Risk Assessment of Education Provision during COVID-19 Pandemic - Full School Opening 8th March 2021

Description of Activity / Person / Area / Equipment being assessed	Provision of education daily from 1st September 2020 for all pupils during the Covid-19 pandemic. It is expected this will cover the period up to October half-term, at which point there will be a review of provision	Review: This risk assessment will be reviewed whenever there are significant changes to activities in school or relevant changes in the Government's policy and advice on Covid 19.	Persons at risk: Pupils, staff, visitors to the school and contractors
Name/position of assessor: Sean Maher - Headmaster	Risk Assessment owned by: Headmaster	Original Date: 1st March,2021. Last updated - 25th February, 2022.	Version: 9

Action Plan: Additional Risk Control Measures
If there are hazards with a residual risk rating of 8 or greater then additional controls will be introduced to sufficiently reduce the risk to an acceptable level. The Action Plan below records these. Specific controls are also recorded on the Recovery Action Plan (RAP) to ensure all controls are actioned to be in place by the date of re-opening.
Staff: Did staff, covered by this risk assessment, have the opportunity to comment on this risk assessment? Y
Are staff, covered by this risk assessment, aware of the controls noted and do they understand them? Y

Determining a RAG Rating: RAG ratings will be determined using the matrix and descriptors below. The matrix works by selecting the appropriate level of impact from across the bottom, and then cross referencing against the row containing the likelihood, to read off the estimated risk rating.

Likelihood of Risk Occurring	Impact of Risk Occurring
5 Highly probable: *expected to occur frequently and in most circumstances*	**5. Extreme/catastrophic:** fatal injury
4 Probable: *expected to occur in many circumstances*	**4. Major:** major injuries
3 Possible: *expected to occur in some circumstances*	**3. Moderate:** notable injuries
2 Unlikely: *expected to occur in a few circumstances*	**2. Minor:** minor injuries
1 Remote: *may only occur in exceptional circumstances*	**1. Insignificant:** nil or insignificant injuries

Risk Rating is calculated by multiplying the likelihood against the Impact, e.g. taking a likelihood of 3 and multiplying this against an impact of 2 would give you an overall risk rating of 6, which would be risk rated as a low risk.

Impact

Likeli-hood		1 Nil/ insignificant injuries/ impact	2 Minor impact/ injuries	3 Notable impact/ injuries	4 Major impact/ injuries	5 Fatal	
	Highly Probable 5	5	10	15	20	25	**Low risk equals 1 to 7**
							Low Risks are largely acceptable subject to reviews periodically, or after significant change. Monitoring is necessary to make sure that the controls remain effective.
	Probable 4	4	8	12	16	20	**Medium risk equals 8 to 14**
							Medium Risks should only be tolerated for the short-term and then only whilst further control measures to mitigate the risk are being planned and introduced, within a defined time period of one review period to the next.
	Possible 3	3	6	9	12	15	**High risk equals 15 to 25**
	Unlikely 2	2	4	6	8	10	High Risks activities should cease immediately until further control measures to mitigate the risk are introduced.
	Remote 1	1	2	3	4	5	

Proposed Provision from 1st September 2020

- Full opening for all year groups from Monday 7th September - the school will induct new Year 7 from Thursday 3rd September.
- Pupils will be taught and looked after in year group 'clusters'. Movement around the school is managed via a one-way system to minimise and reduce busy corridors.
- The one way system has 2m markers, placed along the corridors which will serve as a reminder to observe physical distancing in these corridor spaces. Although the guidance does not stipulate the requirement for 2m distances to be maintained, these serve as a helpful visual reminder to promote physical distancing.
- Playground will be zoned to maintain year group clusters
- Minor changes have been made to the school day timings to ensure pupils leave the school site in a staggered fashion.
- All pupils have access to an app to preorder food that will be served at stations.
- Canteen will reopen for hot food once other systems have been assessed.
- A distance learning continuity plan will be invoked in the event of further national or local lockdowns
- Minor changes have been made to the taught curriculum in each subject area, taking account of any potential gaps in learning and for practical work.
- Students and staff will be asked to wear face masks during most lessons. SM 01.03.21
- Students and staff will be offered three tests within 10 days on return to school in March and two weekly home testing kits thereafter. SM 01.03.21
- Year Group and School assemblies will be conducted via zoom (to be reviewed after Easter). SM 01.03.21

Each risk, and sub-levels are assigned to members of SLT only to manage and mitigate (RMM).

Based on SAGE modelling, the hierarchy of controls we are asked to factor into our planning to help prevent the spread of COVID-19 are set out below. Given the importance of these controls, we have outlined below the measures in place to ensure these controls are met.

Areas for concern/Hazard	Level of Risk (Gross Risk Score Likelihood x Impact)*	CONTROL MEASURES • Only those controls in black text are deemed **securely** in place • ALL controls must be securely in place by the date of reopening to staff and pupils • Where *any controls* are not securely in place prior to opening, the Trust view must be sought on readiness to reopen	Residual Risk with control measures in place (Net Risk Score Likelihood x Impact)*
1. **Reducing the spread of COVID-19 in the school community -** *Based on SAGE modelling, the system of controls are factored into our planning as the priority. - SM/UOB/NH/SH/TD*			
People with symptoms of COVID-19 creating potential for transmission from person to person in school	⚠️ 5 x 5	*Controlling the transmission of the disease: minimising contact with children and adults who are unwell by ensuring that those who have Coronavirus symptoms, or who have someone in their household who does, do not attend school by:* • Good communication with staff, families and pupils to ensure they are aware of the arrangements in school and what is expected from them. This includes extensive signage across the site and at all entry points. A handbook will be published for September 2020 alongside an information video for parents and pupils. • Staff, pupils, contractors and any other visitors are made aware they must not enter the building if they or any member of their household are displaying any symptoms of COVID-19. • All parents will complete a Home-School Agreement prior to September, which will detail their understanding of the precautions they need to take. • Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19). • Pupils will then be encouraged to go and wash hands and do so regularly throughout the day. Hand sanitiser will be available in 'pop-up' stations throughout the school site (i.e. near entrances and exits, in the dining hall etc..)	⚠️ 2 x 5

