

# COVID-19 Secondary Schools Risk Assessment – June 2020

## Preparation for full reopening of John O’Gaunt School



| Identify the Hazards (anything that may cause harm)  | Who may be harmed and how                    | Assess the Severity   | Control measures | Assess the Likelihood   | What is the Risk Rating | Further Action Required |  |
|--|--|---|------------------|---|-------------------------|-------------------------|--|
| Original document in Black<br>1 <sup>st</sup> Revision in Blue<br>2 <sup>nd</sup> Revision in Green<br>Local control measures in Red |  |   |                  |   |                         |                         |  |
| 1  | Environment/Activity being undertaken        | <b>Site and Buildings</b>   |                  |   |                         |                         |  |
|  | Contractors, suppliers and visitors to site. | Students, staff, contractors, suppliers, visitors<br><br>Increased risk of transmission | High             | To reduce the risk of transmission:<br>Site visits only by pre-arrangement.<br>Hand sanitiser available in the secure lobby area.<br>Signage in place to remind visitors of social distancing and infection control procedures.<br>Deliveries and visits outside of school opening hours where possible.<br>Process for the acceptance of deliveries - items to be left in the secure lobby area. | Rare                    | Low                     |  |
|  | Failure to complete compliance checks        | All on site   | High             | Site Managers or the schools Facility Management Company have continued to carry out compliance checks.<br>Make sure to confirm:  |                         |                         |  |

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|  |                      | Danger to health & safety  |      | <p>Your complete water system has been flushed (all hot, cold and drinking water systems) before buildings are reoccupied. Weekly flushing of all outlets taking place.</p> <p>All systems have been recommissioned before opening such as gas, heating, water supply and catering equipment. These have been operational throughout the lockdown period.</p> <p>Check your fire safety system; fire alarm, emergency lights and fire doors are all operational. Weekly call point/alarm testing taking place, emergency lights checked.</p> <p>Specialist equipment used by pupils eg. Access, mobility and changing N/A</p> <p>See:<br/> <a href="https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak?utm_source=c51bac38-4a28-4136-b096-4d23f07da6f4&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=daily">https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak?utm_source=c51bac38-4a28-4136-b096-4d23f07da6f4&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=daily</a></p> |      |     |  |
|  | Other items to check | <p>Students, staff, contractors, suppliers, visitors</p> <p>Increased risk of transmission</p> | High | <p>All areas and surfaces have been cleaned and disinfected. Whole school has been deep cleaned and areas not required were mothballed. Areas will be cleaned following Govt. Guidelines over the summer break</p> <p>Supervisor of cleaning company will continue to facilitate a cleaner during the day.</p> <p>Check your kitchens are pest free and has been deep cleaned before food preparation resumes. Kitchen was in use</p>  | Rare | Low | <p>Students, staff, contractors, suppliers, visitors</p> <p>Increased risk of transmission</p> |

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|  |  |   |      | throughout the lockdown period and is being cleaned following Govt. Guidelines.  |      |     |  |
|  | Failure to complete health & safety checks | Students, staff, contractors, suppliers, visitors<br><br>Increased risk of transmission and danger to health & safety | High | Update the schools risk assessment<br><br>Regular reviews of risk assessment   | Rare | Low |  |
|  | Planning and Organising                    | Students, staff<br><br>Increased risk of transmission   | High | All the points below have been considered and communicated to staff and parents. Covered by document 'John O'Gaunt School Autumn Term – daily routines'. A copy of this has been included in Appendix 1 below and should be used as a point of reference for the finer detail of these points<br><b>Consider the following steps:</b><br><br>Organise small class groups<br>Where possible we have maintained this. Students are in year group bubbles, except for transport where this is not possible<br>Organise classrooms and other learning environments<br>Completed as far as possible<br>Refresh the timetable<br>We have not changed the timetable but have adapted the timings of the school day to help with social distancing and minimising cross bubble contact as far as practicable | Rare | Low |  |

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|   |   |      |   | <p>Reduce movement around the school</p> <p>Through revised timings and new one-way system</p> <p>Which activities can be taken outside?</p> <p>PE, Music and Drama have been considered particularly</p> <p>Stagger assembly groups</p> <p>Year group assemblies only and we will minimise the number of assemblies we use</p> <p>Stagger break times</p> <p>See revised timings</p> <p>Stagger drop off and collection</p> <p>See daily routines document – we have kept the start of the school day the same but will control entry/exit using staff and different entrances for different key stages</p> <p>How best to supplement remote education with some face to face support</p> <p>See separate plan here: xxxxxxxxxxxxxxxx</p> <p>Plan drop off and pick up protocols</p> <p>No parents on site, controlled entry and exit from school buses</p> <p>Reduce unnecessary travel on coaches, buses and public transport</p> <p>Travel plan in place in conjunction with West Berkshire Council – we adopt their risk assessments for transport</p> <p>Remove unnecessary items and store elsewhere</p> <p>Completed over the summer break as far as practicable</p> <p>Ensure communication with parents, pupils and staff of the above</p> <p>Detailed communications sent July 2020 and reminders will be sent out at the start of term</p> |  |  |  |
|   | Communicate                                       |      |   |  |  |  |  |
| Emergency Evacuation and lockdown; failure to follow procedures | Students, staff, contractors, suppliers, visitors | High | <p>As far as is practicable, the normal fire procedures within the school will be maintained, and staff briefed.</p> <p>If this is not possible new fire procedures will be implemented and a practice drill will take place.</p> |  |  |  |  |

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|--|---|--|------------------------|--|--------------------------|-------------------|--|
|  | <p>leading to injury or loss of life</p>                | <p>Failure to follow procedures leading to injury or loss of life</p>  |                        | <p>Review fire assembly point to accommodate social distancing<br/> <b>Current fire assembly point allows some social distancing</b></p> <p>Fire exits will be unlocked, and fire routes will be kept clear during hours of occupation.</p> <p>Someone in the school will be nominated to call 999 in the event of a fire. <b>Identify who will call 999 Caretaker or in his absence Duty Team Leader</b></p> <p>Senior leader in school at all times</p> <p>Principal/admin officer to hold list of all emergency/utility contacts. <b>List to be provided by SBM</b></p> <p>Safe evacuation/ lockdown takes priority over the maintenance of social distancing arrangements temporarily.</p> <p>Measures necessary for additional ventilation of the building have been and will be assessed and will not compromise fire safety or site security arrangements</p> |                          |                   |  |
|  | <p>Site security is compromised by new arrangements</p> | <p><b>Students, staff, visitors</b></p> <p><b>Unauthorised persons gaining access</b><br/> - Increased risk of transmission, damage to property,</p> | <p><b>Moderate</b></p> | <p>Normal security standard will apply.</p> <p>Additional ventilation via open doors and windows should not occur in unoccupied parts of the site.</p> <p>Has a risk assessment been done to cover open door's?<br/> <b>Principal access through sliding doors with access control, only external doors opening onto areas within the more secure areas of the school to be opened. Additional entrances used at the start/end of the day will be unlocked and locked by site staff</b></p>  | <p><b>Infrequent</b></p> | <p><b>Low</b></p> |  |

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|   |                                       | threat to occupants   |      | Access control and intruder alarm systems checked   |      |     |   |
|   | Cleaning equipment and consumables    | Students, staff, visitors<br><br>Increased risk of transmission | High | Think about and confirm if there will be:<br>Enough soap and hot water in every toilet<br>Enough hand sanitiser at the school entrance<br>A good supply of Tissues<br>Lidded bins or bags that can be tied, in classrooms for infected waste such as tissues<br>Gloves for handling infected waste<br>Enough bags for double bagging waste<br>Who will empty bin bags and replenish soap and hand sanitiser during the school day?<br>Member of contracted cleaning team provided to be in during the day | Rare | Low |   |
|   | Other items                           | Students, staff<br><br>Increased risk of transmission           | High | Will water coolers be taken out of use? No<br><br>If they are taken out of use, the risk is that students may fill their water bottles from toilet taps that are tank fed.<br><br>Wall mounted sanitiser units installed and instructions that hand sanitiser must be used before and after use.<br><br>Students asked to bring in water bottle that can be refilled without contact to part where mouth makes content with the bottle (e.g. screw top lid with separate spout)                           | Rare | Low | Students, staff<br><br>Increased risk of transmission |
| 2 | Environment/Activity being undertaken | Effective infection protection and control                      |      |   |      |     |   |

