



**Coronavirus risk assessment 2020**

|                              |                              |  |
|------------------------------|------------------------------|--|
| Assessment conducted by: PE  | Job title: Headteacher       | Covered by this assessment: <u>staff</u> , students, <u>governors</u> , <u>parents</u> , <u>volunteers</u> and <u>visitors</u> . |
| Date of assessment: 10.09.20 | Review interval: As required | Date of next review: TBA   |

**Related documents**

**Ill Health and Infectious Disease Risk Assessment, First Aid Policy, Business Continuity Plan, Supporting Students with Medical Conditions Policy, Health & Safety Policy, Information Sharing Policy, GDPR & Data protection Policy, Information & ICT Security Policy, Behavioural Policy, Staff Code of Conduct & Data Security Breach Prevention and Management Plan**

| Risk rating   |   | Likelihood of occurrence |          |            |
|---------------|---|--------------------------|----------|------------|
|               |   | Probable                 | Possible | Remote     |
| Likely impact | <b>Major</b><br>Causes major physical injury, harm or ill-health.       | High (H)                 | H        | Medium (M) |
|               | <b>Severe</b><br>Causes physical injury or illness requiring first aid. | H                        | M        | Low (L)    |
|               | <b>Minor</b><br>Causes physical or emotional discomfort.                | M                        | L        | L          |

## **Effective infection protection and control**

*There are important actions that children and young people, their parents and those who work with them can take during the coronavirus outbreak, to help prevent the spread of the virus.*

*In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a **hierarchy of controls** that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:*

- 1. Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools, or colleges*
- 2. Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered*
- 3. Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach*
- 4. Cleaning frequently touched surfaces often using standard products, such as detergents and bleach*
- 5. Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)*

HM Govt. May 2020

The following risk assessment seeks to implement and move beyond the above measures outlined by HM government to reduce the risk of transmission and contact with SARS-COVID 19. It represents a working document to be reviewed and amended in line with the latest information and changes to ensure best practice.

N.B. Risk ratings before actions will alter dependent on the local/ regional prevalence and transmission rate of COVID-19

| Area for concern  | Who might be harmed and how?   | Risk rating prior to action H/M/L | Recommended controls in place  | Further actions to be taken   | Action Completed: State the date completed and sign | Persons responsible   | Risk rating following action H/M/L |
|---|--|-----------------------------------|--|---|---|-----------------------|------------------------------------|
| <p><b>Exposure to COVID-19</b></p> <p>The virus is spread in small water droplets that are expelled from the body through sneezing, coughing, talking, and breathing.</p> <p>The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content</p> | <p>Everyone on site.</p> <p><b>General transmission may occur: Through close contact between colleagues, students and visitors and touching contaminated surfaces.</b></p> | <b>M</b>                          | <ul style="list-style-type: none"> <li>• <b>Anyone feeling unwell or has someone in their household who is unwell informed not to attend school in line with isolation rules.</b></li> <li>• Testing available for staff and household. (NHS 111 or online service)</li> <li>• <b>2m social distancing maintained wherever possible between all adults on site and between student groups.</b></li> <li>• Frequent handwashing promoted.</li> <li>• <b>Hand sanitiser available in classrooms, shared spaces, entrance and exit points. GF</b></li> <li>• Frequent cleaning of surfaces that students touch. (e.g. touch plates, handles, tables, keyboards, and chairs) <b>Teaching staff/SR</b></li> <li>• <b>Disposable tissues/ paper towels available in classrooms. SR/GF</b></li> <li>• Bins for tissues emptied at the end of every day <b>SR/GF</b></li> <li>• <b>Staff, parents, and visitors informed of the measures in place to reduce transmission. PE</b></li> <li>• Control measures (e.g. hand washing</li> </ul> | <ul style="list-style-type: none"> <li>• Individual risk assessments carried out for staff at higher risk.</li> </ul>             |   | <b>PE</b>             | <b>M</b>                           |
|   |  |                                   |  | <ul style="list-style-type: none"> <li>• Review COSHH assessment for hand sanitiser and cleaning materials.</li> </ul>            |   | <b>GF</b>             |                                    |
|   |  |                                   |  | <ul style="list-style-type: none"> <li>• Review cleaning schedules.</li> </ul>  | <b>09/09/2020</b>                                   | <b>SR/PE</b>          |                                    |
|   |  |                                   |  | <ul style="list-style-type: none"> <li>• Signage used to promote hygiene (respiratory and hand) and social distancing.</li> </ul> | <b>09.09.2020</b>                                   | <b>GF</b>             |                                    |
|   |  |                                   |  | <ul style="list-style-type: none"> <li>• Review stocks of soap, hand sanitiser, tissues around school regularly.</li> </ul>       | <b>Ongoing</b>                                      | <b>SR/GF</b>          |                                    |
|   |  |                                   |  | <ul style="list-style-type: none"> <li>• Clean pupil's workstations and equipment between activities and wash hands.</li> </ul>   | <b>Ongoing</b>                                      | <b>Teaching staff</b> |                                    |

