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| *Bolton Council Mono RGB 300dpi for templates* | **St Joseph’s RC High School**  **COVID 19 Schools Guidance Based Risk Assessment Version 4.1.21** |  |

**\*If new Government or Public Health England guidance, information or advice comes out this document must be amended as appropriate.** Items in blue were included in the September Safety Measures Opening Letter and the Safer Opening Video. Highlighted sections refer to specific actions during partial closure Jan-March 21. Further updates to RA will be communicated via email to parents and staff. See communication log on our website for more info. All parents and carers will be asked to share this with students and the content will be shared at the start of the first day in school.

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| **Task/Activity:** St Joseph’s RC High School to reopen to Y7-11 and increase numbers of students on site during the new strain of Coronavirus (Covid-19) outbreak following the most recent government guidance about wider school opening and in the context of guidance about testing in schools. | **Date assessment completed:**  1st September 2020 | **Review Date:**  On-going/on a weekly basis  Update 22.1.21 |
| **Brief Details of Task/Activity:** Year 7-11 to return to school five days a week. | Assessment completed by: T. McCabe and SLT | **Signature:** |

| **1. What are the hazards?**  e.g. slip/trip hazards, electricity, manual handling, work equipment | 2.Who might be harmed and how?e.g. staff, service users, visitors etc... and likely injury e.g. bruises, muscle strain, fracture, poisoning etc | **3.What are you already doing to control the hazard?** | **4.What further action or additional controls are required**  (if necessary) | **5.Risk rating**  after controls | **6.Action by who** | **7.Action by when** | **8.Date comp-leted** |
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| **School reopening without due consideration and procedures put in place** | Staff, Students, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Students and Groups, e.g. pregnant workers/people  with underlying health conditions    Possible/increase- ed risk of infection | **Many of the controls measures in this section are identified again/expanded upon in the other sections below.**   * One-way systems, floor markings – as per Government guidance to indicate space with clear instructions sent out to parents/staff and students.(Outside front door and fire drill places too)(This will be communicated by the opening letter, staff training session 17.7.20 and a video briefing for students) * Staff instructed to tell students to wear masks before leaving classroom and supervise the flow of corridors at lesson changeover and insist that everyone faces the same way. * SLT/site team will work together to identify how to reduce congregation of students and identify possible pinch points on the site – e.g. narrow corridors made one way with alternative exits used too. * Students asked to queue social distance by wall into new build. * Breaktime, Lunchtime arrangements and end of day dismissal will be staggered to allow for a controlled situation without the need for tight queues. * Identify and put in place enhanced cleaning regimes across site. Work with site team as needed to identify areas which need additional cleaning. All public areas will have cleaner working through the day sanitising high use areas. Toilets/door handles/staff desks etc. * HT to ensure updates are communicated to staff, the school website is updated, and relevant information is communicated to parents/carers. * Visitors will be reduced to essential persons only and by prior arrangement, * Sneeze screens in place around receptionist and student support desk. * SLT will approve all visitors to site. * Staff, governors, contractors, visitors, etc. are instructed not to come into school if they are displaying Coronavirus symptoms and follow PHE/Gov guidelines. * Parents/Carers are instructed ‘September Opening Letter – fine details (OL)’ to monitor their child’s health and should not send their child to school if they or another member of their household is displaying Coronavirus symptoms. Infographic sent out and put on facebook/website. * Parents/carers to be instructed to engage in test, track and trace system and to inform HT if any member of their household are tested positive – included in opening video. * Letter prepared to send home with a child who has broken COVID rules/been mixing with someone with a positive test.   + *Sent home and advised to follow ‘*[*stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection*](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)*’, which sets out that they must self-isolate for at least 10 days and should* [*arrange to have a test*](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) *to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. Families must keep school informed of the outcome of any test by contacting Mrs Yorke-Robinson in school or speaking to a member of the pastoral team. Spreadsheet of isolation statues kept of staff and students.