

Coronavirus risk assessment 2021

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 11.06.2021	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	Major Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor 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- (**this now includes asymptomatic positive cases identified by LFD testing**)*
- 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 (**mask wearing in all indoor areas by staff and students, now including classrooms as per direction from regional health director**)*
- 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

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

Below are the updated controls from 8th March 2021 that the school will also adhere to and promote in its risk assessment

Prevention

1. Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
2. Ensure face coverings are used in recommended circumstances.
3. Ensure everyone is advised to clean their hands thoroughly and more often than usual.
4. Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
5. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
6. Consider how to minimise contact across the site and maintain social distancing wherever possible.
7. Keep occupied spaces well ventilated.

In specific circumstances:

8. Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary. (e.g. facemasks in indoor spaces)
9. Promote and engage in asymptomatic testing, where available. (Those consenting are participating in twice weekly self -testing)

Response to any infection:

10. Promote and engage with the NHS Test and Trace process.
11. Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
12. Contain any outbreak by following local health protection team advice.

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.

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>Exposure to COVID-19</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</p>	<p>Everyone on site.</p> <p>General transmission may occur: Through close contact between colleagues, students and visitors and touching contaminated surfaces.</p>	M	<ul style="list-style-type: none"> • Anyone feeling unwell or has someone in their household who is unwell informed not to attend school in line with isolation rules. • Anyone identified as asymptotically positive to isolate inline with government guidelines. • Testing available for staff and household. (NHS 119 or online service) • 2m social distancing maintained wherever possible between all adults on site and between student groups. • Frequent handwashing promoted. • Hand sanitiser available in classrooms, shared spaces, entrance and exit points. NP • Frequent cleaning of surfaces that students touch. (e.g. touch plates, handles, tables, keyboards, and chairs) Teaching staff/NP • Disposable tissues/ paper towels available in classrooms. NP • Bins for tissues emptied at the end of every day NP • Staff, parents, and visitors informed 	<ul style="list-style-type: none"> • Individual risk assessments carried out for staff at higher risk. 		PE	M
				<ul style="list-style-type: none"> • Review COSHH assessment for hand sanitiser and cleaning materials. 		GF(GF no longer on site, where GF indicated PE to delegate and monitor)	
				<ul style="list-style-type: none"> • Review cleaning schedules. 	03/03/2021	NP/PE	
				<ul style="list-style-type: none"> • Signage used to promote hygiene (respiratory and hand) and social distancing. Signage replaced to make more visible <ul style="list-style-type: none"> • Updated to include test site • Additional testing signage at school front 	02.11.2020 06.01.2021 26/04/2021	(PE/ office staff)	

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moisture content and temperature).			<p>of the measures in place to reduce transmission. PE</p> <ul style="list-style-type: none"> Control measures (e.g. hand washing and social distancing) publicised clearly through site PE/GF Masks to be worn by pupils and teachers when moving about the site (unless medically exempted; if so pupils to wear green lanyard). Remote learning in place for students who are clinically vulnerable/ living with those at risk or self-isolating accessible via shared area. 1 way systems put in place where possible with doors open to buildings to assist ventilation. Twice weekly, staff testing for asymptomatic spread now implemented for consenting staff – Results reported to NHS and school via text messaging system- positive cases to self-isolate immediately and local outbreak to be contacted. Any temporary staff also able to access testing system. Students, whose families consent, are able to be tested on their return to school for asymptomatic cases All students to be offered twice 	<ul style="list-style-type: none"> Review stocks of soap, hand sanitiser, tissues around school regularly. Clean pupil’s workstations and equipment between activities and wash hands. Individual risk assessment carried out for students whose behaviour may be considered to pose additional risk. PE 	<p>Ongoing</p> <p>Ongoing</p>	<p>NP</p> <p>Teaching staff</p> <p>PE</p>	

