

ROBERT MAYS SCHOOL

School Return September 2020

(based on HCC 001)

Location / Site	Insert location and site where activity taking place
Robert Mays School	
Activity / Procedure	Insert name/type of activity or procedure being assessed
School return September 2020	
Assessment date	Insert date when assessment is being carried out
August 2020	
Assessment serial number	Insert local serial/identification number for future reference
070720/ Covid 19/ September 2020 return	
Review date	Insert date when assessment is being carried out
To be reviewed weekly or more frequently as required (see <i>Version control at the end of this document</i>)	

NOTE : Separate specific risk assessments are in place for whole site Manual handling, Lone working, Working at Height, Slips and trips, First aid - which should all be reviewed and amended for the current conditions.

This Risk Assessment has been based on key documents published by the DfE including:

- [Guidance for full opening: schools \(280820\)](#)
- [HSE vulnerable workers guidance](#)
- [Managing-school-premises-during-the-coronavirus-outbreak](#)
- [Working safely during COVID-19 in offices and contact centres updated 12 August 2020](#)

This risk assessment was developed in consultation with staff and trustees of Robert May's School. Government guidance is frequently updated and these updates 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 Trust 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 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, cleaning hands thoroughly and often, minimising contact between individuals, social distancing and enhanced cleaning regimes.

Headteacher:	Chair of Trust Board:
Date:	Date:

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. We have not assessed this at the current date as this has been developed as a new Risk Assessment rather than revision as the scope will be significantly different.

Risk Matrix					Risk Rating:	
C o n s e q u e n c e	Multiple cases	3	6	9	HIGH	Unacceptable Risk
	Occasional cases	2	4	6	MED	Further controls or monitoring required
	No cases	1	2	3	LOW	Acceptable risk
		Unlikely	Possible	Likely		
		Likelihood				

What are the hazards?	Who might be harmed and how?	Existing conditions and control measures (what are you already doing?) Existing level of risk-(Impact x Likelihood)	Planned, additional control measures to allow for school reopening? (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?
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<p>1.0</p> <p>Risk of infection spread due to poor hygiene / lack of social distancing in all areas</p>	<p>Staff, Students, vulnerable persons, visitors, other persons – including student teachers and supply staff</p>	<p>Hand sanitiser and anti bac wipes currently available for staff use around the school site and student use in dining hall.</p> <p>Handwashing advice circulated to all staff and students displayed on posters in all toilet areas</p> <p>Separate toilet facilities for staff and students although some staff toilets double as accessible toilet facilities.</p> <p>MED</p>	<p><u>Additional controls:</u></p> <p>1.0 Clear communication and regular reminders to all staff students and visitors that if they are in <u>quarantine</u> or are unwell with coronavirus (COVID-19) symptoms, or who have someone in their household who does, must not attend school</p> <p>Handwashing and sanitising</p> <p>1.1 Compulsory Daily Hand washing facilities for all students-on arrival. All students and staff will be encouraged to wash or sanitise their hands regularly throughout the day and before and after removing face coverings. Additional external handwashing facilities to be provided in key areas.</p> <p>1.2 Hand sanitiser to be available at all food outlets and wall mounted by all building entrances.</p> <p>1.3 Review and update posters in all areas and confirm-handwashing posters are displayed in all toilets, paper towels only (see 1.22).</p> <p>Respiratory Hygiene</p> <p>1.4 Posters promoting catch it,bin it, kill to be displayed in classrooms, toilets and around the school as well as sufficient tissues and bins for students and staff use..</p> <p>1.5 All new staff to complete the IHASCO infection protection and control training (currently free) before coming on site</p> <p>1.6.1 The Government is not recommending universal use of face coverings in all schools. The school has decided to recommend the wearing of face coverings for pupils, staff or visitors in communal areas outside the classroom where the layout of the schools makes it difficult to maintain social distancing when staff and pupils are moving</p>	<p>LOW/ MED</p> <p>due to minimising contact section</p>	<p>1.0 JW</p> <p>1.1 All staff & students</p> <p>JW - Comms parents/carers</p> <p>1.2 Site</p> <p>1.3 Site/TP</p> <p>1.4 Site</p> <p>1.5 All staff/TP</p> <p>1.6 TP/KT</p>	
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			<p>around the premises, for example, corridors. In summary the recommendation is:</p> <p>a. Students wear face coverings in corridors and communal areas including the dining queues (internal and external areas) corridors and toilets (recommendation not mandatory). Please note students have the option to wear face coverings at any time but it is preferable that students do not wear face coverings in the classroom. This recommendation does not apply to students who are exempt from wearing face coverings whilst in school.</p> <p>b. Staff wear face coverings in corridors and communal areas including the dining queues, corridors and toilets however it remains necessary for staff to maintain 2m social distancing where possible. Please note staff have the option to wear face coverings at any time but would prefer staff not to wear face coverings in the classroom where we have marked out a 2m zone.</p> <p>c. Staff and students are to provide their own face coverings and suitable method of storage container/bag .The school will be providing face masks for LSA.s (see 4.3c), First aiders and site team (see 10.3)</p> <p>1.6.2 In the event of new local restrictions being imposed, the school will communicate quickly and clearly to staff, parents, students that new arrangements which require the use of face coverings in certain circumstances may be required.</p> <p>Enhanced cleaning</p>			

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			<p>1.7 Procedure for cleaning tables, chairs, computers, keyboards, phones, equipment etc. circulated to staff. Hygiene boxes containing disinfectant spray, disinfectant wipes, hand sanitiser, disposable gloves-and a tissue box to be provided in every classroom and multi occupancy rooms. Hygiene boxes to be replenished daily by the Site team.</p> <p>1.8 Implement a cleaning log to track cleaning frequency for bathrooms, classrooms and communal areas</p> <p>1.9 Schedule frequent cleaning of shared resources (e.g. chromebooks) shared within groups. Schedule the isolation or cleaning of resources (e.g.library books,) shared across groups.</p> <p>1.10 HoD's and classroom teachers to ensure all chromebooks are wiped down and all desks and chairs are-wiped down at end of each session.</p> <p>1.11 Review and enhance the daily cleaning schedule to increase the cleaning of touch surfaces.</p> <p>1.12 Site team to empty bins as necessary throughout the school day in all designated areas for catering, in corridors / circulation and communal areas and outdoor spaces to ensure they are not overflowing.</p> <p>1.13 Site staff to daily check that all hygiene box consumables are in place in all classrooms, staff office facilities. Hygiene box with a minimum of 1 pack of disinfectant wipes and one hand sanitiser in every classroom. Check soap, toilet paper and paper towels are available in all toilets.</p> <p>1.14 Relevant Government Guidance on cleaning in non healthcare settings (updated 15 July);</p>		<p>1.7 DW & teaching staff</p> <p>1.8 DW</p> <p>1.9 Teachers/librarians</p> <p>1.10 Teachers</p> <p>1.11 DW</p> <p>1.12 Site</p> <p>1.13 Site</p>	

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			<p>Minimising contact and social distancing</p> <p>1.15 Staff are to maintain 2m distancing from other staff and students wherever possible - see minimising contact section of Government Guidance</p> <p>1.16 Clear Signage reminding staff and students to social distance from other staff and students.</p> <p>1.17 Classroom layouts and staff offices reset to provide 2m distancing wherever possible.</p> <p>1.18 Year group bubbles to minimise contact between Year Groups One way systems in Main Block and Invictus. Other blocks require students to queue outside in designated locations, until the teacher collects.</p> <p>1.19 Staff and students to be advised to minimise the equipment / personal belongings brought into school and not to share personal items including stationery</p> <p>1.20 Designated toilets for staff and student use..During break times toilets are designated by year group. Mens' science staff toilet to remain accessible toilet for vulnerable students - No access for staff. Science female staff toilet to become unisex staff toilet</p> <p>1.21 Arrange additional temporary toilet facilities by Erasmus block.</p> <p>1.22 Hand towel dispensers in all toilet areas and for external handwashing locations, - include bins for paper towel disposal Electric hand dryers currently deactivated.</p> <p>1.23 Hygiene door handle / push plate covers to be considered for external toilets and some internal corridor / communal area doors.</p> <p>PPE.</p>		<p>1.14 Info</p> <p>1.15 LMT and all staff</p> <p>1.16 Site</p> <p>1.17 Site & HoDs</p> <p>1.18 LMT</p> <p>1.19 JW (comms)</p> <p>1.20 All staff</p> <p>1.21 DW</p> <p>1.22DW</p>	