|   |                                       |   |      |   |      |     |  |
|---|---------------------------------------|---|------|---|------|-----|--|
|   | Creating an inherently safer system   | <p>Students, staff, visitors</p> <p>Not following Govt guidance leads to increased risk of transmission</p> | High | <p>minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges</p> <p>cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered</p> <p>ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p> <p>cleaning frequently touched surfaces often using standard products, such as detergents and bleach</p> <p>minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)</p> <p>Schools should ensure that no pupils are on the school grounds unless for agreed contact time or attendance as above.</p> | Rare | Low |  |
|   | Offsite activities                    | <p>Students, staff, visitors</p> <p>Increased risk of transmission</p>                                      | High | All off site activities will be cancelled until further notice.   | N/A  | N/A | <p>Students, staff, visitors</p> <p>Increased risk of transmission</p> |
| 3 | Environment/Activity being undertaken | <b>Measures to reduce contamination</b>   |      |   |      |     |  |

|  |                                |   |      |  |      |     |  |
|--|--------------------------------|---|------|--|------|-----|--|
|  | Shared play equipment          | Students, staff<br><br>Increased risk of transmission | High | <p>Fixed play equipment must not be used.</p> <p>If you are using outdoor play equipment (only one bubble permitted) it must still be sprayed with cleaning solution and left to dry, at the end of every day</p> <p>Soft furnishings, soft toys and toys with intricate parts, remove from classroom for the foreseeable future.</p> <p>Where they remain, they will be subject to regular cleaning and disinfection</p>  | Rare | Low |  |
|  | Shared resources and equipment | Students, staff<br><br>Increased risk of transmission | High | <p>See also 'John O'Gaunt School Autumn Term – daily routines' Appendix 1 below</p> <p>Handwashing/hand sanitising before and after each lesson</p> <p>Cleaning regime for door handles, press to exit buttons and communal surfaces.</p> <p>Staff are limiting or stopping the amount of shared resources that are taken home.</p> <p>Shared use of stationery and other equipment has been stopped where possible.</p> <p>Shared equipment and surfaces are disinfected more frequently, between each groups use and at the end of the day.</p> <p>Shared modelling equipment e.g. Plasticine will not be used.</p> <p>Lessons planned so resources are not shared.</p> <p>Pupils are not required to bring items in from home eg: for 'showing' etc. Reading books will be cleaned/ quarantined when they are returned to school.</p> | Rare | Low |  |



|   |                                       |  |          |  |          |        |  |
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|   |                                       |  |          | Any item from home that is required by a pupil and absolutely essential will be appropriately cleaned on arrival.  |          |        |  |
|   | Items requiring laundry               | Increased risk of transmission   | Moderate | We will ensure that all items that are laundered within the school e.g.: towels, flannels and bedding are washed in line with guidance on cleaning in non-healthcare settings and that these items are not shared by children between washes.  | Rare     | Low    |  |
| 4 | Environment/Activity being undertaken | <b>Educational Provision</b>   |          |  |          |        |  |
|   | Government Guidance                   | Students, staff<br><br>Not following Govt guidance leads to increased risk of transmission | High     | The school will adhere to all government guidance as closely as possible<br>Regular review and reaction to any changes to this guidance<br>Several senior staff subscribe to email alerts and receive regular updates when any changes to guidance occurs<br>More than one person has accountability for risk assessment in the school<br>Weekly item on SLT meetings and briefings<br>The school will continue to liaise with EAT regarding risk assessment and government guidance | Rare     | Low    |  |
|   | Social Distancing while at school     | Students, staff<br><br>Not social distancing leads to increased risk of transmission       | High     | See also 'John O'Gaunt School Autumn Term – daily routines' Appendix 1 below<br><br>Schools should aim to practise social distancing in line with the measures the government is asking everyone to adopt in public and in workplaces, including keeping pupils 2 metres apart from each other where possible.<br><br>Mixing between different groups of pupils should be kept to a minimum.<br><br>minimise mixing for arrival, lunchtime, breaks and departure.                    | Frequent | Medium |  |

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|  |  |  |             | <p>While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk</p> <p>Schools should ensure wider adherence to the approaches set out in the implementing protective measures guidance, to minimise transmission risks</p>  |                   |               |  |
|  | <p>Minimising risk outside of school</p> | <p>Students, staff</p> <p>Not minimising risk outside school leads to increased risk of transmission</p> | <p>High</p> | <p>See also 'John O'Gaunt School Autumn Term – daily routines' Appendix 1 below</p> <p>Secondary schools should consider how pupils travel to and from school. Pupils should be encouraged to walk or cycle where possible.</p> <p>Public transport to travel to and from school should be minimised as far as possible</p> <p>how many pupils in year 10 and year 12 will be travelling at the same time</p> <p>how those pupils are likely to travel</p> <p>the likelihood of pupils mixing with each other and coming into contact with other people on the journey to and from school</p> <p>introduce staggered start and end times as appropriate to help achieve this.</p> | <p>Infrequent</p> | <p>Medium</p> |  |

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|   |  |   |          | give clear messages to pupils about minimising the use of public transport and how to reduce the risks of transmission outside of school  |            |     |  |
| 5 | Environment/Activity being undertaken  | <b>Management of expectations within the school</b>               |          |   |            |     |  |
|   | Anxiety within school community re: prevalence and effectiveness of infection control and social distancing measures | All persons on site and those associated with them<br><br>Anxiety | Low      | <p>Communication with parents and children prior to reopening will include information about:</p> <ul style="list-style-type: none"> <li>• Arrival and departure from school and arrangements for parents to access the site</li> <li>• Arrangements for infection control</li> <li>• Pupil groupings</li> <li>• What school day will look like</li> <li>• Attendance and non-attendance</li> <li>• <b>The avoidance of travel to school via public transport at peak times and measure the school are taking to work with parents to alleviate this</b></li> <li>• <b>Expectations re: any new behaviour systems that we have put in place to support our work in infection control and social distancing</b></li> <li>• What will happen if there is a case of coronavirus at the school</li> </ul> <p>We are using this as an opportunity to ensure that pupils' emergency contact details are up to date.</p> <p>Government guidance for parents is available at:<br/><a href="https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june">https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june</a></p> | Occasional | Low |  |
|   | Personal safety  | All persons on site   | Moderate | A register of all children on site will be maintained; as per usual arrangements  | Rare       | Low |  |

|                                 |  |             |   |  |     |  |  |
|---------------------------------|--|-------------|---|--|-----|--|--|
|                                 |  | Harm/Injury |   | <p>A procedure for children to be able to leave the site at the appropriate time, will be in place</p> <p>Staff will avoid working in isolated parts of the site and outside of the means to summon assistance if required. <b>Lone working procedure in place.</b></p> <p>All normal school safeguarding processes and procedures will apply.</p> |     |  |  |
| Afterschool and Breakfast Clubs | N/A  |             | <p>There is no requirement for schools to run these clubs at the moment. <b>Not being run at JOG currently – to be reviewed if anything changes.</b></p> <p>Should the school decide to run these clubs either themselves or using contractors, this must only be done if the pupils can be kept in the groups they are in during the day or socially distanced.</p> <p>A separate risk assessment must be created to cover these clubs, including the control measures being applied.</p>  | N/A  | N/A |  |  |
| Staff Training                  | <p>Staff</p> <p>Incomplete or lack of training results in guidelines not being followed and increases risk of transmission</p> | High        | <p>Written instruction and training (if necessary) <b>as outlined in this risk assessment</b> will be provided re: operational procedures, to all staff.</p> <p>This includes:</p> <ul style="list-style-type: none"> <li>• What to do if they suspect that they or a member of their household has coronavirus (including testing arrangements)</li> <li>• Day to day organisations and procedures including arrangements for cleaning, staff welfare facilities, travel to work</li> <li>• The importance of keeping teaching groups separate during the day</li> </ul> | Rare   | Low |  |  |

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|   |                                       |   |      | <ul style="list-style-type: none"> <li>• Arrangements for breaktimes and lunchtimes</li> <li>• Safeguarding including the continued importance of all staff acting immediately on any safeguarding concerns and any updates to school procedures re: recording concerns, contacting DSL (or Deputy).</li> <li>• Procedures to follow if they suspect that a child in their group is displaying coronavirus symptoms</li> <li>• Changes to school behaviour policies</li> <li>• Curriculum adaptations required re: social distancing</li> <li>• Site security and fire safety including evacuation and lockdown procedures.</li> <li>• Use of PPE (where applicable)</li> </ul> |      |     |  |
|   | Staff Transport                       | Staff<br><br>Increased risk of transmission                           | High | Where staff would normally use public transport to travel to work, we will discuss options such as, secure cycle storage to encourage staff to walk, run or cycle to work where possible. If there is no option but to use public transport, we will discuss individual safety actions staff will take while travelling.  | Rare | Low |  |
| 6 | Environment/Activity being undertaken | <b>Staff Wellbeing</b>  |      |   |      |     |  |
|   | Display Screen Equipment              | Staff<br><br>Increased risk of transmission, health risks, discomfort | High | <p>Staff undertaking administrative duties using DSE will adjust the available workstation to meet their own ergonomic needs; where necessary, health risks and discomfort will be mitigated by the taking of regular micro-breaks at intervals of no greater than 30 minutes.</p> <p>ICT equipment will not be shared, unless disinfected between each user. Staff room computer and those in Tech area – control measures and signage in place. No other areas for staff/student use without prior arrangement with SBM</p>   | Rare | Low |  |

