


<b>Risk Assessment</b>	This risk assessment has been compiled to minimise the risks highlighted and be compliant with all known legislation at the time of completion.			 <small>SCHOOLS IN PARTNERSHIP</small> <b>STEPHENSON</b> <small>MULTI ACADEMY TRUST</small>
<b>Site:</b>	Rainhill High School & Sixth Form			
<b>Identified Risks:</b>	The protection and wellbeing of staff and students in relation to COVID-19 (Coronavirus).			
<b>Agencies Consulted</b>	Department for Education - <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a> Department for Health Unions – NEU, NASUWT, Unison St Helens Health & Safety Department AfPE CLEAPSS St Helens Diabetes Nursing Team Diabetes UK Asthma UK Institution of Occupational Safety and Health (IOSH) – Returning safely to schools Health and Safety Executive Merseytravel NHS			
<b>Date of assessment:</b>	24/08/2020 – V1 11/09/2020 – V2 06/10/2020 – V3 20/10/2020 – V4 23/10/2020 – V5 05/11/2020 – V6 02/12/2020 – V7 04/01/2021 – V8 02/02/2021 – V9	<b>Approved by:</b>	Board of Trustees	<p><b>Review date:</b> This risk assessment is reviewed weekly with any changes being documented as a new version in the 'date of assessment' box</p> <p>This risk assessment should be read in conjunction with the COVID Testing Site Risk Assessment and listed documents below.</p>
<b>Queries:</b>	Any queries regarding the content of this risk assessment should be directed to our dedicated COVID email address - <a href="mailto:covid@rainhillhighschool.org.uk">covid@rainhillhighschool.org.uk</a>			

This risk assessment below has been written with reference to the following Government and NHS publications and therefore should be read in conjunction with them (*links correct at the time of writing*):

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| <ul style="list-style-type: none"> <li>• <a href="#">Restricting Attendance during the National Lockdown: Guidance for all Schools in England</a></li> <li>• <a href="#">What to do if a Pupil is Displaying Symptoms of Coronavirus (COVID-19)</a></li> <li>• <a href="#">Safe Working in Education, Childcare and Children's Social Care Settings, including the use of Personal Protective Equipment (PPE)</a></li> <li>• <a href="#">COVID-19: Cleaning in Non-Healthcare Setting Outside the Home</a></li> <li>• <a href="#">Face Coverings in Education</a></li> <li>• <a href="#">Children of Critical Workers and Vulnerable Children who can Access Schools or Educational Settings</a></li> <li>• <a href="#">Providing School Meals during the Coronavirus (COVID-19) Outbreak</a></li> <li>• <a href="#">Coronavirus (COVID-19) Safer Travel Guidance for Passengers</a></li> </ul> | <ul style="list-style-type: none"> <li>• <a href="#">Use of the NHS COVID-19 App in Education and Childcare Settings</a></li> <li>• <a href="#">Protective Measures for Holiday and After School Clubs, and other Out of School Settings during the Coronavirus (COVID-19) Outbreak</a></li> <li>• <a href="#">Coronavirus (COVID-19) Initial Teacher Training (ITT)</a></li> <li>• <a href="#">COVID-19 Induction for Newly Qualified Teachers Guidance</a></li> <li>• <a href="#">Coronavirus (COVID-19): Test Kits for Schools and FE Providers</a></li> <li>• <a href="#">Mass Asymptomatic Testing: Schools and Colleges</a></li> </ul> |
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## Risk Assessment

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date Implemented
<b>Planning and Communication</b>				
Inadequate planning and organising	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul> <p><i>May feel tension and stress as a result of poor planning and not having robust arrangements in place to protect all from contracting and</i></p>	<ul style="list-style-type: none"> <li>• Health and safety compliance checks will be undertaken by Chief Operating Officer and Site Manager before opening.</li> <li>• HR Manager will ensure health status and availability of every member of staff is known and is regularly updated so that deployment can be planned.</li> <li>• Chief Operating Officer to keep up to date with the latest government guidance and adjust working practices as required.</li> <li>• Staff briefed on the control measures within this risk assessment and changes to policies and procedures.</li> <li>• Checks carried out by the Chief Operating Officer and Senior Leadership Team to ensure that all the necessary procedures are being followed, for example hygiene procedures, social distancing and compliance with room capacity.</li> </ul>		01/02/2021

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	<i>spreading COVID-19</i>	<ul style="list-style-type: none"> <li>• All stakeholders (e.g. staff, parents, trustees, governors, union representatives' community users etc.) will be kept updated regarding any changes to the risk assessment in response to any legislative and/or recommended guidance issued by the Government through, for example, publication of the latest version of the risk assessment on the schools' website and inclusion in the parent and staff newsletters.</li> <li>• Senior Leadership Team will be present around the school, as frequently as possible, to pick up on any issues or problems and support and reassure staff and students.</li> <li>• Contractors who work on the site regularly will be briefed on the control measures within this risk assessment and changes to policies and procedures.</li> <li>• Visitors including specialists, therapists, clinicians and other support staff for pupils with SEND will be briefed on physical distancing and hygiene procedures for the school site on or before arrival.</li> <li>• Latest version of the risk assessment to be included in staff handbook and on the school website.</li> <li>• Collaborative working with health professionals and representatives of Public Health England, Environmental Protection and St Helens Council to be employed as required.</li> </ul>		
Lack of Awareness of Coronavirus / inadequate communication of plans	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Visitors</li> <li>• Stakeholders</li> </ul> <p><i>May feel tension and stress as a result of poor planning and not having robust arrangements in</i></p>	<ul style="list-style-type: none"> <li>• All stakeholders (e.g. staff, parents, trustees, governors, union representatives' community users etc.) will be kept updated regarding any changes to the risk assessment in response to any legislative and/or recommended guidance issued by the Government through, for example, publication of the latest version of the risk assessment on the schools' website and inclusion in the parent and staff newsletters.</li> <li>• All staff will be asked to complete the COVID-19 awareness and protection module on the school's Smartlog health and safety system.</li> </ul>		01/02/2021

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	<p><i>place to protect all from contracting and spreading COVID-19</i></p>	<ul style="list-style-type: none"> <li>• Staying COVID-19 Secure <a href="#">poster</a> displayed upon entrance to the school to confirm the premises have complied with the government's guidance on managing the risk of COVID-19.</li> <li>• Staff briefed on the agreed risk assessment to ensure they have a good understanding of the required measures that are being put in place.</li> <li>• Plans for operating during COVID-19 pandemic clearly communicated to <a href="#">parents</a> and carers (via an email and video), including what protective steps the school/setting has taken to make it a low risk place for their child, with regular updates provided as necessary.</li> <li>• Plans for operating during COVID-19 pandemic clearly communicated to contractors (via email) to ensure they have a good understanding of the required measures that are being put in place when attending/working on site.</li> <li>• Plans for operating during COVID-19 pandemic will be included in 'form time' resources for students and integrated in PSHE lesson plans where appropriate, these will include, for example, free education resources such as <a href="#">e-Bug</a> and <a href="#">PHE schools resources</a>.</li> <li>• Reminders of key hygiene and distancing measures (including the government's 'Hand's, Face, Space' awareness campaign) to be reinforced via posters around site, messages on our info screens, announcements via our tannoy system and articles in the student and staff newsletters.</li> <li>• A laminated 'daily reminder card' containing key messages for staff and students will be displayed on each teacher's computer screen to reinforce key daily hygiene and distancing messages.</li> <li>• Laminated reminders of key hygiene messages and room capacity have been placed in communal areas such as faculty staff rooms.</li> <li>• Parents will be informed that they cannot gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment, which will be conducted safely); they must maintain social distancing and must wear a face covering whilst on school grounds.</li> </ul>		

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		<ul style="list-style-type: none"> <li>Plans regarding asymptomatic testing using lateral flow tests have been communicated to staff and students via email. A separate COVID testing centre risk assessment has been compiled to supplement this one.</li> </ul>		
<b>Hygiene and Infection Control (including in specialist subjects)</b>				
Contact with coronavirus when getting to and from school	<ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> <li>Contractors</li> <li>Visitors</li> </ul> <p><i>May become infected by coming into close contact with someone who has COVID-19, by respiratory droplets produced when an infected person coughs, sneezes, or talks; or by touching a surface or object that has the virus on it, and then touching their mouth, nose, or eyes</i></p>	<ul style="list-style-type: none"> <li>Everyone will be encouraged to walk or cycle into school, and warned to avoid taking public transport during peak times.</li> <li>For anyone who needs to take public transport, they'll be referred to <a href="#">government guidance</a> and guidance provided by our bus service provider - <a href="#">Merseytravel</a></li> <li>Students using school buses and public transport to be informed that the wearing of a face coverings for the duration of the journey is mandatory (with the exception of those who have a medical condition and who therefore are exempt)</li> <li>Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day, with the exception of lesson changeover and in indoor communal spaces (if social distancing is hard to achieve) where it is mandatory that a face covering be worn, with the exception of those who have a medical exemption.</li> </ul> <p><i>It should be noted that the school will provide appropriate face coverings where students/staff do not have one but require one.</i></p> <ul style="list-style-type: none"> <li>For pupils that will need to be dropped off and picked up, parents will be told through messages in the parent newsletter, via Edulink and signage at the front of school:</li> <li>That students may be dropped off between 8am and 8:45am</li> <li>When dropping students off, parents should come in the main entrance gates, pause at the designated 'dropping off zone' at the</li> </ul>		01/02/21

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		<p>front of school for minimum amount of time possible before exiting via the exit gates.</p> <ul style="list-style-type: none"> <li>• That they should, under no circumstances, get out of their car or remain on site for longer than is necessary to drop their child off.</li> <li>• Not to gather at entrance gates or doors.</li> <li>• If they have a pre-arranged appointment to park in the main car park and enter the school via the main reception whilst maintaining a distance of at least one metre from everybody else.</li> <li>• Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day, with the exception of lesson changeover and in indoor communal spaces (if social distancing is hard to achieve) where it is mandatory that a face covering be worn, with the exception of those who have a medical exemption.</li> <li>• Should a 'local lockdown' be imposed in either St Helens or a neighbouring authority from which any of our students and/or staff travel from, Government guidance will be reviewed to see who may continue to access school/work. In the absence of any guidance, Rainhill High School will operate on the basis that, unless St Helens is in 'lockdown' then any student or staff member from any other area may access the school for the purpose of attending work/school. Should St Helens be in 'lockdown' then only those deemed as vulnerable or who are the children of key workers will be able to access the school in addition to the minimum amount of staff required to operate the school for those students.</li> </ul>		
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Current Government guidance is being followed to minimise contact with individuals who are unwell with (COVID-19) symptoms, or who have someone within their household who is symptomatic, by ensuring they do not attend school.</li> <li>• Any students, staff and other adults will be instructed to stay at home and self-isolate for at least 10 days if they:</li> </ul>		01/02/21

