

YHCLT School Reopening

Secondary (COVID-19) Risk Assessment

Newland School for Girls

In relation to working in schools, whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics analysis on [coronavirus \(COVID-19\) related deaths linked to occupations](#) suggest that staff in educational settings tend not to be at any greater risk from the disease than many other occupations

Documents considered:

- [Actions for early years and childcare providers during the COVID-19 pandemic](#)
- [Higher education COVID-19 operational guidance](#)
- [Guidance for parents and carers of children attending out-of-school settings during the coronavirus \(COVID-19\) outbreak](#)
- [Schools COVID-19 operational guidance](#)
- [Special schools and other specialist settings: coronavirus \(COVID-19\)](#)
- [Responsibility for exams](#)
- [COVID-19: assessment processes for selective school admissions](#)
- [Actions for FE colleges and providers during the coronavirus outbreak](#)
- [Protective measures for holiday or after-school clubs and other out-of-school settings for children during the coronavirus \(COVID-19\) outbreak](#)
- [Dedicated transport to schools and colleges COVID-19 operational guidance](#)
- [What parents and carers need to know about early years providers, schools and colleges during COVID-19](#)
- [COVID-19: guidance for children's social care services](#)

How this was created and how to use the form:

- This Risk Assessment has been written HT at NSG and overseen by Trust executive Team
- NSG is using this R.A. to prepare for a whole school opening from Wednesday 8th September for students; Monday, September 6th for staff.
- The Headteacher (VCa) is responsible for 'Additional Action Required', and is then responsible for taking this action, in conjunction with the Trust, to ensure their school complies with the risk assessment.

Activity/Area: Whole school COVID-19 infection reduction	People at Risk: Students, Staff, Parents
Risk assessment created by VCA and agreed by Trust Executive Team	Date: 17/8/21 Review Date: 23/10/21
Name of Person Completing Form: VCa Job Title: HT	Date: 17/8/21 Completed: 17/8/21

Risk	Hazard	Initial Rating L, M, H	Control Measures	Final Rating L, M, H	Additional Action Required (by whom and completion date)
Infection with COVID-19 spreading amongst students, staff and parents Including transmission	Students attending with symptoms	H	Clear communication with parents/carers that those who have coronavirus (COVID-19) symptoms <u>do not attend school</u> School has the right to refuse to admit pupils who they believe have symptoms	M	<ul style="list-style-type: none"> • Parent reopening letters by post, email, website VCa/HEd 1/9/21. • Weekly email to parents with updates from end of August • Letters issued to students who do attend with symptoms • Daily reminder to student period 1

			<p>Safe Zone to isolate students who develop symptoms during the school day</p>		<ul style="list-style-type: none"> ● Red Zone is Conference Room - only students with COVID symptoms to be placed in this room - window open at all times and door closed ● Should a toilet be required a half of Triton toilets should then be locked off and cleaned and disinfected before it is used by anyone - all surfaces to be cleaned ● Immediate communication with home to collect & HT/DHT. No phone contact pastoral leader will home visit to ensure parent accepts responsibility of collection (not to offer lift back to school) ● PPE available at Student Services and to be worn (face shield & gloves) ● 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 they have been requested to do so by NHS Test & Trace.
			<p>Staff responsible for teaching each class period 1 to ask students how they are and check for any symptoms and onwardly communicate to pastoral staff via hangouts request</p>		<ul style="list-style-type: none"> ● Period 1 consistent slide daily re: symptoms reminder and not attending school as they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). ● If pastoral staff are asked to collect a student who has symptoms or a family member a face shield and gloves should be worn and they must remain at least 2m from a student whilst escorting them to student services red zone

			Systems in place for parents/carers to contact the school immediately on discovering symptoms		<ul style="list-style-type: none"> ● Parents advised to contact school immediately if a sibling or family member tests positive ● Students do not need to self-isolate unless they develop symptoms and school will maintain a watchful eye on their symptoms during the school day ● Siblings or family members of a positive test result are not required to wear face masks in classrooms
	A child has suspected COVID-19 symptoms at school - continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia)		Staff alert pastoral to collect the student from their group room via hangouts and arrange for a family member to immediately pick-up them up.		<ul style="list-style-type: none"> ● If pastoral staff are asked to collect a student who has symptoms or a family member has and student needs to self-isolate a face shield and gloves should be worn and they must remain at least 2m from a student whilst escorting them to student services red zone ● Immediate communication with home to collect & HT/DHT. No phone contact pastoral leader will home visit to ensure parent accepts responsibility of collection (not to offer lift back to school) ● 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 they have been requested to do so by NHS Test & Trace ● Students will be placed in the RED ZONE to await collection
	'Clinically vulnerable' and 'clinically extremely vulnerable' staff and pupils exposed to COVID-19		Systems in place for staff and students/parents to indicate their status, and the assigned SLT is proactive in monitoring this		<ul style="list-style-type: none"> ● CV and CEV staff and students should be known to SLT and DSL ● Additional risk assessment for all staff previously clinically vulnerable and clinically extremely vulnerable to be in place should shielding be advised