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|  | Manual Handling  | Staff<br>Injury                                  | Low      | Staff will avoid moving any equipment or materials that is unsafe for them to do so. <b>Manual handling risk assessment in place.</b>  | Occasional | Low |  |
|  | Staff affected by the working experience.                                | Staff<br>Anxiety,<br>trauma                      | Low      | Application of national guidance in respect of shielding and at-risk groups.<br><br>Include staff in risk assessment process.<br><br>Staff meetings and communication.<br><br>Define wellbeing support measures for staff.<br><br>Designate staff rest areas – staff room remains open with safety measures in place   | Occasional | Low |  |
|  | Staff Breaks   | Staff<br>Increased risk of transmission, anxiety | High     | How will staff breaks be managed?<br><br><b>See also communications to staff and Appendix 1 below</b>  | Rare       | Low |  |
|  | Staff anxiety re: returning to work and potential exposure to the virus. | All staff<br>Anxiety                             | Moderate | Individual discussions have been/are held with staff to identify concerns/ barriers re: returning to work. (NB: recognising that some could be experiencing bereavement, mental health issues, etc.).<br><br>We have signposted to relevant counselling services.<br><br>HR advice is available if required.<br><br>We are working with the trade unions.<br><br>Training and written instruction is provided re: operating procedures to all staff. | Infrequent | Low |  |

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|   |                                       |  |      | <p>NB: Retain for future reference with this risk assessment as an appendix.</p> <p>We have followed guidance from Excalibur Trust re: the completion of an Equalities Impact Assessment in relation to the development of this risk assessment.</p>  |      |     |  |
|   | Miscellaneous H&S                     | <p>Staff</p> <p>Lack of knowledge leads to failure in H&amp;S</p>                    | High | In all instances, all staff are instructed to seek advice from the principal/SBM/SLT (or the other person in control) over any uncertainty about suitable health and safety measures.   | Rare | Low |  |
|   | Volunteer wellbeing (if applicable)   | N/A  | N/A  | <p>Volunteers have been informed not to attend at this time</p> <p>Necessary volunteers will be treated in the same way as school staff, provided with the same information, instruction, training and equipment.</p> <p>Volunteers will be included in regular communications and be given the opportunity to feedback any concerns.</p> | N/A  | N/A |  |
|   | External Support                      | <p>Students, staff, parents, professionals</p> <p>Increased risk of transmission</p> | High | <p>Discussions with parents will be taken if external support is required for their child to attend school.</p> <p>Signage in place to remind visitors of social distancing and infection control procedures.</p>   | Rare | Low |  |
| 7 | Environment/Activity being undertaken | <b>Individual staff requirements</b>   |      |   |      |     |  |

|   |  |  |          |   |            |   |  |
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|   | Concerns from staff in identified work groups<br><br>(See confidential document for details) | Clinically extremely vulnerable (shielding)  | High     | Advised not to return to work and will work from home.<br><b>We have contacted relevant staff</b><br>N.B. School is unable to mitigate risks occurring within the home environment that do not originate from the employee's work activities.   | Infrequent | Low (as we have contact relevant staff)   |  |
|   |  | Clinically vulnerable (incl. Pregnant women)   | Moderate | Advised to take extra care with social distancing and to work from home where possible.<br>Clinically vulnerable staff who cannot work from home will be offered the safest available on-site roles, staying 2m away from others. Individual risk assessments must be carried out. In practice staff will not be able to work with groups pupils as the required social distancing will not be assured. | Infrequent | Low (as we have contacted relevant staff) |  |
|   |  | Those living in a household with a person who is extremely clinically vulnerable         | Low      | Staff to only attend school if stringent social distancing rules can be adhered to, if not these staff will work from home. In practice staff will not be able to work with groups pupils as the required social distancing will not be assured.  | Infrequent | Low                                       |  |
|   |  | Those living in a household with a person who is clinically vulnerable. (incl. pregnant) | Low      | Staff members to attend work  | Infrequent | Low                                       |  |
|   |  |  |          |   |            |   |  |
| 8 | Environment/Activity being undertaken  | <b>Staffing availability and ratios</b>  |          |   |            |   |  |



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|--|--|--|------|--|------|-----|--|
|  | Appropriate trained staff must be available  | All on site<br><br>Harm and distress caused by shortage of trained staff               | High | Schools need to ensure there are staff available with first aid, DSL training, SEND expertise – this has been considered in the staff timetable and cover arrangements   | Rare | Low |  |
|  | Staffing ratios insufficient for pupil numbers and grouping arrangements. Need to consider safe levels of supervision and social distancing arrangements | Pupils and staff<br><br>Insufficient staff for pupil numbers and grouping arrangements | High | <p>See also Appendix 1 below</p> <p>Carry out an audit on staff availability and review regularly</p> <p>To ensure the school can cover each group of pupils we will require:</p> <p>The usual staff absence reporting applies, staff must inform the VP/Headteacher as soon as possible if there is any change to their circumstances that will affect their ability to work.</p> <p>Ensure the Principal or SLT member, first aider, DSL, SEND support staff are on site at all times.</p> <p>Highted risks to the BAME (Black, Asian &amp; Minority Ethnic) staff and community have been considered when planning rota's Individual risk assessments completed</p> <p>School staff have contacted families to ensure that they are aware of potential risks and that support is available.</p> <p>Staff responsible for pupil groups have been briefed in advance and made aware of any existing support plans/ risk assessments etc, for individual pupils. Plans will be reviewed before the pupil re-starts. To ensure that pupil's needs are met.</p> <p>CPD briefings at the start of the year will also contribute to this information, which is also available on the network</p> | Rare | Low |  |

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|   |   |   |             | <p>We have prepared a contingency plan to inform affected members of the school community if full or partial closure is required at short notice</p> <p><b>Your appropriate lead</b> will close parts of the provision if we have insufficient staff available to allow essential social distancing and infection control measures guidance is followed.</p> <p>We will prioritise pupils as follows:</p> <ol style="list-style-type: none"> <li><b>Vulnerable pupils and those whose parents are critical workers.</b></li> <li><b>Year 11 students</b></li> </ol> <p>If there is a shortage of teachers consider using TA's to lead a group and maintain ratios.</p> <p>Use of staff from other schools (by agreement)</p> |             |            |  |
| 9 | Environment/Activity being undertaken   | <b>Pupil Wellbeing</b>  |             |  |             |            |  |
|   | Pupil wellbeing is impacted by the current situation causing physical and mental ill health | <p><b>Students</b></p> <p><b>physical and mental ill health</b></p> | <b>High</b> | <p><u>School Effectiveness guidance on Right Choice</u></p> <p>Children to have allocated teacher and TA where possible.</p> <p>Reduced time in school to ensure transition from home to school is successful.</p> <p>Curriculum to support children's well-being.</p> <p>Provide opportunities to talk about their experiences/concerns.</p> <p>Pastoral activities.</p>  | <b>Rare</b> | <b>Low</b> |  |

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|---|---|------|---|---|-----|--|--|
|   |   |      |   | <p>Individual pupil risk assessments will be conducted if required.</p> <p>A return to school support package will be put in place as part of provision. Students will have daily opportunities to talk to pastoral staff and there will be a programme of wellbeing activities designed to support students through our PSHE /tutor programme</p> <p>Access to external providers such as Time2Talk will be offered to pupils where appropriate.</p> <p>Additional mental health and physical support is on offer from the welfare team.</p> |     |  |  |
| <p>Pupil welfare</p> <p>A change in family circumstances likely to have an adverse effect on pupils ability to reengage within school</p> | <p>Students</p> <p>Possible adverse effect on pupil's ability to reengage within school</p> | High | <p>Staff have contacted families to ensure that they are aware of any potential issues and that relevant support is made available.</p> <p>Staff responsible for pupil groups have been briefed in advance and made aware of any existing support plans/ risk assessments etc, for individual pupils. Plans will be reviewed before pupils return to school to ensure that pupil's needs are met.</p> <p>Staff must be aware of all relevant dietary and medical conditions of the children being supervised.</p> <p>Medications will be administered in line with normal school procedures and recorded.</p> | Rare  | Low |  |  |
| <p>Anxiety re: coronavirus, and changes to their learning environment</p>   | <p>Students, parents</p> <p>Anxiety</p>   | High | <p>Pupils and their families given advance notice of what to expect when they return to school.</p>   | Rare  | Low |  |  |