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	<p><i>May become infected by coming into close contact with someone who has COVID-19, by respiratory droplets produced when an infected person coughs, sneezes, or talks; or by touching a surface or object that has the virus on it, and then touching their mouth, nose, or eyes</i></p>	<ul style="list-style-type: none"> <li>○ Are ill with Coronavirus (COVID-19) symptoms (in which case they will be advised to <u>arrange to have a test</u> if they haven't already done so and ensure members of their household isolate for 10 days also. This includes any siblings or members of their support or childcare bubble).</li> <li>○ Have tested positive in the last 10 days (even if asymptomatic);</li> <li>○ Have been advised by NHS Test and Trace or other healthcare professional to do so;</li> <li>○ Are household members of a positive case (even if that case is asymptomatic); or</li> <li>○ Are required to self-isolate for travel-related reasons.</li> <li>● If a student, staff member or visitor/contractor develops symptoms of Coronavirus COVID-19 whilst at the school/setting, they will be sent home immediately, advised to follow the <u>Government Guidance for Households with Possible or Confirmed Coronavirus (COVID-19)</u>, which requires them to self-isolate for at least 10 days and <u>arrange to have a test</u> as soon as possible to see if they have the virus.</li> <li>● Staff, parents/carers and visitors will be instructed to inform the school immediately of the *results of any COVID-19 tests taken outside school.</li> <li>● Where someone with symptoms tests positive, other students and staff within their bubble, who might have been in close contact, may also be sent home and advised to self-isolate for 10 days. Other household members of those individuals affected will not be required to self-isolate unless someone they live with subsequently develops symptoms.</li> <li>● Staff have been briefed on and understand the NHS Test and Trace process and of their ability to access priority testing as an essential worker.</li> <li>● Advice on the latest information updates are regularly issued or communicated via staff and student briefings and within letters/emails home to parents</li> </ul>		

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		<ul style="list-style-type: none"> <li>• Where Staff, Students or Visitors use the <a href="#">NHS COVID19 Contract Tracing App</a>, and receive a notification of close contact with a positive case during the school day, they have been instructed to notify an appropriate person immediately and self-isolate.</li> <li>• On entry to the site, all visitors and contractors will have their temperature taken and be asked whether they, or anybody in their household, has had symptoms of Coronavirus within the past 7 x days. If they answer yes to any question or if they have a high temperature, then they will be sent home and a deep clean of the areas they have come into contact with will take place.</li> </ul> <p><b><u>Isolation Room</u></b></p> <ul style="list-style-type: none"> <li>• An Isolation Room (a clean, well-ventilated room, with opening window, closable door, minimal non-fabric furniture and close to a separate toilet facility and external door for ease of parent collection, where possible) will be identified for the isolation of any potentially infectious student who cannot immediately leave the setting.</li> <li>• Where this is not possible, or there are multiple cases, these students must be at least 2 m away from others and each other.</li> <li>• Procedures in place for responding to a suspected case of Coronavirus within the school/setting, following the Government guidance on '<a href="#">What to do if a Pupil is Displaying Symptoms of Coronavirus (COVID-19)</a>',</li> <li>• If the student requires the toilet while awaiting collection, a separate toilet facility will be used, where possible, and this shall be thoroughly cleaned and disinfected using standard cleaning products before use by anyone else.</li> <li>• The Isolation Room and dedicated toilet facility will be appropriately signed to indicate when they are occupied/vacant or closed for cleaning purposes.</li> <li>• Appropriate PPE will be provided and worn by staff caring for any symptomatic child/young person whilst they await collection, if a distance of 2m cannot be maintained (i.e., student with complex</li> </ul>		



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		<p>needs) and for the provision of routine intimate care to students. These include:</p> <ul style="list-style-type: none"> <li>○ A Fluid Resistant Surgical Face Mask (Type IIR) - if a distance of 2m cannot be maintained.</li> <li>○ Disposable gloves, plastic apron and a Fluid Resistant Surgical Face Mask (Type IIR) - if contact is necessary.</li> <li>○ Eye protection (i.e., safety goggles or face shield) - if a risk assessment determines that there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting.</li> <li>● Staff and other students who have had contact with the symptomatic student must wash their hands thoroughly for 20 seconds with soap and running water or use alcohol based hand sanitizer (with more than 60% alcohol content). They will not be required to go home and self-isolate unless the symptomatic person tests positive; unless they develop symptoms themselves (in which case, they should arrange a test); or are requested to do so by NHS Test and Trace or PHE Advice Service/PHE Local Health Protection Team.</li> <li>● Parent/legal guardians will be advised, upon picking up the student, to get them tested and notify the school of the results.</li> <li>● Once the pupil has left the premises, all surfaces and contact points the symptomatic pupil came into contact with shall be thoroughly cleaned and disinfected to reduce the risk of passing the infection onto other people. This will be undertaken in accordance with the Government's <u>COVID-19: Cleaning in Non-Healthcare Settings Outside the Home</u> guidance.</li> <li>● Routinely taking the temperature of students will <u>not</u> be undertaken, as this is an unreliable method for identifying Coronavirus (COVID-19).</li> <li>● All staff will receive training on infection control that gives them a good understanding of how Coronavirus (COVID-19) occurs and spreads, and how the risks can be mitigated.</li> <li>● Contacts are, according to Public Health England, defined as:</li> </ul>		

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		<ul style="list-style-type: none"> <li>• A person who has been close to someone who has tested positive for coronavirus (COVID-19) anytime from 2 days before the person was symptomatic (or tested positive if asymptomatic) up to 7 days from the test or the onset of symptoms. For example, a contact can be:               <ul style="list-style-type: none"> <li>○ People who spend significant time in the same household as a person who has tested positive for coronavirus (COVID-19)</li> <li>○ A person who has had face-to-face contact (within one metre), with someone who has tested positive for coronavirus (COVID-19), including: being coughed on, having a face-to-face conversation, within one metre, or having skin-to-skin physical contact, or any contact within one metre</li> <li>○ A person who has been within 2 metres of someone who has tested positive for coronavirus (COVID-19) for more than 15 minutes</li> <li>○ A person who has travelled in a small vehicle with someone who has tested positive for coronavirus (COVID-19) or in a large vehicle or plane near someone who has tested positive for coronavirus (COVID-19)</li> </ul> </li> <li>• If other cases are detected at school, the local health protection team from Public Health England will be in touch to advise on appropriate action, such as asking more people to self-isolate.</li> </ul> <p><b><u>NHS Test and Trace</u></b></p> <ul style="list-style-type: none"> <li>• A record of all staff, students, and visitors using the workplace will be held, in a manageable way and in accordance with our Document Retention Policy, to assist with NHS Test and Trace requests for data, if needed, to stop the onward spread of the virus in the workplace and wider society.</li> </ul>		

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		<ul style="list-style-type: none"> <li>• The school will work with St Helens Council in relation to its Outbreak Management Plan to help contain any clusters of infection or outbreaks.</li> <li>• Chief Operating Officer will liaise with PHE where required, should there be more than one case of COVID-19 associated with the school (reported as a suspected outbreak).</li> <li>• Where staff believe the contacts that have triggered these notifications are school contacts, they should discuss with the Chief Operating Officer what further mitigating actions could be taken to reduce the risk of COVID-19.</li> </ul>		
Transmission of Coronavirus (COVID-19) due to Asymptomatic Persons being on the School site	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul> <p><i>(may contract Coronavirus (COVID-19) due to asymptomatic persons being on school site putting them at risk and could result in some transmissions in schools going undetected. This is a particular concern given high transmissibility of new variants).</i></p>	<ul style="list-style-type: none"> <li>• In-school participation in the rapid asymptomatic testing programme with all testing arrangements carried out in accordance with current Government guidance (refer to <a href="#">Mass Asymptomatic Testing: Schools and Colleges</a>).</li> <li>• We have implemented a separate risk assessment completed for our testing centre, which uses the Innova Lateral Flow Device COVID tests.</li> <li>• Where consent is not given for a pupil who has been a close contact of the positive case to participate in asymptomatic testing, the pupil will be instructed to self-isolate.</li> </ul>		01/02/21
Getting or spreading Coronavirus (COVID-19) by	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> </ul>	<ul style="list-style-type: none"> <li>• Current Government guidance is being followed for all building users to clean their hands thoroughly more often than usual for at least 20 seconds.</li> </ul>		01/02/21

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date Implemented
<p>individuals not washing/ sanitizing their hands, or not cleaning them adequately</p>	<ul style="list-style-type: none"> <li>• Visitors <i>(may contract or spread Coronavirus COVID-19 by not washing or sanitising their hands, or not cleaning their hands thoroughly.</i></li> </ul> <p><i>Coronavirus (COVID-19), including the new variant, is an easy virus to remove when it is on the skin using soap and running water or hand sanitiser)</i></p>	<ul style="list-style-type: none"> <li>• Sufficient handwashing facilities available throughout the school for the expected number of building occupants, with soap, hot and cold running water and means of drying hands, i.e., paper towels/hand dryer.</li> <li>• Monitoring arrangements in place to ensure sufficient supplies of hand soap, paper towels and hand sanitiser are maintained.</li> <li>• Alcohol-based hand sanitiser stations (containing at least 60% alcohol) will be placed in all buildings, in either wall mounted or fixed floor mounted dispensers. Additional hand sanitiser will be located in classrooms and other learning environments where access to handwashing is not readily available. These will be replenished regularly.</li> <li>• 'Use hand sanitiser' safety sign and <a href="#">NHS 'alcohol hand rub hand hygiene technique – for visibly clean hands'</a> posters displayed adjacent to hand sanitiser stations.</li> <li>• All staff, students and visitors will be reminded to: <ul style="list-style-type: none"> <li>○ Frequently wash their hands with soap and water.</li> <li>○ Clean their hands: upon arrival at the school/setting, after using the toilet, when returning after breaks, after changing rooms, before and after eating (including snacks), after blowing their nose, sneezing or coughing and before leaving the school/setting.</li> <li>○ Avoid touching their mouth, eyes and nose.</li> </ul> </li> </ul> <p>Signage/posters reinforcing these messages will be displayed throughout the school/setting.</p> <ul style="list-style-type: none"> <li>• Students will be monitored to ensure they wash their hands correctly. Students with complex needs, who may have trouble cleaning their hands independently, will continue to be supported by staff. Skin friendly skin cleaning wipes will be used as an alternative, where required.</li> <li>• Teachers have access to free resources and materials to encourage good hand hygiene via the <a href="#">e-Bug Coronavirus (COVID-19) website</a>.</li> </ul>		

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Getting or spreading Coronavirus (COVID-19) by not following or promoting good respiratory hygiene	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul> <p><i>(may contract or spread Coronavirus COVID-19 by not following or promoting good respiratory hygiene on the school premises)</i></p>	<ul style="list-style-type: none"> <li>• Current Government guidance followed to ensure good respiratory hygiene by promoting the <a href="#">NHS 'Catch it, Bin it, Kill it'</a> approach.</li> <li>• All staff, students and visitors will be reminded to use a tissue when coughing or sneezing, following the NHS 'Catch it, Bin it, Kill it' approach. Posters are displayed that remind students and staff about this approach and importance of handwashing. These are displayed around the school, particularly by washbasins/toilets and at entry/exit points.</li> <li>• Sufficient non-touch and lined bins (e.g., open-topped bin or foot-operated lids) will be provided throughout the school/setting for disposal of used tissues, which are emptied regularly throughout the day. Where swing top bins are in use, the lids will be cleaned frequently throughout the day. Additional bins will be provided where necessary.</li> <li>• Bins are regularly emptied and disinfected.</li> <li>• Students with special educational needs will be supported to maintain good respiratory hygiene and be taught that good respiratory hygiene is part of how the school operates.</li> <li>• Teachers have access to <a href="#">the e-Bug Coronavirus (COVID-19) website</a> for free resources and materials to encourage good respiratory hygiene.</li> <li>• For Students with complex needs, who would struggle to maintain good respiratory hygiene as their peers (e.g., those who spit uncontrollably or use saliva as a sensory stimulant) a separate risk assessment will be completed to support those Students and the staff working with them.</li> <li>• Monitoring arrangements in place to ensure sufficient supplies of tissues are maintained.</li> <li>• A stock of fluid-resistant surgical masks are maintained and made available for staff who cannot socially distance (for use if they are required to provide first aid / intimate care to Students with COVID-19 symptoms).</li> </ul>		01/02/21
Spreading infection due to	<ul style="list-style-type: none"> <li>• Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Good hygiene will be promoted to staff and students through information posters around school and in toilets</li> </ul>		01/02/21

