



Sexey's School Full Reopening Risk Assessment

Risk Assessment Completed by	HC and GF	
Date Initial RA Completed	10 th August 2020	
Date reviewed by FGB	20 th August 2020	
Dates further reviewed and amendments made	1. 27 th August 2. 3 rd September 3. 18 th September 4. 27 th September	1. Amendment made to wearing of masks to invite/recommend masks are worn. 2. Amber RAG's changed to Green to due being in place 3. Change from using wipes to Anti Viral Barrier spray 4. Additional of temperature check in Reception for visitors and KDR team

RAG rating used:-

Red: this measure cannot be put in place in our school

Amber: this measure isn't in place yet, but can be in place for the autumn term start on 7th September

Green: this measure is already in place

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES	RAG
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors 	<p>1. Everyone will be asked not to come into school if they need to self-isolate under current guidance. Regular reminders will be given about this.</p>	HC	6 th September	Letter to be sent to Parents and staff before the start of term	Green
		<p>2. Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process.</p>	All staff	6 th September	To be included in letter issued before 6 th September	Green
		<p>3. (3a) If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up.</p>	Health Centre Team	4 th September	Policy written to ensure all staff and students are aware of what to do. Staff briefing on INSET Days and Student briefing on first day back. Parents will be aware of the measure in place through a letter.	Green
		<p>(3b) Health Centre will have 2 dedicated isolation rooms for students awaiting collection.</p>	Health Centre Team	4 th September	Allocate within Cliff	Green

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		(3c) 999 will be called if they are seriously ill or injured or their life is at risk.	Health Centre Team	4 th September		Green
		4. In the case of a symptomatic pupil who needs to be supervised before being picked up:				
		(4a) If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask	Health Centre Team	4 th September	All available	Green
		(4b) If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron	Health Centre Team	4 th September	Full PPE available	Green
		(4c) If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection	Health Centre Team	4 th September	Full PPE available	Green
		(4d) Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.	Health Centre Team	4 th September		Green
		(4e) If there are home testing kits available in school, these will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if providing one will	Health Centre Team	4 th September		Green

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		increase the likelihood of them getting tested.	Health Centre Team	4 th September	Minibus and school car will be fitted with Perspex screens	Green
		(4f) Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken: <ul style="list-style-type: none"> • Use of a vehicle with a bulkhead (i.e. the driver is in a separate compartment to any passengers); or • The driver and passenger will maintain a distance of 2m from each other; or • The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are old enough and able to do so 	HK/GF Health Centre Team / Site Cleaning Team	4 th September	Deep clean including fogging will take place	Green
		(4g) A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance .	GF	4 th September		Green
		5. (5a) If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the local health protection team. The team will carry out a rapid risk assessment to confirm who's				

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		<p>been in close contact with the person, and these people will be asked to self-isolate.</p> <p>(5b) To help with this, records will be kept of:</p> <ul style="list-style-type: none"> • The pupils and staff in each group • Any close contact that takes place between children and staff in different groups <p>Close contact means:</p> <ul style="list-style-type: none"> • Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> ○ Being coughed on, ○ A face-to-face conversation, or ○ Unprotected physical contact (skin-to-skin) • Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person • Travelling in a small car with an infected person <p>(5c) If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action</p>	RD All teaching staff	4 th September	Information from SIMS and use of curriculum model for groupings	Green
				4 th September		
			GF / HC	4 th September		Green

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		is needed. Any advice given by the team will be followed.				
Contact with coronavirus when getting to and from school		<p>1. (1a) Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible.</p>	HC	4 th September	Letter to go to Parents plus each week a reminder in the end of week bulletin	Green
		<p>2. Anyone who needs to take public transport will be referred to government guidance.</p>	PC	4 th September	Letter to go to Parents plus each week a reminder in the end of week bulletin	Green
		<p>(2a) For dedicated school transport (i.e. buses, minivans), discussions will be held with the providers to make sure their staff:</p> <ul style="list-style-type: none"> • Follow hygiene rules • Try to keep their distance from passengers where possible • Do not work if they or a member of their household are displaying coronavirus symptoms 	PC	4 th September	Minibus users to wear masks. Screen fitted to isolate driver	Green
		<p>(2b) In addition, the school will work with providers, pupils and parents/carers as appropriate to ensure that, wherever possible:</p>	PC	4 th September		Green

