



**LUTTERWORTH
HIGH SCHOOL**



**ON SITE RISK ASSESSMENT
FULL OPENING OF EDUCATIONAL SETTINGS
POST CORONAVIRUS (COVID-19) CLOSURE**

This document should be read in conjunction with the Lutterworth High School Risk Assessments Database for On-Site Activities.

Activity	Hazard	Who	Severity	Likelihood	Control
Policies, Guidance and Advice					Relevant Health & Safety Executive (HSE), Department for Education (DfE), Local Authority (LA), School Health & Safety and Inclusion Policies, Procedures and Guidance apply. All activities to be carried out in accordance with HSE, DfE, LA, and School Health & Safety and Inclusion Policies, Procedures and Risk Assessments. Government guidance available on Gov.UK website: <ul style="list-style-type: none"> • Actions for schools during the Coronavirus outbreak • Coronavirus (COVID-19): getting tested • Coronavirus (COVID-19): guidance on the phased return of sport and recreation • Coronavirus (COVID-19): implementing protective measures in education and childcare settings • Coronavirus (COVID-19): safeguarding in schools, colleges and other providers • Coronavirus (COVID-19): safer travel guidance for passengers • Coronavirus: travel guidance for educational settings

Activity	Hazard	Who	Severity	Likelihood	Control
Policies, Guidance and Advice - continued					<ul style="list-style-type: none"> • COVID-19: cleaning of non-healthcare settings • COVID-19: guidance for households with possible Coronavirus infection • COVID-19: personal protective equipment use for non-aerosol generating procedures • Coronavirus: travel guidance for educational settings • Education, health and care needs assessments and plans: guidance on temporary legislative changes relating to Coronavirus (COVID-19) • Extra mental health support for pupils and teachers • Guidance for food businesses on Coronavirus (Covid-19) • Guidance for full opening - schools • Guidance on shielding and protecting people who are clinically extremely vulnerable from Covid-19 • Health and safety on educational visits • Local lockdowns: guidance education and childcare settings • Managing school premises during the Coronavirus (COVID-19) outbreak • NHS Test and Trace - how it works • Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) • Teaching about mental wellbeing • Transport to school and other places of education: autumn term 2020 • What parents and carers need to know about early years providers, schools and colleges in the autumn term <p>Department for Education Coronavirus Helpline available Monday-Friday from 8am to 6pm on 0800 046 8687.</p> <p>Public Health England poster 'Education Guidance' displayed in all teaching rooms and toilets.</p>

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Reason for phased school opening	The Science	All	High	Low	<ul style="list-style-type: none"> • The prevalence of Coronavirus (COVID-19) has decreased • The NHS Test and Trace system is up and running • The risk to children themselves of becoming severely ill from Coronavirus (COVID-19) is very low and there are negative health impacts of being out of school. • 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 • There is no evidence that children transmit the disease any more than adults • Given the improved position, the balance of risk is now overwhelmingly in favour of children returning to school. • For the vast majority of children, the benefits of being back in school far outweigh the very low risk from Coronavirus (COVID-19) • More is understood about the measures that need to be in place to create safer environments in schools
Remote provision	Controlling the transmission rate of Coronavirus (COVID-19)	All	Low	Low	Remote provision to be maintained for use in the event of students self-isolating and/or local lockdown.
Attendance		Students	High	Low	All students must attend school from start of autumn term 2020; students MUST NOT attend if they are displaying symptoms of Coronavirus, have tested positive in the last 10 days, are self-isolating due to symptoms in their household, or have been advised by the NHS Test and Trace service to self-isolate; absences should be reported in the usual manner; school should continue to inform social workers where children with a social worker do not attend.

