



**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 and is effective from 12/04/2021

| Information | Source |
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| Policies, Guidance and Advice | <p>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.</p> <p>Government guidance available on Gov.UK website:</p> <ul style="list-style-type: none"> • Actions for schools during the Coronavirus outbreak • All households with children of school age to get 2 rapid COVID-19 tests per person per week • Annex A: health and safety risk assessment • Back to school: COVID testing in schools - questions answered • CBBC doctors join NHS Test and Trace in fight against Coronavirus • Contingency framework: education and childcare settings • Coronavirus (COVID-19) asymptomatic testing in schools and colleges • Coronavirus (COVID-19): getting tested • Coronavirus (COVID-19): grassroots sports guidance for the public and sport providers • Coronavirus (COVID-19): guidance on the phased return of sport and recreation • Coronavirus (COVID-19): home test kits for schools and FE providers • 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 (COVID-19): test kits for schools and FE providers • Coronavirus: travel guidance for educational settings |

| Information | Source |
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| Policies, Guidance and Advice | <ul style="list-style-type: none"> • COVID-19: cleaning in non-healthcare settings outside the home • COVID-19 contain framework: a guide for local decision makers • COVID-19: guidance for households with possible Coronavirus infection • COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable • COVID-19: letter to clinically extremely vulnerable adults • COVID-19: letter to clinically extremely vulnerable children and young people • COVID-19: letter to people identified as high risk - aged 19 to 69 • COVID-19: personal protective equipment use for non-aerosol generating procedures • COVID-19: review of disparities in risks and outcomes • COVID-19: Response - Spring 2021 • Coronavirus: travel guidance for educational settings • Critical workers and vulnerable children who can access schools or educational setting • Daily contact testing in schools: statement from PHE and NHS TT about next steps • Education and childcare settings: New National Restrictions from 5 November 2020 • Education attendance restrictions to remain in place • Education, health and care needs assessments and plans: guidance on temporary legislative changes relating to Coronavirus (COVID-19) • Education Secretary outlines plans to support young people • Evidence summary: COVID-19 - children, young people and education settings • Extra mental health support for pupils and teachers • Face coverings in education • Face coverings: when to wear one, exemptions, and how to make your own • Find out if your area offers rapid lateral flow test sites • Get a test for Coronavirus (COVID-19) if you do not have symptoms • Guidance for contacts of people with confirmed Coronavirus (COVID-19) infection who do not live with the person • Guidance for food businesses on Coronavirus (COVID-19) • Guidance for full opening - schools • Guidance for parents and carers on supporting children and young people's mental health and wellbeing during the Coronavirus (COVID-19) pandemic • Guidance on shielding and protecting people who are clinically extremely vulnerable from Covid-19 • Health and safety on educational visits • Households and bubbles of pupils, students and staff of schools, nurseries and colleges: get rapid lateral flow tests • How to stop the spread of Coronavirus (COVID-19) • Local lockdowns: guidance education and childcare settings • Local restriction Tiers: what you need to know • Managing school premises during the Coronavirus (COVID-19) outbreak • Mass asymptomatic testing in schools and colleges |

| Information | Source |
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| Policies, Guidance and Advice | <ul style="list-style-type: none"> • Message to education leaders from the Secretary of State for Education, Gavin Williamson • National lockdown: Stay at Home • NHS Test and Trace - how it works • Protective measures for holiday or after-school clubs and other out-of-school settings for children during the Coronavirus (COVID-19) outbreak • Providing school meals during the Coronavirus (COVID-19) outbreak • Public health guidance to support exams from January 2021 • Rapid lateral flow testing for households and bubbles of school pupils and staff • Restricting attendance during the national lockdown: schools • Return to recreational team sport framework • Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) • School and college responsibility for exams from January 2021 • School attendance: guidance for schools • Schools and childcare settings: return in January 2021 • Schools Coronavirus (COVID-19) operational guidance • Statement from the UK Chief Medical Officers on schools and childcare reopening • Stay at home: guidance for households with possible or confirmed Coronavirus (COVID-19) infection • Study finds very low numbers of COVID-19 outbreaks in schools • Teaching about mental wellbeing • Transport to school and other places of education: 2020 to 2021 academic year • Twice weekly rapid testing to be available to everyone in England • Types and uses of Coronavirus(COVID-19) tests • Understanding lateral flow antigen testing for people without symptoms • Use of the NHS COVID-19 app in education and childcare settings • What parents and carers need to know about early years providers, schools and colleges • Working safely during Coronavirus (COVID-19): Performing Arts <p>NHS guidance as follows:</p> <ul style="list-style-type: none"> • Digital Guidebook for Schools and Colleges • How To Guide Rapid Testing for Schools and Colleges • Test and Trace Covid-19 National Testing Programme: Schools and Colleges Handbook • Training Guide Rapid Testing for Schools and Colleges <p>Department for Education Coronavirus Helpline available Monday-Friday from 8am to 6pm on 0800 046 8687. Public Health England poster 'Education Guidance' displayed in all teaching rooms and toilets.</p> |

| Activity | Hazard | Who | Severity | Likelihood | Control |
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| Definitions | Close contact | All | High | Medium | <p>A close contact can be:</p> <ul style="list-style-type: none"> • Anyone who lives in the same household as someone with Coronavirus (COVID-19) symptoms or who has tested positive for Coronavirus (COVID-19) • Anyone who has had any of the following types of contact with someone who has tested positive for Coronavirus (COVID-19) with a PCR or LFD test: <ul style="list-style-type: none"> ○ Face-to-face contact including being coughed on or having a face-to-face conversation within one metre ○ Been within one metre for one minute or longer without face-to-face contact ○ Been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) ○ Travelled in the same vehicle |
| | Contact | All | Medium | Low | <p>A contact is a person who has been close to someone who has tested positive for Coronavirus (COVID-19). You can be a contact any time from 2 days before the person who tested positive developed their symptoms (or, if they did not have any symptoms, from 2 days before the date their positive test was taken), and up to 10 days after, as this is when they can pass the infection on to others.</p> |
| | Face covering | All | Medium | Low | <p>A face covering is something which safely covers the nose and mouth. You can buy reusable or single-use face coverings. You may also use a scarf, bandana, religious garment or hand-made cloth covering but these must securely fit round the side of the face. Face coverings are not classified as PPE (personal protective equipment).</p> |

| Activity | Hazard | Who | Severity | Likelihood | Control |
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| Definitions | Face covering | All | Medium | Low | Face coverings are instead largely intended to protect others, not the wearer, against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of virus that causes Coronavirus infection (COVID-19). A face visor or shield may be worn in addition to a face covering but not routinely instead of one. Face visors should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately. The risk assessment may be verbal to explain that the wearing of a face visor affords some protection to others. |
| | Exemption from wearing a face covering | All | Medium | Low | Exemption applies to those who: <ul style="list-style-type: none"> • Cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties • Speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate. Please note - exemption does not include by parental and/or student choice. |
| Reason for full opening during mandatory school lockdown | The Science | All | High | Low | Taken from Government guidance: <ul style="list-style-type: none"> • To reinstate face-to-face provision for all students • The NHS Test and Trace system is up and running with both staff and student participation • Severity of disease in children - there is high scientific confidence that children of all ages have less severe symptoms than adults if they contract Coronavirus (COVID-19) • 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. |

