



Task / Activity	September 2020 Opening Risk Assessment Covid-19 
<p><b>This risk assessment has been produced in conjunction with the Government Guidance:</b></p>	<ul style="list-style-type: none"> <li>• <a href="#">DfE Guidance for full opening: schools updated 7 September 2020</a> (System Control 1 to 10)</li> <li>• <a href="#">NHS Guidance – Check if you or your child has coronavirus symptoms</a> (System Control 1)</li> <li>• <a href="#">PHE - Stay at home: guidance for households with possible or confirmed coronavirus infection updated 13 August 2020</a> (System Control 1 &amp; 9)</li> <li>• <a href="#">DHSC Guidance - Coronavirus (COVID-19): getting tested updated 12 August 2020</a> (System Control 1)</li> <li>• <a href="#">NHS – Get a free coronavirus test today and check if you have coronavirus</a> (System Control 1 &amp; 8)</li> <li>• <a href="#">DfE Guidance – Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) updated 21 July 2020</a> (System Control 2 &amp; 7)</li> <li>• <a href="#">DfE Guidance – Face coverings in education published 26 August 2020</a> (System Control 2 &amp; 7)</li> <li>• <a href="#">DHSC – Face coverings: when to wear one, exemptions, etc updated 27 August 2020</a> (System Control 2 &amp; 7)</li> <li>• <a href="#">DfE Guidance – Face coverings in education</a> (System Control 2)</li> <li>• <a href="#">PHE Guidance – Covid-19: cleaning in non-healthcare settings outside the home updated 15 July 2020</a> (System Control 5)</li> <li>• <a href="#">DfEGuidance - Covid-19: home test kits for schools and FE providers published 26 August 2020</a> (System Control 8)</li> <li>• <a href="#">DfE Gudiance – School governance: coronavirus (Covid-19) June update, updated 17 July 2020</a> (System Control 11)</li> <li>• <a href="#">PHE Guidance – Guidance on shielding and protecting people who are clinically extremely vulnerable from Covid-19 updated 18 August 2020</a> (Section 12)</li> <li>• <a href="#">RCOG Guidance – Advice for employers and pregnant women during the Covid-19 pandemic</a> (Section 12)</li> <li>• <a href="#">DfE Guidance – Deal for schools hiring supply teachers and agency workers</a> (Section 12)</li> <li>• <a href="#">DfE Guidance – Guidance for food businesses on Covid-19</a> (Section 12)</li> <li>• <a href="#">HSE – First aid certificates coronavirus</a> (Section 12)</li> <li>• <a href="#">DfE Guidance – Guidance for the public on mental health and wellbeing aspects of Covid-19</a> (Section 12 &amp; 13)</li> <li>• <a href="#">DfE Guidance – Extra mental health support for pupils and teachers</a> (Section 12 &amp; 13)</li> <li>• <a href="#">RCPCH Guidance – Children who are clinically extremely vulnerable</a> (Section 13)</li> <li>• <a href="#">DfE Guidance – Addendum recording attendance</a> (Section 13)</li> <li>• <a href="#">HSE Guidance – Air conditioning and ventilation during the coronavirus outbreak</a> (Section 14)</li> <li>• <a href="#">DfE Guidance – Good estate management for schools</a> (Section 14)</li> <li>• <a href="#">CIBSE – Legionella risk during coronavirus outbreak</a> (Section 14)</li> <li>• <a href="#">HSE – legionella risks during coronavirus outbreak</a> (Section 14)</li> <li>• <a href="#">Government Guidance Link</a></li> </ul>

<b>Service Area</b>	Westborough High School	Assessed by	SLT	Assessment Start date:	7 September 2020	<b>Ref: 07092020 – v2</b> <b>Distributed: 10 Sept 2020</b>
<b>Note:</b>	This situation is dynamic and fluid, the full involvement of everyone is required to make this risk assessment effective, collaborative and joint problem solving will assist with any issues as they arise. It is the responsibility of each member of staff to risk assess individual situations as they arise, ask for advice and support accordingly and make decisions in line with school policies and this risk assessment during the Covid-19 pandemic. This risk assessment will be reviewed to ensure it is effective, working as planned and updated appropriately considering any issues or changes in public health advice.					
<b>Further advice and support:</b>	<ul style="list-style-type: none"> <li>• Emergency planning (Kirklees) – 01484 221000 or 07773 334999, email: <a href="mailto:emergency.planning@kirklees.gov.uk">emergency.planning@kirklees.gov.uk</a></li> <li>• Corporate Safety Unit (Kirklees) – 01484 226457, email: <a href="mailto:IR01.CorporateSafety@kirklees.gov.uk">IR01.CorporateSafety@kirklees.gov.uk</a></li> <li>• Infection control (Kirklees) – 01484 221000 ext 75296, email: <a href="mailto:infection.control@kirklees.gov.uk">infection.control@kirklees.gov.uk</a></li> <li>• PHE West Yorkshire Health Protection Team – 0113 386 0300 <a href="https://www.gov.uk/health-protection-team">https://www.gov.uk/health-protection-team</a></li> </ul>					

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System Control 1:		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		
Hazard / Issue	Who	Risk	Actions required to limit and mitigate risks	Action by
<p>Off site – exposure to Covid-19 infection to / from others within the community.</p> <p>A staff member, someone in their family or a pupil is unwell with symptoms of coronavirus</p>	All individuals who are unwell	Spread of Covid-19 via direct / indirect contact with symptomatic / asymptomatic individuals	<p><b>Any individual showing symptoms of Covid-19 or in contact with any family member showing symptoms, must not come into school. Also anyone returning from holiday who has been asked to self-isolate</b></p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</a></p> <p>The main symptoms of coronavirus are:</p> <ul style="list-style-type: none"> <li>• <b>a high temperature</b> – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</li> <li>• <b>a new, continuous cough</b> – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</li> <li>• <b>a loss or change to your sense of smell or taste (anosmia)</b> – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal</li> </ul>	All
			<p> Suspected symptoms of Covid-19</p> <p>Most people with coronavirus have at least 1 of the above symptoms. They should stay at home until they have a negative test or the end of the isolation period, see System Control 8.</p> <p><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p>	All
			<p>The individual will need to book a test as soon as possible (see System control 8). <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/</a> or call 119 if they do not have access to the internet.</p> <p>Staff to follow the same sickness absence procedure for all absences, contact FS on the absence line [REDACTED] and disclose that they have Covid-19</p>	All



			<p>symptoms. Staff who have booked a test will need to update FS of the results by sending a copy of the email or text message they receive.</p> <p>Pupil absence will be monitored by the Attendance team and Year Leads. Parents/carers will inform school if they suspect that anyone has symptoms of Covid-19 and will be undertaking a test. All results of tests must be seen by school.</p>	<p>Staff</p> <p>Attendance Team and Year Leads</p>
<p><b>On site</b> – when an individual unwell or displays symptoms of Covid-19 at school</p>	All	<p>Virus spreading via close interpersonal contact and / or common surface contact</p>	<p>Parents will provide regular updates on the health of their family and household. Daily checks will be undertaken with pupils.</p> <p>If an individual becomes unwell whilst on site:</p> <ul style="list-style-type: none"> <li>• Use the medical alert button on class charts.</li> <li>• Student Services to contact SLT via radio (turn to channel 5) to ensure the corridors are clear prior to moving the individual.</li> <li>• Where a pupil or staff member has entered the site and remains in school awaiting collection, they should be moved, <b>if possible and if appropriate</b>, to the quiet room or quad where they can be isolated behind a closed door. Open a window for ventilation.</li> <li>• If it is not possible to isolate them, move them to an area which is at least 2 metres away from others.</li> <li>• If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>• PPE must be worn by staff catering for the pupil while they await collection if a distance of 2 metres cannot be maintained, System Control 7.</li> <li>• Contact the parent / guardian or next of kin and wait for the individual to be collected.</li> <li>• In the event of a pupil or adult becoming seriously ill contact 999.</li> <li>• Give the parent / guardian instructions on how to access a test, inform them not to visit the GP, pharmacy, urgent care centre or hospital. A school contact will be provided for any test results.</li> <li>• The area around the person with symptoms should be cleaned with bleach after they have left to reduce the risk of passing the infection on to other people, see System Control 5.</li> <li>• Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is</li> </ul>	<p>All</p> <p>Student services</p> <p>Premises team</p>

