

## Risk Assessment for the reopening of St Richard's Catholic College in September 2020

Site / school name:	St Richard's Catholic College		
Name(s) of person(s) covered by this assessment:	<ul style="list-style-type: none"> <li>▪ Pupils</li> <li>▪ Staff, including volunteers</li> <li>▪ Parents/Carers</li> <li>▪ Catering and cleaning staff</li> <li>▪ Contractors</li> <li>▪ Outside agencies coming in to offer 1 to 1 support for vulnerable pupils and peripatetic staff</li> <li>▪ Visitors</li> </ul>		
Tasks and activities covered by this risk assessment:	<ul style="list-style-type: none"> <li>▪ The return of the whole school community – staff and pupils</li> <li>▪ Pick up and drop off from school</li> <li>▪ Transportation</li> <li>▪ Cleaning and sanitisation</li> <li>▪ Food provision</li> <li>▪ Recovery Curriculum</li> <li>▪ Mental Health and Well-Being of all</li> </ul>		
Equipment and materials used:	<ul style="list-style-type: none"> <li>▪ General class and teaching materials</li> <li>▪ Limited sports and PE equipment</li> <li>▪ Revised Risk Assessments in Music, DT, Dance, PE, Drama, Art, Food &amp; Science.</li> <li>▪ Cleaning materials and equipment</li> </ul>		
Location(s) covered by this risk assessment:	<ul style="list-style-type: none"> <li>▪ All school premises and grounds</li> </ul>		
Name of person completing this risk assessment:	Miss D Cronin	Date of completion:	August 2020
Risk assessment approved by:	Mrs Alison Horan	Date of approval:	27 <sup>th</sup> August 2020
Date risk assessment to be reviewed by:	Within one month of completion		End of September 2020

### COVID-19

#### Suspected cases:

- If anyone (staff or pupil) becomes unwell with any of the following: (i) a new continuous cough, (ii) a high temperature, or (iii) a loss or change in their sense of smell or taste (anosmia) they will be sent home.
- The school expects that they will self-isolate, book a test and engage with the NHS Test and Trace process in line with current guidance.
- Having been notified of a suspected case, St Richard's will contact Public Health England (National Institute of Health Protection) before any actions are taken. **Telephone – 0344 225 3861, Option 3 Option 1.**

#### Confirmed cases:

- Having been notified of a positive COVID-19 test result for a member of staff or a pupil, the school will contact Public Health England (PHE) before any actions are taken. **Telephone – 0344 225 3861, Option 3 Option 1.**
- The school will then take actions following the guidance of the PHE Health Protection Team.
- St Richard's will alert the Local Authority to a confirmed case by e-mailing [COVID19.SchoolsInformation@eastsussex.gov.uk](mailto:COVID19.SchoolsInformation@eastsussex.gov.uk)

What are the hazards?	Who might be harmed and how?	What are you already doing?	L i k e l i h o o d	S e v e r i t y	R i s k	Do you need to do anything else to manage this risk in St Richard's?	Who will do this?	When must this be done?
<ul style="list-style-type: none"> <li>Potential for spread of COVID-19 between persons at school.</li> </ul>	<ul style="list-style-type: none"> <li>Staff, pupils and other occupants may catch COVID-19 via direct or indirect contact with carriers.</li> <li>Potential for spread to other family members / persons.</li> <li>Staff and pupils from black and minority ethnic backgrounds who are at increased risk to Covid.</li> </ul>	<b>Organise class groups</b> <ul style="list-style-type: none"> <li>Minimising contact between Year groups. <i>Ensure, as far as possible, pupils stay in their year groups. When this is not possible, maintain minimal movement of pupils between groups.</i></li> <li>Ensure staff and pupils from BAME groups are aware of increased risk to Covid. (Signpost to PHE's review of the impact of Covid-19 on BAME groups).</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>Pupils to be in Year Groups as far as possible with staggered breaks/lunches/departures.</li> <li>Pupils to move on a strict one way system to avoid year group bubbles making contact.</li> <li>All parents/carers, pupils staff and visitors told not to enter the school if they are displaying any symptoms.</li> <li>The numbers of visitors to be kept to a minimum and they will be either seen outside or in a well-ventilated room.</li> <li>Ensure LMT/First Aid/Maintenance staff are fully up-to-date with DFE guidance.</li> <li>Staff movement around a classroom should be limited to maintain 2 metre distancing and a TA will need to maintain social</li> </ul>	LMT/staff	September 2020

