

Bishop Vesey's Grammar School Risk Assessment (COVID-19 Pandemic).

This risk assessment covers the full return of school in September 2020.

Persons Responsible:	Headteacher (HT) / Senior Leadership Team (SLT) / Chair of Governors (COG's)		
Who is at risk:	Students, staff (including catering and cleaning staff, contractors) and any other approved visitors to the school.	Assessment carried out by:	JDH / GMS / DGR

Introduction

This is a revision of the risk assessment put in place from 15th June when we began to offer Keyworker+ provision. It builds on the learning to date and the practices already developed to consider the additional risks and control measures to enable a return to full capacity in the autumn term. It includes the 'system of controls' specified in the DFE Guidance for the full opening of Schools. Our objective is to do everything we reasonably can do as an organisation to protect the health and safety of the students and staff (including catering and cleaning staff, contractors), of Bishop Vesey's Grammar School, and of any other approved visitors to the school. The safety and well-being of our students and staff remain our top priority.

Primarily our essential measures include

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

KEY AREAS OF RISK

The School has identified the follow key areas of risk with regard to the full return of students and staff in September 2020.

1. HEALTH AND SAFETY
2. IMPLEMENTATION OF SOCIAL DISTANCING AND HYGIENE GUIDANCE
3. ARRANGEMENTS TO REDUCE MIXING BETWEEN GROUPS
4. CLEANING
5. WORKFORCE
6. CURRICULUM
7. BEHAVIOUR AND ATTENDANCE
8. REMOTE EDUCATION
9. TRANSPORT
10. PROCEDURES TO MANAGE SUSPECTED OR CONFIRMED CASES OF COVID-19

In order to manage these risks, we will rigorously communicate with, and train, staff and students so they are very well briefed in all our protocols from hygiene to social distancing to ensure a minimised risk of transmission.

This Risk Assessment will be reviewed on a weekly basis by the Senior Leadership Team and will be republished when changes and updates are made.

OUR RISK ASSESSMENT EXPLAINED

We have grouped hazards and risks into 10 key areas (as outlined above). Each Risk Score is calculated as per the table below.

Risk Score (Consequence x Likelihood)

Consequence	Likelihood				
	1 Rare	2 Unlikely	3 Possible	4 Likely	5 Almost certain
1 Negligible	1 (Low)	2 (Low)	3 (Low)	4 (Moderate)	5 (Moderate)
2 Minor	2 (Low)	4 (Moderate)	6 (Moderate)	8 (High)	10 (High)
3 Moderate	3 (Low)	6 (Moderate)	9 (High)	12 (High)	15 (Extreme)
4 Major	4 (Moderate)	8 (High)	12 (High)	16 (Extreme)	20 (Extreme)
5 Catastrophic	5 (Moderate)	10 (High)	15 (Extreme)	20 (Extreme)	25 (Extreme)

AREA OF RISK	HAZARD		RISK			CONTROL MEASURES		Residual Risk
	Hazards	Who is affected	Likelihood	Consequence	Rating	Actions taken to reduce risk	Potential issues to mitigate if control measures do not work	
1	Ineffective Communication with Parents, Students, Staff and Visitors with regard to Health and Safety expectations and procedures.	All Persons	2	4	8 - H	<ul style="list-style-type: none"> Clear communication to stakeholders in advance of any reopening detailing expectations, guidelines and procedures on the website, via email and social media. Include expectations and procedures on any formal invite to the school. Effective signage on entry to the 	<ul style="list-style-type: none"> Disciplinary procedures Contact with the Authorities such as the Police Uncontrolled and unmanageable return to school Reputational risk 	M-H

AREA OF RISK	HAZARD		RISK			CONTROL MEASURES		Residual Risk
	Hazards	Who is affected	Likelihood	Consequence	Rating	Actions taken to reduce risk	Potential issues to mitigate if control measures do not work	
						<p>site and school buildings</p> <ul style="list-style-type: none"> • Staff to follow clear guidance for the use of offices and staff rooms/kitchens. • Restrictions on visitors to the site • Specific and explicit communication to be sent to all from Headteacher Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in at least the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home. • Out of hours external users of the site to only be allowed access on condition of submission of an appropriate Risk Assessment clearly stating operational protocols including revised hygiene, social distancing and engagement with comprehensive track and trace system • Entrance Test entrants have received clear instruction and student/parent contact details are retained • Entrance Exam - Seating plans in place for Entrance Test 		
1 and 5 and 7	Increased risk for certain staff and	Persons with protected	3	4	12 = H	<ul style="list-style-type: none"> • Individual health and safety risk assessments undertaken for 	<ul style="list-style-type: none"> • Staff absence levels affecting delivery of 	H

