

ROBERT MAYS SCHOOL
WHOLE SCHOOL COVID RISK ASSESSMENT FOR SCHOOL RETURN SEPTEMBER 2021

Location / Site	Insert location and site where activity taking place
Robert Mays School	
Activity / Procedure	Insert name/type of activity or procedure being assessed
Whole school COVID19 Risk Assessment – Sept 2021	
Assessment date	Insert date when assessment is being carried out
Sept 2021	
Assessment serial number	Insert local serial/identification number for future reference
COVID 19/ Sept 2021	
Review date	Insert date when assessment is being carried out
To be reviewed fortnightly or more frequently as required <i>(see Version control at the end of this document)</i>	

The controls in this risk assessment have been revised from the previous whole school risk Assessments and are based on the key documents published by the DfE including:

[Schools COVID-19 operational guidance updated 19th July 2021](#)


[COVID-19: cleaning in non-healthcare settings outside the home updated 19th July 2021](#)

[Dedicated transport to schools and colleges COVID-19 operational guidance - updated 19th July 2021](#)

Changes in Government Guidance will be monitored and updates or revisions will be incorporated in this Risk Assessment. We will continue to work with staff, listening to the issues they are facing; take into account the views of parents/carers and consider additional controls where possible. The school will publish this Risk Assessment on the school website.

The Trustee Board is accountable for the overall management of the school and all aspects of health and safety. Trustees are also legally responsible for the estate, ensuring appropriate processes and policies are in place and comply with all legal requirements including health and safety law, and other relevant laws and regulation. The Head Teacher has responsibility for implementing the actions and arrangements agreed in the Risk Assessment including the protective measures to reduce the risk of COVID19 infection spread and minimise transmission. The Trustee Board is aware of the operational decisions being taken by the trust's senior leaders, are assured that an adequate risk assessment has been conducted, and that protective measures are in place to reduce risks to students and staff. The school leaders and board have and will continue to work to ensure active arrangements are in place to monitor that the controls are effective, working as planned and updated appropriately considering any issues identified and changes in public health advice.

The Trustee Board is assured that the headteacher has had regard to DfE's guidance in their preparation and planning. This includes advice on putting in place protective measures - preventing people with symptoms /who have been in contact with Covid-19 from coming on the school site, ensuring good hygiene for everyone, enhancing cleaning regimes and following public health advice on testing, self-isolation and managing cases of COVID 19

Headteacher: 	Date: 2 September 2021
---	------------------------

General information:

When assessing risk, leaders and trustees use professional judgement and seek further advice as appropriate. The risk rating has been considered against a 3 x 3 matrix which takes into account both the consequences and likelihood of existing control measures and to formulate appropriate countermeasures. The existing risk level was calculated at the point of the start of the lockdown

Risk Matrix

C o n s e q u e n c e	Multiple cases	3	6	9
	Occasional cases	2	4	6
	No cases	1	2	3
		Unlikely	Possible	Likely
	Likelihood			

Risk Rating:

HIGH	Unacceptable Risk
MED	Further controls or monitoring required
LOW	Acceptable risk

What are the Hazards?	Who might be harmed and how?	Existing conditions and control measures (what are you already doing?) Existing level of risk – consequence x likelihood)	Planned, additional control measures (what else are you going to do?)	Risk remaining (Impact x Likelihood)	Who is responsible for enacting these measures?	When will they be completed by?
1.0 Risk of infection spread or transmission on surfaces or through poor hygiene and general risk of infection spread between persons	Staff, Students, Vulnerable Persons, Visitors, Other Persons – including Contractors, Student Teachers and Supply Staff	<ul style="list-style-type: none"> i. Wall mounted hand sanitiser in each classroom – students and staff encouraged to use on arrival and departure to the room, before eating and after using the toilet. ii. Hygiene boxes provided in each classroom and refilled daily as required. iii. Wall mounted Hand sanitiser available by all building entrances and for all food outlets / in the dining hall for general use. iv. Procedure for staff and students who have COVID symptoms out of school. v. Procedure for staff and students who develop symptoms whilst in school. vi. All new staff to complete IHASCO infection protection and control training. vii. FAQ's for staff with additional information and procedure. viii. External Hand wash facilities in place. Students are encouraged to wash hands on arrival into school and regularly sanitise hands during the day. ix. Where worn staff and students are to provide their own face covering and suitable method of storage. The school holds a small supply of contingency face coverings which can be provided for staff or students where they are unable to use their own. 	<p>Latest guidance states control measures:</p> <ol style="list-style-type: none"> 1. Ensure good hygiene for everyone 2. Maintain appropriate hygiene regimes 3. Keep occupied spaces well ventilated 4. Follow public health advice on testing, self-isolation and managing cases of COVID-19 <ul style="list-style-type: none"> 1.1. Clear communications and regular reminder to staff student and visitors 1.2. Regular review of displayed Government & NHS posters displayed 1.3. Staff and students are encouraged to maintain good personal hygiene by sanitising or washing their hands regularly throughout the day 1.4. Gov't no longer advises pupils, staff and visitors to wear face coverings in classrooms or in communal areas. Staff can continue to use face coverings in communal areas / internal corridors where social distancing cannot be maintained if they so wish. 29/11-Face coverings should be worn in communal areas by staff, visitors and students, unless they are exempt worn by students, staff and visitors in 1.5. One way systems in Invictus and the Main block will be withdrawn from September 2021. Directional signage to be removed 	LOW	<ul style="list-style-type: none"> 1.1 Headteacher 1.2 H & S Officer 1.3 All 1.4 All 1.5 Site Team 	

