

| North Halifax Grammar School | Risk Assessment -September 2020 (Whole Year Bubbles) | | | | | | |
|--|--|---------------------------------|--------------------|----------|---|---|---------|
| <p>The purpose of the risk assessment is to reduce and mitigate the risk of Covid-19 transmission between staff/students/staff and students/people attending school and their homes/the people in them and others in the community, in so far as is reasonably practicable, following the most up to date Government advice. Covid-19 is a new illness that can affect the lungs and airways and cause a host of other symptoms. See https://covid.joinzoe.com/post/tips-covid-safety for a full list of symptoms. Currently the national risk level is rated 3 on the government's 5 point alert system. The r rate is currently estimated to be between 0.77 and 1.00 for the Yorkshire and Humber region, Bradford and Kirklees remain areas of concern. The r rate can be tracked daily at https://www.mrc-bsu.cam.ac.uk/now-casting/ Rigorous application of the following controls is designed to mitigate the risks of transmission so that the overall risk level to staff, students and their families is low enough to be acceptable to all.</p> | <p>The overarching principle of these measures is reduce the number of contacts between students and staff. This will be achieved through keeping year groups separate (in 'bubbles') and through maintaining distance between individuals. All staff can operate across different classes and year groups in order to facilitate the delivery of the timetable, but must remain 2 metres from students and one another. DfE Guidance for Full Opening of Schools published on the 2nd of July lays out a number of key principles around the prevention of the spread of coronavirus.</p> <ul style="list-style-type: none"> - Those who have coronavirus (or the symptoms of the virus), or who have someone in their household who does, must not attend school. - Anyone developing the symptoms of coronavirus during the school day will be sent home. - Clean hands thoroughly more often than usual. - Ensure good respiratory hygiene by promoting the Catch it, Bin it, Kill it approach. - Introduce enhanced cleaning including cleaning frequently touched surfaces often. - Minimise contact between individuals and maintain social distancing wherever possible. The risk assessment has been built around the introduction of these controls. | | | | | | |
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| Potential Risks/Hazards | Control Measure | Risk Level (After the controls) | Person Responsible | LG Owner | Evidence to support the controls | Frequency of Testing | Changes |
| 1. External conditions for opening the school. | School will only open to additional staff and students from September if the government, Public Health England and ASCL all agree that it is safe to do so (assuming that robust social distancing and other risk mitigation controls are in place). The school will also take into account any available information about the R (transmission) rate of the local context (or the number of cases and the direction of travel) and the advice of the Local Authority (Calderdale) and significant neighbouring authorities from which we draw students. The views of other relevant professional bodies and associations/unions will also be considered, as will the intentions of other schools. Ultimately, the decision whether to open or not, rests with the Principal. The Principal will exercise their professional judgement on whether the control measures in place are sufficiently robust to mitigate the risk of transmission of coronavirus to an acceptable level. | Acceptable | AGF | AGF | Government guidance and the guidance issued by other named parties | Daily - government, public health, teaching union and BMA advice checked and actioned daily | |
| | Robust risk assessment in place which follows the latest DfE and other appropriate guidance. The risk assessment will be shared with all staff, Governors and parents. | Acceptable | AGF | AGF | Risk assessment, emails, Governor support, other relevant guidance documents (held on Leadership drive) | | |
| | Actions mentioned on the risk assessment all put into place by the appropriate time | Acceptable | AGF | AGF | Risk assessment. Floor plans | | |

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| | All employees to be informed about the changes to site/ workplace operating procedures before being allowed to work in and move around the building. All staff have been given accurate information on how to identify symptoms and how to prevent transmission of the infection. Current symptoms of coronavirus as per https://www.who.int/health-topics/coronavirus | Acceptable | AGF | CT/KM | Training records. Emails | | |
| | LG to run response to Covid-19 with input from NL,HB and KLM as required All latest Government, NHS/ Public Health England news about COVID-19 will be communicated regularly with all staff. | Acceptable | AGF | AGF | Documented meetings | | |
| | Governors approval of and support for school actions to be in place. | Acceptable | AGF | AGF | Documented meetings and emails | | |
| | Year group bubbles to be established. These measures are outlined in section two and section three. | Acceptable | AGF | AGF | Registers of staff and students | | |