AREA OF RISK	HAZARD		RISK			CONTROL MEASURES		Residual Risk
	Hazards	Who is affected	Likelihood	Consequence	Rating	Actions taken to reduce risk	Potential issues to mitigate if control measures do not work	
	students of contracting Covid-19..	characteristics and vulnerable groups.				<ul style="list-style-type: none"> vulnerable groups of staff. Health and safety risk assessments undertaken for vulnerable groups of students. Individual needs identified at risk assessment are taken into account and actioned accordingly BAMEed guidance “Schools and COVID-19: guidance for Black, Asian and Minority Ethnic (BAME) staff and their employers in school settings” has been followed. 	<ul style="list-style-type: none"> education. Student absence having a detrimental educational impact. 	
1	Negative impact of Covid-19 on emergency planning	All persons	2	4	8 =H	<ul style="list-style-type: none"> Emergency plans reviewed and adjustments made for routes of evacuation onto middle field to ensure social distancing. Students gather at assembly points in year bubbles Emergency Plans tested in the first and second week of term. 	<ul style="list-style-type: none"> Increased potential for cross year group direct contact. Important information being missed. Risk of injury arising from panic due to lack of clear emergency arrangements 	H
1	Failure to adopt new safeguarding Protocols: External gates will be closed and locked and only opened and monitored by staff at arrival and departure times. However, Biometric Access within the building will be turned off	Students	1	5	5= M	<ul style="list-style-type: none"> Increased staff vigilance with regard to the Quad Area of the School and entrances reporting any issues to a member of SLT External gates will be closed and locked and only opened and monitored by staff at arrival and departure times Lockdown protocol to be reiterated and tested. Entrance Exam - Clearly instructed arrival and departure information for Entrance Test 	<ul style="list-style-type: none"> Intruders on site 	M

AREA OF RISK	HAZARD		RISK			CONTROL MEASURES		Residual Risk
	Hazards	Who is affected	Likelihood	Consequence	Rating	Actions taken to reduce risk	Potential issues to mitigate if control measures do not work	
						with Site Staff monitoring site during Entrance Exam.		
1	<p>Issues relating to interrupted maintenance or inspection schedules whilst school has been closed or in limited use.</p> <p>All persons at risk of Legionnaires disease from little used systems</p>	All persons	1	5	5 = M	<p>Before school reopens:</p> <ul style="list-style-type: none"> • Ensure all little used water outlets are flushed through. This has been carried out on a weekly basis whilst on semi - closure. • Check and test all relevant safety critical devices, i.e those safety systems in science labs and on DT machinery. • Carry out a visual site inspection to identify any issues that may need remedying for the week prior to phase one • All water dispensers will be cleaned, however the use of these by staff and students is discouraged and they are to be used only as a last resort. • Where pieces of equipment or machinery, such as lifts, fume cupboards etc. require thorough examination or testing they must all be within their testing cycle. • All scheduled testing has continued throughout the calendar year. All items due to be tested have been completed. • Audit of all Toilets to ensure adequate supply of Soap, Hot Water, Hand Towels and Bins in advance of opening. • Audit of all key areas to be used 		M

AREA OF RISK	HAZARD		RISK			CONTROL MEASURES		Residual Risk
	Hazards	Who is affected	Likelihood	Consequence	Rating	Actions taken to reduce risk	Potential issues to mitigate if control measures do not work	
						<p>by students and staff to ensure there is adequate provision of dispensers with 70%+ alcohol strength hand sanitiser.</p> <ul style="list-style-type: none"> Room adaptations and furniture moved where required. 		
1 (and 2 and 3)	Risks associated with food and drink provision for school community	All persons who rely on canteen provision	1	4	4 = M	<ul style="list-style-type: none"> Clear communication with parents that students should bring their own water to the site and not use the water dispensers in school. Clear communication to Parents, Staff and Students with regard to the availability of food provision at breakfast, break and lunch. Three separate catering outlets will be in use with year group bubbles being specifically assigned an outlet at a specific time. Clear Health and Safety protocols and policy adopted by the catering contractor. Initial reduced choice offer to ensure food is accessible to all. Pre-ordering system to be implemented to minimise contact points. Cashless catering should be topped up on line whenever possible. If the “top up” machine is used in the Dining Hall hand sanitiser must be used before and 	<ul style="list-style-type: none"> Students not equipped effectively with refreshments whilst attending Not meeting statutory requirement for the provision of FSM 	L

