

RISK ASSESSMENT TEMPLATE: REOPENING A SCHOOL AFTER THE CORONAVIRUS PANDEMIC LOCKDOWN**RAS37****(Checked for Conformity May 2020)**

Coronavirus (COVID-19) is a new respiratory illness that has not previously been seen in humans. It belongs to a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV). Schools have been in a prolonged period of stasis, catering for only students that fell into the categories of 'vulnerable' and 'children of key workers' for some time. This risk assessment template is produced to assist schools in making preparations for returning other students back to teaching and learning on the school/academy site, rather than being taught remotely. This template will be revised regularly as the situation and advice changes over coming weeks.

It is vital that you consider all of the local circumstances which affect your school and look at the possible support which is on offer from nearby schools and your Local Authority to put those into the mix. Consequently, this risk assessment template is extremely long and detailed, but will need a lot of input and localisation from you and your colleagues.

ACTIVITIES: (What will you be doing and with whom?)	THE REOPENING OF CLACTON COUNTY HIGH SCHOOL			
DATE OF RISK ASSESSMENT:	Date completed:	10.6.2020	Date to be reviewed: (At least weekly)	weekly
STAFFING: (Staff deployment, responsibilities, expertise, etc.)	CTA GWI			
<p>PLEASE ENSURE THAT THE CURRENT DfE, PHE, HSE and ACAS GUIDANCE IS ALL CAPABLE OF BEING FOLLOWED WHEN TAKING A DECISION TO CLOSE, REMAIN OPEN OR RE-OPEN YOUR SCHOOL.</p> <p>Following the Prime Minister's announcement on Sunday 10th May 2020, the expectation is that Primary and Early years setting only will be asked to reopen from 1st June for the following year groups only: Reception, Year 1, Year 6. Other Primary year groups will follow provided the government's various conditions are met for it being 'safe' to do so. The Prime Minister also stated that for Secondary age students, the expectation is only that years 10 to 12 will have any prospect of returning to school ahead of the summer break, but that remote learning should be provide for all year groups as has already been happening. It follows, therefore, that for Secondary schools there is an expectation to plan for those two year groups to be on site this side of the summer break but for full school opening to be planned for September 2020 at the earliest. Handsam Ltd will update this information as it is amended by government/DfE. In all cases social distancing guidance must be adhered to, which will be an enormous challenge for all age groups, but particularly younger ones.</p>				

PLEASE SEE: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>

<https://www.gov.uk/coronavirus>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

<https://www.hse.gov.uk/news/coronavirus.htm>

<https://www.acas.org.uk/supporting-mental-health-workplace>

N.B. FAILURE TO FOLLOW GUIDANCE OR DELIVER A SUITABLE AND SUFFICIENT RISK ASSESSMENT COULD LEAVE YOU VULNERABLE TO HSE/LEGAL ACTION. PLEASE ERR ON THE SIDE OF CAUTION AT ALL TIMES AND KEEP ALL RECORDS.

Aspects to Consider (List only actual hazards/issues related to planned activities)	Who is Affected/What Might Happen? (Staff, students, visitors etc.)	Inherent Likelihood & Severity (See table at end of doc)	Inherent Risk Score (Likelihood X Severity)	Control Measures (How you will reduce the risks and whether they are already in place or not e.g. guards on machines already in place or need to wear PPE eye wear/gloves)	Are Control Measures in Place? If Not Who Will Implement? (Staff member names or job roles)	Remaining Likelihood & Severity (See table below)	Residual Risk Score (Likelihood X Severity)	When Done & By Whom?
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OVERALL AIM AND CONSULTATIVE PROCESS

What are your aims for each phase of reopening?				<ul style="list-style-type: none"> • 25% maximum capacity (Y10 & Y12 cohort - 480 students) on any one day from 15/06/20 • Gradual re-opening detailed below: • 08/06/20 - expand the Core provision to Critical workers and Vulnerable students • 15/06/20 - Focus group of Y10 and Y12 students who have been disadvantaged during lockdown and unable 	GWI will ensure classrooms, toilets and entrances and ready for re-opening			
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				<p>to access work etc. brought in for 3 x mornings a week</p> <ul style="list-style-type: none"> ● 22/06/20 - remainder of Y10 and Y12 students attend 1 morning a week ● Plan B should there be staffing issues or it not be possible to continue the opening - revert to solely "live" lessons and pre-recorded lessons. 				
Consultation with stakeholders and relevant parties				<ul style="list-style-type: none"> ● Consultation with Local Governing Board and Trust CEO ● Unions to be fully briefed ● Students/Parents able to email any issues or concerns ● For visitors/contractors etc, ensure they are given full information prior to arrival such that their time on site and contact with staff or students is minimised 	<p>CTA (12/06/20)</p> <p>GWI</p>			<p>CTA completed with LGB on 1/06/20 and with CEO on 3/06/20</p>
INFORMATION								
What are the most trusted sources of information?				<ul style="list-style-type: none"> ● The Department for Education have set up a helpline, offering guidance for anyone with education related questions - from early years up to universities, plus parents. The phone lines are active from 8am to 6pm Monday-Friday on 0800 				

