

E17COVID-19 Risk assessment: Opening La Retraite RC Girl’s School

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October 19th 2020 Update following designation of Lambeth as a Tier 2 COVID area

The Government’s guidance

It is the Government’s plan that all students, in all year groups, will return to school full-time from the beginning of the autumn term.

The link to the current government’s guidance is <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise the potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward-facing desks
- staff maintaining distance from students and other staff as much as possible

Employers must protect people from harm. This includes taking reasonable steps to protect staff, students and others from coronavirus (COVID-19) within the education setting.

As part of planning for full return in the autumn term, it is a legal requirement that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures to enable a return to full capacity in the autumn term. Settings should also review and update their wider risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID-19). Schools should ensure that they implement sensible and proportionate control measures which follow the health and safety hierarchy of control to reduce the risk to the lowest reasonably practicable level.

School employers should have active arrangements in place to monitor that the controls are:

- effective
- working as planned
- updated appropriately considering any issues identified and changes in public health advice.

The risk assessment below sets out the known hazards and importantly controls that have been advised either by the Government/DfE, the World Health Organisation (WHO), Public Health England (PHE), NHS (safe practice) or good practice (unions/other sources).

Personal Protective Equipment (PPE)

From the designation of Lambeth as a Tier 2 COVID area from October 17th, all staff and students are expected to wear a face mask or a visor in communal areas such as corridors, the staffroom, the staff work area and any other areas where social distancing is not possible.

Therefore, the points below on face coverings do not apply until the Tier 2 designation is lifted.

Face coverings

- Wearing a face covering or facemask in schools or other education settings is **not** recommended except in areas where social distancing is not possible. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This **does not apply** to schools or other education settings.
- Schools and other education or childcare settings **should** therefore **not require** staff, children and learners to wear face coverings.
- Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.

PPE

- The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.

PPE is only needed in a very small number of cases including:

- Children, young people and students whose care routinely already involves the use of PPE due to their **intimate care needs** should continue to receive their care in the same way
- If a child, young person or other learner becomes **unwell with symptoms of coronavirus** while in their setting and needs direct personal care until they can return home. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a facemask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.
- In cases where students cannot socially distance and need personal care and support with hygiene measures, should wear PPE at all times when working with children and young people. Please discuss the matter with your line manager

- PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as a very young child or a child with complex needs).

Where PPE is required, the following is a general checklist for PPE management:

- Communicate suitable information to students, parents and carers on what to expect in relation to staff wearing additional PPE;
- Ensure training is provided to the relevant staff on how to correctly put on and wear items of PPE, when it should be replaced throughout the day and how it should be disposed of (Videos and guidance is available and noted on the assessment template below);
- Ensure that where a need for disposable half facemasks that provide a higher level of protection (e.g. disposable FFP3 masks and reusable half masks) is identified. Face fit testing is provided by a competent person (And how this will be applied to staff who have facial hair);
- Identify staff that have relevant pre-existing medical conditions which may restrict or prevent some workers wearing certain types of RPE and clarify how this will be managed. (E.g: asthma or skin allergies);
- Ensure a maintained stock of all identified items of PPE, including a contingency surplus, is available to ensure that the identified additional controls can be sustained throughout the phased return period and into full occupation of each school building until such a time that control measures can be reviewed and reduced accordingly.

The system of controls - Protective measures

These are the set of actions we will take. They are grouped into ‘prevention’ and ‘response to any infection’ and are outlined in more detail in the sections below.

Prevention:

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
2. Clean hands thoroughly more often than usual by providing a large number of sanitising stations around the school.
3. Ensure good respiratory hygiene by promoting the **‘Catch it, bin it, kill it’** approach and ensuring that there are a number of reminders around the school.
4. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
5. **From the designation of Lambeth as a Tier 2 COVID area from October 17th, all staff and students are expected to wear a face mask or a visor in communal areas such as corridors, the staffroom and the staff work area and any other area where social distancing is not possible.**

Numbers 1 to 5 **will be in place** all the time until the Tier 2 designation ends.

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

Number 6 **has been considered in planning the school's arrangements for September** and implemented as much as possible. Adults will be advised to keep a 2 metre distance from each other, and from students where possible and minimise the time closer than this. Students and parents will receive guidance prior to the return explaining expectations about maintaining distance and not touching staff or their peers where possible.