					<ul style="list-style-type: none"> ● Pregnant staff to work from home after 28 weeks unless they request to be in school with RA
	Staff are concerned they may have been infected with COVID-19/Staff have COVID-19 Symptoms	H	Staff to be encouraged to seek a COVID-19 test and report the outcome to school	M	<ul style="list-style-type: none"> ● If contacted by Test and Trace staff must contact school immediately and will be requested to conduct a PCR test. There is no requirement for them to self isolate whilst awaiting the result of the PCR test. ● If symptoms develop whilst at school the member of staff must self isolate for 10 days following a positive test result ● If a staff member tests positive they should inform school immediately
	A student or staff member has tested positive for COVID-19	H	SLT, decide if this infection, in conjunction with others, reaches the threshold for possible implementation of the COVID-19 contingency plan. If that plan is to be invoked SLT take advice from LA Public Health Team and seek recommendations to follow. R & P	M	<ul style="list-style-type: none"> ● School records absence as COVID related positive case and do not allow back for the period of 10 days from the day of absence ● NHS Test and Trace may contact for those who are close contacts ● Five or more confirmed cases within 10 days or 10% overall rise in sickness absence where COVID is suspected
If the COVID-19 contingency plan is not to be invoked staff monitor the wellbeing of those concerned on a daily basis. R & P					
A 'warn and inform letter' is sent to alert families and pupils that there has been a positive case in the class / group so that parents can be vigilant for signs of illness and seek a PCR test if they are concerned. R & P					
School will consider how to minimise, or suspend, those activities that are especially close (e.g. dance, performing arts). R & P					
			School will consider how to give additional advice and protection to clinically vulnerable / clinically extremely vulnerable staff and pupils,		

			especially where they aren't fully vaccinated. R & P		
			Household members of those contacts who are positive do not need to self-isolate if they are under 18 and/or have been double vaccinated.		<ul style="list-style-type: none"> ● Close contacts are no longer required to self isolate if living with or close contact of a positive if they are under 18 and/or have been double vaccinated. ● Staff will be asked to inform school of their status ● School will request staff conduct a PCR test (no need to self isolate whilst awaiting result) ● School will provide LFT (until end of September at earliest) and offer additional tests to conduct daily testing for 7 days
	Household Close Contacts		<p>Pupils and staff who are close contacts of household members or any other form of contact continue to attend school (unless a staff member has not been fully vaccinated) and will be actively encouraged to;</p> <ul style="list-style-type: none"> ● Wear a face covering at school. P ● Limit close contact with anyone who is clinically extremely vulnerable (discuss this with headteacher). P ● Take part in twice weekly or daily LFD testing. P 		
	Staff are not aware of their COVID-19 status	M	Staff in secondary schools have a twice weekly lateral flow home test until end of September at earliest	L	<ul style="list-style-type: none"> ● Consent is provided by test subject by accepting test kit ● Registration & reporting must be completed by test subject to NHS & to NSG ● Only asymptomatic people will be tested
	Staff / visitors are not aware of arrangements for holding meetings.		Meeting face-to-face sometimes has great advantages, and at other times may be unnecessary. Staff may continue to hold meetings remotely. P		

			Visitors should follow the schools current guidelines on the wearing of face coverings. P		
			Governance meetings may take place face-to-face in a large room such as a classroom, and with adequate ventilation. Where this is not possible meetings are held remotely. P		•
	Visitors to school are unaware of COVID-19 safety arrangements	H	On arrival to school all visitors use hand sanitiser.	L	
	Staff are not vaccinated	H	Schools must actively encourage vaccination. P	M	Staff are not vaccinated
	Staff (and secondary age pupils) are not participating in asymptomatic testing	H	Schools must actively encourage twice weekly LFD testing. P	L	Staff (and secondary age pupils) are not participating in asymptomatic testing
	Insufficient compliance with risk assessment.	H	All staff must follow the guidance within this risk assessment. Staff who notice other staff not following the risk assessment should bring this to their attention. If non-compliance continues this should be brought to the attention of a member of SLT. P	L	Insufficient compliance with risk assessment.