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|-------------------|---|-----------------------------------|---|---|---|--|------------------------------------|
| and temperature). |   |                                   | <p>and social distancing) publicised clearly through site PE/GF</p> <ul style="list-style-type: none"> <li>• <b>Masks to be worn by pupils and teachers when moving about the site.</b></li> <li>• Remote learning in place for students who are clinically vulnerable/ living with those at risk or self-isolating</li> <li>• <b>1 way systems put in place where possible with doors open to buildings to assist ventilation.</b></li> </ul>  | <ul style="list-style-type: none"> <li>• Individual risk assessment carried out for students whose behaviour may be considered to pose additional risk. PE</li> </ul>   |   | PE   |                                    |
|                   | <p>Everyone on site.</p> <p><b>Site related transmission may occur:</b></p> <p><b>Through close contact between colleagues, students and visitors and touching contaminated surfaces.</b></p> | <u>M</u>                          | <ul style="list-style-type: none"> <li>• <b>Entry/exit points and routes in buildings and communicated appropriately to staff and students.</b> PE</li> <li>• Organising classrooms and other rooms used for learning to maintain space between seats and desks, pupils not to face each other where possible and 2m between teacher workstation and pupils or a screen in place. PE/MW/GF</li> <li>• <b>Thorough cleaning of rooms at end of the day and disposal of cleaning related waste.</b> When emptying bins waste should be double bagged and securely stored for 72 hours prior to disposal. SR/GF</li> <li>• Ventilation in the building maximised by</li> </ul> | <ul style="list-style-type: none"> <li>• Review fire safety procedures to ensure that any measures put in place do not compromise evacuation routes.</li> <li>• Ensure student groups and social distancing maintained during fire drills. NOTE: in an emergency social distancing may not apply.</li> <li>• Ensure increased ventilation measures do not compromise student or staff safety.</li> <li>• Keep under review transport arrangements with providers, LA and</li> </ul> | <p>01/09/20</p> <p>Ongoing</p> <p>01/09/2020</p> <p>Ongoing</p> | <p>WH/GF/PE</p> <p>PE/SLT</p> <p>GF</p> <p>PE/Office Staff</p> | <u>M</u>                           |

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|------------------|------------------------------|--------------------------------------|---|---|--|---------------------|---------------------------------------|
|                  |                              |                                      | <p>opening windows and doors.</p> <ul style="list-style-type: none"> <li>• <b>Transport arrangements and plans revised. Pupils to wear face coverings on public transport</b> PE/Office Staff</li> <li>• Visitors on site limited and access to building controlled. GF/PE</li> <li>• <b>Ends of day periods supervised by designated staff. SLT</b></li> <li>• Staggard and supervised times for eating in the fulmar at lunch to keep year groups apart and minimise numbers gathering together.</li> </ul> | parents   |  |                     |                                       |
|                  |                              |                                      |   | <ul style="list-style-type: none"> <li>• Review access points for visitors. (JW running tracking for visitors)</li> </ul>   | Ongoing  | GF/PE               |                                       |
|                  |                              |                                      |   | <ul style="list-style-type: none"> <li>• Arrange times that visitors, suppliers, and contractors, external partners are on site to minimise numbers on site at any one time.</li> </ul> | ongoing  | GF/PE               |                                       |
|                  |                              |                                      |   | <ul style="list-style-type: none"> <li>• Inform parents of arrangements for student arrival and departure</li> </ul>  | 02/09/20   | PE                  |                                       |
|                  |                              |                                      |   | <ul style="list-style-type: none"> <li>• Mark out routes.</li> </ul>  | 08/06/20   | GF                  |                                       |

