

Activity/ Situation	WIDER OPENING OF SCHOOL FROM SEPTEMBER 2020			
Location	NORTON COLLEGE			
Persons at Risk	Pupils <input checked="" type="checkbox"/>	Employees <input checked="" type="checkbox"/>	Visitors <input checked="" type="checkbox"/>	Contractors <input checked="" type="checkbox"/>
HAZARD(S)	<p><i>Note: this list is not exhaustive and must be adapted for your own needs</i></p> <ul style="list-style-type: none"> ✘ Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed ✘ Social Distancing Measures Not Followed During Travel to and from School ✘ Inadequate Cleaning/Sanitising ✘ Shared Resources ✘ Staffing & Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors ✘ Site User Becoming Unwell ✘ Site User Developing Symptoms ✘ Inadequate Hand Washing/Personal Hygiene ✘ Inadequate Personal Protection & PPE ✘ Visitors, Contractors & Spread of Coronavirus ✘ Inadequate Ventilation 			
CONTROL MEASURES	ADDITIONAL INFORMATION	YES	NO	N/A
<p><i>Note: you must amend and adapt this generic risk assessment to suit your own needs by selecting the controls from the examples provided (adding and amending others where necessary) and then evaluate the overall risk for the activity/situation.</i></p>				
<p>Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed</p>				
Consistent groups are in place which reduces the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group	All students taught in year group bubbles. Breaks staggered to keep bubbles separate at these times. Staggered end to the day to reduce contact. Buses zoned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The school keeps a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups	Seating plans in PARS; timetable records which staff are with which groups; records to be kept of supply staff and which groups they work with. Bubbles are year groups; no contact between year group bubbles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In the younger years in Secondary Schools (key stage 3), schools may be able to implement groups that are the size of a full class. If that can be achieved, it is recommended, as this will help to reduce the number of people who could be asked to isolate should	Students to be taught in mixed ability groups that will not mix during lesson time. Mixing will occur at social times and on buses.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

someone in group become ill with coronavirus (COVID-19).				
In Secondary Schools, and certainly in the older age groups at key stage 4 and key stage 5, the groups are likely to need to be the size of a year group to enable schools to deliver the full range of curriculum subjects and students to receive specialist teaching. If this can be achieved with small groups, they are recommended	Bubbles will be year groups; mixing between classes will occur as students will mix for option subjects and for setting in core subjects, and will move around the site to access specialist rooms (science, media, art, food, PE,...). However, no mixing will take place between year groups.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk is reduced by keeping pupils in the class-sized groups	Distancing will not be possible due to class sizes, but students in KS3 will be kept in class sized groups for teaching. This is not possible in KS4 due to mixing for option subjects and setting in core subjects.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Whatever the size of the group, they are kept apart from other groups and older children are encouraged to keep their distance within their groups	Year groups will be kept separate. College will be zoned, and students will stay in zones apart from movement to specialist rooms where necessary. No movement to specialist areas will take place for KS3 for the first half term. When students move to specialist rooms, they will be supervised in order to ensure no mixing with other year groups. Lunch and break times will be staggered to keep bubbles separate. Assemblies, mentor times, will be used to ensure students understand rules of social distancing. Behaviour policy re-written to take account of new rules.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible	Zoning is possible, but some movement will be necessary to access specialist rooms. Social areas will be used by more than one year group bubble, but not at the same time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It is recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group	KS3 students will be kept in mixed ability groups. Social distancing will not be possible, but mixing between groups will not take place in lesson time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport	Students are zoned. Mixed ability groups for KS3 for all subjects – these groups do not mix during lesson time. Mixing within year groups will take place during social time and during transport on school buses. In KS4, students will mix between groups for setting and options.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Siblings may be in different groups	Siblings in different year groups will be in different bubbles. Siblings will also need to sit in different zones on school transport, according to year group seating plans.