* * Students instructed to wear masks on dedicated school transport and additional buses provided for 915 public service. (Opening video) * In case of bus over crowding minibuses to be on standby for first week. Masks to be worn. * Students instructed to wear non disposable/washable masks at lesson changeover – via video and letter home. * Students instructed to dispose of litter and any disposable PPE in designated bins. Duty staff to insist litter is placed in bin prior to leaving canteen with take aways. * Outdoor sports will be prioritised where possible, and large indoor spaces/Dome/SH used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) distancing between students. * In music/drama/PE equipment will be cleaned before use/students will not face each other when singing/talking loudly. Background noise kept to minimum to avoid having to shout. Microphones to be used to avoid shouting but must be cleaned or quarantined after use. * Contact sports will be avoided. * Home visits will only be doorstep visits during local lockdown measures. Masks to be worn and in any subsequent home visit. * Period 6 activities will resume when day time routines are embedded in a safe manner. * January update – keyworker students to be briefed on increased risk of new strain. * Key worker group – seating plan in place. * Weekly testing available at St Anthony’s – see separate RA. | Head Teacher (HT) /SLT to confirm actions have been taken and the school prepared for this phase.  SLT and Governors to review the risk assessment, risk register and associated documents regularly  Signage will be placed to show the one way/keep left/ system.  Form tutors/past team to check that child or adult returning to school does not have any COVID symptoms. | D | KW/Site  KW/Site  HH  KW  TMcC  SLT  TMcC via OL  TMcC via OL  NYR  KH  KC/KH/IH | 1.9.20  1.9.20  Ongoing but Opening letter sent by 15.7.20 with a reminder WB 1.9.20  Daily |  |
| **Building compliance checks not completed or the school site is not sufficiently clean to prior to opening** | Staff, Students, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Students and Groups, e.g. pregnant workers/people  with underlying health conditions    Possible/increase- ed risk of infection/ legal, financial and  reputational risk – not ensuring the building is safe for use | * Business Manager/Site Manager to confirm that compliance and building checks are up to date and recorded and any issues acted upon. * BM liaise with FM provider for advice as needed. E.g. most effective cleaning products. * HT/SLT to decide if any area/s of the school need a more intensive clean prior to opening or seek advice from DoE or other authoritative body if needed. * Welfare cleaner employed through day to clean toilets at regular intervals and sanitise canteen after each person. * All sanitising products COSHH risk assessed and staff informed of the safety measures in place – e.g. googles when decanting/gloves and other appropriate PPE used when using cleaning chemicals. * Compliance checks to continue during partial closure. | Ensure documents demonstrating compliance checks are in place.  New building doors/desks to be added to cleaning schedule – staff to sanitise 1-1 desks before meetings between use. | E | PMcC/KW  KW  KW/TMcC | 17.7.20  Ongoing  17.7.20 |  |
| **Poor communication with staff parents/governors/visitors** | Staff, Students, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Students and Groups, e.g. pregnant workers/people  with underlying health conditions    Possible/increase- ed risk of infection | * This RA and controls will be discussed and sent to staff. * KW/TMcC will inform staff/students that those who are isolating must alert KW/MSi Spreadsheet of expiry dates will be monitored by KW/MSi. If a negative test returns School must be informed. * Relevant parts of this RA will be communicated with parents/governors/ visitors and other relevant persons through School opening letter/Safe Opening Video/first day student housekeeping briefing and this RA will be made available on our website in the interest of transparency. * Staff and parents and carers will be informed about measures in place and the dangers of the new strain of the virus post Christmas. Hands, face space mantra given to all via email prior to being on site after Christmas. * Data base built from ‘Forms’ to keep record of consent and emergency contacts following tests. * Booking system on line to avoid contact prior to testing. | Establish appropriate communication strategy for both staff, students and parents/others  NYR to share with staff implications of RA –e.g. new behaviour adaptations: meeting and greeting/buddy removal etc. | D | TMcC OL  TMcCVia OL | 17.7.20  17.7.20 |  |
