

# Heathcote School

## Covid 19 Risk Assessment



<b>School Name</b>	Heathcote School
<b>Assessment Carried out by</b>	Emma Hillman (Headteacher) Julie Vazquez (SBM)
<b>Supported by</b>	Agnieszka Tsui (NEU rep) Mike Ashwell (COG)
<b>Additional Information</b>	<ul style="list-style-type: none"> <li>• NEU rep has commented and provided detailed feedback</li> <li>• Governors have feedback via COG</li> <li>• The LA will provide competent staff to sign off the risk assessment and advice has been sought in some areas directly from David Garioch, Head of Health and Safety in WF.</li> <li>• The risk assessment and procedures including the curriculum will be reviewed every 3 weeks and the following staff will be involved as a minimum:             <ul style="list-style-type: none"> <li>➤ Rep from Governing Body – MAL to confirm</li> <li>➤ Deputy Heads and Headteacher</li> <li>➤ School Business Director</li> <li>➤ NEU rep</li> </ul> </li> <li>• Staff have been sent a copy of the draft risk assessment in advance and were encouraged to raise comments or concerns. The school has had a staggered start to allow sufficient time for INSET about new procedures.</li> <li>• Pupils return in a staggered way for half days over a series of days allowing additional CPD time to what was previously planned</li> <li>• Staff have been encouraged to feedback issues to SLT and the School Business Director (SBD) and the Headteacher will liaise with the NEU rep at least weekly.</li> <li>• The RA (draft and final approved document) will be put on the website and parents directed to this.</li> </ul>
<b>Date of final assessment</b>	Draft sent to LA/NEU/CPG in July and feedback received. This version submitted – 28 <sup>th</sup> August. There are some details that will need to be added once relevant personnel are back in school such as Catering and Janitorial staff
<b>Date of review</b>	Every 3 weeks

<b>Hazard Identified</b>	<b>The spread of Covid-19 Coronavirus</b>
<p><b>This document outlines the steps taken to reduce the risk of Covid 19 in the school setting. It should be read alongside various other documents including the timetable for staff etc.</b></p>	

<b>Summary of Provision</b>
<p>Pupils return to school with staggered exit and entry points. The school have endeavoured to provide as varied a curriculum as possible to support long term strategic aims and narrowing the gaps with a focus on the System of Controls is set out and is based on 6 actions (see <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>) around Prevention and 3 actions around a Response to Infection and this will be set out in more detail in the risk assessment</p>

Version	Sign Off	Comments
Final Version 1	LA – 11/09/2020 MAL – COG – 11/09/2020 Final feedback from NEU rep – 11/09/2020	Review meeting to be set up – 29/09/2020

**Risk Level has been identified based on a simple check list developed by the school based on good practice from a variety of sources including HSE guidance to provide further clarity**

Description	Colour Code
Immediately Dangerous	Red
High Risk	Orange
Medium Risk	Yellow
Low Risk	White
Very Low Risk	Green

The school has based the risk assessment on the system of controls outlined in the DfE guidance -

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>)

### **System of controls**

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

#### **Prevention:**

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

#### **Response to any infection:**

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

**A health and safety visual plan is attached to provide further clarity and includes photos and sample maps. Sanitiser stations will not be used to prop doors open – the pictures will be updated to show this.**

**Practical departments have put together their own detailed risk assessments and these are included in the Appendices.**

**The school will need to be flexible and procedures will be reviewed every 3 weeks or sooner in the event of national or local guidance. There will need to be tweaks and adaptations made as we encounter obstacles.**

**Separate risk assessments will be put together for all additional building use such as lettings and will only be approved if these include sufficient control and allow for the level of cleaning needed.**

No	Hazard/Hazardous Event (What can go wrong)	People at risk	Measures to control the risk	What is currently being done to control the hazard/hazardous event	Risk Level
1	A clinically extremely vulnerable (CEV) or clinically vulnerable (CV) person is infected by the coronavirus when on the school site, either directly (through coughs / sneezes) or indirectly (from surfaces)	Those pupils, staff or visitors who are CEV or have other exceptional health conditions that make them more vulnerable to infection	Prevention Control 5 Individual risk assessment	<ul style="list-style-type: none"> <li>Individuals who were considered to be CEV and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing or additional controls as per this document.</li> <li>All staff who previously indicated that they are CEV or where there are exceptional circumstances will be contacted by Senior Leaders to undertake an individual risk assessment before the start of term or during the CPD days (Appendix One) and this can be done face to face or remotely. Additional controls may then need to be put in place. These staff need to be particularly vigilant. In the highly unlikely situation that sufficient controls cannot be put in place, staff will be supported to work at home.</li> <li>Staff should adopt a solution focused approach to their return to work and control measures.</li> <li>We will be flexible about staff remaining on site when they have free time and will support staff to work at home but this needs agreeing by leaders after the final timetable is complete and staff</li> </ul>	Medium but reducing to low with good quality risk assessment in place for individuals