| 2. General Controls to prevent risk of infection. Direct transmission - Transmission of coronavirus mainly occurs via respiratory droplets generated during breathing, talking, coughing and sneezing. These droplets can directly infect the respiratory tracts of other people if there is close contact. | Direct transmission (Control One -Establish Year Group Bubbles) Students will be in year group bubbles and will not routinely mix with students from other year groups. Years 7-11 will be segregated by remaining in designated classrooms wherever possible, in a zone exclusively used by their year group. They will receive all lessons in these classrooms, with teachers moving between them, except when specialist facilities are needed. Years 7 and 8 will be taught in form groups. Year 9 will be taught in 7 teaching groups and will be registered in these teaching groups for the duration of the new zoning arrangements. For Year 9 there will be exceptions in Maths, RPSE and MFL (students in different teaching groups). Year 10 and 11 will remain in their established form groups, with students moving rooms within the year group zone for the delivery of the GCSE curriculum. Sixth Form students will have lessons in classrooms around the school that will be cleaned before/after use by different groups All students and their parents/carers will be provided with clear instructions about behaviour and expectations prior to students coming in to school. | Acceptable | AGF | AGF | Floor plan of zoned areas. Copy of communications to staff, parents and students. | Daily -After each tutorial day the LG group will review the risk assessment and make any necessary adjustments | |
| | Direct Transmission (Control Two - Identify those with symptoms/self isolation) Staff, parents/carers and pupils to be given information on Covid-19 symptoms and indicators and to be given clear guidance about what to do if they or anyone with whom they have been in contact show symptoms. Staff to be pre-registered for potential priority Covid-19 testing. All national quarantine and testing guidance to be followed. | Acceptable | DRW | NL | | | |

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| | <p>Direct transmission (Control Three - Limit contact between students in bubbles.) Sufficient doors and windows will need to be open no matter the weather to ensure airflow - teachers to do this at the start of every day and close at the end. Students and staff will be permitted to wear coats inside and will be asked to wear layers. Students will be in usual uniform. Teachers and students should wash/sanitise hands between lessons and not touch their faces. There will be a minimum of 2 hand sanitisers per classroom. Classrooms will be stripped back with additional furniture and clutter removed wherever possible - all desks face forward in rows. Students will largely be stationary and stay in their allocated seats. All staff to have seating plans and these to be enforced (enable easier track and trace). Seating plans will be boy/girl and changed every 6 weeks</p> | Acceptable | The Leadership Group | AGF | Duty rota sheet for meet and greet | | |
| | <p>group bubbles). Each year group will have a designated entry/exit point and students entering the building must go directly to their classrooms. The gates will open at 8.00 am. Any student wishing to enter the school before then should do so via the Main Entrance and go straight to the Hall. At the end of the day there will be a slightly staggered finish. Students should go directly to their exit and leave the school premises, taking care at all times to remain socially distanced from students in other year groups and from members of staff.</p> <p>In order to maintain the separation of year group bubbles from each other there will be no large gatherings, such as assemblies, involving students from more than one year group.</p> <p>It will not be possible to provide a pre-school, break and lunchtime service in the Dining Room, so students will need to bring in snacks and packed lunches which will be eaten in classrooms. Students eligible for free school meals will still have the option to be provided with a packed lunch</p> <p>Protocol at the end of the school day: There will be a slightly staggered finish which will be controlled over the tannoy system. Students should go directly to their designated exit and leave the school premises, taking care at all times to remain socially distanced from students in other year groups and members of staff. Teachers will lead their classes to their designated exit at 3pm.</p> <p>Footnote Students from different bubbles may occasionally cross paths (in the corridor or on entering/exiting school for example). This is unavoidable and not significant as it is fleeting contact which poses negligible risk in the potential transmission of Covid-19 if students are silent. Staff may also occasionally not be able to maintain 2m from other staff or students, again this is fleeting so should not be a significant risk. In order to facilitate the movement of staff around the building, and to allow students time to visit toilets and to briefly "decompress" after each</p> | | | | | | |