		<p>x. Designated toilets for Staff and Students.</p> <p>xi. Designated student toilets to remain allocated for key stage 3 & Key stage 4 use.</p> <p>xii. Visitors to be by pre- appointment only.</p> <p>xiii. Fixed Perspex screens in Reception and Library areas and some shared offices around the school.</p> <p>xiv. Recorded seating plans currently used to assist with the identification of close contacts.</p> <p>xv. Remote learning option for students who are shielding or isolating.</p> <p>xvi. Site staff to open corridor windows and doors during school hours where fire regs permit. Where possible corridors and external doors will be held open with authorised hold open devices.</p>	<p>1.6. Staff and students are able to wear face coverings if they wish at any time</p> <p>1.7. Classroom teacher 2 m zones will remain in place. Teaching staff may wish to work within their 2m zones.</p> <p>1.8. Two-week timetable to return to a one-week timetable at start of autumn term</p> <p>1.9. Staff may wish to follow social distancing 'common sense' rules whilst carrying out their duties, with particular regard to when meeting visitors, or persons they do not normally come into contact with.</p> <p>1.10. Perspex screen provided in Reception, Library and shared office areas to remain in place at present. Consider if Reception and Library area screens can be raised or 'slot' inserted to assist with the passing of books, forms etc. to and from staff.</p> <p>1.11. Where possible classroom layouts should remain as forward facing however some classrooms will need to be reset to allow the reintroduction of some practical activities. Variations to forward facing layouts should be agreed by the HoD and LMT link. Agreed changes required to classroom layouts should then be requested through Sitehelpdesk.</p> <p>1.12. Break and lunch library use will be for mixed year groups. The Library Manager will operate a student sign in sheet.</p> <p>1.13. After school library use will be 'organised activities / sessions' rather than free use.</p>		<p>1.6 to include in FAQ's</p> <p>1.7to include in FAQ's</p> <p>1.8 Headteacher</p> <p>1.9 to include in FAQ's</p> <p>1.10 Info</p> <p>1.11 All / HoD's</p> <p>1.12 Library Manager</p> <p>1.13 Library Manager</p>	
--	--	--	--	--	---	--

			<p>1.14. Pupil Librarians are able to resume library duties however workstations should be sanitised between change of use and frequent hand washing / sanitising is encouraged. The Library Manager will continue to sanitise frequently touched surfaces during the school day.</p> <p>1.15. Teaching staff should record seating plans for all lessons and activities to assist with any close contact tracing.</p> <p>1.16. Teaching staff must ensure prompt registration of students at the start of each lesson.</p> <p>1.17. The school will continue to offer remote learning to students who are shielding or isolating, if they are well and would otherwise be attending school.</p> <p>1.18. Procedures for staff & students who develop symptoms or who are required to isolate to be reviewed, communicated to staff and students and added to staff FAQ's</p> <p>1.19. Where possible deliveries should be by prior arrangement and received directly to the Site Team.</p> <p>1.20. Face visors or shields are not recommended to be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission.</p> <p>1.21. Staff should where possible avoid sharing mugs, cutlery and foods to reduce the risk of any potential COVID transmission. Crockery / cutlery should be washed up after use and returned to its storage</p>	<p>1.14 Library Manager</p> <p>1.15 All Teaching Staff</p> <p>1.16 All Teaching Staff</p> <p>1.17 Info / All Teaching Staff</p> <p>1.18 Include in FAQ's</p> <p>1.19 Site / Finance</p> <p>1.20 Include in FAQ's</p> <p>1.21 Include in FAQ's</p>	
--	--	--	--	---	--