| **Cleaning regime not sufficient for needs/numbers on site** | Staff, Students, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Students and Groups, e.g. pregnant workers/people  with underlying health conditions    Possible/increase- ed risk of infection | HT/BM/site team to work together and identify the type of cleaning regime in place and what enhanced cleaning regime is needed as school reopens or increases numbers by considering:   * All areas of school will be opened for use and need to be covered on the cleaning schedule. * All staff told that if an area is soiled with bodily fluids arrangements to sanitise these areas must be made via KW immediately and full PPE (Apron/face shield/mask/gloves)must be worn by welfare staff – EH/PMC/Coles. * High-contact areas, e.g. toilets, door handles, light switches, telephones, grab-rails in corridors and stairwells to be cleaned throughout the day. * Bodily fluids e.g. cleaning of toilets must be done with disposable protective clothing and Visor to limit risk of infection through splashing. * Welfare cleaner to clean staff desks and high frequency areas throughout day and maintain record in each area. * Office space reviewed to ensure that where possible phones/desks have single users or sanitised before use. Multi user phones/keyboards must be cleaned between use. * Where IT equipment/telephones are used by multiple users they can be cleaned by user prior and after use with antibac spray available in every room. * Unnecessary furnishings/difficult to clean items to be removed from rooms to ease social distancing. * BM to communicate cleaning regime with others. * Surfaces that a symptomatic person has come into contact with will be cleaned and disinfected, including items which are visibly contaminated with body fluids. * HT/SLT/staff to check areas to ensure they have been cleaned appropriately, raising concerns directly with KW * Staff and students are encouraged to use E-bug resources on <https://campaignresources.phe.gov.uk/schools> - an interactive site on how to stop germs spreading. * BM to confirm that waste bins will be emptied more regularly in high use areas. Chart used to indicate. * BM to ensure that, where assessed as needed school to follow PHE/Gov guidance on the use of PPE to protect against coronavirus. * BM to ensure that staff are aware and follow the safe disposal of any used PPE or cleaning products. * BAME staff to be offered option of risk assessment based on BAMEed model. * Students to be shown how to clean work stations (gloves in each classroom) as part of delivering the message about everybody’s responsibility to keep and check germ free. * IT classrooms sanitised during breaks. School Hall/New toilets/Yard are the only spaces to be used during breakout time – with cleaning regime. * All students hands sanitised on entry to dining room. * Staff work areas listed on sign in to inform cleaning schedule. | Keep cleaning regime under review daily.  Be vigilant for areas of school used that are not on the cleaning schedule.  Welfare staff to be alerted so that areas with multiusers can be added to cleaning schedule.  School to seek advice from cleaning team/LA or DoE as needed regarding cleaning of the premises.    Non-essential furnishings will be stored in the old drama T building where more space is needed.  PPE training will be provided for cleaning staff/medical staff via Coles.  A stock take of cleaning products will be carried to ensure that levels are sufficient | D | KW and TMcC to check  TMcC OL  KW  KW  KW  KW  KW  TAs/JMo    KW  KW  KW/SLT  NYR  KW  KW  KW  KW | 17.7.20  Daily  Daily  Daily  Daily  Daily  Daily  1.9.20  1.9.20  Daily  8.6.20  3.6.20  3.6.20  3.6.20  3.6.20 |  |
| **Lack of cleaning products on site** | Staff, Students, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Students and Groups, e.g. pregnant workers/people  with underlying health conditions    Possible/increase- ed risk of infection | * BM to establish what cleaning products are needed and ensure there is a continued sufficient supply on site including sanitiser spray/towels/wipes/antibac gel: consider plan B - Coles in case products are hard to source. * Reminder to staff and others that soap and water are the best products to use to maintain clean hands/antibac gel made available on entry to every classroom. | Ensure that stocks are monitored and that more are ordered before they run out. High volumes of sanitising spray/anti bac gel will be used so will be monitored.  Plan B to obtain cleaning products via Coles.  Technology department to make more visors for use by staff if they wish but clear guidance given to ensure that these do not create complacency. | C | KW | 21.5.20  Whole school stocks to be in place by 30.7.20 | **21.5.20** |