No	Hazard/Hazardous Event (What can go wrong)	People at risk	Measures to control the risk	What is currently being done to control the hazard/hazardous event	Risk Level
				<p>have had feedback opportunities.</p> <ul style="list-style-type: none"> <li>• Staff who are CV to work on site as per current guidance, being particularly mindful of control measures in place and subject to individual risk assessments and controls around their situation where requested.</li> <li>• Pupils who are ECV or have other exceptional circumstances will have individual risk assessments</li> <li>• Staff or pupils who live with someone who is CEV may attend the site and have been informed of this. Again, anyone in this group can choose to have an individual risk assessment.</li> <li>• Staff who are BAME may be more at risk than others. Staff should ask for an individual risk assessment if they believe they are more at risk than others due to additional health concerns, and individual risk assessments and controls can then be implemented if possible and as per advice from LBR.</li> <li>• If pupils or staff who are CEV or CV are on site, as per the above, the below summary of control measures are in place to protect them as well as any other people on site. Advice for those who are extremely clinically vulnerable can be found in the <a href="#">guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</a>:</li> <li>• The HT is happy to provide category numbers if requested by the NEU rep but not individual details for confidentiality reasons.</li> <li>• Each individual risk assessment is completed by a member of SLT and checked by the HR Manager and HT. Actions generated will be monitored to ensure they are completed and these will be reviewed every 3 weeks.</li> </ul>	

No	Hazard/Hazardous Event (What can go wrong)	People at risk	Measures to control the risk	What is currently being done to control the hazard/hazardous event	Risk Level
2	A person who is not clinically extremely vulnerable (CEV) or clinically vulnerable (CV) person is infected by the coronavirus when on the school site, either directly (through coughs / sneezes) or indirectly (from surfaces)	Those pupils, staff or visitors who are not CEV or have other exceptional health conditions that make them more vulnerable to infection		<p><b>General Controls</b></p> <p>All stakeholders have been made aware of the Government guidance and risk and are expected to follow these procedures. Staff and pupils are aware that non-compliance or unsafe procedures may lead to associated disciplinary outcomes. This is regardless of personal opinions which are irrelevant in terms of following the guidance. Where stakeholders have continuing concerns about safety, this will be picked up and discussed by Line Managers and any reasonable, appropriate intervention put into place as part of an individual risk assessment if necessary.. All activities in school will be in line with the measures set out below in line with the systems of control set out above. In summary:</p> <ul style="list-style-type: none"> <li>• Pupils come back over a period of 4 days to ensure they have a chance to see the building, all the routes and be educated on the risk assessment and controls. Each year group will form a group or 'bubble'. All possible appropriate measures will be taken to avoid contact between pupils in different year groups, including staggered starts and ends to the day, staggered lunch breaks, longer lessons leading to less movement, the concept of base rooms one-way systems around the site and separate social areas – see Appendix Two for specific details that have been sent out to staff and parents. Some tweaks have, and will continue to be made to these arrangements, as we see these work in a 'live' set of circumstances.</li> <li>• No practical equipment in practical subjects can be used until individual risk assessments are created and signed off – see Appendix Three for additional detail. Time will be set aside for this in the CPD days – (see CPD day programme Appendix Four).</li> <li>• Social distancing guidelines, as set out by the government, are expected to be followed by all staff and visitors on site at all times</li> </ul>	Low

No	Hazard/Hazardous Event (What can go wrong)	People at risk	Measures to control the risk	What is currently being done to control the hazard/hazardous event	Risk Level
				<p>where this is possible. Staff and pupils are advised to wear masks where this is not possible and this all essential visitors on site will be asked to wear masks in communal areas unless they are exempt.</p> <ul style="list-style-type: none"> <li>• 2m distancing expected between staff and each other, and staff and pupils.</li> <li>• 1-2m distancing expected as far as possible between pupils and each other, and if this is not possible for them to be seated side to side rather than face to face.</li> <li>• Masks are highly recommended in communal areas or areas where social distancing cannot be maintained. All staff may request a visor if they would prefer to use one of these. Some staff will wear these in the classroom if part of an individual risk assessment or if they choose to step outside the 2m box.</li> <li>• Expectation that staff and pupils who are able to walk or cycle to school do so.</li> <li>• Enhanced cleaning using 4 additional daily cleaners – 2 in each building and they will be directed by SCE, JVZ, EHN or other members of the SLT.</li> <li>• One water fountain will be allocated per bubble but pupils must not drink directly from these. Pupils have been asked to bring in a water bottle and other equipment. A map will follow once these have been set up and implemented.</li> <li>• Meetings will be held via Zoom where possible to ensure we do not have unnecessary group meetings and we will consider new ways of working.</li> <li>• We are considering the best way of setting up Open Evening as we cannot have use the normal format.</li> <li>• There will be increased numbers of staff on duty to support bubbles and at the start and end of the school day. This will be regularly reviewed. Where we have capacity, we will support in the</li> </ul>	

