



RISK ASSESSMENT (Full Opening)

Risk Assessment of: COVID 19 Full opening	Date: July 2020 - Updated September 2 nd 2020, 5 th November, 1 st December, 15 th December, 26 th February	Assessor(s): Deputy Headteacher (Behaviour, Safety and Wellbeing) and Headteacher
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Task/ Activity/ Situation	What are the hazards?	Who might be harmed and how?	What control measures are in place to prevent or manage the risk?	Level of Risk	Further action needed/ Comments
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The classroom design

Selection and layout	Risk of contamination through close proximity with adults and students	All	<ul style="list-style-type: none"> Year 7 and 8 placed in bubbles and work in tutor groups for all lessons to reduce movement and mixing Year 10, 11 and 6th form are in bubbles working in specialist rooms Classrooms have been rearranged to allow as much space between students and the teacher as possible Furniture has been arranged to minimise contact as much as possible e.g. Desks front facing where possible Larger classes allocated where there is an allocated LSA where possible Where possible a corridor has been created to allow the teacher freedom to move which keeps them 2m away from the students Classroom entry and exits routes have been determined to reduce crossing wherever possible Clear signage to ensure certainty for all stakeholders Smaller classrooms being used for sixth form: where possible desks or furniture have been removed to create more space. Classrooms for year 7,8,9 will have key information pertaining to the room layout and social distancing implications clearly displayed outside the room prior to entering Increased cleaning and disinfecting for materials and surfaces which need to be shared Cleaning equipment provided in each room 	Medium	Review after each day of the first week
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Working in the Designated Classrooms

Seating	<p>Risk of cross contamination with children sharing seats</p> <p>Risk of transfer of infection between children & between staff and children</p>	All students /Staff	<ul style="list-style-type: none"> • Limit the need for the children to move around the classroom unless they are leaving the room to go to the toilet/another location. • All children in Year 7,8,9 are to be allocated a seat on a seating plan which is maintained until a thorough clean occurs at the end of the day • Staff will spray the desk and chair of students in Year 10,11,12 and 13 and the students will wipe them down and place the paper towels used in the bins provided • Assemblies will not take place in the theatre and will be held virtually in tutor bases • All enrichment is on hold (from 5th November) to minimise the movement of students which will be reviewed on 3rd December The exceptions are year 11 and 13 intervention sessions and support sessions for students with an EHCP. • All trips and visits are on hold to minimise the movement of students 	Medium	Update as more guidance is provided from staff teaching the groups to amend the seating plan To be reviewed in line with government guidance
Equipment and resources	<p>Risk of cross contamination with children sharing resources</p> <p>Risk of transfer of infection between children & between staff and children</p>	All children/Staff	<ul style="list-style-type: none"> • Staff are not to confiscate any items of student property e.g. Jewellery, mobile phones or hooded jumpers. If a dangerous item requires confiscation gloves must be worn. • Students bring their own writing equipment and any additional equipment required • Any equipment loaned to a student will need to be sanitised prior to it being used again (including art equipment) • If a teacher loans a pen to a student the child must keep it • Clear desk policy • Non-essential items, resources and equipment have been removed from classrooms where possible • Equipment limited to the year group bubble where possible • Issuing of resources should be organised to limit staff movement around the room and close contact with students i.e. Passing resources down a row of desks by the students • Books and work can be collected in by the member of staff and taken out of the room – where possible, work for marking should remain on school site. • Storage space in classrooms for textbooks and book boxes for staff where possible • Only essential items e.g. Glasses, medication will be able to be dropped at main reception. In this instance a member of the front office would wear gloves to get the item to the student 	Medium	Update as more guidance is shared from health professionals

