



COVID-19 RISK ASSESSMENTS

Academic Year 2020 - 2021

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	06/01/2021
Tim Gilson, CEO, The Athelstan Trust	07/01/2021

Reviewed at Sir William Romney's School by:	Date:
Jon Bell, Headteacher	
Robert Skipp, Deputy Headteacher	11/09/2020
Laura Blake, Assistant Headteacher	09/11/2020
Tanith Lynham, Assistant Headteacher	06/01/2021
Arron Townsend, Site Manager	
Jacqui Green, Personnel Manager	



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. 	No	A full drain of the schools water systems and refill will take place on the 5 th of November	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"> Changes to the fire routes 	No	The school fire plan will be rewritten to take account of Covid-19 restrictions.	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 continuously running throughout lockdown and will continue. All classroom and office windows are to 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 Covid-19 medical room 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 will be monitor 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 will be supplied with a bin. 	Yes		AT		✓
Provide sufficient tissues in all	Staff	<ul style="list-style-type: none"> Cleaning staff will monitor stocks of 	Yes		AT	Ongoing	✓

rooms.	Pupils Visitors Contractors	tissues in each 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"> There will be two separate zones A&B <ul style="list-style-type: none"> KS4 will be in Zone A KS3 will be in Zone B 	Yes		AT/JB/JAC		✓
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"> School zone plan is complete. Instructions will accompany this when shared with all staff. There will be no mixing between bubbles. Distancing guidelines will continue with two metre space in all main corridors. A one way system is in place. 	Yes		AT		✓
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"> KS4 canteen will be in the main hall and gym. KS3 will use the SWR Café and for extra seating the sandwich room will be available. 	Yes	The SWR Café will be closed during Lockdown 3.	AT		✓
Evaluate the capacity of rooms and shared areas.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> Every room will be measured and a list compiled of how many people can go into each room safely. 	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"> A plan is in place and has been shared with all staff. 	Yes		AT/JB/JAC		✓
Consider door signs mounted to identify max number in room / toilets at one time.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> Each teaching room and office will have a sign to identify the maximum number of people allowed in each room at any one time. 	Yes		AT		✓
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"> There are a few crunch points in the school. A give way system will be in place and a school map will identify the crunch points together with instructions on what 	Yes		AT/JB		✓

		to do.					
Consider one-way system if possible for circulation around the building.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> One way system will be 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 only has one set of stairs so staff and students will go to their muster points and stagger the use of the stairs. 	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"> With the one way system there is no need to mark corridors. 	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"> There will be markings in both the café and the main hall as both are used for lunch and breaktimes. 	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"> Year groups will have different access points and exit points. One way system also 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 will be cleaned throughout the school day. 	No	For fire safety and safeguarding, 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 will be in use. 	Yes		JB/AT		✓

Organise classrooms for maintaining space between seats and desks.	Staff Pupils	<ul style="list-style-type: none"> Social distances have been 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 will be setup this way and this will continue 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 is not required has been moved. 	Yes		Site staff		✓
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 will be in place. Can be shared if staff would like a copy. 	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"> Different entrance points and exit points will be available to keep groups apart as much as possible. 	Yes		AT/JB		✓
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"> KS3 + KS4 will not mix and have separate canteens 	Yes		AT/JB		✓
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"> The school will work a carousel system meaning staggered breaks and lunchtimes. 	Yes		AT/JB		✓
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"> SLT have prepared staff and students in case of closures. 	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 will be 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 will be published on the school website. 	Yes		JB/JAC		✓
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"> • Visitor protocol to be reviewed in light of changes brought about by Covid-19. New protocol to be made available to all staff to ensure their understanding. 	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"> • All information made available from The Athelstan Trust, the school's HR provider, Occupational Health or any other source will be shared with staff and pupils as it becomes available. • The Personnel Manager has informed staff that she is available to talk to if and when required. • The Assistant Headteacher Pastoral has ensured 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"> Full details of the NHS Test and Trace process will be made available to all staff. The SLT and operational leads 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 to write to all staff, parents and students to explain this. 	Yes		JB	Ongoing	✓

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		
	A Townsend, Site Manager		
	J Green, Personnel Manager		