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			<p>weekly at home testing – indications are, from consent, that 97%> will take up the offer. Results reported to NHS and school via text messaging system- Students reminded to test and report by tutors. Positive cases to self-isolate immediately and local outbreak to be contacted.</p> <ul style="list-style-type: none"> • Important that when testing and after result protocols of hands, face space are maintained with rigour to stop the spread of the virus. • Symptomatic cases are asked to stay at home and book a PCR test. • Individuals with a symptomatic member of house hold or who have come into contact with a case outside school should isolate following most up to date government guidelines. 				
	<p>Everyone on site.</p> <p>Site related transmission may occur:</p> <p>Through close contact</p>	M	<ul style="list-style-type: none"> • Entry/exit points and routes in buildings are communicated appropriately to staff and students. PE • 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 	<ul style="list-style-type: none"> • Review fire safety procedures to ensure that any measures put in place do not compromise evacuation routes. 	<p>01/09/20 Practice drill carried out 22/10/2020</p> <p>Drill carried out 27/05/2021</p>	WH/GF/PE	M

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	between colleagues, students and visitors and touching contaminated surfaces.		<p>and pupils or a screen in place. PE/MW</p> <ul style="list-style-type: none"> • Thorough cleaning of rooms at end of the day and disposal of cleaning related waste. When emptying bins waste should be double bagged and securely stored for 72 hours prior to disposal. NP • Day time cleaner required to tackle touch spots • Ventilation in the building maximised by opening windows and doors. • Transport arrangements and plans revised. Pupils to wear face coverings on public transport PE/Office Staff • Visitors on site limited and access to building controlled. GF/PE • Ends of day periods supervised by designated staff. SLT • Staggered and supervised lunch times for eating in the fulmar at lunch to keep year groups apart and minimise numbers gathering together. 	<ul style="list-style-type: none"> • Ensure student groups and social distancing maintained during fire drills. NOTE: in an emergency social distancing may not apply. • Ensure increased ventilation measures do not compromise student or staff safety. • Emphasise ventilation measures with staff, where possible windows and doors to be open to improve air circulation • All staff and students to wear masks (unless medically exempt) in all indoor areas including classrooms • Currently re-recruiting (closing 29.11.2020) due to resignation and no apps for last advert (closed 13.11.2020 to be reviewed at end of lockdown closure 05/03/21). PE currently awaiting Trust approval to 	<p>Ongoing</p> <p>01/09/2020</p> <p>1.10.2020 18.11.2020 TE 05.03.2021</p> <p>Staff briefed on importance of ventilation 28/04/2021</p> <p>Mask wearing reintroduced 07/06/2021</p>	<p>PE/SLT</p> <p>GF(PE)</p> <p>TE</p> <p>TE</p>	

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				<p>proceed with recruitment</p> <ul style="list-style-type: none"> • SLT currently cleaning down tables between year groups at lunch time. • Temporary night time cleaning vacancy now filled so full cleaning team in place after school 			
				<ul style="list-style-type: none"> • Keep under review transport arrangements with providers, LA and parents 	Ongoing	PE/Office Staff	
				<ul style="list-style-type: none"> • Review access points for visitors. (JW running tracking for visitors) 	Ongoing	PE	
				<ul style="list-style-type: none"> • Arrange times that visitors, suppliers, and contractors, external partners are on site to minimise numbers on site at any one time. 	ongoing	PE	
				<ul style="list-style-type: none"> • Inform parents of arrangements for student arrival and departure. Parents made aware of amended day structure. 	06/01/21	PE	
				<ul style="list-style-type: none"> • Mark out routes. • Seating areas for year groups marked in Fulmar 	08/06/20	GF/PE	

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					04/11/20		

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<p>Exposure to COVID-19</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>Transmission may occur during learning activities and behaviour management.</p>	<p><u>M</u></p>	<ul style="list-style-type: none"> • Sharing of stationary and other equipment prevented. Staff • Practical lessons – equipment cleaned after use and environment cleaned between groups. Staff • Where possible actions taken for behaviour management will not involve physical contact with a student. • Introduce zoning for outdoor time/breaks PE • Year groups bubbled to minimise as far as possible transmission between year groups. • Students to wear face covering during lessons and positive messaging put out to promote this. <ul style="list-style-type: none"> - This will be reviewed in line with local prevalence and a trust level decision taken to make mask wearing mandatory again for those able to wear a face covering.(11.06.21) - Mandatory for staff who are able to wear a face covering in corridors and when in communal situations with other staff. (17.05.21) 	<ul style="list-style-type: none"> • Review behaviour management plans and procedures to comprise COVID 19 secure procedures. 	<p>Ongoing</p>	<p>PE/SLT</p>	<p><u>M</u></p>