| Potential for transmission from person to person or via surfaces in school | | If anyone becomes unwell in school with COVID-19 symptoms they will be isolated and appropriate actions taken (see section 4 of this risk assessment for details). If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. Staff and pupils are encouraged to use modes of transport that reduce exposure to others (e.g. walking or cycling, where possible) - see section 2.14. If a pupil or staff member tests positive for Coronavirus, government <u>guidance</u> will be followed alongside our responding to a suspected or confirmed case of COVID-19. Maintaining regular communications with the local PHE representative and AfC representatives in understanding the local context, such as the <u>local R-rate</u>. Having sought guidance on ventilations systems from RBK H&S and in reference to this <u>REHVA guidance</u>l: Air conditioning systems do not have any practical effect on the transmission of Covid and can be run as normal Open windows and doors of the classrooms that are in use | |

Clean hands thoroughly more often than usual:
- Management and control through personal hygiene: cleaning hands more often than usual - washing hands thoroughly for 20 seconds with running water and soap and drying them thoroughly or use of alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
- Clear protocols set with parents regarding pupils' fitness to attend school.
- All those entering the school building must wash their hands or use a hand sanitiser on arrival. Prominent signage stating what is expected. Hand sanitising stations at key sites and in areas that are supervised.
- Sanitiser is also available in every classroom but is not a substitute for thorough handwashing.
- Pupils and staff are routinely reminded verbally and through signage of the importance of hand washing regularly during the day, especially before eating, and drinking and after coughing or sneezing and to avoid touching their nose, mouth or eyes.
- Soap, paper towels (where used) and hand sanitiser are regularly replenished.

Ensuring good respiratory hygiene: *promoting the 'catch it, bin it, kill it' approach by:*
- Signage throughout school reinforces messages around 'catch it, bin it, kill it'
- Staff explain to pupils how poor respiratory hygiene can lead to the spread of COVID 19 so that pupils understand the principle of 'catch it, bin it, kill it'
- Covid handbook reminds pupils of the importance to catch coughs and sneezes in tissues and safe disposal
- Pupils and staff are advised to bring their own tissues
- Tissues are available in areas that pupils and staff are occupying
- Supplies of tissues are secured

introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach by:
- Bins emptied during the day
- Cleaning frequently touched surfaces often using [approved detergents].
- Minimising contact with hard surfaces:
  - Touchscreen to be managed and cleaned by Reception staff
  - Doors left open where H&S regulations permit
  - Lifts not used unless absolutely necessary
  - Pupils and staff not to share personal stationary
  - Subject specialist materials (art materials, science and PE equipment) should be cleaned between use of each 'group'
  - Pupils will limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, coats, books, stationary and mobile phones. Pupils and teachers can take books and other shared resources home.
  - Pupils will be issued ID Cards rather than having to use the biometric system.
  - Pupils and staff use their own iPads/laptops or PCs
  - Photocopiers to be wiped down by user after use and form part of the daily janitor site clean

minimise contact between individuals and maintain social distancing wherever possible: altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times) by:
- *Emphasis on distancing for older pupils rather than grouping when not in year group cluster*
- Signage and floor markings on all floors (where possible) and stairways promote physical distancing on the school grounds, minimising opportunities for contact.
- Recreational spaces have been demarcated to avoid pupils mixing.
- Pupils are required to bring in a water bottle into school
- Maintain a principle of keeping pupils only ever grouped by year group (i.e. no mixed age groups in recreational times, assemblies etc…) This will help to reduce the number of people who could be asked to isolate should someone in group become ill with coronavirus (COVID-19).
- All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.
- Where possible, teachers remain at the front of the class and pupils to be seated side-by-side facing the front of the classroom. All classrooms have been set up with this configuration in mind. Pupils with additional needs who are usually supported by members of the Inclusion team should still receive support

		as normal, being mindful of maintaining safe distances with those they are working with. ● Support staff to wear PPE. ● Only Year Assemblies are to take place each week, enabling pupils to stay within their assigned bubble groups. Main Assemblies will be delivered virtually to classrooms where pupils will be grouped. Assemblies only to take place virtually via zoom (review after the Easter break) SM 01.03.21 ● While passing briefly in the corridor or playground is low risk a one-way system to avoid creating busy corridors will be used. Face masks to be worn in corridors when physical distancing is not possible. SM 01.03.21 ● End of the school day will be staggered to help with physical distancing. ● Shared staff spaces set up to promote social distancing. ● Seating plans will be in place in all lessons and classrooms. To be reviewed and updated as necessary SM 01.03.21 ● Staggered departure times will be in place to avoid congestion at the end of the school day. ● Visitors on site will be kept to a minimum. If a meeting involves staff or visitors outside of school, these should take place online wherever possible.	
		where necessary, wear appropriate personal protective equipment (PPE) ● PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained ● LSA will routinely wear face shields and face masks SM 01.03.21 ● When doing practical work that inhibits teachers staying 2 meters away from students.	

		Response to any infection: engage with the NHS Test and Trace process
		● Communicate to all staff, parents/carers and pupils about the NHS Test and Trace programme in the COVID handbook.
		● A member of SLT will contact the local Public Health England health team and the LA should there be cause to consult on any matters of concern, including in the case of positive tests
		● All stakeholders will be advised to:
		   ○ book a test 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
		   ○ 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
		   ○ self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)	

		Response to any infection: manage confirmed cases of coronavirus (COVID-19) amongst the school community
		 ● 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
		 ● If someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. Further details found at section 3.5.
		 ● In the event of a positive test, SLT will contact the local Public Health England health protection team
		 ● The school will 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.For the purposes of this risk assessment, 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	

		Response to any infection: contain any outbreak by following local health protection team advice ● The school will continue to work with the local Public Health England health team in the event of two or more positive cases of COVID-19 ● Absence rates, including reasons for absences given, will be monitored closely in a weekly report.	