AREA OF RISK	HAZARD		RISK			CONTROL MEASURES		Residual Risk
	Hazards	Who is affected	Likelihood	Consequence	Rating	Actions taken to reduce risk	Potential issues to mitigate if control measures do not work	
						<p>after use.</p> <ul style="list-style-type: none"> Entrance Exam- Students for the Entrance Test will bring their own food and drink. All invigilators will bring their own refreshments - no member of staff will be allowed to leave the site once they arrive. 		
1	Lapses in following Government Advice.	All persons	1	4	8 = M	<ul style="list-style-type: none"> HT to ensure daily checks are maintained and to note any updates in guidance from the Government, HSE and Public Health England. School Website information should be updated, as and when necessary. Changes in guidelines to be shared with SLT, COG's and passed on to all staff, parents/carers and students as soon as possible. Out of hours external users of the site to only be allowed access on condition of submission of an appropriate Risk Assessment clearly stating operational protocols including revised hygiene, social distancing and engagement with comprehensive track and trace system 	<ul style="list-style-type: none"> Important information being missed reducing the impact or effectiveness of health and safety measures implemented. 	M
2	Hygiene Protocols not being adhered to	All persons	2	4	8 = H	<ul style="list-style-type: none"> Instruction and weekly briefing for all persons to maintain stringent hand washing at all times in line with Govt 	<ul style="list-style-type: none"> Increased risk of infection resulting in Public Health England intervention and school closure. 	M

AREA OF RISK	HAZARD		RISK			CONTROL MEASURES		Residual Risk
	Hazards	Who is affected	Likelihood	Consequence	Rating	Actions taken to reduce risk	Potential issues to mitigate if control measures do not work	
						<p>Guidance. Reminder for people to not touch their mouth, eyes and nose</p> <ul style="list-style-type: none"> • Remind all persons to ensure good respiratory hygiene by catching coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. • All hand washing facilities are kept full of soap and paper towels. • Allow time for hand washing within the day. • Ensure hot water in place. • Hand washing is available in the arrival process for every staff member and student. Students have direct access to 70% Alcohol Hand Sanitiser but are encouraged to wash hands if arrival time permits. Staff will be expected to ensure all students are adhering to the principles of good hygiene. • Poster on hygiene protocols will be provided at reception and other key entry points. • Maintain the sanitisers located around the site, ensure they are refilled regularly with 70%+ alcohol based gel. Students to be trained and monitored by staff so 	<ul style="list-style-type: none"> • Persons not following the guidance on handwashing or general personal hygiene. • Cleaning and Site staff to be monitored daily and held accountable by the School Business Manager for any poor maintenance of the site eg empty soap dispensers, hand sanitiser dispensers, paper towel dispensers or hand dryers that are not working. 	

AREA OF RISK	HAZARD		RISK			CONTROL MEASURES		Residual Risk
	Hazards	Who is affected	Likelihood	Consequence	Rating	Actions taken to reduce risk	Potential issues to mitigate if control measures do not work	
						<p>they use their elbow to dispense sanitiser, not their hands.</p> <ul style="list-style-type: none"> IT equipment to be used by one person as a designated workstation where possible and cleaned (wiped down) pre use and at the end of the day. Students will not be allowed to share equipment such as pens and will be given clear instruction on what to bring to school. Revised cleaning regime for contact surfaces throughout the day. All door handles, hand rails and biometric readers are to be continually cleaned throughout the day with an appropriate cleaning solution. Ensure that bins are emptied throughout the day. All spaces should be well ventilated using windows etc where possible. Entrance Exam - All students attending the Entrance Exam will wash hands on arrival before they enter their room. Entrance Exam - All Staff and Student helpers will wash hands on arrival and student helpers to wash hands at regular intervals throughout the day. Entrance Exam – Sanitiser and wipes available in every room. 		

AREA OF RISK	HAZARD		RISK			CONTROL MEASURES		Residual Risk
	Hazards	Who is affected	Likelihood	Consequence	Rating	Actions taken to reduce risk	Potential issues to mitigate if control measures do not work	
2	Shortage of PPE eg gloves, visors, hand sanitiser. (Current Govt Guidelines state PPE is not required)	All Persons	2	4	8 = H	<ul style="list-style-type: none"> Gloves and hand sanitiser have been ordered and arrived in School. Face visors have been made in School for the benefit of staff thanks to donations from Old Veseyans and staff time. Visors and Gloves and tissues available from Main School Office. There is a supply of emergency disposable face masks for staff There is a supply of washable face coverings for allocation to vulnerable students as required. Entrance Exam – Face coverings for staff and student helpers is strongly recommended. 	<ul style="list-style-type: none"> Absence of staff and students Union Intervention 	M
2 and 5	Staff failing to use PPE properly	All Persons	2	4	8=H	<ul style="list-style-type: none"> HSE online training is being provided on effective use and care of PPE by an expert, registered trainer, Sarah Keenan. 	<ul style="list-style-type: none"> Absence of staff and students Union Intervention Contamination and spread of the virus 	M
2 and 5	Social Distancing not adhered to	All Persons	2	4	8=H	<ul style="list-style-type: none"> Staff to adhere to 2m Social Distancing from other staff and students Students to stay 2m distance from any member of staff Students to stay 2m distance from any other student not in their year group. Contractors who visit or work on the site must adhere to 2m 	<ul style="list-style-type: none"> Contamination and spread of the virus Temporary School Closure 	H

AREA OF RISK	HAZARD		RISK			CONTROL MEASURES		Residual Risk
	Hazards	Who is affected	Likelihood	Consequence	Rating	Actions taken to reduce risk	Potential issues to mitigate if control measures do not work	
						distancing from their colleagues and all persons on the school site. <ul style="list-style-type: none"> • Signage to remain in place. • Staff to ensure offices are not entered/occupied where additional occupancy means 2m distance cannot be obtained 		
2	Control of People visiting the School Site	All persons	2	4	8 = H	<ul style="list-style-type: none"> • No visitors to the school site except for deliveries or authorised contractors. It is essential that these deliveries or authorised contractors go to the Main School Office and a record of these should be kept for contact tracing purposes. • Non-essential contractor or service provider visits are not allowed • Students to be collected by parents from outside reception if they are ill. • Parents not permitted on site unless they are collecting a sick child. • Signage and markers to enforce social distancing in the School's reception area. • Selective out of hours lettings only allowed to take place with specific risk assessments and protocol in place and approved by the school. These can only take place in external areas and areas that can be thoroughly 	<ul style="list-style-type: none"> • Hygiene control and social distancing breaches 	M

AREA OF RISK	HAZARD		RISK			CONTROL MEASURES		Residual Risk
	Hazards	Who is affected	Likelihood	Consequence	Rating	Actions taken to reduce risk	Potential issues to mitigate if control measures do not work	
						<p>cleaned afterwards in line with Government Guidelines</p> <ul style="list-style-type: none"> Entrance Exam – Additional strategically placed signage for the site reminding of social distance. 		
2	Implementing and maintaining social distancing at all times	All persons	3	4	12 = H	<ul style="list-style-type: none"> Each Teaching Room as far as possible is set out with all desks facing forward with the front row being 2m from the front of the class. Music Teaching rooms to use screens and will be well ventilated. Sports/PE must follow Government Advice and provide a socially distanced offer with correct hygiene procedures. Installation of effective signage at key points of entry. Signage on office doors to limit occupancy. Staff to limit the sharing of desks or resources unless absolutely necessary. If resources or and desks are shared then wipes should be used before each use. Inform all staff students, parents/carers or any visitors, such as contractors or suppliers, not to enter the school if they are displaying any symptoms of COVID-19. 	<ul style="list-style-type: none"> Staff and Students having to be disciplined for ignoring rules on social distancing. If culturally, social distancing is not properly established then there are medical and reputational risks for the School and our students and staff. 	M-H

AREA OF RISK	HAZARD		RISK			CONTROL MEASURES		Residual Risk
	Hazards	Who is affected	Likelihood	Consequence	Rating	Actions taken to reduce risk	Potential issues to mitigate if control measures do not work	
						<ul style="list-style-type: none"> • Publish government and operator guidance on use of public transport. Ask everyone to look at reducing any unnecessary travel on public transport. Encourage people to walk or cycle to school where possible. • Parents and students are expected to adhere to published drop off and collection times and not to gather around external gates and doors. • Social distancing training for staff and students. Revised Fire Evacuation Procedures to facilitate safe evacuation whilst maintaining distance. • Minimising contact and mixing between groups of students through careful timetabling and scheduling of the school day • Reducing the number of persons in any one area to comply with the 2-metre gap as recommended by Public Health England. • Restrictions on staff social areas and kitchens with main staff room set up for social distancing and staff advised to bring their own refreshments. • Clear guidance on the use of staff communal fridges for the storage of food. All cutlery and utensils to be washed via the Dishwasher 		

AREA OF RISK	HAZARD		RISK			CONTROL MEASURES		Residual Risk
	Hazards	Who is affected	Likelihood	Consequence	Rating	Actions taken to reduce risk	Potential issues to mitigate if control measures do not work	
						<p>on the hottest setting,</p> <ul style="list-style-type: none"> • Ensure that toilet facilities do not become over crowded by monitoring the numbers using at any one time • All water dispensers use will be discouraged and appropriate signage displayed, to stop persons crowding around them, and also to eliminate cross contamination. • Discourage parents/carers from gathering at school gates. • School Mini Bus will not be used. • Students coming to school late will report directly to their lesson and be marked late by their teacher. • Students to only visit MSO for illness, injury, SLT on Call or other emergency. • Entrance Exam – Additional strategically placed signage for the site reminding of social distance. • Entrance Exam – One way system for arrival with socially distanced queue • Entrance Exam limit of 12 Students per Exam Room • Entrance Exam – Staggered departure of students max of two groups at a time. 		

AREA OF RISK	HAZARD		RISK			CONTROL MEASURES		Residual Risk
	Hazards	Who is affected	Likelihood	Consequence	Rating	Actions taken to reduce risk	Potential issues to mitigate if control measures do not work	
3	Direct contact between students (cross year group interaction) and Whole staff interaction	Students and Staff	2	4	8	<ul style="list-style-type: none"> Students to be managed in year group bubbles – This has been clearly communicated with staff, students and parents/carers including where zones are. Specific zones where the majority of lessons will take place minimising movement with staffing moving rather than students. Specific catering locations and times for each year group bubble. Designated toilets for each year group bubble. Staggered arrival time and departure time for different year groups. Staggered Morning Break (through Period 2) and Lunch Break (through period 4) with specific food access points and recreation areas for different year groups. All assemblies to be done remotely on line. All after school events eg: Parent Evenings will be online. All staff training to be delivered remotely. Catering plan to ensure appropriate throughput of students during reduced breaks and lunches. Before school breakfast provision 	<ul style="list-style-type: none"> Contamination and spread of the virus Temporary School Closure 	M

AREA OF RISK	HAZARD		RISK			CONTROL MEASURES		Residual Risk
	Hazards	Who is affected	Likelihood	Consequence	Rating	Actions taken to reduce risk	Potential issues to mitigate if control measures do not work	
						<p>to be collected and taken to form rooms.</p> <ul style="list-style-type: none"> The extra-curricular offer will be delivered in year group bubbles. Students arrive at school in PE Kit on games days so that use of changing rooms is not required. Revised protocols for Peripatetic Music lessons. Students given specific instruction about the mandatory requirement to bring their own equipment (detailed in communication 16th July 2020) Entrance Exam – Student helpers will be designated a single group 		
3	Inadequate preparation of site because of a lack of appropriate signage to support key protocols and social distancing	All persons	2	4	8=M	<ul style="list-style-type: none"> Signage displayed to support key protocols and social distancing at external entrance points and throughout the school. 	<ul style="list-style-type: none"> Contamination and spread of the virus Temporary School Closure 	L
4	Cleaning: <ul style="list-style-type: none"> a) Staff absence b) Quality, Impact and Effectiveness 	All persons	2	4	8=M	<ul style="list-style-type: none"> Cleaning Manager to inform Business Manager & HT of any staff off sick with associated symptoms. Additional daytime cleaning to be implemented to support the cleaning of contact points and dining area and specialist classrooms and labs used by different year groups at different times. Cleaning log to be created for daily routines to ensure adequate 	<ul style="list-style-type: none"> Contamination and spread of the virus Difficulty in sourcing replacement cleaning staff. Potential temporary closure of part of, or whole school due to cleaning provision not being provided. 	M-H

AREA OF RISK	HAZARD		RISK			CONTROL MEASURES		Residual Risk
	Hazards	Who is affected	Likelihood	Consequence	Rating	Actions taken to reduce risk	Potential issues to mitigate if control measures do not work	
						<p>frequency of toilets, classrooms and communal areas.</p> <ul style="list-style-type: none"> • If necessary, redirect cleaning staff from other sites to support any serious shortage in cleaning staff. • In the unlikely event of the school not being able to be cleaned for any reason, HT, SLT & COG's to discuss a potential temporary school closure on health and safety grounds. • Cleaning contractor to ensure that cleaning conducted will be of a sufficient rigour, using detergent and bleach and virucidal cleaner as appropriate to ensure our site is Covid secure. • Variation in Room Use is communicated immediately with the cleaning contractor and cleaning operatives. • Rubbish to be removed safely and identified if any clinical waste requires specialist removal from a contractor. • Additional wipes and virucidal spray purchased for use by the school directly. • Wipes to be provided in classrooms to enable students and staff to wipe areas that may have been used by someone in another group bubble. 		

AREA OF RISK	HAZARD		RISK			CONTROL MEASURES		Residual Risk
	Hazards	Who is affected	Likelihood	Consequence	Rating	Actions taken to reduce risk	Potential issues to mitigate if control measures do not work	
						<ul style="list-style-type: none"> • Full cleaning regime implemented to take account of ANY out of hours use of the school. • Entrance Exam – Cleaning after school closure the night before to sanitise all rooms and toilets before use the next day. • Entrance Exam – Toilets cleaned after the first exam session. All desks and chairs used in the first session will be cleaned and sanitise by invigilators. All rooms and toilets used to be cleaned and sanitised in advance of the resumption of school on Monday. 		
5	Inadequate staffing levels or inappropriate staff deployment in order to maintain the school's operation	All Persons	3	4	12 - H	<ul style="list-style-type: none"> • The school have a developed staffing plan taking into account the timetable and the school's operational plan • SLT on call to be in operation • Senior staff and Support staff to be deployed to support Teaching staff during lesson changeover and before school and at morning and lunch breaks • Staff training in use of PPE, hygiene practices and social distancing. • Staff welfare and wellbeing structures and processes in place • Covid-19 absences specifically recorded and tracked 	<ul style="list-style-type: none"> • Inability to ensure effective operation of the school due to Staff/Student ratios. 	M-H

AREA OF RISK	HAZARD		RISK			CONTROL MEASURES		Residual Risk
	Hazards	Who is affected	Likelihood	Consequence	Rating	Actions taken to reduce risk	Potential issues to mitigate if control measures do not work	
						<ul style="list-style-type: none"> Internal cover staff to be engaged External Supply staff to be engaged. Communication with Staff to ensure confidence in a return to School. Signposting to staff where they can be supported with their mental health. Entrance Exam – Sufficient Contingency in place for Staff illness. Staff advised to not attend site if they have illness. 		
5	<p>Staff do not report if a member of their household has been confirmed positive for Covid 19</p> <p>Staff who are not displaying symptoms but may have the virus</p> <p>Staff who are unwell but still attend school</p> <p>Staff absence increases</p>	All persons	2	4	8 = H	<ul style="list-style-type: none"> People who feel unwell should stay at home and should not attend work or any education setting. Communicate to staff the importance of following national guidelines in staff briefings and through email. Remind staff of the sickness policy during any self-isolation period. Staff must inform the HT immediately, of contact with anyone who has symptoms of the virus, are self-isolating or have a positive diagnosis. They must then follow current medical advice. If the HT has to go absent at any time, a designated SLT member will take over the lead the school. 	<ul style="list-style-type: none"> Staff not following the guidance issued. SLT members needed to immediately take temporary lead of the school should the Headteacher fall ill. 	M

AREA OF RISK	HAZARD		RISK			CONTROL MEASURES		Residual Risk
	Hazards	Who is affected	Likelihood	Consequence	Rating	Actions taken to reduce risk	Potential issues to mitigate if control measures do not work	
						<ul style="list-style-type: none"> Entrance Test – Students have had clear instruction to not attend if they are not feeling well and given details of alternative exam date 		
6	Quality of Curriculum impaired.	Students	1	4	4 - M	<ul style="list-style-type: none"> School continuing to offer a broad and balanced curriculum in ALL year groups and all KS4 & KS5 options will continue. Every department has a recovery curriculum plan in place from September. Key concepts reviewed and retaught as required Ensuring that all students that require any catch up as a result of the absence from school receive the appropriate support and intervention. Continued use of remote education to support. Back up plans in place should there be a local or national lockdown eg Continuation of Microsoft Teams including live and pre-recorded provision if necessary, we would introduce a rota of the timetable so that all years have time in school. 	<ul style="list-style-type: none"> Inadequate academic performance OFSTED and DfE Intervention 	M
7	Attendance and Behaviour	All Persons	2	4	8 - H	<ul style="list-style-type: none"> Revised behaviour policy to take into account expectations for a safe return. Set seating plans in KS3 Revised detention routine to 	<ul style="list-style-type: none"> Inadequate academic performance. OFSTED and DfE Intervention 	M