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Attendance - continued	Controlling the transmission rate of Coronavirus (COVID-19)	Students	High	Low	School to resume taking attendance registers and continue to complete the online Educational Setting Status form which gives the Department for Education daily updates on how many children and staff are attending.
		Staff	High	Low	All staff should attend school from start of autumn term 2020; attendance should be recorded preferably using the mobile phone app but alternatively using non-contact methods on the electronic attendance screens; staff are advised NOT to use the contact method on the electronic screens due to possible cross-contamination; both the attendance screens and the external key pads will be cleaned at the start and end of the day; staff MUST NOT attend if they are displaying symptoms of Coronavirus, have tested positive in the last 10 days, are self-isolating due to symptoms in their household, or have been advised by the NHS Test and Trace service to self-isolate; absences should be reported in the usual manner.
Clinically extremely vulnerable persons due to pre-existing medical conditions		All	High	Low	In accordance with Government guidance, staff and students who have been classed as clinically extremely vulnerable due to pre-existing medical conditions are now expected to attend School unless agreed with Head teacher; they should maintain social distancing whenever possible; staff and students who live in a household with someone who is clinically extremely vulnerable should now attend School.
Clinically vulnerable persons due to pre-existing medical conditions, including pregnancy		All	High	Low	In accordance with Government guidance, staff and students who have been classed as clinically vulnerable due to pre-existing medical conditions are now expected to attend School unless agreed with Head teacher; staff and students who live in a household with someone who is clinically vulnerable, including those who are pregnant, should now attend School.

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Safeguarding	Controlling the transmission rate of Coronavirus (COVID-19)	Students	High	Low	Reference should be made to the Government guidance 'Coronavirus (COVID-19): safeguarding in schools, colleges and other providers' and the School Policy 'Child Protection and Safeguarding COVID-19 Addendum'.
Reception		Staff	High	Low	Reception staffed as normal; photocopier use to be restricted to Reception staff and SLT; photocopier cleaned after each use using appropriate wipes; all phones, keyboards, mice etc to be wiped down before a colleague uses the equipment and by all at the end of every day; Reception to be occupied by Reception staff only; signage to this effect; should other staff wish to speak with Reception staff they should use the internal phone system.
Parental/carer, visitor and deliveries access		Parents/ carers; visitors	High	Low	Parents/carers must not enter the site unless they have a pre-arranged appointment or are requested to attend; should a student need to be accompanied only one parent/carer should attend; visitors should be dissuaded from attending School; all parents/carers, visitors and deliveries must follow normal protocols and report to Main Reception upon arrival and departure; Main Reception staff protected by acrylic screen; floor marked in order to facilitate social distancing; entry on a one-in-one-out basis; hand sanitiser, available at Main Reception, to be used upon arrival and departure.
Waste collection and disposal		Premises staff	Medium	Low	Premises staff should follow the Government guidance 'COVID-19: cleaning of non-healthcare settings'; bins available in all rooms; bins emptied and cleaned throughout the day whenever possible; PPE available if required.
Persons displaying symptoms of Coronavirus		All	High	Low	Any person displaying symptoms of Coronavirus MUST NOT enter the site for any reason; notice displayed at Main Entrance to this effect.

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Persons displaying symptoms of Coronavirus - continued	Controlling the transmission rate of Coronavirus (COVID-19)	All	High	Low	They should follow the 'COVID-19: guidance for households with possible Coronavirus infection' (https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance).
Travelling to/from School by private car		All	High	Medium	Both staff and students should be discouraged from car sharing with other staff and/or students unless the staff member is a parent/carer of the student(s); access to staff will be from 07:30 and students from 08:00.
Travelling to/from School by public transport		All	High	Medium	Travelling by public transport to be minimised; staff and students must not board public transport if they, or a member of their household, has symptoms of Coronavirus (COVID-9); social distancing and the wearing of face coverings to be observed, as advised by the transport company; touch as few surfaces as possible; ensure adequate ventilation of fresh air; avoid loud talking, shouting, singing; access to staff will be from 07:30 and students from 08:00; parents/carers should refer to Government guidance 'Coronavirus (COVID-19): safer travel guidance for passengers'.
Travelling to/from School taxi and private hire vehicles		All	High	Medium	Social distancing and the wearing of face coverings to be observed, as advised by the transport company; staff and students must not board taxis or public hire vehicles if they, or a member of their household, has symptoms of Coronavirus (COVID-9); sit in rear of vehicle and diagonally opposite to driver where possible; touch as few surfaces as possible; ensure adequate ventilation of fresh air; avoid loud talking, shouting, singing; parents/carers should refer to Government guidance 'Coronavirus (COVID-19): safer travel guidance for passengers'.
Travelling to/from School by home-school transport		Students	High	Medium	Students must obey any social distancing and close contact measures implemented by the transport company.