| **Vulnerable persons brought back on site – school not following guidelines** | All persons/vulnerable persons  Possible/increase- ed risk of infection, legal, financial and reputation risk for not following Government guidelines for social distancing. | * Clear guidelines to be included in final ‘September Opening letter’ * Support from HR, GPs or OH as needed – e.g. in the case of staff with complications due to an underlying condition. * NYR to be point of contact to provide ‘cards’ to those with medical exemptions re: masks. * New RA in place for vulnerable staff who are in school | Ensure parents/carers understand risk and monitor the situation daily with Past staff calling home if concerned.  Continue to proactively check on any unexplained absences; eg if parents do not phone school | C | HoY/NYR  TMcC via OL | 17.7.20  15.7.20 |  |
| **Too many staff / students/ others in one area to be able to maintain social distancing** | All persons on site  Possible/increased risk of infection, legal, financial and reputation risk for not following Government guidelines | * Avoid large group gatherings – e.g. assemblies will be streamed to form rooms and teaching staff will be responsible to ‘tuning in’ with the class. * Government/Public Health and DfE guidelines to be followed with maximum of one class of students per room. Where possible students should be in rows and not face to face, with as much distance between students as the space will allow. * Staff to be on duty to supervised controlled breaktimes * School to have a year group staggered finish with each year group being embarking buses and sitting together. Face masks to be worn on public transport. * Except for lesson changeover masks will be removed in the classroom. Opening letter will outline the procedure to avoid touching the face. Students instructed to dispose/bring small plastic bag to store mask. * Allocate break time and locations and serveries for each year group so that they do not interact with each other. * Different serveries available for year groups with ‘Year group sittings’ in operation. * SLT and duty staff will be supervising different groups at different times and this may increase the chance of infection but this will be reduced by the fact that breaks will be outside and an insistence of social distancing. * Students for testing will arrive at appointment times. They will be asked to leave site after their test or wait undercover/socially distant/face coverings until their result is known. * Students already in school and sent for a test will do so under the supervision of the attendance team. Numbers will be managed and students will be asked to follow social distance rules. * Staff to work at home if possible and instructed to use remote areas of school when necessary to be in school. | Monitored daily. | D | SLT  TAs/JMo  HH  MSi | Design by 17.7.20 and daily checks  Daily |  |
| **Persons congregating at the start and end of the day** | All persons/vulnerable persons  Possible/increased risk of infection | * Students to enter school, wash hands in their designated toilets and go straight to their designated yard. * Classes to be released in a staggered fashion to awaiting buses with staff to ensure that no one stops in confined area. * Staff to check students are wearing masks and different year groups are as separate as space allows. * Hall and outside canopies to be used in case of no bus and inclement weather. * Arrival and departure routines to be `communicated with parents and others via ‘opening letter’ to build trust, highlight expectations and responsibilities**.** * Main reception to be used on entry to monitor entry to school | 2m markers on the school drive and on Yard.  1m fire drill markers  . | C | TMcC via OL | 17.7.20 |  |
| **Lack of/poor social distancing (including specific areas)** | Staff, Students, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Students and Groups, e.g. pregnant workers/people  with underlying health conditions    Possible/increase- ed risk of infection | * One way system to be put in PE. Enter via the changing rooms and leave via the hall fire exits. * Stagger breaks, as needed and communicate this to others. * Main congregation areas to be labelled with social distance/one way/keep left markers. Staff scheduled to monitor these areas at break out times. * Staff on toilet duty to avoid overcrowding of these facilities at any one time. * First aid room to operate a wait until permission to enter rule. * Reception to have sneeze screen. * Parents/carers asked to phone rather than call in cold. * Social distance reminder signs to be placed on picnic tables. * Picnic tables/benches to be cleaned after break times. * Staff and students are not to gather in large groups * Students will remain in their year group throughout the day and face masks worn on buses. * PCs desks/sanitised between users * Staff and students/all persons are to walk in single file on the left-hand side of the corridors using markings/signage as a guide. This will be communicated in ‘Opening letter’ * Minibus must be ventilated, masks to be worn and if possible passengers to sit distanced from each other. It must be sanitised after use. * Teaching to be done “from the front” in the 2m teacher zone using powerpoint/whiteboard * All staff to be given a visor to be used if social distancing is hard. * Appointments system used for the testing centre to plan the number of people on site at any one time. | Adjust behaviour policy to outline unacceptable behaviours – e.g refusal to follow social distancing/coughing/sneezing over someone so that offenders do not pose a risk to others.  