2. Establishing a systematic process of whole school opening, including social distancing - SM/IOB/NH/SH/TD

2.1 Net capacity - SLT

Larger spaces, such as the Dining Hall, use needs to be monitored carefully.	⚠️ 4 x 5	● Food 'delivery' stations set up in separate zones to encourage physical distancing and allow year group clusters to observe physical distancing etiquette. ● Assemblies and acts of worship should be limited to one year group. Suspended until review after Easter. SM 01.03.21 ● Playspaces are allocated to individual year groups to maintain the integrity of groups and to ensure that there is no overcrowding in any one space.	✅ 2 x 2

		● Face masks to be worn in all communal spaces when physical distancing is not possible except when eating/drinking. SM 01.03.21	

2.2 Organisation of teaching spaces - SLT/SLs			
Classroom sizes will not allow adequate social distancing	⚠️ 3 x 5	● Classroom size and numbers reviewed to identify optimal spaces. ● Classrooms re-modelled, with chairs and desks, facing the front of the classroom, with pupils seated side-by-side. ● Spare chairs removed from desks so they cannot be used. ● Clear signage displayed in classrooms promoting social distancing. ● Seating plans in place in all classroom groups across the school. ● Students and staff to wear face masks where practical when physical distancing is not possible. (review after Easter) SM01.03.21	⚠️ 2 x 4
Large spaces are utilised in such a way social distancing cannot be adhered to	⚠️ 4 x 5	● Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching. ● Large, mixed cluster gatherings prohibited. ● Design layout and arrangements in place to promote social distancing. ● Clear protocols in place for entry and exit.	⚠️ 2 x 5

2.3 Availability of staff and class sizes - SH/DS			
The number of staff who are available is lower than that required to teach classes in school and operate effective home learning rendering opening school untenable	✅ 3 x 2	● The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. ● Communication with staff is regular and ensures that full use is made of those staff who are self-isolating or shielding but who are well enough to work. ● Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place. ● Full use is made of testing to inform staff deployment.	✅ 2 x 2

2.4 The school day - SLT			
The start and end of the school day poses an increased risk as a result of large groups of pupils in one area at a time	⚠️ 3 x 5	• Start and departure times give due regard to peak public travel and will be adapted as we scale up. • A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. • Floor markings are visible where it is necessary to manage any queuing. • Barriers are used as necessary to assist with queue management. • Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. • Regular and consistent messages to parents stress the need for social distancing at arrival and departure times. • Extra-Curricular clubs can run with mixed clusters but physical distancing protocols will need to be maintained in these groups.	⚠️ 2 x 5
2.5 Planning movement around the school - SM/IOB/NH/DS/SH/TD			
Movement around the school risks disrupting social distancing guidelines	⚠️ 3 x 5	• Circulation plans have been reviewed and communicated across the site. • One-way systems are in place where possible (one-way in most corridors and circulation plans for larger spaces). • Appropriate signage is in place to clarify routes. • Pinch points and bottlenecks are identified and managed accordingly through staff supervision. Senior staff are on duty to supervise the safe movement of pupils around the one-way system. • Pupils are regularly briefed regarding observing physical distancing guidance. • Appropriate duty rota and levels of supervision are in place. • All staff and students to wear face coverings when in shared spaces (corridors, halls etc.)	⚠️ 2 x 5

2.6 Curriculum organisation - IOB/MW/NH

| | | | Pupils with SEND are provided with appropriate, reasonable ongoing support on their return to school. Strong, regular communication takes place between home and school to notify parents of plans for return. Pupils attached to SRP and other students with SEND are provided with thorough support in smaller group activities, with social distancing in place. Curriculum Leaders have prioritised, within subjects, the most important components for progression given the context of lost face-to-face learning time since March 2020. Curriculum planning will be informed by an assessment of pupils' starting points and addressing the gaps in their knowledge and skills, in particular making effective use of regular formative assessment. Music and drama activities involving singing, chanting, playing wind or brass instruments or shouting have been adapted as these activities may pose additional risk. Group sizes are limited when these activities are essential or activities have been moved to larger teaching spaces/outside. Outdoor sports are prioritised where possible and large, indoor spaces where it is not possible. PE equipment is cleaned between groups. | |

2.7 Staff workspaces - SM/SH/TD

| **Staff rooms and offices do not allow for observation of social distancing guidelines** | ⚠️

3 x 3 | Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. Staff have been briefed on the use of these rooms. <li style="color:red">Meetings should take place virtually if good ventilation and physical distancing is not possible. SM 01.03.21 | ✅

2 x 3 |

2.8 Managing the school lifecycle - DS/SM

| **School Calendar** | ⚠️

4 x 2 | School calendar for the autumn term rationalised. Senior Leadership Team (SLT) and staff work plans to include short- and medium-term planning. Calendar planning for next academic year is done. Duty teams | ✅

2 x 2 |

Pupils do not secure a place at their planned setting due to CAG's being suppressed	⚠️ 3 x 3	- Local position established with other Sixth Forms. - Clear position communicated to Year 11 and their parents. - Staff available on GCSE results day to discuss individual circumstances and offer places/signpost as appropriate	⚠️ 3 x 3

2.9 Policy review - Trust/Clerk

Existing policies on safeguarding, health and safety, fire evacuation, first aid, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	⚠️ 4 x 3	- All relevant policies are in the process of being reviewed and revised regularly to take account of government guidance on physical distancing and COVID-19 and its implications for the school. This includes the following policies: - Safeguarding - Attendance - SEND - Home School Agreement/ COVID Code of Conduct - Staff, pupils, parents and trustees are briefed accordingly.	✅ 3 x 2

2.10 Communication strategy - SM

Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	🔺 5 x 5	- All staff are to be briefed prior to coming in to school and sent the Covid Handbook - All pupils are briefed prior to attending school and must agree to the revised Home School Agreement before attending school - As changes to policies are made in response to evolving government guidance, the following key groups will be kept appropriately informed and the school will continue to publish the majority of its policies on its website: - Staff - Pupils - Parents - Trustees	⚠️ 2 x 5

