

Activity/ Situation	WIDER OPENING OF SCHOOL – November 2020			
Location	Malton School			
Persons at Risk	Pupils ☒	Employees☒	Visitors ☒	Contractors ☒
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, Students 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 ✘ Fire and Intruder Alarms and Emergencies, Including Lockdown ✘ School Activities 			

CONTROL MEASURES	ADDITIONAL INFORMATION	YES	NO	What / How / Who
Contact between individuals not minimised and Social Distancing Measures Not Followed				
All children of all year groups to be encouraged to attend educational provision unless directed otherwise by a clinician.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: Regular contact with parents and staff</p> <p>HOW: Letters and emails / Phone conversations</p> <p>WHO: Headteacher / Pastoral Staff</p>
Consistent groups are in place to reduce the risk of transmission by limiting the number of occasions where different groups come into contact.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: Year group “bubbles” to be followed with 6th form treated as 1 year group – so 6 different “bubbles” in total</p> <p>How: Students, staff and parents to be informed. School to use a combination of zoning and staggered timings to keep the groups as distinct as possible.</p> <p>Who: To be enforced by the staff team.</p>
School keeps a record of students and staff in each group and any close contact with people from different groups.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: Registers and seating plans recorded and kept, along with staff timetables and records of any cover arrangements. Records of any occasions of group cross-over to be sent to LXM for the central file (for track and trace purposes).</p> <p>How: Seating plans in Bromcom to be used. Students to be allocated numbers with boys given odd numbers and girls given even numbers. Numbers to be used for lessons, assemblies and lunchtime seating arrangements.</p> <p>Who: LXM with support from MXF to keep central record of this data.</p>
In all year groups, the groups will be the size of a year group to enable us to deliver the full range of		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: Each year group to be kept as far as possible in a consistent zone of the school to minimise movement and contact with other groups. This will be for lessons and for</p>

<p>curriculum subjects and students to receive specialist teaching.</p> <p>Ensure class sizes are appropriate to the assessed capacity in each room.</p>			<p>breaks / lunch. Each classroom assessed for maximum group size and these limits adhered to.</p> <p>HOW: In accordance with separate planning document on rooming and timetabling (see attached).</p> <p>WHO: Plan produced by the ERT. Implementation to be enforced by whole staff team.</p>
<p>Additional provision to be managed around maintenance of Year Group bubbles and designated rooms for those year groups. With additional cleaning as required and the use of remote learning to replace some of the activities that were formerly held physically in school.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/> <p>What: Breakfast Club – will continue in WW Hall only – socially distanced with additional cleaning prior to next use of the hall. PDA – will continue but with activities delivered in Year Group bubbles and delivered in the rooms allocated to that year group. Detentions – will operate in WW Hall, socially distanced, with additional cleaning. Homework Club – to be limited to Yr7 only and based in a Yr7 room. Maths Club – one evening for Yr11 only in a Yr11 room and one for sixth form only in a sixth form room. Other subject based sessions to be transferred to on-line remote learning rather than physical classes after school</p> <p>How: By following through on these plans and ensuring adherence to them.</p> <p>Who: Breakfast Club – site and kitchen staff PDA – JGS Detentions – Behaviour Managers Homework Club – ZLS Maths Club – JAM Other subject activities – relevant FL</p>
<p>Teachers and other staff will have to operate across different year group bubbles to deliver the curriculum. This will require staff to move round the site more than students. It will also require staff to</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/> <p>What: Every member of staff to be provided with a set of clinical grade wipes for this purpose.</p>

<p>be responsible for cleaning their work stations in classrooms on their arrival in the new room.</p>				<p>How: Staff to be provided with instructions on how to clean the work station properly and dispose of the used wipes safely. Monitoring of staff to ensure they are doing it properly.</p> <p>Who: JML to order and supply the wipes and provide instructions. Site team to conduct spot checks.</p>
<p>Staff to maintain a 2m distance from students and from each other, as far as possible, throughout the day – when moving, in class and in the staff rooms/spaces.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: Clear instructions to be given to all staff. Within classrooms we will use yellow line markings on the floor to delineate a teaching zone that students must not enter and which staff should not leave (except in an emergency situation).</p> <p>How: Through HT letter and crib sheet at start of term and throughout the year. Classrooms made ready before the end of the summer holidays and regularly checked by site team.</p> <p>Who: HT / HRW & JML/JR</p>
<p>Adults avoid close face to face contact and limit time spent within 1 metre of anyone outside of their own household or support bubble, exercising professional responsibility to minimise the risk of contracting infection and of bringing it into the workplace.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: Reminders issued to staff team about their wider responsibilities to minimise risk of infection. Similar reminders to PGCE students and to other external colleagues and visitors.</p> <p>How: Letters / emails to staff and external contacts and visitors.</p> <p>Who: HT / HRW / JKR / JML / JR as appropriate</p>
<p>Students are seated side by side and facing forwards, rather than face to face or side on.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: All classrooms re-arranged so that all students are seated side by side and facing the front. Room capacity reassessed. Seating plans to be established and adhered to. No flexibility for teachers to move desks/seats – for example, for group work.</p> <p>How: Site team to re-configure all classrooms. Clear advice and crib sheet for all staff.</p> <p>Who: Site team – plus crib sheet from HRW/JML/JR as above.</p>

<p>Students with complex additional needs, identified through an EHCP or through an individual medical health care plan can receive adjustments so that they can continue to have an education in line with their peers.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: Each identified student to have an individual RA conducted to specify any additional provision required to sustain their education in line with their peers.</p> <p>How: The carrying out of individual student RAs and the sharing of key outcomes with relevant staff to ensure additional provision is made as required.</p> <p>Who: MNE / ZLS / JGS / JML</p>
<p>Unnecessary furniture has been moved out of classrooms to make more space</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: Every classroom assessed for unnecessary furniture / equipment and all items removed. Site team to review alongside each FL. Continuous assessment of rooms to be maintained.</p> <p>How: Site team and FLs to meet to review and agree what is to go over the summer. Continuous assessment process to be sustained to ensure “creep” does not occur.</p> <p>Who: JR / JML & FLs</p>
<p>Consideration given to staggered starts and end times for the school day to keep groups apart as they arrive and leave school.</p>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Why not?: Consideration given. Decided, due to large number of students who travel to school by bus, that the risk of having students “milling around” waiting to be let in at the start of the day or waiting to leave at the end of the day would pose a greater risk. The buses can not be configured to only bring one year group in given the lack of vehicles, the distances involved and the costs.</p>
<p>Large gatherings such as assemblies with more than one year group do not take place</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: The WW Hall to be used for assemblies for Yrs7, 8 & 9 on a Mon to Wed. The Drama Studio to be used for assemblies for 6th, Yr10 & 11 on a Wed to Fri. Year group bubbles only – one assembly per bubble per week. Assemblies only to take place when deemed to be essential.</p> <p>How: The seating in the drama studio will only be used for assemblies and will be set out and put away by the staff leading</p>