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| | Direct transmission (Control Five - Social distancing measures between students and staff in classrooms). Staff will keep 2m from students and other staff members wherever possible There will be tape on the floor in classrooms to mark an area that students cannot step into, alternatively use of airport barriers may be possible in some classrooms. Teachers should remind students at the start of every lesson to stay in their seats and not move around the classroom unless invited to do so. Posters in classrooms advertising key practices to keep safe including social distancing from NHGS staff at 2m. Perspex screens will be fitted to the front of every teacher desk to provide added protection from droplets. Student Support Assistants may still be in classrooms with the teacher and will position themselves 2m away whenever possible. Any help they need to give to an individual child may require them going out into the corridor for a discussion; they will not routinely sit next to students in the usual way. | Acceptable | AGF | AGF | Floor plans of where safe waiting areas have been designated, which classrooms to use and which toilets to use. List of students for each day in each area. | | |
| | Direct transmission (Control Six - New behaviour expectations implemented) Be SAFE at NHGS: S - Socially distance from staff (2 metres) at all times and remain silent on corridors and in class when the teacher is talking or anyone is contributing. Never shout. A - Attention is needed in every lesson with a good attitude to learning and a growth mindset. 100% effort and concentration are required F - Follow teacher instructions carefully and without challenge. Keep your hands away from your face, protect families by staying at home if you feel poorly E - Everyone behave safely - if you cough or sneeze - catch it - bin it - kill it, wash or sanitise your hands regularly, particularly at the end of every break, keep all surfaces clean. Sanctions will be administered for any infringements of SAFE (See behaviour policy) | Acceptable | DRW | DRW | Behaviour policy. SIMS record | | |
| | Direct Transmission (Control Seven - On call system) See updated Behaviour for Learning policy. There will be a telephone number for all staff to access a direct line to reception. All staff should have this in their mobiles and carry mobiles. A member of LG will respond and remove any student who is misbehaving and affecting the learning or safety of others. They will work in the hall for the rest of the lesson and return to the following lesson if appropriate to do so. Further sanctions will be issued depending on the severity of the incident. Persistent flouting of the rules or disruption may result in the student being asked to work from home for a period of time. | Acceptable | DRW | DRW | On call rota. SIMS Record | | |
| | Direct Transmission (Control Seven - Improve ventilation) Internal and external doors will be kept open to help ventilation and limit the need to touch handles. Sufficient windows and the doors of all classrooms in use must be opened by the member of staff using the room, and closed again at the end of the day. The Fire Risk Assessment will be updated to mitigate the risks of doors being kept open. Use of chimney effect to draw air up and through the building to increase airflow and prevent the accumulation of stale air and the risk of people re-breathing potentially infected air. | Acceptable | HB | ESC | New (temporary) Fire Risk Assessment completed, reviewed by Calderdale H&S and door guards installed which close the doors upon hearing the fire alarm. | | |

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| | Direct Transmission (Control Eight - Social Distancing for staff) Staff will need to maintain 2 meters distance form each other. Numbers in the staffroom will be reduced. Staff can work in the staff room, dining room (when not in use), IT rooms and some classrooms when not in use. Soft furnishings will be taken out of use to ensure social distancing. Safe waiting spaces to be marked around the photocopier. Kitchen facilities to be taken out of use. Staff will be asked to bring in their own food and a single travel mug, to use for drinks, which will be taken home daily for washing. Staff must observe and model social distancing behaviours and keep 2 metres apart in all interactions with each other. This practice will be modelled in other offices (PE, MFL, Science) | Acceptable | KLM | RFH | Staffroom log and floorplans | | |
| | Direct transmission (Control Nine - Circulation Controls) Movement around the building will be in silence. Students will go straight to there bubble areas and except for KS5 and KS4 specialist lessons will not move outside of their zones. Where movement does occur everyone must stay 2 meters apart from other year groups (whenever physically possible) this has been marked out on corridors. | Acceptable | DRW | DRW | Behaviour policy. Floor plans | | |
| | Direct Transmission (Control Ten - Personal hygiene) Catch it, bin it, kill it message reiterated. Use of tissues, handkerchiefs, elbow crooks for sneezes. Tissues to be kept by students or placed straight into a pedal bin. Increased handwashing and use of gel sanitisers (See general control indirect transmission 2) Sanitisers to be available in all classrooms and at strategic locations around school. | Acceptable | HB | ESC | Cleaning record | | |