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			<p>1.24 Regular hand washing to be encouraged for staff and students. Staff and students who wish to provide and wear their own face covering or other PPE including facemasks will be permitted to do so.</p> <p>1.25 Bins to be provided for students to safely dispose of any disposable face coverings worn on school transport. Students or staff who use a reusable face covering will be required to stow the covering in a suitable bag/container.</p> <p>1.26 Procedure for use of, removal and disposal of PPE. Circulated to First aiders, Site staff, designated LSA's and all staff who bring their own PPE .See also PPE section 11</p>		<p>1.23 Site</p> <p>1.24 All staff & students/ JW (Comms)</p> <p>1.25 Site</p> <p>1.26 Site/TP</p>	
<p>2.0 General Risk of infection spread from persons with symptoms and those who are asymptomatic –</p>	<p>Staff, Students, vulnerable persons, visitors, other persons -including student teachers, supply staff.</p>	<p>Normal hygiene practices encouraged – posters displayed in toilet facilities..</p> <p>Daily cleaning by contract cleaners</p> <p>PPE when dealing with First Aid incidents or clearing bodily fluid spills</p> <p>HIGH</p>	<p><u>Additional controls:</u></p> <p>2.1 Staff and students who develop symptoms whilst out of school or have tested positive in the last 10 days must not attend school and must stay at home and follow the government guidance on self isolation.</p> <p>Staff who are unable to attend work must also follow the Revised sickness absence procedure to report their absence.</p> <p>Students who have tested positive for Covid19 must not attend school and must inform the school of their absence by following the student absence procedure.</p>	<p>LOW</p>	<p>2.1 JW/LS/LV/ JW (Comms)</p>	

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			<p>2.2 Procedures for staff and students who get coronavirus symptoms whilst in school based on Gov guidance. Room identified for 'holding' of persons with symptoms awaiting collection.</p> <p>The school has a small number of home testing kits that have been issued by the government . The school will provide these kits directly to parents/carers collecting a child who has developed symptoms at school where the school thinks providing one will significantly increase the likelihood of them getting tested.</p> <p>2.3 Procedure in response to an 'outbreak' of cases at school which includes actively engaging with NHS test and trace. The school will manage any outbreak in school by following local health protection team advice. The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. The health protection team will work with schools in this situation to guide them through the actions they need to take.</p> <p>2.4 Apply the 'System of Controls' as stated in the government guidance. These are: <u>Prevention:</u> 1) minimise contact with individuals who are unwell by ensuring that those who have (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p>		<p>2.2 LS, LV (attendance) JW (Comms)</p> <p>2.3 TP/JW</p> <p>(1-4) All</p>	

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			<p>2) Where recommended, use of face coverings in schools,</p> <p>3) clean hands thoroughly more often than usual</p> <p>4) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p> <p>5) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p> <p>Numbers 1 to 5 must be in place in all schools, all the time.</p> <p>6) minimise contact between individuals and maintain social distancing wherever possible</p> <p>Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.</p> <p>7) where necessary, wear appropriate personal protective equipment (PPE)</p> <p>Number 7 applies in specific circumstances.</p> <p>Response to any infection:</p> <p>8) engage with the NHS Test and Trace process</p> <p>9) manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <p>10) contain any outbreak by following local health protection team advice</p> <p>Numbers 8 to 10 must be followed in every case where they are relevant.</p> <p>2.5 All students and staff will be encouraged to wash or sanitise their hands regularly throughout the day</p>		<p>(5)Site</p> <p>(6) JW</p> <p>(7)TP</p> <p>(8) All</p> <p>(9)TP/JW</p> <p>(10) JW</p> <p>2.5 All</p> <p>2.6 LS/ TB</p>	

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			<p>2.6 Shielding is paused on 1 Aug 20. Where shielding is reintroduced, identify clinically vulnerable and clinically extremely vulnerable staff and students and follow government advice regarding attendance.</p> <p>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 Updated 18th August 2020</p> <p>2.7 Revised Visitors' procedure to school – where possible email or virtual communication should be used. Visitors to be by appointment only and should be after core hours where possible. Updated Comms to parents/carers, students and staff. Signage at the front of the school stating pre arranged visits only</p> <p>2.8 Staff to use external sign in / out points rather than signing in / out at the Reception desk. Communicate to staff.</p> <p>2.9 Reviewed / enhanced cleaning schedule and hygiene measures see section 1 above.</p> <p>2.10 Procedure for staff and students for cleaning their own workstations / classroom areas to include individual desks, chairs using disinfectant spray and equipment using the disinfectant wipes at the end of each session.</p> <p>2.11 Workstations to be cleaned' down at end of each period of use by the user with suitable disinfectant wipe / spray.</p> <p>2.12 Ensure adequate / spare stocks / bulk ordering of hand sanitisers, soaps, paper towels, disinfectant sprays and wipes to ensure all areas are adequately supplied. Standard products to be used across the school site whenever possible.</p> <p>2.13 Staff and student uniform standards to return to normal. Staff should where possible wear only machine washable clothing and not wear the same clothes on consecutive days unless washed daily..</p>		<p>2.7 MB</p> <p>2.8 All staff</p> <p>2.9 DW</p> <p>2.10 All - procedure in place</p> <p>2.11 All</p> <p>2.12 Site</p>	

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					2.13 LMT and JW (Comms)	
<p>3.0 Risk of infections spread in Classrooms: (direct contact and indirect /cross contamination)–</p>	<p>Staff, Students, vulnerable persons, other persons – including student teachers and supply staff</p>	<p>Most classrooms have single access doors although some science, FT and DT classrooms may have 2 access doors so may be able to operate an in / out door system.</p> <p>Some blocks have single entrance / exits and or stairwells.</p> <p>Daily cleaning by cleaning contractor</p> <p>HIGH</p>	<p><u>Additional controls</u></p> <p>3.1 Social distancing signage in all areas.Regular review of signage. One way system around school</p> <p>3.2 For some classrooms exam tables may be used in place of standard desks to enable all students to be forward facing and a 2m zone for the teachers desk. Where class numbers permit, students should be seated to maximise social distancing where possible.</p> <p>3.3 It is important to ensure good ventilation. Good ventilation can help reduce the risk of spreading coronavirus, so focus on improving general ventilation, preferably through fresh air or mechanical systems.</p> <p>Opening windows and propping open doors, as long as they are not fire doors, where safe to do so – Guidance from HSE on <u>Air conditioning and ventilation</u> states that these can be used. Additional mechanical fans can be used where the window and doors are open.(Also see section 15)</p> <p>Confirmation on fresh air flow to all units to be confirmed by Corrigenda.</p> <p>3.4 Practical lessons are planned to take place during first half of September term as below:-</p> <p>Yr 11 /Yr 10 Science, FT and DT only - essential practicals for GCSE coursework - additional controls for the shared use of equipment / materials are likely to need to be implemented. DT/Engineering -</p>	<p>LOW</p>	<p>3.1 DW/TP</p> <p>3.2 DW</p> <p>3.3 All</p> <p>3.3 DW</p> <p>3.4 HOD's/LMT</p>	

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			<p>no use of lathes or other machines requiring close supervision</p> <ul style="list-style-type: none"> ● PE activities to be considered in line with guidance from Sport England and national governing bodies of sport ● Drama - only socially distanced activities for the Autumn Term. Some classes rescheduled into BCH as timetabled, to provide a large work area. ● Music - No singing or blown instrument use. Keyboards and other instruments to be disinfected between use.see 3.5 below ● Art - practical activities using clay or require close working to be postponed until later in the school year. Arrangement for Photography to be confirmed by HoD. <p>HoD's to follow revised CLEAPSS, industry or government guidance with regard to any practical activities.</p> <p>3.5 Government guidance updated 13 August and guidance (section 3) for full opening of schools updated 28 August refers specifically to a possible additional risk of infection associated with Music activities even if individuals are at a distance. A revised department activity risk assessment will consider how to reduce the risk</p> <p>. 3.6 Review and update classroom and Activity RA's as required to reflect changes in classroom use for September. Consider any new hazards such as trip hazards resulting from a change of classroom layouts</p> <p>3.7 Review RA for PE activities in line with National Sporting Bodies and Government guidance– agree the activities that will be permitted. Activities may</p>		<p>HoD PE</p> <p>HoD Drama</p> <p>HoD Music</p> <p>HoD Art</p> <p>3.5 HoD Music /LMT Link</p> <p>3.6 HoD/LMT Link</p>	

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			<p>need to be modified for individual skill practices rather than matches or close contact games.. Consider a marquee to provide an additional covered space.</p> <p>3.8 Shared use of Office style chairs.Plastic coverings for teacher's fabric chairs will be provided in the hygiene boxes for use if staff wish. These are recommended where a chair may be required to be used by a number of staff in one day. Alternatively staff must wipe down all the plastic surfaces of the chair including arm rests and under seat adjustment controls before and after each use.</p> <p>3.9 Room layout in Student support to ensure social distancing is in place.between staff and students</p> <p>3.10 After school activities will commence from 21st September. All activities will follow the same control measures as per normal school activities including, limited to year group bubbles, teacher registration of students and recorded seating plans, cleaning down of classroom furniture and equipment used during these sessions and reviewed activity action plans to include Covid controls. The inter school fixtures remain paused for the time being and will be reviewed once updated advice is provided.After school activities will not take place for the first two weeks of Autumn term This will be reviewed after this period and include the latest advice on inter school fixtures. When After School Activities restart they will be separated into year group activities. (see section 9.0)</p>		<p>3.7 HoD PE/ LMT Link</p> <p>3.8 All</p> <p>3.9 DW</p> <p>3.10 JW</p>	
4.0 LSA/ RP staff requiring to provide one to one working and support to students		<p>Students identified and known</p> <p>EHCP's and VPRA's in place where required</p> <p>HIGH</p>	<p>4.1 Review and update classroom RA's as required to reflect changes in classroom use for September.. Consider any new hazards such as trip hazards resulting from a change of classroom layouts</p> <p>Gov Guidance states</p> <p>Section 1 (5) - Measures within the Classroom</p>	LOW	4.1 HoD/LMT Link	

