

Location or School Address: HILBRE HIGH SCHOOL, Frankby Road, Wirral	Date assessment Undertaken 10/1/2021	Assessment undertaken by : Jeanne Fairbrother & J Doyle
Activity or situation: Schools /Settings – National Lockdown - 7/1/2021	Review date: Weekly review or as appropriate for the activity	Signature: J Doyle

These are a set of measures for the National Lockdown which have necessitated complete revision of RA 029 Full Opening of Schools.

Background

The Government announced a [national lockdown](#) commencing 5th January 2021 until advised of a date by the DfE and instructed people to stay at home to control the virus, protect the NHS and save lives.

The decision follows a rapid rise in infections, hospital admissions and case rates across the country, and our hospitals are now under more pressure than they have been at any other point throughout the pandemic. The increase in cases has been attributed to the new variant of COVID-19, which is between 50 and 70 per cent more transmissible.

Colleges, primary (reception onwards) and secondary schools will remain open for vulnerable children and the children of critical workers. All other children will learn remotely until February half term.

The DfE has published [Restricting attendance during the national lockdown: schools Guidance for all schools in England January 2021](#)

This guidance applies to all schools in England, including:

- schools maintained by local authorities
- academies
- alternative provision schools including pupil referral units
- special schools, including non-maintained special schools
- independent schools

This guidance is for schools during the national lockdown period. Where this guidance refers to “schools”, that does not include maintained nursery schools or pre-reception classes.

The PHE and DHSC endorsed system of controls outlined in this document sets out the measures that school leaders and all school staff should follow. Where schools implement the system of controls outlined in this document, in line with their own workplace risk assessment, PHE and DHSC confirm that these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.

This document makes reference to all DfE guidance for [education & childcare](#)

1) Hazard / Activity	2) Who can be harmed and how?	3) What controls exist to reduce the risk? Have you followed the hierarchy of controls (eliminate, substitute etc)	Risk Score Consequence X Likelihood	4) Any further action; This should be included in the action plan on overleaf
Schools open to all pupils – lack of social distancing for staff and pupils	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> School will remain open only for vulnerable children and the children of key workers, SEN children with High Needs, vulnerable and Looked After children. All other children will learn remotely until February half term. School have contacted parents to reinforce the National Lockdown message 	2 x 2 =4	Hilbre will continue to operate teaching facilities on site for those children based in the Resource Provision and Nurture Groups. RP students will be based between 4 specific teaching spaces (G1, G1a, G2 and Library) and Nurture group students will be taught across 4 rooms with 5 staff (4 staff on a Thursday & Friday) numbers will fluctuate between 15-18 . Both RP and Nurture will operate in Year Group bubbles and be supervised by relevant key staff.
Communication -to staff, parents, pupils, and all parties on site failure to communicate key messages	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> School follows latest DfE, PHE & Gov.UK guidance Clear communication sent to parents and pupils with a link on the school website covering all aspects of how school will function during National Lockdown. 	2 x 2 =4	Regular and updated information forwarded to parents / carers/staff via letters, In-touch, emails.

to reduce risk of transmission		<ul style="list-style-type: none"> Behaviour policy communicated to staff, parents & pupils - published on the school website. Whole staff briefings held to cover all new arrangements -insert details School has shared with all staff the measures in place and involved staff in that process. RA 029 National Lockdown published to website shared with unions, LA, governors. 		
Failure of measures to prevent spread of Coronavirus (COVID 19) in school	Staff, pupils, parents, visitors – failure of measures in place to reduce spread of Coronavirus (COVID 19)	<ul style="list-style-type: none"> All control measures are adequately resourced, circulated to employees. All training needs have been checked to ensure compliance. e.g. First aid, manual handling, EVC, evac chairs etc Regular monitoring and review of risk assessment and measures in place are effective and working as planned. Risk assessments will be reviewed appropriately considering any issues identified and changes in public health advice. School follows advice from HS advisers. Risk assessment revised and shared with staff Staff and pupils –follow <u>Hands, Space, Face</u> 	2 x 2 =4	<p>RA regularly reviewed by HR Associates and new guidelines published on website and issued to staff.</p> <p>DFE webinar training provided to staff regarding Lateral flow Covid testing on site.</p>
Unaware of steps to take in the event of suspected or confirmed case in school	Staff, pupils, parents, visitors – failure of measures to adequately contain spread of Coronavirus (COVID 19)	<ul style="list-style-type: none"> School will ensure understanding of management of a confirmed case and follow latest Wirral PHE guidance and the <u>NHS test and trace process</u> School has ensured staff and parents/carers understand that they must be ready & willing to: <ul style="list-style-type: none"> Book a PCR test if they or their child is displaying symptoms. Provide details of close contacts if they test positive for coronavirus COVID 19 or asked by NHS test & Trace. Self-isolate if they have been in close contact with anyone who tests positive, or of someone in their household has symptoms, or if they or someone in their household has travelled from abroad. 	2 x 2 =4	<p>The school has introduced daily Covid Lateral flow tests on site for staff on site who wish to have them. Consent forms must be signed prior to a test taking place.</p> <p>This will assist with those staff who may be identified as having close contact with an identified case and avoid having to self isolate away from work.</p>

		<ul style="list-style-type: none"> • If the situation is not straightforward and school needs help in making an assessment of close contacts school will ring the DfE Helpline on 0800 046 8687 option 1 (Wirral schools contact email Alison Simpson or Jane Harvey) who will get in touch with you as soon as possible.) • Special schools must contact Alison Simpson or Jane Harvey (above) • PCR test kits will only be offered in the exceptional circumstance an individual becomes symptomatic and has barriers to accessing testing elsewhere. <p>A. Secondary Schools</p> <ul style="list-style-type: none"> • Teachers – each class must have a seating plan for every lesson. These plans must be adhered to and records kept of each session to enable potential tracking if needed. • Teachers advised they must, as far as possible keep 2m social distance from pupils in classrooms and other adults in school 		<p>A trained test team has been established on site and all H&S guidelines and procedures will be followed, Senior and other relevant staff well versed in the Track and Trace procedures and actions needed in the case of a positive test result for either a member of staff or student.</p> <p>Teachers keep seating plans up to date and these are available for Track and Trace procedures. A 2 metre social distancing rule is maintained in classrooms</p>
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<p>Secondary schools & FE colleges only- Mass asymptomatic testing: schools and colleges – failure to set up and run testing in school.</p>	<p>Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)</p>	<ul style="list-style-type: none"> • Mass asymptomatic testing for schools & colleges - rapid mass testing of staff & pupils will begin in January 2021. • See RA 042 LFD Mass Testing of Staff & students 	<p>3X2=6</p>	<p>This has been established in school from Monday 11th January 2021.</p>
<p>Failure to manage confirmed cases in school (See page 22)</p>	<p>Staff, pupils, parents, visitors – failure of measures to adequately contain spread of Coronavirus (COVID 19)</p>	<ul style="list-style-type: none"> • School will take swift action when aware of someone who has attended school & tested positive for coronavirus COVID – 19 • Secondary schools should follow Mass asymptomatic testing for schools & colleges – contacts are of positive cases are tested. • If the situation is not straightforward and school needs help in making an assessment of close contacts school will ring the DfE Helpline on 0800 046 8687 option 1 ((Wirral schools contact email Alison Simpson or Jane Harvey) who will get in touch with you as soon as possible.) • Special schools must contact Alison Simpson or Jane Harvey (above) • School understands close contact is <ul style="list-style-type: none"> ○ direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) ○ proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • ○ travelling in a small vehicle, like a car, with an infected person: 	<p>3X2=6</p>	<p>This situation would be managed by the school RGN and members of SLT in accordance with guidelines.</p>