				<p>the assembly. It will only then be cleaned at the end of the day by use of the fogger.</p> <p>Who: Assembly staff and Drama staff to manage the space and the seating in Dr St. Site team to manage the cleaning of WW Hall after lunch – from 1.20 to 1.40pm.</p>
<p>The number of students who use the toilet facilities at any one time are limited to ensure they do not become crowded.</p> <p>Agreed toilet management system to be put in place with appropriate signage and briefings to staff and students.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: Max of 3 in at any one time with a queuing system of 1 out, 1 in.</p> <p>How: Vacant / Occupied signs on doors with 2m social distance markings on the floors for queuing for staff. Student toilets to be supervised by staff, who must be there before the students to control the numbers going in. Toilets to be used at designated times only, except emergencies. Supervised by pastoral / support staff. A toilet use plan to be produced with designated toilets for each group.</p> <p>Who: Production of signage and floor markings by JML and JR. Supervision duty rota by JGS. Toilet use plan to be produced by JR and JML.</p>
<p>Students are in the same small, consistent group, or “bubble”, at all times and that small group stays away from other groups during the day and on subsequent days.</p> <p>Walking route around site to be established with supervision at breaks and lunch. Timetable planning and group management to reduce opportunities to meet while still allowing a valuable social/pastoral opportunity for students.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: Indoors – each group will remain in a zone and use allocated rooms and seating plans. External supervision of social distancing using designated areas of outside space and some staggering of lunch breaks.</p> <p>How: Teaching and support staff allocated to the group to ensure that rules are adhered to. SLT and pastoral supervision of groups at break / lunch.</p> <p>Who: Teaching and support staff – indoors. SLT and pastoral staff – external.</p>
<p>Staff positioning at the front of the room and not to rotate round the room as normal – not</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: We will advise staff to maintain distance and not to rotate as normal. Teaching from the front of the room.</p>

<p>standing behind pupils, or working from above pupils, and staff to take all steps to avoid contact and close proximity with students.</p>				<p>Changed working practices for TAs – including remote access to student work on ipads.</p> <p>How: Guidance to be issued to teaching staff and to teaching assistants on new classroom practice. Plus updated version of Safer Working Practices document.</p> <p>Who: Guidance on classroom practice for teachers from HRW and teaching assistants from MNE. Safer Working Practices update from JGS.</p>
<p>Staff and pupils are reminded that they must remember to wash hands or hand sanitise before touching their face, eyes or nose. Reinforcement of the hands, space, face message from the government.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: Reminders will be given.</p> <p>How: Reminders given in assemblies and in letters to staff and to parents; and via the Staff Bulletin.</p> <p>Who: HT (letters & bulletin). SLT – assemblies.</p>
<p>The timetable and selection of classroom or other learning environment has been used to reduce movement around the school or building.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: Movement around site has been carefully assessed and planned to reduce interaction of groups.</p> <p>How: A site movement plan detailing how each group should move around school.</p> <p>Who: Site movement plan to be produced by JR</p>
<p>The number of students who use the toilet facilities at any one time are limited to ensure they do not become crowded. Agreed toilet management system to be put in place with signage and briefings for staff and students.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: Max of 3 in at a time. 1 out, 1 in queuing system. Each group will be allocated toilets to use at each break or lunch session as part of the site movement plan above.</p> <p>How: Toilets allocated specifically in site movement plan. Queuing system for toilets monitored by pastoral and support staff at breaks and lunch.</p>

				<p>Who: Site movement plan (including toilet allocation) to be produced by JR. Toilet queue monitoring by pastoral and support staff.</p>
<p>Break times are staggered so that all students are not moving around the school at the same time.</p> <p>Duty rotas to provide supervision at break and lunch with planned movement system and routes round the school to minimise contact.</p>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>What: Not staggered (with exception of 2nd break for Yr7) but managed by zoning of the school into year group bubbles and well separated according to site movement plan.</p> <p>How: 1st & 2nd breaks students remain in their zone, including allocated slots for toilet use. Students have to have own snacks, no access to canteen at break.</p> <p>Who: Site movement plan produced by JR. Movement at breaks supervised by pastoral, senior and support staff.</p>
<p>Lunch breaks are staggered.</p> <p>Students should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: Staggered and well separated according to site movement plan – a mix of staggered timings and zonal use of site to minimise contact (see attached plan). Seating plan for lunch with year groups separated and cleaning plan in place.</p> <p>How: Numbered places for students to sit. Supervised hand sanitiser available in main hall. After eating each group to move to their designated section of school field (in good weather) or to the WW Gym (in poor weather – KS3 only) / Dr St or Scout Hut/Library (KS4 only)</p> <p>Who: Hall supervised by senior staff on duty. Senior and pastoral staff escort groups outside or remain with them in the WW Gym. Cleaning team responsible for hall clean up after each lunch sitting.</p>
<p>One-way circulation system agreed to keep groups apart as they move through the setting where spaces are accessed by corridors.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: Movement mostly minimised by zoning approach but some limited movement – eg to the designated science lab for the year group – to be managed by teacher picking up students from their zone and walking them to the designated lab.</p> <p>How: Clear instructions given to students and staff.</p>