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teachers and other staff operate across different classes and year groups in order to facilitate the delivery of the school timetable	Teachers will move between bubbles to facilitate the normal timetable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where staff need to move between classes and year groups, they should keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults	All staff given guidance on movement and need to maintain 2m social distance. Signage reinforces messages. Instruction on PD day. One way system implemented to support this. College buildings will be checked for trip hazards or other hazards that might cause risks during movement. If staff need to move equipment or resources, they will be able to book support from site staff if necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where possible adults maintain a 2 metre distance from each other, and from children	See above	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adults avoid close face to face contact and limit time spent within 1 metre of anyone to less than 15 minutes duration	When teaching, teachers and teaching assistants and any other staff in classrooms remain at front of class. All student desks no closer than 2 metres from teaching area. Classrooms taped to provide warning and reminder. Signage in classrooms regarding maintaining social distance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unplanned classroom support needs such as technician support follows the same principle and a 2-metre distance is maintained from all occupants.	Technician support is planned on a proactive basis and any non-urgent work is carried out when the room is unoccupied. Where this is not possible technician and/or support staff are always to keep a 2-metre distance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Within the classroom a distance between people is maintained so far as reasonably practical	Distancing between students in classrooms will not be possible. Class sizes are as normal, and students will sit closely side by side. Students must be warned to avoid physical contact as far as possible, and not to share pens, pencils, or other equipment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face to face contact time is reduced and limited to no more than 15 minutes duration	All desks face forward. Student discussion should not take place with students facing each other except for short times.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Pupils are seated side by side and facing forwards, rather than face to face or side on	Desks arranged in classrooms facing front. Students and staff are given instruction/guidance on need to face forwards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff will work side on to pupils as opposed to face to face whenever possible	Staff remain at the front of the classroom, at least 2m away from students so there is no need for close face to face proximity.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Educational and care support is provided as normal to pupils who have complex needs or who need close contact care	SEND strategy involves the use of Chromebook and PC (for student and teacher respectively) to enable TA to support from the front of the room without the need for close physical proximity. Other SEND support continues as normal. If students need to attend pupil support or leaning support, staff use on-call system and students are escorted to these areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unnecessary furniture has been moved out of classrooms to make more space	Site team remove unnecessary furniture from classrooms. Rooms 3 and 9 are reconfigured as normal classrooms to allow zoning of all year groups.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large gatherings such as assemblies or collective worship with more than one group do not take place	Assemblies are delivered through mentor team. Microsoft Teams used for delivery of whole school or year group assemblies.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The timetable and selection of classroom or other learning environment has been used to reduce movement around the school or building	Year groups remain in zones. Movement only takes place outside zones for movement to specialist rooms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school	Staggered start and finish times should not reduce the amount of overall teaching time. College lessons finish at 3pm to allow staggered end; lunchtime is reduced by 15 minutes to accommodate this without a reduction of teaching time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents' drop-off and pick-up protocols planned to minimise adult to adult contact	Parent protocols from Y10/12 opening modified and revised to take account of greater numbers and shared with parents. Traffic control outside school already limits parking; parent not allowed on site without appointment. Parents do not congregate at school gates.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents and pupils are told their allocated drop off and collection times and the process for doing so, including	Parental information includes details of start and finish times and procedures and protocols. Students arrive as normal,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

protocols for minimising adult to adult contact (for example, which entrance to use)	allowing for natural staggering, and are greeted and directed to hand cleaning stations and to zones. School day ends early to allow staggering of student exit and collection by buses.			