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"> JAC to contact all staff and invite them to undertake individual risk assessments 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 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"> This information will be reinforced during the regular staff briefings and in any conversations/correspondence with parents. 	Yes		JB/SLT	Ongoing	✓
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 between bubbles and/or rotas for equipment use. 	No		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 will receive training on Microsoft Teams to enable remote learning and will be 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 will receive 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"> JB/RS/LS have reviewed where required and now complete 	Yes		JB/RS/LS		✓
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"> The Headteacher will include this in correspondence/ video to parents/pupils that will be sent out before 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 made public so parents can read through all of preventative 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 and any policy changes 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"> This will be included in the Headteacher's correspondence/video to parents/pupils. 	Yes		JB		✓
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"> This information has already been given to parents but will be reiterated in the Headteacher's communication with parents and pupils. 	No	Any questions please contact the school as above.	AT		✓

Bags are allowed.	Staff Pupils	<ul style="list-style-type: none"> Students will be allowed to bring their bags into school but they should only contain essential items. Again this will be communicated to parents. 	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 already been advised on the equipment that a student must have available to them in September 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"> This is not necessarily an issue in secondary schools but it will be communicated to parents. 	Yes		JB		✓
Parents and pupils encouraged to walk or cycle where possible.	Staff Pupils	<ul style="list-style-type: none"> This will be included in the Headteacher's correspondence/video to parents/pupils. 	Yes		JB		✓
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"> This will be included in the Headteacher's correspondence/video to parents/pupils. 	Yes		JB		✓
Staggered drop-off and collection times planned and communicated to parents.	Staff Pupils	<ul style="list-style-type: none"> It is not possible to stagger the drop-off and collection times for students but parents will be made aware of the 'bubble' arrangements that are in place. 	Yes		JB		✓
Made clear to parents that they cannot gather at entrance gates or doors.	Staff Pupils	<ul style="list-style-type: none"> This is not an issue at Sir William Romney's but again will be communicated to parents. 	Yes		JB		✓
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"> The school will continue to support parents and pupils. Telephone appointments only to limit the risk. (Only in exceptional circumstances can a face to face meeting be held this will require the permission of both JB and AT). 	Yes		AT/JB		✓

Communications to parents (and young people) includes advice on transport.	Staff Pupils	<ul style="list-style-type: none">Once details of transport requirements have been received from GCC and coach operators, this information will be included in communications with parents.	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"> AT 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 will ensure 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"> A meeting will be held to discuss the plans for break and lunchtimes and having two separate canteens. 	Yes		AT/JAC		✓
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"> JB/JAC to liaise with the GCC and transport providers. 	Yes		JB/AT		✓
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"> No visitors except for emergencies. 	Yes	Permission from both JB and AT must be given before any meetings/contractors work etc. take place.	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"> No lettings until further notice 	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"> No lettings until further notice 	Yes		AT	Ongoing	✓
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"> No lettings until further notice 	Yes		AT	Ongoing	✓
Outdoor sports courts and other outdoor sporting activities have also been permitted.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> No lettings until further notice 	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 much 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"> No lettings until further notice 	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"> No lettings until further notice 	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"> No lettings until further notice 	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

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 which will show the students their entry points. 	Yes		AT	Ongoing	✓
Building access rules clearly communicated through signage on entrances.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> All entrances will have clear signage which everyone must follow. 	Yes		AT		✓
School start times staggered so bubbles groups arrive at different times.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> It is not possible to staged school start times but the school day will be staggered to avoid bubbles mixing. 			AT/JB		✓
Floor markings outside school to indicate distancing rules (if queuing during peak times).	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> Markings for distancing are in place. 	Yes		Site staff		✓
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 there will be a pot of cleaned pens and another pot for used pens. 	Yes	This only applies to SWR staff.	AT		✓
Touch screen signing in devices in reception cleaned regularly.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> All devices in reception will be cleaned regularly throughout the day. 	Yes		AT		✓

Hand sanitiser provided at all entrances.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> Hand sanitiser will be available at every entrance 	No	Hand washing and hand sanitising facilities will also be available around the school site.	AT		✓
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"> Students and staff to wear face masks at all times when in communal areas. Face masks should not be worn in lessons. For the duration of Lockdown 3, face masks should be worn at all times. 	No		AT/ Site staff	Ongoing	✓
Covered bins provided on entrances to dispose of temporary face coverings.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> A closed bin will be located by every entrance into the school. 	Yes		AT		✓
Sealable plastic bags provided for reusable face coverings to take home with them.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> Staff and students will need to provide their own sealable plastic bag. 	Yes		Everyone	Ongoing	✓
Gathering at the school gates prohibited.	Staff Pupils Visitors Contractors		Yes		Everyone		✓
Staff on duty outside school to monitor protection measures.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> In place 	No		JB/AT		✓