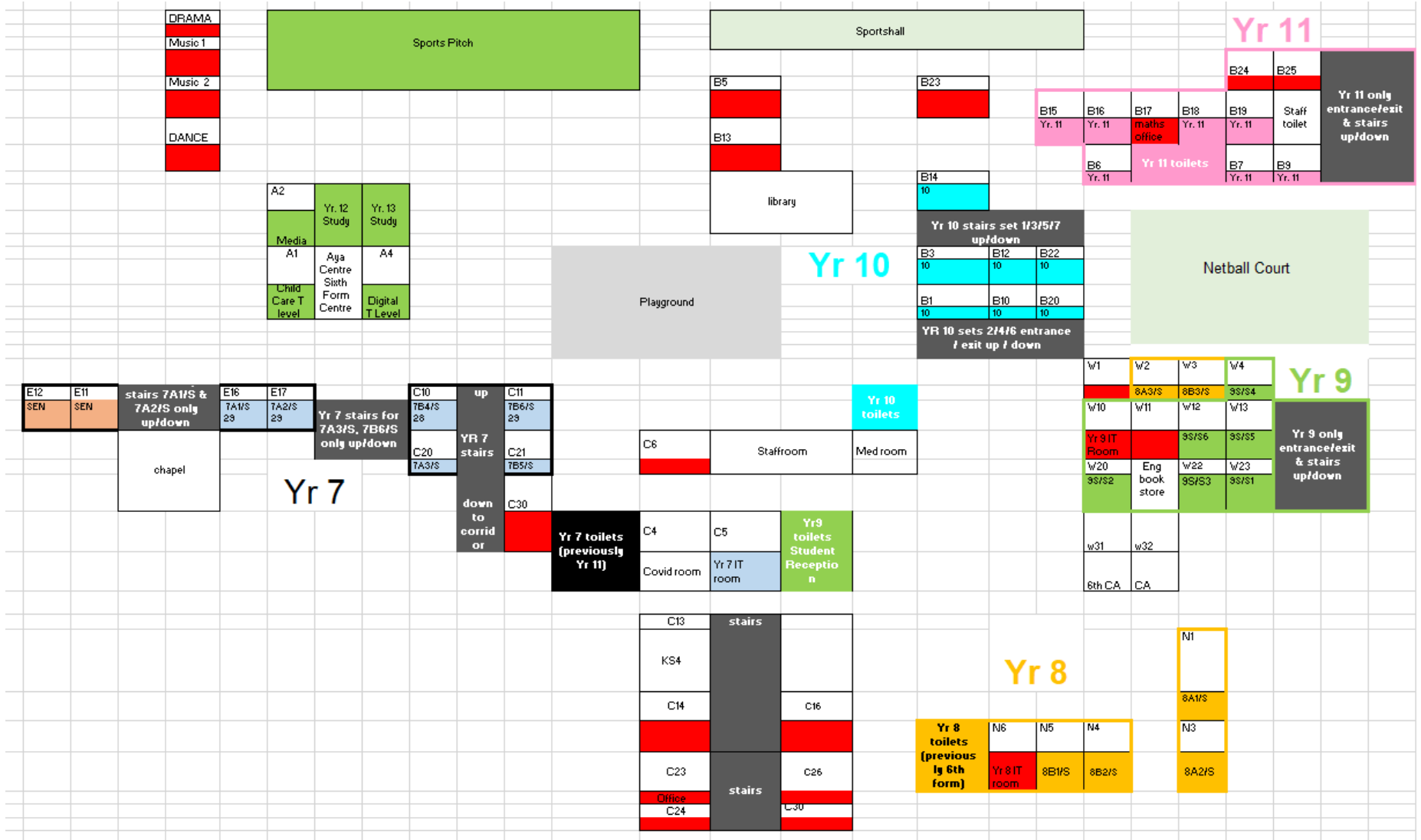
Changes to all classrooms have been made so that students sit side by side and facing forwards, rather than face to face or side on. All unnecessary furniture has been removed from classrooms to increase space for movement

Large gatherings such as assemblies or collective worship will be avoided.

7. Where necessary, wear appropriate personal protective equipment (PPE). This applies in specific circumstances identified in the First Aid risk assessment.

From the 1st September, we will be open to all students and staff with the following arrangements to reduce the risk of infection:

- Students will be organised in year group 'bubbles' and the movement of students in different year groups will be limited to specific areas of the school . Within these Year group bubbles, students will be organized in set bubbles. This will limit interaction further



- Lessons will be increased in length from single periods to double periods as much as possible to reduce the need for staff and student movement
- Staff will move to teach in the students' allocated classroom, rather than the other way round in normal circumstances.
- There will be two shorter breaks of 30 mins.
- Year groups will also have specific toilets they can use.
- There will be a staggered start to the school day
- There will be a staggered end to the day:
- For lunch students will have access at different times to the dining facilities or they remain in their 'area' to eat lunch
- Breaks and lunchtimes will be staggered.
- As much as possible, groups of students will not be sharing rooms and there will be limited use of social spaces by different groups as much as possible.
- Movement around the school site will be kept to a minimum. Year groups will have specific areas of the school that they use and in tight communal areas, the one way system will persist.
- Communal staff areas have been 'socially distanced' and notices on doors detail the maximum occupancy
- Guidance will be sent to parents explaining how the school will implement a process for removing face coverings when students or staff who use them arrive at school. Students should be taught how to do this correctly (not touching the front of their face), washing hands immediately on arrival, disposing of temporary coverings appropriately and placing reusable ones in plastic bags to take home.
- For individual and very frequently used equipment such as pencils and pens:
 - Staff will be provided with their own 'pencil case' of equipment and spare pens to give away
 - Parents will be informed that students will be expected to bring in their own pencil case of equipment and not share it
 - In subjects such as Art, students will have their own 'pencil case of equipment
- Classroom based resources can be shared within a bubble. These will be cleaned regularly as will be surfaces.
- Resources shared between bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously between use and, where possible, rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics).
- Students and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, and the school will ensure such resources are cleaned when they are returned to school.
- Outdoor equipment should be more frequently cleaned. The use of Table Football games will be limited for the current time. This also applies to resources inside and outside by hirers.
- Parents will be asked to limit the amount of equipment students bring to school as the lockers will not be used during this period.
- **From the designation of Lambeth as a Tier 2 COVID area from October 17th, all staff and students are expected to wear a face mask or a visor in communal areas such as corridors, the staffroom, the staff work area and any other place where social distancing is not possible.**

Response to any infection

These **MUST** be followed in every case where they are relevant.