				<p>Who: Site movement plan produced by JR, contributing relevant section to the crib sheet. Teaching staff responsible for enforcing key messages.</p>
Consideration given to students that may need additional support to follow these measures.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: Identification of need and provision of appropriate support by SEN team.</p> <p>How: Details dependent on individual need</p> <p>Who: Identification by MNE and provision by SEN team</p>
Drop-off and pick-up protocols planned to minimise adult to adult contact.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: Parents collecting in cars to be asked to remain in vehicles. Parents collecting on foot to be asked to stay outside the grounds and to sustain a safe distance from each other. Additional duty staff to monitor and enforce.</p> <p>How: Advice in HT / KS letters</p> <p>Who: Letters to parents from HT / KSLs. Daily duty rota produced by JGS.</p>
Parents told that if their child needs to be accompanied to the education setting, only one parent should attend. Guidance to duty staff.	Siblings should not accompany the parent when dropping off or picking up wherever possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: Yes, to be included in HT letter to parents.</p> <p>How: In letter</p> <p>Who: Headteacher. Monitored by duty staff.</p>
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). Guidance to duty staff.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: Explained in HT letter to parents</p> <p>How: Explained in letter and monitored by duty staff.</p> <p>Who: Letter from Headteacher. Monitored by duty staff.</p>
Staff working in Offices are adequately distanced. Staff maintain social distancing at all times.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: Where staff are sharing offices they must not sit face to face and must maintain distance within the office space; or the</p>

				<p>use of Perspex screens to mitigate risk. Meetings can only take place in rooms where social distancing can be maintained. Staff will be reminded to maintain social distancing at all times.</p> <p>How: Reminder in letter from Head. Cleaning from site team at end of each day.</p> <p>Who: Headteacher. Cleaning team.</p>
<p>Numbers of staff using Staff Room are limited to ensure social distancing (2 metres) is maintained. Clear guidance to staff.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: Numbers in each staff room limited to a maximum of 5 (EW) and 8 (WW) at any one time. Numbers will be kept low and managed by staff rota.</p> <p>How: Signs on doors and reminder in Heads letter. Available seats and chairs in staff rooms reduced and spread out.</p> <p>Who: JR and JML</p>
<p>Staff meetings to take place remotely whenever possible. Where this is not possible then social distancing (2 metres) must be maintained at all times.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: Staff meetings to take place via Teams when possible.</p> <p>How: All meetings via Teams when possible. When not social distancing must be maintained in the physical space.</p> <p>Who: All leaders conducting a meeting.</p>
<p>During PE lessons and games activities students should be kept in their year groups with sports equipment thoroughly cleaned between each use by different groups. Sporting activities only take place in line with specific guidance from governing bodies of that sport and from DfE.</p> <p>Close collaboration between PE team and Sports Centre team and Site team to create a safe usage and cleaning plan for the sports facilities.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: PE lessons and sporting activities all to be delivered within the year group bubbles. PE to focus on physical fitness, exercise and conditioning. Sports only to take place in line with regulations from the sport GB and DfE. This will minimise the amount of cleaning of equipment required. Sports centre team to review their activities in conjunction with the school team to create a safe usage and cleaning plan.</p> <p>How: PE team to review curriculum offer and adjust accordingly. Site team to review with the PE team the cleaning requirements, ensuring that equipment used is either cleaned or</p>

				<p>left for 72 hours between usage. The same to apply to all sports centre activities with the general public.</p> <p>Who: TRG, as AFL for Performance, with JR & AM.</p>
<p>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</p>	<p>Schools should refer 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</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: PE lessons and sporting activities all to be delivered within the year group bubbles. PE to focus on physical fitness, exercise and conditioning. Sports to be conducted in line with the requirements of the GB of that sport and DfE. This will also minimise the amount of cleaning of equipment required. Plus coordinated review of sports centre activities as above.</p> <p>How: PE team to review curriculum offer for Autumn term and adjust accordingly. Site team to then review with the PE team the cleaning requirements, ensuring that equipment used is either cleaned or left for 72 hours between usage. Plus coordinated review of sports centre activities as above.</p> <p>Who: TRG, as AFL for Performance, with JR & AM.</p>
<p>The use of changing rooms needs to be managed in such a way as to minimise the risk of transmission within the group bubble and between the different groups.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: In order to make this safe, students in each year group will have to do a reduced amount of PE as part of a rota system where some do practical and others do theory lessons (very similar to Science).</p> <p>How: A plan and rota to be drawn up for each year group with staff allocated to delivery of practical sessions for designated slots and others allocated to theory sessions with timetabled rooms in the year group zone. This would allow changing rooms to be set out with 1m yellow divider markers between each changing space. WW Gym to be used as an extra boys changing room.</p> <p>Who: TRG in conjunction with JGS. JR & AM for site work in changing rooms.</p>

Social Distancing Measures Not Followed During Travel to and from School

<p>Schools, parents and students following the government guidance on how to travel safely, when planning their travel, particularly if public transport is required. Clear communication to parents.</p> <p>Face coverings are required at all times on public transport for children, over the age of 11, and on MS home to school transport.</p>	<p>Coronavirus (COVID-19): safer travel guidance for passengers</p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p>What: Those who walk, cycle or come by car advised to maintain social distance and parents advised not to enter premises without prior appointment.</p> <p>How: Seating plans in place on all MS school buses to ensure students remain in bubbles (as far as is possible) based on vehicle capacity, with Yr7 students at the front. Parents made aware of government regulations – eg wearing of face masks on home to school bus transport.</p> <p>Who: JML / LA</p>
<p>Transport arrangements cater for any changes to start and finish times.</p>		<p><input type="checkbox"/></p>	<p><input checked="" type="checkbox"/></p>	<p>Reason: Normal timings maintained at start and end of day as not possible to provide different buses at different times for the different year group bubbles.</p>
<p>Revised travel plans clearly communicated to contractors, local authorities and parents where appropriate.</p>		<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p>What: Clear communication to be sent out to contractors, LA, and parents.</p> <p>How: Letters to parents, phone calls and emails to LA and contractors.</p> <p>Who: Headteacher to parents and JML to LA and contractors.</p>
<h2>Inadequate Cleaning</h2>				
<p>Discuss with cleaning staff the additional cleaning requirements and agree additional hours to allow for this. Review site and cleaning team rotas to ensure adequate cover.</p>		<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p>What: A cleaning audit and plan to be devised and put in place by the Site Manager.</p> <p>How: Additional cleaning hours allocated to existing cleaning staff and other support staff (minibus driver) to ensure provision</p>