No	Hazard/Hazardous Event (What can go wrong)	People at risk	Measures to control the risk	What is currently being done to control the hazard/hazardous event	Risk Level
				<p>local area and bus stops.</p> <p><b>Grouping or Classroom Set-Up Controls</b></p> <ul style="list-style-type: none"> <li>• Assemblies will not take place.</li> <li>• Intervention and enrichment will be put on hold at the start of term and we may consider a remote solution to this to support exam classes. PE will be in place for Year 10 and 11 after school as curriculum extension.</li> <li>• There will be no breakfast clubs before school.</li> <li>• Adaptations have been made to classrooms to ensure pupils are facing the front and seated side to side in all classroom used– see photos in Visual Example Guide. We are awaiting further laptops to avoid using ICT rooms as this is not always possible in these rooms. In the meantime, in any default situation where issues cannot be resolved, the timetable will be adjusted to revert to the base room. This is only an issue in a very small number of lessons.</li> <li>• All staff will have copies of the timetable and Appendix Five shows the outline of this timetable.</li> <li>• Staff will have plenty of time before pupils arrive back to raise issues and support leaders with finding solutions that they are comfortable with.</li> <li>• Where staff move to classrooms previously occupied by other staff – the previous staff member will need to clean and wipe desk and other surfaces.</li> <li>• If a classroom is used by pupils in a separate bubble for the next lesson, breaks have been put in place to ensure that the additional cleaning staff can clean the affected areas.</li> <li>• Pupils will have allocated seating with EHCP pupils in specific seats for easy access. HODs will have input into these plans</li> </ul>	

No	Hazard/Hazardous Event (What can go wrong)	People at risk	Measures to control the risk	What is currently being done to control the hazard/hazardous event	Risk Level
				<p>during the CPD days or as soon afterwards as possible to support learning.</p> <ul style="list-style-type: none"> <li>• The school has adopted the use of Class Charts to support teachers with information about pupils linked to seating plans. This also has a teacher tests positive. We hope to have this set up by 18th September.</li> <li>• Removal of non-essential furniture from classrooms to create more space.</li> <li>• Requirement to avoid movement around classrooms during lessons.</li> <li>• Pupil work will be set aside for 48 hours before being touched or marked by staff and then a further 48 hours before being returned to pupils. HODs will work with Line Managers to find a system that supports them with marking. Where possible, staff should set paperwork aside for 48 hours before anyone else touches it or each department will be given gloves to support with handing out paper where this time limit is not possible. Staff should consider a variety of options to support such as asking pupils to pick up a sheet/paper on the way in or setting out the papers in advance. Staff are encouraged to use remote methods to set homework and learning and will be supported with this</li> <li>• Pupils may take books home or there will be boxes to drop them in in classrooms. Teachers will not touch books in classrooms unless the required time period has elapsed. Plastic covers will not be used on exercise books this year as the virus lasts longer on plastic covers.</li> </ul> <p><b>Controls Relating to Specific Subjects or Activities – each department will be expected to finalise risk assessments for practical subjects on the CPD days and no practical activities or equipment can be used until these are approved. HODs have</b></p>	

No	Hazard/Hazardous Event (What can go wrong)	People at risk	Measures to control the risk	What is currently being done to control the hazard/hazardous event	Risk Level
				<p><b>flexibility to reduce the amount of practical activities they teach.</b></p> <ul style="list-style-type: none"> <li>• Pupils using computers will be expected to sanitise them before and after use using wipes provided. ICT will be asked to provide a separate risk assessment for any additional equipment.</li> <li>• Practical equipment will generally not be shared during lessons, and where this is not possible, will be sanitised between uses or operated by one person only.</li> <li>• Pupils will be asked to bring or supply their own equipment where possible.</li> <li>• Equipment will be set aside for 48 hours (72 for plastics) where it is not possible to clean it between uses.</li> <li>• Singing, chanting or choirs will not be allowed.</li> <li>• Contact sports will be avoided.</li> <li>• Changing rooms will not be used and pupils attend school in PE kit and blazer on a day with PE. PE staff will be aware of inclement weather and will ensure there are alternatives to outdoor PE in wet weather. At present, PE for KS 4 will take place as an after school offer.</li> <li>• No residential school visits to operate at present, non- residential visits to be subject to full detailed risk assessment to ensure control in place. These are likely to be highly limited.</li> <li>• Post 16 pupils will be given more freedom to work at home in study periods but this will be dependent on engagement with learning and gaps that need to be narrowed.</li> <li>• All post 16 study areas will have further controls such as plastic divides between computers and removal of unnecessary furniture.</li> <li>• Lifts will be subject to additional cleaning.</li> <li>• Only staff who have a need to use the lift as part of an individual risk assessments or as part of reasonable adjustments can use the lift and staff will be asked to hand keys back in to if they are</li> </ul>	