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touch, sneezes and coughs	<ul style="list-style-type: none"> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul> <p><i>May become infected by coming into close contact with someone who has COVID-19, by respiratory droplets produced when an infected person coughs, sneezes, or talks; or by touching a surface or object that has the virus on it, and then touching their mouth, nose, or eyes</i></p>	<p>daily reminders as part of morning briefings reminders in staff and student newsletters</p> <ul style="list-style-type: none"> <li>• Laminated reminders of key hygiene messages and room capacity have been placed in communal areas such as faculty staff rooms.</li> <li>• Good hygiene includes the following messages: Frequently wash hands with soap and water for 20 seconds and dry thoroughly using <a href="#">NHS guidelines</a>, or use alcohol-based hand sanitiser to cover all parts of hands Clean hands on arrival, before and after eating, and after sneezing or coughing Be encouraged not to touch mouth, eyes and nose Use a tissue or elbow to cough or sneeze, and use bins for tissue waste</li> <li>• All classrooms, changing rooms, communal spaces and offices will have antibacterial hand wash stations installed with staff and students asked to use them on entry to the room</li> <li>• Supplies of soap, hand sanitiser, disposable paper towels and tissues are plentiful and will be topped up regularly and monitored to make sure they do not run out.</li> <li>• Each classroom, office and communal space will be supplied with an antibacterial spray and cloth for use as required by the staff using that room.</li> </ul>		
Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul> <p><i>May become infected with COVID-19 by touching a</i></p>	<ul style="list-style-type: none"> <li>• The school will work with its cleaning contractors to make sure they are using the guidance on cleaning and hygiene during the coronavirus outbreak from both the <a href="#">HSE</a> and <a href="#">Government</a></li> <li>• An ongoing daily ‘touch point’ cleaning rota will be undertaken by the schools cleaning contractor to ensure that identified surfaces which are frequently touched and by many people (e.g. handrails, door handles, shared equipment, light switches etc.) are cleaning regularly throughout the day on hourly intervals to coincide with lesson changeover times.</li> </ul>		01/02/21

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date Implemented
	<p><i>surface or object that has the virus on it, and then touching their mouth, nose, or eyes.</i></p>	<ul style="list-style-type: none"> <li>• Sports equipment (for example rackets, footballs and goalposts) will be cleaned with disinfectant spray between users</li> <li>• Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes.</li> <li>• Areas of the school that are used by pupils and/or staff will be cleaned thoroughly at the end of each day by the school's cleaning contractor.</li> <li>• Each classroom, office and communal space will be supplied with an antibacterial spray and cloth for use as required by the staff using that room.</li> <li>• Antibacterial barrier spray will be used on IT equipment, as a preventative measure, each evening as part of the cleaning contractors daily clean.</li> <li>• If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following <a href="#">decontamination guidance</a>.</li> <li>• The school will make available information on <a href="#">how to put on and remove personal protective equipment (PPE)</a> via its staff and parent newsletters.</li> <li>• Staff will be informed, through the staff bulletins and briefings, that they should avoid sharing work equipment and workstations or, where this is not possible inform the Site Manager so that cleaning regimes can be put in place to clean between each user.</li> <li>• Rooms have been decluttered and difficult to clean items have been removed, to make cleaning easier and reduce the likelihood of contaminating objects.</li> <li>• Workstations are cleared at the end of the day or shift so that they can be properly cleaned.</li> <li>• Laminated reminders of key hygiene messages and room capacity have been placed in communal areas such as faculty staff rooms.</li> </ul>		

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date Implemented
		<ul style="list-style-type: none"> <li>• The school will identify where it can reduce the contact of people with surfaces (e.g. by leaving open doors that are not fire doors - such as classroom doors, providing contactless payment for catering and using electronic documents rather than paperwork) and ensure that the following preferred alternatives are implemented:               <ul style="list-style-type: none"> <li>○ Keeping all classroom doors wedged open</li> <li>○ Keeping dining rooms wedged open</li> <li>○ Keeping corridor doors on their fire release mechanism</li> <li>○ Continuing to use cashless catering as payment for school meals</li> </ul> </li> <li>• All staff will be asked, via briefings and the staff bulletin, to keep, where possible, surfaces clear of obstructions to ensure that they can be thoroughly cleaned.</li> <li>• Bins will be open topped (with the exception of medical waste and sanitary bins) and emptied daily, however cleaning staff will empty bins more regularly if they identify that a bin is full when undertaking daily cleaning of 'touch points'</li> <li>• Staff will be advised, via the staff bulletin and briefings, against bringing unnecessary personal belongings to work to prevent any 'cross contamination'</li> <li>• Pupils and staff will be informed, via briefings and parent newsletters, that they should not share stationery with anybody else. If a student or staff member requires stationery then Student Services can provide new stationery.</li> </ul>		
Contracting or spreading the virus whilst undertaking specialist	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> </ul>	<ul style="list-style-type: none"> <li>• The school will follow subject specific guidance, from the below listed accredited and recognised organisations, in relation to COVID-19 for PE, Science, Technology and Performing Arts.</li> </ul>		01/02/21



What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date Implemented
subjects / using specialist equipment		<ul style="list-style-type: none"> <li>• In addition to the subject specific advice, staff and students will still be expected to follow the rest of the guidance and guiding principles listed in this risk assessment.</li> </ul> <p><b>PE</b></p> <ul style="list-style-type: none"> <li>• Association for Physical Education - <a href="#">PE</a></li> <li>• Changing rooms will be limited to 20 people using them at any one time and therefore a 'rota' system for getting changed for PE lessons will be employed.</li> <li>• Changing rooms will be cleaned between each group using them.</li> <li>• Pupils kept in consistent class groups during PE lessons.</li> <li>• Sports equipment thoroughly cleaned between each use by different individual groups.</li> <li>• The sharing of equipment during PE sessions will be limited; if any equipment does need to be shared then pupils will wash their hands thoroughly before and after use.</li> <li>• Team sports may only be undertaken if their governing body has submitted an approved risk assessment which is listed on the <a href="#">return to recreational team sport framework</a>. These sports should be undertaken in line with the guidance from the relevant governing body.</li> <li>• Use of outdoor space prioritised, where possible, for PE, to limit transmission and more easily allow for distance between students and staff. External areas to be designated for different groups.</li> <li>• Where large indoor spaces must be used, maximising distancing will be ensured between pupils and scrupulous attention will be paid to cleaning and hygiene</li> <li>• PE risk assessments will be reviewed in line with the latest COVID-19 advice from the <a href="#">Association for Physical Education (AfPE)</a> and the Government's <a href="#">guidance</a> on 'Coronavirus (COVID-19): Phased Return of Sport and Recreation'</li> </ul>		

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date Implemented
		<ul style="list-style-type: none"> <li>• Work with external coaches, clubs and organisations for curricular and extra-curricular activities will only be undertaken where the school is satisfied that this is safe to do so and suitable risk assessments have been completed operating within the wider protective measures of the school.</li> </ul> <p><b><u>Science</u></b></p> <p>The school will follow the Consortium of Local Education Authorities for the Provision of Science Services <a href="#">guidance</a> with the salient points being:</p> <ul style="list-style-type: none"> <li>• Staff should maintain a 2-metre space between each other when using the science prep room and/or office.</li> <li>• Clear seating plans will be communicated to students before they enter the lab to avoid unnecessary movement within the lab.</li> <li>• A 1 metre gap between students should be maintained at all times whilst in the lab and this will dictate room capacity, which given the size of our labs we expect to be normal class sizes.</li> <li>• Students will face the front and work in rows except for when undertaking 'group work' when they may face each other for short periods so long as a distance of one metre is maintained.</li> <li>• Pupils will not move around the lab unless instructed to do so by the class teacher, who will ensure that only a limited number of pupils move at any one time and that they move in 'one' direction.</li> <li>• When undertaking a practical, the teacher leading the session will assess the non COVID-19 related risks of any activity as they always would have done.</li> <li>• Staff and students will be asked to wash their hands (or use hand sanitiser) before and after using any equipment.</li> <li>• Equipment may be shared between 'bubbles' but not between different bubbles or different members of staff – i.e. different Year 7 classes may use the same equipment because they are in a</li> </ul>		

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date Implemented
		<p>Year 7 'bubble' however a Year 7 class could not use equipment a Year 8 class had used in the previous lesson.</p> <ul style="list-style-type: none"> <li>• Equipment will be cleaned in line with government guidelines, including the use of antibacterial spray, and stored in accordance with CLEAPSS recommendations (normally 72 hours) before a class from a different bubble are able to use the equipment another class has previously used.</li> <li>• Teachers will use their own set of equipment for demonstrations and, like with students, the equipment must be cleaned thoroughly with antibacterial spray and stored in accordance with CLEAPSS recommendations (normally 72 hours) before another teacher may use it.</li> <li>• Teachers will make use of visualizers to ensure that students can view experiments without needing to come to the front of the room and therefore are able to maintain a one metre space.</li> <li>• If an item can be meticulously cleaned (in accordance with Government guidance) then it may be brought back into use before the 72-hour period is up, however this will only apply in a limited number of cases where equipment is not intricate in nature – CLEAPSS guidance will be referred to.</li> <li>• Staff will maintain a 2-metre gap from all pupils and staff members during lessons.</li> <li>• In an emergency, the two-metre social distancing guideline may be broken to provide any necessary immediate remedial measures and/or medical assistance. If time allows then the person providing this should wear a disposable apron, gloves and a face mask/covering. Only trained first aiders will provide medical assistance.</li> <li>• The following practical experiments will <b>not</b> be able to take place until further notice:  Cheek cell sampling  Lung volume/capacity and other breathing based activities</li> </ul>		

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date Implemented
		<p>Activities which make use of saliva</p> <p>Activities which use blowing instruments such as straws</p> <ul style="list-style-type: none"> <li>• All rooms will be well ventilated by opening appropriate windows and doors.</li> <li>• PPE should be worn as would be usual for practical experiments with cleaning following the same regime as outlined above and as outlined with the CLEAPSS advice document. Lab coats do not form part of PPE and therefore shared lab coats should be removed from use unless they can be 'quarantined' for 72 hours between uses.</li> </ul> <p><b><u>DT, Food and Art</u></b></p> <p>The school will follow the Consortium of Local Education Authorities for the Provision of Science Services <a href="#">guidance</a> with the salient points being:</p> <ul style="list-style-type: none"> <li>• Staff should maintain a 2-metre space between each other when using a prep room and/or office.</li> <li>• Clear seating plans will be communicated to students before they enter the room to avoid unnecessary movement within the room.</li> <li>• A 1 metre gap between students should be maintained at all times whilst in the room and this will dictate room capacity, which given the size of our labs we expect to be normal class sizes for DT, food and art.</li> <li>• Students will face the front and work in rows except for when undertaking 'group work' when they may face each other for short periods so long as a distance of one metre is maintained. In workshops, pupils using benches must not face each other and instead stand diagonally opposite.</li> <li>• Pupils will not move around the room unless instructed to do so by the class teacher, who will ensure that only a limited number of pupils move at any one time and that they move in 'one' direction.</li> </ul>		

