

SAFETY RISK ASSESSMENT

Directorate: **Cardinal Langley RC High School**

COVID 19

Job role/s: **Workplace Risk Assessment – Opening of School in September 2020**

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

Assessment date: **9/11/2020**

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 have completed a risk assessment before returning back to work.

Review date: **9/2/2021**

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

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

Manager authentication:

Andrew Bridson

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 Government guidance is updated. The risk assessment will be shared with all staff and Governors **and a copy placed on the school website.**

Hazard	Risk Identified	Current Precautions in Place	Further Information & Actions
1. Establishing a systematic process for reopening of school			
1.1 Building Capacity	Full reopening of school in September increases the number of contacts for an individual which increases the risk of transmission	<ul style="list-style-type: none"> • A variety of models are available to limit the number of contacts and regulate movement around the building depending on the risk level at the time • Staggered start and finish times, and split break / lunch times, to be used at the start of the year to control the flow of students at busy times • Students will use different entrances / exits and be suited in specific areas of the school building • Creating year group 'bubbles' will allow the full curriculum to be offered and limit movement around the building 	<ul style="list-style-type: none"> • Frequent assessment of the risk of virus transmission with the appropriate model used

<p>1.2 Organisation of teaching spaces</p>	<p>Classroom sizes will not allow adequate social distancing</p>	<ul style="list-style-type: none"> • Classroom layout to be amended so students are seated side by side and facing forward where possible • Any unnecessary furniture removed from classrooms to make more space • In classrooms with fixed layout, seating plans used to minimise face to face contact as much as possible • Teachers should maintain social distancing of 2m from students at the front of the classroom • Clear signage displayed in classrooms promoting social distancing 	<ul style="list-style-type: none"> • Staff can move between different classes and year groups to facilitate the delivery of the curriculum • To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate: <ul style="list-style-type: none"> ○ opening high level windows in preference to low level to reduce draughts ○ increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) ○ providing flexibility to allow additional, suitable indoor clothing
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1.3 Availability of staff	The number of staff who are available is lower than that required to teach classes in school	<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 but who are well enough to work from home • Cover supervisors available if necessary • Full use is made of testing to inform staff deployment • Supply staff can be used • Staff who were previously shielding are now able to return to work as long as appropriate measures are in place 	<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
1.4 Safeguarding & Pastoral Support	Effective support not in place to support the needs of students	<ul style="list-style-type: none"> • Robust safeguarding procedures are already in place and all staff have acknowledged policy updates • Pastoral teams have maintained contact with all students during lockdown and are aware of support required • Attendance for each year group is monitored and school is aware of students self-isolating • LPAs deployed to support SEND students within school • Key Workers available each day to support students 	<ul style="list-style-type: none"> • BISC training to be provided for all staff in January 2021 • Sixth Form Ambassador vacancy has been filled for September to provide additional pastoral support for Years 12 & 13 • Temporary assistant Pastoral & Academic Leader roles have been created to provide additional academic and pastoral support • All staff have been encouraged to complete online training on bereavement and domestic violence
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"> • A variety of models for the school day have been produced which have different levels of restriction based on risk of virus transmission • Start & finish times for students can be staggered so that the flow of students can be carefully managed • Different entrances / exits can be used to maintain the separate year group 'bubbles' • Split break and lunch times can be implemented to maintain the separate year group 'bubbles' • Staff and students will be 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 	<ul style="list-style-type: none"> • Communications to staff/student/parents and carers regarding the school procedures in operation • Signage and markings to be placed around the building advising staff & students of movement and social distancing rules • Additional external catering point planned outside Sixth Form study area to increase capacity. This is planned to be operational by September.
1.6 Planning Movement around the building	Movement around the school risks breaching social distancing guidelines	<ul style="list-style-type: none"> • Use of year group 'bubbles' with specific areas of the school allocated to different groups • Students are able to move between classrooms in their area • No classrooms to be used by different year group 'bubbles' in the same day • In order to allow the full curriculum to be delivered, staff will move to student rooms • Specific staircases used for different year groups • 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 in September to inform them of the procedures within the building. • Duty rota to be reviewed and provided to all staff • LPAs & Key Worker to be allocated to each year group to provide support • 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 • Curriculum plans amended to ensure National Curriculum / exam specification content covered across the key stage • Depending on the restrictions in place, access to some specialist rooms may not be possible for all year groups • Laptop loan scheme is in place to support those without access to electronic devices • Students to be provided with exercise books. Staff can give verbal feedback without sharing of resources. 	<ul style="list-style-type: none"> • Education Continuity Plan developed to enable home learning to be implemented at short notice in the event of local or school lockdown • School timetable for 2020/21 has been issued to staff and will be amended if necessary • Identify opportunities to provide additional support to those who are disadvantaged or falling behind with home learning • After school clubs and activities will not be planned at the start of the year but this will be reviewed when school is operational • Update Pupil Premium strategy