						<p>distancing working as far as possible with one year group. Where this is not possible, TA to work with pupils outside main classroom to ensure social distancing.</p> <ul style="list-style-type: none"> <li>▪ Reduce number of events in school which gather people together, eg Parents' Curriculum Information Evening - move to pre recorded.</li> <li>▪ Trips – only day trips authorised and no overnight stays.</li> <li>▪ Distribute advice from BAMEed network. <a href="https://www.bamednetwork.com/resources">https://www.bamednetwork.com/resources</a>. Include BAME in RA for all.</li> <li>▪ Complete individual RAs for staff who request one.</li> <li>▪ ITT trainees will be added to the Risk Assessment and treated as staff.</li> </ul>		
		<p><b>Organise classrooms and other learning spaces</b></p> <ul style="list-style-type: none"> <li>▪ Move furniture and desks to enable social distancing between pupils. Ensure the same principle is applied to teacher's desk.</li> </ul>				<ul style="list-style-type: none"> <li>▪ Regular scrutiny of spaces created to ensure desks are not moved and are wiped down by pupils after every lesson.</li> <li>▪ Supporting pupils in a 1 to 1 setting will involve staff</li> </ul>	<p>Maintenance staff and LMT in first instance. Staff teaching in classrooms from September.</p>	<p>Daily checks. In summer holiday, classrooms prepared</p>

		<ul style="list-style-type: none"> <li>▪ All pupils to sit in rows, where possible, facing the front with staff maintaining social distance.</li> <li>▪ Floor markings will be used to define transit routes or no-go spaces in classrooms and to maintain 2 metre distancing with teacher.</li> <li>▪ Staff to remove any unnecessary items including soft furnishings and other items that are hard to clean.</li> <li>▪ All spaces should be well ventilated, opening windows and doors where possible.</li> <li>▪ Ensure hand sanitiser and tissues in every room.</li> <li>▪ Ensure bins in every room have a lid.</li> <li>▪ Have spare equipment available – pens/pencils/ rubbers, rulers to give to pupils to avoid sharing. However, all pupils will be expected to bring a limited amount of equipment and not to share it.</li> <li>▪ Use of laptop banks available in corridors must be wiped down before and after use with antibacterial wipes.</li> <li>▪ Staff to use anti-bacterial wipe to wipe down touching</li> </ul>				<p>and pupil sitting one metre apart. Visual media such as a shared document on a laptop or mini-whiteboards will be used and all will be wiped down after use.</p> <ul style="list-style-type: none"> <li>▪ If possible, some furniture to be removed temporarily from classrooms to create more space.</li> <li>▪ Staff in collaboration with TAs must revise seating plans in rearranged classrooms.</li> <li>▪ SEN pupils to be positioned so easy access to TA eg near window/suitable social distancing.</li> <li>▪ Letter to parents explaining the need for their child to come to school fully prepared with equipment which needs to include personal sanitiser, face covering, water bottle and tissues. Each child must have a face covering and a container to place it when not in use.</li> </ul>	Maintenance Staff	1 <sup>st</sup> September 2020
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		<p>areas after a lesson move. Cleaning staff will focus on practical areas, in the first instance.</p> <ul style="list-style-type: none"> <li>Time will be given to clean practical areas between year group use.</li> <li>No fans to be in use and no dryers in use in toilets.</li> </ul>				<ul style="list-style-type: none"> <li>Air conditioning in IT suites to be limited and switched off in other rooms.</li> <li>Maintain supply of sanitiser/tissues/paper towels.</li> </ul>		
		<p><b>Review curriculum provision</b></p> <ul style="list-style-type: none"> <li>Confirm which lessons or activities will be delivered fully and those that cannot safely be delivered. This might include some practical or physical activities.</li> <li>Consider which lessons or activities can take place outdoors where social distancing is easier and the risk of transmission reduced.</li> <li>Clubs to commence but only in Year groups hence reduced extra-curricular programme to begin with. Prep Clubs to be organised in Year groups daily.</li> </ul>				<ul style="list-style-type: none"> <li>RA for practical subjects to be revised by Subject Leaders - addendum.</li> <li>Where a staff member has to self-isolate due to track/trace, he/she will continue to deliver lessons to affected classes remotely.</li> <li>Prep Club Plus for Year 7; other SEN pupils to join year group Prep Club with support provided</li> </ul>	LMT/GM/ SDa/RB/BP/	1 <sup>st</sup> week in September
		<b>Movement around the school</b>						