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			<p><i>Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission. It is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow, that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal.</i></p> <p><i>For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible. This will not be possible for the youngest children and some children with complex needs and it is not feasible in some schools where space does not allow. Schools doing this where they can, and even doing this some of the time, will help.</i></p> <p>Section 1(6)</p> <p><i>The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</i></p> <ul style="list-style-type: none"> • <i>where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained</i> • <i>where a child or young person already has routine intimate care needs that involves the</i> 			

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			<p><i>use of PPE, in which case the same PPE should continue to be used</i></p> <p>4.2 The HoD has confirmed that LSA's would be supporting at least 1 EHCP student plus a number of other SEND students in any general classroom environment. LSA staff should avoid close face to face contact and minimise time spent inside of the 2m social distance wherever possible.</p> <p>4.3 Where longer periods of 'close' or 'proximity' contact may be required for LSA staff, to support specifically identified students (who may be unable to socially distance because of their medical or leaning need) it is recommended that:</p> <p>a) where possible technological alternatives are provided to assist the students - such as teachers presenting on google classroom to a student chrome book.or the use of google hangouts with the LSA</p> <p>b) where possible students with EHCP or SEND are grouped together (perhaps on a back row or side row so that the LSA can move between them and offer support, without having to circulate the whole classroom. Where space allows a 2m zone to the rear or side of these students should be identified- although it is recognised that this may not be possible in all classroom scenarios.</p> <p>c) where close contact to support the individual students is required for longer than a brief period, a face mask such as a FFP FFP2 is recommended. A supply of these will be issued to the LS and RP departments for their use with these specific students</p>		<p>4.2 LSA's / HoD/SENDCO</p> <p>4.3 LSA's /HoD/SENDCO</p>	

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			<p>Social distancing, hand and respiratory hygiene should all be considered to be the main controls, before the use of face coverings are used.</p> <p>Any student who may need 'close' or 'proximity' contact should be specifically identified to the appropriate LSA's and these additional controls should be included in the student's Vulnerable Person Risk Assessment</p> <p>4.4 It is suggested that in some circumstances, where it is difficult to maintain the full 2 m social distance whilst working on a table / desk arrangement in the HUBL or RP, that the use of a portable desk stand /sneeze screen could be used between the individual student and the staff member. RP and LS to confirm how many portable desks screen might be required.</p> <p>4.5 The large table in RP will be subdivided into small work areas to enable staff to social distance</p> <p>4.6 If the 'chill out room' in RP is to be used then it is suggested that the door be left open to provide maximum ventilation, wherever possible. Plastic disposable covering to be provided for the settees in the 'Chill out room' which are changed after every use</p> <p>4.7 Room layouts in HUBL and RP to be set to maintain social distancing wherever possible.</p> <p>4.8 LSA's will be rostered to work within Key Stage 'bubbles' wherever possible</p> <p>4.9. RP - chairs swapped from cloth to plastic, arrows to mark direction of traffic (flow will be in through grey gates and out of doors towards HUBL)</p>		<p>4.4 LSA's/HOD/SEND CO</p> <p>.5 SENDCO/DW</p> <p>4.6 SENDCO</p> <p>4.7 SENDCO/LP/DW</p> <p>4.8 SENDCO/LP</p> <p>4.9 Site</p>	

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			<p>4.10 Shared equipment will be wiped with disinfectant wipe / spray after each use. Students will be reminded to provide their own frequently used equipment such as pens, pencils for their own individual use.</p> <p>4.11 Student - break time use of food prep equipment - Staff and students in Resourced Provision who bring in their own food and cutlery should bring them in a bag or sealed container. Staff are to wash their hands before and after using any shared equipment.</p> <p>4.12 Where SEND students may struggle with social distancing it is suggested that the accompanying LSA and student slightly delay their changeover of lesson to avoid corridor congestion.</p> <p>4.13 SEND students will take their breaks in the HUBL. LSAs are on duty to assist and supervise students in RP and HUBL.</p> <p>4.14 For breaks in the HUBL, furniture has been rearranged to ensure 1m spacing and no walking around the room. An LSA will be on duty and will ensure regular hygiene practices. Staff to maintain 2m distancing. RP students breaks to take place in the RP room</p> <p>4.15 Students' EHC plans and Vulnerable Person Risk Assessments should be reviewed to ensure that the appropriate support is in place for them to return to school.guidance and legislation:</p> <p>4.16 Visiting Occupational Therapists and other consultants/clinicians will accept the schools safety measures and work to the controls of the Risk Assessment. This will be communicated by the HoD to department visitors.</p> <p>4.17 LS and RP staff will suggest classroom plans</p>		<p>4.10 LSA's</p> <p>4.11 SENDCO</p> <p>4.12 LSA's</p> <p>4.13 SENDCO/LSA's</p> <p>4.14 Teachers/LSAs</p> <p>4.15 SENDCO /TB/TP</p> <p>4.16 SENDCO</p>	

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			to assist classroom teachers in seating plans for EHCPand SEND students. These plans will be completed once the timetable is confirmed.		4.17 SENDCO/ RW	

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<p>5.0 Risk of infection spread / lack of social distancing in corridors and stairwells (direct contact and cross contamination) –</p>	<p>Staff, Students, vulnerable persons, visitors, other persons – including student teachers, supply staff</p>	<p>Corridors are normally congested during lesson changeovers / breaks and in the event of emergency evacuation.</p> <p>Handrails / banister on most stairwells, door handles and / or push plates on most doors.</p> <p>Some corridor doors operated on hold open devices.</p> <p>Staff supervision of indoor areas / corridors at break times.</p> <p>Some satellite blocks have single stairwell and entrance doors.</p> <p>Lift is on a request use only, through the duty Receptionist</p> <p>MED</p>	<p><u>Additional controls:</u></p> <p>5.1 One- way circulation routes /use of stairwells implemented whenever possible (except for emergency evac) for staff and students. Additional staff on duty and to model behaviour for students at session change over.</p> <p>5.2 It is recommended that Students and Staff wear face coverings in corridors and communal areas including the dining queues (internal and external areas) corridors and toilets (recommendation not mandatory)</p> <p>5.3 Timetable amended to double lessons to reduce the number of movements of students. Bell to indicate both the start and end of each double lesson,- with a 5 minute clean down period at the end of each session. Double lessons must not release students into corridor for a mid-lesson break</p> <p>5.4 Lift remains locked except for authorised use. To only be used on request, consider use of a chair in lift and where possible persons to 'travel' on their own in the lift. Staff supervision from outside - unless a medical situation where a student needs monitoring and / or is receiving first aid treatment, if symptoms are suspected, accompanying staff wear appropriate PPE.</p> <p>5.5 Site staff to open corridor windows and doors where fire regs permit. Where possible corridors and external doors will be held open with authorised hold open devices.</p> <p>5.6 Year tutor groups will be zoned into designated areas of the school to reduce the contact between year 'bubbles' at tutor times and break times.</p> <p>5.7 Appropriate signage to be displayed on floors and walls.</p>	<p>LOW</p>	<p>5.1 All staff</p> <p>5.2 TP/DW-ALL</p> <p>5.3 All staff</p> <p>5.4 Reception staff</p> <p>5.5 Site</p> <p>5.6 RW</p> <p>5.7 DW/TP</p>	

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<p>6.0</p> <p>Risk of infection spread / Lack of social distancing in communal areas (direct contact and indirect/ cross contamination)</p>	<p>Staff, Students, vulnerable persons, visitors, other persons – including student teachers and, supply staff</p>	<p>Several halls /rooms used as communal areas for various activity use and assemblies etc.</p> <p>Dining hall has busy usage during break time and before school.</p> <p>Currently 2 serveries plus outside 'pod'.</p> <p>BCH hall tiered seating plus additional plastic seating.</p> <p>Playground and fields used for break time recreation</p> <p>HIGH</p>	<p><u>Additional controls:</u></p> <p>6.1 Live Assemblies will not take place during the Autumn term. Consider virtual alternatives such as assemblies to be streamed into tutor bases.. Events and large gatherings to be postponed / cancelled. Parents evening to be conducted by video links where possible. Where onsite appointments are unavoidable additional controls to include social distancing, will be required.</p> <p>6.2 Students arriving before the start of the school day should go to their designated year group areas. Bell will indicate 8.15am when students can move to their tutor room. Designated year group internal and external areas to be confirmed.</p> <p>6.3 Library systems, rota and procedures to be confirmed and shared with staff.</p> <p>6.4 Use of Sports Hall, Gym, BCH and other communal areas to be restricted to year group (bubble) use.</p> <p>6.5 Students in queues for catering will be required to form an orderly single file queue maintained with tensa barriers and floor markings. It is recommended that students wear face coverings in communal areas and catering queues. Students to be encouraged to sit or stand socially distanced from staff and students in all areas as much as possible. Students to be encouraged to regularly wash their hands before and after being in any communal areas.</p> <p>During break times designated exits in the dining hall for students in Year 11 and Year 7 to use the respective sides of the hall to exit i.e. no crossover during break time. This will need to be managed by staff and appropriate signage.</p>	<p>LOW</p>	<p>6.1 JW</p> <p>6.2 RW</p> <p>6.3 HB/EF/RW to confirm</p> <p>6.4 All</p> <p>6.5 All</p>	