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Travelling to/from School by home-school transport - continued	Controlling the transmission rate of Coronavirus (COVID-19)	Students	High	Medium	Students must not board home-school transport if if they, or a member of their household, has symptoms of Coronavirus (COVID-9); it is recommended that students wear a face covering; advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, will not apply from the autumn term on dedicated transport; ensure adequate ventilation of fresh air; touch as few surfaces as possible; avoid loud talking, shouting, singing; hand sanitiser should be used on boarding and alighting.
Travelling to/from School on foot or bicycle		Students	Medium	Low	Students encouraged to walk or cycle to/from school where possible; students should aim to arrive at School between 08:00 and 08:35; social distancing should be observed at all times whenever possible.
Clothing		Students	Low	Low	Students to wear full School uniform and shoes; Government guidance now states that there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational setting.
Personal Protective Equipment (PPE)		Staff	Low	Low	Government guidance states that staff will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. However, all staff will be supplied with a PPE kit containing: <ul style="list-style-type: none"> • Plastic face visor • Large bottle of hand sanitiser • Antiviral spray • Disposable cloths • Disposable gloves Should staff also wish to wear a face mask they may do so but should provide their own mask.

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Personal Protective Equipment (PPE) - continued	Controlling the transmission rate of Coronavirus (COVID-19)	First aiders	High	Low	Full PPE is provided for first aid/welfare aid purposes only.
Upon arrival at School		All	High	Low	Used PPE and any disposable face coverings that staff or students arrive wearing should be placed in a refuse bag or lined bin and can be disposed of as normal domestic waste; persons must be instructed not to touch the front of their face covering during use of face coverings or when removing them; should staff and/or students wish to wear face masks and/or gloves throughout the day they may do so but if discarded during the day they must be disposed of correctly; any non-disposable face coverings that staff or students are wearing when they arrive must be removed by the wearer and placed into a plastic bag that the wearer has brought with them in order to take it home. The wearer must then clean their hands as detailed in 'Washing hands'; currently there are no plans to undertake temperature checks of staff or students arriving at school.
		Staff	High	Low	Access to staff will be from 07:30; social distancing to be maintained at all times in staff car parks; all car parks to be accessible; external key pads will be cleaned at the start and end of the day; should staff have concerns about using external key pads they should enter using the Main Entrance.
		Students	High	Medium	Access to students will be from 08:00; with the exception of 'official transport', students to be dropped off outside the school site; site accessible by all entrance gates; students stay within their year group 'social bubbles' at all times whenever possible; hand sanitiser to be used upon entry to their tutor room; rooms to be accessed by outside doors whenever possible; students advised to also bring their own supply of hand sanitiser; Learning Hub not available before School start time.

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Briefings & Staff Meetings - continued	Controlling the transmission rate of Coronavirus (COVID-19)	Staff	Low	Low	Staff Briefings at 08:20 on Monday, Wednesday, Friday in the Learning Hub; briefing time allows staff to be in their rooms ready to receive students and supervise hand sanitising; all other staff meetings only to take place if social distancing measures in place.
Drop box		Staff	Low	Low	Drop box available where staff can drop a note about any aspect that raises a concern or if they feel that any measures to support social distancing or hygiene are not been met.
Student enquiries		Students	High	Low	Students to be discouraged from visiting Student Reception unless matter is urgent; staff on Student Reception protected by acrylic screen; corridor marked in order to facilitate social distancing.
Accommodation		All	High	Low	All rooms able to be used; those with outside doors should allow access/egress through them rather than using internal corridors; students should move around the school externally whenever possible; hand sanitiser and tissues available in every room; staff and students to hand sanitise as they enter and leave the room; hand sanitiser must not be used in food technology, science and any other area where there is an ignition risk - as an alternative hands should be washed for at least 20 seconds using sinks within the room; teaching space marked at front of room and, wherever possible, is a minimum of 2 metres from nearest student place; teaching staff to stay within marked area whenever possible; students to remain seated whenever possible and not to enter teacher 2 metre space; each student to be allocated a specific seating place and to maintain this place each lesson whenever possible; students to be seated side by side, facing forwards whenever possible; face to face arrangements should be avoided.