Teacher Computers/ Keyboards	Risk of transfer of infection between staff	Staff	<ul style="list-style-type: none"> Use the disinfectant wipes/spray provided to clean the keyboard, mouse, power button/monitor button/visualiser controls BEFORE you use any equipment. All cloths must be disposed of – use the wipes or blue paper roll provided and then throw away after each use. Clean the keyboard, mouse, power button/monitor button/visualiser controls after your use at the end of the day as well (or at any point there is a different person using the equipment). 	Medium	Ensure all staff are aware of the need to not cause electrical damage with the spray
Hearing impairment equipment	Risk of transfer of infection between staff and student	Staff and student	<ul style="list-style-type: none"> Student to sanitise hands before handling the equipment Student to clean the equipment, including the lanyard, and place on the desk for the member of staff using wipes they will provide Staff to sanitise hands before picking up the equipment Staff to sanitise hands before removing equipment and placing it on the desk Student to sanitise hands before wiping equipment and clean his hands again when finished 	Medium	Ensure all staff are aware of the need to not cause electrical damage and not use spray
Light switches and door handles	Risk of cross contamination with children sharing spaces	All children/Staff	<ul style="list-style-type: none"> Students not requested or allowed to touch light switches or door handles Where a light switch or door handle has been touched it needs cleaning with the sanitiser and wipes provided in the classroom Doors will be kept open to allow for ventilation and to reduce the need to touch them where possible 	Medium	
Conduct in the classroom	Risk of transfer of infection between children & between staff and children if social distancing not maintained	All children/Staff	<ul style="list-style-type: none"> Amended Code of Conduct will be shared with parents/carers and students and is available on the school. Amended Code of Conduct to be explained by tutors to ensure students are fully aware of the expectations Increased Leadership visibility to maintain good order Radios available on all corridors so staff can support colleagues where possible or a student to go to the nearest office to seek support if a radio is not available Removal rooms will be identified on every desk in each classroom listing where year 10 and year 11 students can be removed to (within their year group bubbles). The on call system will be used to support with the removal of students where necessary. 	Medium	
Ventilation in the classroom	Risk of cross contamination	All children/Staff	<ul style="list-style-type: none"> mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, 	Medium	Review as temperature changes

			<p>systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)</p> <ul style="list-style-type: none"> natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</p> <ul style="list-style-type: none"> opening high level windows in preference to low level to reduce draughts increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) providing flexibility to allow additional, suitable indoor clothing. For more information see School uniform rearranging furniture where possible to avoid direct drafts <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p>		
Movement during the school day					
Arrival to and departure from school	<p>Risk of transfer of infection between children</p> <p>Transfer of infection between home and school onto equipment/surfaces</p> <p>Transfer of infection between home and school through close physical contact with people</p>	All children	<ul style="list-style-type: none"> Staggered arrival and departure times for year groups Amendment to behaviour policy stating no congregating, no waiting and no option to visit the local shops Additional bike racks to ensure year groups have year group bubble space to lock bikes Members of staff on duty to monitor the flow of student arrival Tutors required to be in their bases from 8.30 to welcome students who arrive early (Year 9,10,11 and 6th Form) Arrival zones for Year 7 and 8 for those who may arrive early 	Medium	<p>Potential to open another entry and exit point at Perryfields if required</p> <p>Review</p>

	other than household members		<ul style="list-style-type: none"> • Those using public transport required to wear PPE as per the current government guidelines • Those using the official Boswells school minibus will be required to wear PPE on their journey and students will be segregated on the bus by year groups where possible 		government guidelines on public transport
Lesson change over	Risk of transfer of infection between children & between staff and children		<ul style="list-style-type: none"> • Year 7,8,9 in zones to limit their movement • Year 10 tutor rooms based in the same area of the school • Clear procedures in place for every year group at lesson changeovers and at the end of break and lunch • Additional members of staff on duty to control the flow of students • Establishment of 'Pastoral and Learning Support Hubs' to minimise movement and mixing • Hand sanitiser to be used on departure and arrival to a new room • Requirement to wear face coverings before they leave their seat and at all times when moving to and from lessons 	Medium	Review after each day of the first week
Toilets	<p>Risk of cross contamination with children sharing sinks/taps etc.</p> <p>Risk of transfer of infection between children</p>	All children	<ul style="list-style-type: none"> • Students should use the toilets allocated to their year group bubble • Follow the recommended government guidance on handwashing • Signs in all toilets providing guidance on how to wash hands safely • At regular intervals throughout the day (not when the children are using the toilets during their breaks) the site staff will be responsible for regularly cleaning taps, handles, door plates, surfaces and toilet seats using gloves, disinfectant spray and disposable blue roll. This will be disposed of each use. • Face coverings to be worn in the toilets at all times including the journey to and from the toilet 	High	Monitor use and potential overcrowding times
Staff working in close proximity to students					
When working in close proximity is required e.g. Learning Support Assistants	Risk of transfer of infection between children & staff	Students and staff	<ul style="list-style-type: none"> • Identify beforehand which tasks must be done in close proximity to others and which tasks can be carried out at a distance • Work facing away from each other or side-by side • Where face to face interaction is essential, minimise the frequency and duration - 15 minutes maximum • LSAs must wear a face covering when working in close proximity with students unless exempt • Staff working in close proximity to students to work in year group bubbles to minimise mixing 	Medium	