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<p>Exposure to COVID-19</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>Transmission may occur through sharing spaces and equipment.</p>		<ul style="list-style-type: none"> • Breaks managed to limit numbers in corridors and circulation routes with outside areas prescribed during good weather. SLT/Staff • Lunch times managed so that students eat in their designated area or outside space. SLT/Staff • 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. Staff/SLT • Socially distanced use of staff spaces and offices to reduce contact with colleagues. Staff/SLT • Staff meetings conducted with social distancing and or via webinars. PE • Storerooms and cupboards accessed by one person at a time. • Any used outdoor sports equipment cleaned between after each use by students. PE Staff • Tasks organised so that the shared use and passing of work equipment is minimised. Work equipment to be cleaned before and after use. Staff 	<ul style="list-style-type: none"> • Review lunchtime procedures (amended 04/11/2020) • Information sharing with contracted catering and cleaning services to reduce exposure to COVID-19 • Sort out basic resources such as pens and pencils for those who may not have their own. • School organised so that year groups use rooms/spaces in bubble groups. Desks moved to face forward in rows. • Behaviour expectations relating to COVID 19 posted clearly on each classroom door (e.g. 2-meter rule, respiratory hygiene) 	<p>01/09/20 04/11/2020 06/01/2021 08/03/2021</p> <p>Ongoing</p> <p>Ongoing</p> <p>01/09/20 06/01/21</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/ Teaching staff</p>	M

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			<ul style="list-style-type: none"> 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. GF 				
<p>Exposure to COVID-19</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</p>	<p>Staff and casualty. Transmission may occur when providing First Aid</p>	<u>M</u>	<ul style="list-style-type: none"> Wash/sanitise hands before and after treating a casualty. Ensure casualty wears a face mask wherever possible. 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. When performing CPR phone an ambulance and use compression only CPR until the ambulance arrives. If a 	<ul style="list-style-type: none"> Review assessment of First Aid needs. Check trained staff, order supplies First aiders instructed on the safe use of PPE (wearing and safe disposal). Posters in Medical rooms. 	<p style="text-align: center;">Ongoing</p> <p style="text-align: center;">Ongoing</p>	PE	<u>M</u>

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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>decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield where available.</p> <p>First Aiders</p> <p>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-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.</p>	<ul style="list-style-type: none"> Maintain stocks of PPE. 	Ongoing		
<p>Exposure to COVID-19</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</p>	<p>Staff Transmission may occur when supervising students taken ill with symptoms of COVID-19 and need direct personal care</p>	H	<ul style="list-style-type: none"> Increase ventilation in the treatment/isolation room if possible. Ensure casualty wears a face mask wherever possible. 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. PPE to be double bagged and stored securely for 72hrs before waste collection. First Aiders 	<ul style="list-style-type: none"> Maintain stocks of PPE. First aiders instructed on the safe use of PPE (wearing and safe disposal). Posters in Medical Rooms Consider using first aiders to supervise to reduce numbers of staff that need PPE. 	Ongoing	GF/PE/Office	
					Ongoing	GF/PE	
					Ongoing	PE/GF	

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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).	until they return home.			<ul style="list-style-type: none"> • Arrange suitable well ventilated treatment/isolation room for isolating symptomatic students away from staff and students, before pickup. PE 	Practice room	PE	
<p>Exposure to COVID-19</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.</p>	<p>Staff and student. Transmission may occur when staff administer medicines or supervise students who self-administer.</p>	M	<ul style="list-style-type: none"> • Staff will wear disposable/washable face mask and gloves. • Staff must maintain 2m distance whenever possible. Staff 	<ul style="list-style-type: none"> • Review care plans to assess PPE requirements (if any) for staff administering medication. 		Office Staff/PE	