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			<p>6.6 Separate serveries for food purchase for each Yr group</p> <p>Yr 7 - Cafe servery Yr 8 - Near side dining hall Yr 9 - Pod in courtyard Yr 10 - Outside servery 'window' Yr 11 - Far side dining hall servery</p> <p>6.7 Playground areas to be designated to;</p> <p>Yr 7- middle tennis court/ between Gym & Music Yr 8 - middle tennis court/ between Science & DT Yr 9 - lower tennis court/ central courtyard Yr 10 -top tennis court/Front of school site & library courtyard Yr 11- Astro / (Astro use required footwear restrictions which will be strictly monitored)area between Maths & Erasmus</p> <p>Designated toilets for break times:</p> <p>Yr 7 - LS Girls and H6/H7 Boys Yr 8 - Science. Yr 9 - Languages Yr 10 - Gym and Invictus Yr 11 - Maths and DT</p> <p>6.8 Loan of RAF catering tents for central courtyard and potential hire of marquee may provide additional covered dining locations which will be allocated to specific year groups. Ensure correct procedures are followed to safely erect, maintain and dismantle the structure.</p> <p>6.9 Additional signage regarding 'catch it, bin it, kill it' washing hands to be displayed in classrooms, cafe / dining hall, toilet areas.</p> <p>6.10 Staff to maintain 2m social distancing in staff rooms, department offices and staff welfare areas.</p>		<p>6.6 All</p> <p>6.7 All</p> <p>6.8 JW</p> <p>6.9 TP/DW</p>	

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			<p>6.11 Students and parents to receive clear expectations of student behaviour regarding social distancing between KS4 students and between themselves and staff..</p> <p>6.12 School behaviour policy to be reviewed and shared at the start of September. C-19 Home-School Agreement to be shared with parents/carers/students</p> <p>6.13 To enable social distancing during break times,duty staff are to enforce a no football rule in all areas.</p> <p>(see also Section 25 Safeguarding)</p>		<p>6.10 JW termly comms</p> <p>6.11 JW</p> <p>6.12 JSe</p> <p>6.13 JW comms</p>	

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<p>7.0</p> <p>Risk of infection spread / Lack of social distancing in Reception (direct contact and indirect / cross contamination)–</p>	<p>Staff, Students, vulnerable persons, visitors, other persons – including student teachers, and supply staff</p>	<p>2 Receptionist workstations at Reception desk.</p> <p>Visitors sign in using the Entrysign electronic sign in system and issued with visitor pass.</p> <p>Access to the admin office and first aid room is by passing the back of the Reception Desk.</p> <p>HIGH</p>	<p><u>Additional controls:</u></p> <p>7.1 Only one Receptionist positioned at the Reception Desk.</p> <p>7.2 Perspex (PETG) sneeze screens have been installed with side protection with 2 separate bays. (2nd bay to be used as a first aid assessment point)</p> <p>7.3 Consider information signage in Invictus Entrance Lobby with Student / Staff information and Visitor information.</p> <p>7.4 Visitors to be discouraged during school hours (see above) and by pre-arranged appointment only. – where possible email or virtual communication should be used. Visitors to be signed in by Receptionist rather than by themselves using disposable sticky labels rather than reusable lanyard labels.</p> <p>7.5 Deliveries prearranged and signed directly to the Site Team. Signage at front of school. Deliveries and Contractors to attend site office not Invictus.</p> <p>7.6 Students requiring first aid treatment to remain in Reception and initially be assessed, by duty first aider, through the second perspex Reception desk bay. Emergency treatment to be provided as required. Any person with symptoms of coronavirus will be isolated in the small meeting room.</p> <p>7.7 Post drop off / collection to be in Invictus Entrance Lobby using crates</p> <p>7.8 Plastic coverings for fabric chairs, which have shared use in the office and Reception areas, will be provided in the hygiene boxes for use if staff wish. These are recommended where a chair may be required to be used by a number of staff in one day. Alternatively staff must wipe down all the plastic surfaces of the chair including arm rests and under seat adjustment controls before and after each use.</p>	<p>LOW</p>	<p>7.1 MB</p> <p>7.2 info</p> <p>7.3 MB/TP</p> <p>7.4 MB / Receptionist</p> <p>7.5 Info</p> <p>7.6 Receptionist/ First Aider</p> <p>7.7 Info</p> <p>7.8 All</p>	

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			<p>7.9 Revise Lost Property Procedure and circulate to all staff and students / parents.</p> <p>7.10 Receptionist, admin staff and librarian to be aware of the first aid triage procedures and when the medical area/isolation room are in use.</p>		<p>7.9 MB</p> <p>7.10 Admin, Reception, Librarian</p>	
<p>8.0</p> <p>Risk of infection spread / Lack of social distancing in Office areas / staff rooms (direct contact and indirect / cross contamination)–</p>	<p>Staff, vulnerable persons, visitors, other persons – including student teachers, supply staff. Possibly students if invited into office areas etc</p>	<p>Combination of single occupancy, shared or multi occupancy offices used for everyday work tasks and small meetings.</p> <p>Some office areas double as staff welfare facilities for food / drink prep or are also used as student areas i.e student support room, library, Reception area, The Edge, Teacher desks.</p> <p>Offices / staff areas are generally not locked to prevent unauthorised access, although protocol means students only access if authorised.</p> <p>MED</p>	<p><u>Additional controls:</u></p> <p>8.1 Revise room layouts In shared / multi occupancy areas consider spacing out of workstations to maintain 2m social distancing. Consider providing perspex screening / dividers where 2m cannot be maintained in shared office areas. Where fabric chairs are likely to be used, plastic covers will be provided and changed after each use. (see 7.8 above). HoD's to schedule use of Department Offices to ensure 2m distancing is adhered to. Additional staff workstations provided in the Staff room.</p> <p>8.2 Where team meetings are necessary, these should take place in a room large enough to accommodate 2m social distancing. Virtual meetings and/or live streaming should be encouraged as alternative options.</p> <p>8.3 'Hot desking' on the same day should be avoided whenever possible for staff including office and staff areas. Where this is required, workstations including computers, keyboards, mouse, desk, chair, telephone and other shared workstation equipment must be wiped down with disinfectant wipes at the end of, and before the next use.</p> <p>8.4 Hygiene box containing disinfectant spray and disinfectant wipes, hand gel, disposable gloves will be provided in all classrooms and shared staff areas / offices.</p>	<p>LOW</p>	<p>8.1 DW and HoD's</p> <p>8.2 All</p> <p>8.3 All</p> <p>8.4 DW</p>	<p>.</p>

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			<p>8.5 Where there is shared equipment i.e. computers, telephone, radio in a multi office staff area , these must be wiped down with disinfectant use immediately after each use. Staff should use hand sanitiser before and after using the photocopiers Site team to provide supply of antibacterial hand sanitiser at these locations</p> <p>8.6 Multi occupancy offices must follow 2m social distancing guidelines</p> <p>8.7 Perspex (PTEG) barriers for reception, library and first aid room installed - where social distancing may be harder to achieve. Consider perspex screens for dining hall serveries</p> <p>8.8 Where offices etc have revised layouts staff should complete an updated individual workstation assessment to identify any additional controls required.(new google form version to be released separate from IHASCO training)</p> <p>8.9 Staff to observe social distancing and minimise movement across year group 'bubbles' wherever possible.</p> <p>8.10 Regular hand washing to be encouraged for staff and students. Staff and students who wish to provide and wear their own face covering or other PPE including facemasks will be permitted to do so.</p>	<p>8.5 All</p> <p>8.6 All</p> <p>8.7 DW</p> <p>8.8 All</p> <p>8.9 All</p> <p>8.10 All</p>		
<p>9.0 Contact with shared resources / equipment and practical activities– risk of cross contamination</p>	<p>Staff, vulnerable persons, visitors, other persons – including student teachers, supply staff.</p>	<p>Most students bring in their own stationery to use in lessons.</p> <p>Chromebooks / computers shared across a number of classrooms / departments and returned to charging trolleys after use.</p> <p>Practical equipment used in FT, DT, Art, and Science which is often used in small groups / pairs.</p> <p>Sports equipment can be used by several students during a lesson i.e footballs, rounder bats etc</p>	<p><u>Additional controls:</u></p> <p>9.1 Staff and pupils should have their own frequently used items that are not shared, such as pencils and pens. Chrome books and any other equipment issued to students or staff to be wiped down with disinfectant wipes after each use.</p> <p>9.2 Classroom based resources, such as books, can be used and shared within the bubble; these should be cleaned regularly.</p> <p>Resources that are shared between Year Groups, such as sports, art and science equipment should</p>	<p>LOW</p>	<p>9.1 All</p> <p>9.2 All</p>	