It is made clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)	Parent protocols issued to make clear to parents that they cannot congregate at school gates. Also, no parents will be allowed on site without a prior appointment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External entrances to classrooms are used where practical	One way system identifies entrance and exit points to classrooms and where possible external doors are used. However, many classrooms have only one door, and no external entrances/exits. In this case, this single internal door has to be used by pupils and staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Break times are staggered so that all pupils are not moving around the school at the same time	Timetable redesigned so that periods 2 and 4 have staggered break and lunch times built in. Only two year groups are on breaks at any time and have designated and separate social areas both outdoors and indoors. Duty rota is rewritten to ensure sufficient staff on duty at all these times, and directed time budget is calculated accordingly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch breaks are staggered		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Numbers of staff using Staff Room are limited or the use of Staff Room is staggered	Limited number of chairs in staff rooms to ensure 2m social distance. Warning hazard tape applied and social distancing signage displayed. Staff are issued with clear guidance/instruction on use of staff rooms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
During PE/Art/Drama/Food lessons pupils should be kept in consistent groups, sports and other equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.	No contact sports allowed. Practical lessons take place in mentor groups in KS3. KS3 Art/food./music/drama will take place in mentor rooms. All sports and other equipment regularly cleaned, and use across bubbles not allowed without thorough cleaning.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor sports are prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene	Reference will be made to the following advice: guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport. Advice from organisations such as the Association for Physical Education and the Youth Sport Trust This advice will be thoroughly read and understood and guidance and instruction issued to PE staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Social Distancing Measures Not Followed During Travel to and from School				
Parents and pupils are encouraged to walk or cycle to their education setting where possible	Parent protocols inform parents that students cannot share private car transport across bubbles, except in same family. Parents and pupils are encouraged to walk or cycle.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools, parents and pupils following the government guidance on how to travel safely, when planning their travel on public transport	Information regarding public transport to be shared with parents through parent letters and website. safer travel guidance for passengers Bus companies have own risk assessments in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face coverings are required at all times on public transport for children, over the age of 11	Advice issued to parents and students through parent letter and on website.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Cleaning/Sanitising				
A cleaning schedule that ensures cleaning is generally enhanced and includes more frequent cleaning of rooms / shared areas that are used by different groups is in place	Production and maintenance of cleaning schedule to ensure enhanced cleaning of communal areas including toilets, and when specialist rooms are used. Cleaning staff on site throughout today for regular cleaning. Enhanced cleaning schedule each evening for classrooms and communal areas. Cleaning is always carried out between use of areas by students from different bubbles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more often than normal	See above. Cleaning schedule covers all surfaces including desks, and other items: handrails, door handles, light switches, every day. Toilets cleaned regularly throughout day. Staff issued with own keyboard and mouse to take to classrooms as they move.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use	Electronic entry system sanitised each day. Office staff sign visitors in and out. Sixth form students use hand gel after each signing in and out. Cashless catering system used only by staff on tills, not students or other staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins for tissues and other rubbish are emptied throughout the day	Each classroom has lidded bin specifically for tissues. Students follow 'catch it, bin it, kill it' and dispose of tissues in designated bins. Bags are tied off before	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	removal from bins and disposal by cleaning staff.			
Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary	Site team will maintain and report upon stock levels of cleaning (where not the responsibility of the cleaning company), consumables and paper materials on a weekly basis. All classrooms have supplies of gel and anti-viral (alcohol) wipes for surfaces and equipment. All toilets will have supplies of liquid soap and paper towels; these will be regularly checked and supplies maintained by site staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to how play equipment is used ensuring it is appropriately cleaned between groups of children using it	No play equipment is used.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Shared Resources				
For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared	Parent and students are issued with vital equipment list and students must bring own into college. All classrooms will have supply of basic equipment available. This will be given to students if necessary – not loaned – students then keep this basic equipment. Stocks will be maintained centrally, and classroom teachers report shortages. Teachers will keep records of where equipment is given to students and parents contacted if lack of equipment persists. Glue and scissors should not be shared between bubbles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Classroom based resources, such as books and games, can be used and shared within the bubble; these are cleaned regularly, along with all frequently touched surfaces	Necessary textbooks and other equipment are kept in year group zones; all equipment is kept in individual classrooms as far as possible. Antiviral wipes (alcohol based) are used to clean books at the end of each day. Desk surfaces are cleaned by cleaning staff each day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48	Some specialist rooms are used for some subjects: IT based, science rooms, food room, art rooms, music room, drama studios, gym and sports hall. Specialist equipment may also be used in these rooms. Equipment is thoroughly cleaned between use by different bubbles, with	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

hours (72 hours for plastics) between use by different bubbles	appropriate cleaning materials, or left for 72 hours, whether plastic or not.			
