



Sexey's School 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	<ol style="list-style-type: none"> 1. 27th August 2020 2. 3rd September 2020 3. 18th September 2020 4. 27th September 2020 5. 2nd January 2021 	<ol style="list-style-type: none"> 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 and lunch arrangements 5. Amended to reflect phased reopening and addition of mass testing and close contact testing, change GF to NB , staggered lesson release added and reduced lesson length to 55 mins to allow greater social distancing at lesson change over.

Context of Risk Assessment

We will be opening Sexey's school for a very small population of students from 5th January until 8th January. This will include:

- International Boarders who have undertaken the required quarantine
- Children of Critical workers where neither parent can work from home (included Day and Boarding students)
- Vulnerable children (Includes Day and Boarding students)

Grouping of students in this period:-

- Boarders will remain in their Boarding House and access online learning in a "Boarding Bubble"
- Vulnerable Children and Children of Critical Workers will work in a room as a separate "Onsite Bubble"

This will be extended on 11th January until 15th January to:

- Year 13 students
- Year 11 students
- Children of Critical workers where neither parent can work from home
- Vulnerable children

Grouping of students in this period:-

- Year 13 form their own "Bubble"
- Year 11 form their own "Bubble"
- Year 7,8,9,10,12 Boarders will remain in their Boarding House and access online learning in a "Boarding Bubble"
- Year 7.8.9.10.12 Vulnerable Children and Children of Critical Workers will work in a room as a separate " Onsite Bubble"

On the 18th the school will fully reopen.

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>Prevention</p> <p>Everyone will be asked not to come into school if they need to self-isolate under current guidance. Regular reminders will be given about this.</p>	HC	6 th September	Letter to be sent to Parents and staff before the start of term	Green
		<p>NHS Test and Trace</p> <p>Everyone 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>Symptomatic person onsite</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up.</p> <p>The Health Centre will have 2 dedicated isolation rooms for students awaiting collection. 999 will be called if they are seriously ill or injured or their life is at risk.</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	Green
		<p>Supervising pupils in isolation</p>		4 th September		

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
		<p>In the case of a symptomatic pupil who needs to be supervised before being picked up if a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask</p> <p>If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron. If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection</p> <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>Home testing kits</p> <p>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 increase the likelihood of them getting tested.</p> <p>Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken:</p> <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 	<p>Health Centre Team</p> <p>Health Centre Team</p> <p>Health Centre Team</p> <p>NB</p>	<p>4th September</p> <p>4th September</p> <p>4th September</p> <p>4th September</p>	<p>measure in place through a letter.</p> <p>Allocate within Cliff</p> <p>All available</p> <p>Full PPE available</p>	<p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p>

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
		<p>Deep Clean</p> <p>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.</p> <p>Positive Case</p> <p>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 been in close contact with the person, and these people will be asked to self-isolate.</p> <p>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 	<p>HK/NB Health Centre Team / Site Cleaning Team</p> <p>HC</p> <p>RD</p> <p>RD</p> <p>All teaching staff</p>	<p>4th September</p> <p>4th September</p> <p>4th September</p> <p>4th September</p> <p>4th September</p>	<p>Minibus and school car will be fitted with Perspex screens</p> <p>Deep clean including fogging will take place</p>	<p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p>

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
		<ul style="list-style-type: none"> Travelling in a small car with an infected person <p>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 is needed. Any advice given by the team will be followed</p>	RD/HC		Information from SIMS and use of curriculum model for groupings	Green
			RD			Green
Testing students		<p>Testing</p> <p>Mass testing and close contact testing will be run on the school, site from 5th January. This will be staffed by medical trained professionals and volunteers who will have undertaken appropriate training and had their competency assessed by an appropriately experienced person.</p> <p>Mass testing</p> <p>Students will be able to book appointments for mass testing test 1 and 2 using the online Parents evening appointment system</p> <p>Students will enter the site for the test and leave immediately afterwards, during this time</p>	ET/MS	4 th January		Green
			ET/MS/SST	4 th January		Green
			ET/MS/ST	4 th January		Green
			ET/MS	4 th January		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
		they will be asked to wear a mask and socially distance.	NB/ET	4 th January		Green
		Mass testing will take place in Cliff Common Room	ET	4 th January		Green
		There will be 4 bays and a team Of 8-10 staff	ET/LP	4 th January		Green
		Results are usually available within 30 minutes.		4 th January		Green
		Students and Parents will be notified of the results electronically via email or school comms	LP	4 th January		Green
		If the result is positive the student and family will be directed to self-isolate and the student obtain an NHS drive through test.	MS/ET	4 th January		Green
		All students and staff will be invited to have 2 tested, 3 days apart.	ET/MS	4 th January		Green
		Students will be tested before coming onto site for lessons		4 th January		Green
		Staff will be tested as soon as is possible from the afternoon of the 4 th January.	MS	4 th January		Green
		Weekly testing for staff				
		Staff will be able to book an appointment for tehri weekly test with the Health Centre Team at a time that is convenient to them.	MS	4 th January		Green
		If the result is positive the staff member and family will isolate inline with Government policy.	MS/ET			Green
		Close contact testing				