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		HIGH	<p>be cleaned before and after, or rotated to allow them to be left unused and out of reach for a period of 72 hours between use by different Year Groups (bubbles).HoD's to be responsible for and communicating to their department how equipment cleaning responsibilities are arranged within the department.</p> <p>9.3 Practical activities to only be undertaken as described in section 3. Teachers should arrange class demonstrations for all other year groups/ non essential practicals.</p> <p>9.4 CLEAPSS guidance to be considered on practical activities, where appropriate. Activity RA's to be reviewed and updated to reflect any changes to the activity or CLEAPSS guidance.</p> <p>9.5 PE activities to be aligned with guidance from the Government and National Sporting Bodies.</p> <p>9.6 After school activities will commence from 21st September. All activities will follow the same control measures as per normal school activities including, limited to year group bubbles, teacher registration of students and recorded seating plans, cleaning down of classroom furniture and equipment used during these sessions and reviewed activity action plans to include Covid controls. The inter school fixtures remain paused for the time being and will be reviewed once updated advice is provided. - After school activities will not take place for the first two weeks of Autumn term This will be reviewed after this period and include the latest advice on inter school fixtures. When After School Activities restart they will be separated into year group activities.</p> <p>9.7 Consider pre-booking of afterschool activities, electronic registration and pre -booking of places on the late buses.</p> <p>9.8 Late buses have been confirmed and students are encouraged to wear face coverings on buses. Students / parents to be encouraged via school</p>		<p>9.2 HoD's</p> <p>9.3 All Teachers</p> <p>9.4 All Teachers</p> <p>9.5 HoD PE</p> <p>9.6 JW/ HoD PE</p> <p>9.7 MB</p> <p>9.8 JW</p>	

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			<p>comms to walk or cycle from school or parents to drop / collect where possible. Late buses to be confirmed with separation for Key Stages. Students / parents to be encouraged via school comms to walk or cycle from school or parents to drop / collect where possible.</p> <p>9.9 Consider charges and administration procedures for late bus passes</p> <p>9.10 No after school sports fixtures with other schools to take place at this time. Away fixtures which will require minibus transport, when restarted, will be restricted to year bubbles - See Hampshire Outdoor guidance.</p> <p>9.11 Staff room to be reset to allow socially distanced use by staff. Fabric seating should be either covered with plastic covering, changed after every use or non fabric surfaces wiped down with disinfectant wipes after each use.</p> <p>Staff are to provide their own cups and spoons which must be taken home and not left in shared offices or staff welfare areas. Staff are to wash their hands with soap and water before and after using any shared equipment such as microwaves, hot water boilers, kettles etc should have all touch surfaces wiped down after every use. Disposable paper cups with lids, for hot and cold beverages and stirrers will be provided as an alternative. Hot drinks will not be purchasable from the catering outlets whilst in use for student breaks</p> <p>9.12 Water coolers returned to operations - hand sanitiser and signage provided near each cooler and notice to wipe down buttons after use, It is suggested that only bottles with removable drink bottle lids are used. Outside drinking fountains to be reinstated is access to drinking water for all year groups.</p> <p>9.13 Stationery requests from staff to be requested by HoD to admin@rmavs.com. No Access to</p>		<p>9.9 MB</p> <p>9.10 Info</p> <p>9.11 All</p> <p>9.12 All/ JW comms on type of water bottles</p>	

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			<p>Invictus Admin Office except for staff who work in that area.</p> <p>9.14 Staff and Students will be encouraged to only bring minimal belongings including their own stationery equipment with them into school. Students will be encouraged to not put their bags onto desks. Students to name all personal items including uniform that they bring into school. Only essentials such as lunch boxes, , books, stationery and mobile phones should be brought to school by students. Bags are allowed. Teaching staff are permitted to take books and other shared resources home, where it contributes to student education. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources if taken home.</p> <p>9.15 Confirm changing room use - consider potential use of outdoor marquee?</p> <p>9.16 Food and drink brought into school should be for personal consumption only and not shared with other students or staff.</p>		<p>9.13 All</p> <p>9.14 JW staff and student comms</p> <p>RW to provide tutor group locations so that Site can allocate locker banks to each tutor group</p> <p>9.15 JW tbc</p> <p>9.16 All</p>	
<p>10.0 First Aid – risk of infection / cross contamination of Coronavirus and other infectious diseases</p>	<p>Staff administering first aid treatment Also possible risk of transmission to other Students, vulnerable persons, visitors, other persons – including student teachers and supply staff</p>	<p>Separate first aid RA is in place.</p> <p>First aid room is small and often busy with students.</p> <p>Access to the first aid room is past the</p> <p>Reception desk and into the first part of the Admin office.</p> <p>Procedure for permission to attend first aid room in place.</p>	<p><u>Additional controls</u></p> <p>It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum, and those administering first aid should wear PPE appropriate to the circumstances.</p> <p>10.1 Review and update First Aid Risk Assessment and first aid need analysis to reflect the controls in this RA</p> <p>10.2 A qualified first aider will be present during core hours.</p>	<p>LOW</p>	<p>10.1 TB/TP</p> <p>10.2 Info</p>	

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		<p>First aider called to incidents where persons are injured / unwell and require treatment in situ.</p> <p>First aid boxes are available in several higher risk departments.</p> <p>A defibrillator is available for use in the Reception Office / Outside First Aid room.</p> <p>HIGH</p>	<p>10.3 Government advice confirm PPE only required for close contact with persons with symptoms - PPE fluid resistant face mask(FFP3 or FFP2), face visor/ goggles, apron, gloves, Lead First Aider to wear machine washable clothing and change daily.</p> <p>10.4 Ensure all windows are open and spaces are well-ventilated.</p> <p>10.5 Students requiring first aid treatment to remain in Reception and initially be assessed, by duty first aider. First Aider to remain behind perspex screen during initial assessment. Holding a student in Reception to be assessed will provide an opportunity for the duty first aider to 'kit up' in appropriate PPE before providing treatment etc. If social distancing cannot be observed during treatment the student will be asked to wear a surgical mask, where appropriate.</p> <p>10.6 Any person with symptoms of coronavirus will be isolated in the small meeting room.</p> <p>10.7 Procedure in response to an 'outbreak' of cases at school which includes actively engaging with NHS test and trace. The school will manage any outbreak in school by following local health protection team advice.</p> <p>10.8 Revise layout in the First Aid room to enable social distancing between staff and students - to allow a maximum of 4 students in the First Aid room at any one time. It may be necessary for students with non emergency conditions to wait in Reception.</p> <p>10.9 First Aider to remain at 2m distance where possible and encourage students / staff to self treat eg. getting their own ice pack, drink water, plaster, clean wounds etc. First aider to provide appropriate equipment for this from the first aid supplies.</p> <p>10.10 Single use/disposable ice packs, heat pads and salbutamol spacers to be used. Couch roll and foil blankets provided in the first aid room.</p>		<p>10.3 First Aiders</p> <p>10.4 First Aiders</p> <p>10.5 Reception and First Aiders</p> <p>10.6 Info</p> <p>10.7 TP</p> <p>10.8 TP/TB/DW</p> <p>10.9 First Aider</p>	

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			<p>10.11 Disinfectant spray of surfaces in First Aid room after each use,</p> <p>10.12 Invictus meeting room designated as holding room for students and staff who show coronavirus symptoms Phone provided to enable communication. The window will remain open during school hours and the student / staff member will be issued with a surgical type facemask. This room is glass fronted for observation. Parents who are collecting their children who are showing symptoms will be asked to remain outside the Invictus building and students will be notified when their parents have arrived. Students to be manually signed out on Entrysign by Receptionist rather than electronically by Parent Parents will be directed to the latest government advice on testing and isolation.</p> <p>10.13 The Invictus meeting room must not be entered by staff. Site staff wearing disposable gloves, aprons, as per gov guidance will enter this room for cleaning when it is empty.</p> <p>10.14 Plastic seats to be provided in the 'holding room' which will be cleaned after any use.</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>10.15 St Johns Ambulance latest advice is not to administer rescue breaths in the event of emergency CPR and to continue with chest compressions. It is suggested to cover the casualty's face with a towel to reduce the risk of cross contamination. H&S Officer to keep up to date with latest guidance and adviser First Aiders.</p> <p>10.16 Review Individual Health Care Plans IHCP's with existing medical conditions e.g. Diabetes, Asthma for September return.</p> <p>10.17 First aiders may be required to attend outside of the first aid room i.e around the school site. On</p>		<p>10.10 First Aider</p> <p>10.11 First Aider</p> <p>10.12 Site/ Reception</p> <p>10.13 Site</p> <p>10.14 Site</p> <p>10.15 Info</p>	