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date Implemented
		<ul style="list-style-type: none"> <li>• All rooms will be well ventilated by opening appropriate windows and doors.</li> <li>• When undertaking a practical, the teacher leading the session will assess the non COVID-19 related risks of any activity as they always would have done.</li> <li>• Staff and students will be asked to wash their hands (or use hand sanitiser) before and after using any equipment.</li> <li>• Equipment may be shared between 'bubbles' but not between different bubbles or different members of staff – i.e. different Year 7 classes may use the same equipment because they are in a Year 7 'bubble' however a Year 7 class could not use equipment a Year 8 class had used in the previous lesson.</li> <li>• Equipment will be cleaned in line with government guidelines, including the use of antibacterial spray, and stored in accordance with CLEAPSS recommendations (normally 48 or 72 [for plastics] hours) before a class from a different bubble are able to use the equipment another class has previously used.</li> <li>• Teachers will use their own set of equipment for demonstrations and, like with students, the equipment must be cleaned thoroughly with antibacterial spray and stored in accordance with CLEAPSS recommendations (normally 48 or 72 [for plastics] hours) before another teacher may use it.</li> <li>• Teachers will make use of visualizers tri ensure that students can view practical demonstrations without needing to come to the front of the room and therefore are able to maintain a one metre space.</li> <li>• Staff will maintain a 2-metre gap from all pupils and staff members during lessons.</li> <li>• In an emergency, the two-metre social distancing guideline may be broken to provide any necessary immediate remedial measures and/or medical assistance. If time allows then the person providing this should wear a disposable apron, gloves and a face</li> </ul>		

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date Implemented
		<p>mask/covering. Only trained first aiders will provide medical assistance.</p> <ul style="list-style-type: none"> <li>• PPE should be worn as would be usual for practical subjects with cleaning following the same regime as outlined above and as outlined with the CLEAPSS advice document. Workshop coats and aprons do not form part of PPE and therefore shared workshop coats and aprons should be removed from use unless they can be 'quarantined' for 72 hours between uses. Students will be encouraged to bring in their own apron / workshop coat for practical sessions.</li> </ul> <p><b><u>Performing Arts</u></b></p> <p>The school will follow the Government <a href="#">guidance</a> regarding performing arts with the salient points being:</p> <ul style="list-style-type: none"> <li>• Staff should maintain a 2-metre space between each other when using a prep room and/or office.</li> <li>• Staff will maintain a 2-metre gap from all pupils and staff members during lessons.</li> <li>• A 1 metre gap between students should be maintained at all times whilst in the room and this will dictate room capacity, which given the size of our performing arts rooms we expect to be normal class sizes.</li> <li>• Pupils will, where possible, be positioned back-to-back or side-to-side when undertaking performing arts lessons.</li> <li>• There should be no contact between staff and students (other than in the instance of first aid being required) during lessons and therefore, for example, physical corrections in dance are not permitted.</li> <li>• Music lessons will be limited to group sizes of no more than 15 pupils when teaching singing, brass and or woodwind.</li> </ul>		

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date Implemented
		<ul style="list-style-type: none"> <li>• The sharing of brass and woodwind instruments will not take place.</li> <li>• Any performing arts equipment that does not require contact with a mouth may be used but should be thoroughly cleaned between each use by different individual groups.</li> <li>• The sharing of equipment during performing arts sessions will be limited; if any equipment does need to be shared then pupils will wash their hands thoroughly before and after use.</li> <li>• Good ventilation will be employed within classrooms with all appropriate windows and doors being open.</li> <li>• Classrooms with higher ceilings, and therefore able to facilitate the dilution of aerosol transmission, will be utilised for performing arts lessons where possible.</li> <li>• Work with peripatetic teachers, clubs and organisations for curricular and extra-curricular activities will only be undertaken where the school is satisfied that this is safe to do so and suitable risk assessments have been completed operating within the wider protective measures of the school.</li> </ul>		
Contracting or spreading the virus whilst using the dining rooms and/or Cashless Catering	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> </ul> <p><i>May become infected by coming into close contact with someone who has COVID-19, and by respiratory droplets produced when an infected person coughs, sneezes, or talks;</i></p>	<ul style="list-style-type: none"> <li>• The school utilises a cashless catering system, operated via ID cards that will be kept on each person and therefore not come into contact with anybody else.</li> <li>• Students and staff will be asked to wash their hands before and after getting lunch from the dining rooms.</li> <li>• Students and staff will be asked to minimise the areas they touch whilst in the dining rooms.</li> <li>• Students and staff will be asked to sit at least one metre apart whilst in the dining rooms.</li> <li>• The school will stagger the use of the dining rooms in accordance with the timings illustrated in the ‘social distancing’ section above.</li> <li>• Students will wash (or use hand sanitiser) before entering and upon leaving the dining rooms.</li> </ul>		01/02/21

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date Implemented
	<i>or by touching a surface or object that has the virus on it, and then touching their mouth, nose, or eyes.</i>	<ul style="list-style-type: none"> <li>Supervision levels will be enhanced at break/lunch times to support social distancing.</li> </ul>		
Contracting or spreading the virus whilst using the toilet	<ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> <li>Contractors</li> <li>Visitors</li> </ul>	<ul style="list-style-type: none"> <li>The student toilet area will be kept to half capacity and managed by the Toilet Attendant on duty with those waiting being outside at a safe distance.</li> <li>Staff and students will be encouraged, through information in newsletters and briefings, to wash their hands before and after using the toilet.</li> <li>The Toilet attendant will clean the toilets throughout the day as part of the cleaning schedule employed by the school, if required – additional cleaning staff will be employed to ensure that toilets are able to receive an hourly clean.</li> <li>Visitors and contractors will only use the toilets at the front of school.</li> </ul>		01/02/21
Contracting or spreading the virus through external visitors/contractors being on site	<ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> <li>Contractors</li> <li>Visitors</li> </ul> <p><i>May become infected by coming into close contact with someone who has COVID-19, which is primarily spread from</i></p>	<ul style="list-style-type: none"> <li>All contractors and visitors to site must pre-arrange their visit.</li> <li>Upon arrival, all contractors and visitors will be asked to sanitise their hands before having their temperature taken and being asked key questions regarding whether they or anybody in their household has any symptoms of Coronavirus.</li> <li>Visitors and contractors will be shown this risk assessment and asked to keep their contact with surfaces around the site to only what is absolutely necessary.</li> <li>A record of visitors and contractors will be kept, together with details of who they visited and the areas of site they went in order to facilitate the contacting of affected individuals and deep cleaning of required areas in the event that they, or someone they</li> </ul>		01/02/21



What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date Implemented
	<p><i>person to person, and by respiratory droplets produced when an infected person coughs, sneezes, or talks; or by touching a surface or object that has the virus on it, and then touching their mouth, nose, or eyes.</i></p>	<p>came into contact with, tests positive for coronavirus within seven days of them having been on site.</p> <ul style="list-style-type: none"> <li>• Visitors/contractors will be asked to only use the toilets at the front of school.</li> <li>• Community use users will be expected to share with the school a copy of their COVID-19 risk assessment to demonstrate that plans are in place to facilitate the safe operation of their booking.</li> <li>• The Community Use Officer will liaise with users of the schools facilities to ensure that <a href="#">Government guidance</a> is met regarding the safe re-opening of sports and leisure facilities before they re-commence their activities on site.</li> <li>• It is expected that all users comply with the measures outlined within this risk assessment.</li> <li>• Laminated reminders of key hygiene messages and room capacity have been placed in communal areas such as faculty staff rooms.</li> <li>• Plans regarding asymptomatic testing using lateral flow tests have been communicated to staff and students via email. A separate COVID testing risk assessment has been compiled to supplement this one.</li> </ul>		
<p>Contracting or spreading the virus through attending after school clubs</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> </ul> <p><i>May become infected by coming into close contact with someone who has COVID-19, and by respiratory droplets produced when an infected person coughs,</i></p>	<ul style="list-style-type: none"> <li>• After school activities will be run in accordance within the guidelines outlined within this risk assessment.</li> <li>• After school activities will only be able to be delivered on the basis of each teacher delivering a session to a group comprising of pupils from the same year group.</li> <li>• The cleaning contractor will be provided with a list of after-school clubs to ensure that ‘touch point’ cleaning continues for the duration of the Clubs.</li> </ul>		<p>01/02/21</p>

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date Implemented
	<p><i>sneezes, or talks; or by touching a surface or object that has the virus on it, and then touching their mouth, nose, or eyes.</i></p>			
<p>Contracting or spreading the virus through hosting events for visitors such as parents and prospective parents</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Visitors</li> </ul> <p><i>May become infected by coming into close contact with someone who has COVID-19, and by respiratory droplets produced when an infected person coughs, sneezes, or talks; or by touching a surface or object that has the virus on it, and then touching their mouth, nose, or eyes.</i></p>	<ul style="list-style-type: none"> <li>• Any proposed external events, such as parents' evenings and information evenings will be individually risk assessed, based on the latest available guidance, before a decision is made regarding whether they are able to proceed under the guiding principle of being able to mitigate risk to a low level and therefore safeguard staff, pupils and visitors.</li> <li>• Plans regarding asymptomatic testing using lateral flow tests have been communicated to staff and students via email. A separate COVID testing risk assessment has been compiled to supplement this one.</li> </ul>		<p>01/02/21</p>

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date Implemented
Inappropriate handling and disposal of waste	<ul style="list-style-type: none"> <li>Staff <i>(may become infected with COVID-19 through inappropriate handling, storage or disposal of infectious waste)</i></li> </ul>	<ul style="list-style-type: none"> <li>Waste will be disposed of in line with the Government's <u>guidance on cleaning for non-healthcare settings</u>.</li> <li>Routine waste will be disposed of as normal, placing any used cloths or wipes in 'black bag' waste bins.</li> <li>Waste and cleaning materials from possible/positive cases and cleaning of areas where possible/positive cases have been (including tissues, disposable cloths, disposable PPE) will be placed in a plastic rubbish bag and tied when full; then placed into a second bin bag and tied. It will then be stored in a suitable and secure location, away from students and separated from communal waste areas, and marked for storage for at least 72 hours and put in with the normal waste.</li> <li>Where storage of such waste for at least 72 hours is not appropriate, the waste will be placed into a clinical waste bag and a Category B infectious waste collection will be arranged via the school's/setting's usual specialist Clinical Waste Collection Service, so the waste can be sent for appropriate treatment.</li> </ul>		01/02/21
<b>Social Distancing &amp; Ventilation</b>				
Contracting or spreading the virus by not social distancing	<ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> <li>Contractors</li> <li>Visitors</li> </ul> <p><i>May become infected by coming into close contact with someone who has COVID-19, by respiratory droplets produced when an infected</i></p>	<ul style="list-style-type: none"> <li>A prescribed classroom layout will be implemented in all classrooms with staff asked to ensure this is maintained – Standard classrooms – all desks, with 2 x chairs per desk, facing towards the screen / whiteboard with a gap between each desk. Food Tech rooms – All benches, with 2 x chairs per bench, facing towards the screen / whiteboard with a gap between each desk. Science labs – All students sat behind the fixed benching with stools positioned a metre apart. All classrooms will have a length of hazard tape placed on the floor denoting where furniture should be placed behind and where students should not pass during the lesson other than to leave/enter the classroom.</li> <li>Teachers should, where possible, teach from the front of the classroom next to the designated 'teacher base position' sign,</li> </ul>		01/02/21

