



COVID-19 RISK ASSESSMENTS

Academic Year 2021 - 2022

1. Prepare Building, Timetables and Lessons, Policies and Procedures
2. Prepare Employees, Parents and Pupils and other site users
3. Control Access and Visitors
4. Minimise Contacts and Social Distancing
5. Infection Control Measures
6. Communication and Review Arrangements
7. Mass Testing for Students and Staff

Completed by Arron Townsend, Site Manager

Agreed and Authorised by:	Date
Jon Bell, Headteacher, Sir William Romney's School	31/08/2021
Tim Gilson, CEO, The Athelstan Trust	

Reviewed at Sir William Romney's School by:	Date:
	11/09/2020
Jon Bell, Headteacher	09/11/2020
Robert Skipp, Deputy Headteacher	06/01/2021
Laura Blake, Assistant Headteacher	03/03/2021
Kelly Hopson, Assistant Headteacher	14/05/2021
Tanith Lynham, Assistant Headteacher	28/05/2021
Arron Townsend, Site Manager	15/06/2021
Jacqui Green, Personnel Manager	22/06/2021
	27/08/2021



Risk Assessment for Secondary School – COVID-19 – Prepare Building. Timetables and Lessons, Policies and Procedures

BUILDING

Hazards	Who is at risk?	What are you already doing?	Is this enough to manage the risks?	What further action is necessary?	Action by whom?	Action by when?	Done
Ensure that all health and safety compliance checks have been undertaken before opening (e.g. fire alarm, emergency lighting, water hygiene etc.)	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> All compliance testing has been carried out by AT. 	Yes		AT		✓
Reviewing emergency and evacuation procedures (eg. fire wards, escape routes, roll-call, assembly areas, etc)	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> All emergency and evacuation procedures have been reviewed. 	Yes		AT		✓
Ventilation and AC systems working optimally; (ventilation system should be kept on continuously, with lower ventilation rates when people are absent).	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> All ventilations systems have been running continuously. All classroom windows will be opened to allow fresh air to circulate. 	Yes		AT	Ongoing	✓
Make provision for children who display Covid-19 symptoms/become ill during the day to be isolated. Space should be identified in addition to the usual medical room.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> The Quad will be used for the provision of students with symptoms of Covid-19. The medical room will continue to be used for all other illnesses and injuries. 	Yes		AT/JAC	Ongoing	✓
Ensure school has sufficient supplies of PPE including cleaning materials and hand washing / sanitising / liquids that meet DfE/PHE requirements.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> Stock is monitored and replenished as and when required. 	Yes		AT	Ongoing	✓
Provide suitable and sufficient bins to support pupils and staff to follow the 'catch it, bin it' kill it' approach.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> Every classroom has been supplied with a bin. 	Yes		AT		✓
Provide sufficient tissues in all	Staff	<ul style="list-style-type: none"> Staff monitor stocks of tissues in each 	Yes		AT	Ongoing	✓

rooms.	Pupils Visitors Contractors	room.					
Consider if the school site can be split into separate zones where groups of pupils can remain to minimise mixing.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> N/A 					
Create a plan of the building to mark out areas where bubbles do not mix (e.g. classrooms) and where mixing is more likely and so where distancing and other measures are required.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> N/A 					
Consider separate facilities be provided for meals and refreshments in different zones (e.g. pods, kiosks, cafes).	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> N/A 					
Evaluate the capacity of rooms and shared areas.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> Every room has been measured and a list of how many people can safely go into each room is available with the Site Manager in the event of a further lockdown. 	Yes		AT/JB		✓
Plan for staggered lunches with more sittings to avoid mixing, allowing time for cleaning, devise seating plans, safe capacity etc.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> N/A 					
Consider door signs mounted to identify max number in room / toilets at one time.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> N/A 					
Covid-19 posters/ signage displayed.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> Signage will be placed around site to remind and instruct on rules. 	Yes		AT		✓

Identify 'crunch points' (e.g. entrances / exits/ corridors / shared space and consider how movement can be staggered.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> Crunch points have been identified and marked accordingly. A give way system is in place and a school map identifies the crunch points together with instructions on what to do. 	Yes		AT/JB		✓
Consider one-way system if possible for circulation around the building.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> A one way system is in place. 	No	The one-way system will remain in place at all times .	AT		✓
Stairways to be up or down only.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> The Maths stairs will continue to be one way up and one way down. Communications block – the internal staircase will be managed by the staff teaching within the block. 	Yes		AT/JB		✓
Put down floor markings along the middle of two-way corridors/stairs to keep groups apart and 'keep left' signs.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> Floor markings are in place. 	Yes		AT/JB		✓
In areas where queues may form, put down floor markings to indicate distancing.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> Floor markings are in place. 	Yes		AT/JB		✓
Can separate doors be used for in and out of the building (to avoid crossing paths).	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> A one way system in place. 	No	Signage will also be used.	AT/JB		✓
Identify doors that can be propped open (to limit use of door handles and aid ventilation) taking account of fire safety and safeguarding. Seek advice from SHE if necessary.	Staff Pupils Visitors	<ul style="list-style-type: none"> Door handles are cleaned as part of the school's cleaning regime. 	No	For fire safety and safeguarding reasons, no doors should be propped open.	AT/JB		✓
Identify rooms that can be accessed directly from outside (to avoid shared use of corridors).	Staff Pupils	<ul style="list-style-type: none"> A one way system is in place. 	Yes		JB/AT		✓

Organise classrooms for maintaining space between seats and desks.	Staff Pupils	<ul style="list-style-type: none"> Social distances will be maintained. 	No	All desks and chairs will be facing the front of the classroom at all times	AT		✓
Arrange desks seating pupils side by side and facing forwards.	Staff Pupils	<ul style="list-style-type: none"> Every classroom is set up this way and will continue to be so until further notice. 	Yes		AT		✓
Inspect classrooms and remove unnecessary items and furniture to make more space.	Staff Pupils	<ul style="list-style-type: none"> Soft furnishings and furniture that are not required have been moved. 	Yes		AT		✓
Make arrangements with cleaners to put in place an enhanced cleaning schedule that includes frequent cleaning of rooms, shared areas that are used by different groups and frequently touched surfaces.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> Cleaning schedules are in place. 	Yes		AT		✓