2.11 Staff induction and PD - MC			
Staff are not trained in new procedures, leading to risks to health	⚠️ 4 x 5	○ Induction and PD programmes are in operation for all staff prior to reopening (including on-site training in groups on Tuesday 1st September), and include: ○ Infection control ○ Fire safety and evacuation procedures ○ Constructive behaviour management ○ Safeguarding ○ Risk management ○ Restricted site access ○ Use of IT particularly in relation to safeguarding protocols when using 1:1 hangouts	⚠️ 2 x 5
New staff are not aware of policies and procedures prior to starting at the school when it reopens	⚠️ 4 x 5	● Induction checklist to be updated with COVID controls i.e use of PPE and training. ● Induction programmes are in place for all new staff prior to them starting. ● The Covid handbook is issued to all new staff prior to them starting.	⚠️ 2 x 5
2.13 Risk assessments - SM/Trust/SLT/Bursar/Site Manager			
Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of physical distancing and hygiene guidance.	⚠️ 4 x 5	● Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff. ● Approval sought from the Governors prior to reopening. ● Updates are communicated to Governors as they occur.	⚠️ 2 x 5

2.14 School transport			
Pupil and staff travel to school is affected by a reduced public transport service.	⚠️ 4 x 3	• Pupils and staff will be encouraged to walk or cycle to school where possible. • Pupils advised that where use of public transport is unavoidable, to allow additional time for their journey. Guidance is in place for pupils and parents on how physical distancing can be observed on public and school transport. This includes advice on the use of face coverings if pupils are travelling with children other than from their own class.	⚠️ 3 x 3

2.15 Attendance - NH/School office/YLs/Pastoral Support Manager			
Curriculum organisation and/or poor policy around attendance compromises the safety of pupils	⚠️ 4 x 2	• Class lists and registers are kept up to date and accurate in the event that information needs to be shared with Public Health England • Registration will be taken daily, as usual. A weekly attendance report will be used to identify families who need support as a result of illness or suspected illness. • Pastoral support assistant and pastoral team will work with any families or children who are anxious about returning to school • The Attendance team and YearLeaders identify pupils who were persistently absent before the pandemic and those who have not engaged in distance learning and prioritise these pupils • The school will not share the names or details of people with coronavirus (COVID-19) • The school will track, on a separate register, the names and details of pupils who are self-isolating as a result of having symptoms themselves, or in the event that another member of their household is isolating. • As per the guidance, we will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation. • The school will take advice from the Local Authority, including in close liaison with the Education Welfare Team, in the event that any pupils refuse to attend school as a result of the pandemic. • The school will give due consideration to any pupil with medical needs and/or who remain under the care of a specialist health professional to discuss expectations around attendance. In all these cases, an individual risk assessment will be undertaken. • The school will give clear guidance to families regarding when their children should or should not attend school	✅ 3 x 2

2.16 Summer Holiday - TD			
Events during the Summer holiday period compromise the reopening strategy	⚠️ 3 x 3	• Staff are informed, prior to the Summer holiday, about the consequences of travelling to certain places (where quarantine rules apply). Staff to ensure that any travel plans (and related quarantine periods) do not compromise their ability to return to work. • Parents are informed, prior to the Summer holiday, about the consequences of travelling to certain places (where quarantine rules apply). Pupils returning from abroad at the end of the Summer should observe any quarantine rules in place. Any absence taken as a result of having to quarantine will be unauthorised. • Pupils or staff ignore quarantine rules and this increases risk of potential infections • Distance Learning protocol will be invoked in the event of local lockdown at the start of term.	✅ 2 x 3
3. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19 - SM/Bursar/Site Manager			
3.1 Cleaning - SH/TD/PS			
Cleaning capacity is reduced or required standards are not met	🔺 3 x 5	• Government guidance on cleaning is followed is followed • The school has remained open and an enhanced cleaning plan is in place which minimises the spread of infection.This entails ongoing cleaning of touchpoints throughout the day by our onsite janitor and additional cleaner. • Cleaning checklists are in place to monitor regularity of areas cleaned. These will be reviewed daily by senior facilities member of staff on site. • Working hours for cleaning staff are focussed on used areas and increased in line with the increased use of the site. • Staff working at a workstation or in a classroom will be provided with materials to clean items after use daily. i.e keyboards, clevertouch screens, telephone.	⚠️ 2 x 5
3.2 Hygiene and handwashing			

Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	⚠️ 4 x 5	- An audit of handwashing facilities and sanitiser dispensers is regularly under review and additional supplies are purchased if necessary. - Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. - Supply chain is secured through a range of different suppliers.	⚠️ 2 x 5
Pupils or staff forget to wash their hands regularly and effectively	⚠️ 4 x 5	- Staff training includes the need to remind pupils of the need to wash their hands regularly and effectively. - Posters reinforce the need to wash hands regularly and effectively. - School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis whilst on call through routine visual checks as is possible and not intrusive. - All pupils wash their hands on arrival. Sanitiser is available in each classroom.	⚠️ 2 x 5

3.3 Use of Specialist Equipment and Shared Resources - SLs/TD/SH/SM

Risk of transmission increases as a result of shared equipment use	⚠️ 5 x 5	- All pupils and families coming on site are reminded, prior to returning, to be fully equipped with items of stationary which are not to be lent or borrowed. - On the occasions where specialist equipment is used (i.e. in PE, Science, Art), these are only used on an individual basis and equipment is flagged in advance to the cleaning team and items are disinfected before use by another individual/group. - Equipment is stored in a secure, lockable area after use and prior to cleaning. That area is then cleaned prior to storage of clean items ready for the next group. - Cleaning materials to be provided for staff working in these spaces and a risk assessment undertaken re COSHH. - Staff are reminded of the need to be well equipped with their own stationary (i.e. no shared board pens or marking resources). - Pupils and staff are reminded to bring devices to school fully charged. Any borrowed items of ICT equipment are fully disinfected after each use and upon return.	⚠️ 2 x 5