| Activity | Hazard | Who | Severity | Likelihood | Control |
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| Reason for full opening during mandatory school lockdown | The Science | All | High | Low | <ul style="list-style-type: none"> • There is no evidence that children transmit the disease any more than adults • The Royal College of Paediatrics and Child Health has made clear that the overwhelming majority of children and young people still have no symptoms or very mild illness only • 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) • Returning to school is also vital for their educational progress, for their wellbeing, and for their wider development • More is understood about the measures that need to be in place to create safer environments in schools • Current evidence suggests that these measures are still the right ones to take • As from the start of the spring term, a phased programme of mass asymptomatic testing to take place in school and colleges; this will change to 'home testing' from start of summer term. • As from 01/03/2021 all households with children of school age to get 2 rapid COVID-19 tests per person per week • As from 09/04/2021 Twice weekly rapid testing to be available to everyone in England • For more information refer to the 'Statement from the UK Chief Medical Officers on schools and childcare reopening', the 'Study finds very low numbers of COVID-19 outbreaks in schools' and Government guidance listed above. |

| Activity | Hazard | Who | Severity | Likelihood | Control |
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| Remote provision | Controlling the transmission rate of Coronavirus (COVID-19) | All | Low | Low | Remote provision with 'live lessons' to be maintained for use in the event of a phased return, students self-isolating and/or local lockdown; if only a few students involved they will be advised to follow BBC Bitesize and Oak National Academy timetable; School to keep a record of, and monitor engagement with remote provision; School to put systems in place to keep in contact with students self-isolating, offer pastoral support, and check they are able to access education support; information for students, parents and carers about remote education provision published on School website; all participants, including staff and students, should take regular breaks from using Display Screen Equipment (DSE); HSE recommends short, frequent breaks of 5-10 minutes every 50-60 minutes of continuous screen and/or keyboard work are preferable to occasional longer breaks; breaks should be taken away from the screen. Where students who are self-isolating or remote learning are regarded to be 'vulnerable', in terms of safeguarding, it is important that School keeps in contact with them; School should notify their social worker, if they have one; in consultation with the social worker it should be agreed as to the best way to maintain contact and offer support to them. School should also ensure that the student can access remote education and regularly check that they are doing so. |
| | | Vulnerable students | High | Low | |
| | | Vulnerable students | Medium | Low | |
| Attendance | | Students | High | Low | In order to facilitate testing there will be a phased return of students to face-to-face provision during w/c 08/03/2021; thereafter all students must attend School unless Government approved measures or local restrictions are implemented to the contrary; school attendance is now mandatory. |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|------------|---|----------|----------|------------|--|
| Attendance | Controlling the transmission rate of Coronavirus (COVID-19) | Students | High | Low | Should parents/carers of such students and/or such staff have concerns they should discuss these with the Head teacher; 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, have been advised by the NHS Test and Trace service to self-isolate, or have returned within 10 days from a part of the world affected by the virus; if someone who is self-isolating, because they have been in close contact with someone who has tested positive for Coronavirus (COVID-19), starts to feel unwell and gets a test for Coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period; this is because they could still develop Coronavirus (COVID-19) within the remaining days; if the test result is positive, they should inform the Head teacher immediately, and should isolate from the day of onset of their symptoms and at least the following 10 full days (which could mean the self-isolation ends before or after the original 10-day isolation period); their household should self-isolate starting from when the symptomatic person first had symptoms and the next 10 full days; absences should be reported in the usual manner; School should continue to inform social workers where children with a social worker do not attend; 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. |

| Activity | Hazard | Who | Severity | Likelihood | Control |
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| Attendance | Controlling the transmission rate of Coronavirus (COVID-19) | Staff | High | Low | <p>Staff attendance procedures policy amended in response to the continued presence of Coronavirus and to guide staff as we enter the winter months with the presence of cold and flu-like symptoms; all staff should attend School from start of autumn term 2020 as directed unless clinically extremely vulnerable exceptions or Government/local restrictions apply; should staff have concerns they should discuss these with the Head teacher; 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; if someone who is self-isolating, because they have been in close contact with someone who has tested positive for Coronavirus (COVID-19), starts to feel unwell and gets a test for Coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period; this is because they could still develop Coronavirus (COVID-19) within the remaining days; if the test result is positive, they should inform the Head teacher immediately, and should isolate from the day of onset of their symptoms and at least the following 10 full days (which could mean the self-isolation ends before or after the original 10-day isolation period).</p> |

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| Attendance | Controlling the transmission rate of Coronavirus (COVID-19) | Staff | High | Low | Their household should self-isolate starting from when the symptomatic person first had symptoms and the next 10 full days; should staff attendance fall below the level at which School can operate safely, emergency school closure protocols instigated, as appropriate; absences should be reported in the usual manner. |
| Clinically extremely vulnerable (CEV) persons due to pre-existing medical conditions | | Staff | High | Low | In accordance with updated Government guidance, staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions should attend school as from 01/04/2021 unless they are one of the very small number of individuals under specialist care and have been advised by their GP or clinician not to attend; should such staff have concerns they should discuss these with the Head teacher; if possible the Head teacher, acting as employer, to make reasonable adjustments to the employee's working arrangements; they should maintain social distancing whenever possible and ensure the area is well ventilated; in the future, the Government will only reintroduce formal shielding advice in the very worst affected local areas and for a limited period of time, based on advice from the Chief Medical Officer; staff who live in a household with someone who is clinically extremely vulnerable should continue to attend School as normal. |
| | | Students | High | Low | In accordance with updated Government guidance, students who have been classed as clinically extremely vulnerable due to pre-existing medical conditions should attend school as from 01/04/2021 unless they are one of the very small number of individuals under paediatric or other specialist care and have been advised by their GP or clinician not to attend; should parents/carers of such students have concerns they should discuss these with the Head teacher. |

| Activity | Hazard | Who | Severity | Likelihood | Control |
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| Clinically extremely vulnerable (CEV) persons due to pre-existing medical conditions | Controlling the transmission rate of Coronavirus (COVID-19) | Students | High | Low | Students who live in a household with someone who is clinically extremely vulnerable should continue to attend School as normal.; in the future, the Government will only reintroduce formal shielding advice in the very worst affected local areas, and for a limited period of time, based on advice from the Chief Medical Officer. |
| 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, including pregnancy, are now expected to attend School unless agreed with Head teacher; 'Guidance and advice on Coronavirus (COVID-19) and pregnancy' is available from the Royal College of Gynaecologists; should parents/carers of such students and/or such staff have concerns they should discuss these with the Head teacher; with regard to staff, if possible the Head teacher, acting as employer, to make reasonable adjustments to the employee's working arrangements; they should maintain social distancing whenever possible; individuals should refer to the new local COVID alert levels for their area; if they travel into an area at a different local COVID alert level they should follow the guidance for whichever area has the higher alert level; staff and students who live in a household with someone who is clinically vulnerable, including those who are pregnant, should now attend School. |
| Persons who may otherwise be at increased risk from Coronavirus (COVID-19) | | All | Medium | Low | Some staff and students with particular characteristics may be at comparatively increased risk from Coronavirus (COVID-19), as set out in the 'COVID-19: review of disparities in risks and outcomes' report; they can attend School as long as the system of controls are in place. |