Risk Assessment for Secondary School – COVID-19 – Prepare Building. Timetables and Lessons, Policies and Procedures

TIMETABLES AND LESSONS

Hazards	Who is at risk?	What are you already doing?	Is this enough to manage the risks?	What further action is necessary?	Action by whom?	Action by when?	Done
Consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school.	Staff Pupils	<ul style="list-style-type: none"> N/A 					
Stagger break times and lunch times to avoid mixing and time for cleaning surfaces in the dining hall between groups.	Staff Pupils	<ul style="list-style-type: none"> N/A 					
When timetabling, groups should be kept apart and movement around the school site kept to a minimum to avoid creating busy corridors, entrances and exits.	Staff Pupils	<ul style="list-style-type: none"> N/A 					
Prepare arrangements to allow remote learning to take place should a partial or full closure of the school be required, at any point in the next academic year.	Staff Pupils	<ul style="list-style-type: none"> All arrangements are in place for remote learning. 	Yes		JB		✓

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POLICIES AND PROCEDURES

Hazards	Who is at risk?	What are you already doing?	Is this enough to manage the risks?	What further action is necessary?	Action by whom?	Action by when?	Done
Update policies to reflect changes brought about by Covid-19, including: <ul style="list-style-type: none"> • Safeguarding/child protection • Behaviour • Curriculum • NQTS • Special Educational Needs • Visitors to school 	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> • All listed policies have been updated to reflect the changes. 	Yes		JB		✓
Ensure website is compliant with regards to the publishing of policies.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> • All policies listed above have been published on the school website. 	Yes		JB		✓
Establish a visitors' protocol so that parents, contractors, professionals working with individual children are clear about the infection control measures that you have in place.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> • All external visitors to school will be signed in at Reception and will be given a copy of the visitor protocol. 	Yes		JB/AT/JAC		✓
Governing Boards and school leaders to have regard to staff (including the Headteacher) work-life balance and wellbeing. Information shared about the extra mental health support for pupils and teacher is available.	Staff	<ul style="list-style-type: none"> • Information made available by The Athelstan Trust, the Trust's HR provider, Occupational Health or any other source will be shared with staff and pupils. • The Personnel Manager will be available for staff to talk to if and when necessary. • The Assistant Headteacher Pastoral will ensure that all pupils know who to talk to should they wish to. 	Yes		JB/JAC/LB	Ongoing	✓

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RESPONSE TO ANY INFECTION

Hazards	Who is at risk?	What are you already doing?	Is this enough to manage the risks?	What further action is necessary?	Action by whom?	Action by when?	Done
Leadership understands the NHS Test and Trace process and how to contact their local Public Health England health protection team.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> SLT and operational leads understand the NHS Test and Trace process and have contact details for the PHE health protection team. 	Yes		JB/AT/JAC	Ongoing	✓
Plan how to inform staff members and parents/carers that they will need to be ready and willing to: <ul style="list-style-type: none"> Book a test if they are displaying symptoms; Inform the school immediately of the results of a test; Provide details of anyone they have been in close contact with; Isolate if necessary. 	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> The Headteacher will ensure that all staff are aware of what is required of them if they have symptoms. The Headteacher will write to parents and students to explain the updated procedures in detail. Close contact tracing will now be undertaken by NHS Test and Trace. 	Yes		JB	Ongoing	✓

Completed by:	Arron Townsend, Site Manager	Date	30/07/2020
Reviewed by:	J Bell, Headteacher R Skipp, Deputy Headteacher L Blake, Assistant Headteacher T Lynham, Assistant Headteacher A Townsend, Site Manager J Green, Personnel Manager	Date	11/09/2020 09/11/2020 06/01/2021 03/03/2021 14/05/2021 28/05/2021 15/06/2021 22/06/2021 27/08/2021

Risk Assessment for Secondary School – COVID-19 – Prepare Employees, Parents and Pupils and other site users

EMPLOYEES

Hazards	Who is at risk?	What are you already doing?	Is this enough to manage the risks?	What further action is necessary?	Action by whom?	Action by when?	Done
Involve employees in plans to return to school and listen to any suggestions on preventative measure that can be taken.	Staff	<ul style="list-style-type: none"> Risk assessments and all future reviews to be made available to, and read by, all staff who will be invited to comment. 	Yes		JB/AT/JAC		✓
Consider personal risk factors: age, pregnancy, existing health conditions and ethnicity and where necessary conduct individual risk assessments.	Staff Pupils	<ul style="list-style-type: none"> Staff are always welcome to request an individual risk assessment meeting with the Personnel Manager if they feel this is necessary for their personal circumstances. 	Yes		JAC		✓
Employees fully briefed about the plans and protective measures identified in the risk assessment.	Staff	<ul style="list-style-type: none"> Risk assessments to be made available to, and read by, all staff. 	Yes		JB	Ongoing	✓
Regular staff briefings.	Staff	<ul style="list-style-type: none"> Regular staff briefings will continue to take place on Mondays, Wednesdays and Fridays at 8.45am for all staff. 	Yes		SLT	Ongoing	✓
Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security.	Staff	<ul style="list-style-type: none"> Should the school have any off-site workers then it will be the responsibility of the Personnel Manager to keep in touch with them throughout the life of these risk assessments. 	Yes		JAC	Ongoing	✓
Regular communications that those who have coronavirus symptoms, or who have someone in their household who does are not to attend school.	Staff	<ul style="list-style-type: none"> Students are NOT required to self-isolate if they live in the same household as someone with a positive Covid test (NHS Test & Trace will recommend a PCR test). Fully vaccinated staff are NOT required to isolate if they live in the same household as someone with a positive Covid test (NHS Test & Trace will recommend a PCR test). Staff not vaccinated will be required to isolate under the guidance of NHS Test & 	Yes		JB/SLT	Ongoing	✓