AREA OF RISK	HAZARD		RISK			CONTROL MEASURES		Residual Risk
	Hazards	Who is affected	Likelihood	Consequence	Rating	Actions taken to reduce risk	Potential issues to mitigate if control measures do not work	
						adapt to the new school day. <ul style="list-style-type: none"> • SLT on call to be in operation • Revised protocols to ensure social distancing in room 2 with the seminar room used as an additional location. • End of day Library Rota • Mandatory attendance expectations communicated to parents • Deployment of Support Staff • Communication with Students to ensure confidence in a return to School. • Signposting to students where they can be supported with their mental health. • Stress and Mental Health Needs surveys for Staff, Students & Parents. • Mental Health Support for Students from Form Tutors, Heads of Year and Pastoral Team with one to one counselling available where appropriate. • Mental Health Support for Staff through Line Managers. Additional external support from a BHSF provider. • Psychological support for staff via the Education Support Helpline 0800 056 2561 		
8	Student Absence and	Staff and	3	4	12 - H	<ul style="list-style-type: none"> • Continued operation of Office 	<ul style="list-style-type: none"> • Missed curriculum content 	M

AREA OF RISK	HAZARD		RISK			CONTROL MEASURES		Residual Risk
	Hazards	Who is affected	Likelihood	Consequence	Rating	Actions taken to reduce risk	Potential issues to mitigate if control measures do not work	
	School Closure affecting continuity of Education	Students				<p>365 and MS Teams to support individual and whole school absence.</p> <ul style="list-style-type: none"> Continued support to ensure that no student is disadvantaged with regards to access to ICT. Continued focus from the ICT Team to support staff and students in the development and operation of Office 365 and MS Teams. 	<ul style="list-style-type: none"> Student disengagement Inability to deliver a broad curriculum 	
9	Travel to and from school limited with impact on surrounding roads.	All persons who rely on public transport	2	4	8 = M	<ul style="list-style-type: none"> Govt advice that use of public transport is minimised where possible. Guidance given to Parents and Carers and students with regard to face masks on public transport. Staggered start times to reduce the number of students on public transport at any one time. Parents and Carers instructed not to drive down Boswell Road for safety considerations and given the locations of nearby car parks that can be used for safe drop off of students. 	<ul style="list-style-type: none"> Cross contamination of year groups on public transport. Local roads are congested and unsafe. 	M
10	<p>Confirmed or suspected cases of COVID-19 in the school.</p> <p>[2 or more confirmed cases could result in</p> <ul style="list-style-type: none"> Whole School Closure 	All Persons	3	5	15= E	<ul style="list-style-type: none"> Effective communication of expectations for Staff and Parents/Carers and students when symptoms are shown or a case of Covid 19 confirmed: Staff MUST keep seating plans in order to support track and trace in the case of a confirmed 	<ul style="list-style-type: none"> Parent/carers not following the Government guidance issued. Potential for spread to other family members / persons. Temporary closure and deep clean of affected areas 	H

AREA OF RISK	HAZARD		RISK			CONTROL MEASURES		Residual Risk
	Hazards	Who is affected	Likelihood	Consequence	Rating	Actions taken to reduce risk	Potential issues to mitigate if control measures do not work	
	<ul style="list-style-type: none"> Year Group Bubble Closure] 					<p>case. This is critical evidence that the local Health Protection Team will need in their assessments for actions required.</p> <p><u>Suspected case of COVID-19 in school:</u></p> <ul style="list-style-type: none"> If anyone becomes unwell with a new, continuous cough or a high temperature or loss of smell in an education setting, they must be sent home and advised to follow government guidance. All staff to follow schools agreed procedure regarding reporting and supporting a student who is unwell and displaying symptoms. Staff to send student immediately to the MSO, as previously practiced. Admin team to notify parents/carers for immediate collection of son/daughter. Student moved to identified clean & ventilated rooms (room 21) for collection and 2 metre distance maintained from all other staff and students Students moved to room 21 must ONLY use the Disabled Toilet in the Languages Corridor. (This room to be cleaned and checked regularly and cleaned after every use) 		