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| Persons who may otherwise be at increased risk from Coronavirus (COVID-19) | Controlling the transmission rate of Coronavirus (COVID-19) | All | Medium | Low | Should parents/carers of such students and/or such staff have concerns they should discuss these with the Head teacher; with regard to staff, if possible the Head teacher, acting as employer, to make reasonable adjustments to the employee's working arrangements; staff and students who live with those who may have comparatively increased risk from Coronavirus (COVID-19) should continue to attend School. |
| Safeguarding | | 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 whenever possible. |
| 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; wherever possible, communications with parents/carers should take place by video or telephone; should a student need to be accompanied only one parent/carer should attend; parents/carers to be regularly reminded of these restrictions; 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. |

| Activity | Hazard | Who | Severity | Likelihood | Control |
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| Parental/carer, visitor and deliveries access | Controlling the transmission rate of Coronavirus (COVID-19) | Parents/ carers; visitors | High | Low | Entry on a one-in-one-out basis; hand sanitiser, available at Main Reception, to be used upon arrival and departure; visitors to 'sign in', as normal, using the electronic attendance screen; screen to be cleaned with anti-bacterial wipe before and after use; visitors may be requested to voluntarily undergo a lateral flow device (LFD) rapid result test; record should be kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test and Trace; leaflet 'Information for Visitors' updated to include Coronavirus (COVID-19) advice. |
| 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; they should follow the 'COVID-19: guidance for households with possible Coronavirus infection'; staff and students who have been in contact with someone who has developed symptoms whilst at School or on home to school transport do not need to go home to self-isolate unless (one of these): <ul style="list-style-type: none"> • they develop symptoms themselves (in which case, they should arrange a test) • the symptomatic person subsequently tests positive and they were in contact anytime when they were infectious to others, as defined in section 'Test and Trace' • if they have been requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated) |

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| Persons displaying symptoms of Coronavirus | Controlling the transmission rate of Coronavirus (COVID-19) | All | High | Low | People must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after contact with someone who has symptoms. |
| Travelling to/from 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); if car sharing with someone outside of their support bubble or household, they should: <ul style="list-style-type: none"> • share with the same people each time • open the windows for ventilation • if they are aged 11 or over, wear a face covering. 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 to be observed, as advised by the transport company; face coverings must be worn, unless exempt; 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, unless exempt, 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. |

| Activity | Hazard | Who | Severity | Likelihood | Control |
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| Travelling to/from School taxi and private hire vehicles | Controlling the transmission rate of Coronavirus (COVID-19) | All | High | Medium | 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; students must not board home-school transport if they, or a member of their household, has symptoms of Coronavirus (COVID-9); students advised to hand sanitise upon embarking and disembarking; students must wear a face covering unless exempt; 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. |
| Travelling to/from School on foot, bicycle or scooter | | Students | High | Medium | Students encouraged to walk, cycle or scoot to/from School where possible; students should aim to arrive at School between 08:00 and 08:30; 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 uniform does not need to be cleaned any more often than usual, nor does it need to be cleaned using methods which are different from normal. |
| 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. |

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| Personal Protective Equipment (PPE) | Controlling the transmission rate of Coronavirus (COVID-19) | Staff | Low | Low | 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. Full PPE (aprons, face masks, gloves, safety glasses, visors) is provided for first aid/welfare aid purposes only. |
| | | First aiders | High | Low | |
| Upon arrival at School | | All | High | Low | The wearing of face coverings is at the discretion of the Head teacher unless the School moves to local alert level Tier 2 (high), Tier 3 (very high) or Tier 4 (stay at home) when it is compulsory; students and staff should wear a face covering when entering the buildings, unless exempt, adopting the slogan 'Stand Up, Masks On (SUMO)'; signage displayed to this effect; students who are exempt will be issued with an exemption badge and lanyard; a face visor or shield may be worn in addition to a face covering but not routinely instead of one; face visors should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately; risk assessment may be verbal to explain that the wearing of a face visor affords some protection to others; face coverings should also be worn inside classrooms except where the wearing of a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons - subject to the roadmap process, as part of step 3, we expect these precautionary measures to no longer be recommended. |

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| Upon arrival at School | Controlling the transmission rate of Coronavirus (COVID-19) | All | High | Low | This would be no earlier than 17/05/2021 and will be confirmed with one week's notice; spare face coverings available from tutors or Student Reception; 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 gloves throughout the day they may do so but if discarded during the day they must be disposed of correctly; 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. |
| Briefings & Staff Meetings | | 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. |