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date Implemented
	<p><i>person coughs, sneezes, or talks; or by touching a surface or object that has the virus on it, and then touching their mouth, nose, or eyes</i></p>	<p>maintain a two-metre distance from other staff and students and stand at 45 degrees to the students.</p> <ul style="list-style-type: none"> <li>• Staff supporting students with SEN and/or medical conditions will, if requiring to work at a closer proximity than 2 metres to support a student, be asked for their consent to do so, in addition to the child's parent/carer also being asked for consent. PPE be provided to afford extra protection and the individuals concerned will be informed immediately should one or the other develop symptoms to allow for swift self-isolation. No member of staff or student will be asked to work in a closer proximity than two metres to someone if they are not happy to do so.</li> <li>• Y7 to Y11 students will enter the site via the main gates as due to their staggered arrival social distancing will be automatically employed.</li> <li>• Y7 to Y11 students will leave site as follows:  A bell and announcement will sound at 3:08pm indicating that anybody in a first-floor classroom should make their way out of school  Y10 &amp;11 will use the 'pond side' pedestrian path to exit site  Y7-Y9 will use the main gates and central footpath in the middle of school to exit site  A further bell, of a differing sound to the first, together with an announcement will sound at 3:12pm indicating that those in a ground floor classroom may make their way out of school  Y10 &amp; 11 will use the 'pond side' pedestrian path to exit site  Y7-Y9 will use the main gates and central footpath in the middle of school to exit site</li> <li>• Sixth Form will enter and exit the site via the Sixth Form doors only.</li> <li>• Staff will enter and leave via the main entrance only.</li> </ul>		07/12/20

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date Implemented
		<ul style="list-style-type: none"> <li>• One-way systems will be employed in blocks where practicable and these will be clearly sign-posted for students and staff to follow.</li> <li>• A 'keep left' policy will be employed around the school site, both internally and externally, for all staff and students.</li> <li>• Signage (banners, posters and floor stickers) will be displayed around the site to remind staff and students to socially distance in line with the government's 'Hand's, Face, Space' awareness campaign.</li> <li>• 'Room Capacity' signs have been installed in all communal staff rooms to indicate the maximum number of people that can use the room at any one time in order to ensure social distancing can be maintained.</li> <li>• Announcements will be made throughout the day, using the school's tannoy system, reminding staff and students to socially distance.</li> <li>• A laminated 'daily reminder card' containing key messages for staff and students will be displayed on each teacher's computer screen to reinforce key daily hygiene and distancing messages.</li> <li>• Laminated reminders of key hygiene messages and room capacity have been placed in communal areas such as faculty staff rooms.</li> <li>• Year-group assemblies will not take place until at least April 2021, virtual alternatives shown in form rooms will instead be employed.</li> <li>• Whole staff meetings/training in single venues will not take place until at least April 2021, instead any meetings or training will take place on a carousel basis utilising appropriate sized and ventilated rooms.</li> <li>• Staff will be encouraged to hold meetings with external agencies virtually rather than bringing visitors onto site.</li> <li>• Given the decrease in the prevalence of Coronavirus (COVID-19) and the resumption of a full range of curriculum subjects, students will be organised into full year group-sized groups, Staff will use</li> </ul>		

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date Implemented
		<p>their best endeavours to ensure each year group is kept separate at all times in the day, to minimise contact and mixing with other year groups.</p> <ul style="list-style-type: none"> <li>• Year groups will be asked not to interact with each other whilst on the school site, with maps displayed around the site denoting year group zones that students are allowed into during break and lunch.</li> <li>• Lesson changeover will operate as follows:  A bell and announcement will sound 2 x minutes ahead of the lesson changeover time indicating that anybody in a first-floor classroom should make their way to their next lesson  A further bell, of a differing sound to the first, together with an announcement will sound at the listed changeover time indicating that those in a ground floor classroom may make their way to their next lesson  The measures above will alleviate pressure on stairwells and facilitate social distancing during lesson changeover.</li> <li>• Break time will operate as follows:  10:55am to 11:03am (8 minutes)  Year 7 will use Dining Room A  Year 8 will use Dining Room B  11:03am to 11:10am (7 minutes)  Year 9 will use Dining Room A  Year 10 will use Dining Room B</li> <li>• Year 11 will use the external hatch for the duration of break</li> <li>• Sixth Form students – will access the Bistro only:  Year 12 – 10:55am to 11:03am (8 minutes)  Year 13 – 11:03am to 11:10am (7 minutes)</li> </ul> <p><i>Cleaning between different year groups using the dining rooms at break will not be necessary as the break time offer is a 'grab and go' offer only</i></p>		

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date Implemented
		<ul style="list-style-type: none"> <li>• Lunchtime will operate as follows: 12:10pm to 12:30pm Year 7 will use Dining Room A Year 8 will use Dining Room B 12:30pm to 12:50pm Year 9 will use Dining Room B Year 10 will use Dining Room A 12:50pm to 1:10pm Year 11 will use Dining Room B</li> <li>• Sixth Form students – will access the Bistro only: Year 12 – 12:10pm to 12:30pm Year 13 – 12:30pm to 12:50pm <i>Table and chair surfaces, in addition to 'touch points', will be cleaned between different year groups using the dining rooms.</i></li> <li>• Students and staff will be told that they must sit at least one metre apart from each other in the Dining Rooms, with those staff on duty asked to remind people of this.</li> <li>• Each year group will be allocated a third of the 3G pitch during lunchtime to play non-contact football if they wish, otherwise they will be directed to use the relevant year group zone as indicated on the maps displayed around site.</li> <li>• The student toilet block will be used to half capacity and managed by the Toilet Attendant on duty with those waiting being outside at a safe distance.</li> <li>• Perspex screens are in place in both reception areas and in 'Reflection'.</li> <li>• Changing rooms will be limited to 20 people using them at any one time and therefore a 'rota' system for getting changed for PE lessons will be employed.</li> <li>• Offices will, if required, be re-arranged to ensure staff are a minimum of one metre away from each other, although we will</li> </ul>		

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date Implemented
		<p>strive for a minimum distance of two metres where possible. Where it is not possible to move workstations further apart, barriers or screens will be used to separate staff from each other or staff will work side by side or facing away from each other rather than face-to-face.</p> <ul style="list-style-type: none"> <li>• In relation to the lift in S-Block, the maximum occupancy will be reduced to 2, the lift operating controls will be frequently cleaned and hand sanitiser will be adjacent to lift landings/lobbies.</li> <li>• Areas in use will be well ventilated by: <ul style="list-style-type: none"> <li>○ Keeping all classroom doors wedged open</li> <li>○ Keeping dining rooms wedged open</li> <li>○ Keeping corridor doors on their fire release mechanism</li> <li>○ Opening at least one window in areas that are being used, including classrooms</li> <li>○ Using fans to facilitate the direction of airflow, if required</li> </ul> </li> <li>• The Behaviour Policy has been updated to reflect the new protective measures and new rules and routines. This includes appropriate consequences (such as sanctions and rewards), so that staff can ensure students understand them and can enforce them rigorously.</li> <li>• Plans regarding asymptomatic testing using lateral flow tests have been communicated to staff and students via email. A separate COVID testing risk assessment has been compiled to supplement this one.</li> </ul>		
Getting or spreading coronavirus in common use high traffic areas (i.e., corridors, halls, staffrooms) and other communal	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul> <p><i>(may contract or spread Coronavirus)</i></p>	<ul style="list-style-type: none"> <li>• Movement of people around the school will be limited to reduce contact contamination of surfaces and objects.</li> <li>• Tape to be used for cordoning off areas and anti-slip adhesive tape for marking floors to help building users keep to a distance and manage queuing, where required.</li> <li>• Limiting the number of students who use the toilet facilities to ensure the toilets do not become crowded, with identified and marked queuing zones, where required. Different bubbles will be</li> </ul>		01/02/21



What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date Implemented
<p>areas where people may congregate or where social distancing may be difficult to maintain</p>	<p><i>in common use high traffic areas (i.e., narrow corridors, staffrooms, kitchens, halls, pinch points, reception, meeting rooms, toilet facilities, entry/exit points to facilities/the premise, lifts, changing rooms, storage areas) and other communal areas where: people may congregate; social distancing may be difficult; people may touch the same surfaces or shared equipment (e.g., kettles, shared condiments, etc.); or areas and surfaces that are frequently touched are difficult to clean).</i></p>	<p>assigned specific toilet blocks and handwashing stations, where the site allows, to prevent students from different bubbles mixing. These facilities will be closely monitored by staff.</p> <ul style="list-style-type: none"> <li>• Reception counters with screening in place to protect Reception staff remain a distance of 2m from visitors.</li> <li>• Whole staff meetings, congregational assemblies and other large gatherings are not being undertaken. Assemblies are undertaken virtually, wherever possible, or with individual groups in their allocated classroom spaces rather than bringing children from different classes together into one hall or large space. The maximum group size in which students will be brought together is one-year group, with social distancing maintained.</li> <li>• Where shared rooms such as halls, dining areas and internal and external sports facilities are used for lunch, exercise and breaks between lessons, there will be staggered use by different year groups, they will not be allowed to mix, they will not play sports or games together and there will be adequate cleaning between different groups).</li> <li>• The maximum occupancy in the lift (S-Block) will be reduced to two, the lift operating controls will be frequently cleaned and hand sanitiser will be adjacent to lift landings/lobbies.</li> </ul> <p><u>Staffrooms and Shared Working Spaces</u></p> <ul style="list-style-type: none"> <li>• Staggered staff break and lunch times implemented to minimise contact and mixing and allow 2m social distancing rule to be met.</li> <li>• 'Room Capacity' signs have been installed in all communal staff rooms to indicate the maximum number of people that can use the room at any one time in order to ensure social distancing can be maintained.</li> <li>• Seating, tables and workstations in communal areas (i.e., staffrooms, meeting rooms, offices, etc.) have been, where possible, re-configured to maintain social distancing rules and reduce face-to-face interactions. Where it is not possible to reconfigure/move seating, tables and workstations, barriers or</li> </ul>		

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date Implemented
		<p>screens have been used to separate staff from each other or staff will work side by side or facing away from each other rather than face-to-face.</p> <ul style="list-style-type: none"> <li>• Staff who work from same workstation and be instructed not to share equipment, wherever possible and clean the work station between use.</li> <li>• Staff will be encouraged to bring in their own food, cutlery and dishes for personal use.</li> <li>• Communal objects (i.e., milk cartons/bottles, tea/coffee/sugar containers, condiments, etc.) will be removed from common areas or must be regularly cleaned. Where possible, these items will be supplied as individual portion pots/sticks and sachets.</li> <li>• Staffrooms and shared working spaces used by different groups will be cleaned more frequently.</li> </ul> <p><u>Face Coverings</u></p> <ul style="list-style-type: none"> <li>• Current government guidance to <b>wear face coverings</b> is being followed.</li> <li>• Face coverings will be worn by all staff, students and other adults when moving around indoors (outside of classrooms), such as in corridors and communal areas where social distancing cannot easily be maintained, unless the person is <u>exempt</u> due to age, health, disability or other valid reason. <i>(Note: A face visor or shield may be worn by staff/adults in addition to a face covering, but not instead of one - as face visors/shields do not adequately cover the nose and mouth).</i></li> <li>• In line with Government's <u>approach</u>, face coverings will not be worn in the classroom. However, should a member of staff or student choose to wear them, they will be supported. When teaching deaf students, we ask teachers not to wear a face mask so that lip reading is possible.</li> <li>• A small contingency supply of face coverings will be held and made available to any staff, students or visitors where they have</li> </ul>		