Additional staff in the classroom					
Lesson observations, Trainees and NQT's	Risk of transfer of infection between children & staff	Students and staff	<ul style="list-style-type: none"> • There will be no lesson observations for the teaching staff until January 2021 when a review will take place • Trainees and NQTs will be observed as a support mechanism and during these times the observer will place themselves in the safe zones in the room e.g. Corridor entrance, back of the room (dependent on the layout of the room) • PPE will be available if requested • Additional staff in a classroom should be avoided where reasonably practicable 	Medium	Review in second half term
Library resources					
Borrowing of library books	Risk of contamination through the sharing of books	All students & staff	<ul style="list-style-type: none"> • A small box of "quick reads" to be placed in every Key Stage 3 classroom for students to borrow a book from if they have forgotten their own reading book for the day. The borrowed books to be wiped down before being returned to the box. • The books must stay in their designated classroom and returned to the box at the end of the day. • Students and staff to download the Library App so that students and staff can request books via the App. School Librarian to deliver the ordered books to tutor bases on a daily basis. Books to be wiped. • All tutor groups to have a library book returns box where they can return their borrowed library books. The returned library books to be wiped down before being returned to the box. School Librarian to collect the library books at the end of the week. They will be left over the weekend, leaving a 48-hour gap, before they are touched and the returns are processed. 	Medium	Review at the end of the first full week and then at the end of every week.
Outdoor and Physical Activities					
Physical activity, Spacing of Children/ Use of Equipment	<p>Risk of cross contamination with children sharing resources</p> <p>Risk of transfer of infection between children & between staff and children</p>	All children/Staff	<ul style="list-style-type: none"> • Students given permission to arrive to school in their PE kit on the days they have practical subjects as the changing rooms are out of action • No activities requiring physical contact will take place • Socially distanced small group activities will take place where the students are required to stand side by side where possible • For KS 3 PE, Dance, Music, Art and Drama lessons the specialist members of staff will collect the students from their base and escort them to the teaching space • This process will be reversed at the end of the lesson. 	Medium	Update as more guidance is shared from government on physical activities