Activity/Area: Whole school additional measures for COVID-19 infection outbreak management in a local area	People at Risk: Students, Staff, Parents
Risk assessment created by VCA and agreed by Trust Executive Team	Date: 17/8/21 Review Date: 23/10/21
Name of Person Completing Form: VCa	Date: 17/8/21
Job Title: HT	Completed:

<p>Infection with COVID-19 spreading amongst students, staff and parents</p> <p>Including transmission which is significantly impacting education of some or all students</p>	<p>Social Distancing will be reintroduced should the local situation dictate</p>	H	Whole year groups are bubbles	M	<ul style="list-style-type: none"> ● If required bubbles will be re-introduced the next day or if overnight the following day ● Timetables will be issued to staff and then to students ● Students will be reminded of their gate, break and lunch times and designated areas 																				
			Year group bubbles will remain in the same classroom for the whole day, staff will move around to the bubble		<p>Year 7: 2,3,4,5,6,7 Triton Toilets (RED ZONE)</p> <p>Year 8: 124, 125, 8,9,10 English Toilets</p> <p>Year 9: 119, 120, 121, 122, 123 Triton toilets</p> <p>Year 10: 11, 12,13, 14,15 English Toilets</p> <p>Year 11: 129, 130, 131, 132, 133 Maths toilets</p>																				
			Bubbles do not mix at any time staggered break and lunch times		<p>BREAK:</p> <table border="1"> <thead> <tr> <th>Yr Gp</th> <th>Break</th> <th>Lunch</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>Y7</td> <td>9.50</td> <td>11.30</td> <td>Cafe</td> </tr> <tr> <td>Y8</td> <td>10.45</td> <td>12.30</td> <td>Cafe</td> </tr> <tr> <td>Y9</td> <td>9.50</td> <td>12.00</td> <td>Triton</td> </tr> <tr> <td>Y10</td> <td>10.45</td> <td>12.30</td> <td>Triton</td> </tr> <tr> <td>Y11</td> <td>10.15</td> <td>12.00</td> <td>Cafe</td> </tr> </tbody> </table> <p>TT amended Period 3 9.45-11.00 with an allocated 15 minute break at times below per year group. 4 staff on duty.</p>	Yr Gp	Break	Lunch	Location	Y7	9.50	11.30	Cafe	Y8	10.45	12.30	Cafe	Y9	9.50	12.00	Triton	Y10	10.45	12.30	Triton
Yr Gp	Break	Lunch	Location																						
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Y11	10.15	12.00	Cafe																						

				<p>Areas to be cleaned INSIDE AND OUTSIDE: Cafe 10.05-10.15, 10.30-10.45 and after 11 Triton: 10.10-10.20 & after 10.35</p>
			Bubbles use only identified areas for break and lunch times as designated to their bubble	<p>Area 1: INSIDE - Cafe; OUTSIDE - Upto SH & side of English. Toilets Cafe. Middle area out of bounds Area 2: INSIDE - Triton; OUTSIDE - Outside Dance Area. Toilets Triton. Middle area out of bounds Toilets not to be used by Y7 during other years break times.</p>
			Bubbles use only identified toilets as designated to their bubble	<p>Year 7: Triton Toilets (RED ZONE) Year 8: English Toilets Year 9: Triton Toilets Year 10: English toilets Year 11: Maths toilets</p>
			Bubbles are assigned a controlled entrance and exit into the school site	<p>No entry to school until 8.25 all to line up for school entry Year 11: Site office/Drama Year 10: Engineering/Lodge Year 9: Back gate A Year 8: Main Doors/Science Corridor Entrance Year 7: Front West Hall Entrance</p>
			If staffing reduces, a designated group may not be able to attend and parents informed ASAP.	<ul style="list-style-type: none"> ● Plans in place for immediate remote teaching ● Rotation plans in place for year group attendance and communicated to staff and parents ● Y11 and Y10 to remain in school; then Y7, Y9 and Y8 will be rotated.
			Bubbles move for practical lessons	<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 rotated between bubbles to allow them to be left unused and out of reach for a period of 48 hours (72</p>