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Awareness of policies and procedures in response to COVID-19.	Staff, parents/ carers, students, contractors.	<u>M</u>	<ul style="list-style-type: none"> • All staff, students, parents, governors, visitors and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy - Ill Health & Infectious Disease Risk Assessment - First Aid Policy • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2020) 'COVID-19: guidance for educational settings' • Staff have any necessary training to help minimise the spread of infection, e.g. infection control training. PE/TE • The school keeps up-to-date with advice issued by, but not limited to: 		20/03/20	PE	<u>M</u>

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			<ul style="list-style-type: none"> - Department for Education - NHS - Department for Health and Social Care - PHE - The local health protection team (HPT) - The Talentum Learning Trust (TTLT) PE • 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. PE • 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 possible if they believe their child has been exposed to coronavirus. PE • Students are made aware of the school's infection control procedures in relation to coronavirus via a virtual assembly and tutors. They are informed that they must tell a member of staff if 	Ongoing	Ongoing	PE	<u>M</u>

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			<p>they feel unwell. SLT</p> <ul style="list-style-type: none"> 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. PE 				
Lack of communication	Local community, staff, parents/ carers, students, contractors	M	<ul style="list-style-type: none"> 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. PE The school puts into place any actions or precautions advised by their local HPT. 	Ongoing	Ongoing	PE	L

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			<p>PE</p> <ul style="list-style-type: none"> • The school keeps staff, students and parents adequately updated about any changes to infection control procedures as necessary. PE 	Ongoing	Ongoing	PE	L
Disruption to the running of the school			<ul style="list-style-type: none"> • 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. PE 	Ongoing	Ongoing	PE	L
Preparing for a school closure			<ul style="list-style-type: none"> • The school communicates with parents as soon as possible about a closure and the cancellation of any trips or extra-curricular activities. PE • Students are informed about the school closure and what is expected of them should they need to work from home. SLT • The headteacher puts a plan in place to manage staff workload in preparation for a school closure. PE • 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 	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"> • The Behaviour Policy and Staff Code of Conduct are adhered to at all times, even while working remotely. PE • 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 • The Headteacher ensures all students have access to school work and the necessary reading materials at home, prior to a school closure. PE • 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 • 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. PE • The school is deep cleaned in the event there is a COVID related school closure. 	Ongoing	Ongoing	PE/Line Managers/ WH	L

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			<p>GF/TE</p> <ul style="list-style-type: none"> 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 				
Partial closure preparation			<ul style="list-style-type: none"> In event of the school being informed of a confirmed case within a year group. SLT to contact Public Health England Movement of pupils around school of pupils to be limited until year group dismissed. SLT Parents to be contacted to inform of partial closure details and pupils to be dismissed in line with parent's pre-arranged wishes PE Pupils to be dismissed from their classes to go straight home either via walking or parental pick up. SLT/STAFF Pupils must not go home on busses or public transport or mix with other year groups. Individual staff in contact with student consulted with on their level of risk in terms of contact and need for isolate and 	<p>Parents to be contacted to communicate their preferences re. collecting pupils in the event of a partial closure</p>	<p>October 2020 but in place in the event of future partial closures</p>	<p>SLT</p> <p>PE</p> <p>SLT / Staff</p>	<p>L</p>

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			<p>test. Std & staff identified on each occasion.</p> <ul style="list-style-type: none"> • See below for remote working procedures 			SLT	
Vacant premises	Local community, staff, parents/ carers, students, contractors		<ul style="list-style-type: none"> • 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. PE/GF/WH • External signage is visible to show that the school is closed, and that access is restricted. GF • The Site Manager and Headteacher ensure the school premises is safe to return to before school it reopens. GF/PE • Any hazards are reported to the Headteacher as soon as possible and issues are resolved prior to staff and students returning to school. GF • The Headteacher ensures the school reopens only when it is safe and advisable to do so, in line with local and 	Ongoing	Ongoing	PE/GF/MW	L

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			national advice. PE				
Emergencies	Local community, staff, parents/ carers, students, contractors		<ul style="list-style-type: none"> • All staff and students' emergency contact details are up-to-date, including alternative emergency contact details, where required. TE and Office Staff • Students' parents are contacted as soon as practicable in the event of an emergency. SLT • Staff and students' alternative contacts are contacted where their primary emergency contact cannot be contacted. Office Staff • 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 	Ongoing	Ongoing	TE/Office staff/PE	L