			<ul style="list-style-type: none"> Any equipment which has been used in the session will be sanitised by the member of staff 		
Courts for PE Lessons	<p>Risk of cross contamination with children sharing resources</p> <p>Risk of transfer of infection between children & between staff and children</p>	All children/Staff	<ul style="list-style-type: none"> Students will be collected and escorted to the facility they are using in masks Netballs/netball posts will be sanitised after each session Students kept within tutor group bubble for all lessons The route to and from the courts will keep students away from other bubbles who are on their break / lunch 	Medium	Update as more guidance is shared from government on physical activities
Indoor physical activities					
Physical activity, Spacing of Children/ Use of Equipment	<p>Risk of cross contamination with children sharing resources</p> <p>Risk of transfer of infection between children & between staff and children</p>	All children/Staff	<ul style="list-style-type: none"> KS4 and 5 group work will be limited to exam pieces only No activities requiring physical contact will take place Markers will be placed within the studios to ensure social distancing Where group work is essential it will be within a year group bubble and students will face forward and utilise the mirrors to aid communication where possible Any equipment which has been used in the session will be sanitised by the member of staff 	Medium	Update as more guidance is shared from government on physical activities
Swimming Pool	<p>Risk of cross contamination with children sharing resources</p> <p>Risk of transfer of infection between children & between staff and children</p>	All children/Staff	<ul style="list-style-type: none"> Changing areas will be cleaned after each lesson In the changing rooms numbers will be limited to 8 with sectioned off areas to allow them enough space to get changed comfortably and safely Three lanes will be created using lane ropes and students will stick to working in their lane throughout the lesson Students kept within tutor group bubble for all lessons 	Medium	Update as more guidance is shared from government on physical activities
Changing Rooms	<p>Risk of cross contamination with children sharing resources</p> <p>Risk of transfer of infection between children & between staff and children</p>	All children/Staff	<ul style="list-style-type: none"> Changing rooms only used for Boys Football lessons In the normal boys changing rooms numbers will be limited to 16 with sectioned off areas to allow them enough space to get changed comfortably and safely Any extra numbers will get changed in the sports hall changing rooms, following same procedures as above Students will be assigned a changing room and must get changed in that area every single lesson Students kept within tutor group bubble for all lessons 	Medium	Update as more guidance is shared from government on physical activities
Sports Hall (including wet weather plans)	<p>Risk of cross contamination with children sharing resources</p> <p>Risk of transfer of infection between children & between</p>	All children/Staff	<ul style="list-style-type: none"> Students will be collected and escorted to the sports hall in masks All equipment used in the lesson will be sanitised after each session As much as is possible, students will work with designated and allocated space Students kept within tutor group bubble for all lessons 	Medium	Update as more guidance is shared from government on physical

	staff and children		<ul style="list-style-type: none"> If in eventuality of wet weather lesson and groups coming inside, curtains used to cordon off separate areas and groups to stay within that tutor group bubble for the activity 		activities
Music					
Vocals and wind instruments	Risk of spreading of germs due to droplets	All children/Staff	<ul style="list-style-type: none"> Where singing and wind instruments are used (in exam classes of up to 20 students) the room will be well ventilated, at least 2 metres distance during rehearsal and where possible when staging between students and not face to face (back to back or side by side) and at least 3 metres from the teachers where possible. Loud singing will be discouraged. There will be no physical corrections made to vocal stance by the teacher or other students Choirs and ensembles are not permitted (to be reviewed in line with government guidance) When beat boxing is taught face coverings will be required. Those not wearing a covering will be positioned at least 2m from other students 	Medium	Awaiting government guidance
Music equipment	<p>Risk of cross contamination with children sharing resources</p> <p>Risk of transfer of infection between children & between staff and children</p>	All children/Staff	<ul style="list-style-type: none"> Keyboards and other musical instruments have been removed from the classrooms Any equipment which has been used in the session will be sanitised by the member of staff and wiped down by the student Students bring in their own equipment will not be shared Music scores will be displayed on the whiteboard to reduce the sharing of paper Increased use of technical facilities to minimise the exchange of paper 	Medium	
Science activities					
Science lessons	<p>Close group work where staff cannot adequately supervise</p> <p>Students may harm themselves due to distant supervision</p>		<ul style="list-style-type: none"> No practical for KS3 – Just online video demonstrations No practical for KS4 – Just demonstrations KS5 can carry out practical under teacher supervision and the teacher judgment over safety and equipment used 	Low / Medium	
Use of the Dark room for photography					
Confined space	Risk of transfer of infection between children & between staff and children	All children/Staff	<ul style="list-style-type: none"> 2 students maximum Face coverings worn throughout Hands sanitised prior to entry Staff enter the room first Students exit room first Ventilation fan switched on Students to be working without close teacher supervision Only from the same bubble permitted to use the facility 	Medium	