Updated behaviour policy to be shared with interested parties via opening letter.  No large staff/year group meetings – consider virtual alternatives.  Cleaning schedule to reflect COVID-19 cleaning of minibus  to be undertaken by Peter Hawkrigg | C | Communicated by TMcC 15.7.20  And daily  NYR – behaviour policy  KW  HH to schedule  KW  TMcC via OL | 5.6.20  15.7.20  3.6.20  5.6.20 |  |
| **Lack of support for SEND children or those with other needs** | SEND/ students with additional needs | * SENCO to identify those who might need support and ensure personal RA are developed and communicated - this should include emergency procedures and evacuation plan as needed. | Update PEEPs to reflect any changes | D | RH | 15.7.20 MSi to check |  |
| **Members of staff calls in sick/self isolating** | ALL | * Cover Manager provides daily early updates to HT/HH on staff absence to aid planning * Testing to be requested with next steps dependent on result of test * SLT to have ‘deputies’ who would oversee their roles in case of them being incapacitated. |  | E |  |  |  |
| **Support given to staff to ensure their wellbeing also**  **dealing with conflict/concerned parents** | Staff and vulnerable groups – pregnant workers and service users, those with underlying health conditions  Possible/increased risk of infection, stress, anxiety for verbal conflict | * KW to identify which staff who fall into vulnerable groups and offer support as per Government guidelines * KW to provide access to school Occupational Health provider if required. * Ensure Bolton Council’s Wellbeing guidance/own OH providers Wellbeing guidance is followed. * HT/SLT to undertake zoom/virtual/email briefings with staff. * Additional support given by HT/SLT to all staff where required to ensure their wellbeing is managed/concerns addressed. * School to maintain communication with parents by email/facebook/video links * Zero tolerance policy on violence and aggression towards staff – this will be re-iterated where required. * Parents/carers/visitors should speak with staff via telephone, zoom appointment if possible. Where face to face meetings are unavoidable, they will be held in the large spaces/outdoors to ensure 2m social distancing can be maintained. * Counselling Occupational health appointments to be made available for anyone requesting. * Individual risk assessments to be completed for requesting staff who feel/are vulnerable via KW. | Regular communication of wellbeing/mental health information and open-door policy for those who need additional support.  Virtual training day 17.7.20  Current working arrangements/procedures to be reviewed initially on a weekly basis. | D | KW and JMo/NYR  KW/MSi  TMcC/SLT  MSi/NYR  SLT  SLT  NYR/TMcC  TMcC | 5.6.20  Daily |  |
| **Poor hygiene** |  | * School to follow relevant guidance relating to hygiene – Gov/PHE/NHS. * Staff and students reminded about good hygiene principles by teachers and in Opening letter. * Students reminded to wash hands throughout the day verbally by teaching staff. * Mobile phones will not be confiscated (unless they can be ‘bagged’) from students but offenders parents carers will be invited in to remove item. Letter prepared. * The class teacher will maintain hygiene supplies in his or her room. Main supplies accessed by KW/MaB * Equipment to be cleaned prior to use for PE lessons. * Handwash posters displayed by sinks. * Antibacterial wipes/disposable kitchen roll/antibac spray are available for wiping in every room. * Where identified in a RA - the correct PPE will be provided. * Ensure used PPE is disposed of in accordance with Government guidelines. * School to follow Government guidance on the use and disposal of PPE to protect against coronavirus. * Windows to be open in rooms to allow for ventilation. | Initial briefing session taught to students at the start of the first day/Assemblies streamed to classrooms.  Any one to one meeting to be given antibac gel on arrival to school.  Additional mobile handwashing units to be purchased. | C | TMcC via OL  AMcD  KW?MaBo  PMC/KWKW  KW  KW to communicate | 6.6.20  3.6.20  5.6.20  5.6.20  5.6.20 |  |
| **Poor visitor management** | Staff/visitors  Possible/increased risk of infection | * All visitors to be approved by SLT * All visitors met behind sneeze screen, advised to wash hands and procedures for social distancing communicated. * Visitor lanyards to be quarantined after use. | Signs up in reception – Signs to be placed in the new reception too.  Share RA with visitors via notice in reception/laminated instructions for supply staff etc. | D | KW  TMcC via OL | 20.5.20 | **20.5.20** |