				046 8687. Department for Education Coronavirus Helpline <ul style="list-style-type: none"> Handsam Ltd will continue to keep you up to date via our regular Coronavirus email update service. 				
Is our information up to date?				Currently the government's response to the virus is being updated daily and concerned teachers and other school staff are urged to check before travelling abroad or in the event of a suspected outbreak.				
Is our information up to date?	All	1:1	1	Currently the government's response to the virus is being updated daily and concerned teachers and other school staff are urged to check it before travelling abroad or in the event of a suspected outbreak.	All up to date at present, however this will be checked on a <u>daily</u> basis for any changes	1:1	1	GW/CTA
Share visual information with students and staff and parents/carers both before in preparation for and continually after the school reopens. This is most likely to occur phase by phase/year group by year group etc		3:1	1	<ul style="list-style-type: none"> Ensure that information posters, for example Catch it, Bin it, Kill it are displayed prominently in student and staff areas. Social distancing posters to also be displayed Maximum capacity signage is up outside offices and classrooms 	<p>Catch it, Bin it, Kill it posters were all in place before the end of March.</p> <p>Social distancing posters in corridors, Clouds and classrooms being used.</p>	1:1	1	GW

					Maximum capacity signage will be displayed on doors to all rooms.			
Staff updates and training		1 : 1	1	<ul style="list-style-type: none"> Regular updates to all staff and then specific updates to relevant staff who have particular responsibilities. Use E-Training courses to prepare staff for returning to work, notably in the realm of mental health/stress. We recommend the Handsam E-Training Centre courses for <i>Coping with Stress</i> and <i>Managing Stress</i> Ensure that any staff being asked to 'fill in' to support colleagues are trained to a suitable and sufficient level for the tasks required of them, or that the activities are rearranged or reorganised to ensure safety 	Signpost staff to the Handsam courses prior to coming back should staff require.	1 : 1	1	CTA
				<ul style="list-style-type: none"> What counselling for staff and students is available? Can that be enacted in such a way that it can be delivered remotely? 	School counsellors made available to staff and students.			CTA
Information assemblies		1 : 1	1	Deliver assemblies to all students, detailing the causes, symptoms and treatment of coronavirus will go a long well to dispel any misinformation currently circulating. This will be particularly important if	Students on site have a daily reminder at 9am to inform them of the rules.	1 : 1	1	SLT

				any level of infection either occurs or is rumoured to have done so.	Online assemblies starting w/b 8/6/20			
HYGIENE AND INFECTION								
Returning staff and students		4:3	12	<ul style="list-style-type: none"> • Have you taken into account the age and medical conditions of staff in planning your return (ensure you take diabetes of any type very seriously)? You must risk assess the severity of an infection to a member of staff and protect them if that is likely to be severe. Remember older people have far higher 'poor outcomes' once infected by COVID-19. • Staff need to be symptom free and not have anyone in their household bubble who is displaying symptoms to come into school. • Devise a policy for how staff should react and inform you if someone they live with or have had contact with (if using the new government App when in place) tests positive • What, if any, evidence of non-infection of students will you require? How will that be checked to ensure it is valid? 	<p>All staff have been surveyed and those at risk are not planned to be used.</p> <p>Staff to inform LHO if they, or anyone in their household, has symptoms.</p> <p>Students must not come into school if they, or anyone in their household, has symptoms. Parents will not be allowed to drop on site. CTA to inform</p>	3:3	9	<p>CTA</p> <p>AMR</p> <p>STA</p> <p>CTA</p>

				<ul style="list-style-type: none"> How will parents be allowed onto site to drop students off, if at all? 	parents in communication			
<p>What are the school/academy's measures to ensure the containment or prevention of spread of the virus?</p>		4:3	12	<ul style="list-style-type: none"> Consider a full deep clean of each area to be opened prior to allowing staff or student to enter Will cleaning staff be available for suitable regime following reopening? Take hygiene measures to reduce the risk of infection spreading, including social distancing of two metres at all times for all persons (see DfE advice) Make sure that staff and students are familiar with the appropriate hygiene regimes (hand washing etc) and enforce them with students Is there suitable access to enough washing facilities, soap and hand gel for everyone on site at all times? Are supplies able to be assured? What back up plans are in place? Put up signs across the site encouraging good hygiene habits and any other relevant signage to assist the school in managing the return Ensure that staff showing any signs of infection go home asap 	<p>Any room used will be deep cleaned daily by Pinnacle.</p> <p>All desks will be seated 2m apart and lots of warning signs and staff to help maintain this.</p> <p>Hand sanitizer is currently at reception when any visitors arrive and will also be on every teacher's desk.</p> <p>Teachers also have disinfectant spray and tissues on desk.</p> <p>Currently have good stock of hand sanitisers and more will be ordered</p>	3:3	9	GWI