Pupils can bring essentials such as lunch boxes, hats, coats, books, stationery, bags and mobile phones (depending on school policy) into school	Pupils and parents are informed of what equipment can be brought into school. If students bring a mobile phone into school, this must remain switched off and, in their school bag at all times, including break times. This is because of the contamination risk from mobile phone screens (this is a change to the 2019/20 mobile phone policy). Parents and students are told that items brought into school cannot be shared or exchanged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources	Student exercise books will not be taken home. Textbooks and other resources can be taken home by teachers or other staff, but these must be cleaned thoroughly before being taken home and when brought back into college. If teachers handle any resources – such as exercise books – used by students, hands must be cleaned immediately afterwards, and resources must be cleaned before being used by another person, student or staff. Storage boxes will be supplied to all classrooms except specialist teaching rooms so that students can leave items that are in regular use in their allotted classrooms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Devices/ laptops/tablets etc. that are brought from home to school and back again are cleaned at the start and end of the day	No electronic devices, other than mobile phones, are brought into college from home, or vice versa.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staffing & Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors				
Contact with individuals who are unwell is minimised by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school	Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms , or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19). Symptoms are made clear to all parents, students and staff, and guidance issued	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	on when students should be sent home and should stay at home.			
Staff with specific health conditions who fall within the clinically extremely vulnerable category and have been shielding, are advised to stay at home as much as possible. If working from home is not possible, they may be asked to return to work from 1 st August. Consideration should first be given to roles in school where it is possible to maintain social distancing. Returning is subject to an individual risk assessment and being able to maintain social distancing as much as possible	Clinically extremely vulnerable Individual risk assessments are needed, and guidance must be sought. Staff will be surveyed to ascertain who is in this group. If work can be done from home, these staff will stay at home. Individual staff who have concerns will discuss these with their line manager who will seek further advice as necessary before decisions are made regarding whether staff are expected to return.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff who are in the clinically vulnerable group can work in school, subject to an individual risk assessment and being able to maintain social distancing as much as possible	Clinically-vulnerable people Individual risk assessments are needed, and guidance must be sought. Staff will be surveyed to ascertain who is in this group. Individual staff who have concerns will discuss these with their line manager who will seek further advice as necessary before decisions are made regarding whether staff are expected to return.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where it is necessary to use supply staff and peripatetic teachers, those individuals will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils	Consider longer engagement of supply staff to minimise movement between sites. Staff who are allocated time to provide cover will do so, but only some availability. PLs will also provide cover within bubbles wherever possible. Cover situation to be monitored with a view to appoint long term supply to maintain continuity and reduce risk if cover becomes frequent and impossible to cover from within.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access to PPE should be available where there is contact with diagnosed or suspected person with covid-19	See Inadequate Personal Protection & PPE section of this risk assessment Supplies of PPE kept in reception, in each zone, and an in specialist areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site User Becoming Unwell				

<p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the guidance which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms</p>	<p>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</p> <p>Staff self-monitor for symptoms and report these immediately to reception prior to going home to self-isolate.</p> <p>Staff reminded of advice regarding isolation of household for 14 days. Staff arrange to have test before returning to school if test is negative.</p> <p>Staff monitor students for symptoms and report these immediately to reception via on-call so student can be removed from classroom and sent home, following guidance as above and left. Test must then be arranged, and results reported to college before return.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If a pupil is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the Pupils and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.</p>	<p>Where possible, students should wait outside, in a safe place, supervised by staff at an appropriate distance ideally through a window.</p> <p>Where this is not possible the student should be isolated in a meeting room on the main corridor, with windows open and door closed. Staff monitor through window until parents arrive.</p> <p>If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. Students are removed from classroom and held in open areas in zones until parents arrive if meeting room is unavailable.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If the pupil needs to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else</p>	<p>First aid toilet is used by students awaiting collection. Cleaning staff on site clean this area immediately once student has used it.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>PPE should be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be</p>	<p>See Inadequate Personal Protection & PPE section of this risk assessment</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

maintained (such as for a very young pupil or a pupil with complex needs)	PPE equipment is available in zones and specialist areas and in reception for use in these circumstances.			