| 2. General Controls to prevent risk of infection. Indirect transmission - Droplets can infect others indirectly. This happens when the droplets get onto and contaminate surfaces which are then touched and introduced into the mouth or eyes of an uninfected person. | Direct transmission (Control Eleven - Personal Workspace) All staff to have access to sufficient workspace to stay socially distanced from colleagues at all times. Staff to be relocated from crowded offices to more suitable locations wherever possible. Staff room desks to be wiped down before and after use. | Acceptable | DRW | DRW | List of designated workspaces available for staff | | |
| | Indirect transmission (Control One - Increased cleaning) There will be a focused and increased cleaning regime. The cleaning team will undergo training on the new procedures. Cleaning will include door furniture, window handles, computers, light switches, etc. Each classroom in use will be cleaned daily. During the day the premises team will regularly clean key touch points. (Every two hours) Increased cleaning of any flat surfaces. | Acceptable | HB | ESC | Cleaning record plan. | Daily -After each tutorial day the LG group will review the risk assessment and make any necessary adjustments | |
| | Indirect transmission (Control Two -Cleaning between Bubbles using rooms) There is some need for year groups from different bubbles to use specialst rooms such as Science labs, Art and Technology room. By removing KS3 lessons from these rooms occupancy has been reduced. Each room will be cleaned between different year groups using it. Weather permitting PE spaces will be cleaned at lunchtime, this will not be possible if it is a wet lunch. | Acceptable | HB | ESC | Cleaning recod | | |
| | Indirect transmission (Control 2 - All surfaces to be clear) . All desks and shelves and other flat surfaces to be kept clear at all times to allow easy and effective cleaning. Rooms to be checked daily by senior staff to ensure rooms are left clean, clear and tidy. | Acceptable | HB | ESC | LG end of day check | | |
| | Indirect Transmission (Control Three - Improved personal hygiene) Hand washing and sanitising facilities are in place. Posters are displayed reminding colleagues and students of the importance of this. Students will be regularly reminded of this. Prominent signage displayed in public areas, classrooms and toilets. | Acceptable | HB | ESC | Floor plans | | |

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| | Indirect Transmission (Control Four - Improved personal hygiene routine) Gel dispensers and boxes of tissues to be available in public areas, in each classroom, in the staffroom and at reception | Acceptable | HB | ESC | Cleaning Record | | |
| | Indirect Transmission (Control Five - No sharing of equipment) Equipment must not be shared. Students to bring their own resources in. This will be communicated to students and parents before hand. No sharing of food, students may bring in their own snacks and drinks, but these must be consumed in the classroom and may not be shared. The exception is a class set of textbooks which can be shared, however these must be cleaned between being used by different groups. | Acceptable | Teaching staff | CT | Copy of letter home outlining expectations | | |
| 3. General Controls to prevent risk of infection. Deliberate transmission - Any students or colleagues who choose to (pretend to) deliberately infect others | Additional Rules for the Prevention of Transmission of Covid-19 and for the Safety and Well-being of All Staff and Students' includes "Deliberately spitting, coughing, sneezing or breathing heavily over another person will be treated as a serious physical assault, as will causing soiled tissues or handkerchiefs to come into contact with another person." | Acceptable | DRW | DRW | Copy of behaviour policy and letters home | Daily -After each tutorial day the LG group will review the risk assessment and make any necessary adjustments | |
| 4. Travel to and from NHGS | School buses will be running. Students must wear face coverings on these (apart from those medically exempt) Buses will be zoned and students told which area to sit in. At the end of the school day staff will supervise students getting on buses, and check that students are sitting in zones in support of the bus drivers. Students using public transport should follow government guidelines and wear masks. | Acceptable | RFH | RFH | Letters home. Email correspondence | | |
| 5. Clinically Vulnerable Staff. | The Personnel Officer will monitor colleagues' health status in line with Government guidelines. | Acceptable | KLM | AGF | HR records | Weekly update of HR record | |
| (Extremely clinical vulnerable) | Personalised risk assessments will be put into place for those who are extremely clinically vulnerable. Where possible extra measures will be taken to mitigate risks. | Acceptable | KLM | AGF | HR records, staff register | | |