		<p>Trace.</p> <ul style="list-style-type: none"> This information will be reinforced during the regular staff briefings and in any conversations/correspondence with parents. 					
Information shared about testing available for those with symptoms.	Staff	<ul style="list-style-type: none"> This information will be readily available for those who need it. 	Yes		JAC/AT/ First Aid Staff	Ongoing	✓
Where there are appropriate sources of guidance (e.g. CLEAPSS, AfPE, CILIP etc.) Heads of Department/ teachers should refer to curriculum specific guidance.	Staff Pupils	<ul style="list-style-type: none"> Leaders of Learning, Heads of Department and teachers will follow all curriculum specific guidance (CLEAPSS, AfPE, CILIP etc) available to them. 	Yes		All teaching staff	Ongoing	✓
Heads of Departments/ teachers to identify shared resources and how to prevent mixed contact (e.g. cleaning between bubbles or rotas for equipment use).	Staff Pupils	<ul style="list-style-type: none"> Leaders of Learning and Heads of Departments to provide the Headteacher with details of shared resources and how mixed contact will be prevented. This will include details of cleaning equipment between usages by students/staff. 	Yes		LOL/HOD/ JB/AT/JAC		✓
Identify and plan lessons that could take place outdoors.	Staff Pupils	<ul style="list-style-type: none"> All staff will be encouraged to take lessons outdoors where possible. Lessons should take place on the school site. Educational visits paperwork will be required for any off-site activities. 	Yes		All teaching staff		✓
Consider how online resources can be used to shape remote learning.	Staff	<ul style="list-style-type: none"> All staff have received training on Microsoft Teams to enable remote learning and have been encouraged to consider the use of online resources. 	Yes		All teaching staff		✓
Plan for remote education for students alongside classroom teaching in case of a lockdown or students having to isolate.	Staff	<ul style="list-style-type: none"> As above, all staff have received training on Microsoft Teams to enable remote learning to take place in case of a lockdown. 	Yes		All teaching staff		✓

Risk Assessment for Secondary School – COVID-19 – Prepare Employees, Parents and Pupils and other site users

PARENTS/PUPILS

Hazards	Who is at risk?	What are you already doing?	Is this enough to manage the risks?	What further action is necessary?	Action by whom?	Action by when?	Done
Review EHCPs where required	Pupils	<ul style="list-style-type: none"> N/A 					
Educate pupils before they return about the need to stay apart from others and expectations around hygiene.	Staff Pupils	<ul style="list-style-type: none"> Tutors will share this message with tutees on their return to school. 	Yes		JB		✓
Communicate to parents on the preventative measures being taken.	Staff Pupils	<ul style="list-style-type: none"> These risk assessments will be available on the school website so that parents can read through the measures in place. 	Yes		AT		✓
Post the risk assessment or details of measures on school website.	Staff Pupils	<ul style="list-style-type: none"> These risk assessments will be available on the school website. 	Yes		AT		✓
Parents and pupils informed about the process that has been agreed for drop off and collection.	Staff Pupils	<ul style="list-style-type: none"> N/A 					
Ensure parents have a point of contact for reassurance as to the plans put in place.	Staff Pupils	<ul style="list-style-type: none"> If parents have any questions, they should either ring the school or email. 	No	The SWR telephone number is 01666 502378 and the email address is admin@swr.gloucs.sch.uk	AT/JAC		✓
Limit the equipment pupils bring into school each day to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones.	Staff Pupils	<ul style="list-style-type: none"> The Headteacher will share this information with parents and students. 	Yes		JB/AT		✓

Bags are allowed.	Staff Pupils	<ul style="list-style-type: none"> Students can bring their bags into school but they should only contain essential items. 	Yes		All staff		✓
All pupils told to provide personal equipment (pens, pencils, rulers, calculators etc.) to ensure no shared use in class.	Staff Pupils	<ul style="list-style-type: none"> Parents have been advised on the equipment that a student must have available to them to ensure there is no shared use in lessons. 	Yes		All staff		✓
Parents informed only one parent to accompany a child to school.	Staff Pupils	<ul style="list-style-type: none"> N/A 					
Parents and pupils encouraged to walk or cycle where possible.	Staff Pupils	<ul style="list-style-type: none"> N/A 					
Clear messages to pupils about minimising the use of public transport and how to reduce the risks of transmission outside of school.	Staff Pupils	<ul style="list-style-type: none"> The Headteacher will share this information with parents and students. 	Yes		JB		✓
Staggered drop-off and collection times planned and communicated to parents.	Staff Pupils	<ul style="list-style-type: none"> N/A 					
Made clear to parents that they cannot gather at entrance gates or doors.	Staff Pupils	<ul style="list-style-type: none"> N/A 					
Encourage parents to phone school and make telephone appointments if they wish to discuss their child (to avoid face to face meetings).	Staff Pupils	<ul style="list-style-type: none"> Parents will be encouraged to make telephone appointments to limit contact/risk. 	Yes		AT/JB		✓

Communications to parents (and young people) includes advice on transport.	Staff Pupils	<ul style="list-style-type: none">All students will be required to wear face coverings on public and dedicated school transport.	Yes		JB		✓
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Risk Assessment for Secondary School – COVID-19 – Prepare Employees, Parents and Pupils and other site users

OTHERS

Hazards	Who is at risk?	What are you already doing?	Is this enough to manage the risks?	What further action is necessary?	Action by whom?	Action by when?	Done
Communication with contractors and suppliers that will need to prepare to support plans for full opening (e.g. cleaning, catering, food supplies, hygiene suppliers).	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> The Site Manger has support plans in place with the school's contractors to cover all needs. 	No	All contractors will need to provide AT their own risk assessments before coming on site.	AT	Ongoing	✓
Assurances that caterers comply with the guidance for food businesses on Covid-19.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> The Catering Manager has ensured that the school is compliant with all Covid-19 guidance. 	Yes		AT/JAC	Ongoing	✓
Discussion with caterers to agree arrangements for staggered lunches (e.g. seating capacity, holding hot food, cleaning between sittings, distancing and minimising contacts).	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> N/A 					
Liaison with transport providers to cater for any changes to start and finish times and confirm protective measures during journeys.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> N/A 					
Communication with other building users (e.g. lettings, extended school provision, regular visitors, etc.)	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> No lettings will be held for the foreseeable future. 	Yes		AT		✓
Limit visitors by exception (e.g. for priority contractors, emergencies etc.)	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> Telephone meetings will be encouraged where possible to keep visitors to the school to a minimum. 	Yes		AT/JB	Ongoing	✓

Risk Assessment for Secondary School – COVID-19 – Prepare Employees, Parents and Pupils and other site users