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| <p><b>Exposure to COVID-19</b></p> <p>The virus is spread in small water droplets that are expelled from the body through sneezing, coughing, talking, and breathing.</p> <p>The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).</p> | <p>Staff and students</p> <p><b>Transmission may occur during learning activities and behaviour management.</b></p> | <p><u>M</u></p>                      | <ul style="list-style-type: none"> <li>• <b>Sharing of stationary and other equipment prevented. Staff</b></li> <li>• Practical lessons – equipment cleaned after use and environment cleaned between groups. <b>Staff</b></li> <li>• <b>Where possible actions taken for behaviour management will not involve physical contact with a student.</b></li> <li>• Introduce zoning for outdoor time/breaks <b>PE</b></li> <li>• <b>Year groups bubbled to minimise as far as possible transmission between year groups.</b></li> </ul> | <ul style="list-style-type: none"> <li>• <b>Review behaviour management plans and procedures to comprise COVID 19 secure procedures.</b></li> </ul> | <p>Ongoing</p>   | <p><b>PE/SLT</b></p> | <p><u>M</u></p>                       |

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|--|--|-----------------------------------|--|---|---|--|------------------------------------|
| <p><b>Exposure to COVID-19</b></p> <p>The virus is spread in small water droplets that are expelled from the body through sneezing, coughing, talking and breathing.</p> <p>The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).</p> | <p>Staff and students</p> <p><b>Transmission may occur through sharing spaces and equipment.</b></p> |                                   | <ul style="list-style-type: none"> <li>• <b>Breaks managed to limit numbers in corridors and circulation routes with outside areas prescribed during good weather.</b> SLT/Staff</li> <li>• Lunch times managed so that students eat in their designated area or outside space. SLT/Staff</li> <li>• <b>Prevent toilets from becoming crowded by allowing only one student out of the lesson at a time. Mark floor and sign toilets so that only one student is in at any one time. Staff must practice appropriate social distancing when using toilets.</b> Staff/SLT</li> <li>• Socially distanced use of staff spaces and offices to reduce contact with colleagues. Staff/SLT</li> <li>• <b>Staff meetings conducted with social distancing and or via webinars.</b> PE</li> <li>• Storerooms and cupboards accessed by one person at a time.</li> <li>• <b>Any used outdoor sports equipment cleaned between after each use by students.</b> PE Staff</li> <li>• Tasks organised so that the shared use and passing of work equipment is minimised. Work equipment to be cleaned before and after use. Staff/SR</li> </ul> | <ul style="list-style-type: none"> <li>• Review lunchtime procedures</li> <li>• Information sharing with contracted catering and cleaning services to reduce exposure to COVID-19</li> <li>• Sort out basic resources such as pens and pencils for those who may not have their own.</li> <li>• School organised so that year groups use rooms/spaces in bubble groups. Desks moved to face forward in rows.</li> <li>• Behaviour expectations relating to COVID 19 posted clearly on each classroom door (e.g. 2-meter rule, respiratory hygiene)</li> </ul> | <p>01/09/20</p> <p>Ongoing</p> <p>Ongoing</p> <p>01/09/20</p> <p>01/09/20</p> | <p>PE/SLT</p> <p>PE</p> <p>Office Staff</p> <p>PE/GF/WH</p> <p>PE/GF</p> | <p>M</p>                           |