| (Clinically vulnerable) | Members of staff who are vulnerable but not clinically vulnerable will have individual conversations with the Personnel Officer. Where necessary customised risk assessments will be done for vulnerable staff returning to work. | Moderate | KLM | AGF | HR record. Possible personalised risk assessments | | |
| Age | There is evidence that COVID-19 has a greater impact in older age groups. Therefore, older staff may be more at risk. School will take into account government advice and have sensitive conversations with these individuals. Where necessary customised risk assessments will be prepared and reasonable adjustments/additional controls will be agreed as appropriate. | Moderate | KLM | AGF | | | |

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| BAME | Emerging evidence that is currently being reviewed by Public Health England shows that black, Asian and minority ethnic (BAME) communities are disproportionately affected by COVID-19. This evidence suggests that the impact may also be higher among men and those in the higher age brackets. The reasons for this are not yet fully understood, but the health inequalities present for BAME communities have long been recognised. One hypothesis is that people from BAME communities have higher rates of underlying health conditions, such as type 2 diabetes and hypertension, and this may increase their vulnerability and risk. HR Manager to have thorough, sensitive and comprehensive conversations with all BAME staff. They should identify any existing underlying health conditions that may increase the risks for them in undertaking their frontline roles, in any capacity. Most importantly, the conversations should also, on an ongoing basis, consider the feelings of BAME colleagues, particularly with regard to their safety and their mental health. HR manager should also seek and follow occupational health advice where appropriate. Customised risk assessments will be prepared and reasonable adjustments/additional controls will be agreed as appropriate. | Moderate | KLM | AGF | HR record and possible personalised risk assessment | | |
| Those living with clinically vulnerable | Conversations to occur with those colleagues living with those who are clinically vulnerable. Government guidance is they should attend work but NHGS will look at each individual situation and will agree reasonable adjustments/additional controls as appropriate. | Acceptable | KLM | AGF | HR records | | |
| 6. Clinically vulnerable students | Parents to be consulted about students' health/reminded about government Covid health guidance. | Acceptable | AGF/DRW | DRW | Parental letter | Reviewed weekly | |
| | The same considerations for BAME students as colleagues need to apply (See 5). Students themselves may be vulnerable to becoming more ill or they may have experienced someone in their family becoming sick or dying. Sensitive conversations and awareness by all colleagues. Concerns should immediately be flagged up to the well being officer or safeguarding lead. | Moderate | DRW | DRW | | | |
| | School will ask parents to provide details of any students who have been asked to shield during the pandemic (those who have been identified as extremely clinical vulnerable) DRW and GQ will keep a record of these students. Where parents are still concerned about their child returning to school in September a conversation will happen (to talk through the risk assessment) If the r rate increases or there is an increased likelihood of a second spike then parents will be contacted. | Moderate | NL | DRW/GQ | SIMS data kept on students | | |
| 7. Students not following social distancing behaviour expectations. | Social distancing expectations will be clearly communicated to students and their parents | Acceptable | AGF | AGF | Duty rota | Reviewed daily | |
| | SAFE behaviour code implemented and communicated to students, parents and staff | Acceptable | HB | DRW | Copies of seating plans | | |
| | To help with distancing and access to the rooms, corridors outside teaching rooms will be clearly marked with 2 metre social distancing markers wherever possible | Acceptable | HB | CT | Copies of reminder posters | | |
| | Sanctions will be applied if students do not adhere to SAFE. If students need to be removed from a class they will be taken to the hall and parents informed. Deliberate, persistent and serious breaches may lead to exclusion. | Acceptable | LG | DRW | copy of revised behaviour policy | | |
| | The duty rota has been redesigned. There will be a high level of staff and LG supervision before school, during break, and at lunchtime | Acceptable | KLM | AGF | Duty record | | |
| | Reminder posters displayed around the school. | Acceptable | SH | CT | Floor plan | | |
| 8. Use of classrooms | Only specified classrooms will be used by students. Students can not access rooms they are not timetabled in. Most rooms are in bubbles apart from PE, KS5 and KS4 specialist rooms. | Acceptable | CT/DLC/HJA/AK | CT | Floor plan | Reviewed daily and any changes made | |

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| | Students will sit in designated seats. If possible seats will be socially distanced. In most cases this is not possible so students will face the front. Two meters will be maintained between staff and students (marked out by tape). | Acceptable | Class teachers | CT | Seating plans | | |