				<p>and that any staff who have cases amongst their family or people they have been in contact with do not come into work</p> <ul style="list-style-type: none"> • Ensure that children showing signs of infection are taken home or collected by parents asap • Provide any information requested by your LA (e.g. absence rates) • Liaise with the LA if you can no longer take students who meet the government criteria 	<p>Hand sanitiser, aprons, disposable gloves & face shields available for First aid staff.</p> <p>An infection room will be allocated if a student shows symptoms during the school day. (Meeting Rm 2)</p> <p>Wash hand signs have been put up in the toilets as well as around corridors.</p> <p>Rooms will have signs on the outside to say how many people are allowed in that room at any one time once phased reopening takes place.</p> <p>Social distancing signs displayed in all areas used</p>			
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					<p>including entrances.</p> <p>Staff will be verbally remind students of social distancing.</p> <p>Tubs of cleaning wipes in general office, C11 and all computer rooms and disinfectant spray and towels ready in rooms when re-opening happens on 15.06.20.</p> <p>Pinnacle have plenty of stock of soap and cleaning products.</p> <p>Toilets converted from staff to student to ensure only small numbers access each toilet. Staff to use main entrance, G block and J block.</p>			
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					Reception have a glass shield already in place.			
What steps can we take regarding hygiene to reduce the risks of infection?		4:3	12	<ul style="list-style-type: none"> Washing your hands often - with soap and water, or use alcohol sanitiser if handwashing facilities are not available, especially after using public transport Covering your cough or sneeze with a tissue, then disposing of the tissue in a bin If you feel unwell, stay at home and do not attend any education or childcare setting Pupils, students, staff and visitors should wash their hands, before leaving home, on arrival at school, after using the toilet, after breaks and sporting activities, before food preparation, before eating any food including snacks and before leaving school Clean and disinfect frequently touched objects and surfaces An alcohol-based hand sanitiser should be used if soap and water are not available It should contain at least 60% alcohol 	<p>Posters emphasising the NHS Catch it, Bin it, Kill it are up around the circulation areas of the school.</p> <p>Staff to monitor students' behaviour if they appear to be unwell students are directed to the nominated daily first aider, call parents to collect.</p> <p>Students displaying symptoms are held in an isolated area.</p> <p>Deep cleaning of all areas will be</p>	3:3	9	GW/CTA

				<ul style="list-style-type: none"> ● Avoid touching your eyes, nose, and mouth with unwashed hands ● Avoid close contact with people who are unwell ● Encourage staff and students to be honest in reporting symptoms 	<p>completed after their use.</p> <p>IT equipment to be cleaned after each use. using the tubs of wipes in each room (chromebooks, PCs)</p> <p>Hand sanitiser is 75% alcohol.</p> <p>Sign in areas are cleaned after use and each room that has been used is disinfected every night.</p> <p>Students instructed to clean hands on arrival, and on departure. The Core group in for a full day will also wash hands at break and lunch (now using B block)</p> <p>Small area of Clouds for use by students in Core group.</p>			
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CONTINGENCY PLANS								
Who needs to be informed of any special measures?		1 :1	1	Compile a list of key contacts: including your LA contact, your local strategic coordinating group (SCG) and others	Trust and LGB	1: 1	1	CTA
How do we decide if our school should close again?		1:1	1	Central government will advise whether schools in affected areas should stay open or close, on the basis of scientific advice. This may well change day to day dependent upon on how COVID-19 spreads during the relaxation of lockdown. If the government were to advise closure, LAs would communicate the message to schools, but schools would not close at that point. LAs, acting on local health information, would inform schools when their area is affected and the advice to close applies. The decision on whether to close at that time remains with the school.		1:1	1	NGA
Who will be responsible for closing the school?				Make it clear who would take the decision to close a school, either because of government advice that schools in an area should close, or because of reasons specific to the school (e.g. too many staff off ill)	Staff absence will continue to be monitored on a daily basis. Staff rota has reserves on it in case of absence.	1:1	1	NGA