1. Engage with the NHS Test and Trace process:

Staff and parents will be provided with clear guidance on using this process so that it is all fully understood and followed by staff members and parents/carers. Contact Lambeth Public Health Services for advice:

Mercy Cefaz

Interim Executive Support Officer to:

Ruth Hutt, Director - Public Health & Integrated Disabilities Commissioning

Adults & Health Directorate

London Borough of Lambeth

Tel: 020 7926 0093

Email: mcefaz1@lambeth.gov.uk

General email: PublicHealth@lambeth.gov.uk

Website: <http://www.lambeth.gov.uk>

Director of Public Health Ruth Hutt can be contacted at: rhutt@lambeth.gov.uk

2. Manage confirmed cases of coronavirus (COVID-19) amongst the school community.

The school has a detailed guidance on how it will manage confirmed cases on the day – please see the separate First Aid Risk Assessment

3. Manage confirmed cases of COVID-19:

The guidance to parents and staff details how the school will take swift action when we become aware that someone who has attended has tested positive for COVID-19. We will contact the local health protection team immediately and implement their advice and specific procedures, containing any outbreak as directed.

Transport arrangements:

1. Start and finish times will be staggered and start later where possible
2. Staff applications for Lambeth parking permits have been supported to increase the car parking capacity at school to minimise the numbers of staff travelling on public transport. Car park spaces have been allocated according to medical need and distance from the school

Department risk assessments

1. There is specific guidance from organisations such as the Association for Physical Education that should be consulted. Each Head of Department (specialists in their area) must review these risk

assessments, make suitable amendments and show how they are adhering to guidance. This is specific to your school and department.

Covid-19 Testing:

As essential workers, Support and Teaching staff can apply for a covid-19 test on the government portal or the school can arrange the test on their behalf: <https://www.gov.uk/apply-coronavirus-test>

Documents to be produced/completed:

- Updated Parent guidance – LTH ✓
- Updated Student guidance leaflet – LTH ✓
- Updated Staff guidance leaflet – General LTH ✓
- Receptionist guidance – PST ✓
- Pastoral Team guidance – supporting student well being AAS ✓
- Managing possible Covid infections for First aid Staff DMA ✓
- Record of staff training. MDU
- Updated First Aid RA. DMA & SEB ✓
- Hand cleaning & toilet notices PST ✓
- Updated risk assessment for groups of staff & individuals ACL & DMA ✓
- Updated risk assessment of individual students. SEND & Pastoral team ✓
- Updated Fire evacuation plan. PST & DMA ✓
- Managing Premises Functions – PST & SRO ✓
- Behaviour for Learning Policy addendum – DMA ✓
- Staff wellbeing questionnaire - BOB ✓

La Retraite RC Girls' School Health and Safety Risk Assessment – Re-opening Schools – COVID-19

School	La Retraite RC Girls' School			Assessment No.	Version 4 – Student return to school & Lambeth being designated Tier 2
Site	La Retraite	Location	Atkins Road, LONDON, SW12 0AB		
Subject of Assessment	Re-opening schools to full use for the Autumn term. The designation of Lambeth as a Tier 2 COVID area from October 17th				
Assessed by	Dominic MALINS	Date	27/08/2 Updated – 19 th October 2020	Review date	15/11/20
Spaces being used:	<ul style="list-style-type: none"> All areas of the school. Students will be managed in Year group bubbles and have staggered start times, finish times and breaks 				
Details of workplace/activity	Students and employees partaking in school activities within the school premises, including general classroom activities, dining, break-times, playgrounds, pick-up and drop off (where applicable), First aid and external visitors to the school.				Persons Affected <i>(Who may be harmed)</i>
					Students, Employees, Contractors and Visitors.