| **Staff/Students displaying symptoms of coronavirus during school hours** | Staff, Students, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Students and Groups, e.g. pregnant workers/people with underlying health conditions  Possible/increased risk of infection | The HT and/or SLT will be notified immediately.  Staff or students displaying symptoms of Coronavirus will be sent home.   * Parents/Carers will be contacted to arrange for their child to be collected – * **If a child is awaiting collection, they will be moved to the meeting room on the main corridor where they can be isolated behind a closed door with appropriate adult supervision and a window will be opened for ventilation. If this is not possible the hall will be used positioning sick children near the fire exists. If the student needs the toilet whilst waiting to be collected, they should use the accessible toilet and the area should be cleaned and disinfected using standard cleaning products before being used by anyone else. Appropriate PPE will be worn if the child needs direct/personal care.** * **Staff and students who have been in contact with the infected person will wash their hands thoroughly for 20 seconds.** * **The area/items that staff and students have been in contact with will be thoroughly cleaned and/or items disposed of safely, e.g. bagged separately.** * School will develop a suspected coronavirus letter to be sent home with each child and parents/carers are asked to undergo testing/monitor the health of their child/alert school of any outcome immediately and continue to follow Government/NHS guidelines and advice from their GP. * Infographic sent home to say “What to do if… | Constant reminders to parents/carers/staff and vigilance from all staff every day.  A child waiting for collection will wait in the meeting room on the main corridor with windows open. They should have sole use of the accessible toilet. A ‘do not enter sign’ will be placed on the door of both rooms.  Monitor local PHE information so that risk factor is reduced. Follow current national and local levels of infection intelligence and the local measures that are in place if a local spike occurred.  Training on PPE for those expected to use it from Coles. | **D** | TMcC to communicate via OL  MSi | 5.6.20  15.7.20 |  |
| **Coronavirus spreading/being transmitted in school.**  **Asymptomatic students/staff present themselves for testing** | Staff, Students, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Students and Groups, e.g. pregnant workers/people with underlying health conditions  Possible/increased risk of infection | * Government advice will be followed with regards to cleaning the area where a suspected case has been verified. * The schools cleaning regime for suspected cases is to close the area. Sanitise using disposable materials and ensure that welfare staff are equipped with disposable aprons, face mask and face visor. * Cleaning items will be removed from site by being double bagged and placed in identified bin. * All those in contact with the affected area to wash hands thoroughly after removing PPE. * Staff and parents/carers will be told about a confirmed case by HT or deputising SLT and a decision will be made on school closure based on advice given from PHE. * Students told to wear masks on public transport/minibus via opening letters * In PE equipment will be sanitized between groups. Students need to wash hands before and afterwards too. * Students to bring their own maths equipment/headphones for PC etc. to be included in letter. * Music tuition to take place in large rooms with screens used where possible. E.g. ATC * Students/staff to attend for testing in a socially distant manner with face covering and will be checked for symptoms prior to entry. All staff will have appropriate PPE and follow testing precautions as specified in the testing guidance. * In the first instance testing will take place off site (at St Anthony’s) with a non-porous floor and surfaces that can be cleaned easily. * Screens will be used to limit direct contact with untested subjects – see additional RA | Site team/caretaker to ensure there is a continued supply of hand washing equipment/to ensure supplies are monitored.  Monitor local PHE information so that risk factor is reduced. Follow current national and local levels of infection intelligence and the local measures that are in place if a local spike occurred.  Site team/caretaker to ensure supply of PPE is available/to monitor supplies.  Constant vigilance and zero tolerance towards chewing gum to prevent it being placed somewhere and spreading infection.  Apple cores to be disposed of in outside bins.  Petition LA/Government for funding for additional transport to reduce the proximity of students on crowded buses. | **D** | KW 5.6.20 |  |  |