			location, and not left in kitchen sinks or on surrounding surfaces.			
2.0 First aid – Inadequate or Insufficient procedures, and potential for COVID transmission and other infection	First Aiders and other Staff, Students, Vulnerable Persons, Visitors, Other Persons – including Contractors, Student Teachers and Supply Staff	<p>I. Cleaning of first aid areas carried out in line with Gov guidance – COVID 19 - cleaning of non-healthcare settings. Procedure in place for this cleaning.</p> <p>II. First aider called to incidents where persons are injured / unwell and require treatment in situ.</p> <p>III. Designated isolation areas for students who have attended first aid with possible COVID 19 symptoms.</p> <p>IV. Isolation area cleaned down / disinfected after each use following the school procedures based on Gov guidance on the cleaning of non-healthcare settings.</p> <p>V. A qualified first aider is on duty at all times during the core school day.</p> <p>VI. Disinfectant spray of surfaces in the First aid room after each use. Hygiene clean of first aid room or isolation area following any use by a person with COVID symptoms.</p> <p>VII. Procedures in place for response to student / staff with symptoms, use, removal and disposal of PPE worn by first aiders and site staff who are required to carry out cleaning duties of contaminated areas.</p> <p>VIII. First aid boxes are available in several higher risk departments.</p>	<p>2.1 Procedure for the isolation of students of staff to be reviewed and updated.</p> <p>2.2 First aid Risk assessment and procedures to be reviewed to align with Government Guidance</p> <p>2.3 Students requiring first aid treatment will remain in Reception and initially be assessed by the Duty First Aider from behind the Perspex screen. Holding a student in Reception to be assessed will provide an opportunity for the duty first aid to ‘kit up’ in appropriate PPE.</p> <p>2.4 If the student is displaying COVID symptoms or if close contact, the student will be issued with a face covering and asked to wear it.</p> <p>2.5 First aid staff to continue to wear PPE as described in the school’s procedure for the safe use, removal and disposal of PPE.</p> <p>2.6 Students should be encouraged to be outdoors as much as possible during break times. Student designated covered outdoor areas to be confirmed.</p> <p>2.7 Ongoing review of individual health care plans and Vulnerable Persons Risk Assessments</p>	LOW	<p>2.1 H & S Officer</p> <p>2.2 H & S Officer</p> <p>2.3 First Aider</p> <p>2.4 First Aider</p> <p>2.5 First Aider</p> <p>2.6 All Teaching Staff / Parent Comms</p> <p>2.7 First Aider / HoD’s</p>	

		<p>IX. A defibrillator is situated in the Reception Office outside the First Aid Room</p> <p>X. Lead First Aider wears machine washable clothing and changes daily.</p> <p>XI. St Johns Ambulance latest advice continues to be not to administer rescue breaths in the event of emergency CPR and continue with chest compressions. HS Officer will keep up to date with latest guidance and advise First Aiders.</p> <p>XII. The school holds a small supply of postal PCR tests which can be issued to staff and students</p>				
3.0 Learning support / Resourced provision – Lack of procedure and potential for COVID transmission	LSA's and other Staff, Students, Vulnerable Persons, Visitors, Other Persons – including Contractors, Student Teachers and Supply Staff	<p>I. Educational Health Care Plans (EHCP's) and Vulnerable Persons Risk Assessments (VPRA's) in place where required.</p> <p>II. SEND students who wish to do so, take their breaks in the HUBL</p> <p>III. 'Calm room' in RP to be used with a door left open wherever possible, to provide maximum ventilation.</p> <p>IV. Portable Perspex Sneeze screens provided in HUBL and RP and can be used when working on a table or desk arrangement with a student.</p> <p>V. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Information on risk assessment controls, will be explained to visitors</p>	<p>3.1 Classroom seating plans should include seating arrangement that allows supporting LSA's as much distancing as possible whilst supporting students</p> <p>3.2 The school will continue to provide and recommend that FFP2 face masks be worn by LSA staff, if working in close proximity of students.</p> <p>3.3 RP department will continue with seating arrangement of single, separated students and the use of portable Perspex screens. Students will be regularly encouraged to sanitise hands and adhere to good respiratory hygiene</p> <p>3.4 It is recommended that LSA staff should continue to avoid close face to face contact and minimise time spent in close proximity (within 2m) whenever possible.</p>	LOW	<p>3.1 All Teaching Staff & LSA Managers</p> <p>3.2 LSA Managers</p> <p>3.3 RP Manger</p> <p>3.4 All LSA's</p>	