|   |   |                 |   |  |            |  |  |
|---|---|-----------------|---|--|------------|--|--|
|   |   |                 |   | Behaviour expectations will be explained to all pupils and reinforced by all staff to support pupils in understanding that it is safe to be in school.<br>See communications to parents and FAQs |            |  |  |
| School is unable to meet the needs of pupils with an EHP  | <b>EHCP students</b>  | <b>Very Low</b> | <b>We have reviewed our existing risk assessments of children with an EHC plan and will follow guidance set out below to tailor provision to meet the needs of individual pupils as far as possible.</b><br><br>We completed the proformas for the Local Authority showing which parts of the students EHCP provision we could meet fully, partially or not at all together with how we may be meeting the provision in a different way during lockdown<br><br>The guidance allowed for reasonable endeavours to be made to meet the provision under a temporary addendum by the Secretary of State. A further review of provision and specific needs in light of revised guidance will be conducted during the first half term in the new school year<br><br><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance">https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance</a> | <b>Frequent</b>  | <b>low</b> |  |  |
| Ineffective reintegration of young/ vulnerable pupils who have not been attending school for a number of weeks causes anxiety and distress for parents and pupils | <b>Students, parents</b><br><br><b>anxiety and distress</b> | <b>Moderate</b> | As parents will not be able to stay with their children to support their reintegration, we will discuss arrangements on an individual basis where we anticipate difficulties in this area.<br><br>We will ensure that we have a contact number for the parent so that we can call to ask them to collect their child or provide reassurance to the parent if required.  | <b>Rare</b>  | <b>Low</b> |  |  |

|    |  |  |      |  |      |     |  |
|----|--|--|------|--|------|-----|--|
|    | Individual pupil requirements; Pupils (or their family members) in identified groups | Extremely clinically vulnerable pupils (shielded)  | High | <p>The school has made it clear that these pupils are not expected to attend and will continue to be supported at home.</p> <p>Parents should follow current medical/government advice if their child is in this category.</p> <p>NB: School is unable to mitigate risks occurring within the home environment that do not originate from school activities.</p> | Rare | Low |  |
|    |  | Clinically vulnerable pupils   | High | Parents have been advised to follow medical advice and only then sending their child if it is appropriate to do so   | Rare | Low |  |
|    |  | Pupils living in a household with a person who is extremely clinically vulnerable            | High | These pupils will only be invited to attend school if stringent social distancing can be adhered to, and that these pupils will be able to understand and follow instructions.   | Rare | Low |  |
|    |  | Those living in a household with a person who is clinically vulnerable. (Including pregnant) | High | These pupils have been invited to attend school  | Rare | Low |  |
| 10 | Environment/Activity being undertaken  | <b>First Aid Provision</b>   |      |  |      |     |  |
|    | Government guidance  | Students, staff  | High | If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. The  | Rare | Low |  |

|                           |   |   |   |   |     |  |  |
|---------------------------|---|---|---|---|-----|--|--|
|                           |   | Not following Govt guidance leads to increased risk of transmission |   | <p>supervising adult should wear the appropriate PPE (see PPE section)</p> <p>We will be using 'The Pod' as our isolation room and this allows for multiple cases to be housed safely within it. The disabled toilet to be used specifically for this situation only. In the event that additional people become unwell before the isolation room can be deep cleaned, the disabled toilet could be used as an alternative if it has not been used.</p> |     |  |  |
| First Aid                 | <p>Students, staff</p> <p>Inadequate first aid cover</p> <p>Increased risk of infection if need to provide first aid compromises ability to social distance</p> | High  | <p>A qualified first aider must be on site at all times</p> <p>Ensure staff know who they are.</p> <p>Minimise hazardous activities if first aid provision is less than usual</p> <p>Normal hygiene precautions (handwashing and use of gloves) are being taken when administering first aid.</p> <p>PPE available for first aiders if need to provide first aid compromises ability to social distance</p> <p>Arrangements are in place for accessing first aid without the need to come in contact with anyone outside of their group</p> <p>Confirm training is still valid</p> <p>Staff receive training in use of face masks and PPE. See Guide and link to video training on donning and doffing standard Personal Protective Equipment (PPE)</p> | Rare  | Low |  |  |
| Injury to pupils or staff | Anyone on site  | Moderate  | Activities with a higher risk of injury will be avoided or limited to numbers that can be closely supervised by available staff;  | Rare  | Low |  |  |

|    |   |   |                 |  |             |            |  |
|----|---|---|-----------------|--|-------------|------------|--|
|    |   |   |                 | <p>In particular, physical activities that involve bodily contact, risk of falling, risk of tripping/slipping will be avoided;</p> <p>The use of hand tools, machinery, DT equipment, science materials and hazardous art materials will be avoided; <b>any used will follow CLEAPPS guidance.</b></p> <p>Sources of heat and ignition, other than for catering purposes and thermal comfort, will be avoided</p> <p>Children follow the designed curriculum that is set by teachers no hazardous materials used</p> |             |            |  |
|    | Abnormal activities   | Staff and Pupils                                  | <b>Moderate</b> | <p><b>Teaching</b> Staff should not engage in tasks that are non-teaching or non-supervisory such as deep cleaning, decorating (<b>e.g painting</b>), grounds maintenance etc. and, in particular, will not engage in any working at height above 2 metres.</p>  | <b>Rare</b> | <b>Low</b> |  |
| 10 | Environment/Activity being undertaken   | <b>Physical Restraint</b>                         |                 |  |             |            |  |
|    | 1:1 teaching, physical restraint and children with SEND or EHC plans are adversely affected by the current situation. | <b>Staff and Pupils</b>                           | <b>Moderate</b> | <p>Individual <u>risk assessments</u> of children with behavioural difficulties.</p> <p>Ensure a supply of PPE is available based on need.</p> <p>Reduced timetable or consideration of other solutions if child's behaviour puts staff at risk.</p> <p>1:1 teaching to be done at 2m distance.</p>  | <b>Rare</b> | <b>Low</b> |  |
| 11 | Environment/Activity being undertaken   | <b>Use of Personal protective Equipment (PPE)</b> |                 |  |             |            |  |

|  |  |   |             |  |             |            |  |
|--|--|---|-------------|--|-------------|------------|--|
|  | <p>Incorrect use exacerbates the risk of further infection</p> <p>Face Masks</p> | <p>All on site</p> <p>Incorrect use leading to increased risk of transmission</p> | <p>High</p> | <p>We are taking into account that Government guidance (11/05/20) does not recommend the use of a face covering or face masks in educational settings.</p> <p>Wearing a face covering or face mask in schools or other education settings is not recommended. This will be kept under review as there is much media attention on this issue. If guidance changes we will review this risk assessment</p> <p>Schools should therefore not require staff, children and learners to wear face coverings.</p> <p>PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> <li>• children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way</li> <li>• if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home.</li> <li>• The supervising adult (if a distance of 2 metres cannot be maintained) should wear: <ul style="list-style-type: none"> <li>• a fluid-resistant surgical face mask</li> <li>• disposable gloves,</li> <li>• a disposable apron</li> </ul> </li> </ul> <p>If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</p> | <p>Rare</p> | <p>Low</p> |  |
|  | <p>Incorrect use exacerbates the risk of further infection</p>                   | <p>Pupils and staff</p>   | <p>High</p> | <p>We are complying with the above and are using our local supply chains to obtain PPE. We have noted where this is not</p>  | <p>Rare</p> | <p>Low</p> |  |



|    |  |  |   |  |   |                                     |  |
|----|--|--|---|--|---|-------------------------------------|--|
|    |  |  |   | <p>possible, and there is unmet urgent need for PPE in order to operate safely, we may approach our local resilience forum.</p> <p>We will ensure that, regardless of the 2m social distancing guidance staff who are likely to have to support pupils in the circumstances identified above and potentially in the administration of some first aid have access to appropriate equipment and training in its correct use and disposal.</p> <p>See Guide to donning and doffing standard Personal Protective Equipment (PPE) <a href="#">here</a></p> <p>If a member of staff wishes to wear a face covering, they will not be prevented from doing so. The Trust will provide PPE as per government guidance.</p> |   |                                     |  |
| 12 | Environment/Activity being undertaken  | <b>School Transport</b>  |   |  |   |                                     |  |
|    | Home to school transport; risk of exposure to coronavirus whilst using home-school transport | <p><b>Transport not arriving at the correct time</b></p> <p>Risk of exposure to coronavirus whilst using home-school transport</p> | <p><b>Moderate</b></p> <p><b>High</b></p> | <p>We will ensure that transport providers and school minibus drivers are aware of any changes to start and finishing times.</p> <p>We will liaise <b>with transport providers</b> to ensure all drivers/escorts do not work if they have symptoms of the virus, that hygiene rules are followed, appropriate distance kept between passengers</p> <p><b>West Berks policies and risk assessments will apply to home to school transport</b></p>   | <p><b>Infrequent</b></p> <p><b>Infrequent</b></p> | <p><b>Low</b></p> <p><b>Low</b></p> |  |
|    | Risk of exposure to coronavirus whilst using school vehicles.                                | Risk of exposure to coronavirus  | <b>High</b>                               | <p>School vehicles will be used for essential purposes only (home to school transport). <b>At JOG we use 2 mini-buses for the purposes of home-school transport daily and this has been assessed as essential – risk assessment is in place and in line with government guidance/school policy</b></p>   | <b>Infrequent</b>                                 | <b>Low</b>                          |  |