Risk Levels: *Very High, High, Medium, Low*

Hazards and Risks	Risk	Control Measures (Already in place, To be clarified, Measures to complete)	By whom	Deadline	
1. Spread / contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information.	H	<ol style="list-style-type: none"> 1. Communication home informing parents, students, carers, and visitors not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection); 2. Parents receive updated guidance on school times for their child and protocols set out for attending the school i.e. should remain 2m apart from others, should follow staff members instruction and should not congregate outside the school, emphasising their role in terms of the local and national approach would also be appropriate as that potentially impacts on school life and the whole pandemic control measures 3. Communication to staff informing parents, students, carers, and visitors not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection). 4. Parents of SEN students or those with care plans are individually consulted in order that plans are reviewed to include any new safety measures; 5. Review of the current risk assessments for individual students to take into account the new situation and relating to the change in the nature of the provision being made and the provisions of COVID-19 guidance. 6. Risk assessments of other students who have not previously been risk assessed but in the new circumstances but may pose a risk; e.g. students who need specific care, which cannot be delivered whilst ensuring social distancing; potentially violent students, especially those with a known risk of spitting and/or requiring physical restraint. 7. Review of the Behaviour for Learning Policy to ensure that it covers COVID-19-related incidents, making provision for the school to be able to sanction, up to and including exclusion, students who willfully refuse to adhere to arrangements of social distancing and deliberately cough or spit at students or staff, putting them at risk. 8. Staff are briefed and consulted on school procedures on plans for return to school. 9. Staff to receive a copy of the updated risk assessment 10. Employees have had sufficient training and briefing regarding infection control and school protocols. Staff to receive update guidance on 16th July 11. Staff are up to date on other related guidance and support in relation to themselves and students such as stress and wellbeing. Training planned for 19th, 22nd & 23rd June. Staff can 	<ol style="list-style-type: none"> 1. LTH 2. LTH 3. DMA 4. HMA 5. AAS 6. LTH, 7. MAL & 8. AAS 9. DMA 10. DMA 11. DMA 12. ACL 13. ACL 14. ACL & 15. BOB 16. ACL 17. DMA 18. DMA & 19. LTH 20. SLT 17. ACL & 18. DMA 19. ACL & 20. DMA 20. LTH 	<ol style="list-style-type: none"> 1. 22/05/20 2. 16/07/20 3. 22/05/20 4. 17/07/20 5. 17/07/20 6. 17/07/20 7. 22/05/20 8. 13/07/20 9. 12/07/20 10. 08/06/20 11. 22/05/20 12. 15/06/20 13. 14. 22/05/20 15. 13/07/20 16. 13/ 17. 01/09 18. 01/09 19. 01/09 20. 16/07 	<ol style="list-style-type: none"> 1. ✓ 2. ✓ 3. ✓ 4. ✓ 5. ✓ 6. ✓ 7. ✓ 8. ✓ 9. ✓ 10. ✓ 11. ✓ 12. ✓ 13. ✓ 14. ✓ 15. ✓ 16. ✓ 17. ✓ 18. ✓ 19. ✓ 20. ✓

Hazards and Risks	Risk	Control Measures (Already in place, To be clarified, Measures to complete)	By whom	Deadline	
		<p>access the free helpline <u>Education Support Partnership</u> for school staff and targeted support for mental health and wellbeing</p> <p>12. In relation to mental health and stress support organisation, details are available to staff including confidential employee help lines and information that can be provided to students;</p> <p>13. There are communication and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively. Staff questionnaire going out to check</p> <p>14. Hazard reporting mechanisms are in place and easily accessible;</p> <p>15. Talks with staff about the planned changes (E.g. safety measures, timetable changes and staggered arrival and departure times), have taken place during the week beginning 13th July, including discussing whether additional training would be helpful.</p> <p>16. Where possible, meetings will take place in small groups in the Chapel, (maximum 20 participants) or remotely</p> <p>17. Staff deemed 'vulnerable' will be invited to review their risk assessment and advised to follow <u>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</u></p> <p>18. Staff risk assessments and plans are reviewed with relevant staff, including on a one-to-one basis for some to enable staff to speak about their own situation and reasonable adjustments to be made. The school will try as far as practically possible to be flexible and accommodate additional measures for vulnerable people where appropriate, which may include staff will be permitted to work from home where appropriate</p> <p>19. Specific risk assessments for new and expectant mothers are completed</p> <p>20. Staff have been advised not to travel abroad during the summer holiday to countries that are not on the <u>Coronavirus (COVID-19): travel corridor list</u>. If they choose to travel to these areas, on their return they will need to self-isolate for 14 days before they are due to return to work in the autumn term and will need to take this as unpaid leave.</p>			
2. Spread/contraction of COVID-19 due to lack of social distancing measures during the school day	H	<ol style="list-style-type: none"> 1. Communication home confirms arrangements for drop-off and collection points and timings for each vulnerable, key worker students and those coming for Academic tutoring 2. Students must enter via the designated entrance, signed (specifically for this time) entrance to the building. 3. Students are required to complete hand sanitising on entry to the school; Instructions for reception staff and signage up dated 	<ol style="list-style-type: none"> 1. LTH 2. DMA 3. DMA 	<ol style="list-style-type: none"> 1. 22/05/20 2. 01/09 3. 01/06/20 	<ol style="list-style-type: none"> 1. ✓ 2. ✓ 3. ✓

Hazards and Risks	Risk	Control Measures (Already in place, To be clarified, Measures to complete)	By whom	Deadline	
including: • Drop off / entry to the school.		<ol style="list-style-type: none"> 4. Entrance doors are held open, reducing the number of occupants touching the doors. Door stops organised & premises staff away of set up arrangements 5. Hand-wash stations are located at the entrance to the school and all visitors expected to use Visitors Facilities on entrance to site. 6. Good hand washing signage to instruct students how to do this effectively is displayed. 	<ol style="list-style-type: none"> 4. SRO 5. Reception staff 6. PSH 	<ol style="list-style-type: none"> 4. 01/06/20 5. 22/05/20 6. 01/06/20 	<ol style="list-style-type: none"> 4. ✓ 5. ✓ 6. ✓
3. Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including: • Pickup / leaving the school.	H	<p>Secondary school (exit from school):</p> <ol style="list-style-type: none"> 1. Communication home confirms arrangements and collection points and timings. Students who are picked up can do this in the usual way but drivers MUST NOT leave the vehicle; 2. Individual academic mentoring times communicated with parents and students 3. Students must leave via the designated, signed (specifically for this time) exit from the building; 4. Please see Fire Safety Management Addendum for details about propping open doors. 5. Students are reminded to sanitise hands as they leave the school building; 6. Sanitising stations will located at the exits from the school. Initially visitors will use hand basins in the visitor's toilet. Instructions for reception staff and signage up dated 7. Students are required to leave the school grounds and go straight home, not to congregate on the school grounds, nearby roads, recreational areas; Staff supervising exits. Rota organised 8. Start & finish times have been staggered for groups of students in order to prevent large numbers students leaving at the same time. Parents and students have been informed of their groups (year group) start time. The school management keep this under review and will consult with parents or students who are not following the new procedures/start time for their group; 9. The school has communicated the requirements about face masks. From the designation of Lambeth as a Tier 2 COVID area from October 17th, all staff and students are expected to wear a face mask or a visor in communal areas such as corridors, the staffroom, the staff work area and any other place where social distancing is not possible. Whilst students will be encouraged to remove masks in classrooms, they will not have to. All staff and students will be shown the WHO video on how to use masks safely 	<ol style="list-style-type: none"> 1. LTH 2. Yr. 10 & 12 Pastoral teams 3. PST 4. SRO 5. Reception staff 6. PST 7. DMA 8. DMA & LTH 9. DMA 	<ol style="list-style-type: none"> 1. 22/05/12 2. 22/05/20 3. 08/06/20 4. 01/06/20 5. 01/06/20 6. 01/06/20 7. 16/07/20 8. 16/7/20 9. 16/07/20 	<ol style="list-style-type: none"> 1. ✓ 2. ✓ 3. ✓ 4. ✓ 5. ✓ 6. ✓ 7. ✓ 8. ✓ 9. ✓