<p>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.</p>				<p>is available throughout and at the end of each day for in depth cleaning. Student school day plan, movement plan and duty rotas checked to establish cleaning requirements and timings and cleaning staff deployed as necessary. Additional equipment eg foggers and consumables sourced and used where appropriate.</p> <p>Who: Site Manager (DT), with support from JR & JML</p>
<p>Surfaces that students are touching, such as books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more regularly than normal. Limit points of contamination along movement routes. Regular review of cleaning protocols.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: Checklist for cleaning staff to adhere to, with extra cleaning of high volume areas during and after the day. Close monitoring of cleaning.</p> <p>How: Cleaning staff allocated designated areas and checked upon during and after the day. Where possible doors removed or propped open – within permission of fire regulations.</p> <p>Who: Site Manager (DT) to quality assure delivery</p>
<p>Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use.</p>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>What: Biostore upgraded to allow use of ID cards to minimise the need for students to touch the key pads.</p> <p>How: Years 12 & 13 issued with ID key cards, licence purchased, RFID card reader purchased. Students informed of revised system.</p> <p>Who: AXG, NJC</p>
<p>Tills and electronic thumb print readers / code pads are cleaned between each use by the dinner staff on duty. Students to use hand sanitiser as they enter the dining hall.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: Cleaning of thumb print readers between every use by the dinner staff. Students to use hand sanitiser as they enter the queue inside the dining hall.</p> <p>How: Anti-bacterial wipes to clean the thumb readers.</p>

				<p>Who: Dinner staff – to be monitored by Kitchen Supervisor (AG); and student hand sanitising to be enforced by duty member of staff on the queue.</p>
Lockers to be zoned according to the year group zoning of the school – eg Yr7 down the FT corridor at WW		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: Students in Yr group bubbles will only be able to be allocated lockers that are situated within their zone on a first come, first served basis.</p> <p>How: Locker distribution plan to be devised by Lead Receptionist (GMH) and implemented.</p> <p>Who: GMH</p>
Bins for tissues and other rubbish are emptied throughout the day.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: On a cleaning checklist throughout the day</p> <p>How: Cleaning checklist for designated areas shared and explained to members of the cleaning team and monitored by the Site Manager.</p> <p>Who: The Site Manager to produce checklist and explain to members of cleaning team and to conduct regular checks.</p>
Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: Stocks already ahead. Will be maintained.</p> <p>How: Advance ordering made by Site Manager.</p> <p>Who: DT (Site Manager)</p>
Disposable tissues are available in each room for both staff and student use		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: Every room has a box. Replacement supplies to be ordered. Packs of tissues to be added to student essential equipment lists, additional packs available to purchase from reception.</p> <p>How: Good stock control and regular ordering. Letters to be sent to parents with updated essential equipment lists – to include packs of tissues and anti-bacterial wipes.</p>

				Who: DT (Site Manager) & Reception Staff. HT letters to parents.
Unnecessary items particularly those that cannot be easily cleaned removed from classrooms and other learning environments where there is space to store		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: Unnecessary items to be removed where possible.</p> <p>How: FM to meet with each FL before September 2020, to determine what can be removed. Unnecessary chairs and desks already removed from classrooms and staffrooms by site team. Staff advised and reminded that classrooms must be left clean and tidy – a minimalist approach and habit must be developed as the rooms are being widely shared. Ongoing checks by site team and FLs.</p> <p>Who: JR and FL's (& all staff).</p>
Shared Resources				
Students advised to not bring personal items in from home as this will reduce possible spread of the virus. Students instructed to limit personal items to lunch boxes, coats, books, stationery, bags and mobile phones.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: To be included in HT and KSL letters to parents and students.</p> <p>How: Inclusion in letters.</p> <p>Who: Headteacher and KSLs</p>
For individual and very frequently used equipment, such as pencils and pens, staff and students have their own items that are not shared.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: To be included in HT and KSL letters parents and students, included in staff briefings.</p> <p>How: Inclusion in letters and training day briefings. Spare pens and pencils on sale at both reception desks via cashless payment.</p> <p>Who: Headteacher and KSLs</p>

<p>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 hours (72 hours for plastics) between use by different bubbles.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: Shared items to be kept to a minimum and cleaned by teaching or technician staff where they are used by different bubbles.</p> <p>How: Teaching staff provided with appropriate cleaning materials and instructions on use. Site Manager to maintain supplies of cleaning materials and replenish supplies on request from staff. Items that cannot be cleaned or that are not required for 72 hours are removed to secure storage and clearly marked with the date they were used and the date they can next be used.</p> <p>Who: DT, Teachers, Technician, MCSC staff</p>
<p>Shared materials and surfaces are cleaned and disinfected more frequently. Different year group bubbles will not share the same classrooms. Students will move less and staff will move more. Staff will be required to clean their workstation areas as they arrive in a new classroom.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: Included in cleaning checklist for designated areas, undertaken during the day and after school as required.</p> <p>How: No classroom will be used by a different year group bubble during the day, allowing cleaning team to clean rooms thoroughly at the end of the day. Teaching staff and TA's must clean their own workstation/desk area on entering the classroom.</p> <p>Who: DT (Site Manager), Teachers and TA's</p>
<p>Staff not taking resources that are shared with students home from school e.g. exercise books. Staff to make use of electronic solutions – eg use of Showbie for assessment of student work and provision of feedback.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: Staff to be advised via HT letter</p> <p>How: HT letter</p> <p>Who: Headteacher / Teaching & TA staff</p>
<p>Classroom based resources, such as books and games, can be used and shared within the bubble; these are to be cleaned regularly by the teaching or classroom based staff.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: Staff to be advised via HT letter/staff briefing</p> <p>How: Teaching staff wipe down items between uses.</p> <p>Who: Headteacher/SLT/FLs & Teaching staff.</p>

<p>Devices/ laptops/tablets etc. that are brought from home to school and back again are cleaned at the start and end of the day. Communication with staff and students/parents.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: Advice to be given about regular cleaning of electronic devices to staff, students and parents via HT letter and reminders for teachers.</p> <p>How: Inclusion in HT letters to staff and to parents; and reminders to students via crib sheet/form time and assembly messages</p> <p>Who: Guidance provided by H&S Manager for inclusion in HT letters and crib sheet for teachers to read out.</p>
<p>Students should only be given additional resources where necessary and these should be their own copy to keep. Resources should no longer be distributed and collected back in (eg photocopied information booklets). Where possible resources should be shared electronically via Showbie. If photocopying deemed essential then it must be a copy for the student to keep. Where textbooks are still needed they should be assigned to the student for the academic year (or term), numbered and a record kept. When collected back in they must be stored for a safe period of time (72 hours minimum) before re-issue.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: Minimise the handout of resources. Where essential to do so these should be individual copies to be kept by the student – no more handing out, collecting back in and re-issuing. This can be done with textbooks – but only after a minimum of 72 hours of safe storage.</p> <p>How: Procedures to be clarified on September Training Days and in T&L guidance for all staff.</p> <p>Who: HT and AHT (T&L) on Training Days and via T&L guidance sheet.</p>
<p>Staffing & Spread of Coronavirus to Staff, CYP and Families, Visitors and Contractors</p>				
<p>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.</p>	<p>Ensuring that pupils, staff and other adults do not come into the school if they have <u>coronavirus (COVID-19) symptoms</u>, or have tested positive in the last 10 days,</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: Clear guidance given to staff and parents.</p> <p>How: To be included in HT letters to parents and staff briefings.</p> <p>Who: HT</p>