		<p>unwell, System Control 3.</p> <ul style="list-style-type: none"> <li>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them <b>do not</b> 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 or they have been requested to do so by Test and Trace, System Control 8.</li> </ul> <p>For the person with symptoms – self isolate for 10 days and arrange to have a test to see if they have Covid-19 by visiting <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/</a> or call 119 if you do not have access to the internet. Fellow household members should self-isolate for 14 days from when the symptomatic person first had symptoms. For further guidance <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a> See System Control 8.</p> <p>Pupils / family member or staff member displaying symptoms will be advised to self-isolate and will not be permitted into school until their isolation period has been completed or they have a negative test. <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a> Parents/Carers or members of staff who have undertaken a Covid-19 test have to inform school immediately of the results.</p>	
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<b>System Control 2:</b>	<b>Use of face coverings in schools</b>
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Hazard / Issue	Who	Risk	Actions required to limit and mitigate risks	Action by
Face covering – face mask or visor, a covering over your nose and mouth in enclosed spaces	All	Reduce the risk of infection	<p>All staff will be given a visor to use when on site. Staff can choose whether to use their visor but must put their name on it, keep it clean and store it in a safe place.</p> <p>The government is not recommending universal use of face coverings in all schools. Secondary schools will have the discretion to require face coverings for pupils, staff and visitors in areas outside the classroom where social distancing cannot easily be maintained, such as corridors and communal areas. Face coverings would have a negative impact on teaching and their use in the classroom should be avoided. Information is available in the following</p>	All

			<p>documents</p> <ul style="list-style-type: none"> <li>• <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></li> <li>• <a href="https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education">https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</a></li> <li>• <a href="https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own">https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own</a></li> <li>• <a href="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">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</a></li> </ul> <p>Westborough High School would like all pupils and staff to wear face coverings in communal areas, but not whilst teaching. Face visors can be worn in the classroom. Any coverings worn on public transport will need to be disposed of in the waste bins provided or kept in a sealed plastic bag if they are re-useable. All individuals are expected to wear a new face covering when they arrive on site and these should be changed regularly throughout the day.</p> <p>The school will have a small contingency of face coverings (for those who have forgotten theirs or the face covering has become soiled or unsafe) as no-one should be excluded from education on the grounds that they are not wearing a face covering.</p>	
Travelling to school on public transport / taxi	All	Reduce the risk of infection	<p>Face coverings used on public transport / taxi or outside school will need to be removed once on site (black bin waste bins, not recycling bins) and a fresh face covering used. Dispose of face covering in the bins around the site. If the face covering is re-useable, place in a sealed plastic bag and store in your school/work bag or locker so that it can be re-used to travel home.</p> <p>Staff / pupils must clean their hands immediately on arrival, prior to removing and after replacing face coverings, using water or hand sanitiser (System Control 3).</p>	All

Safe wearing and removal of face coverings	All	Wearing face coverings to reduce the risk of infection	<p>Guidance must be followed on how to wear a face covering safely.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">   How to wear a disposable mask.do </div> <div style="text-align: center;">   How to wear a re-useable fabric ma </div> </div> <p>Staff and pupils are instructed not to touch the front of their face covering during use or when removing them. Dispose of single use or store re-useable face masks properly and clean face shields with hot soapy water or alcohol wipes. Where social distancing cannot be maintained consider wearing a mask / visor.</p> <p>Staff / pupils wash their hands again before heading to their classroom / work area, System Control 3.</p> <p>Wash your face covering regularly and follow the washing instructions for the fabric. Throw away any damage face coverings.</p>	All
Exemptions	All relevant individuals	Individuals who cannot put on, wear or remove a face covering because of a physical, or mental illness or impairment, or disability	<p>Some individuals are exempt from wearing face coverings. This applies to those who:</p> <ul style="list-style-type: none"> <li>• Cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability.</li> <li>• Speak to or provide assistance to someone who relies on lip reading, clear sound or facial expressions to communicate.</li> </ul> <p>Additional guidance on how and when to wear a face covering and exemptions: <a href="https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own">https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own</a></p> <p>An exemption card template is available in the guidance above, this is personal choice and is not necessary in law.</p>	All relevant individuals
Local restrictions	All	Reacting quickly to local changes or advice from Public Health England, Government or	<p>In areas where local lockdowns or restrictions are in place, face coverings should be worn in areas outside classrooms when moving around communal areas where social distancing is difficult to maintain such as corridors.</p> <p>All individuals on site will wear face coverings in communal areas, unless they</p>	

		Local Authority	are exempt.  In the event of new local restrictions being imposed, school will communicate quickly and clearly any new arrangements. See System Control 9.	
<b>System Control 3:</b>		<b>Clean hands thoroughly more often than usual</b>		
<b>Hazard / Issue</b>	<b>Who</b>	<b>Risk</b>	<b>Actions required to limit and mitigate risks</b>	<b>Action by</b>
Poor hand hygiene	All	Spreading the virus by not washing / sanitising hands thoroughly or often enough	<p>Wash hands thoroughly more often than usual particularly when entering the premises and if you move room or use any shared equipment ie. photocopier, computer etc.</p> <p>Use soap and water for at least 20 seconds. If soap and water is not available use alcohol based hand sanitiser available around the site. Hand washing technique to be adopted as directed by NHS guidance staff and pupils will watch weekly. How to wash your hands: <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></p> <ul style="list-style-type: none"> <li>• Wash hands on entry.</li> <li>• If washing facilities are not available, use alcohol-based hand sanitiser.</li> <li>• Wash hands at least every hour.</li> <li>• Wash hands if you touch your face.</li> <li>• Wash hands before and after eating.</li> <li>• Wash hands after sneezing or coughing. Place all used tissues in the lidded dustbins around the site, see System Control 4.</li> <li>• Wash hands if you have shared equipment or stationery. Avoid sharing items.</li> <li>• Staff to inform the premises team if they notice any areas where the stock of sanitiser, soap or tissues are running low.</li> </ul> <p>All hand washing facilities will be checked throughout the day.</p>	<p>Everyone who is on site.</p> <p>All</p> <p>All</p> <p>Premises team</p>
Increasing the risk of infection by not cleaning hands often enough	All	Virus spreading via close interpersonal contact and/or common surface contact	<p>All individuals will wash their hands upon entering the premises, classrooms/work space and at regular intervals throughout the day. Strict hygiene rules to be implemented and all individuals will be asked to do the following to reduce contact and infection:</p> <ul style="list-style-type: none"> <li>• Follow good hygiene at all times.</li> </ul>	All



			<ul style="list-style-type: none"> <li>• Read and refer to the hygiene process posters displayed around school.</li> <li>• Build routines into the school structure with regular information and reminders during PSHE lessons and staff communication.</li> <li>• Use the lidded bins, tissues and hand sanitiser in all classrooms and shared spaces.</li> <li>• Staff have been issued with an individual alcohol-based hand sanitiser for their use.</li> <li>• Washing with soap and water is the preferred option, hand sanitiser is available where washing facilities are not available or where social distancing measures would be an issue.</li> <li>• Clean hands before and after eating be careful of ingesting sanitiser when eating.</li> <li>• Individuals sensitive to hand sanitiser will need to use their own wipes.</li> <li>• Frequently touched surfaces being cleaned more often than usual.</li> <li>• No hand shaking or hugging.</li> <li>• Ventilate rooms by opening doors or windows.</li> <li>• Premises team to ensure all rubbish is double bagged and removed to the skip at the end of the day.</li> </ul>	
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<b>System Control 4:</b>	<b>Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’</b>
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<b>Hazard / Issue</b>	<b>Who</b>	<b>Risk</b>	<b>Actions required to limit and mitigate risks</b>	<b>Action by</b>
Poor respiratory hygiene measures	All	Exposure to the virus	<p>The virus is thought to spread mainly from person to person:</p> <ul style="list-style-type: none"> <li>• Between people who are in close contact with one another.</li> <li>• Through respiratory droplets produced when an infected person coughs, sneezes or talks.</li> <li>• These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.</li> <li>• Covid-19 may be spread by people who are not showing symptoms.</li> </ul> <p>You can mitigate the risks and promote good respiratory hygiene by:</p> <ul style="list-style-type: none"> <li>• By promoting the ‘catch it, bin it, kill it’ approach.</li> <li>• Avoid touching your mouth, eyes and nose, wash your hands after touching your face, System Control 3.</li> <li>• Cover your mouth and nose with disposable tissues when you cough or sneeze. If one is not available, sneeze into the crook of your elbow, not into your hand.</li> </ul>	All

			<ul style="list-style-type: none"> <li>• Dispose of tissues into the lidded bins provided.</li> <li>• Immediately clean your hands with soap and water or use a hand sanitiser.</li> <li>• Minimise contact and mixing as far as possible.</li> <li>• Avoid face to face conversations and maintain social distancing.</li> <li>• Vehicles not to be shared with colleagues unless they live in the same household or are in the same support bubble.</li> </ul> <p>Posters are on display throughout the site reminding staff and pupils about good respiratory hygiene, weekly during staff communication or PSHE lessons.</p>	
<b>System Control 5:</b>		<b>Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</b>		
<b>Hazard / Issue</b>	<b>Who</b>	<b>Risk</b>	<b>Actions required to limit and mitigate risks</b>	<b>Action by</b>
Poor cleaning methods	All	Reducing the risk of infection	<p>A cleaning schedule is implemented throughout the site, ensuring that shared spaces used by different bubbles, contact points eg. work surfaces, door handles, taps and toilets are all thoroughly cleaned and disinfected during the day. <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <ul style="list-style-type: none"> <li>• Where bubbles are using the same spaces for dining or toilets although at different times, a cleaning period has been incorporated into the timetable.</li> <li>• A combined detergent disinfectant solution and chlorine-based cleaner is to be used, this product is called Chlor-clean will be used to disinfect and clean the school throughout the day. Staff using these products will wear the appropriate PPE according to Control of Substances Hazardous to Health (COSHH).</li> <li>• A cleaning schedule will be implemented throughout the site, extra attention is given to frequently touched areas / surfaces and areas shared by bubbles.</li> <li>• Bin liners to be used in all bins.</li> <li>• A thorough clean will be undertaken of all used areas of the site at the end of the day between 3pm to 6pm.</li> <li>• Posters are on display around the site reminding individuals about good hygiene practices and to wash their hands. See system control 3 &amp; 4.</li> <li>• Regular cleaning of the touchpad / screen and reception area, lanyards and emergency radios in main office to be undertaken by Receptionist.</li> </ul>	<p>Premises / cleaning team</p> <p>Premises / cleaning team</p> <p>Premises team</p> <p>Cleaning team</p> <p>All</p> <p>Receptionist</p>