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| Briefings & Staff Meetings | Controlling the transmission rate of Coronavirus (COVID-19) | Staff | Low | Low | All other staff meetings only to take place if social distancing measures in place. |
| Parent/Teacher Consultation Evenings | | Parents/ carers; Staff | High | Low | All consultations to take place with parents/carers remotely by video or telephone; parents/carers will be requested to make timed appointments. |
| 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 designated 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; teaching staff to be mindful of seating for SEN students in order to facilitate LSA intervention whilst maintaining social distancing whenever possible. |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|---------------------|---|----------|----------|------------|--|
| Accommodation | Controlling the transmission rate of Coronavirus (COVID-19) | All | High | Low | Staff to keep a record of seating plan; 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; fire doors must not be propped open; 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 with a maximum occupancy of two; 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. |
| | | 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. |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|--------------------|---|------------|-----------------|-------------------|--|
| Welfare facilities | Controlling the transmission rate of Coronavirus (COVID-19) | Students | High | Medium | 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 | The wearing of face coverings is at the discretion of the Head teacher unless the School moves to local alert level Tier 2 (high), Tier 3 (very high) or Tier 4 (stay at home) when it is compulsory; students and staff should wear a face covering, unless exempt, adopting the slogan 'Stand Up, Masks On (SUMO)'; a face visor or shield may be worn in addition to a face covering but not routinely instead of one; movement on corridors 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 behaviour 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. |
| Communal areas | | All | High | Low | The wearing of face coverings is at the discretion of the Head teacher unless the School moves to local alert level Tier 2 (high), Tier 3 (very high) or Tier 4 (stay at home) when it is compulsory. |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|---------------------------|---|-------|----------|------------|---|
| Communal areas | Controlling the transmission rate of Coronavirus (COVID-19) | All | High | Low | Students and staff should wear a face covering whilst in all internal communal areas, unless exempt, adopting the slogan 'Stand Up, Masks On (SUMO)'; a face visor or shield may be worn in addition to a face covering but not routinely instead of one; movement within communal areas should be kept to a minimum; strict observance of external one-way systems; increased signage; staff to reinforce this as and when appropriate; use signage to reinforce behaviour restrictions on social distancing, as appropriate. |
| 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 and time spent within 1 metre of anyone minimised; students requiring educational and/or care support should be supported as normal; classroom based resources, such as books, can be used; 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. |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|---------------------------|---|----------|----------|------------|--|
| Presenting the curriculum | Controlling the transmission rate of Coronavirus (COVID-19) | Staff | High | Low | 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. |
| Curriculum restrictions | | 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; Learning Hub available to one year group only on a daily rotation, but books cannot be issued to students; 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, dance and drama 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. |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|-------------------------|---|----------|----------|------------|--|
| Curriculum restrictions | Controlling the transmission rate of Coronavirus (COVID-19) | Students | High | Low | <p>If instruments and equipment have to be shared, including any packing cases, handles, props, microphones and music stands, they should be disinfected regularly and always between users, following government guidance on cleaning and handling equipment; instruments should be cleaned by the pupils playing them, where possible; limit handling of music scores, parts and scripts to the individual using them; singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.</p> <p>In PE students should be kept in consistent groups; sports equipment must be thoroughly cleaned between each use by different individual groups; in considering what team sports can be offered, those whose national governing bodies have developed guidance under the principles of the Government's guidance on team sport and been approved by the Government, are permitted; schools must only provide team sports on the list available at return to recreational team sport framework; 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 natural ventilation, 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; school can work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that it is safe to do so; reference should be made to the Government guidance 'Coronavirus (COVID-19); guidance on the phased return of sport and recreation'.</p> |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|-------------------------|---|----------------|----------|------------|--|
| Curriculum restrictions | Controlling the transmission rate of Coronavirus (COVID-19) | Students | High | Low | Guidance from Sport England for grass root sport, advice from organisations such as the Association for Physical Education and the Youth Sport Trust. |
| Specialist equipment | | Named students | Medium | Low | Any specialist equipment used should be cleaned at regular intervals throughout the day with anti-bacterial spray and cloths available in every room; should it be necessary Premises staff may be requested to do this; items being passed from staff to staff for use in consecutive lessons, e.g. hearing transmitters, should be cleaned before and after use by each staff member. |
| Examinations | | All | High | Low | Examinations can continue where schools judge it right to do so; scheduled assessments in March should only go ahead where they examine occupational or professional competency; written exams scheduled in March should not go ahead; cleaning before and after the examination to take place as detailed in 'Cleaning'; equipment used for practical assessments must be cleaned after every usage with the appropriate cleaning products; upon arrival students and invigilators should assemble in a pre-determined area, usually the foyer; students and invigilators tested prior to examination as detailed in 'Asymptomatic testing in School' and/or 'Lateral Flow Device (LFD) Home Tests'; students and invigilators should wear a face covering, unless exempt, adopting the slogan 'Stand Up, Masks On (SUMO)'; a face visor or shield may be worn in addition to a face covering but not routinely instead of one; face coverings may be removed once inside the examination room at the discretion of the Head teacher and subject to social distancing being maintained; register of attendees, including invigilators, and seating plan to be kept by Exams Officer so that this information can be shared with NHS Test and Trace if needed. |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|--------------|---|--------------|----------|------------|--|
| Examinations | Controlling the transmission rate of Coronavirus (COVID-19) | All | High | Low | All rooms to be well ventilated using natural ventilation (opening windows); hand sanitiser, anti-bacterial spray and cloths available in every room; social distancing to be maintained whenever possible; desks should not be set up face to face; all candidates should be seated 2 metres apart from each other; where social distancing cannot be maintained, for example, in some practical assessment situations, candidates and invigilators should wear face coverings. |
| | | Candidates | High | Low | Candidates must not attend the examination if they have Coronavirus (COVID-19) symptoms, have tested positive in the last 10 days, or a member of their household has tested positive; they must self-isolate as detailed in 'Attendance'; candidates will be unable to take exams during their period of isolation; candidates who are defined as close contacts of a person with a positive test result must also self-isolate for 10 days; candidates in quarantine following certain foreign travel must not attend examinations during their period of quarantine; candidates classified as clinically extremely vulnerable should follow the advice detailed in 'Clinically extremely vulnerable persons due to pre-existing medical conditions'; if in doubt they should seek medical advice. |
| | | Invigilators | High | Low | Invigilators may walk up and down aisles between desks, but there must also be points in the room where an invigilator can stand at least 2 metres from the nearest desks and see all the candidates in the room; invigilators do not need to wear gloves when collecting exam scripts from candidates but should wash their hands thoroughly and more frequently than usual and particularly after handling exam papers; gloves made available for those wishing to use them. |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|------------------|---|----------------|----------|------------|--|