		on or before arrival. This will be communicated by the HoD to department visitors.				
4.0 Reception Area - potential for COVID transmission including through Visitors and non-school staff / students	Staff, Students, Vulnerable Persons, Visitors, Other Persons – including Contractors, Student Teachers and Supply Staff	<ul style="list-style-type: none"> I. Deliveries prearranged and signed directly to the Site Team where possible. Delivery to be dropped to Invictus Lobby to avoid delivery queries at Reception – table in lobby to remain. II. Notices with visitor, contractor and deliveries information to remain in Invictus Entrance III. Visitors signed in using the Entrysign electronic sign in system and issued with visitor passes. IV. Post drop off / collection to continue to be to Invictus Entrance Lobby V. Receptionist and admins staff aware of first aid triage procedures and when the medial areas/ isolation areas are in use 	<ul style="list-style-type: none"> 4.1 Perspex Reception screens to remain in place. Consider if Reception and Library area screens can be raised or ‘slot’ inserted to assist with the passing of books, forms etc to and from staff. 4.2 Visitors to be encouraged to attend out of core school hours where possible. 4.3 Students requiring first aid treatment or assessment to be seated in Reception for triage and for awaiting collection. Students with possible COVID -19 symptoms to be provided with a face covering and seated in the isolation area. 4.4 Isolation areas are cleaned down / disinfected after each use following the school procedures. 	LOW	<ul style="list-style-type: none"> 4.1 Facilities Manager 4.2 Include in FAQ’s 4.3 First Aider 4.4 First Aider / Reception staff 	
5.0 Office areas / communal staff areas – Lack of consideration for shared use and potential for COVID transmission	Staff, Students, Vulnerable Persons, Visitors, Other Persons – including Contractors, Student Teachers and Supply Staff	<ul style="list-style-type: none"> I. Staff and students to minimise equipment / personal belongings brought into school where possible. II. The school currently has a mix of single occupancy, shared or multi occupancy offices used for everyday work tasks and small meetings. III. Some office areas are also used staff welfare facilities for food / drink prep and /or also used as student areas i.e 	<ul style="list-style-type: none"> 5.1 Staff should avoid meeting in small office spaces where ever possible 5.2 Office / staff areas should be well ventilated with fresh air whenever possible. If fresh air ventilation is not possible, consider if an alternative meeting space could be used. 5.3 Where appropriate google meet can continue to be offered as an alternative meeting option 	LOW	<ul style="list-style-type: none"> 5.1 All Staff 5.2 All Staff 5.3 All Staff 	

		<p>student support room, library, Reception area, The Edge</p> <p>IV. Offices / staff areas are generally not locked, although protocol means students only access if authorised.</p> <p>V. Hygiene box containing disinfectant spray and disinfectant wipes, hand gel, disposable gloves provided in all classrooms and shared staff areas / offices.</p> <p>VI. Staff should complete a IHASCO workstation assessment for office workstation following any changes to their workstation location or setup</p>	<p>5.4 Staff room to be returned to previous seating area setup – however it is suggested that staff may wish to use a ‘common sense’ approach to social distancing in the staff welfare areas</p> <p>5.5 Where teaching staff ‘hot desk’ or may change workstations between lessons –It is recommended that computers, keyboards, mouse, desks, other shared workstation equipment, is cleaned down with disinfectant wipes (or spray for desks) at the end of, and before the next use</p>		<p>5.4 All Staff</p> <p>5.5 All staff</p>	
6.0 Practical activities / shared resources or unsafe / inappropriate use or storage of equipment	Staff, Students, Vulnerable Persons, Visitors, Other Persons – including Contractors, Student Teachers and Supply Staff	<p>I. Department cleaning procedures in place, relevant to Department practical activities.</p> <p>II. Separate catering serveries to spread demand and reduce queueing</p> <p>III. Most students bring in their own stationery to use in lessons. Chromebooks / computers shared across a number of classrooms / departments and returned to charging trolleys after use.</p> <p>IV. Practical equipment used in Food Tech, Design Tech, Art, and Science which is often used in small groups / pairs.</p> <p>V. Sports equipment can be used by several students during a lesson i.e footballs, rounder bats etc.</p>	<p>6.1 Departments should continue with frequent and appropriate cleaning of equipment and shared resources, although equipment does not need to be ‘bubbled’ to use within year groups.</p> <p>6.2 Heads of Dept should follow industry guidance, including CLEAPSS, regarding practical activities.</p> <p>6.3 Finger print scanners in the library and catering areas can be returned to use, however students should be encouraged to use hand sanitiser before and after each use.</p> <p>6.4 The book drop for the return of student library books in the library will continue.</p> <p>6.5 After school PE activities and fixtures can operate with mixed year groups - provided that activities align with current</p>	LOW	<p>6.1 All Teaching Staff</p> <p>6.2 HoD’s - Practical subjects</p> <p>6.3 Business Support / Library</p> <p>6.4 Library Manager</p> <p>6.5 HoD (PE)</p>	

			<p>National Governing Bodies of Sport guidance.</p> <p>6.6 Educational visits including international visits can go ahead although with consideration of travel lists restrictions, which are subject to change. A thorough risk assessment is required which should include consideration of Public Health Advice. Visit Organisers should ensure that new bookings have adequate financial protection in place and T & C's are approved by the CFO</p> <p>6.7 Catering provision to remain as single year groups and reviewed at October half term.</p> <p>6.8 Staff are recommended to wash their hands with soap and water before and after using any shared equipment such as microwaves, hot water boilers, kettles etc. shared equipment or 'touch surfaces' are wiped down after every use with disinfectant wipes or placed.</p> <p>6.9 Monitor changes to government guidance for any restrictions on singing and the use of 'wind' instruments</p> <p>5.10 Department Activity Risk Assessments to be reviewed and updated as required, and additionally in response to any changes in industry or government guidance.</p> <p>5.11 Tensa barriers directing catering queues to remain in place.</p>		<p>6.6 All Teaching Staff</p> <p>6.7 Facilities Manager</p> <p>6.8 All Staff</p> <p>6.9 HOD (Music & Drama)</p> <p>6.10 HoD's / LMT link</p> <p>6.11 Facilities Manager</p>	
7.0 Asymptomatic testing in and out of school –	Staff including volunteers, Students,	I. Staff and students are encouraged to carry out twice weekly asymptomatic testing. LFD Test kits provided to staff	7.1 Staff and students continue to carry out twice weekly asymptomatic testing during September in line with Gov guidance. This	LOW	7.1 All staff	

inadequate or insufficient procedures or communications	Vulnerable Persons, Visitors, Other Persons	<p>through Reception and distributed to students through their tutor group.</p> <p>II. Test Register system in place to enable reporting of LFD test results</p> <p>III. The school has a system for issuing and logging staff and student home tests.</p>	<p>will be reviewed by DfE at the end of September.</p> <p>7.2 Mass 'in school' testing facility, for the testing of all students on their return to school, has been organised for 1st -8th September 2021 Students are encouraged to take part in this programme.</p> <p>7.3 Separate RMS COVID testing facility Risk Assessment and procedures will be reviewed and updated in advance of this testing programme.</p> <p>7.4 Procedures for self-isolation, confirmatory PCR tests and the continuation of home LFD testing for students and staff after September, to be reviewed in line with latest Government guidance and included in staff FAQ's.</p>		<p>7.2 H & S Officer/ Business Support Manager/ HR Officer</p> <p>7.3 H & S Officer</p> <p>7.4 H & S Officer</p>	
8.0 Insufficient or Inadequate PPE	Staff, Students, Vulnerable Persons, Visitors, Other Persons – including Contractors, Student Teachers and Supply Staff	<p>i. Procedure in place for the use of, removal and disposal of PPE used by First aiders, Site staff, and designated LSA's.</p> <p>ii. First Aiders and Site Staff, who are carrying out cleaning of isolation areas, are provided with, and recommended to wear FFP2 / FFP3 face masks. First aiders and Site Staff who are offered FFP2/ 3 face masks, should be provided with suitable training and information to make an informed choice about their use. Where facial hair prevents a suitable fit of FFP3 face masks a risk assessment should consider appropriate alternative controls.</p>	<p>8.1 Most staff in schools will not require PPE beyond what they would normally need for their work – further information can be found in DfE guidance the use of PPE in education, childcare and children's social care settings</p> <p>8.2 School to regularly monitor updates in Government Guidance regarding PPE and update accordingly.</p> <p>8.3 Use of PPE procedure to be reviewed and recirculated to relevant staff.</p> <p>8.4 The school will continue to provide and recommend that FFP2 face masks are worn by LSA staff if working in close proximity of students</p>	LOW	<p>8.1 Info</p> <p>8.2 H & S Officer</p> <p>8.3 H & S Officer</p> <p>8.4 H & S Officer/ LSA/ RP Manager</p>	