If a child in a boarding school shows symptoms, they should initially self-isolate in their residential setting household. Most children will benefit from self-isolating in their boarding house so that their usual support can continue. Others will benefit more from self-isolating in their family home	guidance on isolation for residential educational settings.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
In an emergency, call 999 if the pupil is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital	Staff guidance is issued so that all staff are aware of emergency procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test & Trace.	Staff, students and parents are made aware of guidance through letters, protocols, staff instruction, website.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell	Staff, students and parents are made aware of guidance through letters, protocols, staff instruction, website.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people	Cleaning staff are available on site throughout school day, and before and after school in order to provide thorough cleaning and will be directed to pay special attention, immediately, to any area around any person with symptoms, and any areas they have used. COVID-19: cleaning of non-healthcare settings guidance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site User Developing Symptoms				
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to book a test if they	Staff, students and parents are made aware of symptoms through website and of procedures to be followed if any symptoms develop.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</p>	<p>In the event of any person showing symptoms, college will make contact through reception to ensure that a test is booked and ensure that person remains at home. Any person showing symptoms must be reported to reception so that contact can be made.</p> <p>All persons will be made aware that they must not come into school if they are displaying symptoms, and must be sent home to self-isolate if they are in school.</p>			
<p>Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace</p>	<p>Through letters, protocols, website, and staff instruction, all persons will be made aware that they will need to share details of people with whom they have been in close contact. If any person is sent home because they are displaying symptoms, or contact college to inform that they have symptoms, they will be reminded of this requirement.</p> <p>Office staff will use the agreed protocol for contact and checklist of information that must be shared.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</p>	<p>Through letters, protocols, website, and staff instruction, all persons will be made aware that they will need to self-isolate in these circumstances. If any person is sent home because they are displaying symptoms, or contact college to inform that they have symptoms, they will be reminded of this requirement.</p> <p>Office staff will use the agreed protocol for contact and checklist of information that must be shared.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Parents and staff are asked to inform the school immediately of the results of a test</p>	<p>Guidance and protocols will be issued to parents and staff and will be available on website.</p> <p>If students or staff are sent home and asked to test, or report symptoms and that they are being tested, they will be asked to report the results of the test to college. The results will be kept on file in SIMS/PARS, and entered by reception staff when information is received.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating</p>	<p>Guidance and protocols will be issued to parents and staff and will be available on website.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days</p>	<p>Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <p>Guidance will be clearly communicated to parents and staff. If information is received that any member of the staff or student body has tested positive, reception will be informed immediately. A member of the Senior Management Team will then contact the local health protection team. The Headteacher will also be informed immediately when information is received.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Schools send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious</p>	<p>Close contact means:</p> <p>Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</p> <p>Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual travelling in a small vehicle, like a car, with an infected person</p> <p>Seating plans are used in all lessons and students must adhere to these. Students do not move around classroom.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Public Health England is clear that routinely taking the temperature of pupils by the school is not recommended as this is an unreliable method for identifying coronavirus (COVID-19) so this does not take place</p>	<p>No taking of temperature in school.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Inadequate Hand Washing/Personal Hygiene</p>				
<p>Staff/pupils/cleaners/contractors etc. will be reminded to clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating</p>	<p>Ensure that staff have sufficient time to wash their hands regularly, as frequently as pupils.</p> <p>All classrooms, offices, entrances and exits, reception, staffrooms, have supplies of sanitising gel and wipes. All students use gel on entry to and when leaving classrooms, as do staff. (Alcohol based gel is only used outside classrooms, such as science labs, where there may be naked flames.) Staff and students are also encouraged to wash hands with hot soap and water for 20 seconds whenever possible, especially on arrival, at break and lunchtimes, and on arrival at home.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Hands are washed with liquid soap & water for a minimum of 20 seconds</p>	<p>Staff and students are encouraged to wash with soap and hot water for at least 20 seconds whenever possible. Sanitising gel is available in all classrooms and areas so that hands can be cleaned regularly and frequently. (Alcohol based gel is only used outside classrooms, such as science labs, where there may be naked flames.)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The school has considered whether they have enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly</p>	<p>There are insufficient basins with soap and water available for all students to use these at any one time. Therefore, hand sanitising gel will be available in all classrooms and offices in all zones and specialist areas and in reception and at entries and exits so that students and staff can clean hands regularly and frequently. (Alcohol based gel is only used outside classrooms, such as science labs, where there may be naked flames.) Students are encouraged to wash hands thoroughly with soap and water before leaving home and arrival back at home,</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	and when using the toilet, and at lunchtime and breaktime where possible.			