| Examinations | Controlling the transmission rate of Coronavirus (COVID-19) | Invigilators | High | Low | Invigilators advised to stand alongside candidates when interacting with them, rather than face to face; for all encounters, such as when scribes, readers or other individuals are supporting candidates, staff should maintain a 2 metre distance whenever possible; if staff cannot maintain a 2 metre distance, they should wear a face covering, avoid close face to face contact and minimise time spent within 1 metre of others; such arrangements may not be possible when working with some candidates who have complex needs, in which case these candidates' educational support should be provided as normal during exams; if candidates need to leave the examination room and need to be accompanied, invigilators should maintain a 2 metre distance whenever possible; if this is not possible, invigilators should take mitigating measures, such as standing alongside the candidate. Exam rooms and other spaces used for external assessments, e.g. workshops, IT suites, to be cleaned as detailed in 'Cleaning'; equipment used for practical assessments must be cleaned after every usage with the appropriate cleaning products. |
| | | Premises staff | High | Low | |
| Marking | | Staff | Low | Low | |
| Behaviour issues | | Students | Medium | Low | Normal D4L sanctions continue to apply; visible presence of SLT throughout the day; 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. |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|---------------------|---|-------|----------|------------|--|
| Assemblies | Controlling the transmission rate of Coronavirus (COVID-19) | All | High | Low | Assemblies delivered digitally, whenever possible; 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, and remotes sanitised before and after use by each presenter; if possible, use a microphone to reduce the need for shouting or prolonged periods of loud speaking or singing; microphone to be sanitised between different users; assemblies which need to be delivered to more than one 'social bubble' to be delivered digitally; |
| 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; the slogan 'Stand Up, Masks On (SUMO)' applies. |
| Break and lunchtime | | All | High | Low | The wearing of face coverings is at the discretion of the Head teacher unless the School moves to local alert level Tier 2 (high), Tier 3 (very high) or Tier 4 (stay at home) when it is compulsory; students and staff should wear a face covering whilst in all internal areas, unless exempt, adopting the slogan 'Stand Up, Masks On (SUMO)'; a face visor or shield may be worn in addition to a face covering but not routinely instead of one; use of outdoor areas, when face coverings need not be worn, should be encouraged; face coverings should be worn when returning to classrooms. |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|---------------------|---|----------------|----------|------------|---|
| Break and lunchtime | Controlling the transmission rate of Coronavirus (COVID-19) | Premises staff | High | Medium | Premises staff permitted to enter any year group 'social bubble' for the purposes of cleaning; social distancing should be maintained whenever possible. 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; the slogan 'Stand Up, Masks On (SUMO)' applies; 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. 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. Football will be allowed on tennis courts but each year group must stay within their respective year group zone; no other ball games permitted; bag of size 3 footballs available in staff room for duty staff to access. |
| | | Staff | High | Low | |
| | | Students | High | Low | |
| | | Students | High | Medium | |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|---------------------|---|----------|----------|---|---|
| Break and lunchtime | Controlling the transmission rate of Coronavirus (COVID-19) | Students | High | Medium | Balls colour coded by year group; duty staff to collect in and return them to staff room at the end of lunch; social distancing to be maintained; there should be minimal hand contact with the ball and no tackling. |
| Wet weather | | All | Low | Low | Wet weather arrangements signalled by the ringing of three bells. |
| | | Staff | High | Low | Learning Hub may be used as a place for staff to sit at break and/or lunchtime, as appropriate; social distancing should be maintained whenever possible; Learning Hub closed to students at break and/or lunchtime, as appropriate. |
| | | Students | High | Low | Students to go to their timetabled room for period 3 or period 5, as appropriate, and must maintain their year group 'social bubble'; no student should use a room that they are not timetabled in for period 3 or period 5, as appropriate; students going to PE, Science, DT, IT, or Performing Arts should use their allocated before school and lunchtime zones - Year 7 in the Gym, Years 8-10 Hall zones and Year 11 on the Terrace. |
| | Students | High | Medium | Students should not enter the space of any other year group; social distancing should be maintained whenever possible; corridors should be kept clear; students are expected to co-operate with Premises Staff carrying out cleaning duties without question. | |
| 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; students to maintain social distancing whenever possible; face coverings, unless exempt, to be worn at all times whilst purchasing food. |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|----------|---|----------------|----------|------------|---|
| Catering | Controlling the transmission rate of Coronavirus (COVID-19) | All | High | Low | Face coverings should only be removed once seated for the consumption of food and should be replaced before leaving the table, adopting the slogan 'Stand Up, Masks On (SUMO)'; fingerprint scanners to be used to record amount spent; antibacterial solution to be used immediately prior to using fingerprint scanner; scanners sprayed at the start of each break and lunch with protection spray that lasts for 5 hours; alternatively amount spent recorded on till by student name; parents/carers encouraged to top-up accounts online whenever possible; 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 and staff 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. |
| | | Catering staff | High | Low | Catering staff protected by acrylic screens, whenever possible; floor marked in order to facilitate social distancing. |
| | | FSM | Low | Low | Food provision will be provided for benefits-related free school meal students in the normal manner; meals, food parcels or vouchers to be provided for eligible students not in School due to self-isolating, have had symptoms or a positive test result themselves, are a close contact of someone who has Coronavirus (COVID-19), or are not attending as a result of Government approved measures or local lockdown arrangements. |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|----------------------|---|--------|----------|---|---|
| Catering | Controlling the transmission rate of Coronavirus (COVID-19) | FSM | Low | Low | Reference should be made to <i>Government</i> guidance "Providing school meals during the Coronavirus (COVID-19) outbreak" for details of food parcel contents. |
| Mental health issues | | All | Medium | Medium | Details of online resources and charity grants to help schools and colleges respond to the impact of Coronavirus on mental health and wellbeing are available in the <i>Government</i> document 'Extra mental health support for pupils and teachers'; the <i>Government</i> has recently launched the Wellbeing for Education Return programme, which will provide training and resources for teachers and staff in all state-funded schools to respond to the wellbeing and mental health needs of children and young people as a result of Coronavirus (COVID-19). the training provides practical examples to support staff, children and young people within a school. |
| | | 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; online resources available include: <ul style="list-style-type: none"> MindEd, a free educational resource from Health Education England on children and young people's mental health Rise Above, which aims to build resilience and support good mental health in young people aged 10 to 16 Think Ninja - a free app for 10 to 18 year olds to help build resilience and stay well. | |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|----------------------|---|----------------|----------|------------|---|
| Mental health issues | Controlling the transmission rate of Coronavirus (COVID-19) | Students | Medium | Medium | <ul style="list-style-type: none"> • Every Mind Matters, which includes an online tool and email journey to support everyone to feel more confident in taking action to look after their mental health and wellbeing • Bereavement UK and the Childhood Bereavement Network, provide information and resources to support bereaved students, schools and staff • CBBC doctors join NHS Test and Trace in fight against Coronavirus via Storicise website (www.storicise.com) Free, confidential support available at any time by: <ul style="list-style-type: none"> • texting SHOUT to 85258 • calling Childline on 0800 1111 • calling the Mix on 0808 808 4994 PHE has also launched new e-learning which can help parents and carers to support their children and young people in emergency or crisis situations. |
| Emergency evacuation | | All | High | Medium | Normal procedures apply; staff should maintain social distancing whenever possible; face coverings should be worn whenever possible. |
| End of School day | | All | Medium | Low | Students to be dismissed in the normal manner; Learning Hub not available after School; face coverings should be worn whilst within buildings. |
| Bus lines | | All | High | Medium | Normal procedures apply but bus lines moved to tennis courts in order to facilitate social distancing; gymnasium and Hall to be used in the event of bad weather; students must wear a face mask whilst walking to and loading buses; staff to maintain social distancing whenever possible. |
| Cleaning | | Premises staff | High | Low | Premises staff should follow the Government guidance 'COVID-19: Cleaning of non-healthcare settings'; Premises staff permitted to enter any year group 'social bubble' during the School day for the purposes of cleaning; social distancing should be maintained whenever possible; all rooms used must be deep cleaned at the end of each day. |