Remote Education (Students)	Risk of transfer of infection between children & between staff and children	All children/Staff	<ul style="list-style-type: none"> • Access to lessons for those enforced to isolate should be made available through dialling in to Live lessons, Satchel 1 tasks and pre-recorded materials • Audit of digital devices undertaken for the student to ensure they can access the material 	Low as student would not be in school	
Remote Education (Staff)	Risk of transfer of infection between children & between staff and children	All children/Staff	<ul style="list-style-type: none"> • Prior notification given to HOF and SMA informed if you are required to work remotely • Requirement to plan and deliver lesson if required to shield but not declared as unfit for work – this can be pre-recorded PowerPoints, Live lessons or the producing of traditional 'Cover Work' • Where a member of staff dials in to the classroom to teach a 'Live Lesson' there will be a member of staff present to support the students in the classroom • Audit of digital devices undertaken for the staff member to ensure they can access the remote desk top and school documents • Regular (at least weekly) communication from Line Manager 	Low as student would not be in school	
Curriculum	Risk of impact on well being from a return to school	All children / staff	<ul style="list-style-type: none"> • Utilisation of the DFE 'catch Up' funding' • Additional time devoted to well-being delivered through Personal Development • Staff encouraged to allow student movement breaks within lessons • Adding new opportunities to be active and learn creatively eg. Interhouse activities, Get Up And get On It, Boswells Radio • Establishing a Boswells well- being website • Capturing student views through surveys and Student Voice • Additional training for all staff and enhanced training for the Pastoral team 	Medium	
Lunch Provision					
Collecting Pabulum Lunch	<p>Risk of cross contamination with children eating with infected hands</p> <p>Risk of transfer of infection between children & between staff and children</p>	All children/Staff	<ul style="list-style-type: none"> • All food hygiene processes and procedures will be followed as per Pabulum's risk assessment – see kitchen manuals for details (led by our Catering Team Pabulum who all have appropriate qualifications). • Biometric system not to be used • Enforced hand cleaning prior to entering the servery area • Additional staffing to maintain order and ensure social distancing is maintained from the staff • Additional bins on the zoned area • Students advised to bring in their own water bottle as the water stations are out of action • Students who purchase Pabulum food can eat in the servery areas. Students in year 7,8,9 to sit in designated tutor zones. All students to 	Medium	Update as more guidance is shared from Pabulum

			face forward, sanitise hands on entry, put litter in bins and sanitise before they leave		
Structure	Risk of cross contamination with children eating with infected hands Risk of transfer of infection between children & between staff and children	All children/Staff	<ul style="list-style-type: none"> Year group bubbles access the lunch provision at a given time so they do not queue with other students Staggered lunch times to reduce the number of students at any given time Reduced lunch time to minimise the opportunities for mixing and movement Allocated zones to maintain bubbles Allocation of toilets for year groups for the lunch periods which are thoroughly cleaned prior to the next groups starting their lunch LSA's who are also MDA's will stay in their assigned bubbles for their duty 	Medium	Update as more guidance is shared from pabulum
Staff					
Arriving and leaving the setting	Transfer of infection between home and school onto equipment/surfaces Transfer of infection between home and school through close physical contact with people other than household members	Staff	<ul style="list-style-type: none"> Staff to wash their hands thoroughly on arrival and before leaving the setting Sign in and out using ID badge and not touching the screen Only bring in and take home items that are completely necessary outside of the building 	Medium	
Practicing social distancing	Risk of transfer of infection between children & between staff and children and between members of staff	All children/Staff	<ul style="list-style-type: none"> Staff to ensure that they remain at 2 metres away from all students and staff where possible No more than two members of staff should be present in each classroom where possible Staff to ensure that there are no 'gatherings' of staff in communal areas which breaks social distancing guidance Small office spaces to be used primarily as a base for personal belongings, staff to not congregate in them. Additional staff work areas established 	Medium	
Meetings	Risk of transfer of infection between staff	Staff	<ul style="list-style-type: none"> Meetings to take place virtually to reduce the number of times staff are in the same room Self-isolating staff to be included in the meetings with Teams 	Low	
Staff presenting with COVID	Risk of transfer of infection between children & between staff and children and between members of staff	Staff/Families	See Appendix 1 <ul style="list-style-type: none"> Any member of staff (or member of their family) showing symptoms of a continuous cough or high temperature or other COVID symptom should immediately self-isolate in line with government guidance and 	Low (as they will not be	Review in light of any government guidance /