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		<ul style="list-style-type: none"> Pupils are grouped together on transport to reflect the groups that are adopted within school Hand sanitiser is available upon boarding and/or disembarking There is additional cleaning of vehicles Queuing and boarding is well organised Pupils practise distancing within vehicles Children over the age of 11 use face coverings where appropriate, such as if they're likely to come into very close contact with people outside of their group or who they don't normally meet 			<p>Vehicles will be cleaned via fogging on a weekly basis in addition to wiping down of hard surfaces each day</p> <p>Included in parental information</p>	
		<p>3. Parents/carers who need to drop off and pick up pupils will be told through messages and signage:</p> <p>(3a) Allocated drop off and collection times, with different groups</p>	GF	End of August	Letter to go at end of the holidays	Green
			GF	End of August	Current strategy only addresses different entry points, no capacity for different drop off points therefore should revisit different start times	Green
		<p>(3b) The protocols for minimising adult to adult contact include :-</p> <ul style="list-style-type: none"> using different entrances and exits and/or marking out spots to queue 	GF	End of August		Green
		<ul style="list-style-type: none"> parents/carers will be asked not to gather at entrance gates or doors, 	HC	End of August		Green

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		<p>or enter the site unless they have a pre-arranged appointment</p> <p>4. Face Coverings</p> <p>(4a) Students will be invited to wear face coverings whilst travelling to and from school and on the school site apart from in lessons.</p> <p>(4b) Anyone wearing non-disposable face coverings will be expected to bring a plastic bag to keep these in during the school day. If they're using disposable face coverings, these will be put in a covered bin.</p> <p>(4c) Pupils will be made aware that they mustn't touch the front of the covering during use or removal.</p>	All staff	4 th September	Included in staff / student briefing	Green
			All staff	4 th September		Green
			All staff	4 th September		Green
Spreading infection due to touch, sneezes and coughs		<p>1. Handwashing facilities will be provide in the toilets as well as Hand sanitiser being available at key points around the site on walls in corridors and in each classroom.</p>	GF	4 th September	Currently available toilets and sanitiser availability will be checked as part of cleaning routine	Green
		<p>2. Handwashing –everyone in school will:</p> <p>(2a)Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use</p>	All staff and students	4 th September	Included in staff / student briefing	Green
				4 th September		Green

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		alcohol-based hand sanitiser to cover all parts of their hands	All staff and students	4 th September		Green
		(2b) Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing	All staff and students	4 th September		Green
		(2c) Be encouraged not to touch their mouth, eyes and nose	All staff and students	4 th September		Green
		3. Coughs and sneezes. Everyone will be encouraged to use a tissue or elbow to cough or sneeze, and use bins for tissue waste	All staff and students	4 th September	Included in staff / student briefing	Green
		4. Education - Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.	Posters – GF Education – All staff	4 th September	Included in staff / student briefing	Green
		5. Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.	GF / NB	4 th September	As part of cleaning schedule	Green

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		6. Lidded bins for tissues, preferably operated by a foot pedal, will be emptied throughout the day.	GF / NB	4 th September	Bins purchased, emptied as part of cleaning schedule	Green
Spreading infection through contact with coronavirus on surfaces		1. Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including: <ul style="list-style-type: none"> • Banisters • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Teaching and learning aids • Books and games and other classroom-based resources • Computer equipment (including keyboards and mouse) • Sports equipment • Hard toys • Telephones • Fingerprint scanners • Outdoor play equipment 	GF / NB	4 th September	Will extend and continue routines introduced in the summer term. Checklist will be in place	Green

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		<p>2. Items that need laundering</p> <p>(2a) (e.g. towels, flannels, bedding) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting.</p> <p>(2b) These items will not be shared between children between washes.</p>	HK / LH	22 nd August		Green
		<p>3. Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, stationery and mobile phones.</p>	HK / LH	22 nd August		Green
		<p>3. Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, stationery and mobile phones.</p>	HC	1 st September	Letter went out in July, second letter at end of the summer	Green
		<p>4. Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day.</p>	GF / NB	4 th September		Amber
		(4a) Toilets will be cleaned regularly throughout the day	NB	4 th September		Amber
		(4b) classrooms will be cleaned at the end of each day	NB	4 th September		Amber
		(4c) KDR/Sports hall/ main hall will all be cleaned at the end of each day	NB	4 th September		Amber

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		(4d) Fogging will be used on a cyclic basis across all areas at least fortnightly.	NB	4 th September		Amber
		5. Areas of the school not in use will be shut off to make cleaning more manageable.	GF / NB	4 th September		Amber
		6. Any resources shared between groups, such as sports, art and science equipment, will be either:	RD	4 th September	Included in staff / student briefing	Amber
		<ul style="list-style-type: none"> Cleaned frequently and meticulously, and always between groups using them; or Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups 	KJ/ERJ/SR/NM c	4 th September		Amber
			KJ/ERJ/SR/NM c	4 th September		Amber
		7. Books and other shared resources that pupils or staff take home. Where possible sharing of such resources will be avoided and where it can't be it will be either;	RD	4 th September	Included in staff / student briefing	Green
		<ul style="list-style-type: none"> Cleaned frequently and meticulously, and always between groups using them; or Rotated so they can be unused and out of reach for 48 hours (72 hours 	All staff			