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|---|---|--------------------------------------|--|---|---|---------------------|---------------------------------------|
|   |   |                                      | <ul style="list-style-type: none"> <li>Contractors delivering services using school facilities, such as catering, and cleaning asked to provide copies of their risk assessment for managing exposure to COVID-19. <b>GF</b></li> </ul>  |   |   |                     |                                       |
| <p><b>Exposure to COVID-19</b></p> <p>The virus is spread in small water droplets that are expelled from the body through sneezing, coughing, talking and breathing.</p> <p>The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the</p> | <p><b>Staff and casualty. Transmission may occur when providing First Aid</b></p> | <b><u>M</u></b>                      | <ul style="list-style-type: none"> <li><b>Wash/sanitise hands before and after treating a casualty.</b></li> <li>Ensure casualty wears a face mask wherever possible.</li> <li><b>Wear disposable gloves, disposable apron, face mask and eye protection where there is a risk of respiratory droplets splashing into the eyes due to repeated coughing or vomit. All PPE to be double bagged and stored securely for 72hrs before it's collected.</b></li> <li>When performing CPR phone an ambulance and use compression only CPR until the ambulance arrives. If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield where available.</li> </ul> <p><b>First Aiders</b></p> <p><b>N.B. Resuscitation Council UK Statement: It is likely that a child having an out-of-hospital cardiac arrest will be known to you. We accept that doing rescue breaths will increase the risk of transmitting the COVID-</b></p> | <ul style="list-style-type: none"> <li>Review assessment of First Aid needs. Check trained staff, order supplies</li> <li>First aiders instructed on the safe use of PPE (wearing and safe disposal). Posters in Medical rooms.</li> <li>Maintain stocks of PPE.</li> </ul> | <p style="text-align: center;"><b>Ongoing</b></p> <p style="text-align: center;"><b>Ongoing</b></p> <p style="text-align: center;"><b>Ongoing</b></p> | <b>PE</b>           | <b><u>M</u></b>                       |



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|--|---|-----------------------------------|---|---|---|---------------------|------------------------------------|
| surface type, its moisture content and temperature).   |   |                                   | 19 virus, either to the rescuer or the child. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child.  |   |   |                     |                                    |
| <b>Exposure to COVID-19</b><br><br>The virus is spread in small water droplets that are expelled from the body through sneezing, coughing, talking and breathing.<br><br>The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after | <b>Staff Transmission may occur when supervising students taken ill with symptoms of COVID-19 and need direct personal care until they return home.</b> | <b>H</b>                          | <ul style="list-style-type: none"> <li>• <b>Increase ventilation in the treatment/isolation room if possible.</b></li> <li>• Ensure casualty wears a face mask wherever possible.</li> <li>• <b>Wear disposable gloves, disposable apron, face mask and eye protection where there is a risk of respiratory droplets splashing into the eyes due to repeated coughing or vomit.</b> PPE to be double bagged and stored securely for 72hrs before waste collection.<br/><b>First Aiders</b></li> </ul> | <ul style="list-style-type: none"> <li>• Maintain stocks of PPE.</li> </ul>   | <b>Ongoing</b>                                      | <b>GF</b>           |                                    |
|  |   |                                   |   | <ul style="list-style-type: none"> <li>• First aiders instructed on the safe use of PPE (wearing and safe disposal). Posters in Medical Rooms</li> </ul>                              | <b>Ongoing</b>                                      | <b>GF</b>           |                                    |
|  |   |                                   |   | <ul style="list-style-type: none"> <li>• Consider using first aiders to supervise to reduce numbers of staff that need PPE.</li> </ul>  | <b>Ongoing</b>                                      | <b>PE/GF</b>        |                                    |
|  |   |                                   |   | <ul style="list-style-type: none"> <li>• Arrange suitable well ventilated treatment/isolation room for isolating symptomatic students away from staff and students, before</li> </ul> | <b>Practice room</b>                                | <b>PE</b>           |                                    |

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|--|--|--------------------------------------|---|---|--|---------------------|---------------------------------------|
| transfer (depending on such things as the surface type, its moisture content and temperature).   |  |                                      |   | pickup. PE  |  |                     |                                       |
|  |  |                                      |   |   |  |                     |                                       |
| <p><b>Exposure to COVID-19</b></p> <p>The virus is spread in small water droplets that are expelled from the body through sneezing, coughing, talking and breathing.</p> <p>The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a</p> | <p><b>Staff and student. Transmission may occur when staff administer medicines or supervise students who self-administer.</b></p> | <b><u>M</u></b>                      | <ul style="list-style-type: none"> <li>• <b>Staff will wear disposable face mask and gloves.</b></li> <li>• Staff must maintain 2m distance whenever possible. Staff</li> </ul> | <ul style="list-style-type: none"> <li>• Review care plans to assess PPE requirements (if any) for staff administering medication.</li> </ul> |  | Office Staff/PE     |                                       |