Hazards and Risks	Risk	Control Measures (Already in place, To be clarified, Measures to complete)	By whom	Deadline	
<p>4. Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> Classroom use / activities. 	H	<ol style="list-style-type: none"> Staff and students have their own resources. The timetable means that rooms are used primarily by one group of students all day. Where this is not possible, the room is cleaned between groups Where students need specialised resources in Creative Arts, students are given their own pack of equipment. Cleaning rota organised. All equipment that has been used will be cleaned at the end of the day; Students and staff sanitise hands regularly. Reminders on study room doors Use of external play equipment is limited. Where possible, all spaces are well ventilated using natural ventilation, opening windows and propping open doors. Signs prohibiting use of A/C Year groups are organised into bubbles and staff are aware of the arrangements: <ul style="list-style-type: none"> Blocks/areas of the school have been designated for specific year groups. Classroom sizes are restricted to a normal class (approximately 30) students, 1 teacher and TA if required (specific needs of class); Groups are kept as small and as consistent possible; Students move class groups for specific subjects but remain in their year group 'bubble' at all times; Interaction with other year groups is prevented (as far as possible); For non-practical subjects students will remain in the same room with Teachers only moving (where possible); Classrooms have been organised to achieve 2m distances between students and Teachers as much as possible; Classrooms are arranged so that students sit side by side and facing forwards, rather than face to face or side on; Students are managed while entering the room to avoid contact with each other of the Teacher; Individual and very frequently used equipment such as pencils and pens are not shared. Staff and students have their own items; Classroom based resources are only shared within a bubble; 	<ol style="list-style-type: none"> LTH MAL JSI PST PST SRO PST MAL/LT H/DMA 10 DMA/LT H DMA/LT H 	<ol style="list-style-type: none"> 16/07/20 16/07/20 16/07/20 16/07/20 01/06/20 01/06/20 01/06/20 10/7/20 10/7/20 10/7/20 	<ol style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

Hazards and Risks	Risk	Control Measures (Already in place, To be clarified, Measures to complete)	By whom	Deadline	
		<ul style="list-style-type: none"> • These resources are cleaned regularly as are classroom surfaces; • Resources shared between bubbles, such as sports, art and science equipment are cleaned frequently and meticulously between use • The school limits the amount of equipment students bring to school to only essentials; <p>9. Heads of Year and Subject Leads receive guidance that makes it clear that they should be proactive in managing the risks in their areas of responsibility - this means ensuring risk assessments are completed and reviewed and their teams are aware of procedures and protocols</p> <p>10. The Behaviour for Learning is amended to cover managing students who not responding to social distancing rules and ignore staff requests to keep apart or maintain good hygiene.</p>			
<p>5. Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> • Dining; • Moving around the school; • Break-time/playgrounds 		<ol style="list-style-type: none"> 1. The staggered lunches means that two-year groups have access to the Dining room and two access to the Sixth form Dining room. Otherwise, students have packed lunches or they will be able to purchase sandwiches etc. Catering staff will bring the lunches to Year group areas where appropriate. Lunch times will be staggered to facilitate this and enable any cleaning required. 2. Tables are wiped clean with appropriate disinfectant before and after lunch; 3. Students are advised to clean hands before and after eating lunch in the classroom. Break times are staggered and students stay in their `area` 4. Movement to different areas within the schools is reduced as much as possible. Where possible students will move with their group only and will not mix with other groups. Staff will generally manage student movement but keep a suitable social distance from students and other staff. 5. Additional furniture, coats, bags are not permitted in the school corridor; 6. Corridors are sterile environments and kept as clear as possible with regular cleaning with regular cleaning 7. Corridors that cannot provide 2m separation are designated one way where possible. 8. Daily inspection and enhanced cleaning programs in place for external areas. 	<ol style="list-style-type: none"> 1. LTH 2. PST 3. Staff 4. DMA & PST 5. PST 6. PST 7. PST 8. PST 	<ol style="list-style-type: none"> 1. 17/07/20 2. 22/05/20 3. 22/05/20 4. 22/05/20 5. 22/05/20 6. 02/06/20 7. 02/06/20 8. 27/08/20 	<ol style="list-style-type: none"> 1. ✓ 2. ✓ 3. ✓ 4. ✓ 5. ✓ 6. ✓ 7. ✓ 8. ✓
<p>6. Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.</p>	H	<ol style="list-style-type: none"> 1. PSHE resources updated and students have online lesson on relevant aspects 2. All those entering the school are required to wash/sanitise their hands via visitor's toilet facilities. 3. Initially hand washing will be via designated washbasins. Hand sanitising stations to be fitted on each floor, and at strategic places around the school. as more students come back after initial academic tutoring; 4. Hand washing sinks are located within each toilet provision. Increasing soap dispensers 	<ol style="list-style-type: none"> 1. JKE 2. Recepti on staff 3. PST 4. SRO 5. PST 	<ol style="list-style-type: none"> 1. n/a 2. 01/06/20 3. 02/06/20 	<ol style="list-style-type: none"> 1. ✓ 2. ✓ 3. ✓