| Activity | Hazard | Who | Severity | Likelihood | Control |
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| Cleaning | Controlling the transmission rate of Coronavirus (COVID-19) | Premises staff | High | Low | 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. Antibacterial spray and cloths available in every room should any staff member or student wish to carry out additional cleaning. |
| | | Staff and students | High | Low | |
| First aid | | | First aiders | High | Low |

| Activity | Hazard | Who | Severity | Likelihood | Control |
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| First aid | Controlling the transmission rate of Coronavirus (COVID-19) | First aiders | High | Low | 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. 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. |
| | First Aid Room cleaning | All | High | Medium | 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. |
| | 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'; alternatively to seek medical aid and/or testing; they should self-isolate for at least 10 days, should have a Polymerase Chain Reaction (PCR) test to see if they have Coronavirus (COVID-19), and then return to School only if they do not have symptoms other than cough or loss of sense of smell/taste or test result is negative. |

| Activity | Hazard | Who | Severity | Likelihood | Control |
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| Staff or student member unwell in School | Isolation of persons with suspected Coronavirus | Students | High | Medium | <p>The 10-day period starts from the day when they first become ill; if they still have a high temperature, they should continue to self-isolate until their temperature returns to normal; other members of their household should self-isolate for 10 days from when the symptomatic person first had symptoms; areas of School where staff member known to have been should be cleaned in accordance with Government guidance; 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; they should self-isolate for at least 10 days, should arrange to have a Polymerase Chain Reaction (PCR) test to see if they have Coronavirus (COVID-19), and then return to School only if they do not have symptoms other than cough or loss of sense of smell/taste or test result is negative; the 10-day period starts from the day when they first became ill; if they still have a high temperature, they should continue to self-isolate until their temperature returns to normal; other members of their household, including siblings, should self-isolate for 10 days from when the symptomatic person first had symptoms; areas of School where student known to have been should be cleaned in accordance with Government guidance.</p> |