		<ul style="list-style-type: none"> <li>▪ Use of timetable to reduce movement &amp; contact around the school as much as possible and a one-way system strictly enforced.</li> <li>▪ Year Groups to be kept separate as far as possible.</li> <li>▪ Teachers may be asked to move rather than pupils ensuring that contact between different groups is minimised.</li> <li>▪ Teachers/Staff to socially distance from each other at all times.</li> <li>▪ Where possible, stagger finish times and entry and exit points for pupils using the trains &amp; buses.</li> <li>▪ Year 10/11 to be on site by 8.30 and to go straight to form rooms. All pupils to be in form rooms and ready for registration at 8.40am.</li> <li>▪ Between lessons, KS3 to line up in determined locations: Year 7 – Year 7 playground Year 8 – Year 8 playground Year 9 – Year 10/11 playground</li> <li>▪ Stagger break and lunch times, avoiding one school lunch for the majority of pupils.</li> </ul>			<ul style="list-style-type: none"> <li>▪ Pupils in Years 7, 8 and 9 to line up outside between lessons (staggered timings) where needed and Upper School pupils to move to lessons first.</li> <li>▪ Revisit timing of tutor time.</li> <li>▪ Staff to avoid sitting in the staffroom or in groups.</li> <li>▪ Meetings to remain virtual for the time being using Google Meet.</li> <li>▪ Staffroom to be reorganised to reduce seating.</li> </ul>	LMT/GM	<p>September 2020</p> <p>September 2020</p>
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		<ul style="list-style-type: none"> <li>▪ Pupils to be encouraged to bring in own snacks for tuck at break.</li> <li>▪ Pupils and staff bringing in packed food and drink should abide by the school allergy policy.</li> <li>▪ Daily Briefing to be emailed to staff.</li> <li>▪ Use one-way systems.</li> <li>▪ Use floor or wall markings to highlight social distancing.</li> <li>▪ Good hygiene practice. (Posters to be displayed widely and PSHEe will reinforce practice.)</li> <li>▪ Pupils should enter classrooms immediately and not line up outside the classroom.</li> <li>▪ In corridors, when a whole year group is moving, all pupils will move in silence to reduce any possible transmission and will have to wear a face covering (one way system).</li> <li>▪ Assemblies for only one year group at a time and no mass singing but can be led by small group. Assemblies to be recorded for the first couple of weeks. When in the hall for assembly or Mass, face coverings to be removed once seated.</li> </ul>				<ul style="list-style-type: none"> <li>▪ If it rains at lunch time pupils will have access to rooms nearby and/or will remain in their classroom, or go to the Gym.</li> <li>▪ LMT and Pastoral Leaders to be on duty to monitor movement between lessons.</li> <li>▪ Handwashing and sanitising habits to be built into the culture of the school.</li> <li>▪ All pupils/staff to wear a facial covering in communal indoor areas. Pupils unable to wear a face covering due to medical reasons will not have to do so. Staff will be provided with a list of pupils who do not have to wear a face covering.</li> <li>▪ Allocate toilets to a year group. Upper School pupils to share toilets by AO.</li> </ul>		
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		<ul style="list-style-type: none"> <li>▪ Ensure that toilet facilities do not become crowded by limiting the numbers allowed to use them at any given time to two pupils. Ensure plentiful supply of paper towels in toilets and bins with lids.</li> <li>▪ With due regard to fire safety, doors will be temporarily propped to limit touching of door handles and aid ventilation.</li> <li>▪ Windows in all classrooms to be opened.</li> <li>▪ Some pupils may need additional support with these measures e.g. those with Special Educational Needs.</li> <li>▪ Visors have been made for staff who request one.</li> <li>▪ No choir to be held at this point.</li> <li>▪ Orchestra can be held but without wind/brass instruments.</li> <li>▪ Music lessons – no use of P.bones or other wind instruments.</li> <li>▪ Singing back-to-back only.</li> <li>▪ Meticulous cleaning between lessons/use of equipment.</li> </ul>			<ul style="list-style-type: none"> <li>▪ JAC/DC to provide a video September 1st highlighting changes and expectations.</li> <li>▪ Remove all fuses from hand dryers to ensure they are not used.</li> <li>▪ Extra support/briefings provided by SENCO/TA Co-ordinators to SEN pupils.</li> <li>▪ Ensure all pupils/staff wearing a facial covering are following processes for removal, storage/disposal and that they hand wash on arrival in school or after removing facial covering.</li> </ul>	<p>LMT/SENCO/ Learning Support Team</p> <p>LMT</p>	September 2020
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		<ul style="list-style-type: none"> <li>Screens to be provided for use of peripatetic staff in music and on staff request.</li> </ul>						
		<p><b>Shared spaces e.g. assembly and dining halls</b></p> <ul style="list-style-type: none"> <li>Use of hall, dining area and gym have clear markings on floor.</li> <li>Staggered lunch in the canteen made available for <b>all</b> pupils in year groups, who will be expected to sit side by side with no-one facing them.</li> <li>Adequate cleaning will need to take place between groups using the shared spaces including wiping down of tables between each group.</li> <li>Stagger use of staff room, work rooms and offices to maintain social distancing. As far as possible, identified rooms will be used so they are cleaned after use.</li> <li>Signs and antibacterial wipes next to shared equipment for staff such as phones and for staff &amp; pupils – photocopiers.</li> </ul>				<ul style="list-style-type: none"> <li>Covid-19 RA for canteen to be read by staff.</li> <li>Chartwells plan to be implemented for the 'pick up' of food.</li> <li>Kitchen to comply with the Guidance for food business in Coronavirus.</li> <li>Kettles for hot drinks for staff at break to be available in a number of areas.</li> <li>Staffroom to be used as far as possible as a walk through for collection of post etc. No more than 15 staff in there at any one point.</li> <li>Staff study room out of use except for phone calls.</li> <li>As far as possible, pupils must submit work via</li> </ul>	<p>Chartwells/LMT</p> <p>LMT</p> <p>Staff</p>	<p>September 2020</p> <p>September 2020</p>