| | All teacher desks to have a plastic screen fitted. | Acceptable | HB | ESC | | | |
| | Rooms will be ventilated and sufficient windows and doors left open at all times. These need to be opened at the beginning, and closed at the end of the day. | Acceptable | HB | ESC | Premises record | | |
| | Hand sanitiser will be readily available. Students to bring own and spare available in every room. | Acceptable | HB | ESC | Cleaning record | | |
| | There will be an increased cleaning regime. Each classroom in use will be cleaned daily. During the day the premises team will regularly clean key touch points. Desks and chairs will be cleaned whenever students finish using them for the day. Staff will wipe down the teacher's workstation with disinfectant at the beginning and end of their session with students, to minimise the risk of transmission. Gloves are available for staff who are concerned about using the keyboard. Indoor PE spaces will be cleaned at lunch and at the end of every day. Specialist rooms will be cleaned between groups from different years using them. | Acceptable | HB | ESC | Cleaning record | | |
| 9. Use of corridors | Still movement by students at this stage. Where possible, staff travel to students. Entry points designated close to classrooms. Movement will largely be restricted to KS5 students and KS4 students moving to specialist rooms. | Acceptable | The LG group | AGF | Circulation route | Reviewed daily, ammendemntsm ade after each tutorial day | |
| | The tannoy system will be used to help stagger students leaving classrooms at the end of the day. Rooms from each zone have been designated a colour. Coloured rooms will be released regularly until all students are dismissed. Staff will escort students to their exit points. | Acceptable | LG | SG | | | |
| | For when students need to move around the school, they must do so in silence and keep to the left. | Acceptable | DRW | DRW | Covid behaviour policy | | |
| | Any breach of social distancing will be dealt with swiftly and sanctions applied. | Acceptable | DRW | DRW | Covid behaviour policy | | |
| | No talking rule on the corridors will be applied. | Acceptable | LG | DRW | Covid behaviour policy | | |
| | Rules and expectations will have been sent out beforehand. | Acceptable | AGF | AGF | Correspondence home | | |
| 10. Break time | Each year group bubble has a designated indoor and outdoor area. Duty supervision has been increased for these areas. Due to the restrictive size of the indoor and some outdoor areas, in most cases, ball games will not be allowed and running/boisterous play will be discouraged. | Acceptable | DRW/DK | DRW/DK | Duty rotas | | |
| 11. Use of masks | Masks should be worn by students and colleagues on public transport and on dedicated school buses in line with national guidance. Government guidelines state that masks are not necessary in school. While the use of masks will not be encouraged, masks will be allowed to be worn by students and colleagues who choose to use them while moving around the building. Guidelines will be issued on how to wear them safely. | | AGF | AGF | Guidance on how to wear them safely | | |
| 12. Use of communal facilities (toilets) | Year Groups will be designated a set of toilets closest to their "home" classrooms. Students can only leave class with teacher permission during lesson time (will be discouraged). Students told to wash hands whilst visiting. | Acceptable | LG | LG | Reminder posters on toilet doors of which group may use the facility | | |

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| | During break/lunch time toilets will be checked regularly by SLT. All toilets have been identified on duty rotas. Toilets to be cleaned after break and lunch times. | Acceptable | LG | LG | | | |
| 13. Reception Area | Plastic screen will be installed to protect the receptionist. | Acceptable | SG | SG | Reminder poster of 2m distance when queueing | Reviewed daily | |
| | Staff/students line up at 2 metre distances to speak to receptionist - markers at 2 metre distances are in place to indicate where to stand (max of 2/3 waiting at a time). | Acceptable | HB | CT | Discs on floor | | |
| | External visitors wait between 2 external front doors before being beckoned forward by receptionist. All visitors to use the hand sanitiser immediately upon entry. | Acceptable | Receptionist | SG | Poster on front door asking visitors to wait | | |
| | External visitors will be kept to a minimum. Staff on reception will sign external visitors in to further limit indirect transmission. Antiseptic wipes and hand gel next to screen. Visitors to use hand sanitiser on entering and leaving the building. | Acceptable | Receptionist | SG | Register of external visitors kept | | |
| 14. Staffroom and staff following social distancing guidelines | Staff will be expected to follow social distancing guidelines. These were explained to all staff returning to the building in a special briefing. A reminder will be given (September training days). Full records to be kept of staff receiving training. | Acceptable | AGF/KLM | AGF | Social distancing policy | Reviewed daily, amendments made after each tutorial day | |