				<p>hours for plastics) between use by different bubbles.</p> <p>CBA to ensure all subjects have a clear and precise, well communicated system</p> <p>Practical Subjects to ensure lessons finish 2mins before bell so bubbles don't cross.</p> <p>PE: Outside or whole SH for one group (SH not be shared; main hall never to be used). Removal of all equipment in sports hall/main hall.</p> <p>Music: No singing inside (3m2 required). Peri lessons to be conducted in Main Hall and Drama. Peri's collect and return students for lessons. Musical instrument are placed in hall/Drama at start of day. No practice rooms used at lunchtime or outside of school hours</p> <p>Art: Surfaces cleaned after every lesson. Equipment per bubble and cleaned after use.</p> <p>Dance: Outside or whole SH for one class or classroom and content based; 3m2 square marked out</p> <p>Drama: Not to included exercise or heavy exertion; plays could be read and in classroom</p> <p>IT: cleaning equipment between lessons, cloth per year group. Use Vayon software to reduce instances required at individual computers.</p>
			Staff to remain at front of room and 2m from pupils and other adults	<ul style="list-style-type: none"> ● All desks to face forward; students seated side by side ● Unnecessary Furniture will not be classrooms moved from all classrooms
			Staff to remain 2m from other adults	<ul style="list-style-type: none"> ● Office restrictions will occur. All staff must wear facemasks in communal areas at all times - office and corridor

Visitors introduce COVID-19 to the school	M	Site guidance on physical distancing and hygiene to be explained to all visitors; face mask to be worn	L	Contractors to be denied access to school during the school day (emergency personnel only)
		Parents do not meet with school staff - instead staff will use email, the phone or video conferencing.		<ul style="list-style-type: none"> ● Entry system denies access to parents ● Appointments made in the first instance should be telephone and video
		Parents are advised not to use public transport to travel to school .		<ul style="list-style-type: none"> ● Communication
		Sanitizer in entrance. Social distancing requirements of supplier to be communicated to school staff		<ul style="list-style-type: none"> ● Parent reopening letters ● Email/Text reminders ● Signage at main entrance - Do you have an appointment?
		No protracted conversations with parents at main door.		<ul style="list-style-type: none"> ● Parent reopening letters ● Email/Text reminders.
		Visitors, if absolutely essential, will meet with staff in a room that can accommodate 2m social distancing and is not used by students. A safety screen will be constructed to protect the member of staff working on reception.		<ul style="list-style-type: none"> ● Safety screen in reception reception to ensure safety and social distancing in place ● Health screen required to be completed prior to attendance and checked again on entry
Transport arrangements involve social mixing	H	Parents are discouraged from allowing their daughter to use public transport to get to school	M	<ul style="list-style-type: none"> ● Parent reopening letters . ● Must wear a face mask and use the sanitisation and hand washing facilities immediately on entry to school
		Students are actively encouraged to travel to school on foot or on bicycle if applicable		<ul style="list-style-type: none"> ● Parent letters ● Email/Text reminders. ● Staff are on route on the first few weeks of phased return to school
		Parents are discouraged from allowing their daughter to travel to school in a taxi		<ul style="list-style-type: none"> ● Parent letters . ● Must wear a face mask and use the sanitisation and hand washing facilities immediately on entry to school

			<p>School Buses year groups bubbles will apply on all school transport</p>		<ul style="list-style-type: none"> ● 5 buses: 2 singles have 5 bubble mixture all sat in bubble. 3 doubles deckers have 2 or 3 bubbles mixed and have one per level. ● use of hand sanitiser will be provided on all routes and students will use upon boarding and disembarking ● distancing within vehicles will occur by students having an allocated seat on the bus and all students will be seated in year group bubbles ● As year group bubbles will be mixed on the bus the use of face coverings for the travel to and from school will be compulsory ● CCTV is in operation on all buses. Students who fail to comply with the requirements of social distancing on the school bus will have parents contacted and warning issued. ● Bus rules communicated to parents pre-September and enforced with students on phased entry to school ● Y7 3.05 Front ● Y8 3.00 Front ● Y9 3.05 Back ● Y10 3.05 Front ● Y11 3.10 Back
	Students don't follow new rules and expectations	H	Schools create and communicate a COVID-19 addendum to their behaviour policy which will identify new rules and procedures and will retain the sanction of withdrawing a student from school if they refuse or are unable to comply.	L	Policy re-introduced to all students.