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
		In the event of a positive test close contact testing will run daily for those students considered as close contacts inline with Government policy.				
Contact with coronavirus when getting to and from school		<p>Transport</p> <p>Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible.</p> <p>Anyone who needs to take public transport will be referred to government guidance.</p> <p>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 <p>In addition, the school will work with providers, pupils and parents/carers as appropriate to ensure that, wherever possible:</p> <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 	HC	4 th September	Letter to go to Parents plus each week a reminder in the end of week bulletin	Green
			PC	4 th September	Letter to go to Parents plus each week a reminder in the end of week bulletin	Green
			PC	4 th September	Minibus users to wear masks. Screen fitted to isolate driver	Green
			PC	4 th September	6 th Form Transport Vehicles will cleaned via fogging on weekly basis in addition to wipe down of hard surfaces each day	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
		<ul style="list-style-type: none"> • 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 		End of August	Included in parental information	Green
		<p>Drop off and Pick up Parents/carers who need to drop off and pick up pupils will be told through messages and signage. We will use allocated drop off and collection times, with different groups</p>	NB	End of August		
		<p>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 • parents/carers will be asked not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment 	NB	End of August	Letter to go at end of the holidays	Green
		<p>Face Coverings Students will be required to wear face coverings whilst travelling to and from school and on the school site apart from in lessons.</p>	HC	End of August	Included in staff / student briefing	Green
		<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</p>	All staff	4 th 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
		<p>using disposable face coverings, these will be put in a covered bin.</p> <p>(4c) Pupils will be made aware that they must not touch the front of the covering during use or removal.</p>	All staff			Green
Spreading infection due to touch, sneezes and coughs		<p>Handwashing</p> <p>Handwashing facilities will be provided 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> <p>Handwashing –everyone in school will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands • Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing • Be encouraged not to touch their mouth, eyes and nose <p>Coughs and sneezes.</p> <p>Everyone will be encouraged to use a tissue or elbow to cough or sneeze, and use bins for tissue waste</p> <p>Education</p>	NB	4 th September	Currently available toilets and sanitiser availability will be checked as part of cleaning routine	Green
			All staff and students	4 th September	Included in staff / student briefing	Green
			All staff and students	4 th September		Green
			All staff and students	4 th September	Included in staff / student briefing	Green
	All staff and students	4 th September	Included in staff / student briefing	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
		<p>Pupils will be encouraged to learn and practise good hygiene habits in lessons and by posters put up across the school.</p> <p>Supplies of soap</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Bins</p> <p>Lidded bins for tissues, preferably operated by a foot pedal, will be emptied throughout the day.</p>	<p>Posters – NB Education – All staff</p> <p>NB</p> <p>NB</p>	<p>4th September</p> <p>4th September</p>	<p>Included in staff / student briefing</p> <p>As part of cleaning schedule</p> <p>Bins purchased, emptied as part of cleaning schedule</p>	<p>Green</p> <p>Green</p> <p>Green</p>
Spreading infection through contact with coronavirus on surfaces		<p>Cleaning</p> <p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> • Banisters • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Teaching and learning aids 	NB	4 th September	Will extend and continue routines introduced in the summer term. Checklist will be in place	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
		<ul style="list-style-type: none"> • Books and games and other classroom-based resources • Computer equipment (including keyboards and mouse) • Sports equipment • Hard toys • Telephones • Fingerprint scanners • Outdoor play equipment <p>Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes.</p> <p>Equipment 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> <p>Site cleaning Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day.</p>	<p>HK / LH</p> <p>HC</p> <p>NB</p>	<p>22nd August</p> <p>1st September</p> <p>4th September</p> <p>4th September</p> <p>4th September</p>	<p>Letter went out in July, second letter at end of the summer</p>	<p>Green</p> <p>Green</p> <p>Green</p>