	and ensuring anyone developing those symptoms			
The school follows NYCC and DfE procedures in reporting confirmed cases in line with the established Flow Chart.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: The established flow chart and procedures to be followed.</p> <p>How: The procedure to be followed by the HT (or SLT lead) in conjunction with JML, including our own track and trace procedure, with parents notified and notification to the local health protection team via NYCC.</p> <p>Who: HT (or designated SLT lead) and JML</p>
<p>All staff, students and visitors to wear face masks when walking through the corridors inside the buildings and when queueing for lunch or to use the toilet facilities, and when in assemblies.</p> <p>The wearing of face masks in lessons and when outside the school buildings to be optional.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: Clear instructions and reminders to be given to staff, students and parents via HT letters, staff meetings and assemblies.</p> <p>How: Via HT letters, staff meetings and assemblies. Procedures to be enforced by active discussion and explanation in the first instance to seek collective agreement. The requirement to be seen as a temporary amendment to the school uniform code and ultimately enforceable in the same way.</p> <p>Who: HT through communication with all stakeholders; and then compliance supported by all staff.</p>
Students (11 to 18 years of age) who have been given an individual and specific clinical diagnosis as being clinically extremely vulnerable with advice to stay at home will be supported to continue their education at home as much as possible.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: Students with a specific and individual clinical diagnosis should be advised to stay at home. In these cases the school will provide ongoing work so that they can continue their education at home – appropriate to their need / capacity.</p> <p>How: Relevant pastoral staff to liaise with the family and provide information to teaching staff with requests for appropriate work. Use of Showbie and Teams.</p> <p>Who: HT letter and KSLs to coordinate with teaching staff.</p>

<p>Staff with specific health conditions who fall within the clinically extremely vulnerable category and have been shielding, must stay at home. If possible they can work from home.</p>	<p><u>Clinically extremely vulnerable</u></p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p>What: These staff must not come into school and should work from home if possible. Individual risk assessments will be put in place for staff who are clinically extremely vulnerable.</p> <p>How: These staff must not come into school. Individual risk assessments for all clinically extremely vulnerable staff to be conducted by H&S and HR Managers.</p> <p>Who: H&S and HR Managers (JML & TAB)</p>
<p>Staff and students who are in the clinically vulnerable group can attend school for work or study, subject to an individual risk assessment and being able to maintain social distancing as much as possible</p>	<p><u>Clinically-vulnerable people</u> See Section 9 of new national restrictions from 05/11/20</p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p>What: Individual risk assessments will be put in place for staff or students who are clinically vulnerable.</p> <p>How: Individual risk assessments for all clinically vulnerable staff to be conducted by H&S and HR Managers; and students by relevant pastoral staff with guidance from H&S Manager.</p> <p>Who: H&S and HR Managers (JML & TAB) & KSLs.</p>
<p>Staff or students who live with someone who is clinically extremely vulnerable or clinically vulnerable should continue to attend school for work or study.</p>	<p>An individual risk assessment may be needed. Advice should be sought on a case by case basis.</p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p>What: Staff or students in this category to attend school as normal.</p> <p>How: Consideration on a case by case basis of the need for an individual RA.</p> <p>Who: Consideration of an individual RA to be conducted by the H&S and HR Managers for staff; and by the relevant KSL and the H&S Manager for students.</p>
<p>Staff who are pregnant or others with specific health conditions will have an individual risk assessment. Pregnant women are considered as being in the clinically vulnerable category.</p>		<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p>What: An individual risk assessment will be put in place – both the new and expectant mothers RA and the Covid RA.</p> <p>How: An individual risk assessment – both the new and expectant mothers RA and the Covid RA must be reviewed prior to 28 weeks when the risk factors are known to increase. The RA will be subject to regular review thereon.</p>

				Who: The H&S and HR Managers (JML & TAB)
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: Clear advice and expectations to be laid down for visiting staff as part of their welcome pack.</p> <p>How: Review and update of welcome pack to be conducted by AHT T&L (HRW) and HR Manager (TAB).</p> <p>Who: HRW and TAB to conduct update of welcome pack. LXM to ensure that all visiting staff are given a copy on their arrival and key points are highlighted.</p>
Access to PPE should be available where there is contact with diagnosed or suspected person with covid-19. Identification of relevant staff.	See Inadequate Personal Protection & PPE section of this risk assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: Supplies of masks, gloves, visors, aprons are available in school, specifically for use by all first aid staff. Anyone suspected will be sent home as soon as possible and areas cleaned.</p> <p>How: First aid staff briefed on procedures, aware of location of equipment and procedures for sending person home. Cleaning staff to clean affected areas after departure.</p> <p>Who: H&S manager to brief Reception and other first aid staff and liaise with Site Manager over extra cleaning required.</p>
Sneeze into a tissue or sleeve NEVER into hands. Wash hands immediately after.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: 'catch it, bin it, kill it' message reinforced in school</p> <p>How: Via reminders to students in form time and assemblies</p> <p>Who: Teaching staff issuing reminders and enforcing.</p>
Used tissues to be put in a bin immediately.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: Additional cleaning provision so that bins are more regularly emptied and replaced.</p> <p>How: Reminders and enforcement from teaching staff</p> <p>Who: Teaching staff</p>