LETTINGS AND NON-SCHOOL USERS

Hazards	Who is at risk?	What are you already doing?	Is this enough to manage the risks?	What further action is necessary?	Action by whom?	Action by when?	Done
Out of school settings for children are permitted if those responsible for them are ready to do so and they can do so safely, following Covid-19 Secure guidelines.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> The letting of the school premises will be at the discretion of the Site Manager. Hirers will need to provide the Site Manager with a copy of their Covid Risk Assessments. 	Yes		AT	Ongoing	✓
The use of indoor facilities by adults should remain closed until guidance changes, apart from toilets and throughways.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> N/A 					
A risk assessment should determine the maximum capacity of a hall or hire space while able to maintain social distancing according to the current relevant guidelines.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> N/A 					
Outdoor sports courts and other outdoor sporting activities have also been permitted.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> The letting of the school premises will be at the discretion of the Site Manager. 	Yes		AT	Ongoing	✓
Outdoor and indoor swimming pools will remain closed.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> N/A 					
Any groups hiring the facilities must refer to relevant government guidance or their own associations and national governing body for guidance on running the club or event following the Covid-19 guidelines.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> The letting of the school premises will be at the discretion of the Site Manager. Hirers will need to provide the Site Manager with a copy of their Covid Risk Assessments. 	Yes		AT	Ongoing	✓

The school can ask any hiring organisation to provide evidence of their risk assessment.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> The letting of the school premises will be at the discretion of the Site Manager. Hirers will need to provide the Site Manager with a copy of their Covid Risk Assessments. 	Yes		AT	Ongoing	✓
Review existing lettings/hire agreements and amend or supplement as necessary to include specifics of what the school will do and what the hirers are responsible for (e.g. cleaning, sharing equipment, hand washing or sanitiser, what happens if anyone shows symptoms or tests positive to Covid-19 etc.)	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> The letting of the school premises will be at the discretion of the Site Manager. Hirers will need to provide the Site Manager with a copy of their Covid Risk Assessments. 	Yes		AT	Ongoing	✓

Completed by:	Arron Townsend, Site Manager	Date	30/07/2020
Reviewed by:	J Bell, Headteacher R Skipp, Deputy Headteacher L Blake, Assistant Headteacher T Lynham, Assistant Headteacher A Townsend, Site Manager J Green, Personnel Manager	Date	11/09/2020 09/11/2020 06/01/2021 03/03/2021 14/05/2021 28/05/2021 15/06/2021 22/06/2021 27/08/2021

Risk Assessment for Secondary School – COVID-19 – Control Access and Visitors

ACCESS

Hazards	Who is at risk?	What are you already doing?	Is this enough to manage the risks?	What further action is necessary?	Action by whom?	Action by when?	Done
Entry points to school controlled (including deliveries).	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> All deliveries are to report to reception. One way system in place. 	Yes		AT	Ongoing	✓
Building access rules clearly communicated through signage on entrances.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> One way system in place. 	Yes		AT		✓
School start times staggered so bubbles groups arrive at different times.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> N/A 					
Floor markings outside school to indicate distancing rules (if queuing during peak times).	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> N/A 					
Screens installed to protect employees in reception.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> A screen has been added onto the front desk to protect reception staff. 	Yes		AT		✓
Shared pens removed from reception.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> For signing in and out there will be one pot of clean pens and another for used pens. 	Yes		AT		✓
Touch screen signing in devices in reception cleaned regularly.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> N/A 					

Hand sanitiser provided at all entrances.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> Hand sanitiser is available at every entrance 	No	Hand washing and hand sanitising facilities will also be available around the school site.	AT	Ongoing	✓
Pupils, staff and visitors to wear face coverings in communal areas at school and wash hands immediately on arrival.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> Face coverings are no longer required. Hand sanitiser is available at every entrance. 	Yes		JB/AT/JAC	Ongoing	✓
Covered bins provided on entrances to dispose of temporary face coverings.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> N/A 					
Sealable plastic bags provided for reusable face coverings to take home with them.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> N/A 					
Gathering at the school gates prohibited.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> N/A 					
Staff on duty outside school to monitor protection measures.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> N/A 					

Completed by:	Arron Townsend, Site Manager	Date	30/07/2020
Reviewed by:	J Bell, Headteacher	Date	11/09/2020
	R Skipp, Deputy Headteacher		09/11/2020
	L Blake, Assistant Headteacher		06/01/2021
	T Lynham, Assistant Headteacher		03/03/2021
	A Townsend, Site Manager		14/05/2021
	J Green, Personnel Manager		28/05/2021
			15/06/2021

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Risk Assessment for Secondary School – COVID-19 – Control Access and Visitors

VISITORS

Hazards	Who is at risk?	What are you already doing?	Is this enough to manage the risks?	What further action is necessary?	Action by whom?	Action by when?	Done
Wherever possible, keep meetings on a virtual platform (e.g. 1:1 sessions with professional, recruitment interviews, parental meetings etc.)	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> All staff will be encouraged to use Microsoft Teams for meetings with professionals. This will also be the case if a telephone appointment is not sufficient for parents. 	Yes		All staff	Ongoing	✓
Parents/carers and visitors coming onto the site without an appointment are not to be permitted.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> Only visitors with the pre-arranged appointments will be allowed access to the building. 	No	Communication to parents and visitors that telephone calls or Teams meetings are preferred.	JB/AT/ All staff	Ongoing	✓
Site guidance on physical distancing and hygiene explained to visitors on or before arrival.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> The visitors leaflet available at the reception desk will contain all necessary details for those accessing the school. 	Yes		JAC/AT	Ongoing	✓
Where possible visits arranged outside of school hours.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> Where possible this will be the case. 	Yes		JAC/AT/ All staff	Ongoing	✓
A record kept of all visitors to assist NHS Test and Trace, including: <ul style="list-style-type: none"> The name A contact phone number Date of visit Arrival and departure time The name of the assigned staff member. 	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> The SWR QR code is available at the front door. As is normal practice, all visitors will be signed in before entering the school. 	Yes		All staff	Ongoing	✓

Completed by:	Arron Townsend, Site Manager	Date	30/07/2020
Reviewed by:	J Bell, Headteacher R Skipp, Deputy Headteacher	Date	11/09/2020 09/11/2020

	L Blake, Assistant Headteacher	06/01/2021
	T Lynham, Assistant Headteacher	03/03/2021
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Risk Assessment for Secondary School – COVID-19 – Minimising Contacts and Social Distancing

BUBBLES

Minimising contacts and mixing between people reduces transmission of Covid-19 and the school will consider how to implement this.