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
		Toilets will be cleaned regularly throughout the day	NB	4 th September		Green
		Classrooms will be cleaned at the end of each day	NB			Green
		KDR will be cleaned between sittings	NB	4 th September		Green
		Sports hall/ main hall will all be cleaned at the end of each day	NB			Green
		Fogging will be used on a cyclic basis across all areas at least fortnightly.	NB	4 th September		Green
		Areas of the school not in use will be shut off to make cleaning more manageable.	NB			Green
		Resources		4 th September		
		Any resources shared between groups, such as sports, art and science equipment, will be either:			Included in staff / student briefing	
		<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 	RD	4 th September		Green
			KJ/ERJ/SR/N Mc	4 th September		Green
		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;	KJ/ERJ/SR/N Mc			Green
		<ul style="list-style-type: none"> Cleaned frequently and meticulously, and always between groups using them; or 	RD	4 th September	Included in staff / student briefing	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
		<ul style="list-style-type: none"> Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups 	All staff			Green
		<p>Sharing</p> <p>Unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p>	All staff			Green
		<p>Library</p> <p>The Library will follow the latest Government advice about reopening and use of books.</p>	All staff	4 th September	Included in staff / student briefing	Green
		<p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p>		4 th September	Included in staff / student briefing	Green
		<p>Shared large rooms, such as halls and dining areas, will be cleaned between different groups using them.</p>	GB		Included in staff / student briefing	
		<p>Classroom hygiene</p> <p>All students desks and chairs will be sprayed with an Anti-Viral Barrier product that lasts for 72 hours. Desks and chairs will be sprayed at least 3 times a day:</p>	All staff and students	4 th September		Green
		<ul style="list-style-type: none"> - Pre school - At the end of Period 2 - At the end of Period 3 	NB	4 th September		Green
					Included in staff / student briefing	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
		<p>Deep Clean</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</p> <p>Cleaning supplies</p> <p>These will be topped up regularly and monitored to make sure they're not close to running out. Including Anti Viral Spray</p> <p>Teachers hand hygiene</p> <p>Teachers will wash their hands and surfaces before and after handling pupils' books. They will use hand gel at the start and end of each lesson and after touching an item.</p>	<p>NB/ All staff / All students</p> <p>NB</p> <p>NB</p> <p>All staff</p>	4 th September	<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>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

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
		<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>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 <p>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 <p>At Key Stage 5 a Bubble is the entire Sixth Form of 100 students.</p> <p>Educating students about keep safe</p>	<p>RD</p> <p>RD</p> <p>RD</p> <p>All staff</p>	<p>4th September</p> <p>4th September</p> <p>4th September</p> <p>6th September</p>	<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>Include in student briefing</p>	<p>Green</p> <p>Green</p> <p>Green</p>

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
		Distance between pupils will be maximised as much as possible.	KJ			Green
		Staffing	KJ	4 th September	Full, broad and balanced curriculum being taught	Green
		Staff can work across different groups in order to deliver the school timetable		4 th September		
		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.	RD	4 th September	Include in staff / student briefing	Green
		Close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.	All staff		Include in staff / student briefing	Green
		Supporting students with SEND	All staff	4 th September		Green
		Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here.		4 th September		
		Staff will be rigorous about hand washing and respiratory hygiene.	RT & SEND Team			Green
		Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.	SEND Team			Green
		(10d) These visiting staff will be advised to be rigorous about hand washing and respiratory hygiene.	RT			Green
			RT			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
		<p>Supply teachers, peripatetic teachers and other temporary staff</p> <p>Where possible the school will use internal Cover Supervisors and our own oncall Cover Supervisors over Agency Staff.</p> <p>These staff will be told to minimise contact and maintain as much distance as possible from other staff.</p> <p>The number of temporary staff entering the school premises will be kept to a minimum.</p>	<p>ET / AC</p> <p>ET</p> <p>ET</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>Groupings</p> <p>The number of groups that pupils are in will be kept as small as possible.</p> <p>Each Bubble will have a set social space area. These will be clearly signposted.</p> <p>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>Movement around the school site</p> <p>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. Lessons will be shortened to provide travel time and staggered release</p>	<p>RD</p> <p>NB</p> <p>CW</p> <p>RD</p>	<p>29th August</p> <p>1st September 4th 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>Green</p> <p>Green</p> <p>Green</p> <p>Green</p>