3.4 Clothing/fabric -

Not wearing clean clothes each day may increase the risk of the virus spreading	⚠️ 4 x 5	- Policies are agreed prior to the school opening on the wearing of uniforms by pupils and business dress by staff to minimise risks. <u>Latest guidance</u> indicates that it is safe to wear a school uniform. - Students will be allowed to return from Games afternoons in their PE kit. - Expectations and guidance are communicated to parents in the COVID handbook.	⚠️ 2 x 5

3.5 Testing and managing symptoms - SLT

Testing	⚠️ 3 x 4	Guidance on getting tested has been made available to all staff, pupils and their families will be encouraged to follow the testing regime. SM 01.03.21 students to be offered three tests within 10 days on their return to school in March. SM 01.03.21 Students and staff to be offered twice weekly home testing kits from 15.03.21. SM 01.03.21 - The guidance has been explained to staff as part of the reorientation process. - Post-testing support is available for staff through the school's health provider, RBK OH. - GDPR compliance related issues have been considered.	✅ 2 x 3
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	⚠️ 3 x 5	- Staff, pupils, parents and all visitors, such as suppliers, are made aware they must not enter the building if they or any member of their household are displaying any symptoms of COVID-19 and should follow the staying at home guidance: Link <u>NHS guidance</u> on what to do if you or someone you live with has symptoms. - Robust collection and monitoring of absence data, including tracking return to school dates, is in place. - Procedures are in place to deal with any pupil or staff displaying symptoms at school. *This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative:* **Link**: <u>What happens if someone attending school then tests positive for coronavirus?</u> - Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms **clinically vulnerable** and **clinically extremely vulnerable** should these apply**.** - An anonymised record of any COVID-19 symptoms and test results in staff or pupils is reported to the trust and local authority.	⚠️ 2 x 5

Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19	⚠️ 4 x 5	● Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. ● This guidance has been explained to staff and pupils as part of the induction process. ● Staff are required to e-sign that they have received and understood this guidance and are accepting of compliance with it. ● Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.	⚠️ 2 x 5
3.6 First Aid/Designated Safeguarding Leads - Office/CX/AS			
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	⚠️ 3 x 4	● Staffing will ensure there is at least one qualified First Aider on site at all times when the site is open to staff and pupils.) ● First Aid certificates extended for three months. ● Training provided for all First Aid staff on use of PPE when administering first aid or responding to and caring for a suspected case of COVID-19. ● The Designated Safeguarding Lead (or a Deputy) is always available on site or via the safeguarding link. ● A programme for training additional staff is in place.	⚠️ 2 x 4
3.7 Medical rooms - NH/Office			
Medical rooms are not adequately equipped or configured to maintain infection control	⚠️ 4 x 5	● The medical room will only be used for students with injuries or symptoms not similar to Covid. ● The meeting room in reception is designated for pupils with suspected COVID-19 whilst collection is arranged. ● Procedures are in place for this room to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.	⚠️ 2 x 5

3.8 Communication with parents - SM			
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	⚠️ 4 x 4	• As part of the overall communications strategy referenced in 2.11, parents are kept up to date with information, guidance and the school's expectations with letters and emails circulated by ParentMail and on a weekly basis via communication from the Head. • A COVID-19 section on the school website is created and updated Parent and pupil handbooks created, detailing controls that have been put in place. • COVID Control Handbook sets out all requirements • A video will be created to demonstrate the visual changes in school for parents and pupils	⚠️ 2 x 4
3.9 Personal Protective Equipment (PPE) - SM/SH/TD			
Provision of PPE for staff where required is not in line with government guidelines	⚠️ 4 x 4	• Government guidance on wearing PPE is understood, communicated • Sufficient PPE has been procured. • Those staff required to wear PPE have been instructed on how to put on and how to remove and dispose of PPE carefully to reduce contamination and also how to dispose of them safely. • Staff are reminded that the wearing of gloves is not a substitute for good handwashing. • Face shields are no longer deemed suitable protection and, if worn, should be in conjunction with a face mask. SM 01.03.21	⚠️ 2 x 4
4. Maximising physical distancing measures - ALL STAFF			
4.1 Pupil behaviour - All staff			

Pupils' behaviour on return to school does not comply with physicall distancing guidance	⚠️ 4 x 4	• Clear messaging to pupils on the importance and reasons for physical distancing is explained to all pupils and reinforced throughout the school day by staff and through posters, and floor markings. • Staff model physical distancing consistently. • The movement of pupils around the school is controlled and managed using the one-way system. • Large gatherings of mixed Year Group clusters are avoided i.e. Full School Assembly, KS Masses, etc… • Break times and lunch times are structured to support physical distancing and are closely supervised. • ELT tours will monitor areas of the school to ensure principles of physical distancing are working and revised where they are not. • Senior leaders monitor areas where there are breaches of physical distancing measures and arrangements are reviewed. • Messages to parents reinforce the importance of physical distancing. • Wilful disobeying of rules relating to physical distancing and hygiene will be sanctioned appropriately and proportionately, by exclusion where necessary.	⚠️ 2 x 4
4.2 Break times - DS/CX			
Pupils may not observe physical distancing at break times	⚠️ 4 x 5	• Pupils are kept within their assigned 'groups' during social times. • External areas are designated for different groups. • Pupils are reminded about physical distancing as break times begin for different clusters. • Physical distancing signage is in place around the school and in key areas. • Supervision levels have been enhanced to support physical distancing and separation of year groups. • Pupils sanitise their hands before returning to class. • During wet breaks, pupils remain in tutor groups or large spaces as directed by senior staff.	⚠️ 2 x 5
4.3 Lunch times - ELT - DS/CX/MW			
Pupils may not observe physical distancing at lunch times		• Pupils are reminded about physical distancing as lunch times begin. • Pupils wash their hands before and after eating. • Dining area layouts have been configured to promote adequate physical distancing. • Floor markings are used to manage queues and enable physical distancing.	