Alcohol based hand cleansers/gels (containing at least 60% alcohol) can only be used if soap and water are not available, but is not a substitute for hand washing. Such gels MUST ONLY BE USED UNDER CLOSE SUPERVISION . In normal circumstances pupils should not be using alcohol based hand cleansers because of the risk of ingestion.	Students will use hand gels in entry to and when leaving classrooms and offices, under supervision of teaching staff. Staff will also clean hands with gel on entry to and when leaving classrooms. Alcohol based gels will not be used inside classrooms where use of naked flames can occur (e.g. science labs) but will be placed outside the classroom. Skin friendly skin cleaning wipes can be used as an alternative.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The 'catch it, bin it, kill it' approach is very important and is promoted	<p>CATCH IT  Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.</p> <p>BIN IT  Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.</p> <p>KILL IT  Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.</p> <p></p> <p>Signage in all classrooms reminds students and staff. Dedicated bins in all classrooms and offices are used for tissues. Tissues are available in all classrooms and offices.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposable tissues are available in each room for both staff and pupil use	Tissues are available in classrooms and zones, offices, reception, staffrooms for student and staff use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins (ideally lidded pedal bins) for tissues are available in each room	Dedicated bins are available in each room for tissues.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk assessments for pupils with complex needs that may struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant, have been updated in order to support these pupils and the staff working with them	Risk assessments are written for students accessing learning support and pupil support, and for students with SEND. SLT in conjunction with the SENCO will ensure these are kept updated on a fortnightly basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Personal Protection & PPE				
Face coverings are not used in school as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of	Face coverings must be removed on entry to the school site if worn when travelling to and from school. Any person arriving in face masks must remove these safely	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>transmission. There may also be negative effects on communication and thus education</p>	<p>and secure them in plastic bags in personal equipment bags (school, bags, handbags, etc.). Face coverings must be removed without touching the face. Students will be supervised in doing this by receiving staff before entering school buildings. Hands must be thoroughly cleaned immediately once face coverings are removed and stored.</p>			
<p>PPE will need to be worn by a member of staff if a pupil becomes unwell with symptoms of coronavirus, or if first aid needs to be administered for a non-coronavirus issue, while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the pupil is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</p>	<p>PPE is available in all zones and specialist areas and in reception (main school, sixth form). Staff are made aware of availability and given guidance in its use.</p> <p>safe working in education, childcare and children's social care</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Pupils and staff who use them are required to remove face coverings on arrival at school</p>	<p>Face coverings must be removed on entry to the school site if worn when travelling to and from school. Any person arriving in face masks must remove these safely and secure them in plastic bags in personal equipment bags (school, bags, handbags, etc.). Face coverings must be removed without touching the face. Students will be supervised in doing this by receiving staff. Hands must be thoroughly cleaned immediately once face coverings are removed and stored.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Pupils are instructed not to touch the front of their face covering during use or when removing face coverings</p>	<p>Face coverings must be removed on entry to the school site if worn when travelling to and from school. Any person arriving in face masks must remove these safely and secure them in plastic bags in personal equipment bags (school, bags, handbags, etc.). Face coverings must be removed without touching the face. Students will be supervised in doing this by receiving staff. Hands must be thoroughly cleaned immediately once face coverings are removed and stored.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Pupils that arrive wearing a face covering must remove it, must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom</p>	<p>Face coverings must be removed on entry to the school site if worn when travelling to and from school. Any person arriving in face masks must remove these safely and secure them in plastic bags in personal equipment bags (school, bags, handbags, etc.). Face coverings must be removed without touching the face. Students will be supervised in doing this by receiving staff. Hands must be thoroughly cleaned immediately once face coverings are removed and stored.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Visitors, Contractors & Spread of Coronavirus</p>				