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|---|---|--------------------------------------|--|-----------------------------|--|---------------------|---------------------------------------|
| period after transfer (depending on such things as the surface type, its moisture content and temperature). |   |                                      |  |                             |  |                     |                                       |
| <b>Awareness of policies and procedures in response to COVID-19.</b>  | <b>Staff, parents/ carers, students, contractors.</b> | <b><u>M</u></b>                      | <ul style="list-style-type: none"> <li>• <b>All staff, students, parents, governors, visitors and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:</b> <ul style="list-style-type: none"> <li>- <b>Health and Safety Policy</b></li> <li>- <b>Ill Health &amp; Infectious Disease Risk Assessment</b></li> <li>- <b>First Aid Policy</b></li> </ul> </li> <li>• All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> <li>- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>- The Health Protection (Notification) Regulations 2010</li> <li>- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>- DfE and PHE (2020) 'COVID-19:</li> </ul> </li> </ul> |                             | <b>20/03/20</b>  | <b>PE</b>           | <b><u>M</u></b>                       |

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|------------------|------------------------------|--------------------------------------|---|-----------------------------|--|---------------------|---------------------------------------|
|                  |                              |                                      | <p>guidance for educational settings'<br/>PE</p> <ul style="list-style-type: none"> <li>• <b>Staff have any necessary training to help minimise the spread of infection, e.g. infection control training.</b> PE/TE</li> <li>• The school keeps up-to-date with advice issued by, but not limited to: <ul style="list-style-type: none"> <li>- Department for Education</li> <li>- NHS</li> <li>- Department for Health and Social Care</li> <li>- PHE</li> <li>- The local health protection team (HPT)</li> <li>- The Talentum Learning Trust (TTLT) PE</li> </ul> </li> <li>• <b>Staff are made aware of the school's infection control procedures in relation to coronavirus via email and contact the school as soon as possible if they believe they may have been exposed to coronavirus.</b> PE</li> <li>• Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media – they are informed that they must contact the school as soon as</li> </ul> | Ongoing                     | Ongoing  | PE                  | <u>M</u>                              |

| Area for concern      | Who might be harmed and how?                                   | Risk rating prior to action<br>H/M/L | Recommended controls in place   | Further actions to be taken | Action Completed:<br>State the date completed and sign | Persons responsible | Risk rating following action<br>H/M/L |
|-----------------------|--|--------------------------------------|---|-----------------------------|--|---------------------|---------------------------------------|
|                       |  |                                      | <p>possible if they believe their child has been exposed to coronavirus. <b>PE</b></p> <ul style="list-style-type: none"> <li>• <b>Students are made aware of the school's infection control procedures in relation to coronavirus via an assembly and are informed that they must tell a member of staff if they feel unwell.</b><br/><b>SLT</b></li> <li>• The Information Sharing Policy and GDPR Policy are followed at all times – this includes withholding the names of staff, volunteers and students with either confirmed or suspected cases of coronavirus. <b>PE</b></li> </ul> |                             |  |                     |                                       |
| Lack of communication | Local community, staff, parents/ carers, students, contractors | M                                    | <ul style="list-style-type: none"> <li>• <b>The headteacher contacts the local HPT immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken.</b> <b>PE</b></li> <li>• The school puts into place any actions or precautions advised by their local HPT.</li> </ul>  | Ongoing                     | Ongoing  | PE                  | L                                     |

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|---|------------------------------|-----------------------------------|---|-----------------------------|---|---------------------|------------------------------------|
|   |                              |                                   | <p><b>PE</b></p> <ul style="list-style-type: none"> <li>• The school keeps staff, students and parents adequately updated about any changes to infection control procedures as necessary. <b>PE</b></li> </ul>  | Ongoing                     | Ongoing   | PE                  | L                                  |
| Disruption to the running of the school |                              |                                   | <ul style="list-style-type: none"> <li>• The school adheres to and keeps up-to-date with the latest local and national advice about school closures – advice is sought from the local HPT or DfE helpline where required. <b>PE</b></li> </ul>  | Ongoing                     | Ongoing   | PE                  | L                                  |
| Preparing for a school closure          |                              |                                   | <ul style="list-style-type: none"> <li>• The school communicates with parents as soon as possible about a closure and the cancellation of any trips or extra-curricular activities. <b>PE</b></li> <li>• Students are informed about the school closure and what is expected of them should they need to work from home. <b>SLT</b></li> <li>• The headteacher puts a plan in place to manage staff workload in preparation for a school closure. <b>PE</b></li> <li>• The headteacher puts a plan in place for students' continued education during a school closure to ensure there is minimal disruption to students' learning – this</li> </ul> | Ongoing                     | Ongoing   | PE                  | L                                  |