			<ul style="list-style-type: none"> <li>• Radios used by individual staff should be cleaned on a regular basis.</li> <li>• Staff to ensure their telephone handsets, computers and any shared resources are cleaned before use.</li> <li>• All staff to contribute towards cleanliness of their own working area and equipment. Staff to be discouraged from bringing additional items from home unless absolutely necessary.</li> <li>• Staff to be responsible for the cleaning of their hi-vis coats. These should not be shared with other staff or left in communal areas.</li> </ul> <p>It is the responsibility of each member of staff to risk assess individual situations as they arise, ask for advice / support accordingly and make decisions in line with school policies and this risk assessment during this pandemic.</p>	<p>Staff</p> <p>Staff</p> <p>Staff</p>
Suspected case of Covid-19	All	Reduce the risk of further infection	Public Health England has published revised guidance for cleaning to advise on general cleaning required in addition to the existing advice on cleaning when there is a suspected case. <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a>	Premises team / Cleaners
<b>System Control 6:</b>		<b>Minimise contact between individuals and maintain social distancing wherever possible</b>		
<b>Hazard / Issue</b>	<b>Who</b>	<b>Risk</b>	<b>Actions required to limit and mitigate risks</b>	<b>Action by</b>
Maintaining social distancing around the site	All	Reduce contact periods with others	<p>The school site has been altered to minimise contact and mixing. Classroom environments have defined areas for staff and pupils. Staff will move between bubbles to deliver a broad and balanced curriculum. Staff work areas have been allocated by Department within the school.</p> <p>SLT will monitor site access points to enable social distancing and reduce congestion. Staggered arrival / finish times, breaks and lunch times will be introduced for pupils from 7 September 2020 and will be regularly reviewed by SLT.</p> <p><b>Avoid face to face contact and minimise time spent within one metre of anyone.</b> Allow plenty of space between people whenever possible, 2 metre distancing marks have been placed around the site to enable social distancing.</p>	<p>SLT</p> <p>All</p>

			<p>Reduce the number of people you are in contact with during the day and minimise the potential for contamination so far as is reasonably practicable.</p> <p>No large gatherings will be organised which bring different bubbles together ie. whole school assemblies.</p> <p>One way systems will be reviewed by the SLT and be changed/introduced if required once the school is operational. Designated areas of the site for each bubble are in operation. Where bubbles use the same area, times have been staggered and cleaning time has been introduced.</p>	<p>All</p> <p>SLT</p>
Shared office spaces	All	Reduce the risk of infection	<p>Staff who share an office need to maintain social distancing as much as possible by staggering the use of the shared spaces or changing the configuration of the office so that they are not face to face.</p> <p>Hand sanitiser, tissues and lidded bins have been provided. Staff are to inform the premises team and MM of any issues.</p>	<p>All</p> <p>All</p>
Maintaining social distancing during first aid emergencies	First aiders / individual who requires first aid	Risk of infection	During first aid incidents social distancing may not always be maintained, but physical contact should be kept to a minimum and those administering first aid should wear PPE appropriate to the circumstances in line with the current PHE guidance. See System Control 7.	First aiders
<b>System Control 7:</b>		<b>Where necessary, wear appropriate personal protective equipment (PPE)</b>		
Hazard / Issue	Who	Risk	Actions required to limit and mitigate risks	Action by
The use of PPE during first aid emergencies	staff	Return to school procedures clear for all staff	<p>PPE is needed in a number of cases:</p> <ul style="list-style-type: none"> <li>Where an individual becomes ill with Covid-19 symptoms while at school and a distance of 2 metres cannot be maintained.</li> <li>During first aid incidents social distancing may not always be maintained (System Control 6), but physical contact should be kept to a minimum and those administering first aid should wear PPE appropriate to the circumstances in line with the current PHE guidance (disposable apron, face mask, gloves and goggles).</li> </ul> <p>All first aiders are trained in how to put on and take off PPE (donning and doffing) Heads up 29 May. :</p>	<p>First aiders</p> <p>First aiders</p>

			 PPE quick guide to donning and doffin  Any first aider who requires further training will see MM as soon as possible. All PPE will be disposed of in line with PHE recommendations. All first aiders will be assigned their own PPE.	First aiders
Taking temperatures	All	If social distancing cannot be maintained	If the need arises where an individual's temperature has to be checked, ensure the relevant PPE is worn and try to maintain social distance as much as possible.	Individual taking temperature
<b>System Control 8:</b>		<b>Engage with the NHS Test and Trace process</b>		
<b>Hazard / Issue</b>	<b>Who</b>	<b>Risk</b>	<b>Actions required to limit and mitigate risks</b>	<b>Action by</b>
Getting tested if you have symptoms of or been in contact with a positive case of Covid-19	All who have symptoms of or been in close contact with someone who tests positive for Covid-19	Testing to reduce the spread of the virus	<p>To check your symptoms <a href="https://111.nhs.uk/covid-19/">https://111.nhs.uk/covid-19/</a> (System Control 1).</p> <p>If an individual has Covid-19 symptoms they will need to:</p> <ul style="list-style-type: none"> <li>Organise a test use this link: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/</a> or call 119 if they do not have access to the internet. Essential workers, which includes anyone involved in education, have priority access to testing.</li> <li>Provide details of anyone they have been in contact with if they were to test positive for Covid-19 or if asked by NHS Test and Trace.</li> <li>Self-isolate if they have been in close contact with someone who tests positive for Covid-19, or if anyone in their household develops symptoms of Covid-19. <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></li> <li>Inform the school of the results as soon as possible.</li> </ul> <p>On 26 August the Government advised that schools will be provided with a limited number of home test kits which should be offered to individuals in exceptional circumstances where they face a barrier to accessing testing elsewhere. The recommendation is that the best and fastest way for pupils and staff to access a test is to visit a testing site and book a test online.</p>	All identified individuals


			<a href="https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers">https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers</a>	
			<p>If school becomes aware that someone who has attended the site has tested positive for Covid-19, we will contact the local health protection team and emergency planning. Test and Trace will also contact school directly if they become aware that someone who has tested positive for Covid-19 attended.</p>	
Contact tracing – identify individuals which you have been in close contact with to limit the spread of the virus	All who have been in close contact with someone who tests positive for Covid-19	Someone may inadvertently spread the virus to close contacts before becoming symptomatic.	<p>Individuals will need to know who they have been in contact with and follow the advice they are given by contact tracers – which will include self-isolation for 14 days for those who have been in close contact with a confirmed case.</p> <p>A national contact tracing programme has been established by the Government. Parents, pupils or staff may all get contacted if they have been in close contact with someone who tests positive for Covid-19. Close contact means:</p> <ul style="list-style-type: none"> <li>• 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).</li> <li>• Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual.</li> <li>• Travelling in a small vehicle, like a car, with an infected person.</li> </ul> <p>Test and Trace will identify who has been in close contact with the person during the period that they were infectious and ensure they are asked to self-isolate.</p>	
Pupil / staff member testing negative for Covid-19	Individuals who have been tested	Risk of spreading cold or flu virus	<p>If a pupil or member of staff tests negative, if they feel well and no longer have symptoms similar to Covid-19, they can stop self-isolating. They could still have another virus, such as a cold or flu in which case it is still best to avoid contact with other people until they are better. Other members of the household can stop self-isolating.</p>	
Confirmation of a positive Covid-19 result or advised by a Public Health agency that contact with a diagnosed case has	All who have been in close contact with someone who tests positive for Covid-19	To limit the risk of infection	<p>If someone tests positive, they should follow the guidance for households with possible or confirmed Covid-19 infection</p> <p><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a> and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have</p>	

occurred			symptoms other than cough or loss of sense of smell / taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10 day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.	
<b>System Control 9:</b>		<b>Manage confirmed cases of coronavirus (COVID-19) amongst the school community</b>		
<b>Hazard / Issue</b>	<b>Who</b>	<b>Risk</b>	<b>Actions required to limit and mitigate risks</b>	<b>Action by</b>
Staff / pupils or family member tests positive for Covid-19	All in close contact	Spreading the virus	<p>Parents/Carers and staff are to inform the school immediately of the test results by sending a copy of the email or text message they receive.</p> <p>The school will take swift action once they are aware that someone who has attended has tested positive for Covid-19.</p> <p>If an individual tests positive they are instructed to follow the 'stay at home: guidance with possible or confirmed coronavirus (Covid-19) infection' and must continue to self-isolate for 10 days from the onset of their symptoms.  <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p> <p>The school will contact:</p> <ul style="list-style-type: none"> <li>• Emergency planning (Kirklees) – 01484 221000 or 07773 334999, email: <a href="mailto:emergency.planning@kirklees.gov.uk">emergency.planning@kirklees.gov.uk</a></li> <li>• Corporate Safety Unit (Kirklees) – 01484 226457, email: <a href="mailto:IR01.CorporateSafety@kirklees.gov.uk">IR01.CorporateSafety@kirklees.gov.uk</a></li> <li>• Infection control (Kirklees) – 01484 221000 ext 75296, email: <a href="mailto:infection.control@kirklees.gov.uk">infection.control@kirklees.gov.uk</a></li> <li>• PHE West Yorkshire Health Protection Team – 0113 386 0300</li> </ul> <p>The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, school will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. See System Control 8 for the definition of close contacts.</p>	SLT