No	Hazard/Hazardous Event (What can go wrong)	People at risk	Measures to control the risk	What is currently being done to control the hazard/hazardous event	Risk Level
				<p>not in this group.</p> <ul style="list-style-type: none"> <li>• Staff should sanitise hands before use and are advised to wear masks in lifts.</li> </ul> <p><b>Catering and Break and Lunchtime Controls</b></p> <ul style="list-style-type: none"> <li>• Staggered sessions for each year group of pupils.</li> <li>• Pupils are in separate outside areas as per groups/bubbles – see attached summary (Appendix Six) Pupils only to use social spaces assigned to their year groups.</li> <li>• Personal sporting equipment cannot be brought into school.</li> <li>• Pupils cannot play games or sports where they will share equipment.</li> <li>• All three dining spaces will be used.</li> <li>• There is a limited choice of food that can be easily transported and pupils must order this in advance, except in the Sixth Form where pupils can select a limited amount of food on the day. PIN numbers can be used in the Sixth Form as part of the bubble but hands need to be sanitised before using the PIN machine and pupils can wipe the surface before use. This will also reduce the use of trays, cutlery etc.</li> <li>• Payment is made in advance on Parent Mail and money deducted from accounts so there is no use of keypads in the canteens for KS3 and 4.</li> <li>• Pupils in KS5 will be part of a bubble and will use keypads to purchase lunch following all other hygiene procedures set out in the document.</li> <li>• Pupils and staff are encouraged to bring a packed lunch.</li> <li>• Regular cleaning of canteen surfaces between groups</li> <li>• Chairs arranged so pupils sit side by side and facing the front– the</li> </ul>	

No	Hazard/Hazardous Event (What can go wrong)	People at risk	Measures to control the risk	What is currently being done to control the hazard/hazardous event	Risk Level
				<p>'normal' fixed canteen tables have been removed.</p> <ul style="list-style-type: none"> <li>Supervising staff should try and remain 2m from pupils but should wear masks if this is not possible unless exempt.</li> </ul>	
3	<p>Spread of Covid 19</p> <p>This applies in each category from here forward as well as additional details</p>	<ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> <li>Visitors to your premises</li> <li>Cleaners</li> <li>Contractors</li> <li>Those who are CEV or have other exceptional health conditions that make them more vulnerable to infection</li> </ul> <p>This applies in each category unless specified</p>	Prevention Control 4 and 5	<ul style="list-style-type: none"> <li>The school and Kier have a checklist of areas (Appendix 3) cleaned as part of regular cleaning on a daily basis. Until October in the first instance, this team is supported by 4 additional cleaners (2 for each building) to ensure enhanced cleaning in key areas to ensure rooms and areas are cleaned as needed to support the timetabling of any different groups especially in areas such as dining halls and practical areas. These staff will also be directed to clean staircases, rails, handles and other shared spaces/physical objects and enhance the contractual daily clean undertaken by Kier – see Appendix Seven. These staff report to the Headteacher and/or Business Manager and will have radios/phones as available to ensure we can contact them and direct them to areas of need.</li> <li>Minimise contact with individuals who are unwell by regular contact with parents and staff to ensure they are aware of the processes to identify those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does and they do not attend school. Guidance is sent by Parent Mail, social media and is on the school website and all staff and pupils will be briefed at the start of term and again on a regular basis. An information sheet (Appendix Eight) for ease of reference has been sent to parents and also staff. The information from Public Health (received at school 3/9/2020 – Appendix Nine) will also be shared as appropriate including reminder guidance about calling 111 or 999 for more urgent symptoms. This will be part of the training for the 4 Covid first aiders including reference to <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/coronavirus-in-children/">https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/coronavirus-in-children/</a>.</li> </ul>	Low

No	Hazard/Hazardous Event (What can go wrong)	People at risk	Measures to control the risk	What is currently being done to control the hazard/hazardous event	Risk Level
				<ul style="list-style-type: none"> <li>• Any essential visitors will be asked a series of questions (Appendix Ten) whilst in Reception in both buildings and this will be replicated by Kier via their Reception. Entry will not be permitted in some cases as a result of this information. Visitors will need to wear masks in communal areas unless they are exempt.</li> <li>• Ensure that pupils, staff and other adults have the information and knowledge that they do not come into the school if they have <a href="#">coronavirus (COVID-19) symptoms</a>, have tested positive in the last 10 days or have been requested to self-isolate. Guidance may change as the Track and Trace system becomes updated and we will update this risk assessment accordingly.</li> <li>• A flow chart is in Appendix Eleven which explains the process of a pupil becoming ill or displaying symptoms in school.</li> <li>• 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, they must be sent home and advised to follow '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>', which sets out that they must self-isolate for at least 10 days and should <a href="#">arrange to have a test</a> immediately to see if they have coronavirus (COVID-19). Guidance may change as the Track and Trace system becomes updated and we will update this risk assessment accordingly. Any household members of that individual that are also within school should also be sent home (e.g siblings).</li> <li>• There is currently a national issue with accessing tests and we await further guidance. Staff or pupils should contact the school if they need support and we have 10 testing kits for use in urgent circumstances.</li> <li>• A specific email address has been set up for a) staff and b) pupils</li> </ul>	

No	Hazard/Hazardous Event (What can go wrong)	People at risk	Measures to control the risk	What is currently being done to control the hazard/hazardous event	Risk Level
				<p>to provide information about test results, symptoms etc. staff and pupils are expected to inform the school through usual channels such as absence line and then follow up with details via these email addresses. These are regularly checked by HT, HT PA and HR Manager.</p> <ul style="list-style-type: none"> <li>Any pupil or adult awaiting collection, will be moved to the specific Covid medical room (624) with external ventilation (open window) where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. A separate toilet for them to use is accessible from this room and there is direct access to outside areas. The toilet will be cleaned using standard disinfectant by the additional cleaning staff employed by the school before use by anyone else. Staff will maintain 2m distance from the child at all times.</li> <li>Where a 2m cannot be maintained (such as for a very young child or a child with complex needs) the following guidance will be followed <a href="#">safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</a> guidance. At present there is no concern about specific pupils but risk assessments of pupils with SEN may raise issues and mean further guidance is necessary. As any issues arrive with specific pupils, further guidance will be given to staff where there are concerns with advice provided as appropriate via Class Charts.</li> <li>A small team of First Aiders will be designated to support the pupil or adult with symptoms and they will be supported and guided by Neil Hutchins – Assistant Head.</li> <li>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</li> </ul>	

No	Hazard/Hazardous Event (What can go wrong)	People at risk	Measures to control the risk	What is currently being done to control the hazard/hazardous event	Risk Level
				<p>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 &amp; Trace.</p> <ul style="list-style-type: none"> <li>• 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. The area around the person with symptoms must be cleaned by the additional cleaning staff with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. In each specific case, areas will be identified and any class or room changes made at the time. See the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>• Staff will be informed about pupils or staff with Covid 19 symptoms in a sensible and managed way and the HT will involve the NEU rep where possible with discussions with Public Health personnel.</li> <li>• Staff were informed in June that they should not take holidays that may mean they would be in quarantine when term started. Staff who did not return have had individual meetings with the HT and HR Manager and the HT will show appropriate compassion.</li> </ul>	
4	Poor hand hygiene spreads Covid-19	As above	Prevention Control 2	<ul style="list-style-type: none"> <li>• Staff and pupils must sanitise their hands regularly, including when they arrive at their first base room, when they return from breaks, when they change rooms and before and after eating. Each room has a hand sanitiser station.</li> <li>• Although ample hand sanitiser is available in school, pupils have been asked to bring their own (min 60% alcohol) to speed up systems and ensure personal responsibility as well as having access to this for journeys to school.</li> <li>• If staff have concerns about a pupil's capacity to use hand sanitiser appropriately, this will be part of individual risk assessments.</li> </ul>	Low

No	Hazard/Hazardous Event (What can go wrong)	People at risk	Measures to control the risk	What is currently being done to control the hazard/hazardous event	Risk Level
				<ul style="list-style-type: none"> <li>Regular and thorough hand cleaning is going to be needed for the foreseeable future.</li> <li>In addition, pupils will be expected to sanitise or wash their hands before consuming food. When pupils move to collect lunch, they will be directed via the toilets or hand sanitising station.</li> <li>At present, we aim for pupils to have an opportunity to wash hands at least once a day and sanitise at other times. This will be reviewed to ensure there is sufficient time to do this.</li> <li>Posters are displayed in key places to provide information about good hand hygiene.</li> </ul>	
5	Poor respiratory hygiene spread Covid-19	As above	Prevention Control 3	<ul style="list-style-type: none"> <li>'Catch it, Bin it, Kill it' approach is essential, so the school has enough tissues and bins available in the school to support pupils and staff to follow this routine. These will be available in every teaching area. The School Business Manager is responsible for all stock control and key staff (HOY, HOD and SLT as directed) will need to check supplies in their area and report low levels. Direction will be provided.</li> <li>Each classroom will have a portable lidded bin and the additional cleaning staff can empty these outside of normal cleaning hours if there is a need.</li> <li>Staff will support pupils with SEND with their understanding of this and in some cases individual risk assessments for pupils may mean further action is necessary to ensure understanding of appropriate behaviours, and all pupils understand that this is now part of how school operates.</li> </ul>	Low
6	Poor levels of cleanliness spread Covid-19	As above	Prevention Control 4	<ul style="list-style-type: none"> <li>Standards of cleaning are monitored by Site Managers. The school have requested further advice from Kier about their processes to ensure this take place and will update this as we are further informed. Kier now has an acting Contracts Manager who is a Senior Member of Staff and we have developed a good and open relationship. He will feedback about controls for quality</li> </ul>	Medium due to lack of control over Kier and their staffing issues

No	Hazard/Hazardous Event (What can go wrong)	People at risk	Measures to control the risk	What is currently being done to control the hazard/hazardous event	Risk Level
				<p>assurance of cleaning.</p> <ul style="list-style-type: none"> <li>• All 'normal' cleaners across the school will be trained in ensuring rooms are cleaned and will use the aforementioned tick list. This is consistent for school buildings and Kier.</li> <li>• Until October half term, in the first instance, this team is supported by 4 additional cleaners (2 for each building in the first instance ensuring this is sufficient) to ensure enhanced cleaning in key areas to ensure rooms and areas are cleaned as needed to support the timetabling of any different groups especially in areas such as dining halls and practical areas. These staff report to the Headteacher and/or Business Manager and will have radios/phones as available to ensure we can contact them and direct them to areas of need. This will be reviewed with enough time to put further capacity in place if the recovery timetable continues after half term.</li> <li>• They will also move through areas through the day and be instructed to clean <ul style="list-style-type: none"> <li>○ rooms / shared areas that are used by different groups</li> <li>○ frequently touched surfaces such as door handles being cleaned more often than normal</li> <li>○ Pupils will have the chance to go to the toilet at key times and staff supervision will ensure orderly lines. Pupils can choose not to enter toilets.</li> <li>○ Any pupil that needs the toilet during the school day will be supervised by a member of the on-call or pastoral teams.</li> </ul> </li> <li>• The school toilets in each of the 3 buildings will be allocated to no more than 3 year groups each and each toilet will have maximum occupancy signs. Only pupils who need the toilet will queue up and others will be directed to the next activity without queueing to minimise the queues in corridors. All toilets will be supervised by staff at these times. At break and lunch time, the additional</li> </ul>	

No	Hazard/Hazardous Event (What can go wrong)	People at risk	Measures to control the risk	What is currently being done to control the hazard/hazardous event	Risk Level
				<p>cleaners will remain in these areas to ensure cleaning between year groups using the same toilets. We will review the cleaning and waiting times to ensure they are sufficient.</p>	
7	<p>Poor social distancing spreads Covid-19</p>	<p>As above</p>	<p>Prevention Control 5 and 6</p>	<ul style="list-style-type: none"> <li>• Pupils will be in year 'groups' (bubbles) and will move through the school only when necessary to specialist teaching rooms and will be supervised at all times. Teaching staff will move to groups during built-in transition time and will be advised to keep a 2m distance from other staff where possible. Each year group will have attached pastoral staff who will supervise corridors and an additional short break has been built in to ensure pupils are not left alone in hot spot areas. Staff will be expected to use the most efficient route (and further guidance will be provided during CPD sessions and will be guided to stairs etc with less traffic) whilst pupils will need to follow specified routes and other guidance and will be supervised during this time.</li> <li>• In areas where it is not possible to guarantee social distancing, staff and pupils are strongly recommended to wear non-disposable masks. The bubble system and year group bases will minimise areas where this happens. Staff will be encouraged to report concerns about busy areas to senior staff members. Guidance about masks is being regularly updated and we will adjust guidance accordingly.</li> <li>• Within year groups, pupils are divided into groups of no more than 30 and each classroom will have a taped area for the teacher desk. If staff wish to move outside of the boxed area in the classroom which will mean this distance is not possible to maintain, they may also wear a mask.</li> <li>• It is not possible to limit class sizes more than we have done so due to the capacity of the school. Where possible, we have reduced class sizes and used all available space such as the</li> </ul>	<p>Medium</p>

No	Hazard/Hazardous Event (What can go wrong)	People at risk	Measures to control the risk	What is currently being done to control the hazard/hazardous event	Risk Level
				<p>Training Room as a classroom.</p> <ul style="list-style-type: none"> <li>• Further guidance for TAs will be put in place once we have ironed out any timetable difficulties. TAs will be linked to year groups and not move between groups/bubbles. All TAs have been offered visors and many have had individual risk assessments. Pupils with EHCP plans and some SENK pupils will be seated close to doors. TAs/support staff should wear visors as a matter of course if they are routinely less than 2m from a child.</li> <li>• Each bubble will have support staff attached to them to ensure smooth handover, positive behaviour and extra capacity for pupils if they need time out or removal to IEU etc.</li> <li>• The IEU will be in operation.</li> <li>• Pupils will be expected to maintain 2m distance from staff where they are able and not touch staff.</li> <li>•</li> <li>• Staff will have plenty of time before pupils arrive back to raise issues and support leaders with finding solutions that they are comfortable with.</li> <li>• All pupils and parents will be expected to complete a Covid Safety contract before full return to school which outlines the key areas of this RA and their commitment to this including a summary of the addition to the Behaviour Policy which includes an update about expectations and sanctions for unsafe behaviours.</li> </ul>	
8	Lack of Personal Protective Equipment spreads Covid-19	As above	Prevention Control 6	<p>The following guidance (<i>italics</i>) has been issued by the LA – Appendix Twelve:</p> <ul style="list-style-type: none"> <li>• <i>Staff anxious at returning to work may wear a face covering, recognising that it is ineffective at protecting them, rather it will protect those around them. Any staff choosing to wear a face covering need to ensure all the controls in the risk assessment put in place by the school are being followed and maintained. Staff</i></li> </ul>	Low as all stakeholders have the choice to wear a mask in communal