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

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 pre-arranged appointments will be allowed access to the building. 	No	Communication to parents and visitors that telephone calls or Teams meetings are preferred. If access to the site is required then an appointment is necessary and approval will be required from JB and AT.	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	01/09/2020	✓
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 office staff will take the details of all visitors for NHS Test and Trace purposes. These details will be kept confidentially. The SWR QR code is available at the front door. All staff and visitors will be asked to use the NHS Test and Trace app. 	Yes		All staff	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

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"> Due to the size of year groups in the school, please see point 4 below. 	Yes		JB/AT/JAC		✓
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"> Due to the size of year groups in the school, please see point 4 below. 	Yes		JB/AT/JAC		✓
Where pupil numbers are lower, implement key stage bubbles.	Staff Pupils	<ul style="list-style-type: none"> Due to the size of year groups in the school, please see point 4 below. 	Yes		JB/AT/JAC		✓
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"> Each of the year groups in Key Stage 3 (Years 7 & 8) will be individual bubbles i.e. Year 7 will not mix with Year 8. Key Stage 4 (Years 9, 10 & 11) will be classed as one bubble as the number of students is lower. For KS4, although their lessons and breaktimes will be separated, they will have the use of the same classrooms to enable the teaching of GCSE lessons. This has been kept to a minimum but where necessary cleaning will take place at lesson changeover. 	Yes	Through Lockdown 3, the key worker/vulnerable students present in school will be classed as one bubble.	JB/AT/JAC	Ongoing	✓
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"> Each bubble has been allocated a zone within the school. Year 7 are based in Humanities, and Year 8 in Mathematics. Key Stage 4 will be based in Science, DT and Music and commutation's block. Where crossover takes place at Key Stage 4 cleaning will take place at lesson changeover. 	Yes		JB/AT/JAC		✓

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"> • Registers will be available for lessons via SIMS. • All teaching staff to ensure registers are taken in a timely manner. <ul style="list-style-type: none"> ○ Y7 Registers. Teachers to take a formal registers on SIMS at the start of Periods 2 and 4. ○ Teachers should check attendance after break and lunchtimes but not record on SIMS. ○ A TA will check with Y7 classrooms that all students are present. 	Yes	During Lockdown 3, staff will take registers to allow the tracking of attendance at remote live lessons.	All staff	Ongoing	✓
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 					

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"> See below for details. 	Yes		JB/AT/JAC		✓
Groups use the same classroom or area of a setting throughout the day.	Staff Pupils	<ul style="list-style-type: none"> Each bubble has been allocated a zone within the school. KS3 (Y7 & 8) are in Zone B and KS4 (Y9, 10 & 11) in Zone A. Year 7 are based in Humanities, Year 8 in Mathematics. KS4 will be based in Science, DT and Music and Communications Block. Where crossover takes place at KS4 cleaning will take place at lesson changeover. 	Yes		JB/AT/JAC		✓
Mixing between bubbles kept to a minimum during arrival, lunchtime, breaks and departure.	Staff Pupils	<ul style="list-style-type: none"> Bubbles will not mix during school hours. When arriving in school via school or public transport, pupils will be separated and will enter the school buildings through different entrances. 	Yes		JB/AT/JAC		✓
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 controlled by staff. 	No		JB/AT/JAC		✓
Groups will stay within a specific 'zone' of the site to minimise mixing.	Staff Pupils	<ul style="list-style-type: none"> This will be the case and will be controlled by staff. 	Yes		JB/AT/JAC		✓
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"> This will be the case and will be controlled by staggered break and lunchtimes and also by the way in which lessons have been timetabled. 	Yes		JB/AT/JAC		✓

Large gatherings such as assemblies or collective worship with more than one group to be avoided.	Staff Pupils	<ul style="list-style-type: none"> Assemblies will take place online. 	Yes		JB/AT/JAC		✓
Separate spaces for each group clearly indicated.	Staff Pupils	<ul style="list-style-type: none"> The separate spaces for use by individual bubbles will be clearly indicated. 	Yes		JB/AT/JAC		✓
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"> Each toilet facility will be clearly marked with the number of pupils allowed access at any one time. 	No	Students will be briefed about the numbers having access to toilets when they return to school.	JB/AT/JAC	Ongoing	✓
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 initially but this will be monitored and reviewed in the case of queues forming. 	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"> To give students access to a broad curriculum it is necessary for teachers to move classes each lesson. Teachers will clean the desk and any equipment on the desk in the classroom before using it. 	No	Staff to be briefed on the necessity of cleaning the desk and equipment before use.	JB/AT/JAC	Ongoing	✓
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"> Staff will maintain a distance of 2 metres from students in all lessons. If there is a teaching assistant present in a lesson, he/she will again maintain 2 metres distance from the other member of staff and pupils. 	Yes		JB/AT/JAC		✓
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	Staff Pupils	<ul style="list-style-type: none"> N/A 					

cleaning surfaces between groups							
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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"> All staff will adhere to 2 metres distance from other adults within the school. 	No	All staff to be reminded at the regular staff meetings of the need to adhere to 2 metre distancing from other adults.	JB/AT/JAC	Ongoing	✓
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"> All staff will maintain distance from pupils by staying at the front of their classes. 	No	All staff to be reminded at the regular staff meetings of the need to adhere to 2 metre distancing from students.	JB/AT/JAC	Ongoing	✓
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"> All staff will minimise time spent within 1 metre of any person. 	No	All staff to be reminded of this at the regular staff meetings.	JB/AT/JAC	Ongoing	✓
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"> All staff will adhere to 2 metres distance from other adults within the school. 	No	Temporary staff and all other staff to be reminded of this at the regular staff meetings.	JB/AT/JAC	Ongoing	✓
The occupancy of staff rooms and offices limited.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> The occupancy levels of the staff room and all offices will be calculated and occupancy numbers clearly displayed on each door. 	No	All staff to be reminded to adhere to occupancy levels in the staff room and within offices at the regular staff meetings.	JB/AT/JAC	Ongoing	✓
Use of staff rooms to be minimised.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> The staff room will not be used for meetings. Staff will be encouraged to use other spaces to ensure minimal contact. If the staff room is used, staff will maintain 2 metres distance from other adults. 	No	All staff to be reminded of this at the regular staff meetings.	JB/AT/JAC	Ongoing	✓

Staff in shared spaces (e.g. office) to avoid working facing each other.	Staff	<ul style="list-style-type: none"> The occupancy levels of each office will be calculated and occupancy numbers clearly displayed on each door. Staff desks will be moved if they are facing each other. 	Yes		JB/AT/JAC	Ongoing	✓
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"> Pupils will be advised to keep their distance from others within their bubbles wherever possible. This message will be enforced by all staff. 	Yes		JB/AT/JAC	Ongoing	✓

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"> • 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. 	No		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"> ○ Staff and students to be reminded not to do this on a regular basis. ○ KS4 students are able to take exercise books out of their classrooms when they are taught the same subject in different classrooms. ○ Teachers should not touch the books until they have been quarantined for 72 hours. 	Yes		JB/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"> All pupils will remain within their bubbles throughout PE lessons. 	Yes		JB/AT		✓
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"> No contact sports will take place until further notice. 	Yes		JB/AT		✓
Outdoor sports should be prioritised where possible.	Staff Pupils	<ul style="list-style-type: none"> Weather permitting, all 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 have a number on the front door on how many people can safely be accommodated. 	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		Yes		JB/AT		✓

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">No external visitors, coaches, clubs or organisations allowed in school until further notice.	Yes	Minimising risk.	JB/AT	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 JB who will discuss the details with AT 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 undertaken risk assessments as per the Educational Visits Procedure with the help and guidance of AT. 	Yes		JB/AT	Ongoing	✓
No overnight and overseas visits until government guidance changes.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> No overnight or overseas visits will take place until further notice. 	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"> Where possible this will be the case. 	Yes		JB/AT/SJ	Ongoing	✓
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"> Where possible this will be the case. 	Yes		JB/AT/SJ	Ongoing	✓
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"> Where possible this will be the case. 	Yes		JB/AT	Ongoing	✓
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