| Activity | Hazard | Who | Severity | Likelihood | Control |
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| Staff or student member unwell in School | Isolation of persons with suspected Coronavirus | 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 First Aid Room; 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; Premises staff to dispose of PPE in accordance with Government guidance. |
| | Close contact with suspected Coronavirus victim | Staff | High | Medium | 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. |
| | Testing | All | High | Low | Staff and students eligible for Polymerase Chain Reaction (PCR) 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. |

| Activity | Hazard | Who | Severity | Likelihood | Control |
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| Staff or student member unwell in School | Testing | All | High | Low | If someone who is self-isolating, because they have been in close contact with someone who has tested positive for Coronavirus (COVID-19), starts to feel unwell and gets a test for Coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop Coronavirus (COVID-19) within the remaining days; if the test result is positive, they should inform the Head teacher immediately, and should isolate from the day of onset of their symptoms and at least the following 10 full days (which could mean the self-isolation ends before or after the original 10-day isolation period); their household should self-isolate starting from when the symptomatic person first had symptoms and the next 10 full days; 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; a test is NOT required if they have a runny nose, are sneezing or feeling unwell, but do not have a temperature, cough or loss of, or change in, sense of smell or taste. |
| | | Students | High | Medium | 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 Polymerase Chain Reaction (PCR) test, or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test & Trace. |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|--|---|-----|----------|------------|--|
| Staff or student member unwell in School | Testing | All | High | Low | Hands should be cleaned as detailed in 'Washing hands'. |
| | 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 | <p>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:</p> <ul style="list-style-type: none"> • Book a Polymerase Chain Reaction (PCR) 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). <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 (either as a one-off contact, or added up together over one day) with an infected individual. |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|--------------------------------|---|-------------|----------|------------|--|
| NHS Test and Trace | Controlling the transmission rate of Coronavirus (COVID-19) | All | Low | Low | <ul style="list-style-type: none"> • Travelling in a small vehicle, like a car, with an infected person <p>Staff and students aged 16+ encouraged to download the NHS COVID-19 app; the app has 6 key features that will help to reduce personal and public risk:</p> <ul style="list-style-type: none"> • Trace - alerts the individual if they were in close contact with a confirmed case. • Alert - provides the individual with the risk level associated with Coronavirus (COVID-19) in their local area, based on the postcode district they enter • Check in - allows the individual to check in to locations via the app and official NHS QR codes • Symptoms - allows the individual to check symptoms against government guidance and to get advice • Test - allows the individual to order a free Polymerase Chain Reaction (PCR) test and to receive results and advice via the app • Isolate - provides an isolation 'companion', which counts down how many days they have left to isolate and provides links to useful advice. <p>Should a notification be received during the day that a person has been in close contact with a positive case the Head teacher should be informed and appropriate advice obtained with regard to self-isolation; it is possible to pause the contact tracing function ('trace') in the app whilst in School; should a student mobile phone be confiscated during the School day they should be asked to pause the app; behaviour policy will address students intentionally misuse the app.</p> |
| Asymptomatic testing in School | | Information | Low | Low | Leaflet 'How to get your Covid-19 test' circulated to staff and parents/carers. |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|----------------------|---|-------------|----------|------------|--|
| Asymptomatic testing | Controlling the transmission rate of Coronavirus (COVID-19) | Information | Low | Low | Video 'How do lateral flow tests work?' available (https://twitter.com/10DowningStreet/status/1328387524490911745?s=20); video 'Testing in schools' available (https://twitter.com/educationgovuk/status/1338819876798992387?s=20); video 'Testing in schools - interview with Prof Tim Brooks , PHE available (https://twitter.com/educationgovuk/status/1338909220197064705?s=20); video 'Testing in schools - interview with Principal of Small Heath Leadership Academy' available (https://twitter.com/educationgovuk/status/1338907957547962369?s=20); videos also downloaded to P:Drive, Health and Safety. Asymptomatic testing; resources available via Storicise website (www.storicise.com) and via the Scouts (COVID-19: the facts Scouts); general information available from Public Health England (Coronavirus Resources - Coronavirus Resource centre (phe.gov.uk)). |
| | | All | High | Low | Form of Consent to be completed prior to participation in any testing; testing is voluntary - a non-consenting person should not be coerced into participating; consent is not needed for 'home testing'. |
| | | Staff | High | Low | During w/c 01/03/2021 all staff offered voluntary lateral flow device (LFD) rapid result test weekly if in school on consecutive days and twice weekly for those in school every day and/or on non-consecutive days (known as 'routine testing'); participants to complete Form of Consent; staff to be informed of result by text and email via NHS Test and Trace service in accordance with GDPR; if test is positive staff member to self-isolate, as detailed in 'Testing', and to register for more accurate Polymerase Chain Reaction (PCR) test. |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|----------------------|---|----------|----------|------------|--|
| Asymptomatic testing | Controlling the transmission rate of Coronavirus (COVID-19) | Staff | High | Low | <p>If PCR test is taken within the 2 days following the positive LFD result, and is negative, it overrides the LFD test and staff member can return to school; from w/c 08/03/2021 staff to be offered 'NHS Self-Test Kits' for home testing; staff requested to test twice weekly on Monday and Thursday mornings or, if more convenient, Sunday and Wednesday evenings; self-testing to continue through school holidays; staff member to upload results to NHS Test and Trace website and school Google Form record; Head teacher to be informed immediately if result is positive; if result is positive staff member to self-isolate, as detailed in 'Testing', and register for more accurate Polymerase Chain Reaction (PCR) test; if PCR test is taken within the 2 days following the positive LFD result, and is negative, it overrides the LFD test and staff member can return to school; issuing of 'NHS Self-Test Kits' via school to be on-going.</p> <p>In order to facilitate testing there will be a phased return of students to face-to-face provision during w/c 08/03/2021; students to be offered three voluntary lateral flow device (LFD) rapid result tests (known as 'routine testing') at 3 to 5 day intervals, the aim of which is to train students in correct swabbing technique prior to home testing; parents/carers to complete Form of Consent; students given result verbally and also given written instructions should parents/ carers wish to obtain confirmation of result from NHS Test and Trace service; if result is positive student to self-isolate, as detailed in 'Testing', and register for more accurate Polymerase Chain Reaction (PCR) test; if PCR test is taken within the 2 days following the positive LFD result, and is negative, it overrides the LFD test and student can return to school.</p> |
| | | Students | High | Low | |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|---------------------------------|---|----------------|----------|------------|--|
| Testing procedures - On site | Controlling the transmission rate of Coronavirus (COVID-19) | Students | High | Low | From w/c 15/03/2021 students to be offered 'NHS Self-Test Kits' for home testing to commence w/c 22/03/2021; students requested to test twice weekly on Monday and Thursday mornings or, if more convenient, Sunday and Wednesday evenings; self-testing to continue through school holidays; parent/carer to upload results to NHS Test and Trace website and school Google Form record; Head teacher to be informed immediately if result is positive; if result is positive student to self-isolate, as detailed in 'Testing', and register for more accurate Polymerase Chain Reaction (PCR) test; if PCR test is taken within the 2 days following the positive LFD result, and is negative, it overrides the LFD test and staff member can return to school. |
| | | Test personnel | High | Low | All personnel involved in any aspect of the testing procedure given adequate training according to role as per instructions in NHS document 'Training Guide Rapid Testing for Schools and Colleges'; online mandatory training package; copies of appropriate certificates held by Team Leader (Quality Lead)/Covid-19 Coordinator and record of training kept; live introductory webinars; prior to carrying out testing, personnel to have undertaken a personal lateral flow device (LFD) rapid result test as for staff detailed above; during testing all personnel to wear PPE appropriate to role including apron, mask, eye protection, and gloves, also as per NHS document 'Training Guide Rapid Testing for Schools and Colleges'; all test personnel roles and responsibilities, and stages of testing procedure carried out in accordance with NHS documents 'Digital Guidebook for Schools and Colleges', 'How To Guide Rapid Testing for Schools and Colleges', 'Training Guide Rapid Testing for Schools and Colleges', and online training. |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|--|---|----------------|----------|------------|---|
| Testing procedures - On site | Contact between test personnel and test subjects | All | High | Low | Contact kept to a minimum; social distancing maintained whenever possible; test personnel should not handle any property of subject unless absolutely necessary; gloves to be worn if property is handled and changed immediately afterwards. Unless exempt, face coverings to be worn by subjects at all times and only removed once at the testing station; a face visor or shield may be worn in addition to a face covering but not routinely instead of one; face covering to be replaced immediately after swabbing and before leaving testing station; compliance with wearing of face covering to be visually checked on arrival by Queue Coordinator/ Registration Assistant. Hands to be sanitised upon arrival and throughout the test procedure as advised by various test personnel. Test personnel to wear PPE appropriate to their role, as set out in NHS document 'Training Guide Rapid Testing for Schools and Colleges'; PPE to be 'donned' and 'doffed' in accordance with Public Health England 'Guide to donning and doffing standard Personal Protective Equipment (PPE)', the NHS 'Training Guide Rapid Testing for Schools and Colleges' and online training. Orphaned record identified on registration portal; rule based recall of subjects who have not received a result within 2 hrs of registration; subjects are called for retest. Dilution of extraction solution classified as non-hazardous if exposed to eye, skin, inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure; appropriate PPE to be worn at all times whilst handling solution; |
| | Face coverings | All | High | Low | |
| | Hand sanitising | Test subjects | High | Low | |
| | Personal Protective Equipment (PPE) | Test personnel | High | Low | |
| | Damaged barcode, lost LFD, failed scan of barcode | All | High | Low | |
| Extraction solution spillage (contains Na_2HPO_4 (disodium hydrogen phosphate), NaH_2PO_4 (sodium phosphate monobasic), NaCl (Sodium Chloride)) | Test personnel | Medium | Low | | |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|--------------------------------------|--|---------------------------------|----------|------------|---|
| Testing procedures - On site | Extraction solution spillage | Test personnel | Medium | Low | If spilled, surfaces to be wiped in usual manner and cleaning materials to be disposed of in line with normal waste disposal procedures. |
| | Incorrect result communication | Test personnel | High | Low | Two identical barcodes provided to subject at check in; subject registers their details to a unique ID barcode before conducting the test; barcodes attached to Lateral Flow Devices (LFD) by trained staff at sample collection bay; barcodes checked for congruence at the analysis station and one applied to LFD. |