			<p>The school will not request evidence of negative test results or other medical evidence after a period of self-isolation.</p> <p>Remote education will be made available to pupils not attending school.</p> <p>Wellbeing checks will be carried out for staff and pupils who are self-isolating or have a positive Covid-19 result. Staff who are well during their self-isolation period can continue to work from home.</p>	SLT / Staff
<b>System Control 10:</b>		<b>Contain any outbreak by following local health protection team advice</b>		
<b>Hazard / Issue</b>	<b>Who</b>	<b>Risk</b>	<b>Actions required to limit and mitigate risks</b>	<b>Action by</b>
The school being closed due to an outbreak or local lockdown	All	Contingency planning for local lockdown or closure	<p>An outbreak of Covid-19 in the school may be declared if there are two or more confirmed cases within 14 days or an overall rise in sickness absence where Covid-19 is suspected. SLT will monitor absence and work with the local health protection team and follow their advice on whether additional action is required. <a href="https://www.gov.uk/health-protection-team">https://www.gov.uk/health-protection-team</a></p> <p>In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit <b>may</b> be dispatched to test others who may have been in contact with the person who has tested positive. Testing will focus on the person's class, followed by their year group, then the whole school if necessary.</p>	SLT
Inability of the school to deliver learning / activities as planned	All	Reduced staffing capacity	<p>The SLT regularly monitor staff and pupil absences.</p> <p>Staff on site will use their own work space as much as possible unless they have been assigned to a work area or their role requires them to move around the site.</p> <p>Working from home may be required if the school is closed.</p> <p style="text-align: center;">             Home Working DSE            Self Assessment         </p>	
Remote education –	Pupils	Pupils who cannot	Remote education will be made available to all pupils not attending school due to	





contingency planning		attend school due	Health issues, self-isolation or local lockdown.	
Deep clean	All	Cleaning the site after a positive case	The school regularly cleans the school with a bleach and disinfectant product called Chlor-clean. If an outbreak is identified the areas will be deep cleaned, advice will be sought from the public health team.	
<b>Section 11:</b>		<b>Governors</b>		
<b>Hazard / Issue</b>	<b>Who</b>	<b>Risk</b>	<b>Actions required to limit and mitigate risks</b>	<b>Action by</b>
Governors being aware of how the school is operating	Governors	Ensuring all risks are mitigated as much as reasonable practicable	Governors are working closely with the SLT monitoring that the controls in place are effective, working as planned and updated appropriately considering any issues identified or changes in public health advice and that all decisions made are in the best interests of staff and pupils. The Governors receive a copy of the risk assessment to review and agree. The Headteacher is in regular contact with the Chair of Governors. Guidance for Governors is available at: <a href="https://www.gov.uk/government/publications/school-governance-update/school-governance-coronavirus-covid-19-june-update--2">https://www.gov.uk/government/publications/school-governance-update/school-governance-coronavirus-covid-19-june-update--2</a>	Governors and SLT Headteacher and Chair  Governors
<b>Section 12:</b>		<b>Staff</b>		
<b>Hazard / Issue</b>	<b>Who</b>	<b>Risk</b>	<b>Actions required to limit and mitigate risks</b>	<b>Action by</b>
Staff who have been shielding	Clinically extremely vulnerable staff	Individuals with an identified need	Individuals who are classed as clinically extremely vulnerable received a letter from the Department of Health & Social Care advising them to shield are now advised that they can return to work from 1 August 2020, taking particular care to practice frequent, thorough hand washing and cleaning of frequently touched areas in their workspace. This includes people who live with those who have comparatively increased risk from Covid-19. <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a>  If rates of the disease rise in local areas staff from the area may be advised to shield during the period where rates remain high and may be temporarily unable to attend school.  Staff need to raise any concerns with FS, this will be discussed on a case-by-case basis and an individual risk assessment will be completed if required.	Staff / FS


Staff who have been shielding	Staff who are clinically vulnerable	Individuals in this category	<p>Clinically vulnerable staff can return to school. Taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with this risk assessment and Government guidance. Adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others.</p> <p>Staff need to raise any concerns with FS, this will be discussed on a case-by-case basis and an individual risk assessment will be completed if required.</p>	Staff / FS
Individual risk assessment	Individuals who have identified themselves	Supporting individuals who have identified additional risk	<p>Staff will raise any concerns or issues with FS as soon as possible.</p> <p>Some staff may have particular characteristics that may put them at a comparatively increased risk from Covid-19. All staff have received the individual risk assessment tool and anyone who has identified themselves as falling within these categories will complete an individual risk assessment at the beginning of the new school year. FS will contact staff to make an appointment to see them.</p> <p style="text-align: center;">   Staff Risk Assessment 07.20.doc </p> <p>Individual risk assessment:</p>	All  FS
Staff who are pregnant	Individuals who have identified themselves	Supporting expectant mothers	<p>Staff must inform the Headteacher if they are pregnant.</p> <p>A new and expectant mother's risk assessment will be undertaken to identify any concerns. The member of staff should also raise any concerns with their midwife/GP.</p> <p>Further advice from The Royal College of Obstetrics and Gynaecology (RCOG) has published occupational health advice for employers and pregnant women: <a href="https://www.rcog.org.uk/globalassets/documents/guidelines/2020-08-10-occupational-health-advice-for-employers-and-pregnant-women-during-the-covid-19-pandemic.pdf">https://www.rcog.org.uk/globalassets/documents/guidelines/2020-08-10-occupational-health-advice-for-employers-and-pregnant-women-during-the-covid-19-pandemic.pdf</a> This document includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk. Continue to monitor this site for future updates.</p>	Pregnant staff  Pregnant staff

			If a member of staff is pregnant and has symptoms of Covid-19, book a test and speak to your midwife or maternity team for further advice.	
Travelling to school	Staff	Risk of infection	<p>Individuals are encouraged to follow Government guidance on how to travel safely. Face coverings used outside of school will need to be removed once on site and a fresh face covering worn if required.</p> <p>Staff need to socially distance from each other, car sharing should be avoided unless you are in the same social bubble outside of school.</p>	All
Access to and exit from site	Staff	Bottlenecks likely at entrance to the school	<p>All staff are to be aware of bottlenecks on site and maintain social distancing from each other, System Control 6. Everyone has to sign in and out of the site daily, using the signing in system in reception.</p> <p>Wash hands when entering the site and when using any shared equipment ie. the signing in system. Ensure good hand (System Control 3) and respiratory hygiene (System Control 4) at all times.</p>	All
Communication	Staff	Clear guidance for all staff	<p>All staff to attend full staff briefing every Monday at 3.15pm initially this will be via Zoom / Microsoft Teams but on occasions this may take place in the sports hall allowing staff to maintain social distance. Staff who are not able to attend to see FS. A bulletin will also be sent out on Monday morning.</p> <p>A Zoom meeting took place on 17 July 2020 to discuss plans for opening in September. Further information will be disseminated during the two inset days at the beginning of the new school year. Any staff who have concerns need to contact SLT as soon as possible.</p> <p>All staff will return to their normal working hours from 7 September 2020. School may need to alter the way in which staff are deployed and use staff more flexibly during the pandemic.</p>	All  All  All
Mental Health and Wellbeing	Staff	What is in place for self-referral to mental health support or to provide opportunities for	<p>Staff are prepared for supporting the wellbeing of pupils and receiving any potential disclosures.</p> <p>Support will be required for colleagues to both manage any worry or anxiety in relation to attendance in school, work with the new arrangements from September 2020, as well as managing and dealing with community</p>	All  All