<p>SECONDARY & FE COLLEGES ONLY</p> <p>Use of NHS Covid 19 app – staff & pupils unaware of school procedures in place</p>	<p>Staff, pupils, parents, visitors – failure of measures to adequately contain spread of Coronavirus (COVID 19)</p>	<ul style="list-style-type: none"> • The NHS COVID-19 app is available to download for anyone aged 16 and over if they choose to do so. This will affect years 11, 12, 13 and in FE colleges will be eligible to use the app and benefit from its features. • For those with special educational needs and disabilities (SEND), school will consult parents to decide whether their use of the app is appropriate. • Staff members will also be able to use the app. • SLT & staff will familiarise themselves with the features of the app • Staff are reminded that use of the app does not stop the requirement for maintaining 2m social distance • School will inform all students, in particular those who are under 18, to inform a member of staff if they receive a notification during the day that they had been in contact with a positive case (the notification itself will advise them that if they are under the age of 18, they should show the message to a trusted adult and self-isolate) • All staff have been advised what to do in the event of a pupil contacting them and will follow the school agreed process , including making appropriate arrangements for the student to leave the setting at the earliest opportunity to begin self-isolation. • <i>If applicable</i> school has reviewed mobile phone policy to enable use of the app • Students will be reminded to switch off contact tracing when they are not with their phones i.e. sport, work placements etc and switch it back on. • Manual contact tracing through NHS Test and Trace will continue to be used when a positive case is identified in an education setting and local health protection teams will continue to support settings if an outbreak is confirmed. The app will complement this process but is not required for it to work. 	<p>2 x 2=4</p>	<p>Students in years 11 to 13 have been given advise re using the App.</p> <p>Staff will make their own choice as to whether to use the App.</p> <p>√</p> <p>N/A</p> <p>√</p>
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Infection control – risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors – contracting Coronavirus (COVID 19)	<p>Prevention - Minimise contact</p> <ul style="list-style-type: none"> School will ensure to minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school Pupils, staff and other adults advised clearly not to come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’, which sets out that they must self-isolate for at least 10 days isolation period from the day they develop symptoms. and should arrange to have a test <p>Prevention – hand & respiratory hygiene</p> <ul style="list-style-type: none"> Sufficient hand washing facilities are available and hand sanitiser is available across school. School will use hand driers or paper towels. School has built hand and respiratory hygiene into school culture and ensures that pupils <ul style="list-style-type: none"> Are encouraged to frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Following the guidance on hand cleaning clean their hands: <ul style="list-style-type: none"> on arrival at the setting return from breaks when they change rooms 	3X2=6	<p>This process is clearly monitored by members of SLT. Staff and parents / carers are advised to contact school immediately if any COVID symptoms arise and advise is given and records are kept.</p> <p>This advice is re-iterated to staff and students constantly, washing and sanitising facilities are available to all on the school site. Supplies of hygiene products are replenished in classrooms regularly.</p>

		<ul style="list-style-type: none"> ▪ before and after eating, ▪ and after sneezing or coughing ○ are encouraged not to touch their mouth, eyes, and nose ○ promote the 'catch it, bin it, kill it' approach. ○ use a tissue or elbow to cough or sneeze and use lidded pedal bins for tissue waste ('catch it, bin it, kill it') If not a pedal bin regularly sanitise. all the frequently touched surfaces. ○ provide disposable tissues in each classroom. ○ provide each class with disinfectant, disposable gloves and paper towels in case someone coughs or sneezes onto surfaces. • ensure that help is available for children and young people who have trouble cleaning their hands independently. • pupils with complex needs who struggle to maintain as good respiratory hygiene as their peers, e.g. those who spit uncontrollably or use saliva as a sensory stimulant will have separate risk assessments in order to support these pupils and the staff working with them • encourage young children to learn and practise these habits through games, songs, and repetition. • ensure that lidded bins for tissues are emptied throughout the day. • Adequate sanitiser 'stations' located across the site so that all pupils and staff can clean their hands regularly. • Young pupils & those with complex needs are supervised when using of hand sanitiser. • Wipes are available. • Hand cream e.g. E45 is available and pupils are encouraged to use it <p>Prevention - enhanced cleaning</p> <ul style="list-style-type: none"> • Enhanced cleaning schedule in place -more frequent cleaning of rooms and shared areas. • Contact points and frequently touched surfaces are being cleaned more frequently. 		<p>N/A</p> <p>All classrooms have lidded bins which are emptied by the cleaning staff daily.</p> <p>Students residing in the Resource Provision and Nurture Group rooms are supervised by relevant SEN staff .</p> <p>The school has employed an additional cleaned during the school day to clean social areas/ toilets etc.</p>
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Social distancing across school – risk of transmission of Coronavirus (COVID 19) Minimise contact between individuals	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> • School will do everything possible to minimise contacts and mixing to reduce the number of contacts between children and staff and staff and other adults on site. • This will be achieved by <ul style="list-style-type: none"> ○ Reducing pupil number -KW & V only ○ Reducing staff in school i.e rotas ○ keeping groups separate (in ‘bubbles’) and ○ maintaining 2m social distancing between individuals. <p><i>(N.B. These are not alternative options and both measures will help, but the balance between them will change depending on:</i></p> <ul style="list-style-type: none"> ○ <i>children’s ability to distance</i> ○ <i>the lay out of the school</i> ○ <i>the feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary))</i> <ul style="list-style-type: none"> • emphasis will be on separating groups for younger children. • social distancing will be emphasised for older children. • children considered old enough will be supported to maintain distance and not touch staff where possible. • School will maintain small consistent groups to reduce the risk of transmission. 	3X2=6	<p>School has opened up to children of key workers and vulnerable children and also High Needs and Looked after children.</p> <p>The students are kept in year groups bubbles and numbers restricted to ensure social distancing.</p> <p>Staff numbers supervising rooms are kept to a minimum .</p> <p>Year group bubbles for 7-11 have been allocated a specific group of classrooms in a different area of the school. High needs students are also supervised and taught within 4 rooms only.</p> <p>Sixth Form students will remain within the sixth form block.</p> <p>Ks3 & KS4 students will use separate entrances</p>