						Google Classroom to avoid the use of the photocopiers. (Pupils will not be allowed to use the photocopies in lesson time).		
		<b>Outside spaces</b> <ul style="list-style-type: none"> <li>Should be used for exercise and breaks where possible</li> <li>Outdoor education can limit transmission and allow easier distancing between children and staff</li> <li>Outdoor equipment will not be used unless it can be ensured that appropriate cleaning takes place; groups do not use it at the same time and there is cleaning in between groups using the equipment.</li> </ul>				<ul style="list-style-type: none"> <li>PE to review autumn term curriculum to include greater use of field and sports hall. Gym to be used in other areas at least for September.</li> <li>Cleaning equipment to be ordered by PE dept and kept secure.</li> </ul>	PE Department	By September
		<b>Shared resources</b> <ul style="list-style-type: none"> <li>Shared resources will be limited and, particularly any that are taken home.</li> <li>Pupils will keep exercise books/folders with them. Work for marking to be uploaded on to Google Classroom as far as possible.</li> <li>Cleaning will be needed after each use where shared resources are in use by different groups.</li> </ul>				<ul style="list-style-type: none"> <li>If teachers collect in books, then they must either leave them for 48 hours before marking or use gloves.</li> <li>All pupils to be advised to carry a small sanitiser, a facial covering, tissues and a water bottle (750ml).</li> </ul>	All staff	Before each day begins. Daily briefing email.

		<ul style="list-style-type: none"> <li>▪ Practical lessons can go ahead only if equipment is cleaned between use and the classroom / space is cleaned between different groups using it.</li> <li>▪ Pupils will change for PE in designated areas.</li> <li>▪ PE equipment to be deep cleaned between each lesson or left for 48/72 hours before reuse.</li> </ul>				<ul style="list-style-type: none"> <li>▪ 'Catch it, kill it, bin it' approach to be reinforced with all pupils</li> <li>▪ Identified cleaners to increase hours.</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Behaviour of some pupils putting others at risk.</li> </ul>		<ul style="list-style-type: none"> <li>▪ Revised Safety and Behaviour policy shared with staff / pupils/parents.</li> <li>▪ Presence of LMT/Pastoral Care team around Year bubbles.</li> <li>▪ RA in place for any pupil with behavioural concerns.</li> <li>▪ 'Clear response' to incidents of poor behaviour.</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>▪ Safety and behaviour addendum to the Community Expectations Policy shared with all in the community including parents/carers.</li> </ul>	LMT/Pastoral Care Team	September 2020
<ul style="list-style-type: none"> <li>▪ Potential for spread of COVID-19 between persons arising from travel to school or dropping / picking up at school.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers.</li> <li>▪ Potential for spread to other family members / persons.</li> </ul>	<p><b>Getting to school and drop off / pick up</b></p> <ul style="list-style-type: none"> <li>▪ Encourage pupils to walk or cycle to school where possible – promote the #safetravel campaign.</li> <li>▪ Pupils travelling on public transport to wear facial coverings.</li> <li>▪ Highlight Government advice on safe travel to parents and carers and staff.</li> <li>▪ Ensure the transport provider is aware of any</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>▪ Extra bicycle storage to be provided at front of school and by bicycle rack.</li> <li>▪ Pupils on bus to sit in year groups.</li> <li>▪ LMT &amp; Pastoral Leaders to supervise drop-offs as far as possible.</li> <li>▪ Encourage use of seafront and surrounding areas for pick ups/drop offs.</li> </ul>	LMT Maintenance team	

		<p>timetable changes and is adhering to Government guidelines. Seek a copy of their risk assessment and operating plan.</p> <ul style="list-style-type: none"> <li>▪ If possible, stagger start and finish times to limit numbers at any one time.</li> <li>▪ Produce and share a video showing how the school will look and be on their return with behaviour expectations outlined.</li> <li>▪ Prep Club spaces will need to be increased – KS3 &amp; KS4.</li> </ul>				<ul style="list-style-type: none"> <li>▪ Ashdown Road to be avoided for pick-ups and drop-offs as far as possible.</li> <li>▪ 'Train' pupils to continue to sit in Year groups carriages and will have a staggered dismissal.</li> <li>▪ Staff to provide support in walking pupils to seafront am &amp; pm. Parents to collect children from seafront or surrounding roads rather than collecting on Ashdown Road.</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Risks of spread of COVID-19 from providing first aid or care.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers by close contact for first aid or care provision.</li> <li>▪ Potential for spread to other family members / persons.</li> </ul>	<p><b>First aid and care provision</b></p> <ul style="list-style-type: none"> <li>▪ The school will maintain suitable first aid and <i>where needed paediatric first aid cover. There will be a 'designated' First Aid room in the school used by pupils/staff with suspected Covid-19 symptoms. PPE will be available in the room</i></li> <li>▪ Social distancing and hygiene control measures must be maintained so far as is reasonably practicable when providing first aid e.g. limiting numbers in first aid rooms, cleaning the area after treatment, PPE for First Aiders and thorough hand washing. PPE can</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>▪ A requirement that pupils and staff who are ill with covid symptoms stay at home.</li> <li>▪ Records to be kept of all visitors, dates and contact details via electronic signing in system.</li> </ul>	<p>K O'Brien and team of First Aiders to agree timetable for supervision.</p> <p>The school will ensure enough PPE equipment</p>	September

		<p>include masks, gloves, aprons and visors.</p> <ul style="list-style-type: none"> <li>▪ All first aid equipment will always be accessible. Forehead thermometers available in school.</li> <li>▪ If a pupil becomes unwell with symptoms of coronavirus whilst in school and needs direct personal care until they can return home, a face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask or visor should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</li> <li>▪ All incidents must be recorded as per the school's normal arrangements.</li> </ul>			<ul style="list-style-type: none"> <li>▪ Forehead thermometers to be used on visitors who need to enter the school building</li> <li>▪ Where possible there will be a door between a child showing symptoms and an adult caring for them.</li> <li>▪ Active engagement with NHS Test &amp; Trace will occur. Any confirmed case</li> </ul>	First Aiders	September 2020
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						will result in PHE notification & action.		
<ul style="list-style-type: none"> <li>Contamination of commonly used areas, including door handles, IT equipment and equipment used by multiple persons.</li> </ul>	<ul style="list-style-type: none"> <li>Staff and other occupants may become contaminated via indirect contact with contaminated equipment.</li> <li>Potential for spread to other family members / occupants.</li> </ul>	<p><b>Cleaning and hygiene control</b></p> <ul style="list-style-type: none"> <li>Information on measures in place will be provided at reception and key entry points.</li> <li>All staff will be briefed regularly as a minimum on expected hygiene standards.</li> <li>All staff instructed to actively monitor to ensure all colleagues are adhering to principles of good hygiene.</li> <li>Sufficient quantities of cleaning supplies and hand soap to be maintained.</li> <li>More frequent wipe down of high passage area door handles, including main entrance doors and commonly used doors and toilet areas.</li> <li>If a toilet is used by a pupil/staff member with covid symptoms, then toilets to be closed down for a deep clean.</li> <li>Ensure that bins are emptied throughout the day.</li> <li>Daily cleaning in place to disinfect all handles and commonly used surfaces.</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>Staff to alert Maintenance staff if supplies are running low.</li> <li>Staff/pupils who are unwell, with covid-19 symptoms should stay at home.</li> <li>Cleaner to regularly clean door frame, handle and buttons in lifts.</li> </ul>	Maintenance staff/ H&S Officer/ LMT	Daily from September 2020.

		<ul style="list-style-type: none"> <li>IT equipment to be used by one person as a designated workstation where possible and cleaned (wiped down) after use.</li> <li>Alcohol based hand sanitiser should be considered for practical sessions where hand washing will be required before and after if sufficient facilities are not available.</li> </ul>						
<ul style="list-style-type: none"> <li>Contamination of food products and packaging from supply chain or from food preparation on site.</li> </ul>	<ul style="list-style-type: none"> <li>Staff and occupants infected by consumption of contaminated food packaging or food product.</li> <li>Contamination of food by catering staff failing to adhere to hygiene standards or otherwise who are infected with COVID-19.</li> <li>Water fountains to be covered.</li> </ul>	<b>Catering provision</b> <ul style="list-style-type: none"> <li>Confirm with Chartwells that all relevant safety procedures are in place and that they are adhering to Government guidelines</li> <li>Ensure that Chartwells are aware of any changes to lunch times and operating practices we have made.</li> <li>Potentially, have a 'grab &amp; go' lunch provided by Chartwells.</li> <li>A limited breakfast service will be offered with social distancing measures in place.</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>Chartwells to liaise with Managers and alert LMT to any changes.</li> <li>Read latest RA for canteen from Chartwells which includes the use of plastic screens at cash desks.</li> <li>Use of other points to collect food to reduce large group gatherings.</li> <li>Ordering of lunches in advance for pupils and staff, if possible.</li> <li>Drinking water to be available for refilling bottles in canteen and at water fountains with taps.</li> </ul>	LMT/Canteen staff	September 2020
<ul style="list-style-type: none"> <li>Staff and pupils may be unfamiliar with</li> </ul>	<ul style="list-style-type: none"> <li>Risk of injury arising from panic due to lack</li> </ul>	<b>Emergencies</b> <ul style="list-style-type: none"> <li>Emergency evacuation procedures to be altered</li> </ul>	2	3	6		Arthur/DB	Weekly