					Executive Headteacher's decision to close the school.			
How can parents and carers be informed of any issues/closure?		1: 1	1	<ul style="list-style-type: none"> Check and update pupil and parent/carer contact details Draft template letters, both for re-closure and re-opening 	School comms system use to notify home direct. Also on web site and via local authority system.	1: 1	1	CTA
Will the school be able to open if there are multiple staff absences?		1: 1	1	<ul style="list-style-type: none"> To what degree can you safely staff the school/academy? Does it leave you overstretched? How does annual leave come into the mix? Do you need to make an interim policy on leave? Will you be opening on non-standard school year days? Plan how you might operate the school in the event of key staff absences, both teaching and ancillary personnel. Review arrangements for covering teaching and non-teaching duties, notably first aid, medical and safeguarding cover Consider the allocation of responsibilities, duties and cover arrangements during a pandemic, including who would take key decisions in the event of leadership team absence 	<p>Develop plan for reduced staffing/leadership. No plan to open in the summer holidays as we have been open for all holidays since Easter up to and including May half term.</p> <p>Need to check support staff take their allocated holiday days.</p> <p>Head of School to take daily key decisions in liaison with Exec HT</p>	1: 1	1	CTA

				<ul style="list-style-type: none"> Consider drawing up a list of parent/volunteers (DBS checked) who could be used to supervise children in times of significant absence Research options with the LA as to how students might work from home during a pandemic. Consider how you will ensure that any peripatetic or agency staff you use can be ensured to be not infected with COVID-19, understand the school's new operational circumstances and risk assessments and be suitably supervised in delivering their duties, including having direct access to permanent senior staff for support (N.B. there is no specific reference to non-employee 'staff' in the DfE advice so the presumption must be they should be risk assessed separately by you as per the H&S at Work Act and associated 	<p>Parent volunteers will not be needed</p> <p>Revised our home learning on 8.06.20</p> <p>No peripatetic or agency staff used</p>			
Is your school suitably equipped?		3: 3	9	<ul style="list-style-type: none"> Establish whether your school is suitably equipped with materials needed to implement infection control measures. These would include tissues, tissue disposal, hot water and soap Check the school's cleaning arrangements/contracts and 	<p>Facilities manager has a log and regularly monitors stock of such items.</p> <p>New cleaning rotas have been drawn up to ensure provision</p>	1 : 1	1	GW1

				<p>establish whether special provision could be made during a pandemic</p> <ul style="list-style-type: none"> Do you have the correct and sufficient PPE? 	<p>meets needs of the school.</p> <p>PPE in line with guidelines</p>			
SAFEGUARDING AND STUDENTS								
<p>Is the school able to comply with the requirements of the current DfE advice on Safeguarding?</p>		3:3	9	<p>See: https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers</p>	<p>All risk assessments have been completed. Students are still contacted regularly. The pastoral team are still using the necessary outside agencies. New safeguarding and BfL Addendum is in place and online safeguarding reporting system in place.</p>	2:1	2	STA
<p>Is the school able to comply with the requirements of KCSIE 2019 which remains in place until further notice?</p>		3:3	9	<p>See: https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</p>	<p>All Policies are in place in accordance with KCSIE 2019</p>	1:1	1	STA

<p>Health conditions</p>		<p>3:3</p>	<p>9</p>	<ul style="list-style-type: none"> • Check with parents/carers whether any further conditions have developed in their children which you need to be made aware of • Check with parents/carers whether any medication is being taken by any students • Ensure all relevant staff are informed of the conditions and action to take and that any first aiders and medical staff are fully trained and able to give suitable and sufficient support in a crisis 	<p>Letters sent home to parents advise them to update the school immediately so this information can be shared,.</p> <p>Rotas and bubbles will be used to identify staff and inform them.</p>	<p>1:2</p>	<p>2</p>	<p>STA</p>
<p>Ensure EHC plans can be delivered</p>		<p>2:2</p>	<p>4</p>	<ul style="list-style-type: none"> • Consider how EHC plans can be delivered and how you can provide back up if a particular member of staff becomes unavailable for any reason at short notice. • Liaise with the necessary agencies and parents/carers 	<p>Reasonable Endeavour Plans in place for all students</p>	<p>1:2</p>	<p>2</p>	<p>HBA</p>
<p>Are ‘vulnerable’ students and children of key workers still suitably catered for in your plans?</p>		<p>2:3</p>	<p>6</p>	<ul style="list-style-type: none"> • Consider how bringing other students back into school will affect your provision to these existing key groups and how you can ensure continued excellence of provision. 	<p>Sessions designed to support vulnerable students in core subjects. Data used to identify those furthest behind.</p>	<p>1:2</p>	<p>2</p>	<p>STA</p>
<p>Is the school able to support students with any</p>		<p>2:3</p>	<p>6</p>	<ul style="list-style-type: none"> • Ensure you have trained staff in place or access to support quickly from other sources. 	<p>School has counselling support</p>	<p>1:2</p>	<p>2</p>	<p>STA</p>

<p>mental health issues which are very likely to occur at any time during this process?</p>				<ul style="list-style-type: none"> • Consider the impact of the wide nature of the lockdown period and COVID-19 crisis in general on students – for example isolation, being gung ho at being 'let out', emotional or sexual abuse which may have occurred as there has been a far higher instance of this reported during the lockdown period etc • What counselling for staff and students is available? Can that be enacted in such a way that it can be delivered remotely? 	<p>as well as weekly calls to those with most serious mental health issues. AKWs have a rota of students to call.</p> <p>Counselling can be delivered for staff and students remotely if needed.</p>			
<p>Are there any issues associated with monitoring the internet usage etc in the school?</p>		2:1	2	<p>Be clear that internet safety for both students and staff must not be reduced at any point. This may mean ensuring contractor providers can deliver the service if you do not have this capability in house.</p>	<p>Students monitored in school and school filters will block inappropriate websites</p>	1:1	1	BTH
<p>Is the school able to deliver interviews, transition sessions, open days, parents evenings etc?</p>		2:2	4	<p>Ensure that any such sessions which allow persons other than your staff and students onto your site are organised according to the prevailing social distancing guidance for schools: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings</p>	<p>No visitors will be invited onto site - parents, Y6 transition students or candidates for interviews.</p>	1:1	1	CTA

Check any outstanding student issues		1:1	1	Ensure that any sanctions etc are suitably dealt with for the situation and that any awards or rewards can be delivered to a satisfactory degree. Disaffected students in either regard could be problematic.	Regular data collections are carried out to monitor pupils progress. These are followed up with positive letters and phonecalls to support. BfL Addendum will manage any behaviour issues from students on site.	1:1	1	STA
Considering mentoring		1:1	1	Mentoring of students by staff or their peers may offer great support mechanisms if they are struggling emotionally or mentally.	contact with those stu	1:1	1	STA
FIRST AID, MEDICAL AND EMERGENCIES								

First Aid and Medical provision	3:4	12	<ul style="list-style-type: none"> Are suitable numbers of correctly qualified first aiders / medical support staff able to be available at all times? Please note that the HSE has announced that first aid certificates have been automatically extended by three months so you have some more leeway if your staff are nearing or have passed the end of their 3-year qualification. If it is not possible to provide this support internally, can you bring other support in from outside provision – e.g. other local schools? If that is not possible, can there be access to this support that may be based off-site but able to attend site at short notice? Are vulnerable staff (e.g. those with underlying health conditions or who may be pregnant) suitably supported and catered for? Are staff who live with or look after vulnerable people able to be assisted to work from home? 	<p>A trained First Aider will be on site whenever students are on site</p>	1	1	<p>1:1</p> <p>1</p>	<p>GWI</p> <p>GWI CTA</p>
				<p>These staff are working from home and receive regular welfare checks.</p> <p>These staff have been identified and are working from home and have been given tasks</p>				

				<ul style="list-style-type: none"> Err on the side of caution at all times as you will be liable for any failure in this regard. 	that can be carried out remotely.			
FOOD AND NUTRITON/HEALTH/DIETARY REQUIREMENTS AND SAFETY								
Can food hygiene and nutritional requirements be kept to?		1:2	2	There has been no relaxation of any requirement for food hygiene or nutritional requirements. Ensure your kitchen/provider can deliver to the usual standard.	FSM vouchers have been provided. Canteen is closed. Students on site over lunch bring their own packed lunch	1:1	1	CTA/STA
Dietary requirements		1:1	1	Can dietary requirements be kept to? This may be a deciding factor for certain children within certain faith groups etc. This may bring concerns/pressure under equality legislation.	No food provided by the school. Students will be allowed to bring their own food.	1:1	1	CTA
Queuing arrangements		1:1	2	Can queuing for lunch be made safe under the social distancing guidance? Do alternative arrangements such as serving lunch in classrooms need to be made?	No lunch provision in the canteen other than own food	1:1	1	CTA
PPE		1:2	2	Is suitable and sufficient PPE available to staff, particularly for cleaning up after lunch or clearing bio-hazards etc?	Cleaners used before and after school to clean areas used.	1:1	1	GW

Is food waste able to be disposed of/collected at suitable intervals?		1:2	2	Failure to dispose of food waste suitably, or delays to collections may lead to a build up which attracts vermin.	Cleaners used before and after school to clean areas used.	1:1	1	GWI
SAFE TEACHING PRACTICE								
Social distancing in the classroom		3:2	6	<ul style="list-style-type: none"> All procedures and staff / student ratios should be set to ensure that the prevailing DfE guidance on social distancing is adhered to. See: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings How does the timetable need to be adjusted to allow for this and any other factors such as expert staffing etc? How do class sizes need to be adjusted and what does this mean for staffing? How do classrooms need to be adjusted? Should there be a mixture of online and on-site learning? 	<p>All current DfE guidance has been followed in preparing the school for re-opening. Desks are all 2m apart and appropriate signage is in classrooms and on desks</p> <p>The timetable has staggered starts, separate entrances and toilets to help maintain social distancing. Class sizes vary depending on the room and classrooms set up for staff.</p> <p>On site learning is in combination with online learning</p>	2:2	4	CTA

<p>Staff / Student ratios</p>		<p>1:2</p>	<p>2</p>	<ul style="list-style-type: none"> • Are all legal (e.g. EYFS and EHC plans) and risk assessed levels of staff / student ratios able to be delivered at all times? • Identify your stress points and plan for how you can support if it 'breaks' at that point. 	<p>Timetable reflects this for all students invited in.</p> <p>Should staffing numbers drop students not in vulnerable group/key worker will have their lessons decreased</p>	<p>1:1</p>	<p>1</p>	<p>CTA</p>
<p>Practical lessons</p>		<p>2:2</p>	<p>4</p>	<ul style="list-style-type: none"> • Practical activities contain far more hazards inherently. They will be even more difficult to deliver with social distancing guidance needing to be adhered to. Consider what is possible, what is practicable and where additional measures such as extra supervision, or expert staff in the room may be necessary. • Ensure that all practical lessons are re-risk assessed and signed off by department heads or if necessary members of SLT are consulted or asked to sign off • Ensure risk assessments are reviewed regularly and the current version is signed by all relevant staff and distributed to them. 	<p>No practical activities planned for initial 2 weeks. This will be kept under review.</p>	<p>1:1</p>	<p>1</p>	<p>CTA</p>

<p>Ensure all statutory checks on equipment / machinery are made prior to use</p>		<p>1:1</p>	<p>1</p>	<p>Ensure that any statutory tests which are required and are due/overdue are delivered before any equipment / machinery is used. Put the machinery / equipment out of use and inform all staff until this is delivered. Ensure records are kept.</p>	<p>All checks monitored and scheduled by GWI</p>	<p>1:1</p>	<p>1</p>	<p>GWI</p>
<p>Ensure visual checks on equipment / machinery are made prior to every use</p>		<p>1:1</p>	<p>1</p>	<p>Machinery or equipment which has not been used in a while must be checked to ensure it is usable, ideally by a competent person for using that piece of equipment. This may be true for many practical departments such as science, PE, DT, Art, Drama or Music. We recommend keeping simple handwritten records.</p>	<p>No specialist equipment or machinery will be used</p>	<p>1:1</p>	<p>1</p>	<p>GWI</p>
<p>PPE</p>		<p>2:3</p>	<p>6</p>	<p>Ensure all relevant PPE is available or reschedule/amend the planned activity.</p>	<p>Face shields available for staff if they request in addition to the provided alcohol gel for classrooms and gloves for journey to work if req. First Aid team have aprons, face shields and gloves.</p>	<p>1:3</p>	<p>3</p>	<p>GWI</p>
<p>Movement between lessons and breaks</p>		<p>1:2</p>	<p>2</p>	<ul style="list-style-type: none"> Plan circulation around your site so as to ensure the social distancing guidance can be delivered. 	<p>Y10 and 12 students will have specific entrances and staggered</p>	<p>1:1</p>	<p>1</p>	<p>CTA</p>

				<ul style="list-style-type: none"> Ensure supervision is sufficient during breaks to keep social distancing guidance working practically. 	start times and will not move around the site between lessons or before and after lessons. Core group are supervised when they move for break and lunch.			
Handsam tasks		1:1	1	Ensure that any Handsam tasks which were not able to be delivered during the lockdown period are rescheduled to a suitable date.	These will be rescheduled accordingly	1:1	1	GWJ
FIRE AND LOCKDOWN								
Compliance checks are made prior to reopening		1:2	2	Check all fire fighting equipment, signs and emergency lighting operates as it should.	Checked weekly	1:3	3	GWJ
Revised fire and lockdown procedures		1:3	3	Revise both the evacuation and lockdown procedure and communicate the new procedures to students and staff. These may further change as you admit further cohorts of students and staff, and reopen parts of your site, assuming you are reopening in phases.	Communicated with staff and students prior to arrival	1:3	3	CTA
Fire and lockdown drills		1:3		Deliver a fire drill and lockdown rehearsal each time a significant change is made such as a whole new cohort being readmitted to the site. Do not underestimate what will	When we have a 100% of a cohort back on site we will	1:3		

			3	have been forgotten by students and staff and if you are changing the procedures in anyway you can iron out issues by testing and then evaluating them.	conduct these drills.		3	GW
PEEPs		1:3	3	<ul style="list-style-type: none"> • Check that existing PEEPs remain valid and amend if necessary, ensuring all staff and relevant students are aware of the changes • Inform parents/carers where necessary • Deliver any new PEEPs which have become relevant • Keep records 	GW to check	1:1	1	GW
Handsam tasks		1:1	1	Ensure that any Handsam tasks which were not able to be delivered during the lockdown period are rescheduled to a suitable date.	GW to reschedule	1:1	1	GW
PREMISES COMPLIANCE								
Compliance checks are made prior to reopening		1:1	1	It is particularly important that buildings are safe to use. Checks should range from basic wear and tear checks for slip and trip hazards which have developed since the building was last used fully, through to checks on plant equipment such as gas boilers, heating, electrical fixtures and fittings (for frayed wires	All checks completed with Pinnacle	1:1	1	GW

				etc), flush throughs of water pipes, showers, taps etc to comply with the legionella risk assessment's requirements for regular measures and ensure that keys are back with the correct owners now the school is more fully staffed.				
Ensure key services are being delivered to a level suitable for your proposed occupation of the building		1:1	1	Check electricity, gas, water, web and waste services.	Building has been used and all services are working	1:1	1	GW
Ensure unused areas of the building are not able to be accessed by unauthorised persons		1:1	1	Security of unused blocks or rooms should be checked regularly to ensure that roving staff or students are not able to access areas which are not being actively kept safe or are not being supervised as they are closed for use.	Ensure all sections used by builders are cordoned off and doors to areas not being used locked	1:1	1	GW
Audits		1:1	1	Reschedule any audits, such as arson, fire, disability, safeguarding or full health and safety audits for a suitable time. The visits and reports will give you key information to assist you in ensuring the school is run safely and compliantly and to allow you to move to the next phase of your plan.	GW to rescheduled accordingly	1:1	1	GW

Handsam tasks		1:1	1	Ensure that any Handsam tasks which were not able to be delivered during the lockdown period are rescheduled to a suitable date.	GWI to reschedule	1:1	1	GWI
SECURITY								
Ensure the security of the school is suitable and sufficient at all times		1:1	1	Staff and students should not be put at a higher risk because of the pandemic. Consider Arson risks (see Handsam Quick Guide F05 Managing Fire Risk: Arson Risk Audit).	GWI to check cameras and general site security	1:1	1	GWI
ADMINISTRATION								
Is the school able to deliver the administrative requirements both internal and external?		1:1	1	Consider not only what you need to do in terms of record-keeping for the immediate timeframe, but also what preparation needs to be going into the forthcoming academic year. Do you have sufficient staffing?	Admin staff working either in school or from home. 2020-21 plans being prepared. Sufficient staff to not overburden.	1:1	1	CTA
Continued home working		1:1	1	<ul style="list-style-type: none"> Where possible the HSE still requires that workers work from home, rather than on site (05/05/20). That advice may change in coming weeks. You should only be looking to bring back onto site those staff whom you need to be able to operate for the phase of your plan. 	<p>Staff rota ensures that those who can still work from home continue to do so.</p> <p>Other staff in on a rota basis to minimise contact.</p>	1:1	1	CTA

				<ul style="list-style-type: none"> Other staff can remain at home, but you will remain responsible for them and their workplace and working practices/workload if they continue to work. Ensure risk assessments are in place and are signed by home workers. See Handsam Quick Guide RAS36 Risk Assessment Working From Home. 	Check home working risk assessments acknowledged.			
CONTRACTORS								
Check the status of all school suppliers / contractors		1:1	1	<ul style="list-style-type: none"> Satisfy yourself to a suitable level of detail dependent upon the critical nature of the service each contractor provides to you that the phase of opening you are proposing can be supported. Do not opt to stretch to the limit as a small break in any chain can lead to a significant outcome, even closure. Ensure any variance of contracts is dealt with properly (possibly by your solicitor) and is written down and signed as agreed by all relevant parties. For example provision of school meals may be far smaller. Have a back up plan 		1:1	1	GWI