		<ul style="list-style-type: none"> School will use available space to maximise distance between pupils and between staff & other adults on site. Steps are in place to limit interaction, sharing of rooms and social spaces between groups as much as possible. School will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups. <p>Reduce mixing within education or childcare setting by:</p> <p>Groups of pupils and ‘bubbles’</p> <p>Measures within the classroom</p> <ul style="list-style-type: none"> School has identified small consistent class groups – ‘bubbles’ Where possible the integrity of the bubble is maintained. All groups or ‘bubbles’ will be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups. Where possible school will take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. School recognises that younger children & those with SEND will not be able to maintain social distancing and it is acceptable for them not to distance within their group. <p>General Measures in the classroom</p> <ul style="list-style-type: none"> Teachers & staff can operate across groups or ‘bubbles’. but they must keep 2m away from other staff & pupils to preserve ‘bubble’ integrity Staff & older pupils maintain 2 m social distancing. Minimise time spent within 1 m of anyone. 		<p>and exit doors in and out of school.</p> <p>Students are still able to purchase hot food from the canteen. They are required to wear masks and socially distance whilst queuing.</p> <p>Bubbles exist for each year group 7-11, sixth form students and High Needs/ SEN /LAC students. They each have their own allotted classrooms to use and no mixing of groups is permitted for the students.</p> <p>Classrooms are marked to ensure student desks are kept 2 metres away from the Teacher’s desks.</p> <p>Teachers are advised not to approach student desks to support work of</p>
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		<ul style="list-style-type: none"> • Avoid face to face contact with pupils stand up, above and behind them. And other staff. • Keep 2 m from colleagues. • All children encouraged to socially distance if possible. • Children who are old enough will be supported to maintain distance and not touch staff and their peers. • Pupils sit side by side facing forward. • Teachers stay at the front of the class where possible. • All furniture and equipment moved to ensure this seating. • Teachers to try and maintain social distancing keep out of pupils' sneeze/breathe/cough zone. i.e avoid bending or stooping to younger pupils. • School has made small adaptations to classrooms where necessary to support social distancing.e.g. moving unnecessary furniture to make more space. <p>A. Secondary schools</p> <ul style="list-style-type: none"> • Teachers are strongly advised by PHE to stay at the front of the class and maintain 2m social distancing from pupils and away from colleagues. • Older children will be told to maintain 2m distance within the group. • Groups will be kept apart from other groups where possible. • Pupils will stay in their class groups for most of the classroom time but will mix into wider groups for specialist teaching, wraparound care and transport • School will endeavour to keep groups at least partially separate and by minimising contacts between pupils will reduce the network of possible direct transmission • Where possible the sharing of rooms and social spaces between groups will be kept to a minimum • <p>B. Special High Needs Resourced Provision & Nurture Groups in School</p>		<p>give advise etc, all face to face contact must be avoided.</p> <p>Hilbre- RP and Nurture Groups.</p>
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		Measures elsewhere <ul style="list-style-type: none"> • Movement around school is kept to a minimum • Timetables adjusted to keep groups apart and movement around school kept to a minimum • School has planned routes to avoid creating busy corridors, entrances and exits. • No large assemblies or gatherings involving more than one group • Breaks are staggered • Lunch breaks staggered, pupils will clean their hands beforehand and enter in the groups they are already in • Groups kept apart as much as possible and surfaces and tables cleaned between each group. • Rooms accessed directly from outside where possible • Signage reminding about 2m social distancing in place • Numbers using toilets are limited and supervised to avoid large numbers of pupils using toilet facilities at one time. • School will maximise the use of outdoor space for exercise, breaks outdoor education. 		<p>Signs have been provided along corridors.</p> <p>All assemblies are now delivered via teams into form rooms.</p> <p>Break and lunch times are staggered with 5 minute slots for those in students in school. They must also wear masks whilst walking around school and queuing for food.</p> <p>Food is eaten in the dining area and tables and surfaces cleaned immediately after use.</p>
School workforce – reducing contact with all other adults	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> • School will follow National Lockdown Stay at Home guidance where possible. • Those staff not attending school will work from home. • All staff attending school /setting follow the measures set out in this RA 029 School - National Lockdown to minimise the risks of transmission. • School aims to reduce contact between all adults - <ul style="list-style-type: none"> ○ Staffroom – All offices / work rooms used by staff have been measured and marked with signs to indicate numbers allowed at any one time ○ Parents and carers are required to wear a face covering at school pick-up/drop-off points (certain individuals are exempt from wearing face coverings) 	2 x 2=4	<p>Most teachers are currently required to provide remote lessons from home in accordance with their normal timetables.</p> <p>This will reduce staff contact in school and minimise risk to both staff and students.</p> <p>Parents/ carers are discouraged from getting out of their vehicles and from coming to Reception. If they do have to enter the building, then they must</p>

		<ul style="list-style-type: none"> ○ Members of school staff who oversee drop-off and collection times will also be required to wear a face covering. ○ Corridors – staff will wear masks outside of their classrooms. • Parents advised that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely). • Any visitor wanting to enter onto site MUST firstly complete a COVID questionnaire. 		<p>wear a face covering as do any visitors to site. Staff are on duty to guide traffic at drop off in the morning and staff will always wear a face covering.</p> <p>All students apart from KW / V/ SEN will be learning from home and this is to be reviewed possibly the week commencing 22nd February 2021- Further guidance will no doubt be issued prior to this date.</p> <p>Each lesson will be 50 minutes long and students registers must be taken for each session to monitor attendance</p>
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Measures for arriving at and leaving school – risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> Staggered starts and adjusted start and finish times to keep groups apart as they arrive and leave school. School has communicated protocols for minimising adult to adult contact (for example, which entrance to use) Parents advised that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely) Parents advised that if their child needs to be accompanied to the education or childcare setting, only one parent should attend. encouraging parents and children and young people to walk or cycle to their education setting where possible. schools, parents, and young people following the government guidance on how to travel safely. 	3X2=6	Due to current reduced student numbers It is not deemed necessary to stagger student start and finish time. Rather entrances points are supervised and students checked that they are wearing face coverings before entering the building and sprayed with hand sanitiser.
Pupils routinely attending more than one setting - risk of transmission of Coronavirus (COVID 19))	Staff, pupils, parents, visitors- contracting Coronavirus (COVID 19)	N/A		Students and staff at Hilbre High School do not use multiple sites.
Shared resources - risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> Staff & pupils have individual pens and equipment where possible and these are not shared. Equipment is not shared with other cohorts without cleaning. Classroom based resources, such as books and games, can be used and shared within the bubble or small, consistent group; these should be cleaned regularly, along with all frequently touched surfaces. Frequently touched surfaces will be cleaned and disinfected more frequently. Each bubble has own cleaning kit (replenished by school regularly) Pupils and teachers can take books and other shared resources home, but unnecessary sharing is avoided where this does not contribute to pupil education and development. These items subject to cleaning & rotation. 	2 x 2 =4	<p>Students have been instructed to bring in their own resources</p> <p>Cleaning products are provided in classrooms</p>

		<ul style="list-style-type: none"> Resources that are shared between groups or bubbles, such as sports or art equipment are cleaned frequently and always between groups or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different groups. Pupils will limit the amount of equipment they bring into school each day to lunch boxes, hats, coats, books, stationery, and mobile phones. Bags are allowed. No unnecessary sharing of resources between pupils. If this is required rules on hand cleaning, cleaning of the resources and rotation will apply. 		√
Playground equipment and activities -risk of transmission of Coronavirus (COVID 19))	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> Outdoor playground equipment & resources will be cleaned more frequently by cleaning high traffic touch points frequently. This could include cleaning regimes for: <ul style="list-style-type: none"> playground equipment for children, usually up to age 14, such as slides monkey bars and climbing frames. semi enclosed playhouses or huts for small children enclosed crawl through 'tunnels' or tube slides exercise bars and machine handles on outdoor gym equipment entry and exit points such as gates. seating areas such as benches and picnic tables refuse areas/bins. Outdoor equipment is appropriately cleaned between groups of children and young people using it, and multiple groups do not use it simultaneously. Breakfast & After school clubs' clean indoor & outdoor equipment between groups and after use.- NA Caretaker carries out formal recorded inspection- equipment not used An annual service and maintenance identified has been carried out prior to reinstatement. 	3X2=6	NA- the school does not permit use of any outdoor play equipment during break times/ N/A Gates & benches etc, cleaned by SPIE caretaking staff. N/A No clubs currently operating. As per normal procedures when in use.