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		for plastics) between use by different groups	All staff		Included in staff / student briefing	
		8. Unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.	All staff	4 th September	Included in staff / student briefing	Green
		(8a) The Library will follow the latest Government advice about reopening and use of books.	GB	4 th September	Included in staff / student briefing	Green
		9. Individual and very frequently used equipment, like pens and pencils, will not be shared.	All staff and students	4 th September	Included in staff / student briefing	Green
		10. Shared large rooms, such as halls and dining areas, will be cleaned between different groups using them.	NB	4 th September	Included in staff / student briefing	Green
		11. All students desks and chairs will be sprayed with an Anti-Viral Barrier product that lasts for 72 hours.	NB/ All staff / All students	4 th September	Included in staff / student briefing	Green
		<ul style="list-style-type: none"> - Pre school - At the end of Period 2 - At the end of Period 3 	GF / NB	4 th September		Green

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		<p>12. If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</p> <p>13. Cleaning supplies (13a) will be topped up regularly and monitored to make sure they're not close to running out. (13b) Including Anti Viral Spray</p> <p>14. Teachers will wash their hands and surfaces before and after handling pupils' books.</p>	<p>GF/ NB</p> <p>GF / NB</p> <p>All staff</p>	<p>4th September</p> <p>4th September</p> <p>4th September</p>	<p>Included in staff briefing</p>	<p>Green</p> <p>Green</p> <p>Green</p>
Spreading infection due to excessive contact and mixing between pupils and staff in lessons		<p>1. Bubbles have been formed taking into consideration</p> <ul style="list-style-type: none"> The importance of the need to social distance Pupils' ability to distance The layout of the school The feasibility of keeping distinct groups separate while offering a broad curriculum 	RD	4 th September	<p>Information from curriculum model</p> <p>Lists from SIMS</p> <p>Teaching in fixed areas where possible with reduced movement</p>	Green

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		<ul style="list-style-type: none"> The need to ensure students experience high quality teaching and learning in a safe environment The need to have a system that supports a quick and efficient switch to remote learning without disturbing a student's learning in the event of a Bubble self-isolating. Staff will be used at lesson change over to supervise students to ensure social distancing is maintained. 			<p>Full and broad curriculum being offered</p> <p>Remote learning to be implemented following full timetable</p> <p>Heads of Faculty to oversee who is supervising which area</p>	
		<p>2. At Key Stage 3 a bubble is a Year Group. This will mean;</p> <ul style="list-style-type: none"> Year 7 = 103 in the Bubble Year 8 = 117 in the Bubble Year 9 = 116 in the Bubble 	RD	4 th September		Green
		<p>3. At Key Stage 4 a bubble is a Year Group. This will mean:</p> <ul style="list-style-type: none"> Year 10 = 106 Year 11 = 110 	RD	4 th September		Green
		<p>4. At Key Stage 5 a Bubble is the entire Sixth Form of 100 students.</p>	RD	4 th September		Green
		<p>5. Educating students about keep safe</p>	All staff	6 th September	Include in student briefing	Amber

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		(5a) Where pupils are old enough and capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers.	DG	6 th September	Include in staff briefing	Green
		6. Seating plans	All staff			Green
		(6a) Pupils will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this.	All staff			Green
		(6b) All staff will use ClassCharts and have a set seating plan.	RD	6 th September		
		7. Music	NMC	6 th September		
		(7a) Lessons that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) will be limited to no more than 15 pupils, and will take place outside wherever possible (if taking place inside, the space will be well ventilated).	NMC	6 th September		Green
		(7b) Pupils will be positioned either back-to-back or side-to-side at an appropriate distance.	NMC	6 th September		Green
		(7c) Instruments won't be shared.	NMC	6 th September		Green
		(7d) Singing or instrument playing won't take place in any larger groups such as choirs or assemblies.	RD KJ	6 th September 6 th September		Green