	⚠️ 4 x 5	• Pupils eat lunch with others in their group. • Supervision levels have been enhanced to support physical distancing and separation of year groups • Eating areas are cleaned after lunch. • All pupils must bring their own water bottle. • During wet lunches, pupils remain within their classrooms or in designated spaces as stipulated by SLT. • Hot food provision has been reviewed • Pre-ordering service by app will be rolled out • food collection points in cluster zones at suitably physically distanced areas.	⚠️ 2 x 5
4.4 Toilets - PS			
Queues for toilets and handwashing risk non-compliance with physical distancing measures	⚠️ 4 x 4	• Queuing protocols for toilets and hand washing have been established and are monitored. • Floor markings are in place to enable physical distancing. • adjacent urinals have been 'blocked' off • The toilets are cleaned frequently. • Monitoring ensures a constant supply of soap and paper towels. • Bins are emptied during the day or as soon as required • Pupils are reminded regularly on how to wash hands.	⚠️ 3 x 4
4.5 Reception area -			

Groups of people gather in reception (parents, visitors, deliveries) which risks breaching physical distancing guidelines	⚠️ 4 x 5	• physical distancing signs are clearly set out
		• Perspex screens shield reception staff from coming into contact with visitors.
		• Physical distancing guidance is clearly displayed to protect reception staff
		• Non-essential deliveries and visitors to school are minimised.
		• Arrangements are in place for segregation of visitors:
		    ○ minimising need for any visitors to site;
		    ○ sat well apart from staff or others entering area;
		    ○ movement around site minimised to essential only;
		    ○ meetings to be held online where possible
			⚠️ 2 x 5

5. Continuing enhanced protection for children and staff with underlying health conditions - AC/MWA

5.1 Pupils with underlying health issues - MWA

Pupils with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	⚠️ 3 x 5	• In the event of a local lockdown, we will support and enforce the shielding of pupils with underlying conditions. All previous shielding arrangements in place will be paused from 1st August. • Parents have been provided with clear guidance and this is reinforced on a regular basis • Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. • The school, and parents are clear about the definitions and associated mitigating strategies relating to people who are classed as **clinically vulnerable** and **clinically extremely vulnerable** should the need arise for pupils to shield. Additional Risk Assessments have been carried out where required. • Schools have a regularly updated register of pupils with underlying health conditions. • Individual healthcare plans will be updated as required as students return	⚠️ 2 x 5

5.2 Staff who are considered clinically vulnerable or clinically extremely vulnerable - SM/SH

Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	⚠️ 3 x 5	• In the event of a local lockdown, we will support and enforce the shielding of staff with underlying health conditions. All previous shielding arrangements in place will be paused from 1st August. • All members of staff with underlying health issues, those within vulnerable groups or who have previously been shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. • Members of staff with underlying health conditions are asked to continually seek and act on the advice of their GP/consultant/midwife or current government advice. • Staff are clear about the definitions and associated mitigating strategies relating to people who are classed as **clinically vulnerable** and **clinically extremely vulnerable** should the need arise for any staff members to shield. • Leaders are cognisant of additional contextual factors that may make staff more susceptible to poor outcomes should they become infected with COVID-19. These include ethnicity and age. BAME staff and those over 55 years of age may be at heightened risk. Leaders take account of this through additional, individualised risk assessments. • Leaders are flexible in how those members of staff who are clinically vulnerable are deployed to enable them to work remotely where possible • Current government guidance is being applied. • Advice sought where necessary from RBK OH • Risk assessments are undertaken for staff who are clinically vulnerable, or who have contextual factors related to age or ethnicity (Staff who are BAME or aged 55+ may be susceptible to risk of poor outcomes should they contract COVID-19).	⚠️ 2 x 5

5.3 Protected Characteristics - AC/RG

The education of pupils with SEND is adversely affected as a result of poor access to education or support	⚠️ 4 x 3	• **Individual risk assessments** are undertaken and updated for all those pupils with Education Health and Care Plans in liaison with the Local Authority and with parents. • Additional planning is put in place for those pupils who are considered clinically extremely vulnerable. • Teaching assistants (and other specialist, peripatetic staff) are deployed to work with pupils in different classes or year groups. Teaching assistants will support predominantly in one year group.	⚠️ 3 x 3

6. Enhancing mental health support for pupils and staff - SM/AS/CX

6.1 Mental health concerns – pupils - AS/CX			
Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	⚠️ 4 x 4	- There are sufficient numbers of trained staff available to support pupils with mental health issues, including access to a counsellor. - Information about the extra mental health support for pupils and teachers is available from pastoral team. - There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. - Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings. - Resources/websites to support the mental health of pupils are provided.	⚠️ 3 x 4
6.2 Mental health concerns – staff - Head & AS			
The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	⚠️ 4 x 4	- Staff are encouraged to focus on their wellbeing. - Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. - Information about the extra mental health support for pupils and teachers is available - Staff briefings and training have included content on wellbeing. - Staff briefings/training on wellbeing are provided. - Staff have been signposted to useful websites and resources - Staff wellbeing group established and survey sent to staff	⚠️ 3 x 4
Working from home can adversely affect mental health	⚠️ 3 x 4	- Staff working from home due to self-isolation have regular catch-ups with line managers. - Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. - Appropriate work plans have been agreed with support provided where necessary. - Staff working from home may help provide remote learning for any pupils who need to stay at home.	⚠️ 2 x 4
6.3 Bereavement support - NDA			

Pupils and staff are grieving because of loss of friends or family	⚠️ 3 x 4	● The school has access to trained staff who can deliver bereavement support. ● Bereavement counsellor employed by school (Chaplain) ● Support is requested from other organisations when necessary.	⚠️ 3 x 3
7.2 Learning Continuity Plan - MW/IOB			

Pupils are disadvantaged as a result of poor access to high quality distance learning tasks as and when this needs to be in place	⚠️
	
	 4 x 3
		In the event that distance learning tasks need to be put in place, we will ensure no students are disadvantaged in terms of access:
		
		 ● iPads provided for those who are not part of the 1:1 scheme
		 ● Support with internet access (eg internet dongle) for those without an internet connection
		 ● Proactive contact by pastoral teams to ensure positive home support, particularly for:
		  ○ students identified by pastoral teams as having found home learning a challenge during lockdown
		  ○ the incoming year 7 students
		
		 In anticipation of the fact that distance learning tasks may need to be put in place at some stage, we will encourage strategic planning within subject teams in relation to the sequencing and resourcing of their curriculum. For example, subject teams will be encouraged to try and align their sequencing with Oak National Academy (or similar) where possible, which will support continuity through provision of high quality remote learning resources.
		