| | Waste disposal | Test personnel & Premises staff | High | Low | All waste to be disposed of in accordance with NHS document 'How To Guide Rapid Testing for Schools and Colleges'; waste can be disposed of through normal mainstream waste disposal route as agreed by DEFRA. |
| Lateral Flow Device (LFD) Home Tests | Consent | All | Low | Low | Consent is by default of using the home test kit; written consent is not needed; testing is voluntary - a person should not be coerced into participating. |
| | Distribution management and tracking of LFD kits | All | Low | Low | Home test kits available to staff during w/c 01/03/2021 and to students during w/c 15/03/2021. |
| | Distribution management and tracking of LFD kits | All | Low | Low | Record of kits issued kept in accordance with Government guidance 'How to Guide - Rapid Testing of Education Staff and Secondary Age Pupils at Home (Self -Test)'; issuing of 'NHS Self-Test Kits' via school to be on-going, currently until 23/07/2021. |
| | Help and advice | All | Low | Low | Small asymptomatic testing station to be retained on site and manned period 1 on Monday and Thursday mornings so that students who are unable to test themselves at home can still participate; help and advice also available to all staff and students. |
| | Identifying issues | All | High | Low | Any incident involving the Home Test kit or procedure should be emailed to admin at school; issues to be escalated to DfE/DHSC, as appropriate. |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|--------------------------------------|---------------------------------|----------|----------|---|---|
| Lateral Flow Device (LFD) Home Tests | Inappropriate use | All | Low | Medium | Home Test kits issued by School are for School personnel member's (staff or student) use only and should not be used to test other members of their household. Should a student use a home testing kit inappropriately whilst in School normal D4L sanctions to apply. |
| | | Students | Low | High | |
| | Results reporting and recording | All | Medium | Medium | It is the individual's responsibility or, in the case of students, parental/carer responsibility, to report their result to the NHS Test and Trace website (www.gov.uk/report-covid19-result); results should also be reported to school via a Google form, for staff via the staff landing page and for students via link in the student zone of school website or student landing page; School not responsible for any non-reporting of results; if the test result is positive, they should inform the Head teacher immediately. |
| | Stock shortages | All | High | Low | Stocks constantly monitored; replacement stock can be ordered through the Government online ordering service. |
| | Storage of kits | All | Low | Low | Kits stored where temperature is always between 2 and 30°C. |
| Testing other household members | All | Low | Medium | Home test kits issued by School are for School personnel members' (staff or student) use only; from 01/03/2021 Lateral Flow tests for household members, and from 09/04/2021 for everyone, can be carried out at local test centres (https://maps.test-and-trace.nhs.uk). Test kits can also be collected from local test centres (https://find-covid-19-rapid-test-sites.maps.test-and-trace.nhs.uk) or from local pharmacies (https://maps.test-and-trace.nhs.uk) by an adult (aged 18+); you can also order online (https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests). | |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|---------------------------------------|---|-----|----------|------------|--|
| Polymerase Chain Reaction (PCR) Tests | Controlling the transmission rate of Coronavirus (COVID-19) | All | High | Low | Book Polymerase Chain Reaction (PCR) 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 10 days from when the symptomatic person first had symptoms; if someone who is self-isolating, because they have been in close contact with someone who has tested positive for Coronavirus (COVID-19), starts to feel unwell and gets a test for Coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period; this is because they could still develop Coronavirus (COVID-19) within the remaining days; if the test result is positive, they should inform the Head teacher immediately, and should isolate from the day of onset of their symptoms and at least the following 10 full days (which could mean the self-isolation ends before or after the original 10-day isolation period); their household should self-isolate starting from when the symptomatic person first had symptoms and the next 10 full days. |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|--|---|-------|----------|------------|--|
| Polymerase Chain Reaction (PCR) Tests | Controlling the transmission rate of Coronavirus (COVID-19) | Staff | High | Low | Priority Polymerase Chain Reaction (PCR) 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'. |
| PCR Home test kits | | All | High | Low | Polymerase Chain Reaction (PCR) Home test kits available in School to individuals in the exceptional circumstance that we believe an individual may have barriers to accessing testing elsewhere; kits suitable for people of all ages over the age of one; kits only to be given to adults over the age of 18 or a student's parent/carer; School not expected to administer Polymerase Chain Reaction (PCR) tests; Polymerase Chain Reaction (PCR) testing is available to any student/staff member and their households if they display symptoms of Coronavirus; if they develop symptoms, they should be tested. |
| Confirmed case of Coronavirus from within School community | | All | High | Low | School to contact Public Health England (PHE) on 0344 225 4524 or the DfE Helpline on 0800 046 8687 if they: <ul style="list-style-type: none"> • have 2 or more confirmed cases of Coronavirus (COVID-19) among students or staff within 14 days • see an overall rise in student or staff absence rates where Coronavirus (COVID-19) is suspected; advice given by PHE, NHS and/or DfE must be followed; a template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed; whilst advice is being sought the year group or division to stay at home for 24 hours and miss School the next day; live lessons to take place for affected students; schools must not share the names or details of people with Coronavirus (COVID-19) unless essential to protect others. |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|--|---|-----------------|----------|---|---|
| Confirmed case of Coronavirus from within School community | Controlling the transmission rate of Coronavirus (COVID-19) | All | High | Low | 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; confirmed cases should be reported through the online Educational Setting Status form. |
| Local restrictions/lockdown | | All | High | Low | In local areas where restrictions have been implemented for certain sectors it is anticipated that schools will usually remain fully open. However, there may be exceptional circumstances in which some level of restriction to education is required. |
| Training and familiarisation | | Staff | Medium | Low | Training and familiarisation sessions to take place during the start of autumn term training days and subsequently as required. |
| | | Students | Medium | Low | Induction delivered by member of SLT upon first arrival of each student year group; regular reminders given. |
| | | Parents/ Carers | Medium | Low | Student expectations communicated to parents/carers via letter/newsletter from Head teacher. |
| Supply and peripatetic staff | Testing personnel | High | Low | For asymptomatic testing in School, test personnel trained appropriate to their role, as set out in NHS document 'Training Guide Rapid Testing for Schools and Colleges and on'-line training; copies of appropriate certificates held by Team Leader (Quality Lead)/Covid-19 Coordinator and record of training kept. | |
| | Staff | High | Low | Staff permitted to move between schools; unless exempt, they should wear a face covering at all times whilst inside the buildings, and should ensure they minimise contact and maintain as much distance as possible from other staff and students; staff may be requested to voluntarily undergo a lateral flow device (LFD) rapid result test; staff issued with home-testing kits. | |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|--|---|------------|-----------------|-------------------|---|
| Supply and peripatetic staff | Controlling the transmission rate of Coronavirus (COVID-19) | Staff | High | Low | Staff who teach singing or playing wind or brass instruments should refer to the Government guidance in the document 'Protective measures for holiday or after-school clubs and other out-of-school settings for children during the Coronavirus (COVID-19) outbreak'. |
| Specialists, therapists, clinicians, other support staff | | All | High | Low | Intervention should be provided as normal; visitors may be requested to voluntarily undergo a lateral flow device (LFD) rapid result test; persons visiting regularly to be issued with home-testing kits; unless exempt, they should wear a face covering at all times whilst inside the buildings, and social distancing should be maintained at all times whenever possible. |
| Recruitment | | Staff | High | Low | Recruitment to take place as normal but consideration should be given to holding interviews remotely; if face-to-face interviews are deemed necessary candidates must adhere to the system of controls that the School has in place, especially with respect to social distancing, hand sanitising and the wearing of face coverings. |
| ITT Students | | Staff | High | Low | School should encourage the placement of ITT students to whom all advice to staff will apply; ITT students requested to voluntarily undergo lateral flow device (LFD) rapid result tests as per full time staff regime. |
| Educational visits and off-site activities | | All | High | Low | Educational visits and off-site activities prohibited as at February 2021 until reviewed by Government; local walks permitted and covered by insurance; in line with the Government roadmap, as part of step 2 schools can resume educational day visits from 12 April 2021; we advise against domestic residential educational visits until at least step 3, no earlier than 17 May 2021; international visits are still under review. |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|--|---|-----|----------|------------|--|
| Educational visits and off-site activities | Controlling the transmission rate of Coronavirus (COVID-19) | All | High | Low | Any educational day visits must be conducted in line with relevant Coronavirus (COVID-19) secure guidelines and regulations in place at that time; this includes system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination. |
| Use of minibus | | All | High | Low | <p>Minibus not to be used for the transportation of students unless authorised by the Head teacher; if authorised by Head teacher, the following measures must be followed:</p> <ul style="list-style-type: none"> • Vehicle keys to be cleaned before and after handling and in between use by different drivers • Students should all be from same 'social bubble', i.e. year group. • All should hand sanitise before boarding and when alighting from the minibus; hand sanitiser to be readily available • All told to touch as few surfaces as possible • Students to sit in same seat for both outward and return journeys; using seats alongside the driver should be avoided if possible; staff to keep a seating plan. • All should wear face coverings, unless exempt, before boarding the minibus and throughout the journeys • All should remain facing forwards throughout the journeys • Driver to ensure adequate ventilation of fresh air • Driver supplied with cleaning materials to enable them to clean steering wheel and controls prior to and during use of the vehicle • Minibus to stand for a minimum of 72 hours between use by different groups or enhanced cleaning to take place including cleaning frequently touched surfaces (e.g. door handles, hand rails, edges of seats), using standard products. |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|-----------------------------|---|-----|----------|------------|--|
| Extra-curricular activities | Controlling the transmission rate of Coronavirus (COVID-19) | All | High | Low | Lunchtime 'Clubs' and after school sessions of mixed year groups, including sport, music, dance and drama, can resume subject to social distancing by year group being maintained whenever possible; multiple groups can use the same shared space with social distancing between groups. |
| Performances | | All | High | Low | Schools in local restriction Tier 3 (very high) or Tier 4 (stay at home) should not host performances with an audience; alternatives may be considered such as live streaming and recording performances, subject to the usual safeguarding considerations and parental permission; for other Tiers follow the latest advice in the DCMS performing arts guidance, |
| Inter-school fixtures | | All | High | Low | From 29/03/2021 outdoor competition between different schools can take place. From 12/04/2021 indoor competition between different schools can take place. |
| Review | | | | | This document to be reviewed as and when circumstances change. |

Signed:
Head Teacher - On behalf of the School

Date: