

Risk Assessment – Covid-19 (Autumn Term Reopening)		July 2020	Midhurst Rother College
Responsible Person	Stuart Edwards, Principal		
Other Persons Involved	Phillip Lloyd, Katherine Chard, Premises team (For example, Facilities Manager, Business Manager Trade Union Rep, Employee Rep, Nurse, Chair of Governors etc)		
Guidance Material Considered	<ul style="list-style-type: none"> • DfE – Guidance for Full Opening – Schools (2 July) • DfE - Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak (2 July) • DfE - Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak (1 July) • DfE - Coronavirus (COVID-19): guidance on isolation for residential educational settings (27 May) • BEIS - Working safely during coronavirus (COVID-19) Offices and Contact Centres (24 June) Note: this guidance covers office safety such as that carried out by support staff which is not explicitly covered in the education-focussed DfE guidance. • NHS - Test and Trace – How it works (11 June) 		

Details	
<p>Covering staff and pupil H&S and completion of key compliance tasks during the Covid-19 pandemic, for the reopening of schools in Autumn 2020 and for those staff who will continue to work from home.</p> <p>To minimise the risk of infection to all persons, the following system of controls has been applied by the school</p> <ol style="list-style-type: none"> 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school 2) Clean hands thoroughly more often than usual 3) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach 4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 5) Minimise contact between individuals and maintain social distancing wherever possible 6) Where necessary, wear appropriate personal protective equipment (PPE) 7) Engage with the NHS Test and Trace process 8) Manage confirmed cases of coronavirus (COVID-19) amongst the school community 9) Contain any outbreak by following local health protection team advice <ul style="list-style-type: none"> • Numbers 1 to 4 are in place in all the time. • Number 5 is carefully considered with suitable management strategies deployed that account for the specific operating characteristics of the school. Details of which are included in this risk assessment. • Number 6 applies only in specific circumstances. • Numbers 7 to 9 are followed in every case where they are relevant. 	<p>Are Control Measures (Y, N, N/A)?</p> <p>Y</p>

Hazard	Who is at Risk	How Can the Hazards Cause Harm	Control Measures Currently in Place	In Place?	Residual Risk Acceptable?
Infection Control (people)	Staff, Pupils, Visitors	Staff contracting COVID-19	<ul style="list-style-type: none"> • The individual employee risk assessment is under review by central office and a revised version is due in early August to reflect the Government advice applicable at that time. Individual risk assessments have been carried out by a senior member of staff before August. • Any staff who are not required in school and can continue to work from home will continue to do so. This will be done at the Head's discretion. • Health screening of staff carried out weekly (are you unwell, is anyone in your household unwell) with records held on employee file. Microsoft Forms process completed weekly. Reviewed by a senior member of staff, with actions taken as necessary. • Any staff member with symptoms of COVID-19 is sent home to self-isolate for 7 days and instructed to undertake a COVID-19 test. Their household members are required to self-isolate for 14 days. Testing information placed in bulletin and will be placed regularly on return. Testing also appears in Systems and Procedures booklet. • To support the testing process, the school have been provided with a supply of home testing kits These will be held centrally and distributed to significantly increase the likelihood of staff getting tested. • If the test is positive: <ul style="list-style-type: none"> ○ The staff member remains off for 7 days from the onset of symptoms and after that they can return if they feel well enough. They can return if a cough or anosmia persist beyond this time. ○ The staff member must engage with the NHS Test and Trace programme. ○ The staff member must notify the school immediately. ○ The school contact their local Health Protection Team for advice on any further action required in school. ○ The school will review the case against the Group guidance on <i>COVID-19 and ARMS</i> to establish if it was likely that the infection was contracted as a result of occupational exposure. Testing information placed in bulletin and will be placed regularly on return. Testing also appears in Systems and Procedures booklet. • If the test is returned negative the staff member can return to school when they feel well enough to do so. Testing information placed in bulletin and will be placed regularly on return. Testing also appears in Systems and Procedures booklet. • Where a staff member indicates an individual in their household is unwell with symptoms compatible with COVID-19, they must self-isolate for up to 14 days. Under the Test and Trace programme there is an 	Y	Y

			<p>expectation that their symptomatic household member is tested. If this test result is negative the staff member can return to school if they do not have any COVID-19 related symptoms.</p> <p>Testing information placed in bulletin and will be placed regularly on return. Testing also appears in Systems and Procedures booklet.</p> <p>Local details:</p> <ul style="list-style-type: none"> • There will be X people who will require an individual risk assessment: INSERT INITIALS • There will be X people working from home: INSERT INITIALS 		
		Pupils contracting COVID-19	<ul style="list-style-type: none"> • Any pupil with symptoms of Covid-19 should not attend school for 7 days and is expected to undertake a test under the NHS Test and Trace programme. The pupil/parents are instructed to notify the school immediately if a positive result is obtained. <p>Testing information will be sent to parents as part of returning communications.</p> <ul style="list-style-type: none"> • To support the testing process, the school have been provided with a supply of home testing kits. <p>These will be held centrally and distributed to significantly increase the likelihood of students getting tested.</p> <ul style="list-style-type: none"> • Where a positive result is obtained, the school will contact the local Health Protection Team for advice on any further action required. <p>This will be done by the Head.</p> <ul style="list-style-type: none"> • A negative result means the pupil can return to school. <p>The pastoral and attendances team will liaise with families to ensure that students return as quickly and safely as possible.</p> <ul style="list-style-type: none"> • Where a pupil indicates an individual in their household is unwell with symptoms compatible with Covid-19, they must self-isolate for up to 14 days. Under the Test and Trace programme there is an expectation that their symptomatic household member is tested. If this test result is negative the pupil can return to school if they do not have any COVID-19 related symptoms. <p>Testing information will be sent to parents as part of returning communications. The pastoral and attendance team will liaise with families to ensure that students return as quickly and safely as possible.</p> <p>Local details:</p> <ul style="list-style-type: none"> • There are students who were known to be shielding and therefore maybe at future risk • The College will operate in bubbles to minimise the risk of transmission between groups 	Y	Y

		Visitors contracting COVID-19	<ul style="list-style-type: none"> All visitors to site carefully managed and identification details recorded and held for 21 days to support the Test and Trace process if called upon. Main reception will ensure that all visitors are recorded (in line with normal safeguarding procedures) Details of local procedures communicated to all visitors before they come to site. Information to be placed on website regarding visiting. Site working conditions will be communicated when appointments are made. Clear signage will be in place to direct visitors to the main entrance. Parents advised to drop children off alone, i.e. not to come with partners or family As part of information on website and returning communications. As part of Systems and Procedures booklet. Contractors attending while school is operational to be notified that the school is operational, and their access requirements reviewed on a case by case basis. Contractors will observe local procedures as set out in Systems and Procedures booklet as well as their own company policy regarding Covid-19 working <p>Local details:</p> <ul style="list-style-type: none"> Visitors will be allowed on-site; this should be done via appointment (where possible) Where necessary, parents will enter and exit the building as per the guidance set out in the Systems and Procedures booklet Delivery drivers will be directed to either the service area or drop off goods/post to main reception as detailed in the Systems and Procedures booklet Contractors will observe local procedures as set out in Systems and Procedures booklet as well as their own company policy regarding Covid-19 working 		
Suspected / confirmed case in school	Staff/ pupils	Potential contamination of surfaces and for person to person spread	<ul style="list-style-type: none"> Pupil/staff member sent home and instructed to order a test under the NHS Test and Trace programme. Individual provided with a test by the school if supplies allow and where the school believe providing a testing kit may increase the likelihood of a test being completed. Notification to SLT via Pastoral Leaders/Student Reception, relevant contacts made for permissions or collection. Home testing kit given to student as necessary Pupil isolated in secure area if awaiting collection in line with government guidelines. A003 to become temporary sickbay as per Systems and Procedures Staff and pupils who were with the affected party should wash their hands thoroughly but do not need to go home unless symptomatic. Covered in Systems and Procedures A small quantity of PPE, i.e. disposable face masks, gloves, and apron and suitable waste streams will be required for handling suspected cases where 2m separation cannot be maintained. In place. Covered in Systems and Procedures 	Y	Y

			<ul style="list-style-type: none"> Cleaning and disinfection carried out by cleaning staff in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings Refer to cleaning regime Boarding establishments manage cases in line with the DfE guidance, Coronavirus (COVID-19): guidance on isolation for residential educational settings N/A <p>Local details:</p> <ul style="list-style-type: none"> Those with Covid-19 symptoms will be escorted to and held in A003. All other illness will be dealt with at Student Reception. Waste from A003 will be disposed of using PPE as necessary. The on-call SIMS system will be used to alert office staff of any student who is feeling unwell. They in turn will contact on-call who will escort students to student reception for an initial diagnosis Further details can be found the Systems and Procedures 		
Infection Control (practices)	Staff, Pupils, Visitors	Operational practices in place to minimise the risk of the spread of infection	<p><u>Good Hand and Respiratory Hygiene (key principles to be applied)</u></p> <ul style="list-style-type: none"> Soap and running water or alcohol-based hand sanitiser to be readily available Hand sanitiser located in every classroom and in work base areas. Sanitisation stations within the building and toilet blocks open. Covered in Systems and Procedures. Hands cleaned by all pupils, staff members and visitors, using soap or sanitiser on arrival, after break, when changing rooms, and before eating (at a minimum) Covered in Systems and Procedures. Skin friendly cleansing wipes used for those who need assistance in cleaning hands These will be available for those who require it and supported by staff. Practices built into school behaviour culture. Covered in Systems and Procedures Catch-it, bin-it, kill-it, promoted throughout school. Tissues and bins in classrooms and active spaces. Covered in Systems and Procedures School provides tissues and sufficient bins to support disposal of waste. Tissues and bins in classrooms and active spaces. Covered in Systems and Procedures School considers support for those who may have difficulty or those who spit or use saliva as a sensory stimulant. Students identified and pastoral/care support in place Face coverings in school not recommended but are required for those >11 yrs using public transport – will require control on entry. Covered in Systems and Procedures 	Y	Y

		<p>Local details:</p> <ul style="list-style-type: none"> Further details can be found the Systems and Procedures <p><u>Grouping (key principles to be applied)</u></p> <ul style="list-style-type: none"> Schools to do all they can to minimise contacts and mixing while still delivering the curriculum. Students will be in bubbles as detailed in the Systems and Procedures booklet. Aim to reduce contact between staff and pupils Students will remain in bubbles with the exception specialist teaching, as detailed in the Systems and Procedures booklet. Teaching staff will rotate around bubbles as per the timetable, with the exceptions listed in the local details section below. Two sides to this, distancing, and bubbles/groups. Blended approach likely in all settings. Students will remain in bubbles with the exception specialist teaching, as detailed in the Systems and Procedures booklet. Teaching staff will rotate around bubbles as per the timetable, with the exceptions listed in the local details section below. Focus likely to be on groups for younger children, and distancing for older children. Students will be in bubbles as detailed in the Systems and Procedures booklet. KS4 and KS5 – likely whole year ‘groups’. If possible, to make smaller groups within while still delivering the curriculum, this should be done. Students will be in bubbles as detailed in the Systems and Procedures booklet. KS3 and below, smaller groups i.e. full class would be beneficial but not mandatory. Students will be in bubbles as detailed in the Systems and Procedures booklet. Timetabling allows students to remain in tutor group-based classes in Year 7 for the majority of the time. Early years settings no longer have limits on group size (from 20 July). N/A Keep groups apart as much as possible. Students will be in bubbles as detailed in the Systems and Procedures booklet. In shared environments/equipment increase cleaning frequencies. Covered in Systems and Procedures. Staff will be provided with training should they be required to clean anything. This will be done to minimise transmission. This must not undermine the work of our regular cleaning staff. Older children (KS4 and KS5) encouraged to keep distance in their groups. Covered in Systems and Procedures. Students will be supported to maintain distance and not touch staff and their peers where possible. Mixing in wider groups for specialist subjects, wraparound care, or on transport is permitted. 	Y	Y
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		<p><u>Measures within Classrooms – (key principles applied)</u></p> <ul style="list-style-type: none"> • Secondaries – <ul style="list-style-type: none"> ○ Staff remain distanced from pupils, at the front of the class, away from colleagues, and 2m from all parties where possible. ○ Pupils sitting side by side and facing forwards where possible. ○ Avoid face to face contact and limit time spent within 1m of anyone. ○ Education and care support for those with complex needs to be provided as normal. <p>Covered in Systems and Procedures.</p> <ul style="list-style-type: none"> • Primaries and EYFS/Nursery– <ul style="list-style-type: none"> ○ Distancing remains unlikely to be possible. Focus remains on small group size and separation of groups as control mechanism. <p>N/A.</p> <p>Local details:</p> <ul style="list-style-type: none"> • Cleaning and clearing of classrooms for non-essentials. • Sanitisation equipment available in every classroom and at specific points around the College as detailed in Systems and Procedures 	Y	Y
		<p><u>Measures Elsewhere (key principles applied)</u></p> <ul style="list-style-type: none"> • Groups to be kept apart where possible. <p>Students will be in bubbles as detailed in the Systems and Procedures booklet.</p> <ul style="list-style-type: none"> • Assemblies/worship, one group at a time. <p>Large groups should be kept apart. Although Year group assemblies can run as normal, it is unlikely (in the first instance) that they will, to aid social distancing. House assemblies will run virtually via Teams. Whole College will run virtually via Teams.</p> <ul style="list-style-type: none"> • Timetable to keep groups apart and minimise movement around the site as much as possible. <p>The timetable will run as normal, bubbles will be used to minimise movement</p> <ul style="list-style-type: none"> • Passing the odd person remains low risk, but consider pinch-points – one way system likely to be needed. <p>The use of bubbles negates the need for a one-way system. A one-way system is likely to send students through other bubbles. Duty staff will manage bubble changeovers. Year group bubbles have allocated staircases which will be the primary entry and exit points to differing floors. The use of a specific</p>	Y	Y

			<p>stairway will not always be possible however. Duty staff will direct students to wait, until it is safe to pass and move. A notable pinch point exists at the mouth of first floor Austen. This must always be manned at changeover.</p> <ul style="list-style-type: none"> Consider impact on fire evacuation (though in a real fire the risk from fire takes precedence). <p>Covered in Systems and Procedures</p> <ul style="list-style-type: none"> Consider staggered break and lunch, to minimise mixing of groups with cleaning of dining hall surfaces between groups. <p>Each group has their own dry and wet areas with access to food as detailed in Systems and Procedures</p> <ul style="list-style-type: none"> Consider staff spaces. Staff room use may be impractical. Refer to BEIS guidance on Office and Contact Centres for guidance on staff only areas <p>Guidance on large and small rooms are covered in Systems and Procedures</p> <ul style="list-style-type: none"> Regular and thorough handwashing or use of alcohol based sanitiser to be carried out by all pupils and staff members including: <ul style="list-style-type: none"> On arrival and before departure Before break When groups change areas After using the bathroom <p>Hand sanitiser located in every classroom and in work base areas. Sanitisation stations within the building and toilet blocks open. Covered in Systems and Procedures.</p> <p>Local details:</p> <ul style="list-style-type: none"> Further details can be found in Systems and Procedures 		
			<p><u>Measures for Arrival and Departure (key principles applied)</u></p> <ul style="list-style-type: none"> Stagger start and finish times to prevent groups mixing where possible, but without reducing the amount of teaching time. <p>Not possible due to location and WSCC bus arrangements. Bubble locations and allocated spaces will aid this. Further details in Systems and Procedures.</p> <ul style="list-style-type: none"> Communicate arrangements to parents and agree a process for drop off and collection to prevent gathering at the school gates. <p>This will be included in returning communications.</p> <ul style="list-style-type: none"> Process required for those arriving wearing face coverings, including safe disposal (covered bin) and wash hands before going to class (note point 2 on the system of control 'Clean hands more often than usual' which accepts alcohol based hand sanitiser as a suitable substitute for soap and water. This may be more practical for schools that have large numbers of pupils arriving by public transport. 	Y	Y

		<ul style="list-style-type: none"> • Covered in Systems and Procedures. <p>Local details:</p> <ul style="list-style-type: none"> • Further details can be found in Systems and Procedures regarding those arriving by car, bicycle and on foot. • Students will make their way directly to their areas and sanitise and remove PPE, supervised by duty staff. • Students will be lined up for ease of entry into the College building and to prevent crushing. 		
		<p><u>Other Considerations (key principles applied)</u></p> <ul style="list-style-type: none"> • Specific assessment for those with SEND needs to help with adjustments. Students needs considered by the SEND department to cater for specific cases. • Supply/peripatetic teachers can move between schools but minimise contact and distance as much as possible. Specialist staff e.g. therapists work as normal. Visitors will observe local procedures as set out in Systems and Procedures booklet as well as their own company policy regarding Covid-19 working. • Consider contractors and other visitors to site so that they can distance as much as possible. Explain local processes to them before arrival. Keep a record of all visitors (sign-in books fine so long as entries as legible as schools may be required to trace persons if required to by PHE). Contractors will observe local procedures as set out in Systems and Procedures booklet as well as their own company policy regarding Covid-19 working. • Dual registered children can attend, but the two settings should liaise to agree controls. Senior leader will oversee this process. • Equipment – <ul style="list-style-type: none"> ○ Personal items, e.g. pens and pencils recommended to remain individual ○ Classroom resources – can be used freely within the bubble/group, but subject to regular cleaning ○ Resources shared between groups will require frequent meticulous cleaning, i.e. always before being used by another group, or quarantined for 48 hours between use (72 hours for plastic items). ○ Outdoor play equipment cleaned more regularly (refer to the previous point) ○ Pupils should limit the amount of equipment they bring to school ○ Resources can be taken home where it contributes to education and development and subject to the same rules re cleaning and rotation as above. <p>Staff and subject specialists to be given basic training to support cleaning routines and sanitisation processes. Staff to follow UL guidelines for cleaning IT equipment. Regular bulletin items feature in the bulletin regarding equipment and home use – recorded by the Business Manager.</p>	Y	Y

		<p>Local details:</p> <ul style="list-style-type: none"> • General visitors will not be allowed on-site without appointment • Visitors will enter and exit the building as per the guidance set out in the Systems and Procedures booklet • Delivery drivers will be directed to either the service area or main reception as detailed in the Systems and Procedures booklet • Contractors will observe local procedures as set out in Systems and Procedures booklet as well as their own company policy regarding Covid-19 working 		
		<p><u>Dedicated school transport (key principles applied)</u></p> <ul style="list-style-type: none"> • Is not public transport and so 2m or 1m+ social distancing won't apply in Autumn term. MRC is heavily reliant on public transport and so will work with WSCC to ensure students arrive on site safely and exit the site safely. • Principles outlined above should be carried over, with emphasis on maintaining groups where possible Duty staff will support bubble allocation on buses as necessary. This will be detailed in the duty rota. • If maintaining groups is not possible then some form of distancing should be implemented, and perhaps the wearing of face coverings (though younger children may have difficulty with this). Duty staff will support bubble allocation on buses as necessary. This will be detailed in the duty rota. • DfE to publish further guidance for LA provided transport. MRC will work with all transport guidance as necessary. <p>Local details:</p> <ul style="list-style-type: none"> • The senior member of staff in charge of Transport will liaise with WSCC to ensure, as far as possible, the safe passage of students to and from the Midhurst site. 	Y	Y
		<p><u>Public Transport (key principles applied)</u></p> <ul style="list-style-type: none"> • Take steps to depress demand at peak times (Stagger start/finish times) Due to large square mileage of catchment, this is not possible. • Promote walking/cycling to school if possible Covered in Systems and Procedures. Promoted in returning communications. • Face coverings are required on public transport for all over 11 years old. Schools need to plan for how to manage safe arrival of these students (See above) MRC will work with all transport guidance as necessary and provide support for the doffing and donning of PPE as covered in Systems and Procedures. 	Y	Y

			<p>Local details:</p> <p>The senior member of staff in charge of Transport will liaise with WSCC to ensure, as far as possible, the safe passage of students to and from the Midhurst site.</p>		
			<p><u>Boarding Schools</u></p> <ul style="list-style-type: none"> The School has signed up to the BSA COVID-SAFE Charter N/A The school has completed the BSA Boarding House reopening checklist and implemented all actions arising from it. N/A Guardians and Parents have been informed about the schools arrangements N/A <p>Local details:</p> <ul style="list-style-type: none"> N/A 	N/A	N/A
Infection Control (premises)	Staff, Pupils, Visitors	Changes to or introduction of physical control measure to minimise the risk of the spread of infection	<ul style="list-style-type: none"> Any unnecessary furniture removed to aid distancing between groups Covered in Systems and Procedures. One-way system implemented in corridors and on stairwells The use of bubbles negates the need for a one-way system. A one-way system is likely to send students through other bubbles. Duty staff will manage bubble changeovers. Year group bubbles have allocated staircases which will be the primary entry and exit points to differing floors. The use of a specific stairway will not always be possible however. Duty staff will direct students to wait, until it is safe to pass and move. A notable pinch point exists at the mouth of first floor Austen. This must always be manned at changeover. Demarcating playground space to help with group management? Each group have allocated dry and wet spaces as covered in Systems and Procedures. Demarcating staff rooms or other areas where adult may congregate Covered in Systems and Procedures. Review access to print rooms/photocopiers ideally limiting to one person. Covered in Systems and Procedures. HVAC system switched to fresh air mode As part of building controls. Reduce occupancy for lifts Covered in Systems and Procedures. 	Y	Y

			<ul style="list-style-type: none"> • Windows opened where possible, where temperature allows it, and without creating undue risks. Covered in Systems and Procedures. • Non-fire doors propped open to remove need for hand contact Covered in Systems and Procedures. • Outdoor play equipment thoroughly cleaned between groups Covered in Systems and Procedures. • Removal of soft furnishings and soft toys or toys that are hard to clean Removed from Fish room and SEND spaces. • Where multiple staff have to occupy a single office and 2m separation is not possible: <ul style="list-style-type: none"> ○ Work back-to-back ○ Install screens between workstations ○ Developing a rota so that staff don't have to work together Covered in Systems and Procedures and via timetabling. • Prohibit shared workstations if robust cleaning cannot be ensured between users Covered in Systems and Procedures. • Complete and display the <i>Covid-19 Secure in 2020</i> poster To be displayed. <p>Local details:</p> <ul style="list-style-type: none"> • Prohibit hotdesking • Individuals to work in work bases where possible and timetabled • Use the LRC as an overspill working area • Ping pong equipment to be cleaned after break and lunchtimes • Further details can be found the Systems and Procedures 		
Anxiety, stress and worry	Staff, pupils (parents indirectly)	Those coming back to work or school may be anxious, worried our stressed	<ul style="list-style-type: none"> • Involve the workforce in the development of this risk assessment and control measures (refer to Group Consultation (HS) Policy for guidance). Staff have received re-opening documentation, Systems and Procedures, Staff to attend INSET reorientation – 3rd September 2020, feedback will inform changes as necessary. Staff consulted prior to full reopening through conversations with individuals. Head has met with union rep (NEU) and consulted with staff. Head has also had contact with unison. Spreadsheet created to track RA issues relating to Systems and Procedures and Personnel. • Communicate this risk assessment and its findings to staff and potentially pupils/parents. Head to inform staff of RA. Systems and procedures shared with all staff. A student guide has been created for each year group. • Feed the determined approach into the communication strategy. 	Y	Y

			<p>Communication lead (Head) to do this.</p> <ul style="list-style-type: none"> Staff have access to Group's occupational health and counselling service <p>Regular entries in bulletin highlighting CIC availability and assistance/ Councillor on site/ PLs available for students. Staff voice group introduced to allow staff to highlight concerns.</p> <ul style="list-style-type: none"> Publish the findings of this risk assessment on the school website. <p>To be published.</p> <p>Local details:</p> <ul style="list-style-type: none"> Further details can be found the Systems and Procedures 		
Cleaning	Staff, Pupils, Visitors	General hygiene to interrupt transmission from contact surfaces	<ul style="list-style-type: none"> Frequency to be increased with focus on areas used by multiple groups and hand-contact surfaces in line with normal procedures and cleaning risk assessment. No requirement for additional PPE to be worn. <p>Regular sanitation taking place. Cleaning schedules have been updated.</p> <ul style="list-style-type: none"> Cleaning staff reminded to be mindful to minimise face contact and the need for regular handwashing. <p>Business Manager has done this.</p> <ul style="list-style-type: none"> Cleaning following confirmed/suspected case in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings <p>Contractors Covid-19 information covers this.</p> <ul style="list-style-type: none"> Where cleaning is contracted out the school still a record of what enhanced processes have been implemented and should check/evidence that the contractor is operating in line with Govt guidance and not just carrying out business as usual. <p>Cleaning records and Contractors Covid-19 information.</p> <ul style="list-style-type: none"> If the school is looking to teaching/support staff to provide an element of cleaning, then training will be required. <p>Staff and subject specialists to be given basic training to support cleaning routines and sanitisation processes. Staff to follow UL guidelines for cleaning IT equipment</p> <p>Local details:</p> <ul style="list-style-type: none"> All cleaning routines and guidelines have been collated centrally should further detail be needed One member of the cleaning staff will be on duty during the day to help with the upkeep of multiuse areas such as toilets Premises staff will clean multiuse areas as necessary in the absence of cleaning staff 	Y	Y
Delivery of 'higher risk' subjects	Staff, Pupils	Delivery of lessons such as science, D&T, Drama and PE require pupils and staff to work in close	<ul style="list-style-type: none"> Subject leads to review their risk assessments for the planned activities and update accordingly. <p>Risk assessments sent and have been returned.</p> <ul style="list-style-type: none"> Reference to specialist advisory bodies for latest guidance on required controls. (CLEAPSS, AfPE). 	Y	Y

		<p>proximity thereby increasing the risk of infection</p> <p>Educational visits</p>	<p>AfPE received and adhered to</p> <ul style="list-style-type: none"> • Consideration required for availability of support staff e.g. technicians and the capability of practical lessons to be delivered while maintaining social distancing. <p>Practical sessions timetabled, dependent on correct sanitisation processes running</p> <ul style="list-style-type: none"> • Domestic, non-residential educational visits are permitted. Schools to refer to OEAP National Guidance when planning. <p>Full and thorough risk assessments in relation to all educational visits will occur to ensure they can be done safely. As part of this risk assessment, the College will consider what control measures need to be used and ensure that wider advice on visiting indoor and outdoor venues is adhered to.</p> <p>Local details:</p> <ul style="list-style-type: none"> • Practical subjects will run after subject risk assessments have been agreed: Science, Technology, PE, Drama, Music, Art • Further details can be found in Systems and Procedures 		
Intimate Care/Higher Dependency Pupils	Staff, Pupils	<p>Intimate care brings people within close proximity of each other thereby increasing the risk of infection</p>	<ul style="list-style-type: none"> • Staff providing intimate care to use PPE as they would do normally for providing care in line with children's needs <p>PPE available (masks, gloves) as required.</p> <ul style="list-style-type: none"> • No specific PPE required unless the child in question is symptomatic (see <i>Suspected/confirmed case in school</i> section). <p>PPE available (masks, gloves) as required.</p> <p>Local details:</p> <ul style="list-style-type: none"> • PPE will also be appropriately used for searches should this need to take place 	Y	Y
Failure to follow local rules	Staff, Pupil, Visitors	<p>Persons fail to follow local rules due to lack of awareness.</p> <p>Persons violate local rules</p>	<ul style="list-style-type: none"> • details of communications strategy and engagement with worker representatives and LGB <p>Communications led and shared by Head with stakeholders as appropriate</p> <ul style="list-style-type: none"> • details of how staff/pupils will be trained in the new arrangements <p>Reorientation INSET sessions for staff from 3rd September 2020. Students will be sent a key document for systems and procedures within their bubble. End and start of term letter will be sent to parents to make expectations clear.</p> <ul style="list-style-type: none"> • details of how compliance with this risk assessment and associated procedures will be monitored e.g. checklists, observations, interviews, audits etc. <p>Business Manager will check all local risk assessments. Line Managers will make expectations clear and follow up. Further details covered in Systems and Procedures.</p> <ul style="list-style-type: none"> • Details of how transgressions of this nature will be handled. May require disciplinary/exclusion. Behaviour policy likely to require review/ update. 	Y	Y

			<p>Behaviour policy clearly communicated with all staff. Students will be informed in their first lesson.</p> <ul style="list-style-type: none"> Staff to make appropriate choices to keep themselves safe <p>Staff must follow guidance given to them as part of Systems and Procedures and the training given on 3rd September INSET day. Staff will place themselves at risk if they do not adhere to this. Line Managers to follow up should a breach occur.</p> <p>Local details:</p> <ul style="list-style-type: none"> Modifications to behaviour routines and sanctions Head to give updates and reminders to staff through wider communications such as the bulletin 		
Maintaining a compliant premises	Pupils, Staff	Loss of site staff and access to contractors resulting in PPM and other compliance checks lapsing.	<ul style="list-style-type: none"> Premises compliance status to be reviewed by Site/Facilities/Estates Manager to be reviewed prior to reopening and briefing provided to the school's Head <p>Daily updates being given on reopening progress. Business Manager and Associate Vice Principal liaise with Head and Senior Team.</p> <ul style="list-style-type: none"> Contractor access to site for PPM/compliance inspections to be continued wherever possible. Legible record of all contractor details to be held for 21 days (to support Test and Trace process if necessary) <p>Contractor work in operation as necessary for inspections providing all follow guidance set out in Systems and Procedures and own company policy. All key compliance tasks have been completed. Further details in Systems and Procedures.</p> <p>Local details:</p> <ul style="list-style-type: none"> All key compliance tasks have been completed or are on track for reopening 	Y	Y
The school lapses in following national/group guidelines and advice	Staff, Pupil, Visitors	Lack of awareness leads to potential contamination of the premises or an outbreak spreads rapidly through the school and wider community	<ul style="list-style-type: none"> Central office to ensure that Coronavirus pages on the Hub are kept updated <p>Central office to lead.</p> <ul style="list-style-type: none"> Important updates/changes to be included in Jon Cole's Heads Bulletins. <p>Jon Coles to lead.</p> <ul style="list-style-type: none"> Headteacher to ensure that all relevant guidance is followed and communicated <p>This is done via staff meetings, bulletins, key reading and quality assured through LM.</p> <ul style="list-style-type: none"> Senior Leaders to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review this risk assessment accordingly <p>Leaders take time to review guidance each day and implement/discuss as necessary in daily briefings.</p> <ul style="list-style-type: none"> Information on the school website is updated. Parent tab has dedicated menu item for information relevant to parents. <p>MRC website has been repurposed to give updates and information quickly and is constantly updated to reflect the changing picture</p>	Y	Y

			<ul style="list-style-type: none"> Parents/Pupils updated via classrooms/email/parent text as necessary. Regular letters are sent by the Head and other senior leaders. Pastoral Leaders communicate weekly with overviews. Virtual mentors make weekly contact with families. Any change in information to be shared with Chair of Governors and passed on to parents by Parentmail and staff by email This is carried out by the Head on a regular basis and as necessary. <p>Local details:</p> <ul style="list-style-type: none"> N/A 		
Other Risk Assessments	Staff, Pupils	Other risk assessment that aren't updated and therefore become invalid	<ul style="list-style-type: none"> Extra-curricular provision subject to specific risk assessment developed with reference to DFE Guidance on Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak Enrichment will run in bubbles. Students will undergo a 2-3 week wellbeing project before a streamlined enrichment programme commences. Fire risk assessment reviewed This has been completed. Any changes to the building do not impede the ability to leave the building if necessary, as covered in Systems and Procedures. Fire safety procedures amended to support COVID-19 arrangements Any changes to the building do not impede the ability to leave the building if necessary, as covered in Systems and Procedures. Staff training scheduled monitored and any slippage identified This will be led by the CPD lead for all staff, working alongside the Business Manager for essential training. Key premises risk assessments reviewed to ensure they remain valid, e.g. fire risk assessment, manual handling, COSHH if new chemicals are brought in. Referred to in Systems and Procedures booklet <p>Local details:</p> <ul style="list-style-type: none"> N/A 	Y	Y
Display Screen Equipment (temporary home workers)	Staff	Staff working from home not having access to a workstation fully compliant DSE workstations giving rise to musculoskeletal issues.	<ul style="list-style-type: none"> Staff allowed to take home peripherals and chairs from office Information placed in bulletin in the guidance for homeworking Guidance on setting up a suitable workstation provided on Hub coronavirus pages Information placed in bulletin in the guidance for homeworking Additional equipment needs to be reviewed on a case-by-case basis 	Y	Y