symptoms			seek support from the NHS and inform their Line Manager and phone the absence line	in the setting)	updates
Clinically vulnerable staff and those living with someone clinically vulnerable	Staff managing concerns relating to the impact of COVID on their personal circumstances Transfer of infection between home and school through close physical contact with people other than household members	Staff/Families	<ul style="list-style-type: none"> • Staff who have received a letter stating they are Clinically Extremely Vulnerable must not enter school site and should work from home • Clinically Extremely Vulnerable should continue to shield even after they have been vaccinated • Personalised risk assessments completed following dialogue for those identified as Clinically Vulnerable: <ul style="list-style-type: none"> - Reasonable adjustments put in place where possible - Opportunity to wear PPE - Minimise their movement through limiting the classrooms they teach in - Assign to classes who are more likely to behave maturely and follow the Code Of Conduct <ul style="list-style-type: none"> Ensure their duty points do not bring them in to close contact with students - Ensure they do not have responsibility for First Aid - Staggered arrival times in to a quiet entrance <ul style="list-style-type: none"> • Pregnant staff should not attend work from 28 weeks onwards and must stay at home from this point • All other pregnant staff should attend work but will require an individual risk assessment. If there are underlying health issues these staff may be advised by their GP/nurse to work from home 	Medium	
Wellbeing					
Student Well being	Student feeling overwhelmed by change and anxieties caused from returning to school	Students	<ul style="list-style-type: none"> • Daily time with Form Tutor • Access to Pastoral care in a designated safe space • Access to a range of support services on the school website • Access to formal counselling (arranged by the Hubs in negotiation with parents) • Staff training on spotting and reporting signs of mental ill health • Utilisation of School Nurse and services offered through a range of multi agencies currently utilised by the school • Regular and clear communication about the changes and why they are necessary – use of the Personal Development weekly bulletin 	Medium	
Staff Wellbeing	Staff being split apart from faculty colleagues due to bubbles and zones and the impact on mental health/anxiety	Staff/Families	<ul style="list-style-type: none"> • Ensure that all members of staff understand that they can contact their line manager to talk through any concerns and that SLT at any time via email or by phone. All staff have HT and DHT mobile who can cascade 	Medium	Update as more guidance is shared from health

	<p>Staff who are self-isolating for a long period of time may feel more detached from the rest of the staff and not feel as though they have a purpose or key role throughout this situation</p> <p>Staff managing concerns relating to the impact of COVID on their personal circumstances</p>		<p>the number to any member of their team if required and all members of the Leadership team have shared their numbers.</p> <ul style="list-style-type: none"> • Ensure that all staff know the EAP Health Assured Helpline number and can log on to the app and understand that they can access this for themselves and their spouses and dependents. • Ensure all staff are aware of the supervision offered • All staff are aware of a variety of helplines and support groups including bereavement counselling. • Regular opportunities to meet on Teams to share concerns and offer ideas on how procedures can be developed to reduce face to face contact • Ensure that all members of staff can access their emails easily from home to ensure that they can stay in daily contact and receive regular updates if they are having to self-isolate. • Members of SLT and HOFs to regularly check in with any members of staff who are self-isolating and allocate them tasks to do at home if they are able and want to contribute to work being carried out in school. • Additional staff areas which have access to hot drinks and work areas which are quiet • Additional support for the completion of administrative tasks from Front Office via the Spiceworks application • Mental well-being modules on FLICK learning for all staff • Staff to be able to wear PPE should they chose and request specific items such a visors if there is a specific need • Clear guidance on each desk in classrooms for use of work station, cleaning procedure log in and out reminders • Rooming timetable on every desk so staff are aware of staff changeover/if room is free next period • HOFs to examine staff timetables to ensure awareness of critical points for staff who may have three consecutive periods in a row or a lot of movement so additional support can be provided • Early career teachers are to be given a further reduction in teaching time (where possible) and less additional responsibilities i.e. tutor group (where possible). 		professionals/ Staff Unions
Cleaning the Setting					
Throughout the day	Risk of cross contamination with children/staff using the setting and sharing resources	All children/Staff	<ul style="list-style-type: none"> • Site staff on duty to regularly clean all door handles, door plates, worktops, surfaces, key pads, keyboards, taps, light switches etc. throughout the day using gloves, disposables cloths and disinfectant 	Medium	