<p>All visitors and contractors must make pre-arranged appointments or they will not be allowed on site</p>	<p>All visitors, contractors and deliveries drivers must not enter site without prior appointment. This will be documented with them at the point of order. Parents to be informed they may not enter site without appointment through letters, protocols and website. Signage at school gates and at front door make clear there must be no entry without prior appointment.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>School ensures site guidance on physical distancing and hygiene is explained to visitors and contractors on or before arrival</p>	<p>Protocols for visitors, contractors and deliveries will be documented and distributed at the time of the order and direct to personnel making the delivery or upon arrival on site. All visitors will be instructed to thoroughly clean hands upon arrival. No sharing of pens or signing of documentation unless essential.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Where visits can happen outside of school hours, they are arranged as such</p>	<p>Staff and parents are made aware that appointments must be made for visitors, contractors and deliveries outside school hours wherever possible.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Contractors to attend by agreement only after school have satisfied themselves that it is necessary for the visit to take place at that time and that all required controls are in place to allow the work to continue safely</p>	<p>Advance liaison with contractors to make decisions as to necessity of visits, in consultation with Headteacher as necessary. Only essential visits should take place. All contractors must be instructed in procedures to be followed on arrival.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Contractors to provide updated risk assessment prior to visit which includes their own controls round infection spread prevention</p>	<p>Times of visits may need to be adapted to take in to account the ability to maintain appropriate social distancing measures and availability of resources to effectively</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	clean following the visits. Where contractor cannot provide a risk assessment they should be issued with clear protocols and supervised on site. Any risk assessments provided by contractors, will be kept of file with the ATSW forms.			
A record is kept of all visitors	Reception staff record all visitors, including time of arrival, time of departure, person visiting, room used. All visitors have policies and procedures explained and are asked to thoroughly wash hands on arrival and before departure.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Ventilation				
Ventilate spaces with outdoor air	Windows and outside doors will be kept open wherever possible. Students and staff are issued guidance to dress accordingly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where possible, occupied room windows should be open.	Windows and outside doors will be kept open wherever possible. Students and staff are issued guidance to dress accordingly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keep toilet ventilation in operation as much as possible while building is occupied	Windows and outside doors will be kept open wherever possible. Students and staff are issued guidance to dress accordingly. Keep toilet ventilators running continuously, where they exist (e.g. sixth form).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Switch air handling units with recirculation to 100% outdoor air where this is not possible, systems are operated as normal	Systems operated as normal.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation	All classroom doors to be kept open. Fire doors must not be propped open unless they have a self-closing hold open device fitted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
What is the level of risk for this activity/situation with existing control measures		High <input checked="" type="checkbox"/>	Med <input type="checkbox"/>	Low <input type="checkbox"/>
Is the risk adequately controlled with existing control measures		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	

Have you identified any further control measures needed to control the risk and recorded them in the action plan		Yes <input type="checkbox"/>	No <input type="checkbox"/>
ACTION PLAN (insert additional rows if required)		To be actioned by	
Further control measures to reduce risks <i>so far as is reasonably practicable</i>		Name	Date
State overall risk level assigned to the task AFTER implementation of control and action plan measures taken as a result of this risk assessment		High <input type="checkbox"/>	Med <input checked="" type="checkbox"/>
Is such a risk level deemed to be as low as reasonably practical?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is activity still acceptable with this level of risk?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If no, has this been escalated to senior leadership team?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Assessor(s):		Signature(s):	
Position(s):			
Date:		Review Date:	
Distribution:			

Risk rating	Action
HIGH	Urgently review/add controls & monitor, notify H&S Team (if Likely or Highly Likely – stop work, seek competent advice)
MEDIUM	Review/add controls (as far as reasonably practicable) & monitor
LOW	Monitor control measures

POTENTIAL OUTCOME		LIKELIHOOD	
Catastrophic	Fatal injury/permanent disability	Highly likely	More likely to occur
Major	RIDDOR reportable Specified Injury/Disease/Dangerous Occurrence	Likely	↓
Moderate	RIDDOR reportable over 7 day injury	Possible	
Minor	Minor injury (requiring first aid)	Unlikely	Less likely to occur
Insignificant	Minor injury	Remote	

POTENTIAL OUTCOME		LIKELIHOOD				
Catastrophic						
Major						
Moderate						
Minor						
Insignificant						
		Remote	Unlikely	Possible	Likely	Highly Likely

DRAFT