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|------------------|------------------------------|--------------------------------------|--|-----------------------------|--|---------------------|---------------------------------------|
|                  |                              |                                      | <p>includes a plan to monitor students' learning while not in school. PE</p> <ul style="list-style-type: none"> <li>• <b>The Behaviour Policy and Staff Code of Conduct are adhered to at all times, even while working remotely.</b> PE</li> <li>• Communication lines are kept open between staff during a school closure – staff know to report to their line manager if there is an issue. Line Managers</li> <li>• <b>The Headteacher ensures all students have access to school work and the necessary reading materials at home, prior to a school closure.</b> PE</li> <li>• The headteacher works with the IT technicians to ensure that all technology used is accessible to all students – alternative arrangements are put in place where required. PE/WH</li> <li>• <b>The Headteacher liaises with the relevant organisations to ensure adequate provision is in place for all students to be able to work from home, e.g. learning support.</b> PE</li> <li>• The school is deep cleaned in the event there is a COVID related school closure.</li> </ul> | Ongoing                     | Ongoing  | PE/Line Managers/WH | L                                     |

| Area for concern | Who might be harmed and how?                                  | Risk rating prior to action<br>H/M/L | Recommended controls in place  | Further actions to be taken | Action Completed:<br>State the date completed and sign | Persons responsible | Risk rating following action<br>H/M/L |
|------------------|---|--------------------------------------|--|-----------------------------|--|---------------------|---------------------------------------|
|                  |   |                                      | <p><b>GF/TE</b></p> <ul style="list-style-type: none"> <li>• <b>The school manages the use of parents/carers' and students' contact details in line with the GDPR Policy e.g. collecting emails to send work to students. PE/WH</b></li> </ul>   |                             |  |                     |                                       |
| Vacant premises  | Local community, staff, parents/carers, students, contractors |                                      | <ul style="list-style-type: none"> <li>• Access to the school is restricted with the Headteacher and site team on-call in case of an emergency or if access to the school is required. <b>PE/GF/WH</b></li> <li>• <b>External signage is visible to show that the school is closed, and that access is restricted. GF</b></li> <li>• The Site Manager and Headteacher ensure the school premises is safe to return to before school it reopens. <b>GF/PE</b></li> <li>• <b>Any hazards are reported to the Headteacher as soon as possible and issues are resolved prior to staff and students returning to school. GF</b></li> <li>• The Headteacher ensures the school reopens only when it is safe and advisable to do so, in line with local and national advice. <b>PE</b></li> </ul> | Ongoing                     | Ongoing  | PE/GF/MW            | L                                     |



| Area for concern | Who might be harmed and how?                                  | Risk rating prior to action<br>H/M/L | Recommended controls in place  | Further actions to be taken | Action Completed:<br>State the date completed and sign | Persons responsible | Risk rating following action<br>H/M/L |
|------------------|---|--------------------------------------|--|-----------------------------|--|---------------------|---------------------------------------|
| Emergencies      | Local community, staff, parents/carers, students, contractors |                                      | <ul style="list-style-type: none"> <li>All staff and students' emergency contact details are up-to-date, including alternative emergency contact details, where required. <b>TE and Office Staff</b></li> <li><b>Students' parents are contacted as soon as practicable in the event of an emergency. SLT</b></li> <li>Staff and students' alternative contacts are contacted where their primary emergency contact cannot be contacted. <b>Office Staff</b></li> <li><b>The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. PE</b></li> </ul> | Ongoing                     | Ongoing  | TE/Office staff/PE  | L                                     |