changes to fire safety or other emergency arrangements.	of clear emergency arrangements.	<p>due to need to socially distance staff and pupils.</p> <ul style="list-style-type: none"> <li>▪ Year Group fire evacuation practices will take place in the first week of term.</li> <li>▪ A full fire drill will take place on the field with a revised evacuation location plan.</li> <li>▪ An intruder alert practice will be planned for term one.</li> <li>▪ All pupils given a briefing on fire evacuation procedures and where to stand on return in September.</li> <li>▪ Other emergency procedures e.g. Intruder Alert Protocol will be reviewed as required.</li> </ul>					H&S Co-ordinator /DC	
<ul style="list-style-type: none"> <li>▪ Safety of health issues relating to interrupted maintenance or inspection schedules whilst school has been closed or in limited use.</li> </ul>	<ul style="list-style-type: none"> <li>▪ All persons at risk of Legionnaires disease from little used systems</li> <li>▪ Damaged or broken items may not be identified or repairs actioned leading to injury.</li> <li>▪ Statutory inspections or maintenance may be missed leading to failure</li> </ul>	<p><b>Maintenance and inspection</b></p> <p>Before school reopens, Maintenance staff will:</p> <ul style="list-style-type: none"> <li>▪ Ensure all little used water outlets are flushed through.</li> <li>▪ Check and test all fire protective systems</li> <li>▪ Check and test all relevant safety critical devices</li> <li>▪ Carry out a visual site inspection to identify any issues that may need remedying</li> <li>▪ Where pieces of equipment or machinery, such as lifts, fume cupboards etc require</li> </ul>	1	4	4	<ul style="list-style-type: none"> <li>▪ H&amp;S Governors, H&amp;S Co-ordinator to meet with Caretaker before term begins to carry out a pre-term building check.</li> </ul>	Maintenance staff H&S Governor H&S Co-ordinator	Start of September



	of safety critical items.	thorough examination or testing (TE&T) they must all be within their testing cycle. If this has elapsed then these item(s) cannot be used until they have passed the required tests. Their use will therefore need to be postponed until testing has taken place.						
<ul style="list-style-type: none"> <li>Potential for spread of COVID-19 between persons at school showing symptoms of coronavirus or those who are confirmed to have coronavirus.</li> </ul>	<ul style="list-style-type: none"> <li>Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers.</li> <li>Potential for spread to other family members / persons.</li> </ul>	<p><b>Suspected case of coronavirus in school</b></p> <ul style="list-style-type: none"> <li>If anyone becomes unwell with a new, continuous cough or a high temperature or a loss of taste or smell in school, they must be sent home and advised to follow Government guidance with regards to test/trace and isolation.</li> <li>If a pupil is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, and with appropriate adult supervision if required.</li> <li>PPE should be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained.</li> <li>If a member of staff has helped someone who was</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>Active engagement with NHS Test and Trace</li> <li>Home testing kits to be made available on occasion.</li> </ul>	First Aider/LMT	Weekly reminders

		<p>unwell with a new, continuous cough or a high temperature, he/she does not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the pupil subsequently tests positive. He/she should wash their hands thoroughly for 40 seconds after any contact with someone who is unwell. <i>They may choose to go home as a precaution whilst the pupil awaits test results.</i> Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people</p>			<ul style="list-style-type: none"> <li>▪ Increased use of disinfectant and other cleaning products.</li> <li>▪ We will endeavour to contain any outbreak by following Public Health Advice.</li> <li>▪ Deep cleaning of the room will occur when pupil or staff member has suspected symptoms. Re-rooming will occur so no learning is lost.</li> </ul>		
▪	▪	<p><b>Confirmed case of coronavirus in school</b></p> <ul style="list-style-type: none"> <li>▪ When a pupil or staff member develops symptoms compatible with coronavirus, they should be sent home and the school will follow Government guidance with regards to track &amp; trace.</li> <li>▪ All staff and pupils who are attending school will have access to a test if they display symptoms of</li> </ul>			<ul style="list-style-type: none"> <li>▪ Use of LA proforma on what to do and template letter stored with KO &amp; RB.</li> <li>▪ If rates of the disease should rise in the local area, clinically vulnerable pupils from this area may</li> </ul>	First Aider supported by LMT	Weekly

		<p>coronavirus and must get tested in this scenario and inform school of the outcome.</p> <ul style="list-style-type: none"> <li>▪ PHE will be informed. They will risk assess the situation and provide next steps for the school which will be shared with parents/carers concerned. If certain pupils/staff are asked to isolate by PHE then the other household members of that wider class or group do not need to self-isolate unless the child, young person, or staff member they live with in that group subsequently develops symptoms.</li> </ul>				be advised by PHE to shield without impact on attendance.		
<ul style="list-style-type: none"> <li>▪ Impact on well-being and emotional health on all.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Staff, pupils, families.</li> </ul>	<p><b>Well-Being support</b></p> <ul style="list-style-type: none"> <li>▪ Regular signposting to support for all.</li> <li>▪ Designated PSHEe and well-being units in programme.</li> <li>▪ Recovery work related to emotional health and resilience in place for September.</li> <li>▪ Use of 'MyConcern' for recording concerns to ensure quick identification and support.</li> <li>▪ Strong collaborative work with School Counsellor, outside agencies, Mental</li> </ul>	3	3	9		<p>DB/Pastoral Leaders/TA Coordinators/ SENCO/Pastoral Manager/Lay Chaplain.</p> <p>Safeguarding team</p>	Weekly