| | Staff need to maintain at least 2 metre distance in the staff room. | Acceptable | | | Staffroom rota sheet | | |
| | The staff room will only be used for working in, for access to trays and for the photocopier. | Acceptable | | | Floor plans | | |
| | Tape will also be added to the kitchen area and around all photocopiers, this will help colleagues to keep 2 metres apart. | Acceptable | | | Floor plans | | |
| | Offices will also be reconfigured to make sure that staff are 2 metres apart. Some rooms/classrooms that are not being used may be turned into temporary work hubs for staff. Staff will be asked to think about whether they need to go to an office etc to ask a question. Email and phone to be used in most instances. | Acceptable | | | Floor plans | | |
| | Colleagues to maintain social distancing throughout the school. Screens added as necessary to office desks. Screens added to classroom desks. Departmental staffrooms/offices (PE, Science, Sixth Form) to be reconfigured. | Acceptable | | | Floor plans | | |
| | Reprographics: staff other than LKS and SH should not enter the reprographics room other than by prior arrangement. Photocopying will be left in trays in the staffroom, an overflow desk will be established. Staff must collect photocopying promptly. Once term starts this arrangement will be reviewed for suitability. | Acceptable | EC | EC | Floor plans | | |
| | Staff toilets - there are extraction fans in both the main staff toilet areas (men and women), which automatically extract air directly outside. The capacity of the toilet areas will be reduced and colleagues will be asked to be mindful of numbers in the toilets and to wait outside if they are full. Both the external corridor door and internal door into the main toilet will both be wedged open at all times. Sanitising wipes will be available to use in toilet cubicles. Toilet lids to be closed before toilets are flushed. Signage asking staff to adhere is placed above toilets and on the back of toilet doors. | Acceptable | Premises Team | HB | Cleaning record | | |
| 15. Area for isolation (If fall ill) | If students fall ill with Covid symptoms they will be moved to the Medical Isolation Room (purpose built space). Parents will be contacted immediately. Students will be advised to wear face masks to limit the transmission of the virus. Room will be well ventilated and is away from other rooms. | Moderate | DRW/NJL | DRW | Isolation room record | | |

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| | PPE is available for those colleagues who may need to assist the student. PPE will only be used by staff who have been trained in how to wear it and feel comfortable in carrying out this duty. | Moderate | NHJ | NHJ | | | |
| | After use these rooms will be deep cleaned (see general controls, indirect transmission) | Moderate | Premises Team | HB | Cleaning Record | | |
| 16. Symptomatic staff or students | There will be a designated room for students who are symptomatic so they can wait for a parent to collect. Staff will be asked to go home immediately and will not be allowed back in school until tested and after the appropriate period of quarantine. Students with suspected symptoms will also be expected to be tested and will have to follow the national quarantine guidelines currently in place. | Moderate | DRW/NJL | DRW | Isolation room record. | Daily | |
| | Areas in which symptomatic people have waited will be cleaned after use. | Moderate | | | Cleaning Record | | |
| | Staff and students are eligible for testing. Staff will be asked to arrange a test if they have been in contact with a person diagnosed with COVID or if they display symptoms (See direct transmission). In the event of a positive test for COVID19 by a member of staff or a student, the school will liaise with local Public Health officials to trace contacts and decide on the appropriate course of action. DRW to be notified of any potential infections and to lead the school's response in tandem with the PH Outbreak team. Following government guidance school will try and procure some tests that can be kept in school (this however might not be possible) | Moderate | | | | | |
| | Staff who closely supervise a student displaying potential symptoms will wear suitable PPE ie face shield, mask, gloves and apron. | Moderate | | | PPE record | | |
| | Procedure in place for isolating staff and pupils who are symptomatic or who have been formally diagnosed with COVID | Moderate | | | | | |
| 17. PPE | | Moderate | HB | ESC | | Weekly | |
| | Gloves and masks will be made available for any member of staff or student who wishes to wear them. While masks are not encouraged there may be individual circumstances where they are worn (indoor duties for example). Students will also wear face coverings travelling to and from the school. School will provide training on how to wear masks safely. | Moderate | | | PPE record | | |
| | - PPE signed out when used. | Acceptable | | | | | |
| 18. Waste | Waste to be regularly removed from within the building and the outside bins. Caretakers trained in safe disposal of waste. | Acceptable | HB | HB | Cleaning Record | Weekly | |
| | Pedal bins have been provided around school for the safer disposal of waste. | Acceptable | HB | HB | Cleaning Record | | |