		<p>confidential conversations / counselling sessions</p>	<p>expectations.</p> <p>Further support is available via the Employee Assistance Programme:</p> <ul style="list-style-type: none"> <li>• Telephone: 08000 856148</li> <li>• Website: <a href="http://www.educationsupport.org.uk/online-support">www.educationsupport.org.uk/online-support</a></li> <li>• Username: [REDACTED]</li> <li>• Password: [REDACTED]</li> </ul> <p>A new West Yorkshire Grief and Loss service has been set up: <a href="https://griefandlosswyh.co.uk/">https://griefandlosswyh.co.uk/</a> (0808 1963833)</p> <p>Counselling services or emotional well-being support is available please see FS for a referral.</p> <p>The DfE is providing additional support for both pupils and staff wellbeing in the current situation, further information is available: <a href="https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers">https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers</a></p> <p>The school is a pilot school for the Trail Blazer Programme and has a mental health support mentor in post who adds capacity to the mental health lead. The team consists of 6 members of staff who are qualified mental health first aiders.</p> <p>The Education Support Partnership <a href="http://www.educationsupport.org.uk">http://www.educationsupport.org.uk</a> provides a free helpline for school staff and targeted support for mental health and wellbeing.</p> <p>Public Health England guidance for the public on mental health and wellbeing aspects of coronavirus (Covid-19) <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19">https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19</a></p> <p>The school has a mental health strategy in place based on the Public Health England strands.</p> <p>Flu injections will be available for staff in the Autumn Term, date to be</p>	
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			<p>confirmed.</p>  <p>Emotional Health and Mental Wellbei</p>	
CPD	Staff	Concern that dealing with the here and now will prevent staff from developing professionally	<p>Two inset days have been organised for Monday 7 and Tuesday 8 September to ensure everyone has read and understands the risk assessment, new policies and procedures and are inducted on the new ways of working to ensure readiness for all pupils returning to school.</p> <p>Regular updates will be carried out for all staff on site, warning them of the risks posed by the virus as well as the control measures outlined in this risk assessment and from Government guidance. This will include informing personnel of the known symptoms.</p> <p>Ensure staff develop professionally so that they can meet the demands of a longer-term strategic curriculum offer in the future.</p> <p>Staff training will commence on Monday evening between 3pm until 4.30pm further details to be confirmed.</p> <p>SLT publish bulletins, presentations and activity documents with embedded hyperlinks.</p> <p>Safeguarding updates and statutory training in place for all colleagues.</p>	All
Teaching and learning	Staff	Reducing the risk of infection during teaching	<p>Staff can reduce risks by:</p> <ul style="list-style-type: none"> <li>• All staff can operate across different year groups (bubbles) in order to facilitate the delivery of the school timetable. Staff will move to classrooms to reduce whole school movement around the building.</li> <li>• Staff are to maintain social distancing as much as possible and stay within the 2 metre teaching box.</li> <li>• Windows to be opened to provide additional ventilation.</li> <li>• Staff will plan lessons that allow pupils to remain in their seats as much as reasonably possible.</li> <li>• Teachers can check understanding, from a distance, using mini whiteboards or use visualisers to provide written and verbal feedback</li> </ul>	All

			<p>(hands must be washed or sanitised immediately after touching books)</p> <ul style="list-style-type: none"> <li>• Staff can mark pupils work / books, in school or at home, according to guidance on social distancing and good hand hygiene; hands must be sanitised before and after touching books</li> <li>• Pupils will have personal equipment to use when in the building. They will be responsible for cleaning this at the start and end of each session. This personal equipment is to be left in form rooms at the end of the school day</li> <li>• Teachers to use effective teaching strategies such as questioning and clear direct instruction/modelling to check understanding prior to work in class</li> <li>• Teachers to use frequent verbal feedback, using success criteria, from the front of the class where possible to support learning.</li> </ul> <p>If staff require any support, see LMA as soon as possible.</p> <p>Additional risk assessments will be required for practical subjects.</p> <p>Outdoor sports should be prioritised where possible, maximising distancing between pupils and paying attention to cleaning and hygiene. There should be no physical contact sport. Sports and PE risk assessments will be reviewed to take into account Covid-19 requirements. Following AfPE guidance below:</p> <p> PDF</p> <p>AfPE guidance - COVID-19-Interpreti</p> <p>Bookable specialist spaces are available in school. Restrictions to the physical aspect of Drama (no touching, no voice projection/chanting etc) are in place for pupils completing practical drama lessons. Teaching staff will wear face coverings when circulating around the room.</p>	LMA
Classroom layout	Staff	A defined teaching area determines pupil numbers in each classroom	<p>Pupil desks / seating will be forward facing where ever possible. Pupils can sit side by side and do not need to social distance from each other.</p> <p>Staff need to maintain their distance as much as possible, limiting the amount of time they are less than 2 metres from pupils or other staff. A marked teaching</p>	

			<p>area (2 metres) has been identified in each classroom or shared space.</p> <p>All classrooms have a wall mounted hand sanitiser station, wall mounted tissues and a lidded bin on entry into the room.</p> <p>The room capacity has been taken into account when timetabling lessons.</p>	
First aiders	Staff	First aiders to assist with any medical emergencies	<p>PPE is needed in a number of cases (see System Control 7):</p> <ul style="list-style-type: none"> <li>• Where an individual becomes ill with Covid-19 symptoms while at school and a distance of 2 metres cannot be maintained.</li> <li>• During first aid incidents social distancing may not always be maintained (System Control 6), but physical contact should be kept to a minimum and those administering first aid should wear PPE appropriate to the circumstances in line with the current PHE guidance (disposable apron, face mask, gloves and goggles).</li> </ul> <p>All first aiders are trained in how to put on and take off PPE (donning and doffing) Heads up 29 May. :</p> <div style="text-align: center;">  <p>PPE quick guide to donning and doffing</p> </div> <p>Any first aider who requires further training will see MM as soon as possible. All PPE will be disposed of in line with PHE recommendations.</p> <p>Pupils with medical conditions have been identified within each bubble. Individual health care plans are in place for Year 8 to 11. Year 7 will be collated as soon as possible once school is operational. See medical information on SIMS.</p> <p>A first aid incident forms will be completed as normal and given to MM. All other first aid procedures will remain the same. In the event of a first aid incident staff will use the medical alert button on class charts to contact the first aider on duty. If further help is required, radio for support and identify the bubble.</p> <p>First aiders are on duty while staff and pupils are in school. All first aiders will be assigned their own PPE.</p>	

			<p>Guidance for first aiders during Covid-19 outbreak has been distributed.</p> <p>Further guidance is available from: <a href="https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus">https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus</a> Treating any casualty should be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it should pay particular attention to sanitation measures immediately afterwards including washing hands.</p>	
Staff work areas	Staff	<p>Teaching staff to be assigned work areas by Department so that they can socially distance from each other</p> <p>Other staff to work in their offices</p>	<p>Windows to be open to allow for good ventilation in all areas. Maintain social distancing, good hand and respiratory hygiene at all times.</p> <p>Cleaning equipment is available for staff to wipe down surfaces before and after use. Desks should be clear of personal belongings to prevent contact by others utilising the workspace and for ease of cleaning at the end of the school day. All non-essential items to be removed and placed in lockers. Staff will need to limit the amount of personal items they bring into school.</p> <p>Where colleagues need to share a telephone / computers, these must be cleaned thoroughly after each use.</p> <p>All classrooms and shared have been provided with hand sanitiser, tissues and a lidded bin (if the office is shared).</p> <p>Staff will not make drinks for each other.</p>	All
Duties	Staff	Additional support required from all staff	All staff will facilitate the safe movement of pupils around the building and avoid pinch points during the school day.	
Lunch	Staff	Ordering lunch from the school kitchen	<p>Staff can order their lunch with the school kitchen before 10am by emailing [REDACTED]</p> <p>To reduce cash in school, money can be added via your individual Parent Pay account. If you cannot access your account, please see the finance team.</p>	
Home visits	Staff	Essential home visits only	Speak to the person staff are planning to visit to remind them to follow Public Health guidance to minimise risk. Check that the person or anyone in the household are not isolating due to exposure with Covid-19.	All



			<p>Explain the risk mitigation approach you are taking and why, also explain it is to protect them as well as staff.</p> <p>Staff to make sure they have their hand sanitiser with them so that they can wash their hands prior to and immediately after the visit.</p> <p>Keep the visit focused and as concise as possible. If it is considered that the risks are not proportionate or being managed, the member of staff needs to explain why they need to end the visit and how they will plan a follow up.</p>	
ITT	Staff	ITT induction	All ITT trainees receive a full induction which includes all the system control measures within this document. ITT's are allocated according to the timetable.	
Supply, peripatetic teachers and other temporary staff	Agency / third party workers	Information booklet to be provided	<p>Supply, peripatetic teachers and other temporary staff can move between schools. These staff should minimise contact and maintain as much social distance as possible from other staff</p> <p>An information booklet has been produced for individuals who are not employed by school. Any concerns or issues are to be raised with UAL.</p> <p>Schools can access agency supply deals <a href="https://www.gov.uk/guidance/deal-for-schools-hiring-supply-teachers-and-agency-workers">https://www.gov.uk/guidance/deal-for-schools-hiring-supply-teachers-and-agency-workers</a> and get direct support from Crown Commercial Services on how to use the agency supply deal by emailing <a href="mailto:supplyteachers@crowncommercial.gov.uk">supplyteachers@crowncommercial.gov.uk</a> with the school's details and contact details.</p> <p>Dedicated work areas have been identified for use by agency / third party workers.</p>	
Kitchen staff	All Chartwells staff	Procedures for serving food in the dining areas	<p>The kitchen staff are employed by Chartwells.</p> <p>Perspex screens have been installed in all pupil dining areas. Kitchen staff to wear a face shield when serving food if social distancing cannot be maintained.</p> <p>Government guidance is detailed below, school kitchens can continue to operate but must comply with the guidance for food businesses on coronavirus (Covid-19) <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-food-">https://www.gov.uk/government/publications/covid-19-guidance-for-food-</a></p>	