	Students having an emotional outburst or poor behaviour	H	Staff to contact pastoral team through hangouts to call classroom support	L	<ul style="list-style-type: none"> Pastoral Managers rota of patrol Staff to remain 2m from students Possibility of outside conversation should be preferable first option for all staff when talking to students Students who are shouting should be directed outdoors and staff to remain in front of and at least 3m from student
			Internal Isolation removed (inconsistent with bubbles and social distancing); detention lunch and after school supported for Teachers		<ul style="list-style-type: none"> Pastoral staff to work with students Social distanced detention to be used as means of punishment Home contact to be made immediately irregardless of incident
			The Base and Inclusion to be Year Group focussed so bubbles remain consistent; timetables of Students to be adapted to allow for this		<ul style="list-style-type: none"> Y7 & Y8 in Inclusion Y9/10/11 in The Base No students to be placed in either room for one day; weekend must be in between any move to a different bubble
	Fires safety plans need amending	M	Fire evacuation policy/procedure reviewed, same evacuation routes and assembly points but to comply with social distancing.	L	<ul style="list-style-type: none"> Fire Evacuation Procedure to have designated entry gate Signage to be organised by site staff To be addressed and communicated to staff To be practiced by all students
	Use of staff bases	M	Staff will limit their use of these areas and follow stringent social distancing practices.	L	<ul style="list-style-type: none"> Staff to remain at least 2m from each other at all times Staffrooms to have minimum identified number in ONLY at any time, any surface used should be cleaned prior to and after use e.g kettle, microwave, biscuit tin, fridge handle. All staff to wear facemasks in all internal
			Lunches are to be taken outdoors whenever possible.		<ul style="list-style-type: none"> Weather permitting packed lunches and sandwiches eat outside in designated space. Hot meals leave the dining area as soon as finished lunch and remain outside.

	School based meetings bring staff into too close contact with each other	H	School based meetings at all levels take place online		<ul style="list-style-type: none"> Where possible all CPD will be remote and arranged at alternative times Meetings will be one staff member to one computer and should not share rooms under any circumstances
			Meetings of staff groups happen online via GMeet wherever practicable.		
	Staff entering and leaving the building	H	Staff arrive and leave promptly and do not congregate before or after school.	L	<ul style="list-style-type: none"> In staffrooms staff will strictly adhere to 2m and face coverings at all times Contact at break and lunch times should be to a minimum and no longer than 15 minutes within the whole day
Staff minimise their time in the school building	M	Staff to minimise time spent in direct contact that could breach 2m with other adults	L	<ul style="list-style-type: none"> In staffrooms staff will strictly adhere to 2m and face coverings at all times Contact at break and lunch times should be to a minimum and no longer than 15 minutes within the whole day In classrooms staff should remain at least 2m from other adults and should wear face covering when possible 	

Activity/Area: Hygiene	People at Risk: Students, Staff, Parents
Risk assessment created	Date: 17.8.21 Review Date: 23.10.21
Name of Person Completing Form: VCA Job Title: HT	Date: 17.8.21 Completed: 17.8.21

Risk	Hazard	Initial Rating L, M, H	Control Measures	Final Rating L, M, H	Additional Action Required (by whom and completion date)
Infection with COVID-19 spreading amongst students, staff and parents	Students are unaware of rules	H	Signage around school - classrooms, toilets, shared rooms and in all entrances and on all digital signage	L	<ul style="list-style-type: none"> ● CRU to identify digital signage reminders re: symptoms, hygiene ● CGO to identify signage around school for symptoms, hygiene
			Staff remind students of rules, and additions to the behaviour policy, with period 1 expectation slide		Period 1 expectation slide distributed by BAS and weekly reminder provided to staff <ul style="list-style-type: none"> - Symptoms - Hygiene - Social distancing - Remote Learning
			Regular whole school update on COVID-19 H&S.		<ul style="list-style-type: none"> ● Weekly briefing note from VCA ● Briefing to be remote weekly
	Students touching each other	H	Staff to discourage this when it happens and remind students of the risks	L	<ul style="list-style-type: none"> ● Weekly reminder on period 1 slide
Students don't clean hands well enough	H	Staff reinforce previously delivered handwashing messages. Wash for 20 seconds in the prescribed way ensuring all parts of the hands are covered.	L	<ul style="list-style-type: none"> ● Hand wash and blue drying paper available in all toilets ● Signage (CGO and CRU) reminds pupils how to wash hands properly ● Duty person reminds students of proper hygiene measures. 	