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
		A one way system will operate around the inside and outside of the school site that will be clearly signposted to avoid groups mixing.	NB	4 th September	All students and staff to be briefed at start of term	Green
		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.	PC	4 th September	Duty rotas and lesson change over rota to be organised by PC	Green
		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.	NB	6 th September	If no one way system can be achieved students will wait outside and be collected by member of staff	Green
		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.	NB	23 rd October		Green
		Lunch Lunch will be staggered with the KDR split into two separate rooms. The rooms will be cleaned at the end of each bubbles sitting.		4 th September		
		Toilets Toilet use will be managed to avoid crowding. By clearly sign posting the number of students able to use the toilets with queue markers in pace outside the toilets.	RC	4 th September	HOY to ensure students are briefed appropriately	Green
		Dry weather social space arrangements Year 7 - Front of building outside main hall	NB		HOY to ensure students are briefed appropriately.	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
		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			Green
		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
		Social Distancing All staff and students to uphold 1m plus social distancing at all times including social times.		4 th January		Green
		Visitors to the site, Only emergency visitors will be permitted onsite all other meetings will take place via TEAMS.	HC	4 th September	Visitors Policy to be in place including COVID Guidance (AC) and by appointment only	Green
		All visitors such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival.	HC	4 th September		Green
			AC / NB	4 th September		

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
		<p>Visits will happen outside of school hours wherever possible.</p> <p>A record will be kept of all visitors.</p> <p>Visitors will be asked ey questions based on COVID upon arrival at school and will have their temperature taken</p> <p>Educational Visits 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>Extra curricular Clubs These will not run for the first half of term the Autumn Term where a group is not a sole bubble group.</p>	<p>GF / NB</p> <p>AC</p> <p>AC</p> <p>RD</p> <p>RD</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 environment		<p>Premises Checks Checks to the premises will be done to make sure the school is up to health and safety standards before opening in September.</p> <p>Procedures Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed</p>	<p>NB</p> <p>NB</p>	<p>By 1st September</p> <p>By 1st September</p>	<p>DfE Guidance on line to be used plus HSE advice</p> <p>Staff to be briefed on changes on INSET day and students within first 2</p>	<p>Green</p> <p>Green</p>

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
		<p>with limited staff and changes to how the school space is being used.</p> <p>Ventilation</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units.</p> <p>Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>Where the weather is too cold for windows and doors to both be open, doors should remain open and windows opened at the end of each lesson to refresh the air oin the room. If classrooms become cold students may wear coats at the discretion of the teacher.</p> <p>Lifts</p> <p>The use of lifts will be avoided unless essential</p> <p>Bins</p> <p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outside Space</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p>	<p>NB</p> <p>NB</p> <p>All staff</p> <p>All staff and students</p> <p>NB</p> <p>All</p>	<p>4th September</p> <p>4th September</p> <p>4th September</p> <p>4th September</p>	<p>days onsite and practice fire drill.</p> <p>Staff to be briefed on this on INSET day</p> <p>Staff to be briefed on this on INSET day</p> <p>Staff to be briefed on this on INSET day</p>	<p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p>

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
Spreading infection due to excessive contact and mixing in meetings		Meetings Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors. Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.	AC and All staff	By 1st September	Visitors Policy (AC) and set out in guidance to staff and parents at start of term	Green
			AC and All staff	By 1st September	Visitors Policy (AC) and set out in guidance to staff and parents at start of term	Green
Individuals vulnerable to serious infection coming into school		Shielding The school will continue to follow any shielding guidance in place to decide who should come into school.	AC / PC	By 1st September		Green
		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).	AC / PC	By 1st September		Green
		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.	AC	By 1st September		Green
		Where appropriate for clinically vulnerable or clinically extremely vulnerable individual risk assessments will be undertaken.	AC / PC	By 6th 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