			<a href="#">businesses/guidance-for-food-businesses-on-coronavirus-covid-19</a> Food items will be individually wrapped where possible.  Once a year group bubble has finished eating the kitchen staff will clean the dining area ready for the next group of pupils. The kitchen staff will not be able to start the cleaning process until all pupils have left the dining area.	
Cleaning staff	All CSG staff	Enhanced cleaning systems throughout the site	The cleaning staff are employed by CSG.  Enhanced cleaning, System Control 5 will take place at the end of the school day. Cleaning will also take place during the day where year group bubbles use the same area, time has been allowed for cleaning the area before it is used. Also frequently touched surfaces will be cleaned for any issues contact the premises team.	Premises team / cleaners
<b>Section 13:</b>	<b>Pupils - Year group bubbles</b>			
<b>Hazard / Issue</b>	<b>Who</b>	<b>Risk</b>	<b>Actions required to limit and mitigate risks</b>	<b>Action by</b>
Pupils entering and exiting the school building	Pupils	Pupils coming into close contact with one another	Pupils are encouraged to walk or cycle to school if possible.  All year groups (bubbles) have been assigned an entry/exit point, staggered start/finish, staggered breaks, outside spaces, toilet facilities and defined lunch times to ease congestion and mixing.  Pupils who arrive on public transport and are wearing re-useable face coverings must place these in a plastic bag and keep them in their school bag for their return journey (see System Control 2). Any disposable face covering need to be placed in the dustbins provided, these are not recyclable. Fresh face coverings are to be worn on the school site.  All pupils must wash their hands on arrival to school or sanitise if washing facilities are not available.  If temperatures are to be taken, staff will use a non-contact thermometer.  Staff will control pupil entry and exit. Year Leads will have a radio with them at all times. The radio will be set to channel 3 and for confidential conversations staff will use channel 5.	



<p>Pupil re-orientation – back into school after a period of closure / being at home</p>	<p>Pupils</p>	<p>Changes to the school day/timetables shared with parents/pupils</p>	<p>Changes to the school timetable have been shared with parents and pupils, expectations around school and system controls will be shared with all pupils on their return which will encourage a safe resocialisation into school and give opportunity for learning.</p> <p>Pupil behaviour, safeguarding, attendance and first aid procedures to be reviewed and amended where necessary in line with the current circumstances. The school will take temperatures of individuals with a non-contact thermometer as and when required.</p> <p>Toilet use to be supervised to allow for social distancing as far as possible.</p> <p>Consideration will be given to which activities are more difficult / not possible to be undertaken with social distancing in place. Each activity to be risk assessed and should not be run unless the risks can be mitigated:</p> <ul style="list-style-type: none"> <li>• PE</li> <li>• Practical science lessons</li> <li>• DT/FT</li> <li>• Practical drama lessons</li> </ul> <p>On-going regular communication plans to ensure parents and pupils are kept well-informed.</p>	
<p>Pupil groups</p>	<p>Pupils</p>	<p>To minimise the opportunity for the virus to spread through direct inter-person contact with a group by limiting contact between individuals in different groups and bubbles</p>	<p>Groups are based on the guidance as Year Group 'bubbles'. Each bubble has been assigned an area of school to minimise contact. Foot prints around the site are based on Year group colours.</p> <p>Staggered start/finish, break, lunches have been introduced to minimise any contact. Each bubble will be assigned a first aider.</p> <p><b>Year 7 (Blue)</b> – Arrive 8.15am. Entrance/exit: top gate, milk doors. Stairs: Headteacher's office stairs. Classrooms: C1, C2, C3, C4, C6, C7, CR1, CR2. Break: 11am to 11.15am. Lunch: 12.45pm to 1.15pm - Dining room. Outdoor space: Rounder's pitch. Toilets: PE. Leave at 2.40pm, top gate, milk doors.</p> <p><b>Year 8 (Orange)</b> – Arrive 8.30am. Entrance/exit: back gate, History/Geography doors. Stairs: N/A. Classrooms: D13, D9, E1, E2, E3, E4, E5, E6 (fire doors)</p>	

			<p>closed near ADQ office to separate areas). Break: 11am to 11.15am. Lunch: 1.20pm to 1.45pm - Dining room. Outdoor space: Netball courts. Toilets: Geography. Leave at 2.50pm, back gate History/Geography door.</p> <p><b>Year 9 (Green)</b> – Arrive 8.45am. Entrance/exit: top gate, milk doors. Stairs: Headteacher’s office stairs. Classrooms: B1, B2, B3, B4, B5, B6, B7, B8, B9, B10. Break: 10am to 10.15am. Lunch: 12.15pm to 12.40pm - Dining room. Outdoor space: Field and area outside PA accessed via main corridor. Toilets: main boys and main girls. Leave at 3pm, top gate, milk doors.</p> <p><b>Year 10 (Yellow)</b> – Arrive 8.30am. Entrance/exit: top gate, D3 / LRC / white door near D12 doors. Stairs: N/A. Classrooms: D3, D4, D5, D6, LRC, D7, D10, D11, D12. Break: 10am to 10.15am. Lunch: 12.15pm to 12.45pm - Common room. Outdoor space: Netball courts. Toilets: PA block. Leave at 2.50pm, top gate, D3 / white door near D12 door.</p> <p><b>Year 11 (Pink)</b> – Arrive 8.15am. Entrance/exit: back gate, field door. Stairs: staffroom stairs. Classrooms: A1, A2, A3, A4, A5, A6, A7, A8, A9, A10. Break: 11am to 11.15am quad only. Lunch: 1.15pm to 1.45pm - Common room. Outdoor space: field / area outside PA block / quad. Toilets: Main girls and boys opposite D12. Leave at 3pm back gate, field door.</p>	
Teaching and Learning	Pupils	Virus spreading via close interpersonal contact and/or common surface contact	<p>Pupils will be taught in year group bubbles to minimise transmission and also the number of pupils and staff who need to self-isolate should a case of Covid-19 be confirmed.</p> <p>Contacts are reduced by:</p> <ul style="list-style-type: none"> <li>• Grouping pupils together</li> <li>• Avoiding contact between groups</li> <li>• Arranging classrooms with forward facing desks</li> <li>• Staff maintaining distance from pupils and other staff as much as possible.</li> </ul> <p>Use of equipment and resources:</p> <ul style="list-style-type: none"> <li>• Frequently used items ie. pencil and pens, pupils / staff should have their own items that are not shared.</li> <li>• Classroom based resources such as books can be used and shared within the bubble, these should be cleaned regularly along with all frequently touched surfaces.</li> </ul>	

			<ul style="list-style-type: none"> <li>Resources that are shared between bubbles, should be cleaned frequently and meticulously or rotated to allow them to be unused and out of reach for a period of 48 hours (72 for plastics) between different bubbles.</li> <li>Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided. Hand cleaning, cleaning of resources and rotation should apply to these resources.</li> </ul> <p>Additional measures:</p> <ul style="list-style-type: none"> <li>Rooms will be set up appropriately with yellow floor tape to remind staff and pupils to remain socially distant. Staff to maintain their distance from pupils and other staff as much as possible.</li> <li>All pupils to sanitise their hands on entry and exit, use tissues if they sneeze or cough and place in the lidded bin in each classroom.</li> <li>Good ventilation in the rooms is encouraged, open windows.</li> <li>Large gatherings ie. Assemblies, will be avoided.</li> <li>Forward facing desks.</li> </ul>	
Moving around school	All	Virus spreading via close interpersonal contact and/or common surface contact	<p>Consideration has been given to reducing the general movement in the school, contacts between different bubbles and the frequency with which one-year group follows another into a space. Movement around the building will be monitored thorough out the day and rotas will be changed where the need is identified.</p> <p>Directional signage will be placed on the floors as required.</p> <p>Yellow lines will be used to prompt social distancing and posters will encourage hand washing.</p> <p>Clear expectations will have been set during the induction of pupils back to school.</p> <p>Groups will be kept apart as much as possible by staggering times and areas of use.</p> <ul style="list-style-type: none"> <li>Pupils and staff are assigned to room spaces for both teaching and non-teaching.</li> <li>An allocated start time, assigned break and toilet spaces for bubbles will support the reduction in movement for the pupils.</li> <li>If movement outside of these timetabled slots is required then the bubble</li> </ul>	