		<ul style="list-style-type: none"> • Microsoft Teams assignments to be used to provide individual or group feedback for homework activities • Any exams / tests need to be quarantined prior to marking and returning 	
1.8 Practical Subjects	Lack of access to specialist areas can hinder academic progress	<ul style="list-style-type: none"> • Year 11 & Sixth Form have been prioritised for specialist areas • Practical subjects to undertake risk assessment for their curriculum plans • PE curriculum available to all students with use of outdoor space • Sports hall can be used by multiple 'bubbles' but equipment and frequently touched surfaces need to be cleaned by PE staff between lessons 	<ul style="list-style-type: none"> • Students to wear PE kit on timetabled days to avoid need to use changing rooms • High level of ventilation required in the sports hall
1.9 Staff Workplaces	Staff workrooms and offices do not allow for observation of social distancing guidelines	<ul style="list-style-type: none"> • Staff will need to limit contacts with colleagues to reduce the risk of virus transmission • Faculty workrooms are available for staff during PPA time • Communal kitchen facility in staffroom will be unavailable to control the risk of transmission through sharing appliances and utensils • Staff will be able to use equipment in faculty work rooms as long as these are cleaned before and after use 	<ul style="list-style-type: none"> • Each workroom / office space will have maximum capacity doorsigns to ensure social distancing can take place
1.10 School Trips	School trips increase the risk of virus transmission	<ul style="list-style-type: none"> • Current guidance is against all domestic (UK) overnight and overseas educational visits • Guidance states that in the autumn term, schools can resume non-overnight domestic educational visits. These will be discussed on a case by case basis if they are required for exam specifications. All other visits will not resume until January 2021 at the earliest. 	<ul style="list-style-type: none"> • Further guidance is available at https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings
1.11 Transition	Transition requirements for new Year 7 students not completed	<ul style="list-style-type: none"> • Strong links with primary partners continue • Pastoral and academic information has been transferred • Transition videos shared with students and parents • Regular communications with the parent/carers of incoming students are in place • Virtual Open Evening for Year 7 and Sixth Form entry in 2021 have been developed and are available on the school website 	<ul style="list-style-type: none"> • Year 7 will follow specific transition programme in September
1.12 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 Resources Committee 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 were approved by Governors Resources Committee on 1st September 2020
1.13 Policy Review	Existing policies do not reflect current circumstances	<ul style="list-style-type: none"> • All relevant policies have been revised to take account the guidance on social distancing and restrictions due to COVID-19. The policies updated are: <ul style="list-style-type: none"> ○ Safeguarding Policy ○ School Safety Policy ○ Fire Policy ○ Behaviour Policy ○ Attendance Policy 	<ul style="list-style-type: none"> • Staff, students, parent/carers and Governors to be informed if further reviews are completed
1.14 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 • Whole staff briefing will not take place to reduce the risk of transmission 	<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