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			arrival other students and staff that are not required to assist, should be asked to move away so the first aider can attend to the casualty. Additional PPE to be kept in all carry bags.		10.16 TB / first aiders 10.17 First Aider	
11.0 PPE risk of infection and incorrect use of provided PPE– (see also first aid)	Staff, Students, vulnerable persons, visitors, other persons – including student teachers and supply staff	<p>PPE requirements previously considered on a work task basis and defined in activity RA's for Site staff, Technicians & First Aiders.</p> <p>COSHH assessments identify substances and materials which can be used and the precautions and controls required for use (including PPE).</p> <p>PPE would normally only be used if all other control measure 11.04s have been unsuccessful in eliminating or reducing the risk</p> <p>HIGH</p>	<p><u>Additional controls:</u></p> <p>Government guidance updated 21 July on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.</p> <p>11.1 School to regularly monitor updates to government guidance and update accordingly.</p> <p>11.2 Nominated LSA's may be required to assist with or undertake specific duties for students with medical need. Appropriate training will be provided for these staff and PPE should be worn as for dealing with first aid incidents- These requirements will be confirmed with LSA's through Department Procedures and the students IHCP / Vulnerable Persons RA</p> <p>11.3 As most staff will not be issued routinely with PPE, those staff and students who wish to provide and wear their own face covering or other PPE including facemasks will be permitted to do so.</p> <p>11.4 Supplies of PPE and hygiene consumables will be controlled to ensure sufficient stock remains available for First Aiders and Site Staff carrying out work tasks.</p> <p>11.5 Procedure in place for the safe wearing and safe removal and disposal of PPE – in line with gov guidance. First aiders, site staff or other relevant staff to receiving appropriate training on this</p>	LOW	11.1 TP/ KT 11.2 TP 11.3 - include in FAQ's 11.4 DW	

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			<p>11.6 PPE (fluid resistance IIR/ FFP2/FFP3 standard/ face shields) will be provided for first aid staff or site staff, who are likely to be in close contact with students / staff who are showing Coronavirus symptoms or clearing up bodily fluid spills. Review standards of PPE in line with government guidance</p> <p>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 - updated 21st July</p> <p>11.7 When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on how to put PPE on and take it off safely in order to reduce self-contamination</p> <p>11.8 Procedure for the removal and disposal of face covering worn by students in school is required. Reusable face coverings to be placed in suitable sealable bag/container between each use.</p>		<p>11.5 TP</p> <p>11.6 DW / TP</p> <p>11.7 DW</p> <p>11.8 TP</p>	
<p>12.0 Inadequate cleaning – risk of illness or infection.</p>	<p>Staff, Students, vulnerable persons, visitors, other persons – including student teachers and supply staff</p>	<p>Existing conditions and controls: Cleaning currently by external cleaning contract. Remedial cleaning and spillage of 'bodily fluid' carried out by Site Team</p> <p>HIGH</p>	<p><u>Additional controls:</u></p> <p>12.1 Review and enhance the daily cleaning schedule to increase the cleaning of touch surfaces, Cleaning contract schedule to be updated to include the whole school to ensure appropriate cleaning standards are maintained and additional disinfection of touch surfaces. A daytime cleaner has been arranged during core school hours to regularly disinfect touch surfaces in communal areas throughout the school day.</p> <p>12.2 The after school cleaning "window" times to be confirmed.</p> <p>12.3 Teachers in classrooms will spray surfaces at the end of each lesson and students will wipe down their designated work area at the start of each session. Where students are wiping down the</p>	<p>LOW</p>	<p>12.1 DW</p> <p>12.2 DW</p>	

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			<p>furniture and equipment they should be supervised by the class teacher or LSA</p> <p>12.4 Where possible corridors and external doors will be held open with authorised hold open devices.</p> <p>12.5 Door plates and handles in corridor areas and stairwell handrails, and toilet taps, flushes and door locks to be disinfected at least once during the school day.(middle of the school day). Site staff to check and empty paper towel bins during the day</p> <p>12.6 Procedure for disposal of used face coverings and PPE including potentially Covid contaminated PPE in line with government guidance</p>		<p>12.3 All</p> <p>12.4 DW</p> <p>12.5 DW</p> <p>12.6 TP</p>	
<p>13.0</p> <p>Lack of appropriate communication, information, instruction or training / Poor procedures or systems of work:</p>	<p>Staff, Students, vulnerable persons, visitors, other persons – including student teachers and supply staff</p>	<p>Emergency procedures in place for emergency evacuations, circulated to all staff.</p> <p>Fire marshals in place to assist with sweeping the buildings in the event of emergencies</p> <p>Students receive information from class teachers and other appropriate adult regarding classroom and school behaviour and expectations.</p> <p>Staff receive information and instruction via weekly staff bulletins, staff briefings, whole staff, department, team meetings and 1:1 meeting.</p> <p>Training is managed at department level by the HoD's and across the school by the CPD director & LMT.</p> <p>HIGH</p>	<p><u>Additional controls:</u></p> <p>13.1 The approved Risk Assessment, any new and updated staff and school procedures and the FAQ's document will be available for all staff through the google shared drive.</p> <p><u>Health and Safety for all staff - Covid 19</u></p> <p>13.2 RMS Health and Safety Policy to be reviewed and updated. Draft policy to be shared with all staff as part of the review procedure and approval gained from the Trust Board.</p> <p>13.3 HoD's have confirmed that all classrooms within their department can be rearranged to be forward facing for students. A 2m teacher zone has been provided around the teaching position to include access to the screen board /projector. Where this was not possible screens have been provided.</p> <p>13.4 Clear instruction and guidance will be provided for staff, students (and communicated with parents) regarding any changes to 'normal procedures' or expectations. Home School Agreement and</p>	<p>LOW</p>	<p>13.1 TP/KT/JW</p> <p>13.2 KT/TP/JW</p> <p>13.3 DW to liaise with HoDs</p> <p>13.4 JWComms</p>	

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			<p>behaviour policy will be revised for school operations in September..</p> <p>13.5 Staff will be provided with updated information and clear guidance on all changes to normal school operations for whole school September 2020 return - including hygiene arrangement, use / disposal of PPE, staff and student welfare arrangements, emergency and first aid procedures, student supervision and behaviour, teaching and learning environment, and other new procedures.</p> <p>13.6 All new staff or staff who have not yet returned to school are to complete IHASCO infection protection and control online training before coming on site.</p> <p>13.7 Ensure RA and procedures are shared with suppliers and service providers where necessary to include IT support contractors, Supply teachers, Peripatetic Teachers, Counsellors and external contractors (i.e Corrigenda, YBC, Grounds maintenance) Supply staff should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.</p> <p>13.8 All staff to ensure they follow signing in and out procedures to ensure accurate count of staff and students in the event of an emergency evacuation.</p> <p>13.9 Emergency Procedure to be reviewed and circulated for all staff for September school return</p> <p>13.10 Fire Risk Assessments to be reviewed and updated as required for any changes to school operations or systems of work.</p> <p>13.11 Safe system of work/ school procedures relating to the Site Team should be reviewed and amended to include increased precautionary measures for infection control. A daily checklist for Site Staff to be implemented to manage the</p>		<p>13.5 JW Comms</p> <p>13.6 TP/JR/JSe</p> <p>13.7 DW/LV/NH/LMT</p> <p>13.8 ALL</p> <p>13.9 TP</p> <p>13.10 DW/TP</p> <p>13.11 DW</p>	

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			distribution of equipment opening and locking the building and the use of PPE for these tasks etc. 13.12 Use of appropriate warning signage, physical barriers and spacing. One way system signage in place - review as required. Additional signage required for entrance routes, handwashing stations, catering serveries, and outside areas.		13.12 DW/TP	
14.0 Poor or inadequate supervision –	Students, vulnerable persons, visitors, other persons – including student teachers and supply staff	Classes supervised by teaching staff supported by LSA's where required. Additional support and supervision provided by LSA for students with vulnerabilities or based in RP. LOW	<u>Additional controls:</u> 14.1 Students to be supervised and directed on arrival and departure - KS 3 students will be directed into school via the main courtyard entrance and use the external hand washing facilities by S2. KS 4 students will be directed between SH and Invictus, directly through SH corridor to the handwash facility between Gym and Music, Covered outside break and before school 'waiting areas' are: Yr 7 - Near side dining hall Yr 8 - Quad tent 1 Yr 9 - Quad tent 2 Yr 10 - Canopy near Maths Yr 11 - Far side dining hall (nearest Maths) (see also 6.7) 14.2 Students will be supervised in the classroom teaching environment by teaching staff and LSAs. 14.3 Staff will provide supervision of the corridors during lesson changeovers to ensure compliance with the one way circulation systems. Staff will be required to keep themselves socially distanced, wherever possible, however face coverings are recommended for staff and students in communal areas and corridors. 14.4 Breaks will be taken in designated areas of the dining hall or outside areas. A duty rota for break duties, across all areas of catering provisions, tutor group areas and designated break areas, will be	LOW	14.1 All duty staff/LMT 14.2 Teaching staff 14.3 All duty staff/ All	