		<ul style="list-style-type: none"> The playground and play equipment risk assessment has been reviewed– considering social distancing, cleaning & hygiene. See RA 027 PLAY EQUIPMENT v2 It has been formally shared with all midday assistants & staff supervising. Site manager/caretaker has attended Routine Inspectors Course Pupils reminded of playground rules Staff on duty at break times reminded to be vigilant and oversee student behaviour to ensure safety. 		<p>N/A</p> <p>Students reminded of expected behaviour in outside areas.</p>
Medical isolation room - risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> Medical room located by PE with own entrance exit door and toilet facilities. This is hard floored to assist with cleaning and it has an entrance door to maintain 2m distance and isolation away from people) If a child is awaiting collection, they will be moved, to the medical isolation room. Windows are opened for ventilation. PPE stock is available to all staff should they need to escort pupils to this area. PPE must be worn by staff caring for the child while they await collection if 2 metres cannot be maintained i.e. such as for a very young child or a child with special needs Remove all non-essential items in the medical room. Include one desk and one table. A toilet has been identified to be used if required whilst awaiting collection. If used this will be cleaned and disinfected using standard cleaning products before being used by anyone else. Staff who have helped someone with symptoms and any pupils who have been in close contact do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they are requested to do so by NHS Test and Trace or Wirral PHE. 	3X2=6	<p>More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.</p> <p>Isolated medical room is supervised by school RGN, all PPE is available and is regularly deep cleaned.</p> <p>√</p> <p>√</p>

		<ul style="list-style-type: none"> After any contact with someone who is unwell everyone will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser The area around will be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. School will follow cleaning & waste disposal guidance from COVID-19: cleaning of non-healthcare settings guidance 		Cleaning and disposable rules adhered to.
PPE requirements - risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> School has identified that most staff in school will not require PPE beyond what they would normally need for their work. PPE is required where: <ul style="list-style-type: none"> an individual, child or young person becomes ill with coronavirus (COVID-19) symptoms while at school, and only then if 2 metres cannot be maintained. contact within 2m PPE is available and staff will wear a mask, gloves and disposable apron where a child or young person has routine intimate care needs that involves the use of PPE, in which case the customary PPE should continue to be used. Risk assessments in place for pupils with complex needs. PPE is only needed in small number of cases where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used. Hand washing with soap and hot water for 20 secs minimum All staff completed 'PPE putting on & taking off' training School does not have any students requiring medical procedures which increase the risk of transmission through aerosols (tiny droplets) being transferred from 	2 x 2 =4	<p>Eye Protection & Masks <i>The need for a mask and eye protection should be assessed by the member of staff prior to the task being carried out and can be worn on a sessional basis.</i></p> <p><i>Yes if applicable.</i></p> <p><i>Yes, all relevant First Aid staff have received training.</i></p> <p>N/A</p>

		<p>the patient to the care giver. These are known as aerosol generating procedures (AGPs).</p> <ul style="list-style-type: none"> • If Staff had to perform AGPs , then they would follow PHE's personal protective equipment (PPE) guidance on aerosol generating procedures, and wear the correct PPE. • Separate risk assessments have been carried out following specific guidance in https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#what-specific-steps-should-be-taken-to-care-for-children-with-complex-medical-needs-such-as-tracheostomies • Used PPE and any disposable face coverings that staff, children, young people or other learners arrive wearing are placed in a refuse bag and disposed of as normal domestic waste unless the wearer has symptoms of coronavirus. 		N/A
Ventilation & air conditioning – lack of increases risk of transmission of Coronavirus (COVID 19))	Staff, pupils and visitors lack of ventilation to disperse Coronavirus (COVID 19) - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> • The school is kept well ventilated, via keeping classroom and office windows open during the school day. • carbon dioxide (CO2) monitors have been installed in the Food Technology rooms and Science Labs to identify the CO2 levels to help decide if ventilation is poor. • School has extract fans and AHU ventilation systems. • poorly ventilated areas <ul style="list-style-type: none"> ○ school has identified all poorly ventilated areas: <ul style="list-style-type: none"> ▪ with no windows or mechanical ventilation - internal office spaces/ work rooms ▪ Rooms with ventilation that is recirculating only and do not have an outdoor air supply, ▪ areas that feel stuffy . • mechanical ventilation systems – 	2X2=4	<p>Staff have been advised that wedging open fire doors to assist with ventilation is not permitted. Only those doors fitted with release mechanisms can be kept open.</p> <p>Staff and students are encouraged to bring coats to school and wear them in the classroom.</p>

		<ul style="list-style-type: none"> ○ School can continue using most types of mechanical ventilation as normal and these are set to maximise fresh air and minimise re-circulation. ○ School has extended the operating times of HVAC systems to before and after people use work areas ○ All mechanical systems are maintained in line with manufacturers' instructions ● Recirculating air <ul style="list-style-type: none"> ○ School will continue to operate mechanical systems supplying individual rooms where recirculation modes allow higher rates of supply of fresh air to be provided to an area ○ Centralised ventilation system that circulates air to different rooms, will be turned off recirculation and fresh air introduced instead. ○ Recirculation units for heating and cooling that do not draw in a supply of fresh air can remain in operation provided there is a supply of outdoor air, for example windows and doors left open. ● natural ventilation – <ul style="list-style-type: none"> ○ by opening windows (in cooler weather windows will be opened just enough to provide constant background ventilation and opened fully during breaks, lesson changes for 5 minutes to purge the air in the space. ○ School will try not to completely close windows and doors & keep vents open when the area is occupied as this can result in very low levels of ventilation. ○ School will open internal doors to assist with creating a throughput of air (as long as they are not fire doors and where safe to do so) ○ if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) 		<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>
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Face coverings – failure of visitors, staff to wear a face covering according to guidance	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	Secondary schools year 7 and above, <ul style="list-style-type: none"> ● face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. ● Some individuals are exempt from wearing face coverings and we expect adults and pupils to be sensitive to those needs. ● Face coverings should also be worn by pupils in year 7 and above when travelling on dedicated school transport to secondary school or college. ● Pupils & Face coverings - pupils who wear these to and from school have been instructed on safe use of face coverings i.e. not to touch the front of their face covering during use or when removing it. They must wash their hands-on arrival, remove them, dispose of temporary face coverings in a covered bin or place 	2 x 2 =4	Students are required to wear a face covering at all times when not in a classroom- this is constantly monitored and checked by school staff. If a student comes into school without a mask, then they are provided with one by school staff. They are not permitted to enter the premises without one.

		reusable coverings in a plastic bag they can take home, and wash their hands before going to class. See safe working in education, childcare and children's social care for more advice.		
Increased risk of COVID 19 new strain transmission during the current period when social distancing cannot be followed to the letter	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, school will review to <i>consider whether that activity needs to continue for school to operate.</i> If such activities have to occur school will take all the mitigating actions possible to reduce the risk of transmission between their staff. Staff reminded to increase the frequency of hand washing and surface cleaning To keep the activity time as short as possible using screens or barriers to separate people from each other using back-to-back or side-to-side working (rather than face-to-face) whenever possible reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others) 	3X2=6	The school has provided perspex screens in all offices that need them and in classrooms to divide up the area in order for yr bubbles to be created if needed- limited areas only. There is no face to face set up in any of the classrooms. 2 metre social distancing is in place.
Cleaning - risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors everyone contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> A cleaning schedule is in place that ensures cleaning is enhanced and includes more frequent cleaning of rooms that are used by different groups, frequently touched surfaces, food preparation areas & dining areas. All areas & surfaces are cleaned prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas. School follows PHE guidance on cleaning will mean increased cleaning of all hard surfaces - desks, tables, chairs and handrails more frequently throughout the day. 	2 x 2=4	The school works in partnership with Spie Facilities Management company to provide all cleaning services to school. They operate in line with all H&S and procedures & guidance. They work with senior school staff to direct their work rotas to the areas needed most during the school day