|    |   |  |      |  |            |     |  |
|----|---|--|------|--|------------|-----|--|
|    |   |  |      | <p>Additional measures have been put in place regarding behaviour and the Behaviour Policy has been amended accordingly (see school website)</p> <p>Passenger numbers to be reduced to allow for social distancing West Berks risk assessment handles this area for their buses</p> <p>Where possible consistent allocation of driver, escort and passengers to vehicle. Only where possible – West Berks risk assessment handles this area for their buses</p> <p>Hard surfaces eg: steering wheel, handbrake other controls, door handle, seatbelts etc to be cleaned after use. West Berks risk assessment handles this area for their buses</p> <p>Vehicle users to wash hands before entering the vehicle. Sanitiser and wipes available for use within the vehicle. West Berks risk assessment handles this area for their buses</p> <p>School safeguarding procedures to be followed re1:1 transport in school vehicles. West Berks risk assessment handles this area for their buses</p> |            |     |  |
| 13 | Environment/Activity being undertaken   | <b>Contact with pupils or staff with symptoms of coronavirus</b> |      |  |            |     |  |
|    | Staff or pupil contracts COVID 19 as a result of direct contact with an infected person | Pupils and Staff<br><br>Staff or pupil contracts COVID 19        | High | <p>Guidance has been issued to the entire school community. Here, anyone affected must stay at home if they (or their family members) have any of the following symptoms: a high temperature, a new continuous cough, a loss or change to your sense of smell or taste.</p> <p>Those affected must follow government stay at home guidance as follows<br/> <a href="https://www.gov.uk/government/publications/covid-19-">https://www.gov.uk/government/publications/covid-19-</a> </p>  | Infrequent | Low |  |

[stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infections](#)

Those who feel unwell should stay at home, should not attend work or any education or childcare setting and make arrangements to be tested for coronavirus. (see below).

Temperature testing is not recommended on its own. Guidance states that it is not a reliable method for identifying coronavirus.

When we reopen to the wider cohort of children, all those eligible to attend and members of their households will have access to testing if they display symptoms of coronavirus.

**Where a pupil or staff member tests positive, or have symptoms, the rest of their class or group will be sent home and advised to self-isolate for 14 days or until the result of the test is known.** The other household members of the wider class or group do not need to self-isolate unless the pupil or staff member they live with in that group subsequently develops symptoms.

As part of the national track and trace programme if other cases are detected within a school or cohort or wider setting Public Health England will conduct a rapid investigation and advise on the appropriate course of action to take.

**NB: This area of the government guidance is underdeveloped at the moment. (13/05/20)**

We have a process in place to inform parents testing is required and how to book tests.

We will ask for evidence that pupils recommended to have a test have done so and that the test is clear before they return to school.

We will book tests for staff requiring them under the category of essential workers.

|  |   |                         |             |  |                   |                 |  |
|--|---|-------------------------|-------------|--|-------------------|-----------------|--|
|  |   |                         |             | <p>If the staff member or pupil subsequently tests positive for coronavirus a deep clean of the facilities will need to take place. See Cleaning &amp; Hygiene section.</p>  |                   |                 |  |
|  | <p>Contact with persons developing symptoms of the virus whilst at an educational setting</p> | <p>Pupils and Staff</p> | <p>High</p> | <p>If anyone develops coronavirus (COVID-19) symptoms in an education setting they must be sent home and advised to follow the staying at home guidance.<br/> <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door. <b>Identify which room this is and ensure all staff are made aware. See above arrangements for isolation room</b></p> <p>Ideally, a window should be opened for ventilation.</p> <p>If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible.</p> <p>The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> | <p>Infrequent</p> | <p>Moderate</p> |  |

|  |   |  |      |  |            |          |  |
|--|---|--|------|--|------------|----------|--|
|  |   |  |      | <p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital</p> <p>If a member of staff has helped someone who was taken unwell with coronavirus (COVID-19) symptoms, they do not need to go home unless they develop symptoms themselves.</p> <p>They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <p>Cleaning the area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.<br/> <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> |            |          |  |
|  | Attendance a multi settings (eg for early years attendance at LA and private provision on different days of the week) | N/A  | N/A  | <p>We have advised parents of government guidance stating that “children should attend just one setting wherever possible”.</p> <p><a href="https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june?utm_source=ec0b2dee-f4bc-4252-9f73-79625e1e4b19&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=daily">https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june?utm_source=ec0b2dee-f4bc-4252-9f73-79625e1e4b19&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=daily</a></p>   | N/A        | N/A      |  |
|  | Exposure to coronavirus will travelling to and from school and within wider social                                    | <p>Pupils, Staff</p> <p>Increased risk of transmission</p> | High | <p>See also Appendix 1 below</p> <p>Pupil travel arrangements have been taken into consideration in our plans for opening as follows:</p>  | Infrequent | Moderate |  |

|    |   |   |      |   |      |     |  |
|----|---|---|------|---|------|-----|--|
|    | groupings (outside school).<br><br>(Predominantly applicable to secondary pupils) |   |      | <ul style="list-style-type: none"> <li>We will encourage pupils to walk or cycle to school where possible.</li> <li>Reviewed numbers of pupils travelling at different times of the day and have adjusted timings of sessions to avoid peak times on public transport to reduce the likelihood of pupils mixing with each other and coming into contact with other people on the journey to and from school</li> </ul> <p>We have provided clear messages to pupils about minimising the use of public transport and how to reduce the risks of transmission outside of school.</p> <p>We have also discussed with pupils the potential for coronavirus to spread when they socialise in groups outside school and have reminded them of the importance of following social distancing guidance in the wider community.</p> |      |     |  |
| 14 | Environment/Activity being undertaken   | <b>Cleaning and hygiene</b>                       |      |   |      |     |  |
|    | Cleaning staff levels insufficient to deliver enhanced cleaning regime.           | All on Site<br><br>Increased risk of transmission | High | <p>Confirm availability of cleaning staff before reopening</p> <p>Use of contractors or other school staff for cleaning</p> <p>Agree new cleaning requirements and additional hours for this</p> <p>PPE to be worn by cleaning staff as dictated by risk assessment and government guidance (see below).</p> <p>Leave resources to de-contaminate for 72 hours before disposing in the usual way.</p>   | Rare | Low |  |
|    | Person contracts COVID19 as a result of poor cleaning                             | All on Site                                       | High | For schools with contract cleaning: We have reviewed the cleaning specification with our cleaning contractor to ensure that this meets requirements set out in  | Rare | Low |  |

|  |                      |                                |          |  |      |     |  |
|--|----------------------|--------------------------------|----------|--|------|-----|--|
|  |                      | Increased risk of transmission |          | <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>Any additional cleaners will be appropriately trained, and all cleaners provided with appropriate PPE and made aware of the COSHH risk assessments.</p> <p>High risk areas have been identified throughout the school and include:</p> <p>Door handles<br/>Kettles<br/>Taps<br/>Switches<br/>Phones<br/>Laptops<br/>Printers/Photocopiers<br/>Alarm panels<br/>Key cabinets<br/>Staffroom and food prep. areas<br/>Surfaces that pupils are touching e.g. toys, books, chairs, tables, doors, sinks, toilets, light switches etc.</p> <p>If the school has a possible or confirmed coronavirus case, a deep clean will need take place. This follows government guidance; COVID-19: cleaning in non-healthcare setting<br/><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> |      |     |  |
|  | Hazardous substances | All on site<br>Harm/injury     | Moderate | No children will use any hazardous substance (as labelled);  | Rare | Low |  |

|  |   |  |                 |  |      |     |  |
|--|---|--|-----------------|--|------|-----|--|
|  |   |  |                 | <p>Only cleaning staff, and other staff wearing suitable protective clothing, may use cleaning agents; and all products will only be used in line with the manufacturer's instructions.</p> <p>COSHH assessments to be carried out for any new cleaning/sanitising products used. Material data sheets to be made available.</p> <p>Where practical science lessons are held, these will not involve students handling any hazardous substance (Teachers can demonstrate and will use CLEAPPS guidance).</p> <p>Where goggles need to be worn for practicals these will appropriately disinfected before and after use by individual students are per the CLEAPPS guidance</p> |      |     |  |
|  | Inappropriate exposure to cleaning products | <p>Pupils and staff</p> <p>Harm/injury</p> | <p>Moderate</p> | <p>Cleaning materials are kept locked away and are not left unattended at any time.</p> <p>If teacher feels the need to have cleaning materials in a classroom for ease, they again must be in a locked cabinet, drawer or cupboard.</p> <p>PPE will be provided for all cleaning activities</p> <p>Safety data sheets are available for all cleaning products within the school</p>   | Rare | Low |  |
|  | Use of hand sanitiser                       | <p>Pupils and staff</p> <p>Harm/injury</p> | <p>High</p>     | <p>We are providing all staff with 80% alcohol hand sanitising spray.</p>  | Rare | Low |  |