	Risk of transfer of infection between children & between staff and children		<p>spray – cloths and gloves to be disposed of after EACH use.</p> <ul style="list-style-type: none"> • Staff using key shared areas (office/staff room etc.) to ensure that they practice safe hygiene rules and not touch surfaces/cutlery/crockery/pens without washing their hands thoroughly first. • All staff to wash up their own crockery/cutlery to ensure that other people do not have to touch it. 		
At the end of each day	<p>Risk of cross contamination with children/staff using the setting and sharing resources</p> <p>Risk of transfer of infection between children & between staff and children</p>	All children/Staff	<ul style="list-style-type: none"> • The cleaning contractors have been instructed to thoroughly clean all surfaces, floors, toilets and clean surfaces on central routes to and from rooms. • Increased frequency of cleaning of toilets and shared spaces e.g. Staffroom and emptying of bins • Cleaning company to produce their own regulations/risk assessments to protect their members of staff but all cleaning staff to follow our staff rules on entering and leaving the building (see above). 	High	
Hygiene Measures					
Maintain good hygiene practice	<p>Risk of cross contamination with children sharing sinks/taps etc.</p> <p>Risk of transfer of infection between children and staff</p>	All	<ul style="list-style-type: none"> • Access to hot water and soap which is well maintained with covered bins where possible • Infection control posters displayed throughout the school reminding students to wash their hands regularly • Hand sanitisers available in all rooms and used on arrival and departure from the room • All encouraged to cough or sneeze in to their elbow and use a tissue to cover their mouths and nose where possible, disposing of the tissue in the lidded bins – required to then wash hands • Cutlery and cups not permitted by students • Hygiene reminders in Personal Development • Premises team to restock cleaning equipment twice per week as a minimum 	Medium	
Students presenting with COVID symptoms					
Students presenting with COVID symptoms	Children becoming ill could be at risk of having the Coronavirus – specific guidelines must then be followed (See Essex guidelines already circulated)	All	<p>See Appendix 1</p> <ul style="list-style-type: none"> • Any child suspected of having the Coronavirus should NOT be taken to the medical room – a leadership call should be completed and a call to call home and ask the parent to come and collect their child immediately. Ensure that all surfaces that the child came into contact with are cleaned with disinfectant – refer to Site Staff to carry this out. • All students’ emergency contact details are up to date, including alternative emergency details (unless parent has refused to provide a secondary contact) 	Medium	Refer to latest DfE and PHE guidance

Safeguarding					
First Aid	Children could sustain an injury moving around the site leading to close contact Due to the Coronavirus outbreak, staff administering first aid could be at increased risk	Children	<ul style="list-style-type: none"> All emergency first aid procedures to be followed as usual – it is essential that mouth guards are used should resuscitation be required. First Aiders to have PPE available in the event that they are called to an emergency 	High	
Visitors to the site	Risk of cross contamination with children/staff using the setting and sharing resources Risk of transfer of infection between children & between staff and children	Staff	<ul style="list-style-type: none"> Visitors by appointment only and Front office should be advised of their arrival in advance where possible All visitors to reception asked to use the sanitiser on arrival and departure Meetings where deemed necessary should follow social distance guidelines e.g. Maintain 2m, ventilated room, surfaces and chairs cleaned down A drop off zone clearly identified at the main entrance to allow for items such as the school post to be established. Parents will be informed only in exceptional circumstances can items be left for students e.g. Medication or glasses Music Peri lessons will not run in school physically. Students will continue to have the opportunity to access lessons remotely through Essex Music Services 	Medium	
1:1 counselling	Risk of transfer of infection between children and staff and staff and staff	Staff and students	<ul style="list-style-type: none"> Remote video calls will continue to be encouraged 2 metre distancing maintained at all times Hand sanitiser to be use don entry and exit Cleaning of seating between appointments Ventilation – windows open at all times Staff to open and close doors and to sanitise at the end of the sessions Removal of any resources for therapy e.g. fiddle toys 	Medium	
Emergency Evacuation	Risk of transfer of infection between children and staff and staff and staff	Staff and students	<ul style="list-style-type: none"> All available exit routes to be utilised – the bubble arrangement would ensure that mixing would be minimal Face coverings to worn Those with limited mobility will be working on the ground floor and should be escorted by teacher in charge of the class 	Medium	
Face Coverings					
Selection of	Risk of contamination from	All staff and	Your face covering should:	Medium	Await further