		<ul style="list-style-type: none"> • Always WIPE/ MOP all surfaces including floors with detergent and warm water to remove virus off the surface and wash down the sink • Do not buff dry floors or dry wipe surfaces ALWAYS wet surfaces first then wipe down and wash cloths/dispose or when school is closed to pupils/staff • Encourage pupils to clean – to teach them about safety. • Classrooms - cleaners can carry out regular, enhanced clean once daily as long as the above is adhered to . • If suspected case of COVID 19 follow the COVID-19: cleaning of non-healthcare settings guidance • If cohorts change, consider cleaning between class changes. • Sanitiser equipment/ products provided in all classrooms • Regular cleaning of toilets and supply of hand soap • Clean and disinfect regularly touched objects and hard surfaces more often than usual using your standard cleaning products • Clean surfaces that children and young people are touching, such as desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal • Items used for lessons in all subjects will have to be subject to wiping down. Eg iPads, laptops, mice, workstations, tools, learning objects. • Teach and encourage pupils to importance of cleaning such items. Consider monitors to wipe light switches and other hard surfaces in each class. 		<p>and deep clean specific areas when needed.</p> <p>The school has also employed an additional cleaner to work with the break and lunch areas to clean eating services, chairs and tables etc.</p> <p>The cleaning staff empty all lidded bins on a daily basis.</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>
Clinically extremely vulnerable Children at increased risk of contracting COVID 19	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> • Shielding advice is currently in place in Tier 4, so all children still deemed clinically extremely vulnerable are advised not to attend school. • Children who live with someone who is clinically extremely vulnerable, but who are not clinically 	2 x 2=4	Action taken as required,

		<p>extremely vulnerable themselves, should still attend education or childcare.</p> <ul style="list-style-type: none"> Parents of clinically extremely vulnerable children will be receiving a letter shortly confirming this advice. 		
<p>Clinically extremely vulnerable Staff at increased risk of contracting Covid 19</p> <p>Employees who have been identified as clinically extremely vulnerable.</p>	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> Those who are clinically extremely vulnerable should follow resumed shielding guidance and should not attend work Employees will provide the letter from the NHS or from their GP advising them to shield. School will review existing or carry out a risk assessment for these staff. School will complete risk assessments for staff who are working from home shielding. Staff living in a household with someone who is clinically extremely vulnerable can still attend work where homeworking is not possible. 	2 x 2 =4	All relevant staff have already begun shielding and will be teaching /working from home until otherwise guided .
<p>Clinically vulnerable staff and children at increased risk of contracting COVID 19</p>	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> Staff and children who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable should continue to attend school where it is not possible to work from home. School will carry out a risk assessment on each member of staff identified as clinically vulnerable. Staff should stringently follow all measures in place in school for their safety See RA 029 National Lockdown latest version Staff are reminded to continue to take care to socially distance from other adults including older children and adolescents. Staff who live with those who are clinically vulnerable or clinically extremely vulnerable can attend the workplace but should ensure they maintain good prevention practice in the workplace and home settings. 	3X2=6	Individual staff RA have been reviewed and issued to staff and their line manager. Control measures have been put into place.
<p>Pregnant employees at increased risk of contracting COVID 19</p>	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> School will carry out a risk assessment to follow the Management of Health and Safety at Work Regulations 1999 (MHSW). See RA 009 New & expectant mother v5 Jan 2021 risk assessment. As part of their risk assessment school will consider whether adapting 	3X2=6	Individual Risk Assessments have been completed and reviewed for all expectant mothers employed by the school.

<p>Pregnant women are considered 'clinically vulnerable' or in some cases 'clinically extremely vulnerable' to coronavirus (COVID-19) and therefore require special consideration as set out in the guidance for pregnant employees.</p> <p>NB this would apply for pregnant students</p>		<p>duties and/or facilitating home working may be appropriate to mitigate risks.</p> <ul style="list-style-type: none"> • The risk assessment will support the employee to continue working • Women who are 28 weeks pregnant and beyond or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from COVID-19 at any gestation, should take a more precautionary approach. • School will ensure pregnant staff are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable. • Pregnant women are not advised to be vaccinated against COVID-19. 		<p>Control measures have been put into place.</p> <p>√</p> <p>√</p> <p>√</p>
<p>Staff who may otherwise be at increased risk from coronavirus (COVID-19) including BAME staff & pupils</p> <p>Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19). The reasons for the disparities are complex and there is ongoing research to understand and translate these findings for individuals in the future. Further information is available at https://www.gov.uk/government/publications/drivers-of-the-higher-covid-19-incidence-morbidity-and-mortality-among-minority-ethnic-groups-23-september-2020</p>	<p>Staff or pupils - contracting Coronavirus (COVID 19)</p>	<ul style="list-style-type: none"> • Risk assessment have been carried out for staff in this category including BAME staff and pupils in your establishment. • Where it is not possible to work from home, these staff can attend school as long as they follow all measures in place in school. See RA 029 Full opening of school latest edition • School will try as far as practically possible to accommodate additional measures where appropriate. • Staff or pupils who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace where it is not possible to work from home. • O.H. advice will be sought where appropriate. • EAP & counselling will be offered where appropriate 	<p>3X2=6</p>	<p>Guidance will be followed and RA produced accordingly.</p>

Staff mental health - Anxiety and stress Employee's with potential stress / anxiety caused by COVID-19 lockdown	Staff – anxiety and stress	<ul style="list-style-type: none"> EAP available for staff as required. Review individual staff /pupil risk assessments and monitor. Regular one-to ones with staff Reasonable adjustments if required. The <u>Education Support Partnership</u> provides a free helpline for school staff and targeted support for mental health and wellbeing. 	2 x 2=4	All staff requiring support for mental healthy issues are provided with counselling by the school. There is a strong support network in place and well-being processes and staff support groups are available. Individual RA have been produced for those staff who require them.
Pupil mental health & wellbeing- pupils with potential stress / anxiety caused by COVID-19 lockdown	Pupil -anxiety, stress or low mood	<ul style="list-style-type: none"> See Wellbeing for Education Return programme. The school employs a certified counsellor to work with students who require therapy and counselling. 	2 x 2=4	The school has a very strong pastoral support network in place which constantly reviews the needs of our students, staff make regular contact with those students who may need additional support and help.
First aid – increased risk of transmission of COVID 19	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> Staff will treat any casualty immediately. Where it is necessary for first aid provision to be administered in close proximity, those administering it will pay particular attention to sanitation measures immediately afterwards including washing hands Adequate numbers of first aiders on site in all categories: First aid certificates which expired during lockdown have been renewed First aid boxes located across site All staff completed 'PPE putting on & taking off' training <u>No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms.</u> 	2 x 2=4	The school's First Aid provision is managed by the qualified RGN and supported by relevantly qualified First Aid trained staff. All PPE is available and guidelines and procedures are always adhered to. √

		<ul style="list-style-type: none"> • If not possible to keep 2m separation, the following PPE must be worn. Wash hands prior to donning: <ul style="list-style-type: none"> ○ a fluid-repellent surgical mask ○ disposable gloves ○ apron or other suitable covering • First aider will try to assist from 2m and minimise the time sharing a breathing zone with the casualty and direct them to do things for themselves where possible • Eye protection e.g. face shield should be worn if there is risk of exposure to blood and bodily fluids or if available • All staff completed 'PPE putting on & taking off' training. <p>After delivering any first aid</p> <ul style="list-style-type: none"> • Ensure you safely discard disposable items and clean reusable ones thoroughly • Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible. <p>First aid provision with suspected symptoms of coronavirus:</p> <ul style="list-style-type: none"> • Where possible first aider will maintain 2m distance and assesses ability to assist a conscious casualty with minor ailments or illnesses at 2 m separation i.e. can casualty help themselves, run wound under water, apply plaster. <p>CPR guidance:</p> <ul style="list-style-type: none"> • Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient's mouth and nose, while still permitting breathing to restart following successful resuscitation • If available, use: <ul style="list-style-type: none"> ○ a fluid-repellent surgical mask ○ disposable gloves ○ eye protection ○ apron or other suitable covering <p>Only deliver CPR by chest compressions and use a defibrillator (if available) – don't do rescue breaths (for CPR in paediatric settings see specific guidance from the Resuscitation Council UK)</p>		<p>√</p> <p>√</p> <p>√</p> <p>√</p>
Transport	Staff, pupils, parents, visitors increased risk of	<ul style="list-style-type: none"> • Children, young people and staff can continue to use public transport where necessary. 	3X2=6	School buses are still available to transport

	transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> School will everyone to walk, cycle or scoot wherever possible and safe. Where children, young people and staff need to use public transport, they should follow the safer travel guidance. children and young people aged 11 and over must wear a face covering when travelling on dedicated transport to secondary school. This does not apply to people who are exempt from wearing a face covering on public transport 		those children currently attending school. They are required to wear face coverings whilst on the buses . Students using public transport are reminded they must wear face coverings whilst travelling on public transport at all times.
Dedicated school transport, including statutory provision – risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> Parents reminded that their child or young person must not travel if they or anyone in their household has symptoms of coronavirus (COVID-19) Pupils on dedicated school services do not mix with the public on those journeys and groups tend to be consistent. However social distancing should be maximised within vehicles wherever it is possible, between individuals or ‘bubbles’ Pupils are grouped together on transport, where possible to reflect the bubbles that are adopted within school Escorts and staff on buses maximise the ventilation of fresh air (from outside the vehicle) on dedicated school and college transport, particularly through opening windows and ceiling vents Follow Transport provider risk assessment and rules for seating pupils Use of hand sanitiser upon boarding and/or disembarking Organised queuing and boarding where possible children and young people aged 11 and over must wear a face covering when travelling on dedicated transport to secondary school. This does not apply to people who are exempt from wearing a face covering on public transport. 	3X2=6	
Visitors to school- working across multiple ‘bubbles’ and schools e.g. speech and	Staff, pupils, visitors, members of the public by increased risk of catching	<ul style="list-style-type: none"> Visitors are warned not to enter school if they are displaying any symptoms of coronavirus and to follow 	3X2=6	Visitors to school are discouraged unless absolutely necessary. All


language therapists, OT's social workers- risk of spread of infection between 'bubbles' and schools.	COVID 19 from visitor entering existing bubble and cross-contamination of 'bubbles'	<p>the COVID-19: guidance for households with possible coronavirus (COVID-19) infection</p> <ul style="list-style-type: none"> • Visitors made aware of all measures in place in school to reduce risk of spread of virus. • Visitors told wash hands on arriving or use hand sanitiser located at entrance. • Visitors will be required to use sanitiser before and after each different pupil session. • School will continue to engage supply & temporary staff during National Lockdown • Supply teachers, peripatetic teachers and/or other temporary staff can move between schools but must comply with school's measures for minimising risk • School will ensure that all temporary staff have access to the information on the safety arrangements in place, and ensure that this is provided as soon as possible after the booking is confirmed. • Visitor has own PPE or PPE will be provided for each session. • 2m social distancing rules in place • PPE to be worn if 2 m social distancing cannot be maintained then visitor must wear a face covering/mask • Room has ventilation – windows and door open whilst the room is occupied. • Sanitiser in room • Tissues in room and lidded bin emptied after each session. • Disinfecting kit in room – insert local details e.g. trigger bottle of disinfectant, cloths, wipes • All hard surfaces wiped down before and after each separate appointment /meeting with pupils. 		<p>visitors are required to report to the main reception and complete a Covid questionnaire before entering the site. All visitors will be met by the member of staff who they have arranged to meet. A 2 metre social distancing rule is maintained for all meetings. All contractors to site will be met and supervised by the caretakers.</p> <p>All supply staff will be inducted by JMO before commencing duties and will follow guidelines and procedures as per all staff.</p>
Staff visiting families in their own homes	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> • School may need to send a member of staff to make face to face visits .Decided on a case by case basis. • A separate risk assessment must be undertaken each time. • An initial assessment by telephone if possible, is carried out. 	3X2=6	If any home visits have to take place based on exceptional circumstances,, they will be carried out by suitably trained and experienced

		<ul style="list-style-type: none"> • If staff have to visit households being required to self-isolate due to a case, or suspected case, of coronavirus (COVID-19), or contact with someone who has tested positive for coronavirus (COVID-19) they follow the children's social care services guidance and make a judgement about visiting which balances considerations of the: <ul style="list-style-type: none"> ○ risks to children and young people ○ risks to families ○ risks to the workforce ○ national guidance on social distancing and hygiene ○ statutory responsibilities, including safeguarding • If households report no coronavirus (COVID-19) symptoms, no PPE is required, but 2 metres should be maintained where possible. • Good basic hygiene should be followed, such as hand washing or use of sanitiser before and after the visit, and not touching the face during the visit. • If households are reporting coronavirus (COVID-19) symptoms, PPE should be worn if a distance of 2 metres cannot be maintained. Anyone displaying symptoms should be encouraged to book a test. • If unable to find out whether any member of the household is suffering from symptoms of coronavirus (COVID-19) before face to face contact, steps will be taken where practical to mitigate risk. These steps include but are not restricted to: <ul style="list-style-type: none"> ○ knocking on the front door or ringing the doorbell and then stepping back to 2 metres to speak to occupants. • taking PPE & sanitiser as a precautionary measure 		<p>staff only i.e a senior member of the team. All necessary COVID checks will be carried out prior to any visit. Social distancing will be adhered to and face coverings will be worn.</p>
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Safeguarding – risk of breach	Staff, pupils , parents, volunteers- experience harm or abuse, eg emotional harm	<ul style="list-style-type: none"> School has Safeguarding policy and staff are trained. School follows statutory safeguarding guidance, keeping children safe in education and the coronavirus (COVID-19): safeguarding in schools, colleges and other providers guidance. 	2x2 =4	School has a highly experienced Safeguarding Lead and support team on site. The Safeguarding policy is published on the website.
Pupil with an EHCP – risk of not following specialist guidance.	Pupils - injury or ill-health	<ul style="list-style-type: none"> Existing risk assessments have been reviewed for all pupils with an EHCP in association with parents/carers or Risk assessments will be carried out on pupils with an EHCP in association with parents/carers to identify what additional support is needed to make a successful return to full education. Parents have been contacted and will be involved in planning for their child's return to their setting 	2x2=4	All students with EHCPs have been Risk Assessed for their specific needs and control measures are in place.
Challenging behaviour – risk of verbal or physical assault, risk of transmission of Coronavirus (Covid19)	Staff, pupils, parents, visitors – physical or verbal abuse, injury or stress	<ul style="list-style-type: none"> Behaviour policy updated and shared with staff, parents & pupils. Pupils advised of consequences for poor behaviour and deliberately breaking the rules and how these will be enforced. Staff expect that adverse experiences and/or lack of routines of regular attendance and classroom discipline may contribute to disengagement with education upon return to school, resulting in increased incidence of poor behaviour. 	3X2=6	The school's Behaviour policy has been reviewed and published on the website. Students are expected to follow rules regarding behaviour and conduct whilst in school or learning remotely. The school will not tolerate any poor behaviour that would put staff and students at risk.
Recruitment – risk of transmission of Coronavirus (COVID 19))	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus	<ul style="list-style-type: none"> School will continue to recruit as usual bearing in mind the need to limit visitors to the site Wherever possible, school will consider a flexible approach to interviews, with alternative options to face-to-face interviews offered where possible, such as using video conferencing. Where face-to-face meetings are arranged, school will make clear to candidates that they must adhere to the ‘system of controls’ that are in place. 	2x2 =4	The school follows all Safer Recruitment procedures in line with guidance. Interviews are carried out remotely or in line with social distancing rules.