Site User Becoming Unwell

<p>If anyone becomes unwell with a new, continuous cough, 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 <u>arrange to have a test</u> 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>Communication with first aid staff – clear protocol for dealing with unwell students and staff.</p>	<p>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p>What: Persons developing symptoms will be placed in a designated space until parents can collect them. Where they are experiencing difficulties breathing they will be closely monitored until parents can collect them. Staff members will be sent home as soon as safely can be.</p> <p>How: Use of medical rooms, with monitoring by first aid staff until able to go home. The 10 day self-isolation period from onset of first symptoms, or test result if asymptomatic (NB: if they develop symptoms during the 10 day self-isolation they should restart the 10 days from onset of first symptoms).</p> <p>Who: Reception and other first aid staff. Records of incidents to be kept by H&S Manager. HT and H&S Manager to advise staff or parents as appropriate.</p>
<p>If a student 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 child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.</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</p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p>What: Persons developing symptoms will be placed in a designated space until parents can collect them. Where they are experiencing difficulties breathing they will be closely monitored until parents can collect them.</p> <p>How: Use of medical rooms, with monitoring by first aid staff until able to go home. Communication of protocols with first aid staff.</p> <p>Who: Reception and other first aid staff. Records of incidents to be kept by H&S Manager. JML</p>
<p>If the student needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p>		<p><input type="checkbox"/></p>	<p><input checked="" type="checkbox"/></p>	<p>What: Designated spaces (medical rooms) contain toilets.</p> <p>How: These will be cleaned between use. Communication of protocols with first aid staff.</p> <p>Who: Supervision by first aid staff; cleaning by cleaning team.</p>

PPE should be worn by staff caring for the student while they await collection if a distance of 2 metres cannot be maintained (such as for a student with complex needs).	See Inadequate Personal Protection & PPE section of this risk assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: Masks, visors, gloves and aprons issued to first aid trained staff.</p> <p>How: Briefing for first aid staff on effective use of PPE by H&S Manager, supported by the Deputy Head</p> <p>Who: H&S Manager, supported by the Deputy Head, seeking expert external advice if necessary</p>
In an emergency, call 999 if the student is seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital. Clear advice given to staff for a situation where staff come across a student who has had a serious injury, or for any other reason feels they have to intervene immediately to ensure the safety of the student.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: First aid staff made aware of this procedure by the H&S Manager, supported by the Deputy Head. Clear advice given to all staff on how to handle an emergency situation, including where they may need to break social distancing to ensure the safety of a student.</p> <p>How: Briefing for first aid staff by H&S Manager, supported by the Deputy Head. Face masks and gloves to be issued to all duty staff, not to be automatically worn but to keep whilst on duty in case of emergency.</p> <p>Who: H&S Manager, supported by Deputy Head</p>
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 or the local health protection team.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: Staff to continue in school unless the student is confirmed positive, at which stage they would start self-isolation for 14 days, or they are contacted by the NHS Test and Trace service or the local health protection team.</p> <p>How: Following clear procedures laid out by the school</p> <p>Who: All staff are responsible for their own personal hygiene following national and school specific guidance</p>
Cleaning the affected area with normal household disinfectant after someone with symptoms has left	<u>COVID-19: cleaning of non-healthcare settings guidance</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: Cleaning regime in place will ensure rooms are cleaned before they are reused.</p>

will reduce the risk of passing the infection on to other people.				<p>How: Cleaning to be checked by Site Manager</p> <p>Who: Cleaning staff and Site Manager</p>
Site User Developing Symptoms				
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to <u>book a test</u> 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. 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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: staff, parents and carers are informed that they must book a test if they are displaying symptoms and provided with information how to book it. School to use own home test kits to support staff, and to replenish via 119 as required.</p> <p>How: Included in HT letters to parents/carers, displayed on the school website with appropriate links, included in staff briefings on training days and as a regular note in staff bulletins.</p> <p>Who: HT, SLT</p>
Parents and staff are asked to inform the school immediately of the results of a test		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: staff, parents and carers are informed that they must inform the school immediately of the results of the test.</p> <p>How: Included in HT letters to parents/carers, displayed on the school website with instructions on how to report, included in staff briefings on training days and as a regular note in staff bulletins.</p> <p>Who: HT, KSLs</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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: staff, parents and carers are asked to co-operate with the NHS Test and Trace service or PHE if requested to do so.</p> <p>How: Included in HT letters to parents/carers, displayed on the school website with appropriate links, included in staff briefings on training days and as a regular note in staff bulletins.</p> <p>Who: HT, SLT</p>

<p>Children, staff, parents, carers or any visitors, such as suppliers, are told not to attend or enter the education or childcare setting if they are displaying any symptoms of coronavirus.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: To be advised in Headteacher letter and by Reception staff</p> <p>How: Via letter, schoolcomms and responses to phone calls, emails etc</p> <p>Who: Headteacher and Reception staff</p>
<p>When a student or staff member develops symptoms compatible with coronavirus, they are sent home and advised to self-isolate for 10 days. Their fellow household members should self-isolate for 14 days.</p>	<p>All staff and CYP who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: All visitors to the site will be temperature tested on entering the building. Anyone with temperature in excess of 37.5 degrees to be sent home. All staff and students with symptoms (high temperature and new continuous cough or loss of taste/smell) to be told to seek a Test.</p> <p>How: Systematic use of temperature testing for all visitors on entry to the buildings.</p> <p>Who: Supervised by Reception and Pastoral staff on entry. H&S Manager to keep a record of all persons suspected of symptoms.</p>
<p>Where the student or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. Where someone tests negative but they still have symptoms they should continue to self-isolate until the symptoms have gone and if they have been a close contact of a confirmed case they should continue to self-isolate for the 14 days from the date of that contact.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: To be advised in HT letters and through email and phone communications.</p> <p>How: Clear information and advice provided in letters and followed up through email and phone communications at the time.</p> <p>Who: Headteacher and H&S Manager.</p>
<p>If someone tests positive, they should follow the <u>'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</u> 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</p>	<p>Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus. Schools</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: Careful communication home with parents of other students to be made by experienced staff.</p> <p>How: Use of year group bubbles and maintenance of seating plan records will allow efficient trace and response by H&S Manager, PHE and NHS Test and Trace service. Communication home by senior and pastoral staff.</p>

<p>smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-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>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 attended the school.</p>			<p>Who: Trace by H&S Manager and HT / SLT with advice from PHE or NHS Test and Trace; communication home by senior and pastoral staff on duty.</p>
<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: 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). 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>What: Careful communication home with parents of other students to be made by experienced staff.</p> <p>How: Use of year group bubbles and maintenance of seating plan records will allow efficient trace and response by H&S Manager, PHE and NHS Test and Trace service. Communication home by senior and pastoral staff.</p> <p>Who: Trace by H&S Manager & HT / SLT with advice from PHE or NHS Test and Trace; communication home by senior and pastoral staff on duty</p>