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date Implemented
		<p>struggled to access a face covering, where it has become soiled or damaged, or where it has been forgotten.</p> <ul style="list-style-type: none"> <li>• No-one will be excluded from school on the grounds that they are not wearing a face covering.</li> <li>• Process in place for the management of face coverings in school that is communicated to staff and students. This includes: the safe wearing of the face covering, the cleaning of hands before and after touching (including to put on/remove), the need not to touch the front of the face covering during use or when removing it, the safe storage of face coverings in individual sealable plastic bags between use, the changing of the face covering should it become damp or damaged.</li> <li>• Temporary face coverings will be disposed of in a black bag waste bin (not recycling bin). Reusable face coverings will be placed in a plastic bag that can be taken home with the individual, and then hands will be washed again.</li> </ul>		
<p>Getting or Spreading Coronavirus (COVID-19) though child attending more than one setting (i.e., school and alternative education provider)</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul> <p><i>(Students may contract and spread Coronavirus (COVID-19) through contact and mixing with persons other than their own household and school bubble)</i></p>	<ul style="list-style-type: none"> <li>• Close working is undertaken between school and alternative education providers to work through system of controls, enabling any risks to be identified and addressed and allow the joint delivery a broad and balanced curriculum for the child.</li> </ul>		01/02/21
<p>Uncontrolled Access to the School Premises posing a risk to social distancing</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Only essential visitors will be allowed onto site by appointment.</li> <li>• A visitor protocol is in place and displayed in a prominent location upon entrance to the building.</li> </ul>		01/02/21

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date Implemented
and infection control	<i>(may contract Coronavirus (COVID-19) as a result of inadequate management of persons entering the site who may spread the virus through poor hygiene, infection control and social distancing practices)</i>	<ul style="list-style-type: none"> <li>• A procedure in place for Receptionist to check that no one enters the school who has COVID-19 symptoms or lives with someone who has COVID-19 symptoms.</li> <li>• A record held of all persons visiting the school with sufficient detail to support contact tracing if required by NHS Test and Trace. Records will be held for 28 days and securely disposed of after that time.</li> <li>• Staff, where possible, use their ID badge/fob to sign in/out hands-free.</li> <li>• When the signing in screen is used, the member of staff or visitor is directed to use hand sanitiser before and after using the touch screen. The signing in touch screen is cleaned frequently with disinfectant wipes.</li> <li>• Where a manual signing in/out system is in use, staff and visitors will be encouraged to sign-in/out using their own pen. If communal pens are used, these will be cleaned after each use.</li> <li>• A dedicated waiting area and meeting room is made available for essential visitors, adjacent to Reception where possible.</li> <li>• Designated person(s) will be assigned to receive deliveries.</li> <li>• Deliveries will be managed effectively in a timely manner, with recipients adhering to social distancing, and wearing PPE where appropriate.</li> </ul>		
Face to face meetings	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul> <p><i>(may become infected by coming into close contact with someone who has COVID-19)</i></p>	<ul style="list-style-type: none"> <li>• Remote working tools (i.e., video/tele-conferencing) are utilised instead of face to face meetings, wherever practicable.</li> <li>• Where a face to face meeting cannot be avoided and is the only option participants will be kept to the absolute minimum with only essential persons present and social distancing will be maintained throughout.</li> <li>• Meetings will be held outdoors, wherever possible, or in well-ventilated room (i.e., opening window) of sufficient size.</li> <li>• The sharing pens and other objects will be avoided to prevent transmission during meetings.</li> <li>• Hand sanitiser will be provided in meeting rooms.</li> <li>• Meeting rooms are thoroughly cleaned after each use.</li> </ul>		01/02/21

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date Implemented
<p>Poor ventilation of occupied spaces (i.e., classrooms, staffrooms, offices, dining halls, etc.) leading to risks of Coronavirus (COVID-19) spreading.</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul> <p><i>(may contract or spread Coronavirus (COVID-19) through poor ventilation of occupied spaces (i.e., classrooms, staffrooms, offices, dining halls, etc.)</i></p>	<ul style="list-style-type: none"> <li>• Current Government guidance is being followed by <b>keeping occupied spaces well ventilated.</b></li> <li>• All occupied spaces (i.e., classrooms, staffrooms, offices, dining halls, etc.) will be kept well ventilated and a comfortable teaching environment maintained. Heating will be used as necessary to ensure comfort levels are maintained,</li> <li>• Natural ventilation via windows or vents will be used as far as possible and where available occupied room windows will be opened. (In cooler weather windows will be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Internal doors will be opened, where possible, to assist with creating a throughput of air (as long as they are not fire doors and where safe to do so. If necessary, external opening doors will also be opened.</li> <li>• Where mechanical ventilation systems are used, they will be adjusted to increase the ventilation rate wherever possible and have been checked by a competent person to confirm that normal operation meets current guidance (where possible, systems will be adjusted to full fresh air or, if not possible then systems will be operated as normal (as long as they are within a single room and supplemented by an outdoor air supply). They will be serviced and maintained in accordance with manufacturer's guidance to ensure optimum performance.</li> <li>• The Health and Safety Executive's guidance on <u>Air Conditioning and Ventilation during the Coronavirus Outbreak</u> will be observed.</li> <li>• To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures will also be used as appropriate: <ul style="list-style-type: none"> <li>○ opening high level windows in preference to low level to reduce draughts.</li> <li>○ increasing the ventilation while spaces are unoccupied (for examples, between classes, during break and lunch, when a room is unused).</li> </ul> </li> </ul>		01/02/21

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date Implemented
		<ul style="list-style-type: none"> <li>○ providing flexibility to allow additional, suitable indoor clothing.</li> <li>○ Re-arranging furniture where possible to avoid direct drafts.</li> </ul>		
<b>PPE &amp; First Aid</b>				
<p>Inadequate First Aid Facilities, Personnel and Equipment and Information for First Aiders</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Visitors</li> <li>• Designated First Aiders</li> </ul> <p>may not receive immediate first aid treatment due to insufficient first aid facilities, personnel and equipment; and First Aiders may become infected through close contact with casualties infected with COVID-19 or spread infection through poor hygiene practices</p>	<ul style="list-style-type: none"> <li>• First aid arrangements have been reviewed with an additional room away from the main office and separate to the first aid room being used for anyone who is suspected of having symptoms of Coronavirus.</li> <li>• First aiders have been briefed regarding procedures and PPE in relation to treating someone who is believed to have symptoms of Coronavirus.</li> <li>• First aid needs assessment reviewed to determine adequate and appropriate equipment, facilities and personnel to ensure staff, and students receive immediate attention if they are injured or taken ill.</li> <li>• There will always be at least one person with a valid First Aid at Work or Emergency First Aid at Work certificate available within the school.</li> <li>• Standard Infection Prevention and Control Procedures (i.e., maintaining good hand, respiratory and personal hygiene, cleaning of potentially contaminated surfaces) followed at all times by First Aiders to protect themselves and others and limit the risk of spread of COVID-19.</li> <li>• Contact and time sharing a breathing zone with casualties potentially infected with COVID-19 to be limited as much as possible, with casualties directed to do things for themselves where possible avoid touching them, their immediate environment and any waste</li> </ul>		01/02/2120

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date Implemented
		<ul style="list-style-type: none"> <li>• PPE provided and used by first aiders as necessary (i.e., fluid resistant surgical mask, disposable gloves, disposable apron (and goggles or visor where the risk of splashing is present)).</li> <li>• The use of chest compressions only will be performed by First Aiders should cardiopulmonary resuscitation (CPR) be required. No rescue breaths or mouth-to-mouth ventilation will be performed. Where First Aiders have access to an AED, then this will be used, as using these carry no risk of virus spread.</li> <li>• Chief Operating Officer to share with first aiders the <a href="#">latest NHS advice</a> on how to respond to a first aid incident and St Helens Council's CPR and resuscitation in first aid and community settings, when dealing with first aid incidents during the outbreak..</li> <li>• <a href="#">Guidance</a> provided to first aiders on how to respond to a first aid incident during the Coronavirus COVID-19 pandemic, including specific instructions on giving Cardiopulmonary Resuscitation (see and specific guidance on giving cardiopulmonary resuscitation (CPR) from the <a href="#">Resuscitation Council UK</a>.</li> </ul>		
<p>Inadequate provision, handling or use of Personal Protective Equipment (PPE)</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> </ul> <p><i>May become infected with COVID-19 due to a lack of suitable PPE when undertaking direct care, incompatibility of PPE, lack of instruction and training on its proper use</i></p>	<ul style="list-style-type: none"> <li>• Appropriate PPE will be provided and worn by supervising staff should a student become unwell with symptoms of Coronavirus while in the school and need direct personal care until they can return home. These include: <ul style="list-style-type: none"> <li>a fluid-resistant surgical face mask, if a distance of 2m cannot be maintained;</li> <li>a fluid-resistant surgical face mask, disposable gloves and a disposable plastic apron if physical contact with the student is necessary.</li> <li>eye protection (i.e., face visor or goggles) where a risk assessment determines that there is a risk of splashing fluids entering the eyes (e.g., from coughing, spitting, or vomiting).</li> </ul> </li> <li>• Cleaning staff will be issued, by their employer (as they are an external contractor), with and wear disposable gloves and aprons for general cleaning. However, if an area has been heavily contaminated, such as with visible bodily fluids, from a person with</li> </ul>		01/02/2120

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date Implemented
		<p>suspected Coronavirus (COVID-19), the use protection for the eyes, mouth and nose, will also be worn.</p> <ul style="list-style-type: none"> <li>• <a href="#">Guidance</a> on safe working in education, childcare and children's social care referenced for preventing and controlling infection, including the use of PPE.</li> <li>• Relevant staff trained on <a href="#">how to put PPE on and take it off safely</a> and the need for scrupulous hand hygiene in order to reduce self-contamination.</li> <li>• Local supply chains established and maintained for the obtaining of PPE.</li> <li>• Stock of PPE will be checked regularly to ensure a plentiful supply us available.</li> <li>• Only PPE that is CE marked and purchased from a reliable source will be used by staff.</li> <li>• Staff to be reminded: <ul style="list-style-type: none"> <li>○ to avoid touching their face, eyes, nose or mouth when wearing PPE (i.e., gloves).</li> <li>○ that torn or otherwise damaged PPE is not to be used and removed immediately if this occurs during use.</li> <li>○ to cover any cuts and abrasions with a waterproof dressing. <ul style="list-style-type: none"> <li>▪ that the wearing of gloves is not a substitute for good hand washing protocols.</li> </ul> </li> </ul> </li> <li>• Plans regarding asymptomatic testing using lateral flow tests have been communicated to staff and students via email. A separate COVID testing risk assessment has been compiled to supplement this one.</li> </ul>		