		<ul style="list-style-type: none"> School will send out details in advance of the controls that will be in place and the requirement face coverings for candidates where social distancing cannot be safely managed School will write a risk assessment for any recruitment activities 		
Educational visits	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus	<ul style="list-style-type: none"> School has cancelled all educational visits at this time 	0x0=0	
Out of school provision /Third party users- e.g. Breakfast clubs/wraparound care, sports clubs – increased risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> School will continue to offer wraparound provision, such as breakfast and afterschool clubs, for those children eligible to attend school (i.e. children of critical workers and vulnerable children and young people). School will work closely our external wraparound providers to ensure as far as possible, children can be kept in a group with other children from the same bubble they are in during the school day. If this is impractical to group children in the same bubbles as they are in during the school day - school and external provider may need to group children with others from outside their school day bubble Providers will work with school, pupils will be kept as far as possible, in small, consistent groups If ratios are met one member of staff can supervise up to two small groups, School has assessed the impact of all third parties onsite- clubs, sports activities School has requested new risk assessments from all parties detailing how they will ensure their actions for social distancing, hygiene and how they will carry out activities in Tier 2 School measures and/or risk assessments have been shared with them wraparound and before & after clubs Schools will consult the guidance produced for providers who run, after-school clubs, tuition and other out-of-school provision for children, 	0x0=0	School does not currently provide any breakfast or after school clubs.

Lettings - increased risk of contracting COVID 19	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> • School may open up or hire out school premises for use by external bodies or organisations, such as external coaches or after-school or holiday clubs or activities. • School will work with providers to consider how they can operate within their wider protective measures and should also have regard to any other relevant government guidance. See working safely during coronavirus (COVID-19) for providers of grassroots sport and gym or leisure facilities. 	0x0=0	School has cancelled all private lettings for the time being. This decision will be reviewed in line with guidance moving forward.
Music – singing and playing instruments – risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> • Singing, wind and brass instrument playing can be undertaken in line with the detailed guidance below. • Specialist, elite provision in music, dance and drama can be undertaken and should also follow the latest DCMS guidance on the performing arts – see attached guidance below • Schools will do everything possible to minimise contacts and mixing. The overarching objective should be to reduce the number of contacts between pupils and students, and staff, including for rehearsal and performance. • School has carried out a risk assessment for music activities in school. • Playing instruments and singing in groups will take place outdoors wherever possible. • If indoors, numbers will be limited in relation to the space. • If indoors school will use a room with as much space as possible, for example, larger room e.g. rooms with high ceilings to enable dilution of aerosol transmission. • If playing indoors, school limits the numbers to account for ventilation of the space and the ability to social distance. • School will ensure good ventilation 	0x0=0	The school will not continue with any music subjects or activities at this time for those students who are attending school.

		<ul style="list-style-type: none"> • Group sizes will be small, pupils positioned back-to-back or side-to-side and socially distanced. Not face-to-face • Singing, wind and brass playing will not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow (at least 10l/s/person for all present, including audiences) • Instrument sharing avoided, • Increased handwashing before and after handling equipment, especially if being used by more than one person. • Instruments cleaned by the pupils playing them, where possible. • Peripatetic teachers can attend school & are expected to comply with all school measures to reduce the risk of transmission including taking particular care to maintain 2m distance from other staff and pupils • Peripatetic teachers provide a risk assessment to school • See Bulletin: Music & Performing Arts v2 Dec 2020 in line with Local restriction tiers: what you need to know for specific guidance.  <p>Bulletin Music and performing arts v2 2n</p>		
Performing Arts & performances	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	<ul style="list-style-type: none"> • grassroots music venues and entertainment venues must close. • amateur choirs and orchestra, have ceased • Indoor and outdoor performances with an audience will not take place • School may consider alternatives such as the use of live streaming and recording, subject to the usual safeguarding considerations and parental permission. • 	0x0=0	No such activities will be taking place in school or organised by school
Physical activity in school - risk of transmission of Coronavirus (COVID 19).	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> • School will provide physical education, sport & physical activity for pupils by following all the measures to 	3X2=6	As per guidance - some PE sessions and physical activities will continue to

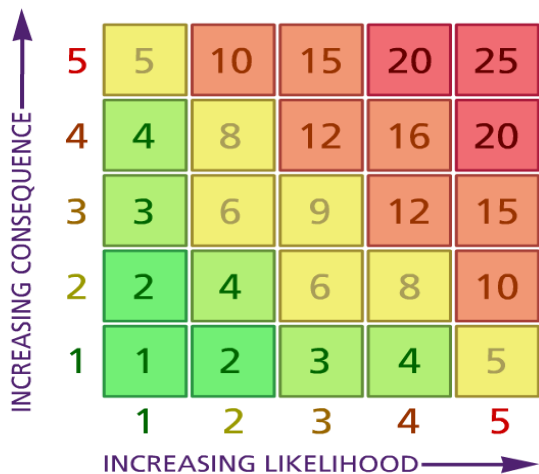
		<p>reduce the risk of transmission in RA 029 Full opening of school</p> <ul style="list-style-type: none"> • Pupils are kept in consistent groups, • sports equipment thoroughly cleaned between each use by different individual groups. • PE lessons can now be held indoors, including those that involve activities related to team sports, for example practising specific techniques, within their own system of controls • Outdoor sports should be prioritised where possible, and large indoor spaces- Sports Hall used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) • Social distancing between pupils is maximised • Staff & pupils reminded to pay scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. • Team sports will be limited .School will only consider those sports whose national governing bodies have developed guidance under the principles of the government’s guidance on team sport and been approved by the government i.e. sports on the list available at grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events. • Competition between different schools has been cancelled. • Schools refers to the following advice: <ul style="list-style-type: none"> ○ guidance on the phased return of sport and recreation ○ Sport England for grassroot sport ○ Association for Physical Education ○ Youth Sport Trust ○ Swim England on school swimming and water safety lessons available at returning to pools guidance documents 		<p>take place in school during this period of lockdown for those students attending school.</p>
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		using changing rooms safely		
Contractors on site -risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors everyone. contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> School's site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, this will be arranged. A record is kept of all visitors. Request risk assessments from contractors which include their social distancing protocols. Zero tolerance with contractors found to be not following PHE social distancing guidelines. Assess the risks associated with managing contractors, visitors, catering staff and deliveries, as well as cleaning staff on site who may be working throughout the school and across different groups 	2x2=4	SPIE contractors are permitted on site if absolutely necessary. COVID checks are made, face coverings worn, supervised by caretakers, social distancing in place.
Remote Learning – risk to staff and pupils by abuse of systems	Staff, pupils, parents – experience harm or abuse, eg emotional harm	<ul style="list-style-type: none"> School follows Safeguarding and remote education during coronavirus (COVID-19), , as well as statutory guidance on online safety in Annex C of keeping children safe in education. 	2x2=4	Remote Learning policy in place and issued out to students, parents, carers and published on the website. Students, parents,carers have full contact details for school staff should they need assistance with IT connections or learning.
Working at height - risk of falling from height	Staff, pupils, parents, visitors – injuries from minor to >7 day	<ul style="list-style-type: none"> Only staff trained to use ladders are allowed to use them. Site manager/ caretakers should have checked all ladders on site. If replacing items that have been used whilst the school has been partially open, think about working at height safely. Use a set of steps NOT a chair or table. Check all ladders and step ladders on site prior to use. Record in the site ladder register 	2x2=4	Safe use of ladders toolbox talk available on JFA website. School staff are not permitted to use ladders unless they have attended relevant training.
Display screen self-assessment – risk of injury	Staff, pupils, parents, visitors – risk of musculoskeletal injuries , RSI etc	<ul style="list-style-type: none"> All staff should carry out the Display Screen Self-Assessment on return to school. Make sure set up correctly. Adjust chairs, monitor heights all to suit the individual. 	2x2=4	Procedures followed, staff completed questionnaires. Control measures in place.