| **Infection spread through prepare/service school meals and snacks** | All students on site | * Hutchinson’s to provide their own specialist food hygiene COVID19 risk assessment. (Provided) * Staggered Break and lunchtimes times with zoned areas and toilets for year groups. * Different serveries for social distancing where possible keeping designated year groups in one area at once. * Food to be covered/wrapped while on display. * Staff microwaves/kitchen area must be sanitised before each use – Staff member utilising facility is responsible. * Prepayment using Parent pay to be used where possible. Students to sanitise hands on entry to dining room and after use of the biometric payment system. * Tables set up in the canteen all facing the stage to reduce the chance of careless ‘spiting’ when eating. * Queues to be avoided at lunch by seating students first. Masks to be worn when waiting to enter the dining room/outside queuing. | Monitor and plan for ParentPay package for grab bag meals if needed. | E | KW | 7.9.20 |  |
| **Inadequate first aid and fire warden provision/illness of key roles e.g. HT (including for those with additional requirements)** | School does not comply with Regulations (First Aid/RRFSO), unable to provide adequate first aid provision, unable to safely evacuate staff/students with a PEEP | * At least one first aider scheduled per day * See first aid room protocol as described above. * At least one member of the site team/SLT with fire alarm training to be scheduled per day. * Fire drill area as usual but with 1m blobs to stand on. Students must strictly face the front. * Students to be played the different bells and instructed what to do on hearing each. * In the event of a fire evacuation the form teacher will check students in on the yard. Students will stand on 1m markers on the fire drill pitch. * In event of evacuation during partial opening students to line up in key worker group. Current supervisor to register. Record of attendance kept on TEAMs and SIMS. * Two members of admin team allocated to mark non teachers in, and the other teachers using InVentry attendance record. * Consideration given to students who may need medication and how this will be provided * Advice/guidance/training obtained from the Health, Safety and Wellbeing Team with regards to managing fire safety. * New PEEPS to be completed as needed and communicated with nominated person/buddy. * All accidents/incidents/near misses will continue to be recorded/reported as in line with school policy. * SLT contingency plan set so that key roles are deputised. * First aider/fire warden/child protection officer to be named when the site is partially open. | Year group fire drills rather than whole school. Regular reminders to students and whole school fire drill in first week back. | D | HH  HH  MSito coordinate  TMcC to communicate in OL  MSi  MSi  MSi  KW/HoY  KW  TMcC | 3.6.20  7.9.20 |  |

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| **CATEGORIES OF LIKELIHOOD** | |
| **Highly Likely** | Expected to happen/reoccur, possibly frequently. |
| **Possible** | Might happen/reoccur at some time depends on circumstances. |
| **Unlikely** | Not expected to happen/reoccur but possible in certain circumstances. |
| **Very Unlikely** | Would only occur in very exceptional circumstances. |

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| **CATEGORIES OF CONSEQUENCE SEVERITY** | |
| **Catastrophic** | Incident could result in one or more fatalities. |
| **Major** | Major injury resulting in incapacity, hospitalisation >24 hours. |
| **Significant** | Injury requires attention of a Doctor or Hospital treatment or hospitalisation <24 hours. |
| **Minor** | Small cut, bruise, abrasion, basic first aid treatment provided. |
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| **Negligible** | Some discomfort, self-help. No treatment required. |

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| **RISK CLASSIFICATIONS** | |
| **A** | **Unacceptable risk,** requires immediate attention. Work should not be started or continued until the level of risk has been reduced. |
| **B** | **High risk,** requires immediate attention. Control measures must be identified and put into place as soon as possible. |
| **C** | **Medium risk,** requires attention as soon as possible. The risk should be only be tolerated in the short term and only when further control measures are being planned and introduced, Timescales must be short. |
| **D** | **Low risks,** confirm that there are no low/no cost solutions which may eliminate/ reduce the risk further. |
| **E** | **Trivial risk,** no further action required but review at regular intervals to ensure controls remain effective. |

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| **RISK RATING** | | | | |
|  | **Highly Likely** | **Possible** | **Unlikely** | **Very Unlikely** |
| **Catastrophic** | **A** | **A** | **B** | **E** |
| **Major** | **A** | **B** | **C** | **E** |
| **Significant** | **B** | **C** | **D** | **E** |
| **Minor** | **C** | **D** | **E** | **E** |
| **Negligible** | **E** | **E** | **E** | **E** |