What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date Implemented
<b>Vulnerable Groups</b>				
Vulnerable Groups at higher risk of severe illness from Coronavirus (COVID-19)	<ul style="list-style-type: none"> <li>• Older People</li> <li>• People with underlying health conditions (such as: chronic respiratory/ heart/kidney/liver diseases, chronic neurological conditions, problems with their spleen, a weakened immune system, Diabetes, being seriously overweight (BMI of 40+)</li> <li>• Pregnant females in the later stages of pregnancy (28 weeks+ gestation)</li> </ul> <p style="text-align: center;"><i>Who are at potentially increased vulnerability to infection, or adverse outcomes from</i></p>	<ul style="list-style-type: none"> <li>• We will continue to follow <a href="#">Government</a> and <a href="#">NHS</a> advice in relation to those staff and/or students who have a medical condition that may make them 'extremely vulnerable' or 'vulnerable' individuals.</li> <li>• Having consulted with key organisations (Asthma UK, Diabetes UK and the St Helens Diabetes Nursing Team) in relation to conditions identified by the NHS as making people more 'vulnerable' should they contract Coronavirus, the guidance is that no additional measures, other than those already listed within this risk assessment, are required for highlighted staff and pupils at the school.</li> <li>• We will review individual circumstances in the light of new/updated medical information pertaining to any of the highlighted staff/students deemed as 'vulnerable'</li> <li>• Separate individual risk assessments will be completed for any staff and/or students determined by a medical practitioner as being clinically extremely vulnerable and more susceptible to severe illness or poor outcomes from COVID-19.</li> <li>• All reviews of staff roles and safety will be non-discriminatory and take into consideration equality considerations and protected characteristics as defined under the Equality Act 2010, e.g., disabled staff.</li> <li>• Reasonable adjustments will be made to avoid workers with disabilities or physical and mental health conditions being put at any substantial disadvantage, where necessary, for example: allowing someone with social anxiety disorder to have their own desk instead of hot-desking, installing a ramp for a wheelchair user, provided ground floor accommodation for a wheelchair user, etc.</li> </ul>		01/02/21

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date Implemented
	<i>Coronavirus COVID-19</i>			
Staff or Students from a BAME background who may feel more susceptible to contracting and suffering from the virus	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> </ul> <p><i>Who are at potentially increased vulnerability to infection, or adverse outcomes from Coronavirus COVID-19</i></p>	<ul style="list-style-type: none"> <li>• We will continue to follow Government and NHS advice regarding those staff and/or students from a BAME background who may feel they are at higher risk of contracting and suffering from Coronavirus.</li> <li>• Line managers will speak with BAME students and staff to identify any existing underlying health conditions that they feel they may increase the risks for them. Most importantly, the conversations will also, on an ongoing basis, consider the feelings of BME colleagues, particularly regarding both their physical safety, their psychological safety, and their mental health.</li> <li>• All reviews of staff roles and safety will be non-discriminatory and take into consideration equality considerations and protected characteristics as defined under the Equality Act 2010, e.g., disabled staff.</li> <li>• Reasonable adjustments will be made to avoid workers with disabilities or physical and mental health conditions being put at any substantial disadvantage, where necessary, for example: allowing someone with social anxiety disorder to have their own desk instead of hot-desking, installing a ramp for a wheelchair user, provided ground floor accommodation for a wheelchair user, etc.</li> </ul>		01/02/21
<b>Mental Health and Well-Being</b>				
Mental Health	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> </ul> <p><i>May be suffering with stress, mental health or</i></p>	<ul style="list-style-type: none"> <li>• The Government's <a href="#">mental health advice</a>, in addition to that from the <a href="#">Mental Health Foundation</a> will be made available to all parents and staff via the parent and staff newsletters.</li> <li>• Year teams will provide advice and guidance to students and ensure that any required mental health support (from internal or external sources) is provided as required.</li> </ul>		01/02/21

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date Implemented
	<p><i>wellbeing difficulties as a result of feeling disconnected, isolated from others or abandoned due to being/working at home for a long period of time; and through lack of social interactions with friends/peers/teachers and other adults in the school. Also, having experienced bereavements in their immediate family or wider circle of friends, or had increased caring responsibilities</i></p>	<ul style="list-style-type: none"> <li>• The school will provide access to PHE online resources to promote and support mental wellbeing of children whilst learning at home.</li> <li>• Digital support includes: <ul style="list-style-type: none"> <li>○ <a href="#">an educational resource</a> for adults about children and young people’s mental health.</li> <li>○ The PHE <a href="#">Every Mind Matters platform</a> about looking after your own mental health</li> <li>○ <a href="#">Rise Above</a>, targeted at young people, which also has <a href="#">schools-facing lesson plans</a>.</li> <li>○ The <a href="#">Education Support Partnership</a> free helpline and mental health and wellbeing resources for Teachers and support staff dealing with the COVID-19 crisis.</li> </ul> </li> <li>• Wellbeing/mental health issues are discussed with students during PSHE/assemblies, one-to-one conversations with trusted adults, where this may be supportive, and at other appropriate opportunities.</li> <li>• Positive opportunities will be provided for students to renew and develop friendships and peer groups and other enriching developmental activities.</li> <li>• Regular communication of mental health information and resources, and an open-door policy in place for those staff who need additional support.</li> <li>• Trained Workplace Mental Health First Aiders available for staff who may be experiencing a mental health issue or emotional distress.</li> <li>• Counselling services are available via Management/Self-Referral to the Occupational Health Unit for any staff who are particularly anxious or bereaved.</li> <li>• Staff workload is monitored by management and adjusted as necessary.</li> <li>• Wellbeing and work-life balance are promoted with all staff.</li> </ul>		

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date Implemented
		<ul style="list-style-type: none"> <li>• Staff are encouraged to speak regularly with their colleagues.</li> <li>• Subject Leads have access to the DfE's training module on <u>teaching about mental wellbeing</u> to assist in the training of Teachers who will be teaching Students about mental health and wellbeing.</li> <li>• Teaching staff will have access to the free MindEd learning platform for professionals, which includes a <u>Coronavirus (COVID-19) Staff Resilience Hub</u> with materials on peer support, stress, fear and trauma and bereavement, to support Students upon return to school.</li> <li>• The Council's '<u>Adapting to the New Normal</u>' guide issued to staff working at home. Staff and students will be kept up to date, through newsletters and briefings, re information about Coronavirus and the steps the school is taking to minimise risks.</li> <li>• Line managers will be encouraged to speak with their team regularly to check on their mental health and signpost them to advice. Line managers will also discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to rest during school holidays and ensure they strive to achieve a work/life balance during term time.</li> </ul>		
Musculoskeletal disorders as a result of using DSE at home for a long period of time	<ul style="list-style-type: none"> <li>• Staff</li> </ul> <p><i>May suffer pain in their necks, shoulders, backs, arms, wrists and hands as well as fatigue and eye strain as a result of incorrect use of DSE or poorly designed workstations or</i></p>	<ul style="list-style-type: none"> <li>• There is no increased risk for people working at home temporarily but if this arrangement becomes long term the risks should be assessed.</li> <li>• The HSE's guidance on <u>protecting homeworkers</u> will be followed in the event that working from home is required longer term for any staff. Staff working at home with DSE will be encouraged to ensure that they set up their workstation to avoid : <ul style="list-style-type: none"> <li>○ avoid awkward, static postures by regularly changing position;</li> <li>○ get up and move or do stretching exercises;</li> <li>○ avoid eye fatigue by changing focus or blinking from time to time.</li> </ul> </li> </ul>		01/02/21

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date Implemented
	<i>work environments.</i>	<ul style="list-style-type: none"> <li>• All staff will be asked to complete the DSE (display screen equipment) risk assessment if not already done so within the past 12 months.</li> <li>• Basic home workstation self-assessment to be completed by staff working at home on a long-term basis and who use DSE daily, for an hour or more at a time, using the HSE's practical <a href="#">Workstation Checklist</a>.</li> <li>• Additional DSE equipment provided or allowed to be taken home by staff to support prolonged use of portable DSE at home (e.g., separate monitor, keyboard, mouse, monitor riser, ergonomic chair) as required.</li> </ul>		
Risk of a detriment to the learning of pupils as a result of being away from school during the 'COVID 19' lockdown period	<ul style="list-style-type: none"> <li>• Pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Key knowledge and key skills from HT5 and HT6 necessary for progression to the next year identified by HoD/F and built in to the 2020/21 curriculum.</li> <li>• Teachers to RAG rate pupils for each of these, based on evidence from work completed in lockdown.</li> <li>• This information to be used when each skill/knowledge is taught in 2020/21.</li> <li>• School QA will identify that this happens effectively</li> <li>• DIS SEN CLA Vulnerable pupils will receive additional tuition to ensure that key knowledge/key skills are grasped.</li> <li>• Those students who have been off for two periods of self-isolation will be provided with a pass indicating to their teachers that the seating plan must be amended to allow for them to sit at their own table in one of the four corners of the classroom to minimise the risk of them being asked to self-isolate again.</li> </ul>		01/02/21
Risk of a detriment to the learning of pupils as a result of not properly re-	<ul style="list-style-type: none"> <li>• Pupils</li> </ul>	<p>It is important that students feel safe and secure to be in a position to thrive.</p> <p>Increased form time for all students (1<sup>st</sup> day and built in during tutorial lesson for the first month) focusing on:</p> <p>Reflection</p>		01/02/21

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date Implemented
engaging with work when back at school – either because of a lack of routine and/or mental health issues		Renewing relationships Rebuilding trust between students and school staff Reconnecting with routine Renewing sense of community Wellbeing and mental health Students are given the opportunity to process, discuss, develop a common understanding of what has occurred over the past few months, Students will explore the issues that they have been faced with and how this has impacted on them/society For students who have been directly impact by Covid 19 more bespoke programme of support will be put in place. Those students who have been off for two periods of self-isolation will be provided with a pass indicating to their teachers that the seating plan must be amended to allow for them to sit at their own table in one of the four corners of the classroom to minimise the risk of them being asked to self-isolate again.		
Risk of children not attending school and therefore a detriment to the learning occurring	<ul style="list-style-type: none"> <li>• Pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Parents have completed a survey to identify any issues/concerns with child attending school in September.</li> <li>• Specific individual concerns that the school has control over have been followed up and plan in place.</li> <li>• Plan in place to support DIS/CLA students travel into school (should issues emerge).</li> <li>• Plan in place for SEN (E), high need SENK students</li> <li>• Those students who have been off for two periods of self-isolation will be provided with a pass indicating to their teachers that the seating plan must be amended to allow for them to sit at their own table in one of the four corners of the classroom to minimise the risk of them being asked to self-isolate again.</li> </ul>		01/02/21
Inappropriate use of Alcohol-based Hand Sanitisers	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> </ul>	<ul style="list-style-type: none"> <li>• COSHH Risk Assessment completed for use of hand rub/sanitizer within the school.</li> </ul>		01/02/2120