No	Hazard/Hazardous Event (What can go wrong)	People at risk	Measures to control the risk	What is currently being done to control the hazard/hazardous event	Risk Level
				<p><i>must also don and doff their face covering correctly and must wash their hands* prior to and after putting on or taking off the face covering. Importantly, when taking off the face covering it must immediately be placed in a plastic bag/double bag to prevent contaminating any other surface. Reusable face coverings should only be worn once and then washed before being reused.</i></p> <ul style="list-style-type: none"> <li>• <i>There may be members of staff for whom the wearing of face mask (not a face covering) for personal protection may be appropriate. Where this is the case it would be identified as a control in the individual health risk assessment</i></li> <li>• *At Heathcote, an alternative will be to sanitise hands</li> <li>• At Heathcote, pupils and staff will be strongly recommended to wear non-disposable masks (this does not include bandanas or other face coverings) in communal areas and staff can choose to do so if they move outside of the box in the classroom. This will need to be considered in light of the hearing impaired pupils in school and how this will affect their learning and we are seeking further guidance and solutions when this staff team return to school. Parents and pupils have been sent guidance about acceptable forms of face coverings and guidance about acceptable use.</li> <li>• As per current guidance, pupils and staff will be expected to double bag masks worn on public transport before entry to the school and, unless a separate risk assessment specifies this or national guidance changes, will not be allowed to wear these masks used on public transport in school. This will be monitored on the school gate and regular reminders and updates sent to staff and parents and pupils through the relevant channels as previously outlined.</li> <li>• Posters are displayed in key places to provide information about masks and mask removal.</li> </ul>	<p>areas or areas where social distancing can't be maintained.</p>

No	Hazard/Hazardous Event (What can go wrong)	People at risk	Measures to control the risk	What is currently being done to control the hazard/hazardous event	Risk Level
				<ul style="list-style-type: none"> <li>• PPE will be provided for medical staff after personal risk assessments for staff working in these areas.</li> <li>• Areas such as the office are set up to ensure 2m distancing can take place and additional staff using these work spaces must be very alert to this and take action to minimise their own risk in these areas. Again masks are currently recommended in these areas.</li> <li>• The office space has been reconfigured to ensure there is 2m social distancing for each workstation. Where reasonably practicable staff will sit back to back or all in the same direction.</li> <li>• Staff required not to share workstations, telephones, radios or other equipment unless properly sanitised between users;</li> <li>• Staff must use the same allocated desk every time they are in the office.</li> <li>• Other school staff have been asked to avoid the main office where possible.</li> <li>• Reception / meeting areas reassessed to observe social distancing rules; additional chairs removed and signage installed;</li> <li>• Reception staff instructed on how to deal with deliveries safely.</li> <li>• Shared equipment in the main office, such as fridges, kettles should be wiped with the anti-bacterial wipes provided after use. Notices remind staff of this.</li> <li>• Items used by more than one person such as the franking machine should be wiped before and after use using anti-bac wipes. Staff should consider getting fresh air at lunchtime and leaving the building for this purpose ensuring any walk is socially distanced and follows national guidance.</li> <li>• The guidance on <a href="#">safe working in education, childcare and children's social care</a> has been consulted.</li> </ul>	
9	Spread of Covid-19 through ventilation	As above	n/a	<ul style="list-style-type: none"> <li>• The ventilation system has been checked against the <a href="#">CIBSE guidance</a>. <a href="https://go.cibse.org/l/698403/2020-07-15/2n3qmd/698403/87225/CIBSE_Covid_Ventilation_Guidance_v">https://go.cibse.org/l/698403/2020-07-15/2n3qmd/698403/87225/CIBSE_Covid_Ventilation_Guidance_v</a></li> </ul>	Low

No	Hazard/Hazardous Event (What can go wrong)	People at risk	Measures to control the risk	What is currently being done to control the hazard/hazardous event	Risk Level
	system			<p><a href="#">ersion 3 FINAL.pd</a></p> <ul style="list-style-type: none"> <li>• The HSE guidance on air conditioning has been followed and states that the risk to a/c spreading Covid 19 is extremely low. Therefore rooms will still have air conditioning on as long as recirculation of air is not a factor in the system – see above. This does not apply to the air conditioning in our school and has been confirmed by Site Managers and the School Business Director.</li> <li>• Where necessary the maintenance company have carried out checks and provided guidance on the safe operation of the ventilation system.</li> <li>• Kier and Site staff have been asked to open windows in the morning and, if this is not done, staff need to take responsibility for ensuring windows are open and doors are propped open with chocks to be provided in every room to increase air flow. Although some of these are fire doors, staff will be instructed to close them immediately in the event of a fire. Doors must not be propped open with hand sanitiser stations as these are flammable and must not be propped open if rooms are empty. If staff have concerns about limited ventilation, they must inform the School Business Director.</li> </ul>	
10	Spread of Covid-19 goes unchecked	As above	Response Control 7-9	<ul style="list-style-type: none"> <li>• The school will engage fully with the local authority’s public health team’s <a href="#">Local Outbreak Control Plan</a> and the NHS Test and Trace system</li> <li>• Staff and parents/carers have been advised they will need to be ready and willing to: <ul style="list-style-type: none"> <li>○ <a href="#">book a test</a> immediately if they 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.</li> <li>○ 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 &amp; Trace</li> </ul> </li> </ul>	Low