		H	Students use soap and water, and where this is not available hand sanitiser. Additional hand sanitiser points available	L	<ul style="list-style-type: none"> All in place, additional units in place around school for September start
	Students don't use good respiratory hygiene	H	Staff promote the 'catch it, bin it, kill it' message. Tissues are to be available for all students at all times for coughing and sneezing.	L	<ul style="list-style-type: none"> Tissues available in every classroom Signage (CGO and CRU) reminds pupils of catch it, bin it, kill it!
	Incorrect disposal of used tissues	H	All used tissues to be placed in a flip top bin.	L	<ul style="list-style-type: none"> New pedal bins in all classrooms
		H	Flip top bins emptied and double-bagged daily.	L	
	Insufficient ventilation	H	Open windows and prop open doors where it is safe to do so	L	<ul style="list-style-type: none"> All doors to be wedged open by site staff daily All windows on corridors and in rooms to be opened daily by site staff to allow good ventilation through school - adapted for closer temperatures
	Touching face, eyes, mouth and nose	H	Students will be reminded not to touch face, eyes, mouth and nose	M	<ul style="list-style-type: none"> Digital and physical signage Period 1 expectation slide
	Wearing facemasks	M	All students who travel on public and school buses will be strongly recommended to wear a face covering	L	<ul style="list-style-type: none"> In parents letters pre opening. VCa Staff also informed through staff training pre school opening.
			Staff will wear face masks in all communal areas and in the classroom where 2m social distancing cannot be adhered to	L	<ul style="list-style-type: none"> Face coverings are compulsory for staff in all places except for when teaching.
	Staff	H	Teachers should make sure they wash their hands and clean their desk and IT surfaces, before and after their session, if room is used by more than one teacher.	L	<ul style="list-style-type: none"> Cleaning products in every classroom Staff to wash hands before and after entering a classroom Staff to sanitise hands regularly
	School uniform		Normal uniform policy to be in place		

Activity/Area: Classrooms	People at Risk: Students, Staff, Parents
Risk assessment created	Date: 23/8/21 Review Date: 23/10/21
Name of Person Completing Form: VCa Job Title: HT	Date: 23/8/21 Completed: 23/8/21

Risk	Hazard	Initial Rating L, M, H	Control Measures	Final Rating L, M, H	Additional Action Required (by whom and completion date)
Infection with COVID-19 spreading amongst students, staff and parents	Lack of ventilation	M	Windows to be open at all times in classrooms, offices and on corridors (doors to be wedged open) .	L	<ul style="list-style-type: none"> All doors to be wedged open by site staff daily (reduces transmission risk on handles) All windows on corridors and in rooms to be opened daily by site staff to allow good ventilation through school All staff to check and ensure that windows are open for all sessions and open wide so air is purged during breaks and lunch
	Students forget new school rules and routines	H	Staff make a weekly reminder of the expectations in the classroom, around school & hygiene. Staff make a daily reminder of symptoms	L	<ul style="list-style-type: none"> Digital and physical signage Period 1 expectation slide
		H	Key messages are reinforced in a regular update to Parents	L	<ul style="list-style-type: none"> Weekly email to parents for first half term and then review from October half term
	Sharing equipment and resources	H	Student should use sanitiser to clean equipment in between use.	L	<ul style="list-style-type: none"> Planner whiteboard to be used by students Classroom based resources, such as books and calculators, can be used and shared, these should be cleaned, along with all frequently touched surfaces, after use by the student using cleaning materials in the classroom
		H	Desks and frequently touched surfaces to be cleaned at the start and end of the day.	L	

		H	Students have their own desk and chair in their allocated classroom.	L	<ul style="list-style-type: none"> ● Seating plan in operation ● All seating plans should be held in a centrally located area and MUST be kept up-to-date for NHS Test & Trace purposes
		H	Photocopying	L	<ul style="list-style-type: none"> ● Photocopying available for students ● Students should not be queuing at printers; only one student should leave the room at time to print work ● Hard copy work can be left at break and lunch by student at reprographics.r
	Library	H	The Library will be open for all students at the same time	L	<ul style="list-style-type: none"> ● Library will be open for students at break and lunch ● Access will not be from in school but via the back stairs ● Duty staff will allow access to a set number of pupils each day - 30 on computers and 15 in the Library space.
	Leaving the classroom to visit the toilet	H	Students are permitted to use the toilet if absolutely necessary, but teachers should limit this to 1 student at a time	L	Toilets to be cleaned regularly through the day

Activity/Area: Catering	People at Risk: Students, Staff, Parents
Risk assessment created	Date: 23/10/21 Review Date: 23/10/21
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Risk	Hazard	Initial Rating L, M, H	Control Measures	Final Rating L, M, H	Additional Action Required (by whom and completion date)
Infection with COVID-19 spreading amongst students, staff and parents guidance for food businesses on coronavirus (COVID-19).	Serving	H	Supervision	L	Cafe will be open from 8.30 only for breakfast service Break and Lunch service will ne regulated Year groups will line up outside Triton and Cafe in identified zones Entry will be the same rotation for both Triton and Cafe Only Triton and Cafe (plus outside) will be eating areas; indoor duty staff will remove all pupils from inside school Packed lunch & school sandwiches will only eat in Triton and will only be allowed in with their year group

Activity/Area: Cleaning	People at Risk: Students, Staff, Parents
Risk assessment created	Date: 23/8/21 Review Date: 23/10/21
Name of Person Completing Form: VCa Job Title: HT	Date: 23/8/21 Completed: 23/10/21

Risk	Hazard	Initial Rating L, M, H	Control Measures	Final Rating L, M, H	Additional Action Required (by whom and completion date)
Infection with COVID-19 spreading amongst students, staff and parents	Premises are not cleaned often enough	H	Premises will be cleaned at the end of the school day and frequently used classrooms, touched surfaces (such as doors) regularly throughout the day using standard products, such as detergents and bleach.	L	<ul style="list-style-type: none"> All Toilets, door handles of toilets, sinks to be cleaned regularly Toilets to be cleaned after each break and will be shut for this purpose Teacher to clean desk and computer surfaces during the day; cleaning staff to clean after and before school Tables tops and chairs to be cleaned at the end of each day and before the start of each day Cafe and Triton surfaces are cleaned after break and lunch
	Premises are not cleaned well enough	H	Staff training is conducted and each member of staff provided with a clear expectation of cleaning for a) classroom b) corridor c) shared space	L	<ul style="list-style-type: none"> Staff to understand the importance of cleaning for germ reduction and not for cleanliness Staff to clean all surfaces as required - e.g chairs and tables tops and not just table tops Staff to sign off rooms and expectations within rooms every shift so we know what have been completed in each room

Activity/Area: Staffing	People at Risk: Students, Staff, Parents
Risk assessment created f	Date: 23/8/21 Review Date: 23/10/21
Name of Person Completing Form: VCa Job Title: HT	Date: 23/8/21 Completed: 23/8/21

Risk	Hazard	Initial Rating L, M, H	Control Measures	Final Rating L, M, H	Additional Action Required (by whom and completion date)
Infection with COVID-19 spreading amongst students, staff and parents Safeguarding/ GDPR and staff well being is not monitored	Staff need training in new rules, routines and risk assessment	H	Train staff on training day	L	<ul style="list-style-type: none"> ● Risk Assessment Issued to SLT and to all staff ● Outbreak management Plan issued to all staff ● One way system to be put in place to minimise the flow of students around school and in identified pinch points ● VCA to hold staff meeting to explain it again ● CPD to be conducted remotely now and in September; this can be reviewed at the end of September
	Staff unavailability - short term	M	Staff inform school immediately on any change to their health status and availability.	L	<ul style="list-style-type: none"> ● Staff to inform school of need to isolate from positive test or awaiting PCR result as a result of symptoms ● Close Contact PCR test do not have to self isolate whilst awaiting result
		M	Supply Teachers used to support teaching if required (COVID secure provider)	L	<ul style="list-style-type: none"> ● Supply Pack information
	Staff to comply fully with expectations		Prevention & response to infection		Prevention: 1) minimise contact with individuals who are unwell by ensuring that those who have

				<p>coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p> <p>2) clean hands thoroughly more often than usual</p> <p>3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p> <p>4) minimise contact between all staff and students and maintain 2m social distancing wherever possible</p> <p>5) where necessary, wear appropriate personal protective equipment (PPE)</p> <p>Response to any infection</p> <p>6) engage with the NHS Test and Trace process</p> <p>7) manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <p>8) contain any outbreak by following local health protection team advice</p>
	Staff WellBeing		Group and individual support is offered to staff	<ul style="list-style-type: none"> • Individual support available • CRU to provide badges re face mask preference • Well Being covered on Day 1 Training Day in September
	ITT and SCITT Trainees		Full guidance and training is provided for all trainees to ensure they are COVID aware and know their expectations and responsibilities as a member of staff	<ul style="list-style-type: none"> • Training conducted remotely prior to attendance in school • Training for remote teaching to be in place; class teacher to retain control of google classroom and meet sessions • Safeguarding training for remote teaching to be explicit in induction training
	Staff Training and Meetings		Staff to remain 2m from other adults at all times	Meetings and Training which cannot ensure 2m social distancing from others should be remote

	Photocopying		Staff do not photocopy large amounts of items, as per union advice		<ul style="list-style-type: none">● Photocopying should be emailed to reprographics● Staff should not use photocopiers on a regular basis for large copying; staff must clean before and after use and wash hands before and after use● DO NOT USE MACHINE UNLESS YOU HAVE WASHED YOUR HANDS● No student should be sent out of class to photocopy for a teacher as all will be off corridors
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Activity/Area: Attendance	People at Risk: Students, Staff, Parents
Risk assessment created	Date: 23/8/21 Review Date: 23/10/21
Name of Person Completing Form: VCA Job Title: HT	Date: 23/8/21 Completed: 23/8/21

Risk	Hazard	Initial Rating L, M, H	Control Measures	Final Rating L, M, H	Additional Action Required (by whom and completion date)
Infection with COVID-19 spreading amongst students, staff and parents Contact with school/ Home deteriorates.	Students missing in education (CME)	M	Attendance will be recorded via SIMS in the usual way	L	School attendance will therefore be mandatory This means from that point, the usual rules on school attendance will apply, including: <ul style="list-style-type: none"> parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age; schools' responsibilities to record attendance and follow up absence the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct
		M	Normal attendance monitoring will follow for those students who are expected but who do not attend.	L	<ul style="list-style-type: none"> Daily checks/phone calls in place by attendance Students will not be collected by attendance before two tests are complete and unless they have LFT test twice a week (only if staff member is double vaccinated) DfE return id made daily
		M	Weekly checks by designated Pastoral and Student support team / DSL on possible CME students and following agreed procedures.	M	Home visits to check for identified pupils

	Nervous/anxious about return		<p>Phased return to school for all year groups to support testing</p> <p>Y11 & Y7 Wednesday Y10 & Y9 Thursday Y8 Friday</p>		<ul style="list-style-type: none"> • Measures communicated to all parents - email and letter • Pastoral staff work with identified families (EMA and pastoral staff to identify families pre September to start immediate work with them to support their return) • Individual strategies put in place - meet on walk to school, come before other return, come with parent to front door after others have arrived, shorten first day etc. Catch up funding can be used to support this.
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Activity/Area: Supporting and monitoring vulnerable students not in school	People at Risk: Students, Staff, Parents
Risk assessment created	Date: 23/8/21 Review Date: 23/10/21
Name of Person Completing Form: VCa Job Title: HT	Date: 23/8/21 Completed: 23/8/21

Risk	Hazard	Initial Rating L, M, H	Control Measures	Final Rating L, M, H	Additional Action Required (by whom and completion date)
Vulnerable students not in school are not adequately supported or monitored Safeguarding and staff well being is not monitored	Staff not available due to self isolation		SLT or cover teacher support as required	L	<ul style="list-style-type: none"> Vulnerable database of contact to remain in place for the academic year 21/22 Vulnerable database to be maintained and discussed weekly Pastoral staff work with identified families (LIV/BAS and pastoral staff to identify families pre September to start immediate work with them to support their return)
	DSL not available due to self isolation	L	Safeguarding Champion & Headteacher DSL to work remotely as required if not positive test result	L	<ul style="list-style-type: none"> Safeguarding Policy reviewed and amended Roles to be interchangeable to ensure concern of child is not a risk to child

Activity/Area: Curriculum	People at Risk: Students, Staff, Parents
Risk assessment created	Date: 23/8/21 Review Date: 23/10/21
Name of Person Completing Form: Job Title: P	Date: 23/8/21 Completed: 23/8/21

Risk	Hazard	Initial Rating L, M, H	Control Measures	Final Rating L, M, H	Additional Action Required (by whom and completion date)
Curriculum Expectations not adapted for COVID disruption	Curriculum plan not adapted nor time used flexibly to create time to cover the most important missed content	M	Use assessment to create a starting point for intervention and mastery teaching of content covered during lockdown	L	<ul style="list-style-type: none"> Normal TT returns Catch Curriculum to be used for Y11 and Y10; Y9 to revert to 2019 curriculum
	Educational Visits	M	Full risk assessment to be completed prior to request for trip	L	Essential trips will be considered so long as a full COVID risk assessment is in place, incorporating venue requirements
	Exam Board adaptations		Remove sections of syllabus no longer required from scheme of learning		EMa to inform parents and students w/c 12/1/22
	Further disruptions to teaching		Remote education to remain; all google classrooms set up in September training days		<ul style="list-style-type: none"> Plan to ensure any/all students can be educated at home in all subjects RSE should continue All google meets set up All google classrooms set up, including period 4 Refer to Remote Education Guidance
			Contingency plans in place for class, bubble, school and local lockdown		<ul style="list-style-type: none"> Curriculum remains as structure; adaptations to assessment to allow for remote learning Maths to work with jamboard and tablets to continue teaching maths; where graph paper is required this is sent home in advance

					<ul style="list-style-type: none">• Suitable adaptation to the curriculum are made for SEND and communicated to families as SEND may not be able to access remote education without adult support• Outbreak Contingency Plan in place
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<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>