Insight and staff can self-refer using 08000277844 / 03005550120.
5.6 Staff workload	Proposed arrangements may impact on workload	<ul style="list-style-type: none"> Workload will be carefully managed and line managers assess whether staff who are having to stay at home due to health conditions are able to support remote education, while others focus on face-to-face provision. Senior leaders and the Governing Boards will consider staff workload in their resource and curriculum planning, and consider where additional resource could be safely brought in if necessary. 	<ul style="list-style-type: none"> It is appreciated that unprecedented circumstances have introduced new demands on staff. Line managers will manage their staff so that responsibilities are shared depending on circumstances. This may mean that some may take on a greater role for home learning provision, those with childcare commitments may fulfil their responsibilities in the evenings etc. Each individual circumstance will be discussed with line managers to ensure it is appropriate.
5.7 Staff childcare needs	Staff childcare providers may not be open / available	<ul style="list-style-type: none"> Those working in education are classified as key workers and have access to places at their child's provider If childcare is not available, staff should endeavour to arrange alternative provision 	<ul style="list-style-type: none"> If any member of staff has a specific concern regarding childcare then they should discuss this with the Headteacher

Hazard	Risk Identified	Current Precautions in Place	Further Information & Actions
6. Operational issues			
6.1 Review of fire procedures	Emergency evacuation procedures are not appropriate for the current school circumstances.	<ul style="list-style-type: none"> Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> Reduced numbers of students/staff Possible absence of fire wardens Social distancing rules during evacuation and at muster points Possible need for additional muster point(s) to enable social distancing where possible 	<ul style="list-style-type: none"> Information to be included in the staff and student induction The fire assembly point will continue as the main yard with Year 10 on the far side, Sixth Form on the sports hall side and Community School students on the DLS side
6.2 Managing premises on reopening	Maintenance of premises not kept up to date during partial closure period	<ul style="list-style-type: none"> The school has remained open during the lockdown and necessary maintenance and statutory checks have continued Rooms with air conditioning will either have this on 'fresh air' or off to prevent air recirculation. 	<ul style="list-style-type: none"> Fire escapes and escape routes to be checked prior to any wider reopening to ensure multiple exits in use to enable social distancing
6.3 Contractors working on the school site	Additional persons on site raising the risk / spread of Infection	<ul style="list-style-type: none"> Ongoing works and scheduled inspections for schools (e.g. premises related) have been designated as essential work by the government and so are set to continue Alternative arrangements to be considered such as using a different entrance for contractors and organising classes so that contractors and staff/students are kept apart. 	<ul style="list-style-type: none"> External canopy construction to be reviewed to ensure it can be completed safely in line with new guidelines Any visitor or contractor displaying symptoms will not be granted entry and be asked to leave the site.

		<ul style="list-style-type: none"> • Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed • In addition to arrangements for COVID-19, normal contractor procedures are being applied and will be updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). • All contractors will be made aware of the school Covid-19 procedures 	
6.4 Financial costs of the school's response to COVID-19	The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties	<ul style="list-style-type: none"> • Additional cost pressures due to COVID-19 identified and additional resources available in the 2020/21 approved budget • Confirmed that loss of income through lettings arrangements cannot be claimed back through DfE scheme • Additional COVID-19 related costs are regularly reviewed and may reduce over time as guidance changes • The school's projected financial position has been shared with Governors and LA 	<ul style="list-style-type: none"> • Financial position of school to be monitored through termly Governor Committees; Budget Monitoring and Resources

Hazard	Risk Identified	Current Precautions in Place	Further Information & Actions
7. Leadership			
7.1 Governance	Lack of Governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements	<ul style="list-style-type: none"> • The Governing Body continues to meet regularly via online platforms • The Governing Body agendas are structured to ensure all statutory requirements are discussed and SLT are held to account for their implementation • The Headteacher's Report to Governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19 • Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place • Minutes of Governing Body meetings are reviewed to ensure that they accurately record Governors' oversight and holding SLT to account for areas of statutory responsibility 	<ul style="list-style-type: none"> • Governing Board meeting 1/7/2020 to update on arrangements
7.2 School Leadership	Illness of Headteacher or Senior / Middle leaders to impact on operation of school	<ul style="list-style-type: none"> • Clear accountability lines in place at senior and middle leadership levels should there be staff absences • Weekly SLT & subject meetings to ensure effective sharing of information 	<ul style="list-style-type: none"> • Temporary changes in staffing structure due to illness will be communicated to staff

This assessment should be reviewed following significant changes, the introduction of new machinery, equipment, substances or procedures & following incidents, or at least annually.

The key documents referred to for guidance are:

- Our plan to rebuild: The UK Government's COVID-19 recovery strategy¹
- Guidance for secondary school provision from 15 June 2020²

¹ www.gov.uk/government/publications/our-plan-to-rebuild-the-uk-governments-covid-19-recovery-strategy

² www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools

- Explanatory note on SAGE paper: Interdisciplinary Task and Finish Group on the Role of Children in Transmission: Modelling and behavioural science responses to scenarios for relaxing school closures³
- Actions for education and childcare settings to prepare for wider opening from 1 June 2020⁴
- Coronavirus (COVID-19): implementing protective measures in education and childcare settings⁵
- Opening schools for more children and young people: initial planning framework for schools in England⁶
- Opening schools and educational settings to more pupils from 1 June: guidance for parents and carers⁷
- Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)⁸
- NASUWT Requirements for Reopening of Schools⁹

³https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/887247/Department_for_Education_explanatory_note_on_SAGE_modelling.pdf

⁴www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020

⁵www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings

⁶www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england?utm_medium=email&utm_source=govdelivery

⁷www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june?utm_medium=email&utm_source=govdelivery

⁸www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe

⁹www.nasuwt.org.uk/advice/health-safety/coronavirus-guidance/requirements-for-reopening-of-schools.html