Inadequate Hand Washing/Personal Hygiene

<p>Staff/students/cleaners/contractors etc. will be reminded to wash their hands before leaving home, on arrival at the premises and before and after handling cleaning chemicals, eating/drinking, using the toilet, after PE/sports activities and after coughing or sneezing and not to touch face (eyes, mouth, nose) with hands that are not clean.</p>	<p>Ensure that staff have sufficient time to wash their hands regularly, as frequently as pupils</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: Clear advice issued.</p> <p>How: Via Headteacher letters to parents, students and staff and line management reminders for staff and receptionist advice for all visitors/contractors</p> <p>Who: Headteacher, line managers and Reception staff</p>
<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>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: Review the number of handwashing stations and the student/staff movement plans to identify where additional facilities are required.</p> <p>How: Purchase and install additional external hand washing stations. Establish daily maintenance schedule.</p> <p>Who: JMR, JER and DT</p>
<p>The 'catch it, bin it, kill it' approach is promoted and clear advice on hand washing with liquid soap & water for a minimum of 20 seconds.</p>	<p>CATCH IT <small>Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.</small></p>  <p>BIN IT <small>Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.</small></p>  <p>KILL IT <small>Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.</small></p>  <p>NHS</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: Extra notices and reminders to all students and staff</p> <p>How: Posters in all wash rooms and corridors</p> <p>Who: All staff – personal and collective responsibility</p>
<p>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 SUPERVISION.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: No bottles of gels left in classrooms for unsupervised student use. But fixed sanitiser points installed on main corridors for staff and student use. Supervised hand sanitisers in main hall at lunchtime.</p>

				<p>How: Highlighted to staff in HT letter and procedure to be followed by all staff</p> <p>Who: Advice in HT letter and followed / supervised by all staff</p>
Sinks and toilets will be regularly sanitised throughout the day.	This needs to be done first thing in the morning, after breaks and after lunch at least	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: Access to toilets will be supervised and limited to 3 at a time for students with 1 out, 1 in. Staff toilets will be limited to 2 at a time with 1 out and 1 in. Toilets will be cleaned throughout the day.</p> <p>How: Sinks and toilets cleaned after every break and after lunch. New toilet occupied markers to be produced and put up to enable indication of how many are in (i.e. 1, 2 or 3 people).</p> <p>Who: Cleaning team, monitored by Site Manager (DT). New toilet markers to be produced by JML.</p>
Hands must be dried properly to prevent infection and drying out.	Parents/carers to be advised to use appropriate hand moisturisers offsite due to allergy risk	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: Extra notices and reminders. Paper towels and hand dryers available in all toilets and stock maintained throughout the day by the site team.</p> <p>How: Hand wash posters in all toilets. Regular checks on stocks of paper towels and soap throughout the day.</p> <p>Who: Cleaning team, monitored by Site Manager (DT)</p>
Inadequate Personal Protection & PPE				
Face coverings are not required to be worn in lessons as pupils and staff are mixing in consistent groups, and because there may be negative effects on communication and thus education. However, it is encouraged that staff and students should wear face coverings in lessons whenever it is appropriate at the direction of the teacher.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: Staff and students given clear instructions regarding the use of face masks in school – that they are not required to be worn in lessons but that they are encouraged and will be allowed on request, under the condition that they are worn properly. They are required on corridors, when moving round inside the buildings, when queuing for lunch, toilets, assemblies</p>

<p>Where the wearing of a face mask is requested by a student or an adult this will be allowed, as long as the face mask is worn in accordance with the advised good use of face masks.</p> <p>Face coverings must be worn when moving around inside the buildings – on corridors and when queuing for toilets, for lunch and for assemblies (and whilst in assemblies).</p> <p>When outside the buildings the wearing of face masks is encouraged but not compulsory.</p> <p>Staff and students with exemptions will wear the green flower lanyard to signify.</p>				<p>and in assemblies. Students with exemptions will wear green flower lanyards to signify.</p> <p>How: Inclusion in letters to parent and staff briefings, student assemblies.</p> <p>Who: HT, Pastoral staff, morning duty staff</p>
<p>Clear instructions are provided to students and staff on how to put on, remove, store and dispose safely of face coverings to avoid inadvertently increasing the risks of transmission. This to include, for example, reminders on the cleaning of hands before or after putting them on or removing them and advice on safe storage and disposal.</p> <p>The school will keep a central stock of disposable face masks at Reception for anyone who has lost, damaged or forgotten their face mask.</p>		☒	<input type="checkbox"/>	<p>What: Clear guidance sheet produced and distributed to students, staff and parents. Central stock of face masks kept at Reception.</p> <p>How: Clear guidance sheet to be produced and circulated to all. Stocks of spare face masks to be kept up. Reception staff to control distribution.</p> <p>Who: Guidance sheet produced by H&S Manager and distributed via HT letters and by pastoral staff to students.</p>
<p>PPE will need to be worn by a member of staff if a student becomes unwell with symptoms of coronavirus 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 student 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><u>safe working in education, childcare and children’s social care</u></p>	☒	<input type="checkbox"/>	<p>What: Supplies of masks, gloves, visors, aprons are available in school and are issued to all first aid trained staff.</p> <p>How: All first aid staff to have a briefing on effective use of PPE in this situation by the H&S Manager, supported by the Deputy Head.</p> <p>Who: Briefing by the H&S Manager, supported by the Deputy Head. The responsibility lies with all first aid staff.</p>