			<p>Information placed in bulletin in the guidance for homeworking</p> <p>Local details:</p> <ul style="list-style-type: none"> N/A 		
First Aid (temporary home workers)	Staff	Staff suffering injury at home	<ul style="list-style-type: none"> Low-risk, office-style work. No specific controls required. <p>Information placed in bulletin in the guidance for homeworking</p> <ul style="list-style-type: none"> Any accidents to be logged onto ARMS. <p>Information placed in bulletin in the guidance for homeworking</p> <p>Local details:</p> <ul style="list-style-type: none"> N/A 	Y	Y
Wellbeing/ Stress (temporary home workers)	Staff	<p>Social isolation leading to issues with wellbeing</p> <p>Unusual working environment arrangements contributing to stress</p>	<ul style="list-style-type: none"> Guidance on wellbeing provided on Hub coronavirus pages – dedicated wellbeing section <p>Controlled centrally.</p> <ul style="list-style-type: none"> Guidance provided to managers on supporting their teams and reasonable expectations during this period. <p>Regular CIC updates placed in bulletin. Staff able to raise concerns and seek pastoral support through line managers</p> <ul style="list-style-type: none"> Managers to maintain regular contact with their employees, preferably by video link. <p>Regular CIC updates placed in bulletin. Staff able to raise concerns and seek pastoral support through line managers</p> <ul style="list-style-type: none"> Furloughed staff to have keep in touch days with their line manager <p>N/A</p> <p>Local details:</p> <ul style="list-style-type: none"> N/A 	Y	Y

Details of any additional control measures for consideration	Target for completion	Date of completion	Completed By
Risk Assessment to be reviewed at the end of day 1, then to be reviewed at the end of week 1, then to be reviewed bi-weekly until further notice or new legislation comes into force.	1 September 2020	1 September 2020	Phillip Lloyd, Katherine Chard, Stuart Edwards

Assessment completed by:	Phillip Lloyd, Katherine Chard, Stuart Edwards	Date:	12/07/2020	Date of next review:	4 th September 2020
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Guidance on completing the form

This form may be used to record the risk assessment for any activity. Only complete a risk assessment if you have a good understanding of the activity being assessed and the principles of carrying out a risk assessment.

Risk Assessment Title and Responsible Person

Give the risk assessment a logical and clear title and date. The manager who is responsible for the activity being undertaken should carry out the risk assessment detailing the hazard and controls and any additional action required. Those employees to whom the risk assessment relates should be consulted in its development. It should then be signed and dated and stored securely in department and made available to employees, e.g. through communication on induction and following review.

Details

Provide a brief description of the activities to which the risk assessment relates. The short title detailed above may not make it clear what is in and/or out of scope of the assessment.

What are the hazards and Who is at Risk?

In the Hazards column, list the hazards (something with the potential to cause harm) which could reasonably be expected to result in significant harm.

Identify individuals or groups of people who might be affected by the Hazard. Besides staff and pupils consider visitors, members of the public, volunteers and others who could be affected.

What harm is associated with the hazard?

For each hazard, there may be one or more types of harm that could occur and each is likely to require different control measures to be implemented. It is recommended each is given a separate line on the form.

What control measures are, or will be put, in place?

List what is, or will be put in place to reduce the likelihood of harm or make any harm less serious. These precautions should meet legal standards, represent good practice and reduce risk as far as reasonably practicable. A hierarchy of control such as below may help in determining suitable controls, preference should be given to controls higher up the hierarchy where possible.

- Eliminate or avoid the risk at its source
- Reduce the risk at its source
- Contain the risk
- Remove employees/pupils (as applicable)
- Reduce exposure to the risk
- Utilise personnel protective equipment

Evaluation of Adequacy

The application of and consideration of the adequacy of the controls in place needs to be determined. This is a subjective judgement to be made by the responsible person. Where the response to the question of adequacy is 'no' this indicates an area requiring additional control (see below). An alternative way to think of this question would be 'is the residual risk acceptable'?

Areas of additional control for consideration

Areas for additional control can include items where the judgement in the evaluation of adequacy section was negative. It can also relate to developmental or goal-setting objectives in support of the journey of continuous improvement.

Review Period

United Learning's Risk Management (HS) Policy requires that all risk assessments are reviewed every two years to ensure validity. For activities undergoing regular change, consider a shorter timeframe for review.