		<ul style="list-style-type: none"> Staff & student bulletin section of Synergy used to communicate in school 	
1.15 Staff induction	Staff not up to date with changes to procedures in school	<ul style="list-style-type: none"> Staff provided induction regarding new procedures in September inset day Staff meeting on Monday 9th November to consider impact of national restrictions 	<ul style="list-style-type: none"> All staff have been provided with risk assessments and revised procedures prior to reopening Any updates are communicated to all staff
1.16 Breakfast Club	Students who rely on breakfast club not able to access	<ul style="list-style-type: none"> Year group 'bubbles' cannot mix in breakfast club to avoid risk of transmission Fruit, breakfast bars, drink etc. available in each year group 'bubble' for students who would normally access breakfast club 	<ul style="list-style-type: none"> Breakfast club is popular with students and important to provide many students with a meal at the start of the day
1.17 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 Risk assessments and procedures have been approved by Governor Resources Committee prior to reopening Staff will be consulted on any changes to risk assessments Medical risk assessments have been completed for staff and students with specific high risk conditions Practical subjects to undertake risk assessment for their curriculum plan based on 'bubble' rooming 	<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
1.18 School transport	Changes to bus schedules as a result of COVID-19 adversely affect students' attendance and punctuality and do not align with staggered start and departure times	<ul style="list-style-type: none"> Dedicated school bus services will be provided and TfGM to inform school whether more can be available to align with staggered start & finish times Social distancing measures on dedicated school transport should mirror those used in school e.g. year group 'bubbles' Social distancing on public transport must be maintained and there will be reduced capacity 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 Late procedures will be suspended if due to transport difficulties
1.19 School Crossing Patrol	Risk of injury while crossing Rochdale Road	<ul style="list-style-type: none"> LA has confirmed the crossing patrol will be available Students to be reminded of the need for social distancing on the crossing and with the patrol officer 	<ul style="list-style-type: none"> Staff will be on duty at the end of the day to ensure students leave the site safely
1.20 Attendance	Attendance at school is not tracked and raises safeguarding concerns	<ul style="list-style-type: none"> DfE guidance states that attendance for all students will be mandatory in September 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 If students are advised not to attend school by a medical professional then home learning will continue to be provided

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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 Additional cleaners will be recruited if required Adequate supplies of cleaning products secured 	<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

		<ul style="list-style-type: none"> 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 	
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 have been installed at the visitor & student entrances Hand sanitizer is available in each classroom for use at the start and end of each lesson Staff and students reminded of the procedures for good respiratory hygiene Students will not have their temperature checked routinely but thermal camera available should fever be suspected Students using toilets have been reminded of the need to wash hands with soap and water for at least 20 seconds. Hand driers will not be in use and used paper towels will be placed in a lidded bin. 	<ul style="list-style-type: none"> Staff have been 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 have been installed Staff induction included 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 Social Distancing	Social distancing cannot be maintained which increases the risk of transmission	<ul style="list-style-type: none"> Students are encouraged to maintain social distancing during unstructured times Year group 'bubbles' maintained throughout the day to mitigate against students being unable to social distance in classrooms Staff maintaining distance from pupils and other staff as much as possible Separate entrances / exits and stairs to be used by each year group 'bubble' 	<ul style="list-style-type: none"> Staff to be mindful of social distancing when supporting students Siblings living in the same household do not need to socially distance outside school but will need to maintain separate year group 'bubbles' on site Siblings with different start / finish times will need to maintain the timings for their year group KS3 will be allowed on site from 8.00am KS4 & SF will be allowed on site from 9.35am
2.4 Clothing/fabric	Not wearing clean clothes each day may increase the risk of the virus spreading	<ul style="list-style-type: none"> The normal uniform policy will be in place from the start of term Staff dress code to be in place from the start of term Shared fabric chairs should be avoided in classrooms & offices 	<ul style="list-style-type: none"> Expectations and guidance are communicated to staff, parents & students Staff will tidy non-essential items when not in use
2.5 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 LTD Testing Site set up in the main hall following delivery of LTDs and PPE. SLT trained as team leaders (certificates on site); Science technicians trained to process LTDs (certificates on site). Team leaders and processors trained regarding wearing and removal of PPE; test supervision; test processing; hazards and spillages and recording results. Online test booking system in place to ensure social distancing; all surfaces wipeable with specialist PPE and testing materials all on site. Testing site included on cleaning rota. 	<ul style="list-style-type: none"> Information regarding current testing arrangements has been provided to staff induction Consent pro forma emailed to all staff 13/1/2021; on site testing to commence 18/1/2021. NHS Test and Trace app to facilitate communication; internal database to manage staff attendance. Expectations regarding staff testing positive emailed 13/1/2021.