No	Hazard/Hazardous Event (What can go wrong)	People at risk	Measures to control the risk	What is currently being done to control the hazard/hazardous event	Risk Level
				<ul style="list-style-type: none"> <li>○ <a href="#">self-isolate</a> if they live in a household with someone who develops coronavirus (COVID-19) symptoms or they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if asked to do so by NHS Test and Trace</li> <li>● Tests can be booked online through the NHS <a href="#">testing and tracing for coronavirus website</a>, or ordered by telephone via NHS 119 for those without access to the internet. Staff, as essential workers, have priority access to testing.</li> </ul>	
11	There is a school confirmed case of Covid-19	As above	Response Control 7-9	<ul style="list-style-type: none"> <li>● As set out in the <a href="#">Local Outbreak Control Plan</a>, if made aware of a positive case in a staff or pupil, the SBM/Head will immediately contact the London Coronavirus Response Centre (LCRC) on 0300 303 0450 for advice on isolation of contacts and for a risk assessment to be completed. The SBM / Head will notify the <a href="#">Public Health Team</a>,</li> <li>● The LCRC will provide further guidance on communications depending on the circumstances and letter templates for schools to send to staff, parents of contacts, and the wider school community. This will include guidance about who to inform and this will depend on the circumstances.</li> <li>● Ongoing infection control advice and support will be made available to schools via the Public Health team</li> </ul>	Low
12	Pupils and staff use public transport to get to and leave school as this provides additional risk	As above	Prevention Control 5	<ul style="list-style-type: none"> <li>● Pupils and staff have been advised to cycle or walk to school where possible. We have collated information about this in advance to improve our intelligence and all pupils and staff have been given guidance about updated bus routes.</li> <li>● The cycle park will be open and supervised at the start and finish of the day – pupils must ensure they have adequate security measures to protect their cycle and the school cannot accept liability for lost, stolen or damaged cycles. Parents/carers must ensure pupils are competent to ride a bicycle, the bicycle is fit for purpose and have appropriate safety equipment.</li> </ul>	Low

No	Hazard/Hazardous Event (What can go wrong)	People at risk	Measures to control the risk	What is currently being done to control the hazard/hazardous event	Risk Level
				<ul style="list-style-type: none"> <li>Start and finish times have been amended for groups of pupils to reduce the travel risk. 2 groups will arrive at 8.40, 2 at 8.50 and 2 at 9am and pupils are expected to arrive promptly or their entry may be delayed or prevented. Post 16 will enter through the post 16 building, 2 year groups through the Whitehall Road entrance and 2 through the main entrance. The Sixth Form is one group or bubble. These times are staggered so only one year groups enters through one entrance at a time. Supervised holding areas for each year group will be developed for pupils who are from one family and may arrive together but start at a different time and for any pupils or pupils that arrive early and these will be in specific and separated areas of the playground or in classrooms as staff will be present before lessons start.</li> <li>Families using public transport should refer to the <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></li> <li>Parents who chose to drive their children to school must follow local traffic guidance and cannot drive onto the school site unless this is part of a risk assessment or this is agreed due to SEND needs.</li> </ul>	
13	Anxiety, workload and mental health issues due to prolonged time away from school and resulting trauma	As above	Communication and appropriate intervention	<ul style="list-style-type: none"> <li>Full wellbeing programme for all pupils and on their return as part of CPD days and PIE to school, with further support for those who need it from the pastoral Team</li> <li>Training for staff at the start of term and wellbeing sessions where needed</li> <li>Monitoring by HOY and pastoral team</li> <li>The timetable ensures that staff do not go over the loadings of the normal timetable and we will do our best to consider flexible working from home where possible. We will review workload and staff are encouraged to raise issues if they are facing issues. Staff are aware that the time budget has not been officially published</li> </ul>	Medium

No	Hazard/Hazardous Event (What can go wrong)	People at risk	Measures to control the risk	What is currently being done to control the hazard/hazardous event	Risk Level
				but we continue to work on this. The school will not direct staff to work more than 1265 hours.	
14	Staffing is insufficient to open the school fully due to self-isolation	Staff Pupils	Additional staffing or closure	<ul style="list-style-type: none"> <li>• Employ supply teachers and cover supervisors to cover classes where possible. We currently have 4 cover supervisors and this may be sufficient depending on circumstances. We have also employed a part time cover supervisor who has previously worked in the lockdown school for the start of term. All other supply teachers and cover supervisors will need to have a risk assessment undertaken before returning.</li> <li>• Close the school to some or all year groups if insufficient staffing is available</li> <li>• Implement remote learning arrangements as necessary</li> </ul>	Medium