Hazards and Risks	Risk	Control Measures (Already in place, To be clarified, Measures to complete)	By whom	Deadline	
		5. Signage is located adjacent to each sanitising station or sink reminding occupants to wash their hands and how to do it effectively; 6. Signage recommending frequent hand washing or sanitising especially at entry and exit from the school; after using the toilet; on entry to the dining hall; before and after eating; 7. Students guidance update about hygiene & hand washing updated 8. Staff guidance update about hygiene & hand washing updated 9. Boxes of tissues and wipes to be put in each classroom. Large supply kept on site 10. Displays around the school remind staff and students to Catch, bin it, kill it'	6. PST 7. AAS 8. PST 9. JDG 10. DMA	4. 01/06/20 5. 01/06/20 6. 01/06/20 7. 01/06/20 8. 01/06/20 9. 16/07/20 10. 16/07/20	4. 5. ✓ 6. ✓ 7. ✓ 8. ✓ 9. ✓ 10. ✓
7. Spread/contraction of COVID-19 due to lack of adequate cleaning measures.	H	1. The school has implemented additional cleaning regimes of current spaces being used: School Dining area, Visitor's reception, Visitor's toilet, Staff room, Staff toilets, Year 11 toilets, admin offices, C5, C6, library and corridors. Day cleaner to review her cleaning schedule to include some classrooms used during the day if necessary. Increased numbers of cleaners present by 1 2. Frequent cleaning of all touched surfaces, such as door handles, handrails, table tops, 3. Classrooms furniture has been reduced/re-arranged in order to improve the ability to effectively clean for those rooms used in academic tutoring and supervised study; 4. Study areas will be cleaned at lunch breaks and after school. Area has also been decontaminated by a Clorox antiviral electrostatic sprayer 5. Areas used for academic tutoring will be cleaned each hour. Area has also been decontaminated by a Clorox antiviral electrostatic sprayer 6. Toilets will be cleaned in the morning, after break, after lunch and at the end of the day; 7. Common areas will be cleaned once a day. Staff room has been decontaminated by a Clorox antiviral electrostatic sprayer 8. Equipment used by the students and staff – see previous comments 9. Wipes will be provided to wipe down keyboards after each students has completed their academic tutoring 10. If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an occupant of a classroom), the room will be closed for 72 hours and then deep cleaned as per the guidance set on COVID-19: cleaning un non-healthcare settings.	1. PST 2. PST 3. PST/SRO /DMA 4. PST 5. PST 6. PST 7. PST 8. PST 9. JDG & DMA 10. PST	1. 01/06/20 2. 22/05/20 3. 22/05/20 4. 01/06/20 5. 22/05/20 6. 01/06/20 7. 22/05/20 8. 22/05/20 9. 16/07/20 10. 01/06/20	1. ✓ 2. ✓ 3. ✓ 4. ✓ 5. ✓ 6. ✓ 7. ✓ 8. ✓ 9. ✓ 10. ✓