<p>2.6 Infection transmission within school</p>	<p>Risk of spreading infection</p>	<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. • 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, then this will be reported to Public Health and an appropriate response agreed. In the majority of cases, contact tracing will be undertaken and direct contacts will be advised to self-isolate. It may be necessary to isolate the whole 'bubble' depending on the circumstances. Anyone self-isolating will 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. 	<ul style="list-style-type: none"> • Reporting procedures of COVID-19 are in place and have been communicated to staff/parents/carers. • 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 visors • Students must wear appropriate face coverings in corridors and communal areas but these will not be provided by school • A small supply of disposable face coverings will be available in school if required • Guidance on face coverings can be found at https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education
<p>2.7 First Aid/Designated Safeguarding Leads</p>	<p>The lack of availability of designated First Aiders and Designated Safeguarding</p>	<ul style="list-style-type: none"> • First Aid certificates extended • Designated first aider on site each day • Safeguarding team fully operational from September 	<ul style="list-style-type: none"> • Guidance on the use of PPE and treatment of individual displaying symptoms to be arranged with designated first aiders

	Leads puts children's safety at risk		
2.8 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
2.9 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 PPE as part of their induction
2.10 Use of equipment	Shared use of equipment may increase risk of spread	<ul style="list-style-type: none"> Staff and students should have their own set of standard school equipment. Equipment will be provided to students if required but will be for the student to keep and not return Practical activities in science, technology, art, PE etc can be undertaken but equipment needs to be cleaned between use or left unused for 48/72 hours 	<ul style="list-style-type: none"> Parents have been informed of the need for students to bring all their equipment for lessons with them Information has been included in the staff and student induction

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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 school's Behaviour Policy has been revised to include compliance with social distancing and is to be communicated to staff, students and parent/carers Detentions to be managed by SLT lead in year group 'bubble' 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 Exclusion room available if necessary for single year groups each day of the week 	<ul style="list-style-type: none"> Induction sessions have taken place with students during the first day of 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 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"> Classrooms, work rooms and meeting spaces to have furniture rearranged to facilitate social distancing Procedures in place to clean areas regularly throughout the day Classrooms should have windows open to ensure good ventilation To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate: <ul style="list-style-type: none"> opening high level windows in preference to low level to reduce draughts 	<ul style="list-style-type: none"> Review of all classrooms to ensure suitable for timetable lesson arrangements Regular feedback sought from staff on how procedures are operating Clear guidance to staff about maintaining distance when supporting students with work