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date Implemented
or Hand Rub that contains at least 60% alcohol	<ul style="list-style-type: none"> <li>Contractors</li> <li>Visitors</li> </ul> <p><i>May cause alcohol poisoning if ingested and may be ineffective against the virus if used incorrectly.</i></p>	<ul style="list-style-type: none"> <li>Non-perfumed, moisturising hand sanitisers provided throughout the site as per this risk assessment.</li> <li>Hand sanitizer/hand rub will only be used where access to hand washing with soap and running water is not readily available and where hands are not visibly soiled.</li> <li>Use of hand sanitizer by students will be monitored by staff.</li> <li>Staff and students encouraged to report any adverse effects experienced with the use of hand sanitizer/hand rub, with advice sought from GP where serious reactions occur.</li> </ul>		
Contact Dermatitis, skin irritation, exacerbation of existing skin conditions	<ul style="list-style-type: none"> <li>Staff</li> </ul> <p><i>May suffer contact Dermatitis, skin irritation or exacerbation of an existing skin condition, such as Eczema or Psoriasis, as a result of frequent hand washing and use of hand sanitizers.</i></p>	<ul style="list-style-type: none"> <li>Staff encouraged to regularly use moisturising hand cream to prevent skin from drying and cracking, and to report any skin conditions or new skin symptoms (i.e., Psoriasis or Dermatitis) affecting the hands as a result of frequent handwashing.</li> <li>Mild, non-scented, moisturising soaps and hand sanitisers provided and used, wherever possible.</li> <li>Access to the Council's Occupational Health Advisor for further advice on skin care/monitoring (where signed SLA established).</li> </ul>		01/02/2120
<b>Educational Visits and Site Maintenance</b>				
Educational Visits	<ul style="list-style-type: none"> <li>Staff</li> <li>Students</li> </ul> <p><i>Volunteers may become infected by coming into</i></p>	<ul style="list-style-type: none"> <li>Domestic (UK) overnight and overseas educational visits have been temporarily been suspended and will be reviewed as the pandemic reduces in accordance with the HSE and the latest Government <a href="#">advice</a> on Coronavirus travel advice for educational settings.</li> </ul>		01/02/2120

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date Implemented
	<p><i>close contact with someone who has COVID-19, and by respiratory droplets produced when an infected person coughs, sneezes, or talks; or by touching a surface or object that has the virus on it, and then touching their mouth, nose, or eyes).</i></p>	<ul style="list-style-type: none"> <li>• Non-overnight domestic UK visits will continue, subject to a thorough risk assessment that deems the trip safe to proceed. All non-overnight domestic UK visits will be undertaken in line with protective measures, such as keeping students within their consistent group, and the coronavirus (COVID-19) secure measures in place at the destination.</li> <li>• Outdoor spaces in the local area to be made use of to support delivery of the curriculum if appropriate.</li> <li>• A full and thorough risk assessment in relation to all educational visits to ensure they can be done safely will be carried out, consideration will be given to control measures that need to be used to ensure they are aware of wider advice on visiting indoor and outdoor venues.</li> <li>• The school will consult the <a href="#">health and safety guidance on educational visits</a> when considering visits.</li> </ul>		
<p>Lack of testing, inspection and maintenance of Building-Related Systems</p>	<ul style="list-style-type: none"> <li>• All building occupants <i>may be exposed to increased risk of injury or ill health from a lack of testing, inspection and maintenance of building related systems not being operational due to the school/setting being completely or partially</i></li> </ul>	<p>Government <a href="#">guidance</a> will be followed in relation to managing the school premises during the Covid-19 outbreak with the following salient points to be noted:</p> <ul style="list-style-type: none"> <li>• The Site Manager will continue to review risk assessments and implement any required measures to ensure that safety is maintained for wider opening.</li> <li>• All systems within school buildings that have been completely or partially closed, will be re-commissioned before re-opening, as would normally be done after a long holiday period. This will be undertaken in consultation with the school's Competent Person(s)/Property Support Officer, but in particular:</li> </ul> <p><b>Hot and Cold Water Systems</b> (i.e., tanks, sinks, basins, showers, drinking water outlets – taps and water fountains, calorifiers, direct-fired water heaters)</p>		<p>01/02/2120</p>



What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date Implemented
	<p><i>closed, or having reduced occupancy during the Coronavirus (COVID-19) outbreak)</i></p>	<ul style="list-style-type: none"> <li>• Water systems which have not been maintained or remained partly operational at a reduced capacity during the lockdown, will be disinfected, flushed and certified by a competent contractor before the school re-opens.</li> </ul> <p><b>Gas safety</b></p> <ul style="list-style-type: none"> <li>• Gas services remain in normal operation and planned gas safety checks including gas detection and/or interlocking continue to be undertaken.</li> </ul> <p><b>Fire Safety</b></p> <ul style="list-style-type: none"> <li>• Fire safety management and evacuation plans reviewed and updated in line with operational changes, as necessary, and communicated to all staff, children and young people.</li> <li>• Fire assembly point re-organised to meet social distancing requirements.</li> <li>• Regular testing of fire alarm and detection systems, call points, emergency lighting and other fire safety systems undertaken to ensure they remain fully operational.</li> <li>• Regular hazard spotting carried out to identify escape route obstructions.</li> <li>• Daily checks to ensure that all fire doors are operational.</li> <li>• Fire drills continue to be held on a termly basis as normal, with a practise undertaken in the first week when more pupils return.</li> <li>• Staff instructed not to wedge open self-closing fire doors to avoid the need to touch door handles/locks. These doors must remain closed to prevent the risk of uncontrolled fire spread and smoke should a fire occur.</li> </ul> <p><b>Security including access control and intruder alarm systems</b></p> <ul style="list-style-type: none"> <li>• All areas of the school kept secure in line with current security arrangements.</li> <li>• Key holder information updated, as necessary.</li> </ul>		

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date Implemented
		<p><b>Ventilation</b></p> <ul style="list-style-type: none"> <li>• All systems remain energised in normal operating mode.</li> <li>• Natural ventilation via windows or vents will be used as far as possible and where available occupied room windows will be opened.</li> <li>• Where centralised or local mechanical ventilation is present, recirculatory systems have been adjusted to full fresh air. (If this is not possible, systems will be operated as normal). Where ventilation units have filters present, enhanced precautions must be taken when changing filters.</li> </ul> <p><b>Electrical Systems</b></p> <ul style="list-style-type: none"> <li>• Building-related electrical systems remain in use and are tested as appropriate.</li> </ul> <p><b>Drainage Systems</b></p> <ul style="list-style-type: none"> <li>• Checks on traps undertaken to ensure they have not dried out and water seals are in place to prevent smells within the building, for example, hygiene rooms, and sports hall showers.</li> <li>• Where toilets are put back into use, flushing of toilets to be undertaken with the lids down and toilet ventilation systems working.</li> </ul> <p><b>Plant and Equipment</b></p> <ul style="list-style-type: none"> <li>• Plant and equipment continue to be maintained in line with manufacturer's instructions.</li> <li>• Scheduled thorough examination and testing of lifting and pressure equipment to continue to be undertaken during the Coronavirus outbreak, following the updated HSE Guidance during the Coronavirus outbreak. <a href="https://www.hse.gov.uk/news/assets/docs/loler-pssr-during-outbreak.pdf">https://www.hse.gov.uk/news/assets/docs/loler-pssr-during-outbreak.pdf</a>.</li> <li>• School will agree safe access and working arrangements with the contractor prior to commencing work on site.</li> <li>• Should problems be experienced in arranging scheduled thorough examinations, due to demands on inspection services, the school</li> </ul>		

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date Implemented
		will adopt a risk-based process, in consultation with their Competent Person, to determine the whether there are steps that can be taken to safely continue to use equipment (that has not had its scheduled thorough examination and testing) or decide to stop using the equipment.		
<b>Outbreak Control</b>				
Lack of engagement with the NHS Test and Trace Service leading to potential outbreaks occurring	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul> <p><i>(may be exposed to Coronavirus (COVID-19) infection should there be an outbreak in the school as a result of ineffective arrangements for testing and self-isolation of infected persons)</i></p>	<ul style="list-style-type: none"> <li>• Current Government guidance is being followed by engaging with the NHS Test and Trace process, where required.</li> <li>• School leaders understand the complexity of the arrangements for testing and self-isolation and ensure that staff and parents are fully aware of their objections under NHS Test and Trace requirements.</li> <li>• Advice sheets are prepared in the event that a student is sent home with symptoms, for the parents of that child and other members of the bubble.</li> <li>• A temporary record of all staff, students, parents and visitors using the school (and of any mixing of class groups) will be held for a period of 21 days, in a manageable way, to assist with NHS Test and Trace requests for data, if needed, to stop the onward spread of the virus in the school and wider society.</li> <li>• The school will notify the Local Test and Trace Team, who will liaise with PHE where required, should there be more than one case of COVID-19 associated with the school (reported as a suspected outbreak) in any 10 x day period.</li> <li>• Staff instructed that they must self-isolate whenever they receive a notification from the NHS Test and Trace service asking them to do so, following the <a href="#">NHS Test and Trace Workplace Guidance</a>. If this happens on multiple occasions, the Chief Operating Officer shall review social distancing arrangements to identify where improvements can be made.</li> <li>• Where staff believe the contacts that have triggered these notifications are school contacts, they will discuss with the Chief</li> </ul>		01/02/21

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date Implemented
		Operating Officer what further mitigating actions could be taken to reduce the risk of COVID-19, such as using screens.		
Inadequate management of confirmed cases of Coronavirus (COVID-19) amongst the school community	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul> <p><i>(may be exposed to Coronavirus (COVID-19) as a result of the school not taking swift action to respond to a positive case)</i></p>	<ul style="list-style-type: none"> <li>• Current Government guidance is being followed to manage confirmed cases of Coronavirus (COVID-19) amongst the school community.</li> <li>• Contact details for local Public Health England (PHE) Team and Local Authority (LA) Health and Safety Team are readily to hand.</li> <li>• Arrangements are in place to notify the appropriate authorities of any cases that test positive (e.g., the local Public Health Team, LA and DfE, as required).</li> <li>• A confidential record is maintained of all staff and Students who are self-isolating who have tested positive. These records are kept up to date and carefully tracked so that no students or staff are accepted back into school before the isolation period has elapsed.</li> <li>• Support and advice are sought from the Public Health/Health and Safety Section for any queries/complex cases. Further advice is sought from the DfE/PHE as required.</li> </ul>		01/02/21
Inadequate management of an outbreak of Coronavirus (COVID-19) within the school	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul> <p><i>(may be exposed to Coronavirus (COVID-19) as a result of the school not taking swift or appropriate action to manage an outbreak)</i></p>	<ul style="list-style-type: none"> <li>• Current Government guidance to contain any outbreak by adhering to local Health Protection Team advice is being followed.</li> <li>• A St Helens Council Outbreak Management Plan has been developed to rapidly respond to help contain any clusters of infection or outbreaks, with business contingency plans put in place should several people in the school be asked to self-isolate or the school is put in lockdown.</li> <li>• Good working relationships are established and maintained enabling rapid communication with the Local Authority and local Public Health England.</li> </ul>		01/02/21
Lack of governor oversight during	<ul style="list-style-type: none"> <li>• Staff</li> </ul>	<ul style="list-style-type: none"> <li>• The Governing Body and Trustees continue to meet regularly via online platforms.</li> </ul>		01/02/21

What are the hazards?	Who might be at Risk	Current control measures	Any additional control measures required	Date Implemented
<p>the COVID-19 crisis leads to the school failing to meet statutory requirements.</p>	<ul style="list-style-type: none"> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors <i>(failure to ensure controls are implemented may result in infection)</i></li> </ul>	<ul style="list-style-type: none"> <li>• The Governing Body and Board of Trustees agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation.</li> <li>• The Headteacher and Chief Operating Officer will provide regular updates to Governors and Trustees on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19.</li> <li>• Minutes of Governing Body and Board of Trustees meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility.</li> </ul>		