			lead should use the radio to contact the member of the SLT on duty. Once the area is clear the SLT will send a messaged response to the bubble lead.	
Toilets	Pupils	Virus spreading via close interpersonal contact and / or common surface contact	<p>Limit the number of pupils using the toilet at any one time so that they do not become crowded and social distancing can be adhered to as much as possible.</p> <p>Clear signage is on display to encourage pupils to wash their hands.</p> <p>Premises team will check that toilets have an adequate supply of soap, toilet rolls and paper towels on a daily basis. Toilets will be cleaned when they are shared between bubbles. Cleaners will ensure a deep clean of the toilets will take place daily.</p> <p>Each Year Group (bubble) has been assigned a toilet area:</p> <ul style="list-style-type: none"> <li>• Year 7 (Blue) – PE toilets</li> <li>• Year 8 (Orange) – Geography toilets</li> <li>• Year 9 (Green) – Main boys and main girls toilets</li> <li>• Year 10 (Yellow) – PA block toilets</li> <li>• Year 11 (Pink) - Main girls and boys outside D12</li> <li>• Succeed pupils – Geography toilets</li> </ul>	Premises team
Break time	Pupils	Virus spreading via close interpersonal contact and / or common surface contact	<p>Pupils to be escorted to the area allocated to them for break.</p> <p>Each Year Group (bubble) has been assigned a toilet area:</p> <ul style="list-style-type: none"> <li>• Year 7 (Blue) – Break: 11am to 11.15am. Outdoor: Rounder's pitch.</li> <li>• Year 8 (Orange) – Break: 11am to 11.15am. Outdoor: Netball courts.</li> <li>• Year 9 (Green) – Break: 10am to 10.15am. Outdoor: Field and area outside PA.</li> <li>• Year 10 (Yellow) – Break: 10am to 10.15am. Outdoor: Netball courts.</li> <li>• Year 11 (Pink) – Break: 11am to 11.15am. Outdoor: quad only.</li> <li>• Succeed pupils – Break: 10am to 10.15am. Outdoor: quad only.</li> </ul>	
Lunch	Pupils	To reduce the spread of the virus	<p>Surfaces are cleaned following each bubble use. Timings are staggered for use by specific year group bubble.</p> <ul style="list-style-type: none"> <li>• Year 7 (Blue) – Lunch: 12.45pm to 1.15pm (Dining room)</li> </ul>	


			<ul style="list-style-type: none"> <li>• Year 8 (Orange) – Lunch: 1.20pm to 1.45pm (Dining room)</li> <li>• Year 9 (Green) – Lunch: 12.15pm to 12.40pm (Dining room)</li> <li>• Year 10 (Yellow) – Lunch: 12.15pm to 12.45pm (Common room)</li> <li>• Year 11 (Pink) – Lunch: 1.15pm to 1.45pm (Common room)</li> <li>• Succeed pupils – Lunch: 12.50pm to 1.10pm (Common room)</li> </ul> <p>Pupils to wash their hands before eating their lunch. Packed lunches will also be eaten in these assigned rooms.</p> <p>The school's contactless payment method is Parent Pay, parents / carers are encouraged to upload money to their child's account on a weekly basis. Cash handling to be avoided whenever possible.</p>	
First aid	All	Procedures in place for first aid	<p>Identified staff are first aid trained. First aiders are aware of the procedures for PPE and CPR.</p> <p>Fully stocked first aid boxes are located around the school site. Staff to wash their hands prior to administering first aid and wear the appropriate PPE when providing first aid support. Staff to wash their hands afterwards.</p> <p>Medication policy in place.</p> <p>Where pupils have medical needs Individual Health Plans will be reviewed once they return. In some instances identified staff support pupils with medical needs.</p> <p>Additional risk assessments are in place for pupils who are struggling with their health.</p> <p>In the event of a first aid incident – click the medical alert button on class charts to contact the first aider. If further help is required, radio for support and identify the bubble. See System Control 7 and Section 12 for further information.</p> <p style="text-align: center;">   First Aid Procedures  Flowchart for staff.c </p>	
Attendance	Pupils	Pupil well-being and safety considered	The Government have advised that pupil attendance rules will apply from September 2020. Pupils and families who are anxious about a return to school	

			<p>will be able to discuss their concerns and the measures the school have put in place to mitigate the risks.</p> <p>Attendance registers will be taken on SIMS and parents / guardians contacted at the earliest opportunity. Guidance:  <a href="https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2020-to-2021-academic-year">https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2020-to-2021-academic-year</a></p> <p style="text-align: center;"> Attendance Guidance for Westb</p> <p>Attendance guidance:</p>	
Behaviour	Pupils	Some pupils may struggle to return to and adapt to BFL expectations	<p>It is likely for some pupils that adverse experience or lack of routines and discipline may contribute to disengagement on returning to school. Individuals who are behind with their work, may become frustrated with their learning position compared with other pupils and disrupt the sessions. Where a need has been or is identified and where necessary an individual risk assessment will be put in place.</p> <p>Pupils not following required behaviours will be given clear warnings.</p> <p>Any changes to the Behaviour policy will be communicated to pupils, parents and staff.</p> <p>All staff to read the updated behaviour policy and to understand their role in it. If staff are unclear or need additional support or training contact HK.</p> <p style="text-align: center;"> SEPT Addendum to BFL Policy CV19 FIN/</p> <p>Behaviour policy addendum</p>	
Pupils who have been shielding	Clinically extremely vulnerable pupils	Disease rates increase in the local area	<p>Shielding was paused on 1 August 2020 which means that pupils who were on this list can return to school.</p> <p><a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p>	



			<p>If rates of the disease rise in local areas pupils from that area may be advised to shield during the period where rates remain high and may be temporarily unable to attend school.</p> <p>Pupils who are no longer required to shield but generally remain under the care of a specialist health professional are likely to discuss their care at their next appointment. More advice is available from the Royal College of Paediatrics and Child Health <a href="https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#children-who-are-clinically-extremely-vulnerable">https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#children-who-are-clinically-extremely-vulnerable</a> all previously affected children should be able to return to school except where individual clinical advice not to do so have been provided.</p> <p>Where a pupil is unable to attend school because they are complying with clinical or public health advice, the pupil will access remote education.</p>	
SEND pupils	Pupils	Agree what returning support is available for vulnerable, disadvantaged and/or alternative provision	<p>All children with an ECHP have a Covid-19 risk assessment to identify additional support pupils need to make a successful return to full education in conjunction with their parents/carers. It is recommended that these Covid-19 risk assessments are held in the event that pupils have to self-isolate, or if a local outbreak requires the school to return to more limited attendance or temporarily close.</p> <p>We recognise that some pupils with additional needs will need specific help and preparation for changes to their routine and environment. Physical distancing and hygiene will be explained to pupils when they arrive.</p> <p>Ensure staff are aware of any changes in SEND status for pupils and/or support offer and related expectations.</p> <p>Any intervention sessions are provided at a distance where possible. Following intervention staff and pupil to wash their hands. After the pupil has returned to class the member of staff cleans the desk area and washes any equipment that needs to be used by another pupil.</p> <p>Communication for pupils with hearing impairment, including those who use sign language, relies in part on being able to see someone's face clearly. Face coverings have the effect of obscuring speech, making it harder for pupils with hearing impairment to make use of any residual hearing they have. Staff</p>	<p>CLO</p> <p>CLO</p> <p>Staff supporting</p>

			supporting pupils with hearing impairments to see CLO for further advice.	
Alternative provision or dual registration	Pupils	Ensure all health and safety measures are put in place for pupils	<p>Where pupils are dual registered or on alternative provision, the providers should work with the school to ensure that any risks identified are agreed.</p> <p>The school will request a copy of the Covid-19 risk assessment for the alternative provisions / dual registration placements that pupils attend.</p> <p>External providers are contacted for regular updates on the progress of pupils, pupil attendance and safety at the alternative provision.</p> <p>Alternative provision will inform the school if the pupil does not attend their site or tests positive for Covid-19.</p>	<p>GS</p> <p>GS</p> <p>GS</p>
Succeed pupils	Pupils	Additional support requirements	All succeed pupils will be taught as a bubble within the Succeed area and Acorn House. If you identify any issues contact GS.	GS
LAC pupils	Pupils	Additional support requirements	LAC pupils may need additional help to adjust back in school. If you identify any issues contact CLO.	CLO
Disadvantaged pupils	Pupils	Additional support for remote education	Laptops and broadband hubs have been provided for identified disadvantaged pupils during the Summer Term.	IPA
Safeguarding	Pupils	Increased referrals and requests for support. More disclosures than normal	<p>Staff are prepared for supporting the wellbeing of pupils and receiving any potential disclosures – staff online refresher training completed May 2020.</p> <p>Pastoral support in place. Staff were assigned to contact pupils on a regular basis to identify pupils who were becoming increasingly isolated and losing contact with the school community during the lockdown period. Staff will report any concerns via the usual routes.</p> <p>Safeguarding policy addendum during Covid-19</p>	<p>GS</p> <p> Safeguarding Policy -addendum 23.4.20</p>
Mental health and	Pupils	Increased anxiety	The DfE is providing additional support for both pupils and staff wellbeing in	