due to adopting awkward postures for long periods		<ul style="list-style-type: none"> If some staff are still home-working check with them that there are no issues with their set-up at home. Complete RA 028 Home working RA COVID 19 with them 		
Lone working- risk of accident, injury or emergency	Staff working from home – injury and ill-health	<ul style="list-style-type: none"> Carry out a risk assessment for staff who remain working from home following guidance See RA 028 Working from home COVID 19 	2x2=4	Procedures and guidance included in the school Health & Safety Policy. Lone working is not currently taking place within school.
Kitchens - risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors everyone - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> Kitchen follows: guidance for food businesses on coronavirus (COVID-19) 	2x2=4	Catering Provider has their own Risk Assessments in place for the kitchen / canteen areas.
Fire – failure of systems and fire evacuation plans	Staff, pupils, parents, visitors – serious injuries, burns, smoke inhalation	<ul style="list-style-type: none"> The site-specific fire evacuation plan has been reviewed and shared with staff and third parties. Practice drill held within first week to ensure everyone knows their roles and responsibilities. Social distancing is followed on evacuation and at assembly point. The needs of staff/pupils who require assistance in an emergency and ensure has been considered and the resources are available to carry this out. The fire alarm and emergency lighting has been serviced in according to guidance. Alarm checked weekly. Enough staff know how to check the fire alarm and set and reset in an emergency. Emergency lighting tested monthly. All fire safety features across the building are checked monthly by carrying out the F 03 Fire Marshal Inspection Checklist. Actions are remedied 	3X2=6	All Fire fire fighting equipment, procedures, evacuation produced as a joint policy with Spie facilities management. All reviewed regularly and tested regularly in line with regulations. Practice drills held termly And alarms tested daily. External Fire Risk Assessment checks done periodically.
Legionella- failure of systems in place leading to outbreak	Staff, pupils, parents, visitors – legionella symptoms , respiratory condition	<ul style="list-style-type: none"> Prior to opening fully every tap, shower, and toilet running/flushed for 2 mins. Records kept in water logbook Monthly water checks must take place 	2x2=4	All dealt with by Spie, regular checks done in line with regulations.

HS Checks - failure of equipment leading to accident or injury	Staff, pupils, parents, visitors everyone- injuries, cuts, falls, abrasions	<ul style="list-style-type: none"> All staff reminded to carry out pre-use visual checks of their areas, classrooms, PCs, equipment etc. Caretaker carries out daily visual whole site checks. 	3X2=6	All aspects of H&S are jointly dealt by the school and Spie. All school staff have the responsibility to report any issues that may result in harm accidents or injury . Any risks are managed as quickly as possible.
Equipment- failure of equipment leading to accident or injury	Staff, pupils, parents, visitors - injuries, cuts, falls, abrasions	<ul style="list-style-type: none"> All areas and equipment that have been taken out of use are checked Teachers have checked their own classrooms to ensure all is in good condition. Other pieces of equipment such as dining sets which have not been used have been inspected, checking smooth operation of opening and wheeling. 	2x2=4	See Form F10 Checklist for classrooms- staff advised to carry visual checks in their classrooms and report any issues
Manual handling – risk of staff injured by moving and handling heavy items	Staff, pupils, parents, visitors – musculoskeletal injuries, back pain, strains, pulled muscles	<ul style="list-style-type: none"> Staff have been reminded to avoid manual handling where possible and to take care when moving and handling equipment back to its normal areas/location 	2x2=4	Manual Handling Toolbox talk available on JFA website. Staff advised not to undertake manual handling, requests made to the caretakers for portage.
Security – Opening and locking up procedures	Staff, pupils, parents, visitors – physical or verbal abuse	<ul style="list-style-type: none"> Adequate numbers of key holders familiar with how to open/lock up. Set and re-set the alarm. Secure reception Keys easily accessible to unlock school gates in the event of evacuation away from the premises. 	3X2=6	Spie personnel responsible for site security - key holders. Alarm tests Reception area secure with maglocks and secure window between office, emergency screen in place.. Senior staff hold Viro keys for padlocks on gates.
General servicing maintenance & statutory inspection - failure of	Staff, pupils, parents, visitors- lack of heating , becoming unwell, cold	<ul style="list-style-type: none"> All annual servicing, maintenance and any statutory checks must continue to ensure safety and compliance 	2x2=4	Responsibility of Spie personnel. Servicing

equipment leading to loss of heating		with legislation. e.g HSL water checks, fire alarms, gas, intruder alarm, IT,		records checked by School
Medication – lack of training	Staff, pupils, parents, visitors – accident in administration of medicines – pupil becoming unwell.	<ul style="list-style-type: none"> • Trained staff available to administer medicines and records maintained. • Secure medicines storage • Inhalers and epipens available pupils in classrooms and for outdoor activities 	2x2=4	Medicines in school administered by school RGN or other authorised First Aid trained staff. Policy reviewed annually, parental consent always obtained. Medication must be prescribed by GP or medical professional.
Emergency plan	Staff, pupils, parents, visitors – unable to respond to an emergency on site - possible injuries, panic, stress	<ul style="list-style-type: none"> • Review the school emergency plan to cover COVID 19 issues. • Contingency plans for an outbreak are in place. • Shared with staff and relevant parties e.g. Governors • Remote education plans are in place for individuals or groups of self-isolating pupils. See remote education support. 	3x2=6	Emergency plan produced and reviewed by senior school staff annually or a situations or regulations / guidance changes.
Any other hazards identified due to increased infection rates during lockdown	Staff, pupils, parents, visitors increased risk of transmission of Coronavirus (COVID 19)	N/A		



Risk Rating	Action Required
17 - 25	Unacceptable – stop activity and make immediate improvements
10 – 16	Tolerable – but look to improve within specified timescale
5 – 9	Adequate – but look to improve at review
1 – 4	Acceptable – no further action but ensure controls are maintained

Likelihood:
 5 – Very likely
 4 – Likely
 3 – Fairly likely
 2 – Unlikely
 1 – Very unlikely

Consequence:
 5 – Catastrophic
 4 – Major
 3 – Moderate
 2 – Minor
 1 – Insignificant

- (1) List hazards **something with the potential to cause harm** here
- (2) List groups of people who are especially at risk from the significant hazards which you have identified
- (3) List existing controls here or note where the information may be found. Then try to quantify the level of risk **the likelihood of harm arising** that remains when the existing controls are in place based on the number of persons affected, how often they are exposed to the hazard and the severity of any consequence. Use this column to list the controls that you might take and develop all or some of that list into a workable action plan. Have regard for the level of risk, the cost of any action and the benefit you expect to gain. Agree the action plan with your team leader and make a note of it overleaf. If it is agreed that no further action is to be taken this too should be noted.

(5) ACTION PLAN

Action required:	Responsible person	Completion date
Review Risk Assessment and publish on website- all staff, Unions, Governors, parents / carers	Senior staff	asap
Carry out individual Risk Assessments for relevant staff, extremely clinically vulnerable, clinically vulnerable, expectant mothers	JDO & H&S advisors	On-going
Continue to follow updated guidance on Covid lockdown, opening of schools, H&S, student and staff safety and well-being etc. And update / review Whole School RA accordingly.	Senior staff	On-going
Continue to communicate with staff, students, parents / carers throughout on all aspects of school life / education affected by the virus and changing guidelines.	Senior staff	On-going
Action plan agreed with (signature) XXXXXXXX Date XXXXXXXX		