Hazards	Who is at risk?	What are you already doing?	Is this enough to manage the risks?	What further action is necessary?	Action by whom?	Action by when?	Done
Small, consistent groups of pupils split into bubbles.	Staff Pupils	<ul style="list-style-type: none"> N/A 					
Class groups will be kept together in separate 'bubbles' throughout the day and do not mix with other groups.	Staff Pupils	<ul style="list-style-type: none"> N/A 					
Where pupil numbers are lower, implement key stage bubbles.	Staff Pupils	<ul style="list-style-type: none"> N/A 					
Where class size groups are not appropriate (e.g. KS4 & KS5), look to implement year group sized bubbles.	Staff Pupils	<ul style="list-style-type: none"> N/A 					
If the design of the school means class bubbles cannot be kept apart, split the building into 'zones' and implement zonal bubbles.	Staff Pupils	<ul style="list-style-type: none"> N/A 					
Very small schools or APS unable to prevent mixing to adopt whole school bubbles as part of their system of control.	Staff Pupils	<ul style="list-style-type: none"> N/A 					
Keep a record of pupils and staff in each bubble, lesson or close contact group.	Staff Pupils	<ul style="list-style-type: none"> N/A 					

School breakfast and after-school clubs to keep to the bubbles used during the school day where possible.	Staff Pupils	<ul style="list-style-type: none">• N/A					
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Risk Assessment for Secondary School – COVID-19 – Minimising Contacts and Social Distancing

MINIMISING MIXING

Hazards	Who is at risk?	What are you already doing?	Is this enough to manage the risks?	What further action is necessary?	Action by whom?	Action by when?	Done
Whatever the size of the bubble, they are to be kept apart from other groups where possible.	Staff Pupils	<ul style="list-style-type: none"> N/A 					
Groups use the same classroom or area of a setting throughout the day.	Staff Pupils	<ul style="list-style-type: none"> N/A 					
Mixing between bubbles kept to a minimum during arrival, lunchtime, breaks and departure.	Staff Pupils	<ul style="list-style-type: none"> N/A 					
Pupil movements around the school site, either in groups or individuals, is controlled to limit contact and mixing.	Staff Pupils	<ul style="list-style-type: none"> Pupil movements around the school will be governed by the one way system. 	Yes		JB/AT/JAC		✓
Groups will stay within a specific 'zone' of the site to minimise mixing.	Staff Pupils	<ul style="list-style-type: none"> N/A 					
The number of pupils in shared spaces (e.g. halls, dining areas and internal and external sports facilities) for lunch and exercise is limited to specific bubbles.	Staff Pupils	<ul style="list-style-type: none"> N/A 					
Large gatherings such as assemblies or collective worship with more than one group to be avoided.	Staff Pupils	<ul style="list-style-type: none"> N/A 					

Separate spaces for each group clearly indicated.	Staff Pupils	<ul style="list-style-type: none"> N/A 					
Multiple groups do not use outdoor equipment simultaneously.	Staff Pupils	<ul style="list-style-type: none"> N/A 					
Limiting the number of pupils who use the toilet facilities at one time.	Staff Pupils	<ul style="list-style-type: none"> N/A 					
Allow pupils to have access to toilets at all times during the day to prevent queues developing at social times.	Staff Pupils	<ul style="list-style-type: none"> Normal rules for using the toilets will apply. 	Yes		AT/JAC		✓
The same teacher(s) and other staff are assigned to each bubble and, as far as possible, these stay the same.	Staff Pupils	<ul style="list-style-type: none"> N/A 					
Staff that move between classes and year groups, to keep their distance from pupils and other staff.	Staff Pupils	<ul style="list-style-type: none"> N/A 					
To avoid mixing during breakfast and after-school clubs, a carousel system to be operated with children from different bubbles rotating between activities (e.g. inside, outside, snack time etc.), with cleaning surfaces between groups	Staff Pupils	<ul style="list-style-type: none"> N/A 					

Risk Assessment for Secondary School – COVID-19 – Minimising Contacts and Social Distancing

DISTANCING

Hazards	Who is at risk?	What are you already doing?	Is this enough to manage the risks?	What further action is necessary?	Action by whom?	Action by when?	Done
Staff to keep 2 metres from other adults as much as possible.	Staff Visitors Contractors	<ul style="list-style-type: none"> N/A 					
Where possible staff to maintain distance from their pupils, staying at the front of the class.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> N/A 					
Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> It is advised that staff continue to adhere to this advice. 	Yes		AT/JAC/JB		✓
Supply teachers, peripatetic teachers and/or other temporary staff to minimise contact and maintain as much distance as possible from other staff.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> N/A 					
The occupancy of staff rooms and offices limited.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> N/A 					
Use of staff rooms to be minimised.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> N/A 					
Staff in shared spaces (e.g. office) to avoid working facing each other.	Staff	<ul style="list-style-type: none"> N/A 					

Reducing the use of lifts to only those that need to use them.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> N/A 					
Lifts are single occupation only (if 2 metres not achievable).	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> N/A 					
Use a simple 'no touching' approach for young children to understand the need to maintain distance.	Staff Pupils Visitors	<ul style="list-style-type: none"> N/A 					
Older children to be encouraged to keep their distance within bubbles.	Staff Pupils Visitors	<ul style="list-style-type: none"> N/A 					

Risk Assessment for Secondary School – COVID-19 – Minimising Contacts and Social Distancing

MINIMISING CONTACT

Hazards	Who is at risk?	What are you already doing?	Is this enough to manage the risks?	What further action is necessary?	Action by whom?	Action by when?	Done
Doors propped open, where safe to do so to limit use of door handles. Ensure closed when premises unoccupied.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> • No fire doors will be propped open. Other doors will only be propped open with the approval of the Site Manager in line with fire regulations. • All doors to be closed at the end of each school day. 	Yes		JB/AT/JAC	Ongoing	✓
Taking books and other shared resources home limited, although unnecessary sharing avoided.	Staff Pupils	<ul style="list-style-type: none"> • Neither staff nor students will unnecessarily take books and other shared resources home. <ul style="list-style-type: none"> ○ Teachers should not touch the books until they have been quarantined for 72 hours. ○ Library books can be taken home by students however they should be quarantined by the Librarian for 72 hours on return. 	Yes		RS/AT/JAC		✓
Staff and pupils to have their own individual and very frequently used equipment, such as pencils and pens.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> • All staff and students to have their own equipment which is not to be shared. 	No	Staff and students to reminded of this on a regular basis.	JB/AT/JAC	Ongoing	✓

Risk Assessment for Secondary School – COVID-19 – Minimising Contacts and Social Distancing

PE AND SCHOOL SPORT

Hazards	Who is at risk?	What are you already doing?	Is this enough to manage the risks?	What further action is necessary?	Action by whom?	Action by when?	Done
Pupils kept in same consistent bubbles where possible during PE and sport.	Staff Pupils	<ul style="list-style-type: none"> N/A 					
Sports equipment thoroughly cleaned between each use.	Staff Pupils	<ul style="list-style-type: none"> PE staff will clean PE equipment after use. 	No	PE staff to inform the main office when cleaning stocks are low.	JB/AT	Ongoing	✓
Contact sports avoided until guidance changes.	Staff Pupils	<ul style="list-style-type: none"> Following guidance changes, contact sport will be part of the curriculum. 	Yes		JB/AT		✓
Outdoor sports should be prioritised where possible.	Staff Pupils	<ul style="list-style-type: none"> Weather permitting, lessons will take place outside. 	Yes		JB/AT		✓
Large indoor spaces used where it is not possible to be outside.	Staff Pupils	<ul style="list-style-type: none"> SWR sports hall will be used during inclement weather. 	Yes		JB/AT		✓
Swimming pools are not used until guidance changes.	Staff Pupils	<ul style="list-style-type: none"> N/A 					
Distance between pupils from mixed bubbles will be maximised.	Staff Pupils	<ul style="list-style-type: none"> N/A 					

Sporting activities delivered by external coaches, clubs and organisations will only go ahead if they can satisfy the above requirements.	Staff Pupils	<ul style="list-style-type: none">External visitors must provide a copy of their Covid risk assessments to the Headteacher and Site Manager before the visit takes place.	Yes		JB/AT/JAC	Ongoing	✓
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Risk Assessment for Secondary School – COVID-19 – Minimising Contacts and Social Distancing

EDUCATIONAL VISITS AND JOURNEYS

Hazards	Who is at risk?	What are you already doing?	Is this enough to manage the risks?	What further action is necessary?	Action by whom?	Action by when?	Done
From the autumn term, non-overnight educational visits only.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> Approval for all proposed visits must be sought from the Headteacher who will discuss the details with the Site Manager before making a decision. 	Yes		JB/AT	Ongoing	✓
Risk assessments of visits and journeys to be undertaken by visit leaders.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> Visit leaders undertake risk assessments as per the Educational Visits Procedure with the help and guidance of the Site Manager. 	Yes		JB/AT	Ongoing	✓
No overnight and overseas visits until government guidance changes.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> Overnight or overseas visits will only take place in line with current regulations outlined in the Educational Visits Procedure. 	Yes		JB/AT/SJ	Ongoing	✓
Pupils grouped together on transport in the same bubbles that are adopted within school where possible.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> N/A 					
Journeys planned to allow distancing within vehicles (this may mean large vehicles or more are used).	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> N/A 					
The use of face coverings for children over the age of 11, if they are likely to come into very close contact with people outside of their bubble.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> N/A 					
Use of hand sanitiser upon boarding and/or disembarking.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> Hand sanitiser will be available on boarding and disembarking. 	Yes		AT/SJ	Ongoing	✓

Cleaning of vehicles between each journey.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> Only essential journeys will be made using the school minibuses due to the time and costs associated with cleaning. Local coach operators will have their own risk assessments for cleaning vehicles before journeys. Copies of the risk assessments will be requested on booking. 	Yes		JB/AT/SJ		✓
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Completed by:	Arron Townsend, Site Manager	Date	30/07/2020
Reviewed by:	J Bell, Headteacher R Skipp, Deputy Headteacher L Blake, Assistant Headteacher T Lynham, Assistant Headteacher A Townsend, Site Manager J Green, Personnel Manager	Date	11/09/2020 09/11/2020 06/01/2021 03/03/2021 14/05/2021 22/05/2021 28/05/2021 15/06/2021 27/08/2021

Risk Assessment for Secondary School – COVID-19 – Infection Control Measures

MINIMISE CONTACT WITH INDIVIDUALS WHO ARE UNWELL

Hazards	Who is at risk?	What are you already doing?	Is this enough to manage the risks?	What further action is necessary?	Action by whom?	Action by when?	Done
Anyone with Covid-19 symptoms, or who have someone in their household who does, not to attend school.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> Students are NOT required to self-isolate if they live in the same household as someone with a positive Covid test (NHS Test & Trace will recommend a PCR test). Fully vaccinated staff are NOT required to isolate if they live in the same household as someone with a positive Covid test (NHS Test & Trace will recommend a PCR test). Staff who are not vaccinated will be advised by NHS Test and Trace if they are required to isolate. 	Yes		Parents	Ongoing	✓
If anyone becomes unwell at school they will be isolated, sent home and provided with information on what to do next.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> Any student or staff member who becomes unwell and is showing signs of Covid-19 will be isolated in the Quad. Information will be passed on to the parents on what to do next. 	Yes		AT/JAC	Ongoing	✓
An unwell child awaiting collection, will be isolated in a suitable room with or without adult supervision (depending on the age and needs of the child).	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> If a student needs help PPE must be worn whilst in the covid-19 medical room. 	Yes		AT	Ongoing	✓
Staff caring for a child awaiting collection to keep a distance of 2 metres.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> Staff should use PPE if they need to be within 2 metres of a child with symptoms. 	Yes		AT	Ongoing	✓
PPE to be worn by staff caring for the child if 2 metres distance cannot be maintained.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> Staff should ask for PPE at the Main Office. 	Yes		AT/JAC	Ongoing	✓

Staff to wash their hands after caring for a child with symptoms.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> In the first instance of a student becoming unwell staff must wash their hands thoroughly. 	Yes		AT/JB	Ongoing	✓
All areas where a person with symptoms has been to be cleaned after they have left.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> Details of areas in need of cleaning should be passed to the Main Office immediately. 	Yes		AT/JAC	Ongoing	✓
Should staff have close hands-on contact they should monitor themselves for symptoms of possible Covid-19 over the following 14 days.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> Staff should speak to the Personnel Manager or the Site Manager if they are concerned. 	Yes		AT/JAC	Ongoing	✓

Risk Assessment for Secondary School – COVID-19 – Infection Control Measures

HAND WASHING

Hazards	Who is at risk?	What are you already doing?	Is this enough to manage the risks?	What further action is necessary?	Action by whom?	Action by when?	Done
Frequent hand washing encouraged for adults and pupils (following guidance on hand cleaning).	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> Everyone needs to follow the guidance on hand cleaning. Tutors to remind students about good hygiene at the beginning of each day. 	Yes		AT/JB/JAC All staff	Ongoing	✓
Sufficient hand washing facilities are available.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> Hand sanitiser is available throughout the school. 	Yes		AT		✓
Where there is no sink, hand sanitiser provided in classrooms.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> Hand sanitiser is available throughout the school. 	Yes		AT Site staff		✓
Skin friendly skin cleaning wipes used as an alternative to hand washing or sanitiser.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> If required by a member of staff or a student, then an individual risk assessment will be completed by the Personnel Manager. 	Yes		AT/JAC Site staff		✓
Pupils to clean their hands when they arrive at school, when they return from breaks, when they change rooms and before and after eating.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> Students are to be reminded to wash or sanitise their hands after moving/eating. 	Yes		AT/JB/JAC		✓
Staff help is available for pupils who have trouble cleaning their hands independently (e.g. small children and pupils with complex needs).	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> A separate risk assessment will be available. Please ask the Personnel Manager or the Site Manager. 	Yes		AT/JAC		✓

Use resources such as 'e-bug' to teach effective hand hygiene etc.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none">Tutors should remind tutees about effective hand hygiene on a daily basis.	Yes		AT/JB		✓
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Risk Assessment for Secondary School – COVID-19 – Infection Control Measures

RESPIRATORY HYGIENE

Hazards	Who is at risk?	What are you already doing?	Is this enough to manage the risks?	What further action is necessary?	Action by whom?	Action by when?	Done
Adults and pupils are encouraged not to touch their mouth, eyes and nose.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> Hygiene posters are displayed in every classroom and act as a reminder to adults and students. 	Yes		JB/AT/JAC/ LB/Tutors		✓
Adults and pupils encouraged to use a tissue to cough or sneeze and use bins for tissue waste ('catch it' bin it, kill it').	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> Catch it, bin it, kill it posters are displayed in classrooms and common areas throughout the school. 	Yes		JB/AT/JAC/ LB/Tutors		✓
Tissues to be provided.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> Tissues will be provided to all classrooms and offices. 	Yes		AT/JAC		✓
Bins for tissues provided and are emptied throughout the day.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> Bins are available throughout the school and will be emptied as often as possible. 	Yes		AT/JAC		✓
Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> N/A 					
Measures to be taken when playing instruments or singing in small groups such as in music lessons include: <ul style="list-style-type: none"> Physical distancing Playing outside wherever possible Limiting group size to no more than 15 	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> N/A 					

<ul style="list-style-type: none">• Positioning pupils back-to-back or side-by-side.• Avoiding sharing of instruments• Ensuring good ventilation							
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Risk Assessment for Secondary School – COVID-19 – Infection Control Measures

CLEANING

Hazards	Who is at risk?	What are you already doing?	Is this enough to manage the risks?	What further action is necessary?	Action by whom?	Action by when?	Done
Sanitising spray and paper towels to be provided in classrooms for use by members of staff.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> The school will use sanitising spray. Students will be able to clean their own desk at the start of the lesson to ensure that the area is clean. 	Yes		All staff	Ongoing	✓
Thorough cleaning of rooms at the end of the day.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> This will be done by the in-house cleaning staff at the end of every school day. 	Yes		AT Cleaning staff	Ongoing	✓
Shared materials and surfaces to be cleaned frequently (e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches, handrails, etc).	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> Heads of Department will be responsible for the cleaning of shared materials and surfaces in classrooms. 	Yes		AT Cleaning staff	Ongoing	✓
Resources that are shared between bubbles (e.g. sports, art and science equipment) to be cleaned frequently and meticulously and always between bubbles.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> N/A 					
Outdoor equipment appropriately cleaned frequently.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> Gate locks and handles to the tennis courts will be cleaned by our in-house cleaning staff at the end of every school day. 	Yes		AT Cleaning staff	Ongoing	✓
Toilets to be cleaned regularly.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> This will be done by our in-house cleaning staff at the end of every school day. 	Yes		AT Cleaning staff	Ongoing	✓

Hand sanitiser provided for the operation of lifts.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> N/A 					✓
Staff providing close hands-on contact with pupils need to increase their level of self-protection, such as minimising close contact and having more frequent hand washing and other hygiene measures, and regular cleaning of surfaces.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> There will be separate risk assessments for those who need to provide close hands on contact. 	Yes		AT/JB/JAC	Ongoing	✓

Risk Assessment for Secondary School – COVID-19 – Infection Control Measures

PPE

Hazards	Who is at risk?	What are you already doing?	Is this enough to manage the risks?	What further action is necessary?	Action by whom?	Action by when?	Done
<p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> • Where an individual child or young person becomes ill with coronavirus (Covid-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained. • Where a child or young person already has routine intimate care needs that involve the use of PPE, in which case the same PPE should continue to be used. 	<p>Staff Pupils Visitors Contractors</p>	<ul style="list-style-type: none"> • PPE is available to qualified first aid and cleaning staff within the school and will be used as and when required under the circumstances noted. • Any questions about PPE should be directed to the Site Manager or the Personnel Manager. 	<p>Yes</p>		<p>AT/JAC</p>		<p style="text-align: center;">✓</p>

Risk Assessment for Secondary School – COVID-19 – Infection Control Measures

FIRST AID

Hazards	Who is at risk?	What are you already doing?	Is this enough to manage the risks?	What further action is necessary?	Action by whom?	Action by when?	Done
Check if qualifications run out. Consider enrolling more staff on training.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> The school has sufficient staff qualified in first aid and all qualifications are current. 	Yes		AT/JAC		✓
<p>Employees providing first aid to pupils will not be expected to maintain 2 metres distance. The following measures will be adopted:</p> <ul style="list-style-type: none"> Washing hands or using hand sanitiser, before and after treating injured person. Wear gloves or cover hands when dealing with open wounds. If CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives. If CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxia arrest. Dispose of all waste safely. 	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> All procedures are in place for first aid staff to deal with pupils and adults who are unwell. 	Yes		AT/JAC		✓

Completed by:	Arron Townsend, Site Manager	Date	30/07/2020
Reviewed by:	J Bell, Headteacher R Skipp, Deputy Headteacher	Date	11/09/2020

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Risk Assessment for Secondary School – COVID-19 – Communicate and Review Arrangements

Hazards	Who is at risk?	What are you already doing?	Is this enough to manage the risks?	What further action is necessary?	Action by whom?	Action by when?	Done
Consultation with employees and trades union Safety Reps on risk assessments.	Staff	<ul style="list-style-type: none"> Ongoing 	Yes		JB/AT	Ongoing	✓
Risk assessment published on school intranet and website.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> Risk assessments and reviews have been submitted for signature by the Headteacher and the Athelstan Trust. These will be published once agreed. 	Yes		JB/AT	Ongoing	✓
Nominated employees tasked to monitoring protection measures.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> Ongoing. All staff should monitor the protection measures in place and raise any issues with JB/AT/JAC 	Yes		All Staff	Ongoing	✓
Members of staff are on duty at breaks to ensure compliance with rules.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> N/A 			All Staff	Ongoing	✓
Staff encouraged to report any non-compliance.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> Any non-compliance should be immediately reported to AT, JB or JAC. 	Yes		All Staff	Ongoing	✓
The effectiveness of prevention measures will be monitored by school leaders.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> AT/JB/JAC will continue to monitor all prevention measures in place. 	Yes		AT/JB/JAC	Ongoing	✓
Risk assessments will be reviewed if the risk level changes (e.g. following local/national lockdown or cases or an outbreak) and in light of updated guidance.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> Ongoing 	Yes		AT	Ongoing	✓

Completed by:	Arron Townsend, Site Manager	Date	30/07/2020
Reviewed by:	J Bell, Headteacher	Date	

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		28/05/2021
		15/06/2021
		22/06/2021
		27/08/2021

Risk Assessment for Secondary School – COVID-19 – Infection Control Measures

MASS ASYMPTOMATIC TESTING FOR STUDENTS AND STAFF

Hazards	Who is at risk?	What are you already doing?	Is this enough to manage the risks?	What further action is necessary?	Action by whom?	Action by when?	Done
Preparing staff and students for asymptomatic testing.	Staff Pupils	<ul style="list-style-type: none"> Lateral Flow testing will take place in school before students return. Two tests will be undertaken in school 3 to 5 days apart. Lateral Flow Test kits will be provided to all students and staff for use at home twice per week. Arrangements can be made for students to be tested in school should the need arise. 	Yes		AT/JAC	Ongoing	✓

Completed by:	Arron Townsend, Site Manager	Date	06/01/2021 03/03/2021 14/05/2021 28/05/2021
Reviewed by:	J Bell, Headteacher R Skipp, Deputy Headteacher L Blake, Assistant Headteacher T Lynham, Assistant Headteacher A Townsend, Site Manager J Green, Personnel Manager	Date	06/01/2021 03/03/2021 14/05/2021 28/05/2021 15/06/2021 22/06/2021 27/08/2021

Risk Assessment for Secondary School – COVID-19 – Infection Control Measures

NHS TEST AND TRACE RISK ASSESSMENTS

General and Clinical Activities on the Asymptomatic Testing Site at Sir William Romney's School

Hazards	Who is at risk?	What are you already doing?	Is this enough to manage the risks?	What further action is necessary?	Action by whom?	Action by when?	Done
Contact between staff and pupils increasing the risk of transmission of Covid-19.	Pupil Staff Visitor Contractor	<ul style="list-style-type: none"> • Asymptomatic: All staff and pupils are to be advised in advance not to attend if they have any symptoms of COVID 19, (including a fever and/or new persistent cough). • Hand hygiene: All staff and pupils to use hand sanitiser provided on arrival & adherence to this enforced by Testing Site staff. • One Way System: A one-way flow of staff and pupils through the test site is to be initiated and maintained at all times. Compliance with this is to be ensured by Test Site staff. • Cleaning: Regular cleaning of the Test Site including wipe down of all potential touchpoints in accordance with PHE guidance. • Limited clutter: no physical handing of documents to subjects except barcodes and PCR test kits. 	Yes		AT/JAC	Ongoing	✓
Contact between subjects and staff increasing the risk of transmission of Covid-19: <ul style="list-style-type: none"> • Welcome & Registration • Sample Taking • Sample Transport • Sample Processing & Analysis • Sample Disposal and Waste Disposal 	Pupils Staff	<ul style="list-style-type: none"> • See above. 	Yes		AT/JAC	Ongoing	✓

Damaged barcode, lost LFD, failed scan of barcode	Pupils Staff	<ul style="list-style-type: none"> • Rule based recall of subjects who have not received a result within x hrs of registration • Subjects are called for a retest 	Yes		AT/JAC	Ongoing	✓
Extraction solution which comes with the lab test kit contains the following components: NA2HPO4 (disodium hydrogen phosphate), NaH2PO4 (sodium phosphate monobasic), NaCl (Sodium Chloride)	Pupils Staff	<ul style="list-style-type: none"> • PPE: nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution. Safety glasses with side shields which are tested and approved under appropriate government standards to be worn at all times when handling the extraction solution. Aprons to be worn at all times. • Environmental: do not let product enter drains • Spillages: wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures • Do not use if the solution has expired • Training to be provided in handling potentially biohazardous samples, chemicals and good lab practice. Adhere to guidelines in these training procedures to prevent improper handling. • Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals. 	Yes		AT/JAC	Ongoing	✓
Incorrect Result Communication	Pupils Parents Staff	<ul style="list-style-type: none"> • Two identical barcodes are provided to staff/pupil at check in • Staff/pupil registers their details to a unique ID barcode before conducting the test • Barcodes are attached by trained staff at the sample collection bay • Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station 	Yes		AT/JAC	Ongoing	✓