

This RA has been prepared taking into account the following guidance:

1. Based on SLT vision on how the school will
2. Gov.uk Guidance for Social Distancing
3. Gov.uk Guidance for Educational Settings
4. GCC Covid-19 Risk Assessment Process

Assessment date: 10.6.2020

PLANNING and PREPARATION			SLT oversight	MANAGEMENT
Building/premises		Control measures		
Annual air conditioning service booked in for summer holiday		1. Ensure all health and safety checks (eg fire, water hygiene, ventilation, air conditioning) have been undertaken before opening additional areas in school	AHA	
		2. Ensure Covid-19 signage is in place on entrances to school	AHA	
		3. Put signage re one way system in place on staircases and in corridors	AHU	
		4. Put signage on external doors to indicate entry/exit/no-entry in the one-way system	AHU	
		5. Put signage on staffroom doors indicating In and out	AHU	
		6. Put signage on key rooms used by staff eg Reprographics/ washrooms re limiting staff numbers	AHU	
		7. Identify and mark any doors that can be propped open to reduce use of door handles and increase ventilation following SHE unit.	AHA	
		8. Check that handwashing posters are in place in all washrooms;alternate washbasins to be taken out of use	AHA	
		9. Identify and mark work stations in rooms to be used in the newly opened area, maintaining 2m distancing	AHU	
		10. The Sports facilities will be closed for community use until further notice	AHA	
		11.. Signage placed at all entrance points to inform the non-essential visitors should not enter the site	AHA	
		12. Remove outdoor picnic tables and cordon off permanenet picnic tables	AHA	
		13. Markings /signage in reception to advise any essential visitors to distance from reception front	AHA	
		14. Parent drop-offs- advise parents how, why	PWI	

Staffing		1. Identify staff availability with regard to current health advice for vulnerable groups/shielding, and any other issues that may prevent staff from being able to work on site	PWI	
		2. Identify what level of staffing is needed; aiming at all times to limit the number of staff on-site	PWI	
		3. Plan groups (max 15, but preferably fewer) and staffing in bubbles to reduce the number of people who are in contact with each other - check staffing levels needed	PWI	
		4. Plan staggered starts/breaks/lunch/end to the day to reduce numbers in social areas/dining room etc	PWI	
		5. Plan location of bubbles to reduce possibility of additional numbers in same spaces	PWI	
General		1. Communication with staff - ongoing	PWI	
		2. Enabling staff input into plans and time for questions	PWI	
		3. Key messages for staff and students understood and implemented by all adults on-site	PWI	
		4. Key messages to parents and students re risk management, organisation, rationale, expectations, getting to school	PWI	
		5. Review behaviour policy and sanctions for those who do not comply	AHR	
		6. Plan staff briefings before start of day and after-school review	PWI	
		7. Ensure contact is maintained with those who are not on site re emotional and mental health	PWI	
		8. Communication with caterers, cleaning company re requirements	AHA	
		9. Liaison with transport providers to establish availability and H&S arrangements on buses	AHA	
		10. All students and staff to use main entrance; staff to sign in on arrival; students to be registered in hall and every lesson	AHR	STAFF
Hazard	Persons at risk		SLT oversight	

<p>A. Exposure from others due to:</p> <ol style="list-style-type: none"> 1. Living with someone with a confirmed case of COVID-19. 2. Have come into close contact with a confirmed case of COVID-19 3. Being advised by a public health agency that contact with a diagnosed case has occurred. 4. Adhoc contact with 	<p>Staff and students</p>	<p>To provide as far as possible a safe environment,</p>		
		<p>1. Parents, students and staff to be reminded on a periodic basis not to attend school should they show any of the signs of the infection as defined by PHE in their guidance. In addition, should they live with someone who is suspected of Covid-19, they should not come in for 7 days and if they are with someone who has been confirmed as having Covid 19 they must stay away for 14 days.</p>	<p>PWI</p>	
		<p>2. Advise parent, students and staff not to car share with others outside of their immediate family</p>	<p>PWI</p>	
		<p>3. Advise parent, students and staff to only travel by public transport if absolutely essential. Private car, walking and cycling are the preferred means of coming to school. Latest guidelines state face masks on public transport</p>	<p>PWI</p>	
		<p>4. Non-essential visitors/meetings with external people will not be permitted.</p>	<p>AHU</p>	<p>STAFF</p>
		<p>5. All delivery drivers to drop deliveries at the front of the school/canteen entrance, or to call for assistance prior to entering the school building, so that deliveries can be accepted without physical contact. Deliveries not to be accepted during student arrival/departure times.</p>	<p>AHA</p>	
		<p>6. Parents to be advised only to come into school (e.g. Reception) if absolutely essential. Guidance will be provided on the school approach to social distancing should they be staying for an essential meeting.</p>	<p>PWI</p>	
		<p>7. Ensure hand washing facilities are suitably and regularly stocked</p>	<p>AHA</p>	
		<p>8. Hand sanitising stations at reception for any essential visitors and staff/students as they arrive</p>	<p>AHA</p>	
		<p>9. Provide sanitising facilities for staff use, in the staffroom, C1, SEND office, PE office, music. Staff to use periodically through the day; students to use wash rooms designated for their bubble's use. Guidance says thorough handwashing is the most effective means to reduce contamination</p>	<p>AHA</p>	
		<p>10. Staff and students to be advised of best hygiene practices and expectations re social distancing— See below for further detail. Posters around school to remind.</p>	<p>PWI</p>	