		 The resourcing and delivery of high quality distance learning tasks will vary depending on the specific scenario:
			⚠️
			
			 4 x 2

		• where individual student(s) are having to isolate for 7/10/14 days, class teachers will be expected to post resources/ lesson content on SMHW/Showbie. If students are isolating but healthy, they will be expected to submit work for review by their teacher. If students are isolating and unwell, they will be expected to catch-up following their recovery. • where a member of staff is having to isolate for 7/10/14 days but are healthy, we will provide the class with a cover teacher to supervise the group but ask the class teacher to endeavour to teach remotely if personal circumstances allow. • where a member of staff is having to isolate for 7/10/14 days and is unwell, arrangements will be made within subject teams to ensure high quality learning tasks are in place. • where an entire class is not in school, high quality remote learning tasks will be provided as per previous lockdown, including some level of live contact with the class teacher as appropriate.	

7.3 Learning Recovery Plan - MW/RC

As a result of lost direct learning time, some pupils have significant gaps and thus require specific teacher-led intervention to ensure they are able to make good progress	⚠️ 4 x 3	The backbone of our teacher-led intervention will take place *within* the classroom. • Subject teams will incorporate 'pause lessons' at appropriate points in their curriculum plan. These will be carefully planned and sequenced in order to provide strategic opportunities to assess manageable sections of the curriculum covered during lockdown, then respond appropriately to address gaps and/or misunderstandings. • We will refresh staff understanding of, and confidence with, day-to-day classroom strategies relating to assessment for learning to ensure responsive teaching. Where individual students are identified as requiring specific intervention *outside* of their usual classroom lessons, decisions will be taken on a case-by-case basis about how best to manage this. Consideration will need to be given to workload for individual students, student wellbeing, as well as staff workload.	✅ 4 x 1

7.4 Alternative Provision - CX

Pupils accessing off-site provision for part of a school week are at greater risk of exposure to COVID	⚠️ 4 x 3	● RC staff and Alternative Providers will work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the child.	✅ 2 x 3
7.5 School Trips - DS			
Visits off-site compromise the system of controls put in place at school	⚠️ 4 x 3	● Day trips, which are linked to the curriculum, can resume in the Autumn Term. Risk assessments will need to completed as usual, with regard to pupil travel and any arrangements which refer to the system of controls at any off-site provision. ● Any colleagues planning day trips will be made aware of the latest health and safety guidance for planning trips.	✅ 2 x 3
7.6 Careers Provision - L-J Stansbridge			

Visits off-site compromise the system of controls put in place at school **Pupils do not secure a place at their planned setting due to CAGs being surpressed**	⚠️ 4 x 3	• Day trips, which are linked to the curriculum, can resume in the Autumn Term. Risk assessments will need to be completed as usual, with regard to pupil travel and any arrangements which refer to the system of controls at any off-site provision. • Any colleagues planning day trips will be made aware of the latest health and safety guidance for planning trips. • Careers Lead available on results day. Referrals to local authority summer support helpline where appropriate, and to local college provision if plans are not suitable. • Appointments will be arranged with physical distancing and cleaning structure robust in careers office. Hand sanitiser for students on entrance and exit. Wipe down of chairs, tables after each appointment. Windows and door to remain open. • External visitors will not happen for the autumn term. Alternative activities to be considered such as online/ recordings. Activities post December to be reviewed.	✅ 2 x 3

8. Operational issues - SM/IOB/NH/SH/TD

8.1 Review of fire procedures

Fire procedures are not appropriate to cover new arrangements	🔺
	
	3 x 5
		• <u>**Fire procedures**</u> **have been reviewed and revised where required, due to:**
		    ○ Possible absence of fire marshals;
		    ○ Physical distancing best practice during evacuation and at muster points;
		    ○ Possible need for additional muster point(s) to enable physical distancing where possible;
		    ○ Staff and pupils have been briefed on any new evacuation procedures;
		    ○ Leaving by nearest exit trumps physical distancing and one way system in the event of a fire;
			⚠️
			
			3 x 3

Fire evacuation - unable to apply physical distancing effectively	🔺	• Plans for fire evacuation drills are in place which are in line with physical distancing measures. • Fire Evacuation run-through will take place soon after full return to ensure that all pupils and staff understand expectations	⚠️

	4 x 5		2 x 5

8.2 Managing premises on reopening after lengthy closure- TD		
All systems may not be operational	⚠️ 4 x 4	• Government guidance is being implemented where appropriate. • All systems have been recommissioned.	⚠️ 2 x 4
Statutory compliance has not been completed due to the availability of contractors during lockdown	⚠️ 4 x 5	• All statutory compliance is up to date. • Where water systems have not been maintained throughout Summer, chlorination, flushing and certification by a specialist contractor has been arranged.	⚠️ 2 x 4
8.3 Contractors working on the school site - TD			
Contractors on-site whilst school is in operation may pose a risk to physical distancing and infection control	⚠️ 4 x 5	• Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. • An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. • Contractors will comply with government guidelines and industry controls as appropriate. • Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure safe procedures.	⚠️ 3 x 4

		- Physical distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. - In addition to arrangements for COVID-19, normal contractor procedures are being applied.