covering	respiratory droplets from travelling in the air and on to other people from surfaces	students	<ul style="list-style-type: none"> • Go over your nose and mouth while allowing you to breathe comfortably • Fit comfortably but securely against the side of the face • Be secured to the head with ties or ear loops • Be made of a material that you find to be comfortable and breathable such as cotton • Ideally include at least two layers of fabric (the World Health Organisation recommends three depending on the fabric used) • Unless disposable, it should be able to be washed with other items of laundry according to fabric washing instructions and dried without the face covering to be damaged 		guidance from Public health England and the DFE
Putting the face covering on and removing it			<ul style="list-style-type: none"> • Clean your hands thoroughly with soap and water or use hand sanitiser before removing • Only handle the straps, ties or clips • Do not give it to someone else to use • If single – use, dispose of it carefully in a residual waste bin and do not recycle • Wash your hands thoroughly with soap and water or sanitiser once removed 		
How to wear your face covering			<p>When wearing your face covering you should:</p> <ul style="list-style-type: none"> • Avoid wearing on your neck or forehead • Avoid touching part of the face covering in contact with your nose and mouth as it could be contaminated with the virus • Change the face covering if it becomes damp or if you've touched it 		
When to wear your face covering			<ul style="list-style-type: none"> • Students must wear face coverings at all times when they are in the building including during lessons, in the toilet and when in a lunch queue (unless exempt) • Walking in close proximity to friends outside your bubble on the way to or from school • Face coverings can be removed for physical activities such as PE and Dance • Staff must wear face coverings when social distancing cannot be maintained (unless exempt). A visor can be worn but it does not remove the necessity to wear a face covering • Students whose parents have contacted the school to inform of exemption will be provided with a pass which they can show staff when prompted about the need to wear face coverings 		

Examinations					
Year 11 Mock examinations	Risk of transfer of infection between children and staff and staff and staff	Staff and students	<ul style="list-style-type: none"> • Timetable with seating plans issued in advance so students know when to be on site, which venue to proceed to and where they will be required to sit to reduce movement • Arrival times and entrance point arranged to avoid contact with other year group 'bubbles' • Departure times and exit points arranged to avoid contact with other year group 'bubbles' • Seating plans and registers to identify students sitting in close proximity if there were a need to operate 'Track and Trace' • Invigilators will not be required to handle exam papers or name cards – students will place items in a designated box on departure. • Additional paper is being provided on each desk prior to the students arriving to minimise the need for any invigilator to come within two metres of any student. • Students are to provide their own equipment – where equipment is loaned it should be sanitised when returned. If a pne is issued it should be kept by the student • Additional cleaning materials in each venue to allow for cleaning of desks and chairs after each exam • Students presenting with any symptoms on the morning of the exam should stay at home and exam papers will be provided to the home. They will be sititng the mock examinations and invigilated via Microsoft Teams where possible • Students in the exam venue presenting with any COVID symptoms will be removed by a member of SLT and placed in C15 • Students to sanitise their hands and leave the school site and go straight home following an exam • Students who have pre-arranged to stay on school site should sanitise their hands and go immediately to the Upper School hub where they will sit socially distanced • Free School Meal students can access for via the main severy after the conclusion of their morning mock examination. • Readers and scribes to wear PPE for the duration of the exam • Readers and scribes only to work in the Year 11 year 'bubble' 	Medium	