		11. Staff and students to be advised in advance of changes to school operating procedures.	PWI	
		12. Provide protective screens to be ordered and installed to protect staff in reception where there is a higher risk i.e. unknown visitors or frequency of visitors	AHA	
		13. All rooms used, to be sanitised at the end of the working day – classrooms /spaces/ washrooms / offices	AHA	
		14. All communal areas eg dining room sanitised after break/lunch and at the end of the day	AHA	
		15. Consider sign-in arrangements for visitors/staff	AHA	
		16. Where acceptable, ventilation should be maintained in any rooms being used by opening windows/doors.	AHA	
		17. Inform staff of procedure of how to be referred for testing	PWI	
B. Working within close proximity of others in classrooms / lessons / offices	Staff and students	To provide as far as possible a safe environment,	SLT overview	
		1.Larger rooms/spaces that support social distancing to be used and numbers limited to reflect the distancing requirements and the space available	PWI	
		2.In each room, specific workstations to be marked out with suitable access and egress to enable social distancing to be maintained. Clear seating plan maintained for the day	ARO	STAFF
		3. Only one Year 10 group to use specific rooms in any one day (e.g. could be a general teaching room and an IT room). These rooms will be pre-allocated to prevent any conflict and to ensure that a room is only used by one group per day.	PWI	
		4. Students to use the same workstation each period in the day; monitored by staff		STAFF
		5. Staff and students to manage movement in the room to enable social distancing.		STAFF
		6. Staff to be reminded that there should be no close contact with students.	PWI	
		7. No practical tasks to be undertaken that involve risk, sharing of facilities or equipment or movements about classrooms		STAFF
		8.Staff to avoid the use of shared items		STAFF
		9. No contact sports to be undertaken.		STAFF
		10.No group demonstrations to be undertaken where students congregate at a table / workstation		STAFF
		11.Face to face meetings with external people should be avoided. When meetings are deemed necessary (checked by SLT), only those who are absolutely necessary participants should attend and maintain a 2m separation.	PWI	
		12. Covid-19 messages in all classrooms being used ref symptoms, handwashing and social distancing	AHR	
		13. Lift use only when essential and by one person at a time - NOTICE NEEDED	AHR	

C. Use of Washrooms/Changing facilities / showers	Staff and Students	To provide as far as possible a safe environment,	SLT overview	
		1. All students and staff to be informed, and students to be reminded, to sanitise hands on arrival	PWI	STAFF
		2. Manage access and egress from the facilities to reduce congestion and contact at all times		STAFF
		3. Identify different washrooms for different groups	PWI	
		4. Limit the number of users of areas to maintain social distancing to the minimum level at any on time	PWI	STAFF
		5. Regular reminders regarding frequent handwashing, not touching mouth, eyes and nose, sneezing/coughing		STAFF
		6. Showers are to be used by staff only; social distancing to be observed		STAFF
D. Exposure form Access / egress to site / Movement around site	Staff and Students	To provide as far as possible a safe environment,	SLT oversight	
		1. School start time to be staggered between the Yr 10 and in-school provision. This will reduce student and vehicle movements arriving at the school. Potential issue is where students make use of public / school provided transport	PWI	
		2. Parents reminded re drop-off/pick-up arrangements - see above	PWI	
		3. Staff to be on duty at the start and end of the day and at break time to remind students of social distancing		STAFF
		4. Break time to be staggered to minimize use of corridors and outdoor spaces	PWI	
		5. Staff to manage site access points to remind about social distancing		STAFF
		6.. One way systems to be introduced in buildings and reminders on social distancing to be in place	AHU	
		7. Students to enter classroom (i.e. not queue) and immediately go to designated workstation.	AHR	STAFF
		8. Hand sanitiser to be placed next to all shared telephones, photocopiers etc., with reminders about personal hygiene. Anti-bac spray and cloth to be used after each PC use.	AHA	
		9. Students to use washroom designated to their group only. Staff to manage student washroom access to limit people using them.	PWI	STAFF
		10. Room allocations to make use of classrooms with spaces nearby for break-out/mentoring. Same entry and exit point to be used at all times and following one-way system	PWI	STAFF