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Accommodation - continued	Controlling the transmission rate of Coronavirus (COVID-19)	All	High	Low	Teaching staff to be mindful of seating for SEN students in order to facilitate LSA intervention whilst maintaining social distancing whenever possible; staff to keep a record of seating plans; all rooms to be well ventilated using natural ventilation (opening windows); doors to be propped open where safe to do so in order to limit use of door handles and aid ventilation; doors must be closed in the event of an emergency evacuation; hand sanitiser, anti-bacterial spray and cloths available in every room; all desks/tables, including teachers' area, to be kept clear.
Respiratory hygiene		All	High	Medium	Employ good respiratory hygiene measures including using a tissue or crook of elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'); bins available in all rooms and emptied throughout the day whenever possible; encourage people not to touch their mouth, eyes and nose; hands should be cleaned after sneezing or coughing as detailed in 'Washing hands'.
Washing hands		All	High	Medium	Hands should be sanitised or washed upon arrival at School, before and after breaks, before and after eating including snacks, touching the face, blowing the nose, and after sneezing or coughing; hands should be washed with soap and running water for at least 20 seconds and then dried thoroughly or hand sanitiser used, ensuring that all parts of the hands are covered; Premises staff to ensure a constant supply of soap, towels and/or hand sanitiser; hand dryers to be disconnected.
Welfare facilities		Staff	High	Low	Staff toilet facilities to be used on a one-in-one-out basis; social distancing to be observed whenever possible; hands to be cleaned after using toilet facilities as detailed in 'Washing hands'; premises staff to ensure a constant supply of soap, towels and/or hand sanitiser.

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Welfare facilities - continued	Controlling the transmission rate of Coronavirus (COVID-19)	Students	High	Medium	In order to restrict numbers and thus minimise possible contact and mixing, KS3 students to use toilets by D2; KS4 students to use toilets by Room 3; sign on doors indicate maximum number of students to use toilets at any one time; students must adhere to this number; social distancing to be observed whenever possible; hands to be cleaned after using toilet facilities as detailed in 'Washing hands'; Premises staff to ensure a constant supply of soap, towels and/or hand sanitiser.
Water bottles		All	High	Low	Persons advised to fill water bottles at home; in-school water stations operated by touch; hand sanitiser available by each water station.
Corridor movements		All	High	Medium	Students and staff advised to wear a face covering; movement should be kept to a minimum; strict observance of corridor and external one-way systems; increased signage; staff to reinforce this as and when appropriate; use signage to reinforce behavior restrictions on social distancing, as appropriate.
Social distancing		Staff	High	Medium	The social distancing of 2 metres should be observed at all times whenever possible; areas of the school buildings marked accordingly. Parents to be informed that school cannot guarantee the social distancing of students at all times throughout the school day.
		Students	High	Low	
Presenting the curriculum	Staff	High	Low	Normal timetable to be observed; in practical subjects staff should adhere to CLEAPSS guidance; staff to maintain 2 metre social distancing whenever possible; when supporting individual students at a social distance of less than 2 metres close face to face contact should be avoided; students requiring educational and/or care support should be supported as normal; classroom based resources, such as books, can be used.	

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Presenting the curriculum - continued	Controlling the transmission rate of Coronavirus (COVID-19)	Staff	High	Low	All frequently touched surfaces should be cleaned regularly; resources shared between groups, such as sports, art, D&T and science equipment, should be cleaned frequently and meticulously by the department technicians and always between groups, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics); Technicians to be supplied with cleaning resources; limit the amount of shared resources that are taken home and limit exchange of take-home resources between staff and students whenever possible; try to avoid working with paper/other materials that are shared in a way that may aid transmission; prevent the sharing of stationery and other equipment whenever possible; shared materials and surfaces should be cleaned and disinfected more frequently and between different group use whenever possible; keyboard, mouse, whiteboard, projector remotes etc to be cleaned with sanitising wipes between users; staff to have a personal supply of hand sanitiser, anti-viral spray, wipes and disposable gloves; staff to use own board markers and rubbers; Learning Hub can be booked for group use but subject to the year group daily rotations; iPads only available by advanced booking in order to facilitate cleaning and sanitising; computer rooms only available for timetabled and pre-booked lessons with keyboards and mice being cleaned and sanitised before and after use.
		Students	High	Low	Students should limit the amount of equipment they bring into school each day to a minimum; students to bring their own stationery equipment and not share; any stationery items given to students should not be returned; students to be sat side by side and facing forwards rather than face to face or side on, whenever possible.