		<ul style="list-style-type: none"> iii. COSHH assessments identify substances and materials which can be used and the precautions and controls required for use (including PPE) iv. PPE and hygiene consumables controlled to ensure sufficient stock remains available for First Aiders, LSA's and Site Staff carrying out work tasks. 				
9.0 Inadequate cleaning	Site Staff, Other Staff, Students, Vulnerable Persons, Visitors, Other Persons – including Cleaning Contractors, other Contractors, Student Teachers and Supply Staff	<ul style="list-style-type: none"> I. Daily afterschool weekday cleaning by cleaning contractor II. Site team check and empty external break area bins after each break and all bins where required. III. Site staff check and restock classroom hygiene box consumables which are in place in all classrooms, and shared spaces. IV. Bins provided near external sinks to safely dispose of any disposable face covering worn on school transport. V. Facilities team ensure adequate / spare stocks / bulk ordering of hand sanitisers, disinfectant sprays etc to ensure that all areas are adequately supplied. Standard products used across site wherever possible 	<p>9.1 An appropriate cleaning regime will be in place to include regular cleaning of areas and equipment e.g twice per day with particular focus on frequently touched surfaces</p> <p>9.2 Staff are to ensure that student desk and chairs are wiped down with disinfectant spray at the end of P2 and P4. AM registration each day</p> <p>9.3 Teacher desk or shared workstations to be cleaned down between any change of use.</p> <p>9.4 To confirm with Cleaning contractor their schedule for frequently touched surfaces</p> <p>9.5 Where possible, Site staff to carry out an additional disinfectant clean of communal areas frequently touched surfaces such as toilet door handles, stair and hand rails and corridor door handles / plates.</p> <p>9.6 Reminder communications to Students or staff who use a reusable face covering, that they will be required to stow the face covering in a suitable bag / container.</p>	LOW	<p>9.1 Facilities Manager</p> <p>9.2 All Teaching Staff</p> <p>9.3 All Staff</p> <p>9.4 Facilities Manager</p> <p>9.5 Facilities Manager</p> <p>9.6 Parent comms / Include in FAQ's</p>	

<p>10.0 Lack of communication, information, instruction or training/ poor procedures or systems or work</p>	<p>Staff, Students, Vulnerable Persons, Visitors, Other Persons – including Contractors, Student Teachers and Supply Staff</p>	<ul style="list-style-type: none"> I. Emergency procedures in place for emergency evacuation, circulated to all staff. II. Staff receive information and instruction via week staff bulletins, staff briefing, whole staff / department/ team and 1;1 meetings III. Training is managed at department level by HoD's and across the school by the CPD Director and LMT IV. The School's COVID Risk Assessment, any new and updated staff and school procedures and the FAQ's document is available for all staff through the google shared drive 	<ul style="list-style-type: none"> 10.1 Students and parents continue to receive appropriate communications, providing clear expectations of student behaviour, following any changes in Gov guidance, Contingency Framework or as required through the schools Outbreak Management Plan. 10.2 Ongoing clear instruction and guidance provided for staff regarding any changes to normal procedures or expectation 10.3 Ongoing review of Safe systems of work/school procedures relating to the Site Team to include precautionary measures for infection control. 10.4 Ensure updated RA and new or revised procedures are shared with suppliers and service providers. 	<p>LOW</p>	<ul style="list-style-type: none"> 10.1 Headteacher comms 10.2 Headteacher comms 10.3 Facilities Manager 10.4 Facilities Manager 	
<p>11.0 Inadequate ventilation</p>	<p>Staff, Students, Vulnerable Persons, Visitors, Other Persons – including Contractors, Student Teachers and Supply Staff</p>	<ul style="list-style-type: none"> I. Doors and windows opened to allow for natural ventilation II. External doors held open during warmer weather. III. Many internal corridor doors held open by auto hold open devices linked to the fire alarm system. 	<ul style="list-style-type: none"> 11.1 Windows should be opened fully or partially where possible to improve natural ventilation. During colder weather windows should be open just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the room. 11.2 External and internal classroom doors (except fire doors) can be opened to assist with improving natural ventilation. 11.3 If possible mechanical ventilation systems should be adjusted to full fresh air, if this is not possible then system should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply, and maintained in 	<p>LOW</p>	<ul style="list-style-type: none"> 11.1 All Staff 11.2 All teaching staff 11.3 Facilities Manager/ Site Team 	