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		<p>8. For physical activity</p> <p>(8a) contact sports will be avoided.</p> <p>(8b) Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not.</p> <p>(8c) Distance between pupils will be maximised as much as possible.</p>	KJ	6 th September		Green
			KJ	6 th September		Green
		<p>9. Staffing</p> <p>(9a) Staff can work across different groups in order to deliver the school timetable</p> <p>(9b) Staff will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with younger children.</p> <p>(9c) close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p>	RD	4 th September	Full, broad and balanced curriculum being taught	Green
			All staff	4 th September	Include in staff / student briefing	Green
			All staff	4 th September		Green
			RT	4 th September	Include in staff / student briefing	Green
		<p>10. Supporting students with SEND</p> <p>(10a) Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here.</p> <p>(10b) Staff will be rigorous about hand washing and respiratory hygiene.</p>	SEND Team	4 th September		Green
			SEND Team	4 th September		Green
			RT	4 th September		

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		<p>(10c) Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.</p> <p>(10d) These visiting staff will be advised to be rigorous about hand washing and respiratory hygiene.</p> <p>11. Supply teachers, peripatetic teachers and other temporary staff</p> <p>(11a) Where possible the school will use internal Cover Supervisors and our own oncall Cover Supervisors over Agency Staff.</p> <p>(11b) These staff will be told to minimise contact and maintain as much distance as possible from other staff.</p> <p>(11b) The number of temporary staff entering the school premises will be kept to a minimum.</p>	<p>RT</p> <p>ET / AC</p> <p>ET</p> <p>ET</p> <p>ET</p>	<p>4th September</p> <p>1st September</p> <p>4th September</p> <p>4th September</p> <p>4th September</p>		<p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p>
Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school		<p>1. Groupings</p> <p>(1a) The number of groups that pupils are in will be kept as small as possible.</p> <p>(1b) Each Bubble will have a set social space area. These will be clearly signposted.</p> <p>(1c) For pupils who routinely attend other settings on a part-time basis, such as an alternative provision setting, the school will work with these other settings to work out a system to keep these pupils safe.</p>	<p>RD</p> <p>GF</p> <p>CW</p>	<p>29th August</p> <p>1st September</p> <p>4th September</p>	<p>Blocks identified, additional temporary toilets being sourced</p>	<p>Green</p> <p>Green</p> <p>Green</p>

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		<p>2. Movement around the school site</p> <p>(2a) Students will be dismissed from class in a staggered way controlled by staff to ensure that there are not busy corridors at lesson change over.</p> <p>(2b) A one way system will operate around the inside and outside of the school site that will be clearly signposted to avoid groups mixing.</p> <p>(2c) Pupils will be supervised at lesson change over and social times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>(2d) Where possible rooms will be accessed directly from outside, and any corridors will have one-way circulation or a divider down the middle to keep groups apart.</p> <p>(2e) All shared rooms, such as sport halls and dining areas, will be kept at half capacity to allow groups to keep apart when using them. They will be fog cleaned fortnightly and cleaned daily between each use as appropriate.</p> <p>(2f) Alternative lunch arrangements will be in place for the first half of term and reviewed half termly in light of the Government Policy and COVID-19 situation.</p> <p>(2g) Toilet use will be managed to avoid crowding. By clearly sign posting the number of students able to use the toilets</p>	<p>RD</p> <p>GF</p> <p>PC</p> <p>GF</p> <p>GF / NC</p> <p>GF / RC</p> <p>GF</p>	<p>4th September</p> <p>4th September</p> <p>4th September</p> <p>4th September</p> <p>6th September</p> <p>4th September</p> <p>4th September</p>	<p>RD to provide clear guidance to staff on how to do this.</p> <p>All students and staff to be briefed at start of term</p> <p>Duty rotas and lesson change over rota to be organised by PC</p> <p>If no one way system can be achieved students will wait outside and be collected by member of staff</p> <p>HOY to ensure students are briefed appropriately</p>	<p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p>

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		<p>with queue markers in place outside the toilets.</p> <p>(2H) Dry weather social space arrangements</p> <p>Year 7 - Front of building outside main hall</p> <p>Year 8 – Squares courts between MFL and Science</p> <p>Year 9 – Squares area near SEND</p> <p>Year 10 – Upper courts on Hack</p> <p>Year 11 – Lower courts on Hack</p>	PC and HOY	4 th September	<p>HOY to ensure students are briefed appropriately</p> <p>HOY to ensure students are briefed appropriately. PC to ensure rota is in place</p>	Green
		<p>(2i) Wet weather social space arrangements</p> <p>Year 7 – Main Hall staffed (TO,PC,DGO)</p> <p>Year 8 – Sports Hall (DC,DGL, JB)</p> <p>Year 9 – Maths 1,2,3,4 (AS,RD,GAP1&2)</p> <p>Year 10 – Humanities 1,2,3,4 (DBO,RT,EA, HS)</p> <p>Year 11 – MFL 1,2 and IT 1,2 (AMcL, JM,HC)</p> <p>Year 12 and 13 – Sixth Form Centre and Library (GB, AE, AFC)</p> <p>3. Staff use of staff rooms and offices will be staggered to limit occupancy.</p>	PC and HOY	4 th September	<p>HOY to ensure students are briefed appropriately. PC to ensure rota is in place.</p>	Green