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Presenting the curriculum - continued	Controlling the transmission rate of Coronavirus (COVID-19)	Students	High	Low	Learning Hub available to one year group only on a daily rotation; books cannot be issued to students.
Curriculum restrictions		Students	High	Low	In all subjects it should be noted that there is an increased risk of infection in environments where there is loud talking, shouting, singing, even if individuals are at a distance; physical distancing to be considered. In music it should be noted that there is an increased risk of infection in environments where there is singing, chanting, or playing wind or brass instruments, even if individuals are at a distance; physical distancing, positioning students back-to-back or side to side to be considered; the sharing of musical instruments should be avoided; singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. In PE students should be kept in consistent groups; sports equipment must be thoroughly cleaned between each use by different individual groups; contact sports are not to take place until further notice; outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between students and paying scrupulous attention to cleaning and hygiene; external facilities can be used in line with government guidance for the use of, and travel to and from, those facilities; reference should be made to the Government guidance 'Coronavirus (COVID-19): guidance on the phased return of sport and recreation.
Marking		Staff	Low	Low	Books may be taken home but it is recommended to leave them for 48 hours before marking; FAR and marking policy in place.
Behaviour issues		Students	Medium	Low	Normal D4L sanctions continue to apply; visible presence of SLT throughout the day.

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Behaviour issues - continued	Controlling the transmission rate of Coronavirus (COVID-19)	Students	Medium	Low	In the event of a behaviour issue staff to call for Student Support either by sending a student, going themselves or by phone (extensions 219/247); if Student Support not available seek assistance from a Progress Leader or SLT; behaviour policy will address students not following rules.
Assemblies		All	High	Low	Only year group 'social bubble' assemblies permissible due to number limit; staff to maintain 2 metre social distancing whenever possible; presentation area marked at front of Hall and is at least 2 metres from first row of seats; keyboard, mouse, remotes and microphone sanitised before and after use by each presenter; use of microphone to be avoided if at all possible.
Reprographics		All	High	Low	Number of persons in room at any one time to be limited to a maximum of two; all reprographic machines to be cleaned at frequent intervals throughout the working day using anti-bacterial spray and/or appropriate wipes.
Staff Room		Staff	High	Low	Staff room may be used for staff to work during lesson time, subject to the maximum number of persons occupancy; social distancing to be maintained whenever possible.
Break and lunchtime		Staff	High	Low	Normal duty rota applies with social distancing maintained whenever possible; in order to facilitate staff social distancing staff room available throughout the day for the preparation of drinks on a 'grab and go' basis; only lidded cups must be used; number of staff in staff room at any one time to be limited; signage to this effect; staff should ensure that all cups and mugs are placed in the dishwasher immediately after use; dirty cups and mugs must not be left on tables or around the School; staff room not to be used as a place to sit - staff may meet in other areas of the school but up to a maximum of 5 persons.

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Break and lunchtime - continued	Controlling the transmission rate of Coronavirus (COVID-19)	Students	High	Low	Students to keep hold of belongings including bags; bags should not be dropped in the room of their next lesson; students to remain in their allocated year group 'social bubble' whenever possible; use of outdoor areas should be encouraged; dismissal at break will be normal; dismissal at lunchtime will be staggered by year group; students to exit and re-enter school via room external doors whenever possible; hand sanitising to happen each and every time school building is accessed/egressed; students to remain in their year group social bubbles' for recreation and socialising purposes; groups to have allocated internal areas but not external areas; school field may be used, subject to weather conditions.
		Students	High	Medium	Football will be allowed on tennis courts but each year group must stay within their respective year group zone; no other ball games permitted; social distancing to be maintained; there should be minimal hand contact with the ball and no tackling.
		Students	High	Medium	Social distancing should be maintained whenever possible; before school, break and lunchtime students to go to their allocated inside space for their year group 'social bubble' or shelter under an outside covered area until start of school when they should proceed to their tutor room; students should not enter the space of any other year group.
Wet weather					
Catering		All	High	Low	Catering staff should follow the Government guidance 'Guidance for food businesses on Coronavirus (COVID-19)'; at break time KS3 students to purchase food from Foyer, Year 10 students from the 'grab and go' window and Year 11 students from Terrace; at lunch time students purchasing food should queue in the normal manner subject to staggered times; food available from all outlets.