Visitors, Contractors & Spread of Coronavirus

<p>All visits to the school are restricted to those deemed absolutely necessary. Visitors to the premises will be discouraged and all non-essential visits will be cancelled, postponed or the meeting takes place by Teams (or equivalent). Parent/carer visits are suspended for: new admissions, settling-in new students, attending organised performances.</p>		☒	<input type="checkbox"/>	<p>What: To be advised in HT letters and by all reception staff dealing with enquiries.</p> <p>How: Starting position is no visitors – anybody wishing to visit site must prove necessity – ultimately the Head’s decision is final</p> <p>Who: All senior and duty managers, the Facilities Manager – and the Headteacher</p>
<p>All visitors and contractors must make pre-arranged appointments or they will not be allowed on site. 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>		☒	<input type="checkbox"/>	<p>What: Made clear to reception and all staff. Where possible, visits deemed necessary to be arranged outside of school day – eg late afternoon, weekends or school holidays.</p> <p>How: Starting position is no visitors – anybody wishing to visit site must prove necessity – ultimately the Head’s decision is final. Where visits can happen outside of school hours, they are arranged as such</p> <p>Who: All senior and duty managers, the Facilities Manager – and the Headteacher</p>
<p>Contractors to provide updated risk assessment prior to visit which includes their own controls round infection spread prevention.</p> <p>A record is kept of all visitors to the site.</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 clean following the visits</p>	☒	<input type="checkbox"/>	<p>What: Implemented from 1st June. All contractors will be asked to provide updated RA’s SSOW including PPE before entering the site. These updated RAs will be kept in a log along with a record of all visitors to the site.</p> <p>How: To be supervised by the Facilities Manager and the H&S Manager</p> <p>Who: JR and JML</p>

<p>As normal, school engages with their local immunisation providers to provide immunisation programmes on site, ensuring these are delivered in keeping with the school's control measures.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: Pastoral staff to liaise with local immunisation providers to ensure delivery of the programme in line with its normal schedule.</p> <p>How: Liaison to ensure normal programme is delivered.</p> <p>Who: Relevant KSLs</p>
<p>A record is kept of all visitors with sufficient details to support rapid contact tracing if required by NHS Test and Trace.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: Signing in book is updated to capture mobile phone number as well.</p> <p>How: All visitors to add mobile phone number to signing in sheet.</p> <p>Who: Reception staff to monitor.</p>
<p>Guidance on physical distancing and hygiene is explained to visitors and contractors on or before arrival</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: Visitors/contractors given relevant advice on entering the building or before any works take place.</p> <p>How: Revised reception protocol introduced. Details included in H&S pre-contract meetings with contractors.</p> <p>Who: Reception staff, JMR, JML, DT</p>
<p>Out of school activities may continue to operate if their primary purpose is to enable parents to work or search for work; or to deliver training or education. All other out of school activities, including lettings, not primarily used by parents/students for the above purposes should close for face to face provision for the duration of heightened national or local restrictions.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: Limits placed on out of school activities such that they only continue where it is clearly for training/education or to support parents with their work commitments.</p> <p>How: All lettings and out of school activities, with the exception of those under the criteria above, are cancelled until national / local restrictions are updated and allow them to be delivered again.</p> <p>Who: JMR / HT</p>

Inadequate Ventilation

<p>Ventilate spaces with outdoor air. Occupied spaces must always be well ventilated and balanced with a comfortable working temperature and environment. Keep toilet ventilation in operation as much as possible while building is occupied</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: Doors and windows open where possible, but site security will remain a priority. Windows to be managed by staff such that a continuous “trickle” ventilation is sustained without the room temperature dropping to an unacceptable level.</p> <p>How: Teaching staff to manage their classrooms in accordance with the guidance above. The site team to provide continuous support and checking. Teaching staff can give permission for students to keep coats on where necessary.</p> <p>Who: Site Manager / Teaching staff</p>
<p>Switch air handling units with recirculation to 100% outdoor air</p>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Reason: Does not apply at MS, all units serve single rooms. HSE guidance states no changes should be made.</p>
<p>Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</p>	<p>Fire doors must not be propped open unless they have a self-closing hold open device fitted</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: Fire doors will be propped open during breaks to limit hand to hand contact, props will be removed during lessons to ensure fire safety.</p> <p>How: To be managed by the site team, coordinated by the Site Manager and the Facilities Manager</p> <p>Who: Site Manager, Facilities Manager</p>

Fire and Intruder Alarms and Emergencies, Including Lockdown

<p>All staff and students to undergo induction in the fire and emergency routines accident/first aid procedures and lockdown procedures. This may not be the usual routes. Repeat as necessary with new starters (staff/young people)</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: The assembly point will be moved out on to the playing field with markers along the route of the concrete path running towards the sports centre. This is to enable wider gaps to be created between each of the year group “bubbles” and to minimise close passing of students from different year groups as they move to and from the assembly point. Students will</p>
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				<p>remain in their form groups and be registered by their form tutor.</p> <p>How: Procedures to be explained to students in advance and through practice and reinforced to all students and staff in the building.</p> <p>Who: H&S Manager</p>
Ensure that emergency cut-off points for water, gas and electric are clearly marked and known by the designated member of staff and that details of emergency contacts for utilities are readily available		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: Site and HS&TM will be onsite at all times when the site is in use.</p> <p>How: Facilities Manager to ensure that sufficient group of staff, for every day, are made aware of this information and the procedures to be followed in the event of emergency.</p> <p>Who: Facilities Manager</p>
School Activities				
Students do not interact in a manner where they will have close contact with each other (maintain social distancing). This must be supported by very clear expectations		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: The importance of exemplary behaviour will be emphasised regularly and the revised PD system must be followed consistently by all staff.</p> <p>How: Positive discipline to be revised and updated in light of new regulations (eg the inability to take in the planner and hand it back). The revised PD system must be consistently used by all staff. Clear message about unsafe behaviour not being tolerated and exclusions to be used.</p> <p>Who: Headteacher to revise the PD system. All staff to implement consistently.</p>
Practical activities in Secondary Schools undertaken in accordance with CLEAPSS guidance		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>What: Each subject with specific risk assessments will update and revise as appropriate</p>

				<p>How: Faculty Leaders to review and update subject specific risk assessments with advice and support from H&S Manager</p> <p>Who: Faculty Leaders supported by H&S Manager</p>
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 type="checkbox"/>	Medium <input checked="" 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 checked="" 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		
Screens to be erected at both reception desks.	Site team	1 st June - Completed		
Safe distance waiting signposting to be placed around the site at locations where queues will form eg the hall and at main entrances and outside all toilets	Site team	13 th June – Completed To be reviewed and updated for 9 th September.		
Intercom system to be installed at WW reception	Site team	ASAP – reliant upon delivery schedule.		
All classrooms to be set up with unnecessary furniture and equipment removed to maximise social distancing with all tables and chairs facing the front and floor markings for the “teacher zones” at the front of each room.	Site team	9 th September		
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"/>	Medium <input checked="" type="checkbox"/>	Low <input 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):	RJW, JML, JMR	Signature(s):	
Position(s):			
Date:	16/11/20	Review Date:	
Distribution:			

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

LIKELIHOOD