			<p>accordance with manufacturers recommendations</p> <p>Further advice on this can be found in the HSE guidance on ventilation during the Coronavirus outbreak</p> <p>11.4 Review external door opening to align with schools revised lockdown procedures.</p> <p>11.5 Poorly ventilated spaces to be identified and steps taken to improve fresh air flow in these areas. Carbon Dioxide monitors from the DfE to help identify where and when ventilation needs to be improved. Special consideration should be given to events where visitors such as parents are on site.</p>		<p>11.4 Facilities Manager</p> <p>11.5 Facilities Manager</p>	
12.0 Local or national lockdown which result in closure part or full school provision	Staff, Students, Vulnerable Persons, Visitors, Other Persons – including Contractors, Student Teachers and Supply Staff	<p>I. Business Continuity Plan and Critical Incident Plan regularly reviewed.</p> <p>II. Information for parents and carers on the schools remote education provision is available on the schools website.</p>	<p>12.1 Outbreak Management Plan to be prepared - as required under Gov. guidance.</p> <p>12.2 Remote Education provision for shielding or isolating students who are not unwell, to continue.</p>		<p>12.1 H & S Officer</p> <p>12.2 All teaching Staff</p>	
13.0 Unsafe equipment or inappropriate use of equipment	<p>Staff, Students, Vulnerable Persons, Visitors, Other Persons – including Contractors, Student Teachers and Supply Staff</p> <p>Potential effect on School buildings, equipment and possessions.</p>	<p>I. Damaged or faulty equipment should be removed from use and reported for repair through the Sitehelpdesk. Urgent repairs directly to the Duty Site Supervisor</p>	<p>13.1 Classroom and Activity RA's to be reviewed annually or following any changes in Government or Industry guidance</p>	LOW	<p>13.1 HoD's</p>	

<p>14.0 Poor Staff or student wellbeing, stress or anxiety regarding COVID 19 – to include staff or students who are CEV</p>	<p>Staff, Students, Vulnerable Persons, Visitors, Other Persons – including Contractors, Student Teachers and Supply Staff</p>	<p>I. Staff to attend work in line with the schools’ procedures, Government guidance and Trustees’ expectations, as the employer. The school will also continue to consider staff views, teaching union/ professional association guidance and parents views</p> <p>II. The HR Manager maintains a list of higher risk staff including CEV, those advised to shield, expectant mothers or those with specific health conditions. Vulnerable Person Risk assessments carried out where required.</p> <p>III. Staff and students who are Clinically Vulnerable or who have been advised to shield by a medical practitioner, should follow the latest specific government guidance.</p> <p>IV. Staff who are pregnant should follow the specific guidance for pregnant employees. A workplace expectant person risk assessment will be carried out which should identify and additional action that needs to be taken to mitigate risk</p> <p>V. Pastoral and student support services are available to students and parents /carers who wish to raise concerns and who may be reluctant or anxious.</p>	<p>14.1 Absence procedures will be reviewed and updated to align with current guidance, and included in the Staff FAQ’s</p> <p>14.2 Staff who have concerns about COVID controls or their return to work should discuss with their Line Manager or the Schools HR Manager</p> <p>14.3 Staff should continue to follow the government's guidance on travel.</p> <p>14.4 HR Manager / HoD’s / LMT to continue to monitor staff stress, anxiety and wellbeing and provide necessary support</p> <p>14.5 Staff are continually encouraged to provide feedback on the RA controls in place.</p> <p>14.6 Staff links for employee wellbeing support provided in the staff FAQ’s or available from the HR Manager</p> <p>14.7 As recommended in the HSE advice on protecting and talking to vulnerable workers, the school will arrange a discussion with any clinical extremely vulnerable persons including those returning to the workplace, so they can explain the measures being taken to ensure where they are working safely</p> <p>14.8 The school should encourage students or their parents, who are concerned about attendance, to speak to the school about their concerns and discuss the measures the School has put in place to reduce the risk. Students or their parents should also discuss other measures that can be put in place to ensure their children can regularly attend.</p>	<p>LOW</p>	<p>14.1 HR Manager</p> <p>14.2 All Staff</p> <p>14.3 All staff</p> <p>14.4 HR Manager/ HoD’s/ LMT</p> <p>14.5 All staff</p> <p>14.6 HR Manager / Include in FAQ’s</p> <p>14.7 HR Manager / H & S Officer</p> <p>14.8 LMT / HoY’s / Parent Comms</p>	
--	--	--	--	-------------------	---	--

<p>15.0 Unsafe use of or inappropriate transport, and potential for Coronavirus infection transmission</p>	<p>Staff, Students, Vulnerable Persons, Visitors, Other Persons – including Contractors, Student Teachers and Supply Staff</p>	<p>I. HCC provides school transport for many students to get to and return from school, including Buses and Taxis. II. Late buses for after school activities arrange by RMS III. School minibuses used for school activities, fixtures and trips. Minibuses serviced by Hampshire Depot</p>	<p>15.1 The school will continue to work closely with HCC or other local transport providers who have responsibility for 'home to school transport' 15.2 Procedure for RP students who travel by taxi will be shared with the Taxi company 15.3 <u>School Guidance July 2021 – recommends that children and young people aged 11 and over continue to wear a face covering when travelling to secondary school and that unnecessary risk such as overcrowding should be minimised.</u> More detailed information is provided in the DFE Guidance - Transport to schools and colleges during the COVID 19 pandemic guidance. 15.4 School minibus – Where minibuses are used by staff, drivers are responsible for cleaning down the internal touch surfaces and seating with suitable disinfectant spray after each 15.5 Parents / carers should be encouraged to minimise waiting times during drop of and collection of students 15.6 Staggered end of day timing for KS3 &KS4 to remain - as this eases the embarking of students onto bus transport. 15.7 Staff encouraged to follow gov't guidance on using public transport</p>	<p>LOW</p>	<p>15.1 Facilities Manager 15.2 RP Manager 15.3 Headteacher / Parent Comms 15.4 All staff 15.5 LMT / Parent Comms 15.6 Info - All Staff 15.7 Include in FAQ's</p>	