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Catering	Controlling the transmission rate of Coronavirus (COVID-19)	All	High	Low	Students to maintain social distancing whenever possible; amount spent recorded on till by student name; parents/carers encouraged to top-up accounts on-line whenever possible; fingerprint scanners to be removed; students will eat purchased food in their allocated 'social bubble' area; each group to have a marked area for consumption of food; separate entrance and exit doors to be used with one-way system marked to avoid cross walking; students with packed lunches should queue in the normal manner, maintaining social distancing whenever possible; hand sanitiser available at the start of each queue; students highly discouraged from sharing cutlery, cups, tumblers or food; tables to be cleaned by Premises staff before use and as soon as they are vacated and before use by other students, including outdoor tables under canopy.
		FSM	Low	Low	Food provision will be provided for benefits-related free school meal students in the normal manner.
Mental health issues		Staff	Medium	Medium	Confidential help available from: <ul style="list-style-type: none"> County Hall on 0116 305 6178 or email Alison.Earl@leics.gov.uk Education Support, www.educationsupport.org.uk.
		Students	Medium	Medium	Students to be referred to Student Support; should a student 'open up' to you the same approach as for safeguarding applies; Student Support open during lesson time but closed at break and lunch when Student Support staff available to speak to students in Central.
Emergency evacuation		All	High	Medium	Normal procedures apply; staff should maintain social distancing whenever possible.
End of School day		All	Medium	Low	Students to be dismissed in the normal manner; Learning Hub not available after School.
Bus lines	Controlling the transmission rate of Coronavirus (COVID-19); injury	All	High	Medium	Normal procedures apply but bus lines moved to tennis courts in order to facilitate social distancing; gymnasium to be used in the event of bad weather.

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Bus lines	Controlling the transmission rate of Coronavirus (COVID-19); injury	All	High	Medium	Students must wear a face mask whilst walking to and loading buses; staff to maintain social distancing whenever possible.
Cleaning	Controlling the transmission rate of Coronavirus (COVID-19)	Premises staff	High	Low	Premises staff should follow the Government guidance 'COVID-19: cleaning of non-healthcare settings'; all rooms used must be deep cleaned at the end of each day; clean all surfaces that staff and students have touched such as desks, chairs, doors; frequently-touched surfaces such as door handles, sinks, taps, toilets, light switches, hand rails, electronic devices including computer keyboards should be cleaned more regularly than normal; desks/tables and stools/chairs to be cleaned and bins emptied at break and lunch; external chairs and tables cleaned after break and lunch; regularly clean and disinfect common contact surfaces in Main Reception such as attendance screens, telephones.
		Staff and students	High	Low	Antibacterial spray and cloths available in every room should any staff member or student wish to carry out additional cleaning.
First aid		First aiders	High	Low	Before administering any first aid, hands should be washed with soap and running water for at least 20 seconds and then dried thoroughly or hand sanitiser used, ensuring that all parts of the hands are covered; PPE to be worn unless 2 metres social distancing can be maintained; First Aid Room to be used to administer first aid; KS4 Room may be used if available; PPE located in Reprographics; emergency PPE kit located by each remote first aid station; hand washing and first aid stock located in First Aid Room; follow instructions on PHE Poster 'Guide to donning and doffing standard Personal Protective Equipment (PPE)' in order to reduce self-contamination; follow social distancing whenever possible; any contact with the patient should be kept to a minimum.