|              |                  |  |   |  |     |  |  |
|--------------|------------------|--|---|--|-----|--|--|
|              |                  | Increased risk of transmission if not used effectively |   | <p>Alcohol based hand sanitiser is highly flammable, and can be set alight from a spark, static, naked flame or heat inc sunlight</p> <p>All staff must read the product Safety sheet and sign to say they have done so. Staff will then be aware of how to store and use the product safely (out of direct sunlight/on heat sources and out of reach of children.</p> <p>Identify how and where your chemicals including hand sanitiser will be stored</p> <p>A COSHH assessment must be carried out, we have obtained safety data sheets for the hand sanitiser being used. They advise on action to be followed if the sanitiser is not used as designed i.e. a child drinks some; it gets in eyes etc.</p> <p>While also installing hand sanitiser dispensers to the reception and pupil entrances and will ensure adequate supplies. A COSHH assessment must be carried out and safety data sheets provided.</p> <p>Recognising it is not possible to follow the hand wash advice everywhere, a hand sanitiser is next best and unless there's some allergy, and depending on the age of our pupils, they could use their own/ours under supervision through to it being 'dispensed' so the young, or over enthusiastic don't get carried away.</p> <p>We will not make our own having addressed the national CLEAPSS guidance.</p> |     |  |  |
| Hand Hygiene | Pupils and staff | High   | Opportunities are provided for staff and pupils to clean their hands with soap and water: | Rare   | Low |  |  |

|  |   |   |      |  |      |     |  |
|--|---|---|------|--|------|-----|--|
|  |   | Increased risk of transmission if not carried out effectively |      | <ul style="list-style-type: none"> <li>• on arrival at school</li> <li>• after using the toilet</li> <li>• after breaks and sporting activities</li> <li>• before food preparation</li> <li>• before eating any food, including snacks</li> <li>• before leaving school</li> <li>• after sneezing/coughing.</li> </ul> <p>Paper towels will be used to dry hands in preference to hand dryers.</p> <p>New external hand washing troughs will be available and supervision by staff will be provided as needed.</p> <p>Tied rubbish bags will be used for the disposal of tissues and will be emptied periodically during the day.</p> <p>Signage about how to wash hands properly, is on display and reinforced with pupils. Along with Catch it, Kill it, Bin it signs.</p> <p>These messages are reinforced with the pupils and staff.</p> <p>Where sinks are not easily accessible hand sanitiser may be used.</p> <p>Identify how and where your chemicals including hand sanitiser will be stored</p> |      |     |  |
| Ventilation of rooms (open windows and doors)<br>Falls from Height<br>Fire Doors | Pupils and Staff<br><br>Falls from Height |   | High | <p>Windows and doors will be open as much as possible to ensure circulation of air.</p> <p>Window opening restrictors must not be removed.</p>   | Rare | Low |  |

|    |                                       |  |      |   |      |     |  |
|----|---------------------------------------|--|------|---|------|-----|--|
|    | Air Conditioning                      | Constant touching of door to open increases risk of transmission | High | <p>Fire doors can be propped open with a removeable wedge in low risk areas such as, classrooms and offices. In high risk areas such as, kitchens, food rooms and kiln areas fire doors must be kept shut.</p> <p>The schools fire evacuation procedure must be updated to ensure a responsible person is nominated to shut open fire doors before leaving the building at the end of the day but also in the event of the fire alarm being activated.</p>                | Rare | Low |  |
|    |                                       | Circulation of stale air increases risk of transmission          | High | <p>Contact your air conditioning contractor re: the suitability of our air conditioning system for use at this time. <b>We have circulating air systems in the classrooms which MUST NOT BE USED.</b></p> <p><b>The server room is also a circulating air system but is essential to keep IT provision running. The server room will be kept locked with very limited access, and only 1 person at a time. It is a requirement to wear a mask in the server room.</b></p> | Rare | Low |  |
| 15 | Environment/Activity being undertaken | <b>Social distancing (minimising contact)</b>                    |      |   |      |     |  |
|    | Social distancing across the site     | All on site  | High | See also Appendix 1 below   | Rare | Low |  |
|    | Entering the building                 |  |      | <p>We have taken the following measures to reduce footfall and maintain social distancing on site including:</p> <p>Make parents/carers aware of the social distancing rules on site in advance</p> <p>We will be erecting signage to remind parent, pupils and visitors to the school of social distancing requirements.</p> <p>Parents are advised to only have one person deliver/pick up their child.</p>   | Rare | Low |  |

|  |                |                    |      |   |          |     |  |
|--|----------------|--------------------|------|---|----------|-----|--|
|  |                |                    |      | <p>Pupils will enter the school from different entrances to adhere to social distancing rules.</p> <p>Staff on duty to supervise</p> <p>Pupils coats, bags etc. to be kept under their desk.</p> <p>Staff signing in arrangements</p> <p>Students will be advised of the appropriate entrance and exit to use. Opportunities for groups of pupils congregating on site before and after school will be minimised.</p>   |          |     |  |
|  | Reception area | Staff and students | High | <p>Any visitors to site are to be by appointment only. Parents have been advised that they should call the office rather than coming into school.</p> <p>Door entry systems to be adjusted so that visitors cannot enter the reception area where there is not a physical barrier between office staff and visitors.</p> <p>Signage has been erected to advise visitors of social distancing protocols.</p> <p>Consultations with parents/ outside agencies etc, to take place over the phone/ video conferencing where feasible. If this is not possible 2m social distancing will be observed in any consultation room and the room cleaned after use.</p> <p>Payments to be online/ contactless where possible.</p> <p>Office/Catering staff to wear gloves when handling cash.</p> <p>Hand sanitiser will be available to all persons entering premises with signage to explain control measures etc.</p> | Frequent | Low |  |

|  |   |                    |      |   |          |     |  |
|--|---|--------------------|------|---|----------|-----|--|
|  | Exposure to infection from deliveries arriving at the school. | Staff and students | High | <p>Clear guidance for delivery drivers to be placed at the school entrance to include advising the school reception by phone of their arrival.</p> <p>School staff will advise the delivery driver of a safe space to leave the goods and must not come into contact with the driver.</p> <p>Staff must wash their hands after unpacking items and dealing with waste packaging.</p>  | Frequent | Low |  |
|  | Circulation within the building                               | Staff and students | High | <p>See also Appendix 1 below</p> <p>Pupils will access rooms directly from outside where possible.</p> <p>Circulation routes around the school will be one-way where possible and a 'walk on the left' policy has been introduced.</p> <p>School assemblies to be completed electronically and aim to include pupils home schooling is possible.</p>  | Frequent | Low |  |
|  | Lunchtime/Breaktime   |                    |      | <p>See also Appendix 1 below</p> <p>Arrangements are in place to stagger lunch and breaktimes, so that different groups are not eating together. We have addressed the potential for eating in classrooms and will use/use this option if necessary, as long as suitable levels of supervision can be achieved.</p> <p>Liaise with catering contractors, or pupils bring in packed lunch.</p> <p>Pupils to bring in their own water bottles</p> <p>Payment for food will be made on-line.</p> |          |     |  |

|  |             |      |  |          |          |  |
|--|-------------|------|--|----------|----------|--|
|  |             |      | <p>Allocate play areas for each group. We will use external areas at half capacity, areas can be shared but pupils from different groups will be separated and will not be able to play games together.</p> <p>Encourage games that encourage social distancing.</p> <p>Outdoor equipment will not be used unless we ensure that it is appropriately cleaned between groups of children using it and multiple groups of children do not use it simultaneously.</p> <p>Staff supervision to maintain standards.</p> <p>During wet weather breaks pupils will remain in their classrooms</p>   |          |          |  |
| Exposure to infection<br>Classroom teaching<br>Secondary | All on site | High | <p>See also Appendix 1 below</p> <p><b>We are following government guidance</b></p> <p>We will ensure wider adherence to the approaches set out in the implementing protective measures guidance, to minimise transmission risks.</p> <p>Recognising that this will not always be possible we will practise social distancing including keeping pupils 2 metres apart from each other where possible.</p> <p>We would also expect schools to minimise mixing for arrival, lunchtime, breaks and departure. While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk</p> | Frequent | Moderate |  |