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		(3a) Staff room spaces will be set up in subject areas to reduce the need for staff to congregate in the staffroom. Each area will have a maximum number able to be in at any one time identified on it.	GF / NB	4 th September		Green
		(3b) KDR staff to ensure each area has tea and coffee facilities and biscuits at break each day.	GF / RC	4 th September		Green
		(3c) Staff to be asked to bring their own travel mugs with them with a lid, make hot drink and leave the designated staffroom area.	HC/ GF	4 th September		Green
		(3d) Areas designated for staff:- Maths Office – MAX 4 DT/Art Office – MAX 4 MFL Office. MFL – MAX 2 English Office – MAX 2 Science Area –MAX 4 Geography and PE Office –MAX 3 Main staff room – MAX 6 Finance Kitchen –MAX 1 Heads of Year. - MAX 3	All staff	4 th September		Green
		4. Visitors to the site, (4a) All visitors such as contractors, will have guidance on physical	AC / NB	4 th September		Green

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		<p>distancing and hygiene explained to them on or before arrival.</p> <p>(4b) Visits will happen outside of school hours wherever possible.</p> <p>(4c) A record will be kept of all visitors.</p> <p>(4d) Visitors will be asked ey questions based on COVID upon arrival at school and will have their temperature taken</p> <p>5. Educational Visits</p> <p>(5a) Non-overnight domestic educational visits can take place in the same pupil groups, but only subject to a separate risk assessment that considers the coronavirus measures in place at the destination.</p> <p>6. Extra curricular Clubs</p> <p>(6a) These will not run for the first half of term where a group is not a sole bubble group.</p>	<p>GF / NB</p> <p>AC</p> <p>AFC</p> <p>RD</p>	<p>4th September</p> <p>4th September</p> <p>4th September</p> <p>7th September</p> <p>4th September</p>	<p>Visitors Policy to be in place including COVID Guidance (AC) and by appointment only</p> <p>AFC to email staff to confirm this is in place</p> <p>All staff made aware</p>	<p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p>
Spreading infection due to the school		<p>1. Premises Checks</p> <p>(1a) Checks to the premises will be done to make sure the school is up to health and</p>	GF	By 1st September	DfE Guidance on line to be used plus HSE advice	Green

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES	RAG
environment		safety standards before opening in September.				
		2. Procedures				
		(2a) Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.	GF	By 1st September	Staff to be briefed on changes on INSET day and students within first 2 days onsite and practice fire drill.	Green
		3. Ventilation				
		(3a) Areas in use will be well ventilated by opening windows or using ventilation units.	NB / GF	4 th September	Staff to be briefed on this on INSET day	Green
		(3b) Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.	NB / GF	4 th September	Staff to be briefed on this on INSET day	Green
		4. Lifts				
(4a) The use of lifts will be avoided unless essential.	NB / GF	4 th September		Green		
5. Bins						
(5a) Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.	NB / GF	4 th September		Green		
6. Outside Space						
(6a) Outdoor space will be used for exercise and breaks, and for education where possible.	All staff and students	4 th September		Green		
Spreading infection		1. Meetings	AC and All staff	By 1st September		Green

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES	RAG
due to excessive contact and mixing in meetings		<p>(1a) Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>(1b) Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.</p>	AC and All staff	By 1st September	<p>Visitors Policy (AC) and set out in guidance to staff and parents at start of term</p> <p>Visitors Policy (AC) and set out in guidance to staff and parents at start of term</p>	Green
Individuals vulnerable to serious infection coming into school		<p>1. Shielding</p> <p>(1a) The school will continue to follow any shielding guidance in place to decide who should come into school.</p> <p>(1b) If the guidance is paused, all staff and pupils are expected to come into school, apart from staff who can continue to work from home (e.g. some admin staff).</p> <p>(1c) Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will be placed in the safest possible on-site roles where it's possible to maintain social distancing.</p> <p>(1d) Where appropriate for clinically vulnerable or clinically extremely vulnerable individual risk assessments will be undertaken.</p>	<p>AC / PC</p> <p>AC / PC</p> <p>AC</p> <p>AC / PC</p>	<p>By 1st September</p> <p>By 1st September</p> <p>By 1st September</p> <p>By 6th September</p>		<p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p>