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First aid - continued	Controlling the transmission rate of Coronavirus (COVID-19)	First aiders	High	Low	Whenever possible provide patient with first aid materials and, under guidance of first aider, allow the patient to self-administer, maintaining social distancing whenever possible; if close contact first aid is necessary, whenever possible avoid direct face-to-face contact with the patient; after administering any form of first aid hands should be cleaned, as mentioned above, and all surfaces cleaned using sanitising wipes or Premises staff requested to do so; PPE should be doffed in the First Aid Room and all waste PPE should be disposed of in the clinical waste bin (yellow top).
Staff or student member unwell in School	Symptoms of Coronavirus	All	High	Low	The symptoms of Coronavirus (COVID-19) are: <ul style="list-style-type: none"> • a high temperature (over 37.8°C) • a new continuous cough, meaning coughing a lot for more than an hour or experiencing 3 or more episodes of coughing in a day • loss of or change in taste and/or smell (anosmia) PHE 'Education Guidance' Posters displayed in all teaching rooms, toilets, and in first aid room; non-contact thermometer available in first aid room.
	First Aid Room cleaning	All	High	Medium	FOR ALL PERSONS EXHIBITING CORONAVIRUS SYMPTOMS THE HEAD TEACHER MUST BE INFORMED IMMEDIATELY; all staff to be informed subject to GDPR and at the discretion of the Head teacher; should a person with suspected Coronavirus have occupied the KS4/First Aid Room, a 'Do not enter' notice is to be displayed on the door until room has been cleaned following departure of student; Premises staff should be requested to carry out a thorough clean, in accordance with Government guidance, immediately after its occupancy.

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Staff or student member unwell in School - continued	Isolation of persons with suspected Coronavirus	Staff	High	Medium	Staff member to be sent home immediately and advised to follow the Government guidance 'COVID-19: guidance for households with possible Coronavirus infection' or to seek medical aid and/or testing; they should self-isolate for at least 10 days and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste; other members of their household should self-isolate for 14 days from when the initial household member first had symptoms; areas of School where staff member known to have been should be cleaned in accordance with Government guidance.
		Students	High	Medium	Student to be isolated in the U room until collected by parents; door to be kept closed and 'Do not enter' notice to be displayed on the door until room has been cleaned following departure of student; window should be opened for ventilation; only first aiders wearing appropriate PPE to enter; first aider to be temporarily based in Exams Office which is close by; collection by parents/carers to be via staff car park adjacent to Room 2; parents advised to follow the Government guidance 'COVID-19 Guidance for households with possible Coronavirus infection' or to seek medical aid and/or testing.
		First aiders	High	Low	PPE should be worn if direct personal care is needed and/or a distance of 2 metres cannot be maintained; masks, gloves, aprons and eye protection supplied in Reprographics; follow instructions on PHE Poster 'Guide to donning and doffing standard Personal Protective Equipment (PPE)' in order to reduce self-contamination; soap, towels and hand sanitiser also provided. Premises staff to ensure a supply of soap, towels and/or hand sanitiser; all waste PPE should be disposed of in the clinical waste bin (yellow top) in the First Aid Room;

Activity	Hazard	Who	Severity	Likelihood	Control
Staff or student member unwell in School - continued	Isolation of persons with suspected Coronavirus Close contact with suspected Coronavirus victim	First aiders	High	Low	Premises staff to dispose of PPE in accordance with Government guidance. If a staff member has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves when they should follow the action outlined in the above section 'Isolation of persons with suspected Coronavirus - Staff'; hands should be cleaned as detailed in 'Washing hands'; if PPE has been used follow instructions on PHE Poster 'Guide to donning and doffing standard Personal Protective Equipment (PPE)' in order to reduce self-contamination; clothing should be changed and washed immediately upon arrival at home ensuring that other members of the household are not in the vicinity; avoid all contact with other family members whenever possible. Students who have been in close contact with a suspected Coronavirus victim do not need to go home to self-isolate unless they develop symptoms themselves, in which case they should arrange a test, or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test & Trace; hands should be cleaned as detailed in 'Washing hands'. Staff and students eligible for testing if they become ill with Coronavirus symptoms, as are members of their households; all test results should be reported to the Head teacher, in confidence, including those of any family members or persons that they have been in contact with; if test result is negative members of their household can stop self-isolating; if staff member/student feels well and is symptom-free they too can stop self-isolating and return to School.
		Staff	High	Medium	
	Students	High	Medium		
	Testing	All	High	Low	