		<ul style="list-style-type: none"> increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) providing flexibility to allow additional, suitable indoor clothing rearranging furniture where possible to avoid direct drafts <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p>	
3.3 Assemblies		<ul style="list-style-type: none"> Large gatherings are avoided to reduce the risk of transmission Assemblies will take place virtually using Microsoft Teams Welcome & leavers masses will only be planned when safe to do so Parents' evenings are expected to take place remotely (by phone) until restrictions ease 	<ul style="list-style-type: none"> Open evening will be virtual in September but hopefully back to normal for the summer
3.4 Movement in corridors	Social distancing guidance is breached when students circulate in corridors	<ul style="list-style-type: none"> Movement around the building will be minimised through using year group 'bubbles' Students can move between classrooms in their area but not to different areas 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 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
3.5 Break & Lunch times	Students may not observe social distancing at break and lunch times	<ul style="list-style-type: none"> Catering provision will be available for staff and students Year group 'bubbles' will be kept separate at social times Staggered break & lunch times will be in operation Year group specific canteens will be in operation 	<ul style="list-style-type: none"> Cashless catering system has been replaced before the start of term and include contactless payment
3.6 Toilets	Queues for toilets and handwashing risk non-compliance with social distancing measures	<ul style="list-style-type: none"> Year group 'bubbles' will have designated toilets Queuing zones for toilets and hand washing have been established and are monitored Floor markings are in place to enable social distancing 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 Adequate staff toilets are available around the building 	<ul style="list-style-type: none"> Signage and floor markings to be displayed in school toilets Information has been included in the staff and student induction
3.7 Reception area	Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	<ul style="list-style-type: none"> Front office to be staffed throughout the day to ensure visitors are dealt with promptly 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 Visitor contact details must be collected for anyone on site so that contact tracing can be effective if required 	<ul style="list-style-type: none"> Posters to be placed in reception re social distancing Essential visitors only – this is to be relayed to staff in the information sessions
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 by authorised staff and students 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 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 to be placed in reprographics room Information 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 Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings 	<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 included in the staff and student induction KS3 will be allowed on site from 8.00am KS4 & SF will be allowed on site from 9.35am
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 SEND students	Children with special educational needs may not be able to understand the need for social distancing	<ul style="list-style-type: none"> All students with SEND are expected to attend Provision outlined in EHC plan is to be delivered as close to normal as possible Some students with SEND will need additional support to help with the change in routines 	<ul style="list-style-type: none"> Additional Needs staff will be deployed flexibly to accommodate the year group 'bubbles' Each year group 'bubble' will have a break out space for individual or small group intervention

Hazard	Risk Identified	Current Precautions in Place	Further Information & Actions
4. Enhanced protection for children and staff with underlying health conditions			
4.1 Staff & students with underlying health issues	Students with underlying health issues may need additional protections in place	<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 Where schools apply the full measures in the DfE guidance, the risks to staff and students will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace, although we advise those in the most at risk categories to take particular care while community transmission rates continue to fall. Restrictions introduced on 5th November until 2nd December state that those identified as clinically extremely vulnerable should not attend school 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 medical advice 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 Staff need to make the Headteacher aware of any medical conditions that place them at higher risk so that a plan can be agreed to ensure they remain protected
4.2 Staff who are pregnant	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"> As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for clinically vulnerable 	<ul style="list-style-type: none"> Staff should inform the Headteacher if they are pregnant so that appropriate measures can be put in place

4.3 Staff & students at increased risk	Data suggests increased risks due to non-medical factors	<ul style="list-style-type: none"> Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report. The reasons are complex and there is ongoing research to understand and translate these findings for individuals in the future. If people with significant risk factors are concerned, we recommend schools discuss their concerns and explain the measures the school is putting in place to reduce risks. School leaders should try as far as practically possible to accommodate additional measures where appropriate. 	<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. The COVID-19: review of disparities in risks and outcomes report can be found here
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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 has been included in the induction sessions for any wider reopening Resources and websites about Mental Health support are 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 has been provided 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 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 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 are 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. 	<ul style="list-style-type: none"> Confidential counselling support is available through Insight and staff can self-refer using 08000277844 / 03005550120. The national Education Support service is available to all staff on 08000 562 561 or https://www.educationsupport.org.uk/ Additional support can be provided through the OH provider
5.6 Staff workload	Proposed arrangements may impact on workload	<ul style="list-style-type: none"> Workload will be carefully managed and line managers will manage the workload of their teams to ensure it is equitable and manageable 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. 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"> The Discretionary Leave Policy has been amended to allow up to a maximum of 10 days for COVID related childcare across the academic year 	<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"> 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 has been included in the staff and student induction The fire assembly point will be: <ul style="list-style-type: none"> Year 7 – DLS Years 8 & 9 – main yard Year 10, 11 & Sixth Form – 3G
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 have been checked prior 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 have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/students are kept apart. 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 	<ul style="list-style-type: none"> External canopy construction is due for completion by Mon 9th Nov Any visitor or contractor displaying symptoms will not be granted entry and be asked to leave the site
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 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"> Governors Resources Committee on 1/9/2020 approved start of year 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 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
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This assessment should be reviewed following significant changes, the introduction of new machinery, equipment, substances or procedures & following incidents, or at least annually.