<p>Plan for supplier / contractor site visits</p>		<p>1:2</p>	<p>2</p>	<ul style="list-style-type: none"> For visitors/contractors etc, ensure they are given full information prior to arrival such that their time on site and contact with staff or students is minimised (e.g. contractors arriving out of regular school hours to deliver statutory testing) and that any relevant PPE is provided by themselves or made available by the school. Review their DBS/risk assessments in advance and ensure they are adhered to. 	<p>Contractors meet with Pinnacle and GWI for full briefing</p>	<p>1:1</p>	<p>1</p>	<p>GWI</p>
<p>Plan for supplier / contractor failure</p>		<p>1:1</p>	<p>1</p>	<p>Develop back up plans as you must be ready for any supplier/contractor to fail to deliver at short notice as it cannot be predicted when COVID-19 might strike their workplace.</p>	<p>Back up plan for works not needed as they are ahead of schedule and have the holidays if required</p>	<p>1:1</p>	<p>1</p>	<p>GWI</p>
<p>TRIPS, FIXTURES AND TRAVEL ARRANGEMENTS</p>								
<p>Travel to and from school at the beginning and end of the school day</p>		<p>1:1</p>	<p>1</p>	<ul style="list-style-type: none"> Ensure that travel arrangements for students who rely on school buses and public transport is available and suitable. Set out, communicate and police a policy for parents/carers/others 'hanging around' in the playground, at the school 	<p>Communication with parents about how to travel safely to school. Avoid public transport if necessary and no car sharing.</p>	<p>1:1</p>	<p>1</p>	<p>CTA</p>

				gates or outside at the start and end of day.	Students given 10 min window to arrive on site			
School transport				Ensure any school transport is safe, drivers are licensed and checks have been delivered. N.B Changes have been made to the MOT regulations, see: https://www.gov.uk/guidance/coronavirus-covid-19-mots-for-cars-vans-and-motorcycles-due-from-30-march-2020 However, vehicles must always be roadworthy	N/A			
School Trips		2:3	6	<ul style="list-style-type: none"> Can the current government advice be adhered to? See: https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings What other factors need to be risk assessed in order to consider whether you will run a particular trip? (First aid and medical provision, staffing ratios, emergency plan, transport, social distancing, PPE etc) 	No trips or events will be going ahead - these have all be cancelled until the ned of the year	1:1	1	ACO
The school has plans for an overseas trip- should it be cancelled?		1:3	3	Currently, (05/05/20) the Foreign and Commonwealth Office is advising against travel to any other country/territory as a result of	Overseas trips planned for the remainder of this year are cancelled.	1:1	1	ACO

				coronavirus risks. This could change at short notice. See: gov.uk/guidance/travel-advice-novel-coronavirus	October trip to Naples will follow FCO and DfE advice			
School fixtures		1:1	1	Currently (05/05/20) there is no formal government advice on fixtures, but it is difficult to see how they can be arranged safely based on social distancing guidance. Keep this under review but we recommend not arranging fixtures, particularly for contact sports.	No fixtures will take place	1:1	1	ACO

Responsible person name:	Gary Winterford	Signature:		Date:	10.6.2020
SMT/SLT name:	Chris Taylor	Signature:		Date:	10.6.2020

Please rate the **Risk Severity** and the **Risk Likelihood** using the below table both before and after the Control Measures.

		Risk Likelihood					Likelihood and severity form a ratio created by taking the number affixed to the relevant level of each in the white box – for example a “near impossible” risk likelihood and “minor injuries” risk severity would form a ratio of 1:2. These figures are then multiplied to form the inherent risk score, in this case 2. Repeat this process to ascertain your remaining likelihood and severity after control measures and then multiply the ratio to
R i s k S e v e r i t y	Total Risk calculation table	1: Near impossible	2: Unlikely	3: Notable chance	4: Likely	5: Almost certain	
	1: Insignificant	1	2	3	4	5	
	2: Minor injuries	2	4	6	8	10	
	3: Notable injuries	3	6	9	12	15	
	4: Major injuries	4	8	12	16	20	
5: Fatal	5	10	15	20	25		

Risk Rating Calculation

Total Risk = Remaining Risk Severity X Remaining Risk Likelihood

A **Total Risk** score of **1-9** should mean you are safe to undertake the activity as long as the required control measures are in place throughout.

A **Total Risk** score of **9-12** should mean you reconsider control measures, method or even necessity of activity before undertaking it.

A **Total Risk** score of **13-25** should mean you do not undertake the activity at all until you have completely reconsidered how to deliver it safely.

Please Also Note

All risk assessments should be approved and signed by SMT/SLT/line management as appropriate.

All accidents and incidents must be recorded in line with the school/academy’s policy.

Also report near misses – not just accidents or incidents.