|  |   |                    |      |  |          |     |  |
|--|---|--------------------|------|--|----------|-----|--|
|  |   |                    |      | <p>Classrooms and workshops are rearranged so sitting positions are 2m apart where possible and facing forwards wherever possible</p> <p>Teaching assistants may lead a group working under the direction of a teacher.</p> <p>We are referring to CLEAPS/DATA/ afPE guidance available for specialist areas.</p> <p>The rationale for our approach is set out in a separate operating procedure which will be retained for reference with this risk assessment.</p> |          |     |  |
|  | Toilets   | All on site        | High | <p>See also Appendix 1 below</p> <p>One in one out system to be in place.</p> <p>Only one pupil allowed to go to the toilet at any one time.</p> <p>Allocate toilets around the school for different groups of children.</p> <p>2m marking on floor in queuing areas</p> <p>Staff toilets to enforce 2m distancing.</p>  | Frequent | Low |  |
|  | Transport to school<br>Numbers on school transport impede social distancing | Staff and students | High | <p>See also Appendix 1 below and information above</p> <p>Review traffic management risk assessment</p> <p>Encourage parents to walk/cycle to school with pupils</p>   | Frequent | Low |  |

|    |  |   |      |   |      |     |  |
|----|--|---|------|---|------|-----|--|
|    | Other areas                                | All on site   | High | <p>Working from home is encouraged where possible.</p> <p>Staffrooms will be configured to adhere to social distancing requirements.</p> <p>Staff meetings will be held remotely; if this is not possible 2m social distancing guidance will be followed.</p> <p>Remove communal equipment (mugs etc.)</p> <p>ICT will not be shared without thorough cleaning in between users.</p> <p>Furniture reconfigured in staff areas to allow social distancing; screens between office workers etc, has been implemented.</p> <p>All areas are cleaned regularly, a dishwasher is available for cleaning crockery, utensils etc. No tea towels or hand towels are to be used.</p> | Rare | Low |  |
| 16 | Environment/Activity being undertaken      | <b>Maintaining educational provision for pupils who are still working at home</b> |      |   |      |     |  |
|    | Safeguarding concerns                      | Students  | High | Safeguarding guidance has been updated and is available on SharePoint.  | Rare | Low |  |
|    | Enhanced risk to pupils re: on-line safety |   |      | See also separate provision plan that has been drawn up for remote education – this has the full details of the learning provision that will be provided remotely during normal school operation and also in partial or full lockdown scenarios   |      |     |  |



|    |  |  |          |  |      |     |  |
|----|--|--|----------|--|------|-----|--|
|    |  |  |          | <p>School to provide information to parents and pupils regarding online safety such as, age appropriate parental controls and internet filters.</p> <p>School to make parents aware of sites they are asking pupils to use and staff their child will interact with.</p>   |      |     |  |
|    | Inappropriate staff contact with pupils                  | Students and staff   | High     | Staff conduct guidance is available on HR SharePoint<br>Staff must not make informal arrangements to contact pupils using their own devices.   | Rare | Low |  |
|    | Injury or contamination of staff undertaking home visits | Students, staff and parents/carers and their families            | High     | Staff to follow government guidance on social distancing.<br>Speak to families on door stop or through open window.  | Rare | Low |  |
| 17 | Environment/Activity being undertaken                    | <b>Arrangements for staff working from home due to shielding</b> |          |  |      |     |  |
|    | Use of Laptops, desktops etc.                            | Staff  | Low      | <p>We follow guidance from HSE as follows:<br/>For those people who are working at home, the risks associated with DSE must be controlled. This includes doing home workstation assessments.<br/>However, there is no increased risk from DSE work for those working at home very temporarily.</p> <p>We have provided staff with Home Working Risk Assessments, link <a href="#">here</a> and advised staff of some simple steps that could be taken to reduce the risk from DSE and working from home.</p> | Rare | Low |  |
|    | Data Protection  | staff/students   | Very low | All staff have received GDPR training and are aware of their responsibilities re: use and transfer of personal data.   | Rare | Low |  |

|  |                  |       |          |   |      |     |  |
|--|------------------|-------|----------|---|------|-----|--|
|  |                  |       |          | <p>Excalibur data protection policies and school procedures apply.</p> <p>Staff are aware of their responsibilities re: reporting a data breach.</p>  |      |     |  |
|  | Workplace Stress | staff | moderate | <p>Opportunities are in place for regular contact with line managers and colleagues via on-line methods such as Teams.</p> <p>If you require information regarding counselling services' contact Kim Jones.</p> | Rare | Low |  |

## APPENDIX 1:

### John O’Gaunt School Autumn Term - daily routines

DfE guidelines state that schools must balance the delivery of a full-time, broad and balanced curriculum to all students with stated ‘systems of control’ to protect public health. This document is not intended to be exhaustive but sets out the key principles for the operation of the school under this guidance. It should be read alongside the available guidance from GOV.UK and information from professional bodies such as unions, associations and Public Health England. Staff and students will receive health and safety briefings at the start of the new term and regular reminders will be given through assemblies<sup>1</sup> and the pastoral programme.

#### The school day:

| Time        | Activity                     | Notes   |
|-------------|------------------------------|---|
| 8.30-8.45   | Arrival<br>(split entrances) | Some staff out by buses/entrances to welcome and supervise. Tutors in Tutor bases by 8.30am. Students go straight to Tutor room via handwashing/sanitising  |
| 8.45-9.00   | Tutor<br>time/wellbeing      | Tutor groups in Tutor bases. Year group assemblies possible but kept to a minimum   |
| 9.00-10.00  | Period 1                     | As normal timetable – controlled entry and hand sanitising completed, work areas wiped down by students, staggered release at end of lesson and hands sanitised   |
| 10.00-11.00 | Period 2                     | As normal timetable – controlled entry and hand sanitising completed, work areas wiped down by students, staggered release at end of lesson and hands sanitised   |
| 11.00-11.30 | BREAK                        | <b>Students allowed outside/to zoned areas OR canteen – no mixing</b> <ul style="list-style-type: none"><li>• <b>Y10/11</b> have access to canteen 11.00-11.15</li><li>• <b>Y7/8/9</b> have access to canteen 11.15-11.30</li></ul>                 |
| 11.30-12.30 | Period 3                     | As normal timetable – controlled entry and hand sanitising completed, work areas wiped down by students, staggered release at end of lesson and hands sanitised   |
| 12.30-13.30 | Period 4                     | As normal timetable – controlled entry and hand sanitising completed, work areas wiped down by students, staggered release at end of lesson and hands sanitised   |
| 13.30-14.10 | LUNCH                        | <b>Students allowed outside/to zoned areas OR canteen – no mixing</b> <ul style="list-style-type: none"><li>• <b>Y7/8/9</b> have access to canteen 13.30-13.50</li><li>• <b>Y10/11</b> have access to canteen 13.50-14.10</li></ul>                 |
| 14.10-15.10 | Period 5                     | As normal timetable – controlled entry and hand sanitising completed, work areas wiped down by students, staggered release at end of lesson and hands sanitised, teachers walk to exit/buses with their classes and remain supervising until 3.30pm |

<sup>1</sup> Assemblies may be given via Microsoft Teams or recorded to aid social distancing

## General:

- These arrangements are temporary and, as per DfE<sup>2</sup> guidance, we are working towards normal operation by the start of the summer term 2021 (or sooner if advised that we can by the DfE)
- These arrangements adhere to the 'systems of control' set out by DfE guidance and a full assessment of risk has been completed. Copies of these documents are available upon request
- If the guidance changes on any aspect, these plans will be altered accordingly
- Attendance at school is mandatory and the usual expectations will apply (e.g. not taking time off during terms time, reporting absence etc.)<sup>3</sup>
- Staff and students will be required to social distance when on the school site
- Students and staff must abide by hygiene and sanitisation rules and routines – this is a public health issue
- Usual expectations of behaviour and attendance apply, including any addendums that have been put in place for COVID-19
- Students are in year group bubbles for the majority of their day. Where this is not possible, we will minimise mixing as far as possible
- The school will operate a one-way system for student movement and an implicit staggered release at lesson changeovers
- Assemblies will be kept to a minimum and will happen in year group bubbles only
- The school will follow government/PHE guidance if a confirmed case of COVID-19 occurs in school
- Students are required to attend in full school uniform
- Toilets will be open as normal and operate on a one-in-one-out system
- We have suspended the use of lockers in the short term and will review this each half term<sup>4</sup>
- All students will be given a health and safety briefing as part of the start of term induction days

## Arrival and departure from school:

- Students are encouraged to cycle, walk, or drive into school rather than use the school bus services
- Where students must use bus services, we will adopt the relevant bus companies' risk assessment and abide by their rules for travel (e.g. use of masks etc.)
- Students will be supervised upon arrival to school and entry will be staggered and controlled
- For arrival **Y7/8/9** will use the main student entrance, **Y10/11** will use the far entrance gate by the pod. The one-way system does not apply to arrival/departure
- Students must wash their hands and/or sanitise their hands before making their way to their Tutor room for the start of the school day and before leaving at the end of the day
- Parents are not permitted to wait on the school site at the start/end of the school day and must make an appointment if they wish to visit the school for any reason. As far as practicable, meetings will be held outside of the hours of the school day

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<sup>2</sup> Department for Education

<sup>3</sup> Students who are Clinically Extremely Vulnerable: Students for whom shielding has been paused on 1.8.20, can attend school and we will agree an individual RA with parents. Please contact the school directly if you believe this applies in the case of your child/children

<sup>4</sup> For those parents who have paid/already have a key, please contact Independent Locker Solutions Ltd.