		11. Fire doors that are allowed to be propped open during the school day (following SHE unit guidance) to be labelled. Labelled fire doors to be opened at start of day and will be closed at the end of the day.	AHA	
		12. Where possible and appropriate to implement, floor markings to support social distancing will be put in place. (including dining room queue and reception)	AHA	
E. Emergency Procedures	Staff and Students		SLT oversight	
		1. Registers to be taken at the start of the day and every lesson, and a copy retained by the teacher of the class group and a copy to reception	AHR	
		2. All staff to enter through main entrance and sign in and out during the day on the desk near the main entrance; a copy to be taken out by the admin staff to the assembly point	PWI	RMO/ STAFF
		3. Revised evacuation procedures to be communicated to staff and students - see below	PWI	STAFF
		a) Assembly point for Yr 10 in the court nearest the sports centre - in tutor groups as usual. Social distancing to be maintained. In-school provision to assemble in the left hand court when facing the field and staff to check all students are present. All other staff to muster in the basketball court. Staff to stay with and register own groups. Staff to check bubble area is vacated and doors closed behind, including all fire doors.		STAFF
		b) Registers to be taken by staff on duty. Year 10 students to line up in their tutor groups. In-school provision to line up in groups. Report any persons absent to SLT duty staff.		STAFF
		c) Available Fire Marshalls shall sweep all buildings and site staff will check location of activation (as now)		STAFF
		d) SLT to check staff; RMO to check any essential visitors		STAFF
		d) Reoccupation process as normal following 'all clear' message from site team		STAFF
		e) RMO to clear reception and RSM/MSN to manage the alarm panel and liaise with most senior SLT member on duty		STAFF
F. Dangers from Covid 19 – Vulnerable Groups	Staff and Students	To provide as far as possible a safe environment,	SLT overview	
		1. Any students attending school with a medical care plan in place to have their plan reviewed by the medical team, prior to attending, and for them to recommend whether they should be in school or not. This then to be communicated.	AHR	LCLs
		2. Staff who are on government's high risk list or are shielding household members (in line with government guidelines) to be told to work at home pending any change in guidelines	PWI	
		3. Risk assessments in place for any staff/students deemed to be at additional risk - Staff to inform Business Manager of additional risk.	AHA	STAFF

G. Use of potentially contaminated room / area /	Staff and Students	To provide as far as possible a safe environment,	SLT overview	
		1. Shared Staff Offices must only be used on an individual basis to retrieve items and not as a work station unless social distancing can be maintained at all times. The school will look for staff to be moved to safer, more spacious areas.	AHU	
		2. Staff not timetabled but in school, will be able to use agreed unallocated rooms to enable social distancing. Permission must be sought from DHT. Cleaning manager to be informed by staff member, of room use to enable cleaning at the end of the day.	AHU	STAFF
		3. Hand sanitiser to be placed near staffroom phone, photocopiers. Antibac spray and cloth to be placed in each computer suite.	AHA	STAFF
		4. Where possible staff should open windows to ventilate the areas (please close at the end of the day). Site team to open windows at the start of each day.	AHA	STAFF
		5. All rooms in use must be cleared of any non-essential items from flat surfaces to enable thorough cleaning.		STAFF
		6. No shared lab coats/aprons will be used		STAFF
		7. Use of staffroom will be on a rota basis based on break/lunchtimes of groups; other staff in school should avoid using the staffroom if others are already in there and distancing cannot be maintained. IN and OUT notices to be observed at all times.	PWI	STAFF
H. First Aid Provision	Staff and Students	To provide as far as possible a safe environment,	SLT overview	
		1. First aid provision must be maintained at all times	AHA	RMO
		2. First aid staff will follow usual precautions in their use of PPE eg gloves for open wounds etc	AHA	RMO
		3. Students / staff requiring medical support will be initially assessed to quickly determine whether Covid 19 is suspected. Those needing support must contact reception before attending medical so that an initial assessment can be made.	AHA	RMO
		4. Where routine first aid support is required (e.g. glucose level checks / minor cuts etc), the medical room will be used. Where a case of Covid 19 is suspected the individual will be isolated in the medical room until they can be collected. Other students/staff will be dealt with in the corridor. Under no circumstance must an individual suspected of having Covid 19 be taken through buildings.	AHA	RMO
		5. Where Covid 19 is suspected, the individual will be isolated and will be provided with personal washroom facilities (access facilities near reception). These areas will be thoroughly cleaned once the individual has left.	AHA	RMO
		6. Where there is a potential exposure of someone to Covid 19 due to failure to follow guidance, this must be notified to the Admin Manager so that this can be reported to the HSE as a dangerous occurrence under RIDDOR legislation.	AHA	RMO