		<p>Health Educational Practitioner, Social Workers, School Health Service, Pastoral Support Manager and Lay Chaplain.</p> <ul style="list-style-type: none"> <li>▪ Safeguarding addendum implemented and shared with staff.</li> <li>▪ Use of ED, IS, JBL to support DSL in first few weeks.</li> </ul>						
<ul style="list-style-type: none"> <li>▪ Academic and pastoral issues connected with SEN pupils.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Pupils: EHCP, SEN register, lower ability.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Separate risk assessment on each pupil's EHCP.</li> <li>▪ Risk assessment in place for vulnerable SEN pupils.</li> <li>▪ Support from SEN team.</li> <li>▪ TAs support 'small groups' of pupils where SEN need is identified.</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>▪ Specialists can provide interventions as normal maintaining social distancing.</li> <li>▪ Care Plans have been updated in preparation for school return.</li> </ul>	IS/KB/KT/TA Coordinators & TAs	By September
<ul style="list-style-type: none"> <li>▪ Visitors to the school</li> </ul>	<ul style="list-style-type: none"> <li>▪ Pupils/Staff</li> </ul>	<ul style="list-style-type: none"> <li>▪ Notices will go up at the school gate indicating that any unannounced visitors will be seen at the school gate.</li> <li>▪ Visitors with an appointment will either be seen in the playground or a well-ventilated classroom/office for the first month at least.</li> <li>▪ Visitors such as Consultants to limit movement in school. Visitors may be requested to wear masks/a visor.</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>▪ Parents will be informed by letter.</li> <li>▪ Posters will be displayed on the school gates.</li> <li>▪ Parents/carers to make appointments to see staff preferably by Google Meet, in first instance.</li> <li>▪ Records of visitors to be kept including contact details.</li> <li>▪ All visitors invited into the building to be temperature-checked at the school gate.</li> </ul>	<p>DC</p> <p>AF/AP Maintenance staff</p>	From September 2020

## Risk Rating Matrix

Likelihood	Description	Score
Very unlikely	Unforeseeable that an injury or incident could happen. A 1 in a million chance of a hazardous event happening.	1
Unlikely	An injury or incident could happen, although unlikely. A 1 in 100,000 chance of the hazardous event happening.	2
Fairly likely	An injury or incident may happen. A 1 in 10,000 chance of the hazardous event happening.	3
Likely	It is foreseeable that an injury or incident will happen. A 1 in 1000 chance of the hazardous event happening.	4
Very Likely	Imminent possibility of injury or accident. A 1 in 100 chance of the hazardous event happening.	5

Severity / Consequence	Description	Score
Insignificant	No injury	1
Minor	Injuries only requiring on site first aid	2
Moderate	Injuries that might require further medical attention and injuries that could lead up 3 days' absence	3
Major	Serious injury including broken limbs and injuries leading to over 7 days' absence	4
Catastrophic	Fatality	5

	Very unlikely	Unlikely	Fairly likely	Likely	Very likely
Catastrophic	5	10	15	20	25
Major	4	8	12	16	20
Moderate	3	6	9	12	15
Minor	2	4	6	8	10
Insignificant	1	2	3	4	5

Risk rating	Actions	
1-2	No action	No further action but ensure controls are maintained.
3-6	Monitor	Look to improve at next review or if there is a significant change.
8-12	Action	Review existing controls and make any improvements identified within a specified timetable.
15-16	Urgent action	Take immediate action and stop activity if necessary, maintain controls rigorously.
20-25	Stop	Stop activity and take immediate action.

Record of risk assessment reviews					
Date of review:		Reviewed by:		Comments / date of next review:	▪
Date of review:		Reviewed by:		Comments / date of next review:	▪
Date of review:		Reviewed by:		Comments / date of next review:	▪