<p>16.0 Lack of Building security / building safety. Inadequate building maintenance, service or inspections</p>	<p>Staff, Students, Vulnerable Persons, Visitors, Other Persons – including Contractors, Student Teachers and Supply Staff Potential loss or damage to school buildings, equipment and possessions</p>	<p>I. Site team are nominated key holders and undertake unlocking and securing responsibilities and provide duty site supervision for out of hours II. Department staff area responsible for securing their own department and personal belongings III. Mag lock system on external doors out of core hours. CCTV in some corridors and external areas IV. Security Policy, Risk Assessment and Audit in place.</p>	<p>16.1 Revised Lockdown / Invac procedures to be drafted to include consideration of securing internal doors when held open to increase natural ventilation 16.2 Action plan for the safe reopening of buildings to be reviewed as per the Gov. Guidance, following any full school closure. 16.3 Contractors by prearrangement only and where possible out of core school hours 16.4 16.4 Security Policy, RA & Audit to be reviewed</p>	<p>LOW</p>	<p>16.1 Facilities Manager/ H & S Officer 16.2 Facilities Manager 16.3 Facilities Manager / Site Team 16.4 Facilities Manager / H & S Officer</p>	
<p>17.0 Inadequate controls for Child protection / safeguarding or behaviour policy</p>	<p>Staff, Students, Vulnerable Persons, Visitors, Other Persons – including Contractors, Student Teachers and Supply Staff</p>	<p>I. Students supervised in the classroom teaching environment by teaching staff and LSA's II. Duty staff supervise break areas and catering queues III. Child/ Safeguarding Protection and Behaviour Policy in place.</p>	<p>17.1 Ongoing review of child protection and behaviour policies in response to changes in school operations and / or Government Guidance 17.2 Ensure all staff are aware of relevant changes and updates to KCSIE</p>	<p>LOW</p>	<p>17.1 Headteacher 17.2 All Staff Training</p>	
<p>18.0 Community use or school facilities – potential for COVID transmission.</p>	<p>Community Hirers and other Visitors. Staff, students and other persons</p>	<p>I. Community Hirers Activity and Facility Risk Assessments in place. II. Conditions of Hire and Site Guidelines for use in place and reviewed July 2021</p>	<p>18.1 The school will continue to align its Community Hirer use with relevant Government Grassroots sports and Working Safely Guidance, and specific sport related guidance from National Governing Bodies of Sport 18.2 The school will continue to display the unique QR code, prominently in the school community hire facilities, for users who wish to check in using the app.</p>	<p>LOW</p>	<p>18.1 Community Manager 18.2 Community Manager 18.3 H & S Officer</p>	

			18.3 The Community Hire COVID 19 Risk Assessment will be reviewed, updated and circulated to Hirers			
--	--	--	---	--	--	--

Change Control

Date	Version ref.	Update	Section
28 th Sept 2021	Sept 21 RA – V2	Updated guidance issued 27/9/21 – removing the Gov. review date for end of September. Staff and Students should continue to test twice weekly at home with LFD test kits	7.1
11th Oct 2021	Sept 21 RA - V3	Temporary measure - YR 11 & 9 to move to remote assemblies until half term. Head Teacher email to all staff (11th Oct) reminding of key measures to be followed by all staff. Additional 'sanitising' of student desk and chairs at the end of P4 -In addition to after registration	9.2
23rd Nov 2021	Sept 21 RA - V4	Student desks / chairs sanitising altered to end of P2 and end of P4 each day.	9.2
29th Nov 2021		Temporary measure - All Year Groups to move to remote assemblies until week beginning 13th December Head Teacher email to all staff (23rd Nov) reminding of key measures to be followed by all staff. Following the change in Gov Guidance - all students, staff and visitors to wear face coverings in indoor communal areas, from Tuesday 30th November. Students should continue to wear face covering on dedicated school transport unless they are exempt.	1.4 15.3