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"> Parents must notify the school immediately if this is the case. 	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 Covid-19 medical room. 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 also use PPE. 	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 • Instructions will then be passed onto a cleaner. 	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 JAC or AT 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"> All toilets open at all times to ensure enough hand washing facilities. 	Yes		AT		✓
Where there is no sink, hand sanitiser provided in classrooms.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> Hand sanitiser will be available in every classroom. 	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 JAC. 	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"> Staff must ensure that students are washing/sanitising hands after every movement at school. 	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 JAC or AT 	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 could use this during the talk at the start of each day.	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. 	No		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. 	No		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"> Singing, wind and brass playing will not take place in larger groups as noted until further notice. 	Yes		JB/AT/PND		✓
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"> All measures noted will be adhered to until further notice. 	Yes		JB/AT/PND		✓

<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"> SWR 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	During Lockdown 3, all staff are reminded of the need to clean desks and tables that have been used whilst they have been in school.	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 our 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. One cleaner will be on site throughout the day to clean sinks, toilets, door handles, light switches and handrails. 	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"> Teaching and support staff will need to clean equipment once it has been used. 	Yes		All staff	Ongoing	✓
Outdoor equipment appropriately cleaned frequently.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> The covered area outside the Communications Block will be out of bounds to students. Tennis court gate handles and door locks will be regularly cleaned. 	Yes		AT Cleaning staff	Ongoing	✓
Toilets to be cleaned regularly.	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> On site cleaner will be regularly cleaning all toilets 	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 AT/JAC. 	<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

	L Blake, Assistant Headteacher T Lynham, Assistant Headteacher A Townsend, Site Manager J Green, Personnel Manager		09/11/2020 06/01/2021
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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 			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. 			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 			All Staff	Ongoing	✓
Members of staff are on duty at breaks to ensure compliance with rules.	Staff Pupils Visitors Contractors				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. 			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. 			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 			AT	Ongoing	✓

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

	R Skipp, Deputy Headteacher		11/09/2020
	L Blake, Assistant Headteacher		09/11/2020
	T Lynham, Assistant Headteacher		06/01/2021
	A Townsend, Site Manager		
	J Green, Personnel Manager		

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"> Members of staff to be allocated to various roles within the test site. Personnel and Site Managers to ensure all allocated staff have received relevant training. Certificates will be held on personnel files. A member of SLT will collect groups of students from teaching rooms and escort them to the test site in readiness for registration in accordance with social distancing rules. Following testing, students will make their own way back to their lesson ensuring they follow the one way system and adhered to the bubble zones. 	No	Staff will be requested to attend school from 8am on the day of testing to ensure lessons/remote learning can continue as normal for students.	AT/JAC	Ongoing	✓
Preparing staff and students for close contact testing.	Staff Pupils	<ul style="list-style-type: none"> Members of staff to be allocated to various roles within the test site. Personnel and Site Managers to ensure all allocated staff have received relevant training. Certificates will be held on personnel files. Students and staff requiring close contact testing will make their way to Room H5 immediately upon arrival in school in readiness for registration and in accordance with social distancing rules. Following testing, students will make their way to The Quad where they will await their results (30 minutes) whilst being supervised by a member of staff. Once a negative result has been received, students may go to their lessons ensuring they follow the one way system and adhered to the bubble zones. 	Yes		AT/JAC	Ongoing	✓

Completed by:	Arron Townsend, Site Manager	Date	06/01/2021
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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, or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) or if they have returned within 14 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms. • Face masks: Prominent signage reminding staff and pupils to wear face masks at all times to be displayed at the entrance to the building. • Face coverings/masks to be worn by staff and pupils at all times whilst on the premises except for brief lowering at time of swabbing. • Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by Testing Site staff. • Hand hygiene: All staff and pupils to use hand sanitiser provided on arrival & adherence to this enforced by Testing Site staff. • Social distancing: Two metre social distancing to be maintained between staff and pupils with measured floor markings in place to ensure compliance in addition to verbal reminders if necessary from Test Site staff. • A one-way flow of staff and pupils through the test site is to be initiated 	Yes		AT/JAC	Ongoing	✓

		<p>and maintained at all times. Compliance with this is to be ensured by Test Site staff.</p> <ul style="list-style-type: none"> • Cleaning: Regular cleaning of the Test Site including wipe down of all potential touchpoints in accordance with PHE guidance. • Limited clutter - chairs only on request; no physical handing of documents to subjects except barcodes and PCR test kits. 					
<p>Contact between subjects and staff increasing the risk of transmission of Covid-19:</p> <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: Na_2HPO_4 (disodium hydrogen phosphate), NaH_2PO_4 (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 	Yes		AT/JAC	Ongoing	✓

		<ul style="list-style-type: none"> • 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. 					
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	✓