wellbeing		when pupils return	<p>the current situation, further information is available:  <a href="https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers">https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers</a></p> <p>Pupils may be experiencing a variety of emotions in response to the Covid-19 outbreak, such as anxiety, stress or low mood. Some may need support to re-adjust, others may have enjoyed being at home and be reluctant to return, a few may be showing signs of more severe anxiety or depression. Pastoral support will be targeted to those who need it. Staff have been trained to identify these pupils during their training on 7 &amp; 8 September 2020.</p> <p>Westborough has a strategic approach to identifying and support mental health needs which sit within Safeguarding protocols.</p>  <p>Emotional Health and Mental Wellbei</p>	
Continued ongoing learning offer for pupils who cannot attend school	Staff and pupils	Potential to miss out on key learning that then hinders learning potential on return to school	<p>Remote education to be made available to pupils not attending the school.</p> <p>Teaching staff to continue to update the VLE for all pupils who are currently at home (IPA/UAL).</p>	
Breakfast club / after school activities	Pupils	Resuming clubs	<p>Breakfast club and after school activities will not be open or taking place at this time.</p> <p>Advice from the Government states that schools should consider resuming wraparound care. If it is not possible to maintain the bubbles being used during the school day it is acceptable to mix pupils for breakfast and after school clubs but as far as possible, small consistent groups should be used.</p>	
Trips	Pupils	Resuming trips	<p>Westborough High School will not be resuming trips at this time. This will be reviewed during the term.</p> <p>Government advice states that schools can resume educational trips but not including overnight visits at present.</p>	
Immunisations	Eligible pupils	Ensure social distancing and	Immunisation programmes will commence for certain year groups from September 2020. These will take place in a large space to ensure social	

		space available on site	distancing. Immunisation dates to be confirmed and year groups affected.	
Close contact of adults and pupils on and outside the school site	All	Encourage social distancing outside of school	Pupils, parents/carers are reminded not to congregate outside the school gates or on the school site.  Social distancing measures are in place on the school site.	
<b>Section 14:</b>		<b>Other operational considerations</b>		
<b>Hazard / Issue</b>	<b>Who</b>	<b>Risk</b>	<b>Actions required to limit and mitigate risks</b>	<b>Action by</b>
Emergency fire evacuation / lockdown	All	Risk to life requiring evacuation or lockdown procedures to be implemented	<p>There is an automatic fire detection system fitted at the school which is tested on a weekly basis.</p> <p>In the event of the fire alarm sounding staff and pupils are to evacuate the building via the nearest available fire exit. Staff are to monitor the flow in the corridor areas to reduce congestion and bottle necks.</p> <p>In case of a fire evacuation, all individuals must exit the site via the nearest emergency exit and assemble on the netball courts. Ensure you can socially distance as much as possible. Individual bubble leaders will take the registers at the fire assembly point and notify the SLT duty member that everyone is accounted for or if anyone is missing.</p> <p>The receptionist will confirm that all staff have been accounted for by checking everyone on the signing in/out sheet at reception.</p> <p>The cleaning staff will complete their own register and will notify the SLT duty member of any missing individuals.</p> <p>Re-entering the building is to be staggered. Staff and pupils are to wash their hands / apply hand sanitiser when they enter the building.</p> <p>In the event of lockdown being raised by someone in the building the usual protocols should be actioned.</p> <ul style="list-style-type: none"> <li>• Windows to be closed, blinds drawn, class to hide and phones on silent.</li> <li>• Lock door if able to do so.</li> </ul>	

			<ul style="list-style-type: none"> <li>• SLT to inform groups if possible where the threat is within the building.</li> <li>• Staff will be informed once everything is clear.</li> </ul> <p>The school will practice exiting the building safely with new class groups ready for more regular fire drills.</p>	
Premises checks	Premises team	Ensure all health and safety procedures have been undertaken before staff and pupils return	<p>These will continue in line with normal running of the school.</p> <p>During partial or full closure, educational settings continue to be responsible for a range of health and safety measures and statutory compliance. These are already in place at the school and school has remained open throughout the lockdown. <a href="https://www.gov.uk/guidance/good-estate-management-for-schools/health-and-safety">https://www.gov.uk/guidance/good-estate-management-for-schools/health-and-safety</a></p> <p>Additional advice on building safety can be found <a href="https://cibse.org/coronavirus/legionella-risks-during-coronavirus-outbreak">https://cibse.org/coronavirus/legionella-risks-during-coronavirus-outbreak</a></p> <p><a href="https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak">https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak</a></p>	
Site security	Premises team	Ensure the site is secure	<p>Perimeter gates are secured at the start of the school day.</p> <p>All external doors have a fob access control system in place.</p>	
Air conditioning	All	Rooms with air conditioners	<p>Most types of air conditioning systems can continue to be used. However, if a centralised ventilation system that removes and circulates air to different rooms, it is recommended that this is turned off recirculation and use a fresh air supply. Westborough High School does not have any centralised ventilation systems on site.</p> <p>See guidance: <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a></p>	
School Minibuses	All	Safe use of the minibuses	<p>If using the mini bus it is necessary to:</p> <ul style="list-style-type: none"> <li>• Eliminate face to face seating where vehicle capacity allows to help passengers spread out and ensure that social distancing can be maximised within the vehicle.</li> <li>• Pupils should sit with their 'bubble'.</li> <li>• Pupils should clean their hands before boarding and again on</li> </ul>	

			<p>disembarking.</p> <ul style="list-style-type: none"> <li>• Clean the vehicle.</li> <li>• Organised queuing and boarding the vehicle.</li> <li>• Open windows / ceiling vents so that ventilation is maximised.</li> <li>• Wear a face covering.</li> <li>• All drivers to follow the school's minibus guidance.</li> </ul> <p>Where staff travel is essential, use private single occupancy where possible.</p>	
Visitors in school	Staff and pupils	Reducing the risk of infection	<p>Where possible stop all non-essential visitors entering the site.</p> <p>Prearrange appointments should be made for all visitors including parents after school hours.</p> <ul style="list-style-type: none"> <li>• No persons should be permitted into the building other than for essential meetings/lessons, the adults that work at school or the pupils who attend.</li> <li>• Inform the receptionist of any visitors.</li> <li>• Visit will be encouraged outside of school hours and all visitors will sign in and out so that clear track and trace can take place.</li> <li>• Parents should not enter the building during the school day and where messages require passing these should be via the telephone or email.</li> <li>• Any persons who require access to the site for safety reasons ie. water hygiene or fire safety must arrange a visit prior to the start or the end of the school day if social distancing cannot be maintained.</li> <li>• All visitors must wear a face covering.</li> <li>• Control measures and ways of working will be discussed with visitors on arrival or prior to any visits.</li> </ul> <p>The Receptionist to use the touchpad to log visitors into school and keep a record of all visitors for contact tracing purposes.</p>	<p>EB to check</p> <p>EB</p>
Contractors	All	Reducing the risk of infection	<p>No contractors to be admitted onto the site if they appear to be unwell.</p> <p>The Premises Team are responsible for ensuring contractors adhere to Covid-19 protocol including social distancing measures on site.</p> <p>Contractors on site to be scheduled for out of school hours or in buildings not in use. All contractors will sign in and out so that clear test and trace can take place.</p>	<p>EB / FS</p> <p>TT/ NC</p> <p>EB</p>

			<p>Only contractors carrying out essential maintenance or planned work deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception including:</p> <ul style="list-style-type: none"> <li>• social distancing</li> <li>• good personal hygiene</li> <li>• washing hands</li> <li>• using hand sanitiser</li> <li>• not mixing with staff / pupils</li> </ul> <p>The contractor is to notify the premises staff /receptionist of all areas visited in order that these can be thoroughly cleaned.</p> <p>Control measures and ways of working will be discussed with Contractors on arrival or prior to any visits.</p>	<p>EB/TT/NC</p> <p>TT/NC</p> <p>TT/NC</p>
Deliveries	All	Reducing the risk of infection	<p>Do not approach delivery staff, allow packages to be left in a safe place.</p> <p>Wear gloves and wash hands thoroughly after handling all deliveries.</p> <p>Site managers / Finance team to contact and work with known suppliers and delivery chains, outline expectations and working protocols for deliveries into school along with other agreed support provision (ie. grounds). Share and liaise with office staff and reception.</p>	<p>Premises / Finance teams</p>

**This risk assessment must be shared with all necessary persons**

The health and safety manager must keep records that the necessary persons have read and understood the contents of this and any other relevant risk assessments.

The necessary persons should receive a signed document which evidences that the employee has had the risk assessment explained to them and fully understands the hazards and will implement the identified actions to limit and mitigate risks.

To be shared with all staff prior to pupils returning on 9 September 2020. Please email a reply to HP [REDACTED] to acknowledge receipt and that you have read and understood the risk assessment. Any amendments will be informed in writing and additional acknowledgement will be required.

Staff name	Email sent (date)	Staff member acknowledged (date)	Reviewed versions (date sent and acknowledged)