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			drawn up and circulated to staff. Duty Rota to consider individual staff situations including any vulnerabilities..		14.4 All duty staff/LMT	
15.0 Low or high temperatures/ Inadequate ventilation or air circulation –	Staff, Students, vulnerable persons, visitors, other persons – including student teachers and supply staff	<p>Many classrooms currently have warm air wall or ceiling mounted heaters, air extract / circulation systems and / or air conditioning units.</p> <p>Some classrooms have additional portable oil filled heaters.</p> <p>Most classrooms and some office areas have windows which can be opened to allow some external air flow – some windows are restricted opening.</p> <p>Some windows cannot be reached to allow ease of opening.</p> <p>LOW</p>	<p><u>Additional controls:</u></p> <p>15.1 Natural ventilation through windows should be used, wherever possible. Air Conditioning units to be used in line with the updated guidance as in section 3.0</p> <p>15.2 Where windows are difficult to open, these will be opened by the site team to allow sufficient ventilation.</p>	LOW	<p>15.1 DW /Site /Teachers</p> <p>15.2 Site</p>	
16.0 Local or national lockdown which results in closure part or full school provision	Staff, Students, vulnerable persons, visitors, other persons – including student teachers, supply staff	<p>Business Continuity Plan and Critical Incident Plan</p> <p>MED</p>	<p>16,1 Develop a contingency plan for remote education provision by the end of September which meets the expectations set out in the guidance updated 28 August</p> <p>16.2 Consider remote learning options for shielding individuals or whole /partial school closure.</p> <p>16.3 Review and update Business Continuity Plan and Critical Incident Plan</p>	LOW	<p>16.1 JSe</p> <p>16.2 JSe</p> <p>16.3 KT/ TP</p>	

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17.0 Unsafe equipment or inappropriate use of equipment	Staff, Students, vulnerable persons, visitors, other persons – including student teachers, supply staff	Unsafe equipment or inappropriate use of equipment should be identified in existing department classroom and activity RA's and actioned by the HoD, or entered into the Site Helpdesk for repair. Damaged or faulty equipment should be removed from use and reported for repair. MED	<u>Additional controls:</u> 17.1 Review classroom and Activity RA's following any changes of layout, equipment or variation to CLEAPSS Model or Supplementary Risk Assessments. 17.2 Damaged or faulty equipment will be reported for repair via the site helpdesk, and removed from use where appropriate. Urgent repairs will be reported directly to the Duty Site Supervisor.	LOW	17.1 HODs 17.2 All	
18.0 Staff anxiety and wellbeing regarding Covid 19 and or return to work	Staff, – including student teachers, supply staff	Daily staff briefings communication provides updated information, indicates work expectations and provides procedures for and welfare resources / helplines available for all staff. Government guidance shared with staff through daily communications. Procedure for reporting staff sickness in place. MED	<u>Additional controls:</u> 18.1 From 1 August, the relaxation of the shielding guidance will mean staff who are clinically extremely vulnerable will be advised they can go to work or to the shops, as long as they are able to maintain social distancing as much as possible and their workplace is COVID-19 Secure. HR officer maintains a list of clinically vulnerable higher-risk staff including expectant mothers, those with health conditions such as diabetes, those with high BMI older males, and from some BAME background. Staff should raise individual concerns or circumstances with the HR officer so that individual controls/ arrangements can be considered. Staff should maintain 2 metre distance wherever possible from students and other staff. If individual work duties (e.g. first aiders and LSA's) do not allow for 2 metre social distancing then the school will carefully assess and discuss with the staff member an acceptable level of risk and where necessary further update the controls within the risk assessment. Government guidance in respect of those Clinically Vulnerable updated 13 August 2020	LOW	18.1 JW/LS	

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			<p>https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</p> <p>18.2 Staff are to attend work in line with the government guidance and Trustees' expectations, as employer. The school will also consider staff views, teaching union/professional association guidance and parents views</p> <p>18.3 Procedures for staff with coronavirus symptoms (in or out of school) to be reviewed, in line with Government / PHE advice, and circulated to all staff. (see staff H&S shared drive for procedures)</p> <p>18.4 HR Officer / HoD's/LMT to monitor staff stress, anxiety and well being and provide necessary support.</p> <p>18.5 Staff will be encouraged to provide feedback on the RA controls in place.</p> <p>18.6 Revised sickness absence procedure and Return to work procedure shared with staff through the shared drive and FAQ's</p> <p>18.7 Staff are discouraged from travelling abroad to countries not identified in the FCO travel corridor.as their return travel arrangements could be disrupted due to factors arising beyond their control in relation to COVID-19, Where it is not possible to avoid a member of staff having to quarantine during term time, school leaders should consider if it is possible to temporarily amend working arrangements to enable them to work from home.</p> <p>18.8 Staff will be encouraged to walk or cycle where possible. Public transport guidance requires passengers to wear face coverings. Staff car sharing is not recommended for those not in the same household.</p>		<p>18.2 JW</p> <p>18.3 JW - procedure in place</p> <p>18.4 LS</p> <p>18.5 JW</p> <p>18.6 LS</p> <p>18.7 JW comms</p> <p>18.8 JW (comms)</p>	

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			Please refer to Coronavirus (COVID-19): safer travel guidance for passengers			
19.0 Student anxiety and wellbeing regarding Covid 19 and return to school –	Students and vulnerable persons	<p>Government guidance available for public view.</p> <p>Procedure for student sickness in place.</p> <p>My concern system is in use to report concerns.</p> <p>MED</p>	<p><u>Additional controls:</u></p> <p>19.1 From the 1 August, the relaxation of the shielding guidance will mean students who were shielding-as well as those who have family members who were shielding are expected to return to school</p> <p><i>Students who are no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment).</i> Please refer to the government guidance updated 28 August regarding student attendance expectations</p> <p>The Lead First Aider monitors IHCP and VPRA and liaises with the Health Safety Coordinator, HoY's and HoD's for any additional controls or adjustments.</p> <p>19.2 Procedures for students with coronavirus symptoms (in or out of school) to be reviewed, in line with Government / PHE advice, and circulated to students and parents/ carers as required.</p> <p>19.3 Pastoral and student support services are available to students and parent/carers who wish to raise potential concerns and who may be reluctant or anxious about returning, This may include students who have themselves been shielding previously but have been advised that this is no longer necessary, those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes.</p>	LOW	<p>19.1 Info</p> <p>19.1 TB /TP</p> <p>19.2 TP/JW - procedure in place</p> <p>19.3 JSe</p> <p>19.4 JSe</p>	

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			19.4 Child Protection and Safeguarding Policy to be updated to include C-19 elements and to ensure that staff report immediately any signs of suspected abuse, maltreatment, emotional abuse etc.(Please see also section 25)			
20.0 Hazardous Substances and Materials / COSHH assessments –	Staff, Students, vulnerable persons, visitors, other persons – including student teachers, supply staff	All substances and materials should be assessed before use on site and a copy of the material data sheet added to the Department COSHH files. All staff should follow the user information on the safe use, storage and disposal of all substances. A list of standard products exists to assist department staff and minimise the number of different products and substances on site. CLEAPSS provide detailed information on many chemicals and substances used for practical experiments within the Science Department – this is not duplicated in the Schools department COSHH assessments. LOW	<u>Additional controls:</u> 20.1 All products require COSHH assessment prior to use and staff are not permitted to bring in their own substances / products from home to use. Hygiene boxed with authorised products will be available in all classrooms and offices with relevant COSHH datasheets 20.2 A centralised system of stock control and reordering is in place, for products relating to hygiene or PPE. This ensures stocks are effectively managed , suitably procured and that products used are consistent across the school. 20.3 COSHH data sheets will be available in hygiene boxes and departments to reduce risks for handling hazardous substances when wiping down equipment and surfaces or when carrying out cleaning duties.	LOW	20.1 JW (Comms) DW/ TP 20.2 DW 20.3 DW/TP	
21.0. Inappropriate storage of equipment or materials – risk of injury or loss	Staff, Students, vulnerable persons, visitors, other persons – including student teachers, supply staff	Locked / secured allocated storage cupboards, rooms and containers used to store equipment and materials. Site Team / Facilities Manager oversee the allocation of store rooms and containers. Storage of Department equipment overseen by HoD. Fire risk assessment considers safe storage arrangements for store rooms.	<u>Additional controls:</u> 21.1 Store cupboards and offices that are not in use will be locked. This will minimise the possibilities of unauthorised access. 21.2 Surplus furniture and equipment in classrooms will be removed to allow circulation around the classroom and maximise the space available for social distancing. 21.3 Consider any implications for storage off furniture removed from classrooms and the	LOW	21.1 HODs 21.2 DW 21.3 DW/ KT	