Hazards and Risks	Risk	Control Measures (Already in place, To be clarified, Measures to complete)	By whom	Deadline	
8. Spread/contraction of COVID-19 due to lack of social distancing measures. In particular school employees.	H	<ol style="list-style-type: none"> 1. Employees are required to conform with social distancing requirements at all times; Staff guidance updated with new rota 2. School offices are either reduced in occupation and desks positioned in order to provide adequate separation or staff are moved to other areas to reduce contact 3. Clear guidance given to staff about numbers of staff to be using staff room, (18) and staff working room, (6) at any one time 4. Clear guidance to staff encouraging them to bring a packed lunch and use the larger dining areas, keeping a suitable distance from other occupants via staff briefing and INSET 5. Staff model and reinforce social distance expectations with students. 6. Employees that are required to assist an individual suspected of having the Covid-19 virus will be provided with and wear PPE when required in accordance with government guidance. They will receive appropriate training. All First Aiders to be directed to watch the appropriate NHS website and confirm that they have done so 	<ol style="list-style-type: none"> 1. PST & DMA 2. PST & SRO 3. PST 4. DMA 5. DMA 6. SBE 	<ol style="list-style-type: none"> 1. 22/05/20 2. 01/06/20 3. 22/05/20 4. 22/05/20 5. 22/05/20 6. 01/06/20 	<ol style="list-style-type: none"> 1. ✓ 2. ✓ 3. ✓ 4. ✓ 5. ✓ 6. ✓
9. Spread/contraction of COVID-19 due to insufficient First aid measures. This includes: <ul style="list-style-type: none"> • Dealing with general First aid; • Lack of trained first aiders; • Dealing with a suspected case of 	H	<ol style="list-style-type: none"> 1. A specific First Aid, (FA) needs assessment has been completed taking into account numbers and ages of students, number and training of employees. This has been updated to give guidance on routine, non-covid First Aid responses: <ul style="list-style-type: none"> • Staff dispensing medication to students should minimise contact and their wash hands before and after dispensing the medication. If required, gloves will be worn by staff when giving medication • Where appropriate, students should take the medication out of the blister packs/bottles then place the unused ones back in the cupboard, etc. 2. There sufficient first aiders for the school to the number of students. The First Aider list is up to date. First Aiders to receive their own `bag` of PPE equipment 3. The Behaviour Mentors' Office, C4, will be dedicated room for suspected cases of COVID-19. It needs appropriate signage and checking that it has appropriate facilities 4. There is a clear system for managing staff or students who display symptoms of the virus during the 	<ol style="list-style-type: none"> 1. DMA 2. SBE 3. SEB 4. DMA/SE B 5. DMA/SE B 6. SEB 7. SEB/SR O 8. PST 	<ol style="list-style-type: none"> 1. 01/06/20 2. 01/06/20 3. 01/06/20 4. 01/06/20 5. 01/06/20 6. 08/06/20 7. 08/06/20 8. 01/06/20 	<ol style="list-style-type: none"> 1. ✓ 2. ✓ 3. ✓ 4. ✓ 5. ✓ 6. ✓ 7. ✓ 8. ✓

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<p>Covid-19;</p> <ul style="list-style-type: none"> • Inappropriate handling / removal of clinical waste • Intimate care procedures. 		<p>school day and their isolation in the designated room until additional medical assistance can be gained. Guidance includes cleaning the area the individual leaves.</p> <ol style="list-style-type: none"> 5. First aiders required to assist this person have wear full PPE including, apron, gloves, mask and visor; First Aiders to receive their own `bag` of PPE equipment. Where the risk of contact with droplets to the face, e.g. from coughing or vomiting, face protection should be provided 6. First aiders have completed appropriate training for 'donning and doffing' PPE – NHS video / advice: https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm 18th June 2020 7. PPE is disposed of in accordance with NHS COVID-19 waste management guidance; https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings. This involves: <ul style="list-style-type: none"> ○ Put in a plastic rubbish bag and tied when full; ○ The plastic bag is placed in a second bin bag and tied; ○ It initially placed in a Biohazard bin in C4, then moved to a Biohazard bin external to C4, in a secure place near the car park ○ It is marked for storage until the individual's test results are known; ○ Waste is stored safely and kept away from children; ○ Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours; ○ If the individual tests negative, this can be put in with the normal waste; ○ If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste; ○ If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either local waste collection authority or a specialist clinical waste contractor. They will supply you with orange clinical waste bags for waste bags can be sent for appropriate treatment. 8. The first aid room will be cleaned frequently and after each use (when first aid care has been provided). 			
<p>10. Spread/contraction of COVID-19 due to lack of social distancing</p>	H	<ol style="list-style-type: none"> 1. Guidance to parents about: <ul style="list-style-type: none"> • Non-entry to school premise • The need to call the school office or email if they have any questions or concerns; • Dropping off items for students 	<ol style="list-style-type: none"> 1. AAS 2. ASI & AAS 	<ol style="list-style-type: none"> 1. 01/06/20 2. 08/06/20 	<ol style="list-style-type: none"> 1. ✓ 2. ✓

Hazards and Risks	Risk	Control Measures (Already in place, To be clarified, Measures to complete)	By whom	Deadline	
measures for external visitors to the school, including: <ul style="list-style-type: none"> • Parents; • Maintenance contractors; • External Teachers; • Inspectors; • Delivery personnel 		2. A safe online system for SLT to conduct face-to-face meetings with parents if required is in place via Google Meet. Academic meetings to take place with the staff based in school; 3. Visitor’s reception and Student Reception to be used for as they have a glass shields to reduce the risk to school staff as visitors are unable to stand 2m from the reception desk. 4. Guidance provided for staff on managing meeting, including: <ul style="list-style-type: none"> • Touch screen sign-in equipment to be wiped after use • Visitors will only be permitted into the school if they have an appointment; • Visitors will only be permitted at their designated time and will be asked to wait outside of the school building until their school contact is available; • The school contact is required to attend reception in good time to meet their visitor; • Meetings with visitors will be via video conference or phone where possible; • If not possible social distancing measures will be adhered to at all times; • Face to face meetings in small room or within 2m are not permitted; 5. Premises’ contractors will be managed in accordance with a separate premises maintenance risk assessment written specifically for this time; 6. Guidance for managing deliveries, for example at what times will be they be accepted. Where and limiting them to non-personal items 7. The number of ITT trainees, supply teachers, peripatetic teachers and volunteers has been reduced where possible; they all receive an induction to inform them of the school’s risk assessment and controls to prevent infection risks in the school, when pertinent, relevant training is also provided.	3. SRO 4. PST 5. PST/SRO 6. SRO 7. MDO/VA/RO W/ACL	3. 15/08 4. 08/06/20 5. 08/06/20 6. 08/06/20 7. 16/07/20	3. ✓ 4. ✓ 5. ✓ 6. ✓ 7. ✓
11. Spread/contraction of COVID-19 due to lack of social distancing measures. This includes unsuitable use of toilets.	H	1. Guidance on toilet entrances indicating maximum number of occupants allowed 2. Student toilets to be patrolled by supervisory staff during break and lunch to ensure appropriate number of students are in the toilets at one time. 3. Specific toilets dedicated for specific year groups to minimise usage Staff will use staff toilets. Staff guidance 4. Toilets are cleaned throughout the day. 5. Guidance encourages students and staff to close toilet lids where possible before flushing	1. PST 2. PST 3. LTH 4. PST 5.	1. 01/06/20 2. 01/06/20 3. 01/06/20 4. 01/06/20 5. 01/06/20	1. ✓ 2. ✓ 3. ✓ 4. ✓ 5. ✓
11. Lack of staffing /	M	1. Students are suitably supervised at all times;	1. LTH/DM	1. Weekly	1. ✓