9. Finance - SM/SH

9.1 Costs of the school's response to COVID-19

The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties	⚠️ 4 x 3	- Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. - Finance team has been consulted to identify potential savings in order to maintain a balanced budget. - Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. - Additional sources of income are under exploration. - The school's projected financial position has been shared with Governors.	⚠️ 3 x 3

10. Governance - SM/MD/Clerk to Governors

10.1 Oversight of the Trust				
Lack of Trust oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements	⚠️ 3 x 5	• The Trust's focus is on key compliance areas at this time, including safeguarding, its health and safety duty as an employer and its public sector equalities duties. • The Trust Board and its committees continue to meet regularly via online platforms. • Trust meeting agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. • The reports of senior leaders to trustees include content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. • Regular dialogue with the Chair of the Trust Board and those trustees with designated responsibilities (including safeguarding and health and safety) is in place. • Minutes of Trust meetings are reviewed to ensure that they accurately record trustees' oversight and holding of leaders to account for areas of statutory responsibility.	⚠️ 2 x 5	

10.2 Meetings and policy				
Trustees are not fully informed or involved in making key decisions	⚠️ 3 x 5	• The Trust Board and its committees continue to hold scheduled meetings virtually. Additional virtual meetings have been held as required, to reflect the changed circumstances and ensure flexibility and continued effective scrutiny and decision making. • Online meetings are held regularly with trustees. • The Trust Board is involved in key decisions on reopening. • Trustees are briefed regularly on the latest government guidance and its implications for the school. • The Head teacher and Chair of the Trust Board have regular catch-up meetings. • Lead trustees continue to work with members of the Senior Leadership Team in all key areas.	⚠️ 2 x 4	

Related documents

Trust/Local Authority documents:	DfE: Teaching during Coronavirus - Information and support
	DfE: Guidance for full opening
	Coronavirus (COVID-19) Collection: guidance for schools and other educational settings
	COVID-19: cleaning in non-healthcare settings
	Track and trace guidance for work places
	REHVA COVID-19 Guidance Document v" - May 2020
	Disparities in the outcomes of COVID 19

Review Dates

Future Review Date (depends on Action Plan findings)	Review Date - Actual	Were Changes Made?	Name of Lead Reviewer	Date Staff updated about change
This risk assessment will be reviewed whenever there are significant changes to activities in school or relevant changes in the Government's policy and advice on Covid 19.	18.08.20	Yes - minor - across the plan following SLT meeting	SM	Pending
	20.08.20	Sections 7.2 and 7.3 updated	OB / MW	Pending
	19.08.20	Section 7.6	LJS	21.08.20
	21.08.20	Minor changes following ELT meeting on 20.08.20	SM	21.08.20
	13.10.20	Changes made to reflect increase in numbers in Kingston and colder weather as well as advice that has emerged	SM	Pending but by end of week b/g 19.10.20

		03.11.20	Mandatory face coverings enforced across the school. Students who are exempt have been given a yellow badge to wear.	SM	Staff and students were asked to do this before half term and reminders were sent out prior to school return.
		17/11/20	Risk assessment reviewed by various members of SLT in light of lockdown and various changes to DOE guidance.	SM/SLT	Most significant changes reflect developments with regard to providing work for students who are isolating
		01.03.21	Risk assessment reviewed and updated in light of government advice following third national lockdown	SM/SLT Sent to governors for review and comment	Significant changes highlighted in red throughout the document. Key changes in relation to mask wearing, regular testing and temporary suspension of year group gatherings.
		26.08.21	An addendum to this risk assessment reflecting practice for September 2021 based on the lifting of COVID restrictions	SM Sent to SLT & Governors for comment	Staff updated at briefing on 6.9.21

September 2021	Main Changes	Staff actions
Changes to reflect lifting of COVID restrictions	- Masks will not be required to be worn in school but all students should still have a mask to use if necessary i.e. if gathering in a large group to observe a teacher demonstration or wear it on public transport. - Students and staff should wear masks if they wish to but masks should be removed if requested by a member of staff. - Year Group and Full School Assemblies to go ahead as normal. Rooms should be ventilated as much as possible. School Assemblies will take place outside if feasible. - Year Group zones to be maintained in the canteen. - Pre-order facility to be maintained. - Some zoning in the playground. - One way systems in Science/MFL corridor, Maths Corridor and Humanities block. - Schools are no longer required to track and trace positive cases but seating plans will be maintained so that the admin team can contact parents of known close contacts as they may wish to get a PCR test and watch out for symptoms. - Students showing symptoms in school will be asked to take a LF test after parental consent has been sought. - Staff and students are expected to continue LF testing until the end of September (which will then be reviewed). - All staff and students are requested to have two LF tests before lessons restart. - Frequent hand sanitising will be encouraged. - Frequent cleaning of classroom desks to be encouraged. - enhanced cleaning to remain in place throughout the school. - Students displaying symptoms will be isolated and asked to take a LF test.	SH to survey staff to establish who has been fully vaccinated. SM to brief staff on changes on Monday 6th September. SM to brief students at FS assembly on Friday 10th September. Key points reinforced in tutor time. NH/TD to order and distribute LF devices as necessary in September. SM to draft generic letter regarding close contact.

Return to school - 4th January, 2022	• Masks to be worn in Classrooms and in communal places such as corridors and canteen - removing for eating, drinking only.	
20th January, 2022	• Masks are no longer to be worn in Classrooms unless close work is needed, such as with experimental work in science. Masks to be worn on leaving the classroom - In communal places such as corridors and canteen - removing for eating, drinking only	
25th February, 2022	• In line with Government Guidelines - There will be no need to wear a mask in school but you can do so if you wish. Students have been asked to continue to bring a mask into school should a teacher deem it sensible to require them to put on a mask in their lesson if, for example, demonstrating a practical, etc.. • We will continue to ask students to sanitise hands on a regular basis • Equipment to be kept for cleaning down desks and surfaces frequently in all rooms and encourage good ventilation where possible. • Students and staff are no longer required to do twice weekly testing but we will keep a stock of LF tests and will ask anyone in our community who has Covid symptoms to take a test. If they test positive we will ask that they isolate for **five school days**.	