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		<p>COSHH assessments provide information on the requirements for the safe storage of chemicals, materials and substances.</p> <p>LOW</p>	<p>potential use of Exam desks for CAT's (Sept 2020) and additional Yr 11 exams potentially in November 2020 - if exam tables are in use in classrooms. Consider purchase of any additional exam desks following room setups</p> <p>21.4 Additional items requiring storage will only be stored in specifically designated areas and must not at any time obstruct fire exits or escape routes, nor contravene the School's fire risk assessment with regard to stairwells and storage in cupboards which house electrical switchgear and distribution boards.</p> <p>21.5 Storage will be appropriate so as not to increase the risk of items toppling or falling from height, or create manual handling / work at height issues for reaching, lifting, using step stools or step ladders.</p>		<p>21.4 DW</p> <p>21.5 Site</p>	
<p>22.0 Deliveries – risk of cross contamination, unauthorised persons on site, manual handling injuries</p>	<p>Staff, Students, vulnerable persons, visitors, other persons – including student teachers and supply staff</p>	<p>Deliveries directed and received through Main Reception during normal school hours.</p> <p>Note :Deliveries have been directly and received by site team during temporary lockdown arrangements</p> <p>LOW</p>	<p><u>Additional controls:</u></p> <p>22.1 Deliveries to be by prior arrangement only and directly to and received by the Site team.</p> <p>22.2 Notices required on Invictus Entrance doors to avoid deliveries queries to Invictus Reception.</p> <p>22.3 Side access road to be closed to all vehicle traffic during school breaks. Comms to staff Temporary barriers in place to prevent access</p> <p>22.4 Catering deliveries and refuse collections to be arranged to avoid break times and the start and end of school. Comms to external contractors regarding deliveries and access to side access road.</p>	<p>LOW</p>	<p>22.1 DW</p> <p>22.2 DW</p> <p>22.3 DW</p> <p>22.4 DW/ Reception</p>	
<p>23.0 Use of Transport on site & off site</p>	<p>Staff, Students, vulnerable persons, other persons – including student teachers and supply staff</p>	<p>School has 2 minibuses that are used for school activities, fixtures and trips.</p> <p>Minibuses serviced and maintained by Hampshire Depot.</p> <p>Approved drivers list held by Facilities Manager.</p>	<p><u>Additional controls:</u></p> <p>23.1 Transportation of students to and from school is by parental choice. and includes a bus/taxi service through HCC Transport and a Late Bus service for afterschool activities.-Preferred travel will be by foot/bike or by parent transport. Students</p>	<p>LOW</p>	<p>23.1 JW (Comms)</p>	

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		<p>HCC provides school transport for many students to get to and return from school.</p> <p>Taxis provided for some students for to and from school and for transport to and from external colleges/ educational settings.</p> <p>Late buses for after school activities arranged by RMS</p> <p>MED</p>	<p>using public transport should refer to the safer travel guidance for passengers.</p> <p>Car sharing is not recommended for those not in the same household. Please refer to Coronavirus (COVID-19): safer travel guidance for passengers</p> <p>23.2 The school will work closely with HCC who have responsibility for 'home to school transport' for most RMS students as well as working with local transport providers to ensure sufficient bus service provision.</p> <p>23.2.1 Government guidance on dedicated school transport was updated 28 August.</p> <p>Children must not board home to school transport if they, or a member of their household, has symptoms of coronavirus (COVID-19)</p> <p>Government and local authority Guidance recommends that children and young people aged 11 and over to wear a face covering when travelling on dedicated transport. This does not apply to people who are exempt from wearing a face covering on public transport. More information on this can be found at the safer travel guidance for passengers.</p> <p>23.3 Parents to be requested to minimise waiting times and 'not to stop and chat'. Duty staff to monitor. It is important to keep routes to and from school as clear as possible</p> <p>23.4 Staff should avoid arriving or departing school at the same time as students arrival / departure to ensure staff can appropriately social distance.</p> <p>23.5 School minibuses restricted to single year group use.</p>		<p>23.2 JW/DW</p> <p>23.2.1 Parents and students</p>	

What are the hazards?	Who might be harmed and how?	Existing conditions and control measures (what are you already doing?) Existing level of risk-(Impact x Likelihood)	Planned, additional control measures to allow for school reopening? (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?
			<p>23.6 Drivers are responsible for cleaning down the internal surfaces of the minibus with suitable disinfectant spray after each use.</p> <p>23.7 Staff comms outlining requirement for all staff to follow social distancing / 'common sense' rules when getting in/out of parked cars.</p> <p>23.8 Parent drop off /collection of students in outer loop. Bus transport drop/ collection in inner loop. Signage /notices to be displayed.</p> <p>Procedure for RP students who travel by taxi will be shared with the Taxi company.</p> <p>23.9 Provide signage and Increased duty staff to direct traffic in specific locations as well as information letters to parents/families about pick-up and drop off.</p>		<p>23.3 JW (Comms)</p> <p>23.4 JW (Comms)</p> <p>23.5 All minibus drivers/HODs</p> <p>23.6JW (Comms)</p> <p>23.7 JWcomms</p> <p>23.8 DW, LMT , MH</p> <p>23.9 DW</p>	
<p>24.0 Security (buildings and site) –</p>	<p>School Buildings, equipment and possessions.</p> <p>Potential effect on Staff, Students, vulnerable persons, visitors, other persons – including</p>	<p>Site team unlock and secure school buildings.</p> <p>Mag lock system on external doors out of core hours.</p> <p>CCTV in some corridors and external areas.</p>	<p><u>Additional controls:</u></p> <p>24.1 Lockdown / invac procedures to be drafted for September return and practise lockdown drill to be scheduled for Autumn Term</p> <p>24.2 Consider the lockdown/ invac procedure of securing external doors, when held open to increase natural ventilation.</p>	<p>LOW</p>	<p>24.1 TP/LMT</p> <p>24.2 TP/LMT</p>	

What are the hazards?	Who might be harmed and how?	Existing conditions and control measures (what are you already doing?) Existing level of risk-(Impact x Likelihood)	Planned, additional control measures to allow for school reopening? (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?
	student teachers and supply staff	<p>Department staff are responsible for securing their own department and personal belongings.</p> <p>Lockers provided for all students to secure their own belongings.</p> <p>External gates are secured as site supervisor leaves except where pre-agreed arrangement i.e return of trips.</p> <p>Community hirers use some facilities during evenings and weekends.</p> <p>LOW</p>				
25.0 Child protection Policy and Behaviour policy	Staff, Students, vulnerable persons, visitors, other persons – including student teachers and supply staff	<p>Child /Safeguarding Protection and Behaviour policy in place</p> <p>LOW</p>	<p>25.1 Policies to be reviewed and updated to confirm any changes arising from Covid 19 on the school operations See section 19.4 above.</p> <p>25.2 On call procedures to be confirmed</p> <p>25.3 Staff to be made aware of relevant changes on CPD Day 3 Sept 20. KCSIE updated which comes into effect September 2020 - ensure all staff are aware of relevant changes. KCSIE 2019 should be referred to until September 2020 when 2019 version will be withdrawn</p>	LOW	<p>25.1 JSe/JW</p> <p>25.2 JSe/JW</p> <p>25.3 JSe/JW</p>	
26.0 Lone working	Staff, Students, vulnerable persons, visitors, other persons – including student teachers, supply staff	<p>Separate lone working policy and RA</p> <p>LOW</p>	<p>26.1 Risk Assessment to be reviewed and updated to confirm any new hazards arising from Covid 19-changes</p>	LOW	26.1 TP	
27.0 Building Safety - reopening after partial closure.	Staff, Students, vulnerable persons, visitors, other persons – including student teachers, supply staff	<p>Asbestos survey in place arrangements for the Management of Asbestos. Latest survey completed Sept 19.</p> <p>Staff arrangements detailed in HS manual</p> <p>LOW</p>	<p>27.1 Asbestos Survey to be reviewed and updated to confirm any new hazards arising from Covid 19-changes</p> <p>27.2 Action Plan for safe reopening of buildings as per government guidance. Guidance Managing</p>	LOW	27 TP/DW	

What are the hazards?	Who might be harmed and how?	Existing conditions and control measures (what are you already doing?) Existing level of risk-(Impact x Likelihood)	Planned, additional control measures to allow for school reopening? (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?
			school premises during the coronavirus (COVID-19) outbreak Updated 7 July 2020			
28.0 Manual handling, moving, lifting or twisting –	Staff, Students, vulnerable persons, visitors, other persons – including student teachers, supply staff	General MH and task specific MH risk assessments in place. LOW	28.1 Update Risk assessment to reflect new hazards arising from Covid 19 .No change expected to current arrangements however - to consider social distancing controls when moving heavy loads with more than one person	LOW	28.1 TP/DW	
29.0 Slips and trips	Staff, Students, vulnerable persons, visitors, other persons – including student teachers, supply staff	Separate more specific Risk Assessment LOW	29.1 Risk Assessment to be reviewed and updated to confirm any new hazards arising from Covid 19-changes	LOW	29.1 TP/DW	
30.0 Community use of school Facilities - cross contamination or infection spread	Community hirers, staff, students, other persons	Activity and facility risk assessment Conditions of Hire Site Guidelines for use LOW	30.1 Separate RA for Covid 19 community use approved by Trustees 27th June 2020 30.2 Phased reopening of facilities currently external areas on to be increased to include indoor areas as government guidance relaxed.	LOW	30.1 TP 30.2 TP	

End

What are the hazards?	Who might be harmed and how?	Existing conditions and control measures (what are you already doing?) Existing level of risk-(Impact x Likelihood)	Planned, additional control measures to allow for school reopening? (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?
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Change Control

Date	Version reference	Update	Section
02 Sept 2020	V1	Approved by Trust Board	All
18 Sept 2020	V2	Review of after school activities	3.10,9.6, 9.8