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insufficient staff ratios		2. Assessment of the availability of staff for all activities during the school day taking into account: <ul style="list-style-type: none"> • staff who have underlying medical conditions (as defined in government guidance); • staff who are subject to shielding or are in a household where someone is shielding; • staff who are self-isolating, and staff on maternity or any other form of leave, • the availability of supply staff to cover any vacancies or long-term absences. 	A/VAV 2. LTH/DM A/VAV	2. Weekly	2. ✓
13. Lack of suitable premises management	M	1. The school adheres to the government guidance on managing buildings that are partially open; 2. The school has applied the series of guidance documents and advice sent out by Judicium regarding continued premises management at this time; 3. Premises staff levels are maintained and suitable for the use of the building; 4. Appropriate cleaning and premises staffing levels are in place; 5. Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste; 6. Contingency in place for sudden premises staff absence; 7. The guidance provided in Judicium Education Newsletters 'Managing School Premises during COVID-19 outbreak', a six part series of guidance documents (in the form of newsletters) and a 'Managing Premises Functions' separate risk assessment has been completed.	1. PST 2. PST 3. PST 4. PST 5. SEB 6. PST 7. PST	1. SRO/PST 2. SRO/PST 3. PST/SRO 4. 5. 02/06/20 6. 7.	1. ✓ 2. ✓ 3. ✓ 4. ✓ 5. ✓ 6. ✓ 7. ✓
14. Hazardous substance management, unsuitable COSHH management and use of chemicals leading to ill-health or fire.	M	1. Suitable storage and management of flammable hand sanitizer is in place. Currently stored externally until an additional fire cabinet arrives 2. All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately; 3. Material safety data sheets are held for all chemicals and readily available to all staff; 4. All cleaning chemicals are stored safely and securely in accordance with requirements; 5. COSHH safety training has been completed by all those using chemicals for cleaning; 6. Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment.	1. SRO 2. PST/Cleaning company (CC) 3. PST/CC 4. PST/CC 5. PST/CC 6. PST/CC	1. 19/06/20 2. 02/06/20 3. 02/06/20 4. 02/06/20 5. 02/06/20 6. 02/06/20	1. ✓ 2. ✓ 3. ✓ 4. ✓ 5. ✓ 6.

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15. Fire and evacuation procedures being inadequate at this time due to lack of trained staff etc	H	<ol style="list-style-type: none"> Evacuation plans including the following have been reviewed & communicated to all stakeholders: <ul style="list-style-type: none"> ➤ Safe assembly of occupants following social distancing requirements; ➤ Safe exit via the nearest final exit; ➤ Training occupants of any changes to evacuation; ➤ Ensuring there are enough trained fire wardens on site with the ability to sweep all used areas of the school; ➤ Use of the school has been reduced to enable safe sweeping and evacuation; ➤ Due to reduced numbers use of the school is kept to ground floors or specific areas where possible. All other fire system testing and maintenance has continued as normal. 	<ol style="list-style-type: none"> PST/DM A PST 	<ol style="list-style-type: none"> 01/06/20 	<ol style="list-style-type: none"> ✓ ✓
16. Transmission of COVID-19 via food prep. handling, storage, contact surfaces or packaging.	M	<ol style="list-style-type: none"> The Kitchen/Catering Manager has reviewed and implemented the <u>Guidance for food businesses on coronavirus (COVID-19)</u> The Kitchen/Catering Manager has reviewed and implemented FSA <u>guidance on good hygiene practices</u> in food preparation and <u>PHE guidance</u> The HACCP processes and waste disposal arrangements have been reviewed to reduce the spread of coronavirus 	<ol style="list-style-type: none"> MJA/DM A MJA/DM A MJA/DM A 	<ol style="list-style-type: none"> 17/07/20 17/07/20 17/07/20 	<ol style="list-style-type: none"> ✓ ✓ ✓
17. Spread/contracting of COVID-19 during an educational visit.	L	<ol style="list-style-type: none"> In line with Government advice, overnight and overseas educational visits will not be carried out during the autumn term For the time being, for the first half of the autumn term, there will be no educational trips. 	<ol style="list-style-type: none"> JKI JKI 	<ol style="list-style-type: none"> 	<ol style="list-style-type: none"> ✓ ✓