		7. First aid staff will be provided with PPE as required to include aprons, gloves, masks, glasses, face shield and sanitising solutions. Waste facilities will also be emptied at least daily. First aid staff will need to increase use of gloves, hand-washing etc.	AHA	RMO
		8. Guidance from SHE unit: If CPR is required on an adult, attempt compression only CPR until the ambulance arrives. If CPR is required use a resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxial arrest	AHA	RMO
		9. Guidance from SHE unit: If there is close hands-on contact, employees should monitor themselves for symptoms of possible Covid-19 for 14 days	AHA	RMO
I. Exposure from large numbers of persons in one area	Staff and Students	To provide as far as possible a safe environment, we will	SLT overview	
		1. There will only be assemblies for groups of students in spaces where distancing can be maintained	PWI	
		2. Any gatherings of staff / students must be essential and shall be undertaken either outside or in an area where there is a physical layout supporting a minimum of 2 m separation. Access and egress will be positively managed.	PWI	
		3. Break/lunch times will be staggered	PWI	
		4. Areas will be actively supervised to enable social distancing	PWI	STAFF
		5. During break times, no contact sports shall be undertaken	PWI	STAFF
		6. Library to be closed to all students except the reading lesson for Bubble A	PWI	
		7. Canteen dining area to be used by specified groups at specified times (staggered break/lunchtime) and cleaned after each use	PWI/AHA	
J. Food provision	Staff and Students		SLT overview	
		1. In-school provision students will continue to have the option of bringing in a packed lunch or having food prepared by the canteen. Year 10 students will bring their own snacks (to be reviewed after 2 weeks).	PWI	
		2. Students will be encouraged to bring refillable drinking bottles from home	PWI	
		3. Water stations will be available at strategic points on the site and these will be sanitised throughout the school day	AHA	
		4. Staff / students should maintain social distancing whilst eating and avoid all contact	PWI	STAFF
		5. Tables will be cleaned at the end of each day _	AHA	
K. Poor hygiene -	Staff and Students	To provide as far as possible a safe environment, we will	SLT overview	

		1. Remind all staff and students to wash hands thoroughly and regularly, especially before and after eating. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS	PWI	STAFF
		2. Remind all staff and students to avoid touching face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.	PWI	STAFF
		3. Regularly check the hand washing facilities and check soap and sanitiser levels	AHA	
		4. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.	AHA	
		5. Ensure sufficient supplies of soap, hand sanitiser and paper towels	AHA	
		6. Endeavour to restrict the number of people using toilet facilities at any one time. Wash hands before and after using the facilities.	PWI	STAFF
		7. Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush	AHA	
L. Working in local vicinity to Site staff and site contractors (maintaining 2m distancing)	Contractors, Staff and Students	To reduce the possibility of potential contamination by external contractors, we will do the following:	SLT overview	
INFORMATION FOR CONTRACTORS - CRIB SHEET?		1. Only essential contractors will be permitted on site during opening hours	AHA	
		2. All contractors will be reminded of the need for social distancing as well as the schools standard methods of working	AHA	
		3. All contractor areas will be segregated from staff and students, wherever possible	AHA	
		4. All staff to adhere to any signage preventing access to work areas.	AHA	STAFF
		5. Starting and finishing times of contractors are to be staggered and reviewed to prevent a build-up of staff / teams in areas	AHA	
		6. Workers who are unwell will be told to leave site	AHA	
		7. Windows to be opened within enclosed spaces where possible to provide increased ventilation	AHA	
		8. Hygiene measures and cleaning schedules to be in place (regularly washing hands for at least 20 seconds with soap and warm water)	AHA	
		9. All work areas to be fully sanitised after use and completion of the works prior to reoccupation by the school.	AHA	
		10. Any health concern to be raised immediately with SLT	AHA	
M. Cleaning	Staff and Students	To provide as far as possible a safe environment, we will	SLT overview	

		1. On a daily basis, all areas used will be sanitised after use with suitable chemicals.	AHA	
		2. All rooms in use will be cleared of surplus items on flat surfaces to enable thorough cleaning.		STAFF
		3. Any issues to be reported to the Cleaning Manager (Mandy Snell)	AHA	STAFF
		4. Should a case of Covid 19 be confirmed in school, the areas the individual has used will be isolated from use and arrangements made for the areas to be sanitised – note this may be using external cleaners but under the guidance of the PHE HPT. The guidance provided by PHE Covid 19: Cleaning in non Healthcare Settings will be followed.	AHA	
N. Poor mental health	Staff	To help to look after the emotional and mental well-being of our staff:	SLT overview	
		1.SLT to remind line managers to consider the wellbeing and mental health of staff (particularly at this time) and to ensure that factors such as workload, pressures of personal life and arrangements, effect of the current situation are considered in supporting their teams and to discuss any support that may be required with the individual and to seek further support as necessary.	SLT	
		2. Staff to be reminded regularly about the Employee Assistance helpline that we subscribe to.	PWI	