AREA OF RISK	HAZARD		RISK			CONTROL MEASURES		Residual Risk
	Hazards	Who is affected	Likelihood	Consequence	Rating	Actions taken to reduce risk	Potential issues to mitigate if control measures do not work	
						<ul style="list-style-type: none"> PPE should be worn by staff if they need to provide care for the student while they await collection even if a distance of 2 metres can be maintained. If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home if they have made no direct contact unless they develop symptoms themselves (and in which case, a test should be available) or the person subsequently tests positive. They should wash their hands thoroughly for more than 20 seconds after any contact with someone who is unwell. Testing kits will be available when received. Entrance Exam – Room 21 A will be used for any students reporting as being ill with COVID19 Syptoms. 		
10	<p>Risks of spread of COVID-19 from providing first aid or care.</p> <p>Staff and other person may catch COVID-19 via direct or indirect contact with carriers or</p>	Person(s) rendering first aid	3	5	15 = E	<ul style="list-style-type: none"> The school will still need to maintain suitable first aid cover. Social distancing and hygiene control measures must be maintained so far as is reasonably practicable when providing first aid e.g. limiting numbers in first aid rooms, cleaning the area after treatment, PPE for first aiders 		M-H

AREA OF RISK	HAZARD		RISK			CONTROL MEASURES		Residual Risk
	Hazards	Who is affected	Likelihood	Consequence	Rating	Actions taken to reduce risk	Potential issues to mitigate if control measures do not work	
	by close contact for first aid or care provision. Potential for spread to other family members / persons.					<p>and thorough hand washing. PPE can include masks, gloves, aprons, goggles, or face shields.</p> <ul style="list-style-type: none"> • All first aid equipment will always be accessible. • If a student, staff member or visitor becomes unwell with symptoms of COVID-19 while in their setting and needs direct personal care until they can return home, a face Visor MUST be worn by the first aider if a distance of 2 metres cannot be maintained. • All incidents must be recorded as per the school's normal arrangements. • If a member of staff has come into direct contact with someone who was unwell and tests positive for COVID-19, they should remain away from work until tested • Everyone should wash their hands thoroughly for 20 seconds, after any contact with someone who is unwell. 		
10	Siblings at another school, or parents/carers reported unwell and family confused as to appropriate action	Students affected	3	5	15 = E	<ul style="list-style-type: none"> • The school will have the most recent information from the government, and this should be distributed throughout the school community. What is key here is minimising contact with individuals who are unwell by 	<ul style="list-style-type: none"> • Parent/carers not following the Government guidance issued. 	M-H

AREA OF RISK	HAZARD		RISK			CONTROL MEASURES		Residual Risk
	Hazards	Who is affected	Likelihood	Consequence	Rating	Actions taken to reduce risk	Potential issues to mitigate if control measures do not work	
						<p>ensuring that those who have covid – or who have someone in their household who does - do not attend school.</p> <ul style="list-style-type: none"> Obtain updated advice from Public Health England and the COVID-19 hotline, and use this to inform the family of appropriate action including testing and tracing. It may be necessary to further communicate with families affected and reiterate the message of gaining advice from NHS 111. 		
						•	•	

FURTHER CONTROLS:

Dynamic assessment of further risks, or risks that may materialise later on, must take place throughout the timescale involved. Any further risks that do materialise must be mitigated as quickly and safely as possible.

Probability Score:

- 1 - Rare - May occur only in exceptional circumstances
- 2 - Unlikely - May occur very occasionally
- 3 - Possible - Could be expected to happen
- 4 - Likely - Likely to happen each time
- 5 - Almost Certain - More likely to occur than not

Severity Score:

- 1 - No apparent injury, or very minor injury not requiring first aid
- 2 - Minor injury or illness requiring first aid treatment
- 3 - RIDDOR reportable, resulting in up to 3 days from school
- 4 - Major injury, or long term incapacity/disability
- 5 - Death, major permanent incapacity, or multiple major injuries

Risk Rating:

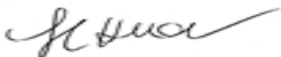

- 1-3 Low, no further control measures needed
- 4-8 Moderate, further control measures required
- 9-14 High, activity needs to be changed
- 15-25 Extreme, activity should be stopped

Residual Risk:

- Low = Risk Acceptable
- Medium & High = Additional action still needed to reduce risk

At the time of producing this assessment, as far as we can foresee, the risks involved with this activity have been reduced as far as is reasonably practicable. This risk assessment should be reviewed immediately if any circumstances change.

Signature:	Name:	Position:	Date of Issue:	Next Review:
-------------------	--------------	------------------	-----------------------	---------------------

	Jonathan Holden	School Facilities Officer & Educational Visits Coordinator	9 th September 2020	As required for changes in legislation, or to review practices in light of any issues.
	Graham Swindells	Finance Director & School Business Manager		