**Lesson routines:**

- As far as possible, classrooms will be organised to enable students to all face the front (this is not possible in some classrooms, e.g. computer rooms or DT workshops)
- Teachers should stay at the front as far as possible
- Where these things are not possible, good social distancing and hygiene practices will reduce risk of transmission (e.g. Catch-it, Kill-it, Bin-it)
- Seating plans in all classes (except PE/Drama) are compulsory and copies must be left when cover is set
- Hand sanitiser and anti-bacterial wipes will be provided for every classroom
- Where TAs are deployed, they should work with small groups of children where they are able to. If possible, this should be done in a separate space. If neither of these are possible, they should minimise movement around the room
- Students must stay seated at all times unless directed to move by their teacher
- Students are permitted to bring equipment into schools and staff and students can take books to/from home for homework/assessment etc.
- Students should avoid sharing equipment with other students. Teachers can lend equipment to students but should try and keep several separate sets of equipment and avoid using between classes without sanitising it

**Start/end of lessons:**

- Students will go straight into classrooms – there will be no queuing in corridors
- Teachers must be in rooms to greet students (from a safe distance) at the start of every lesson. Where teachers operate from multiple rooms and need to move between them, they will do their best to get there as quickly as possible
- Students must use hand sanitiser at the start and end of all lessons
- Students must wipe down their own work area before they leave. In computer rooms, it is advised that students do this even if the previous class has wiped workspaces down
- Students must follow the one-way system in all circumstances (except for the start/end of the school day – see above). They must do this even when their next classroom is close by and the one-way route means they have to take a longer route<sup>5</sup>
- Bells will be used to signal the end of lessons
- An implied staggering of releasing classes will be in place and we ask staff and students to follow this as far as possible to aid the smooth transition between lessons

**Break/Lunch:**

- Each year group will be allocated an indoor and outdoor zone – these will be shared with students at the start of term. Apart from when they are accessing the canteen, students must stay in these zones and are not permitted to mix with students from other year groups
- Where weather permits, students will be asked to spend as much of their break/lunchtime in the outside zones<sup>6</sup> and parents are asked to invest in a good coat (as per our uniform code) to ensure this can continue into colder months

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<sup>5</sup> This is for the safety of everyone and a key part of social distancing

<sup>6</sup> Public health information shows this is safer as transmission of COVID-19 is reduced

- Where inclement weather does not allow the use of outdoor zones, students will be asked to go to their indoor zones instead. A 'wet break' bell will sound to alert students and staff if inside zones need to be used as well as emails/direct communications. The indoor/outdoor system operates on an either/or approach; students will be asked to be *either* outside *or* inside but **never both**
- Staff will be on duty in these zones to supervise and must move with students if the zones change from outside to inside or visa versa
- Students should not bring their own sports equipment (e.g. footballs) into school as these cannot be shared

#### **PE/Music/Drama:**

The school has given particular attention to these subjects due to the nature of the activities frequently undertaken in lessons. Specific guidance will be given to students at the start of the new term, however, the following key principles will apply to these subjects:

#### **PE:**

- Students will be permitted to change for PE
- Equipment will not be shared between groups
- The curriculum will be planned to enable safe practice and social distancing to the best of our abilities. This will mean no contact sports will be permitted in the short term and activities that use equipment will be carefully managed.
- Fixtures are unlikely in the short-term
- We will follow the guidance set out by the DfE and, where it exists, that issued from the governing bodies of individual sports and the 'afPE'<sup>7</sup>

#### **Music/Drama:**

- There is an additional risk of infection in environments where singing, shouting, playing brass or wood instruments occurs, even if done at a distance. Therefore, large groups (e.g. large drama performances or choirs during school assemblies or events) undertaking such activities will not be permitted
- Where students do play wood/brass instruments, they will never be seated face-to-face
- Music and drama lessons may take place outside to help prevent transmission
- Where students play instruments, sharing will be avoided as far as practicable and cleaning will take place between uses
- Drama performances will involve no contact and small 'performance zones' will be marked out for students to remain in during lessons
- Drama lessons may need to reduce the use of props/costume and where used these will be cleaned/allowed to lie fallow between uses
- Peripatetic lessons will be allowed to resume<sup>8</sup>

#### **FURTHER NOTES:**

The risk assessment takes into account the revised list of most common symptoms to look out for as updated on the 18<sup>th</sup> May 2020 as follows:

The World Health Organisation says along with the most common symptoms of fever, cough and tiredness, people may have:

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<sup>7</sup> 'afPE' is the 'association for Physical Education'

<sup>8</sup> Further details to follow in the Autumn Term

aches and pains

sore throat

diarrhoea

conjunctivitis (red eye)

headache

loss of taste or smell

a rash on skin, or discolouration of fingers or toes.

This guidance has been written with reference to:

Guidance for secondary school provision from 15 June 2020

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools>

Coronavirus (COVID-19): guidance for educational settings

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

COVID-19: cleaning in non-healthcare settings

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Coronavirus (COVID-19): implementing protective measures in education and childcare setting

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

COVID-19: guidance to shielding and protecting people defined on medical grounds as extremely vulnerable

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Managing school premises during the coronavirus outbreak

[https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak?utm\\_source=c51bac38-4a28-4136-b096-4d23f07da6f4&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=daily](https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak?utm_source=c51bac38-4a28-4136-b096-4d23f07da6f4&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily)

Coronavirus (COVID-19): implementing protective measures in education and childcare settings

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

Managing School Premises during the coronavirus outbreak

[https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak?utm\\_source=c51bac38-4a28-4136-b096-4d23f07da6f4&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=daily](https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak?utm_source=c51bac38-4a28-4136-b096-4d23f07da6f4&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily)

Conducting a SEND risk assessment during the coronavirus outbreak

<https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance>

**Useful links:**

DfE guidance on implementing protective measures can be found [here](#).

Right Choice Coronavirus Resources are available [here](#).

|            |            | Severity | 1 Very Low | 2 Low    | 3 Moderate | 4 High   | 5 Critical |
|------------|------------|----------|------------|----------|------------|----------|------------|
| Likelihood | Imminent   | 5        | Low        | Moderate | High       | Critical | Critical   |
|            | Frequent   | 4        | Low        | Moderate | High       | High     | Critical   |
|            | Occasional | 3        | Very Low   | Low      | Moderate   | High     | High       |
|            | Infrequent | 2        | Very Low   | Very Low | Low        | Moderate | Moderate   |
|            | Rare       | 1        | Very Low   | Very Low | Low        | Low      | Moderate   |

| Definition |  |   |
|------------|--|---|
| Critical   | Death, major injuries or ill health causing long term disability or absence from school/work | Stop Activity!  |
| High Risk  | Injuries or ill health causing short term disability or absence from school/work             | Action must be taken to reduce risk before proceeding |



|               |   |                                       |
|---------------|---|---------------------------------------|
| Moderate Risk | Injuries or ill health causing no significant long term effects | Implement all additional precautions  |
| Low Risk      | Not likely to result in injury or ill health                    | Monitor and review on a regular basis |
| Very Low Risk |   | Monitor and review on a regular basis |

I confirm that the above is a suitable and sufficient risk assessment based on current information.

The risk assessment will be reviewed on a regular basis and whenever anything relevant changes.

All relevant parties will be informed of the outcomes of this risk assessment.

|   |   |                                  |
|---|---|----------------------------------|
| <b>Completed by Principal / Headteacher</b><br><br><b>Name: Richard Hawthorne</b> | <i>Richard Hawthorne</i>                | <b>Date</b><br><br>24/8/2020     |
| <b>Assessed by</b><br><br><b>Signed</b>   | Davina Nicholls<br><br><i>DNicholls</i> | <b>Date 25.08.2020</b>           |
| <b>Approved by CEO</b><br><br><b>Name Nicky Edmondson</b>                         | <i>N J Edmondson</i>                    | <b>Date</b><br><b>25.08.2020</b> |
| <b>Date of Review</b>   |   |                                  |