Activity	Hazard	Who	Severity	Likelihood	Control
Staff or student member unwell in School - continued	Testing	All	High	Low	A positive test will ensure rapid action to protect their classes and staff in School and families at home (see 'Confirmed case of Coronavirus within School community'); details of testing can be found in the Government guidance 'Coronavirus (COVID-19): getting tested'; Schools should not request evidence of negative test results or other medical evidence before admitting staff or students or welcoming them back after a period of self-isolation.
	Welfare facilities	All	High	Medium	Persons should use the disabled toilet by Room 1; they must be accompanied to/from the toilet in order to ensure no social mixing; PHE poster 'Education Guidance' to be displayed; Premises staff to ensure a supply of soap, towels and/or hand sanitiser; after use, 'Do not enter' notice to be displayed on door until room cleaned; Premises staff should be requested to carry out a thorough clean, in accordance with Government guidance, immediately after its occupancy.
NHS Test and Trace	Controlling the transmission rate of Coronavirus (COVID-19)	All	Low	Low	School to actively engage with NHS Test and Trace, as appropriate; School to ensure that staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> • Book a test if they are displaying symptoms • Provide details of anyone they have been in close contact with if they were to test positive for Coronavirus (COVID-19) or if asked by NHS Test & Trace • Self-isolate if they have been in close contact with someone who develops Coronavirus (COVID-19) symptoms or someone who tests positive for Coronavirus (COVID-19).

Activity	Hazard	Who	Severity	Likelihood	Control
NHS Test and Trace	Controlling the transmission rate of Coronavirus (COVID-19)	All	Low	Low	<p>Close contact means:</p> <ul style="list-style-type: none"> • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person
Testing		All	High	Low	<p>Book tests via NHS Test and Trace for Coronavirus website (https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/) or order by telephone via NHS 119 for those without access to the internet; all test results should be reported to the Head teacher, in confidence, including those of any family members or persons that they have been in contact with; if test result is positive they should self-isolate for at least 10 days and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste; other members of their household should self-isolate for 14 days from when the initial household member first had symptoms; if test result is negative members of their household can stop self-isolating; if staff member/student feels well and is symptom-free they too can stop self-isolating and return to School.</p>
		Staff	High	Low	<p>Priority testing is available to all key workers and their household including school staff - refer to Government guidance 'Coronavirus (COVID-19): getting tested' and 'Apply for a Coronavirus test'.</p>

Activity	Hazard	Who	Severity	Likelihood	Control
Testing - continued	Controlling the transmission rate of Coronavirus (COVID-19)	Employers	Low	Low	Employers can log in to a secure online employer referral portal, through which they can upload a full list of names of self-isolating essential workers that need a test. Testing is available to any student and their households if they display symptoms of Coronavirus; If they develop symptoms, they should be tested.
		Students	High	Low	
Confirmed case of Coronavirus from within school		All	High	Low	Immediately upon being notified seek advice from Public Health England (PHE) on 0344 225 4524; follow advice of PHE; a template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed; Schools must not share the names or details of people with Coronavirus (COVID-19) unless essential to protect others; household members of those contacts sent home do not need to self-isolate themselves unless the self-isolating student or staff member subsequently develops symptoms.
Training and familiarisation		Staff	Medium	Low	Training and familiarisation sessions to take place during the start of autumn term training days. Induction delivered by member of SLT upon first arrival of each student year group; regular reminders given. Student expectations communicated to parents/carers via newsletter from Head teacher.
		Students	Medium	Low	
		Parents/carers	Medium	Low	
Supply and peripatetic staff		Staff	High	Low	Staff permitted to move between schools; they should ensure they minimise contact and maintain as much distance as possible from other staff and students.
Specialists, therapists, clinicians, other support staff		All	High	Low	Intervention should be provided as normal; social distancing should be maintained at all times whenever possible.
ITT Students	Staff	High	Low	School should encourage the placement of ITT students to whom all advice to staff will apply.	

Activity	Hazard	Who	Severity	Likelihood	Control
Educational visits and off-site activities	Controlling the transmission rate of Coronavirus (COVID-19)	All	High	Low	Domestic day trips are permitted in line with protective measures, such as keeping students within their respective year group, and the Coronavirus (COVID-19) secure measures in place at the destination; there will be no overnight or overseas visits until further notice.
Use of minibus		All	High	Low	Minibus not to be used for the transportation of students unless authorised by the Head teacher.
Extra-curricular activities		All	High	Low	Lunchtime 'Clubs' and after school sessions of mixed year groups can resume subject to social distancing by year group being maintained whenever possible; contact sports are not to take place until further notice.
Review					This document to be reviewed as and when circumstances change.

Signed:
Head Teacher - On behalf of the School

Date: