

ROBERT MAYS SCHOOL

Keyworker and Vulnerable Student Provision COVID RA January 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
Keyworker and Vulnerable Student Provision	
Assessment date	Insert date when assessment is being carried out
Jan 2021	
Assessment serial number	Insert local serial/identification number for future reference
070121/ Covid 19/ Jan 2021	
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:

[Restricting attendance during the national lockdown: schools issued Jan 2021 \(updated Feb 2021\)](#)

[Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19](#)

[Working safely during COVID-19 in offices and contact centres \(updated 051120\)](#)

This risk assessment was based on the existing Covid 19 Risk assessment and adapted for the key worker provision. The risk assessment is 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 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 covid 19 infection spread and minimise transmission. 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: Joanna West	Chair of Trust Board: Anna Rigby
Date: 12 February 2021	Date: 12 February 2021

Existing Controls:

Brown - ~~updated-established~~ /existing control implemented Sept 2020 - controls remain in place

Light blue - previous existing controls prior to Sept Return RA - controls remain in place

Planned or Additional Controls:

purple - new information / revised control

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					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- (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?
-----------------------	------------------------------	--	--	---	---	---------------------------------

<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>Handwashing and sanitising</p> <p>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>Hand sanitiser available at all food outlets and wall-mounted by all building entrances.</p> <p>Awareness / Gov & NHS Posters displayed</p> <p>Respiratory Hygiene</p> <p>Posters promoting catch it,bin it, kill and Hands, Face, Space to be displayed in classrooms, toilets and around the school as well as sufficient tissues and bins for students and staff use.</p> <p>Enhanced cleaning</p> <p>Procedure in place 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</p>	<p>Additional and revised controls:</p> <p>1.1 Clear communication and regular reminders to all staff students and visitors that if they are in quarantine or are unwell with coronavirus (COVID-19) symptoms, or who have someone in their household who does, must not attend school</p> <p>1.2 All new staff to complete the IHASCO infection protection and control training (currently free) before coming on site</p> <p>1.3 Government guidance Restricting attendance during the national lockdown: schools regarding face coverings states:</p> <p><i>Under national lockdown, in settings where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.</i></p> <p>Further Guidance on face coverings in education states:</p> <p><i>Nationwide, the government is not recommending face coverings are necessary in education settings generally because a system of controls, applicable to all education environments, provides additional mitigating measures. Schools and colleges will have the discretion to require face coverings in indoor communal areas where social distancing cannot be safely managed if they believe that it is right in their particular circumstances.</i></p>	<p>LOW</p>	<p>1.1 Ongoing - JW</p> <p>1.2 All</p> <p>1.3 Info</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- (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?
		<p>provided in every classroom and multi occupancy rooms. Hygiene boxes to be replenished daily by the Site team.</p> <p>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</p> <p>Site staff do daily check to ensure that all hygiene box consumables are in place in all classrooms, staff office facilities.</p> <p>Minising contact and social distancing</p> <p>Classroom layouts and staff offices reset to provide 2m distancing wherever possible.</p> <p>Designated toilets for staff and student use</p> <p>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>PPE (Personal Protective Equipment)</p> <p>Procedure in place for the use of, removal and disposal of PPE. Circulated to First aiders, Site staff, designated LSA's and all staff who bring their own PPE.</p> <p>MED</p>	<p>Respiratory Hygiene</p> <p>a) Students should wear face coverings in corridors and communal areas including the dining queues (internal and external areas) corridors and toilets. Please note in addition to the times stated above students have the option to wear face coverings at any time- This recommendation does not apply to students who are exempt from wearing face coverings whilst in school.</p> <p>b) Staff should 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.</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 Learning Support Assistants (LSA's), First aiders and site team (when carrying out 'hygiene cleans) The school holds a small supply of contingency face coverings which can be provided for staff or students where the are unable to use their face covering due to having forgotten it, or it having become soiled.. A record of face covering issued is kept at Reception.</p> <p>1.4 The school will communicate quickly and clearly to staff, parents, students any new arrangements which require the use of face coverings if certain circumstances may be required.</p>		<p>1.3a All students</p> <p>1.3b All staff</p> <p>1.3c All</p> <p>1.4 Ongoing - JW</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- (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?
			<p>Enhanced cleaning</p> <p>1.5 For cleaning of shared resources see 9.2</p> <p>1.6 Keyworker Provision staff are to ensure all chromebooks are wiped down and all desks and chairs are wiped down at the end of each session.</p> <p>1.7 Relevant Government Guidance on cleaning in non healthcare settings</p> <p>Minimising contact and social distancing</p> <p>1.8 Staff are to continue to maintain 2m distancing from other staff and students wherever possible - see minimising contact section of Government Guidance.</p> <p>1.9 Renewed clear signage reminding staff and students to social distance from other staff and students.</p> <p>1.10 Designated bubbles to minimise contact between Year Groups One way systems in Main Block and Invictus. Classrooms to be separated into single year groups where possible and consider splitting groups across two rooms, to maximise spacing between students.</p> <p>Guidance - Restricting attendance during Lockdown schools states:(extracts)</p> <p>The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining the distance between individuals. Whilst schools are attended by vulnerable children and the children of critical workers only, where possible schools should keep group sizes small.</p> <p>Any additional space available where there are lower numbers of pupils attending, should be used</p>		<p>1.5 All</p> <p>1.6 All KW/V staff</p> <p>1.7 Info</p> <p>1.8 All staff</p> <p>1.9 TP/ DW</p> <p>1.10 JW/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- (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?
			<p>wherever possible to maximise the distance between pupils and between staff and other people.</p> <p>Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate and keep that number as small as possible.</p> <p>Each group should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups. Schools with the capability to do it should take steps to limit interaction and the sharing of rooms and social spaces between groups as much as possible.</p> <p>1.11 Staff and students to be reminded to minimise the equipment / personal belongings brought into school and not to share personal items including stationery</p> <p>PPE.</p> <p>1.12 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>1.13 Bins to be provided for students to safely dispose of any disposable face coverings worn on school transport. (also refer to section 23). Students or staff who use a reusable face covering will be required to stow the covering in a suitable bag/container.</p>		<p>1.11 Ongoing comms</p> <p>1.12 Ongoing comms</p> <p>1.13 DW</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- (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?
<p>2.0</p> <p>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>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, and ensure they are asked to self-isolate. The schools procedure for managing an outbreak can be found here</p> <p>All students and staff are encouraged to wash or sanitise their hands regularly throughout the day.</p> <p>Where possible email or virtual communication should be used. Visitors to be by appointment only and should be after core hours where possible. Signage at the front of the school stating pre arranged visits only</p> <p>Procedure in place for staff and students for cleaning their own workstations / classroom areas before and after use.</p> <p>HIGH</p>	<p><u>Additional and revised controls:</u></p> <p>2.1 If staff display symptoms at any time they must be ready and willing to</p> <ol style="list-style-type: none"> arrange a PCR test Self isolate - if they have been in close contact to someone who has tested positive or if anyone in their household develops symptoms <p>2.2 - Under national lockdown the expectation is that everybody should work from home where possible. The Head Teacher will determine the workforce that is required in school, to operate and support the key worker / vulnerable student provision, taking into account the updated guidance for those who are Clinically Extremely Vulnerable.</p> <p>2.3 Staff and students who develop symptoms whilst out of school or have tested positive-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>2.4 Staff and students who get coronavirus symptoms whilst in school should follow the school procedure which is, based on Gov guidance. 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 staff or 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>2.5 The school will continue to apply the 'System of Controls' as stated in the government guidance (page 8). note new control added regarding ventilation Nov / Dec 2020</p>	<p>LOW</p>	<p>2.1 All staff</p> <p>2.2 staff comms JW/ LS</p> <p>2.3 All</p> <p>2.4 All</p> <p>2.5 Info</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- (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?
			<p>2.10 Staff and student uniform standards as normal. Staff should, where possible, wear only machine washable clothing and not wear the same clothes on consecutive days unless washed daily..</p> <p>2.11 The school has set up a rapid asymptomatic testing programme which will include routine twice weekly testing for staff.</p> <p>2.12. - To reduce the risk of transmission staff who are in school but not part of the Key Worker Provision, should avoid interaction with Key Worker staff and vice versa.</p>		<p>2.10 All</p> <p>2.11 KT/TP/LS/NM</p>	
<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, Food Tech and Design Tech 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>Social distancing signage in all areas.Regular reviews of signage. One way system around school</p> <p>Shared use of Office style chairs.Plastic coverings for teacher's fabric chairs 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><u>Additional and revised controls</u></p> <p>3.1 All students to be forward facing/ same direction and a 2m zone for the teachers desk. Where class numbers permit, students should be seated to maximise social distancing where possible.</p> <p>3.2 It is important to ensure that rooms and offices are well ventilated and a comfortable teaching environment is maintained. (<u>Guidance</u> - Restricting attendance in Lockdown; Schools (pg 18/19)</p> <p>To achieve this</p> <ul style="list-style-type: none"> mechanical ventilation systems can be used, provided they meet current guidance, and should be adjusted to increase the ventilation rate whenever possible natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space. Opening internal and external doors can also assist with creating a throughput of air. Natural ventilation – if necessary external opening doors,as long as they are not fire doors and where safe to do so. 	<p>LOW</p>	<p>3.1 Teaching staff</p> <p>3.2 All staff</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- (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?
		HIGH	<p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate</p> <ul style="list-style-type: none"> opening high level windows in preference to low level to reduce draughts increasing the ventilation while spaces are unoccupied (for examples, between classes, during break and lunch, when a room is unused) providing flexibility to allow additional, suitable indoor clothing. <p>Further advice on this can be found in the (HSE) guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE Coronavirus (COVID-19) Advice.</p> <p>3.3 With the exception of PE activities, no other Practical lessons or Activities are planned to take place during Keyworker Provision</p> <p>PE Activities</p> <ul style="list-style-type: none"> will take place in the sports hall only. The 2 sports hall changing rooms will be used for student changing. will follow the school timetable so only one year at a time in half year group blocks will only be the sports approved for school participation <p>The sports hall will be well ventilated at all times when in use</p> <p>Students should be encouraged to wash / sanitise their hands before and after PE / Sports Hall activities. HoD to ensure PE staff are aware that students should be discouraged from 'sitting' on the Sport Hall floor during PE activities. The Sports Hall floor is cleaned as part of the daily cleaning schedule.</p>		<p>3.3 All KW/V staff</p> <p>MG to confirm which sports are approved for school participation</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- (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?
			<p>3.4 Review and update classroom and Activity RA's as required to reflect changes in classroom use</p> <p>3.5 Room layout in Student support to ensure social distancing is in place.between staff and students</p> <p>3.6 No After school activities during this Key Worker Provision.</p> <p>3.7 For the Invictus classrooms, used for the key worker provision, additional floor standing sneeze screens have been temporarily placed around teacher desks to give further protection to staff.</p>		<p>3.4 HoD's</p> <p>3.5 All staff</p> <p>3.6 Info</p>	
4.0 LSA/ RP staff requiring to provide one to one working and support to students	Staff, Students, vulnerable persons, other persons – including student teachers and supply staff	<p>Students identified and known</p> <p>Educational Health Care Plans (EHCP's) and Vulnerable Persons Risk Assessments (VPRA's) in place where required</p> <p>Ongoing review and update classroom RA's as required to reflect changes in classroom use-</p> <p>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</p>	<p>Additional and revised controls - Learning Support Assistants (LSA's)</p> <p>For additional information on measures within the classroom and PPE please refer to Gov Guidance - Restricting Attendance during the National Lockdown (system of control / prevention section 6b & 7)</p> <p>4.1 When reviewing or updating classroom RA's Consider any new hazards such as trip hazards resulting from a change of classroom layouts</p> <p>4.2 LSA staff should avoid close face to face contact and minimise time spent inside of the 2m social distance wherever possible.Some LSA staff will be supporting students remotely during this time</p> <p>4.3 Social distancing, hand and respiratory hygiene should all be considered to be the main controls, Face coverings should be used in schools, where recommended inline with the government guidance on Face Coverings in Education</p> <p>4.4 If required during the Keyworker provision, the large table in Resourced Provision (RP) will be subdivided into small work areas to enable staff to social distance</p>	LOW	<p>4.1 HoD's / LSA's</p> <p>4.2 LSA staff</p> <p>4.3 All staff</p> <p>4.4 LSA's</p> <p>4.5 RP staff</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- (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?
		<p>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 i.e if LSA's are required to get closer than 1m at any time or within 2m for longer than a minute, a face mask such as a FFP2 is strongly recommended. A supply of these will be issued to the LS and RP departments for their use with these specific students</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>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, a portable desk stand /sneeze screen should be used between the individual student and the staff member.</p> <p>Room layouts in HUBL and RP to be set to maintain social distancing wherever possible.</p> <p>RP - chairs swapped from cloth to plastic, arrows mark direction of traffic (in through grey gates and out of doors towards HUBL)</p>	<p>4.5 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>4.6 LSA's will be rostered to work within Key Stage 'bubbles' wherever possible</p> <p>4.7 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>4.8 Staff and students in RP 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>4.9 Although Corridor congestion is likely to be significantly reduced during the Keyworker Provision, 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>4.10 SEND students will take their breaks in the HUBL and RP students in LS2. 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 at all items including during breaks. The staff room has been designated room for LSA staff breaks. Staff should ensure appropriate 2 m social distancing whilst using the staff room</p>		<p>4.6 HoD, LSA's</p> <p>4.7 All</p> <p>4.8 RP staff & students</p> <p>4.9 LSA's / All staff</p> <p>4.10 HUBL staff and students</p> <p>4.11 HoD/TP/TB</p> <p>4.12 HoD</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- (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?
		HIGH	<p>4.11 During the Keyworker Provision Students' EHC plans and Vulnerable Person Risk Assessments should be reviewed as required to ensure that the appropriate support is in place</p> <p>4.12 Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Information on the risk assessment controls, physical distancing and hygiene will be explained to visitors on or before arrival. This will be communicated by the HoD to department visitors.</p> <p>4.13 Classroom Seating plans should include a seating arrangement which allows supporting LSA's as much distancing as possible whilst supporting students i.e nearest the classroom door, at end of full row or nearest a ventilated window - where sufficient space allows.</p>		4.13 All KW/V staff / LSA's	
<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 stairwells and entrance doors.</p> <p>Lift is on a request use only, through the duty Receptionist</p> <p>One- way circulation routes /use of stairwells implemented whenever possible</p>	<p>Additional and revised controls:</p> <p>5.1 Face coverings should now be worn by Students and Staff in corridors and communal areas including the dining queues (internal and external areas) corridors and toilets</p> <p>5.2 During the Keyworker Provision - the timetable continues as double lessons, to reduce the number of movements of students. Although student numbers are limited, Key Worker Provision staff should stagger the release of students into corridors at the end of lessons as required. 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 corridors for a mid-lesson break unless individual circumstances / exceptions agreed and circulated to duty key worker staff.</p> <p>5.3 Lift remains locked except for authorised use Staff supervision from outside - unless a medical</p>	LOW	<p>5.1 All</p> <p>5.2 All</p> <p>5.3 All</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- (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?
		(except for emergency evac) for staff and students. MED	situation where a student needs monitoring and / or is receiving first aid treatment, if symptoms are suspected, accompanying staff wear appropriate PPE. 5.4 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.- see ventilation information section 3.2 5.5 Appropriate awareness information and directional signage to be displayed on floors and walls.- reviewed before January return		5.4 DW/ Site staff 5.5 KT/TP/DW	
6.0 Risk of infection spread / Lack of social distancing in communal areas (direct contact and indirect/ cross contamination)	Staff, Students, vulnerable persons, visitors, other persons – including student teachers and, supply staff	Several halls /rooms used as communal areas for various activity use and assemblies etc. Currently 1 servery in the dining hall. BCH hall tiered seating plus additional plastic seating. Playground and fields used for break time recreation Staff to maintain 2m social distancing in staff rooms, department offices and staff welfare areas. School's behaviour policy reviewed August 2020 and available on schools website HIGH	Additional and revised controls: 6.1 Live Assemblies will not take place during the Keyworker Lockdown Provision 6.2 Students arriving before the start of the school day should go directly to the designated key worker provision sign in - upstairs in Invictus. 6.3 No on site Library provision at this time 6.4 Use of Sports Hall, Gym, BCH or any communal areas used as break time covered space, to be restricted to year group (bubble) use. 6.5 Separate single year group queues will be used to manage student use of the Catering provision during the Keyworker Provision. This will be supervised and controlled by duty staff. Where student numbers for catering for each year group are low, students queue across year groups may be possible, provided min 2m distancing is maintained and controlled and face coverings are worn by students whilst queuing. 6.6 Face coverings should now be worn by Students and Staff in all communal areas and catering queues. Students are encouraged to sit or stand socially distanced from staff and students in all break areas as much as possible. Students are	LOW	6.1 Info 6.2 KWV staff/LMT 6.3 Info 6.4 All staff/ LMT 6.5 All staff / LMT 6.6 All	

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?
<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>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>Perspex (PETG) sneeze screens have been installed at Reception with side protection with 2 separate bays. (2nd bay to be used as a first aid assessment point)</p> <p>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>Receptionist and admin staff aware of the first aid triage procedures and when the medical area/isolation areas are in use.</p> <p>HIGH</p>	<p><u>Additional and revised controls:</u></p> <p>7.1 During the Keyworker Provision one member of the Admin Team will be rostered on duty to provide Admin support & Reception Cover</p> <p>7.2 Regularly review information signage in Invictus Entrance Lobby with Student / Staff information and Visitor information.</p> <p>7.3 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 sign in at Reception Lobby using the sign in sheets.</p> <p>7.4 Deliveries prearranged and signed directly to the Site Team. Signage at front of school.Deliveries and Contractors to attend site office not Invictus. Contractors to attend site out of core teaching hours where possible and by prior arrangement only.</p> <p>7.5 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 designated area in the Reception Area</p> <p>7.6 Post drop off / collection to be in Invictus Entrance Lobby using crates</p> <p>7.7 Revise Lost Property Procedure for during Keyworker Provision</p>	<p>LOW</p>	<p>7.1 MB / Admin team</p> <p>7.2 MB / Admin team</p> <p>7.3 MB Admin team</p> <p>7.4 DW</p> <p>7.5 Admin team /Duty First Aider</p> <p>7.6 MB /Admin team</p> <p>7.7 MB / Admin team</p>	
<p>8.0</p> <p>Risk of infection spread / Lack of social distancing in Office areas / staff rooms (direct</p>	<p>Staff, vulnerable persons, visitors, other persons – including student teachers, supply staff.</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</p>	<p><u>Additional and revised controls:</u></p> <p>8.1 Room layouts In shared / multi occupancy areas to continue to be set up to maintain 2m social distancing. Consider providing perspex screening / dividers where 2m cannot be maintained in shared office areas</p>	<p>LOW</p>	<p>8.1 DW / TP</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- (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?
contact and indirect / cross contamination)–	Possibly students if invited into office areas etc	<p>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>Hygiene box containing disinfectant spray and-disinfectant wipes, hand gel, disposable gloves provided in all classrooms and shared staff areas / offices.</p> <p>Perspex (PTEG) barriers for reception, library and first aid room installed - where social distancing may be harder to achieve. Perspex screens provided for dining hall serveries, RP, HUBL and Music practice rooms</p> <p>Regular hand washing is 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>MED</p>	<p>8.2 Meetings or 'communications' should take place virtually wherever possible. Where in person meetings cannot be avoided these should take place outdoors or in a large ventilated room, where social distancing can be maintained at all times. Single occupancy offices with 'visitor seating', should ensure, where visitors are required to attend, that seating is positioned at a minimum of 2m and a face covering is worn by all occupants and there is sufficient ventilation. Perspex screen may also be used in some situations.</p> <p>8.3 'Hot desking' on the same day should be avoided whenever possible. Where teaching staff for the key worker provision may change between lessons, workstations - including computers, keyboards, mouse, desk, chair, telephone and other shared workstation equipment, must be wiped down with disinfectant spray or wipes at the end of, and before the next use.</p> <p>8.4 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 provide supply of antibacterial hand sanitiser at these locations</p> <p>8.5 Multi occupancy offices must follow 2m social distancing guidelines. Where ever possible staff should be encourage to work from home and roster systems put in place for Admin support etc</p> <p>8.6 All staff requested to complete updated workstation assessments as part of 4thJan CPD day. If working from home staff should complete a separate assessment to consider the layout of their home workstation.</p> <p>8.7 Staff to observe social distancing at all times and minimise movement across-year group 'bubbles' wherever possible.</p>		<p>8.2 All staff</p> <p>8.3 All staff</p> <p>8.4 All</p> <p>8.5 All staff</p> <p>8.6 All staff</p> <p>8.7 All staff</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- (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?
<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 Food Tech, Design Tech, 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>Staff room set up to allow socially distanced use by staff</p> <p>Fabric seating to be either covered with plastic covering, changed after every use, or all non fabric surfaces wiped down with disinfectant wipes after each use.</p> <p>Disposable paper cups with lids, for hot and cold beverages and stirrers will be provided as an alternative to bringing in their own mug / utensils.</p> <p>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>HIGH</p>	<p><u>Additional and revised 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 as stated in the updated government guidance. 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 and games, can be used and shared within the group; these should be cleaned regularly, along with all frequently touched surfaces.</p> <p>Resources that are shared between groups, such as sports, art and science equipment should be cleaned frequently and meticulously and always between groups, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>9.3 Any PE activities to take place as single year group bubbles and be aligned with guidance from the Government and National Sporting Bodies</p> <p>9.4 -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..</p> <p>9.5 Water coolers returned to operations - hand sanitiser and signage to be provided near each cooler and notice to wipe down buttons after use, Additional new drinking water taps have been provided for student use, by the external handwashing basins</p> <p>9.6 No Access to Invictus Admin Office except for staff who work in that area. Stationery requests from staff to be requested by HoD to admin@rmays.com</p>	<p>LOW</p>	<p>9.1 All</p> <p>9.2 All</p> <p>9.3 All KWV staff</p> <p>9.4 All staff</p> <p>9.5 DW/ All staff</p> <p>9.6 Admin Team / All staff</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- (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?
			<p>9.7 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.</p> <p>9.8 Food and drink brought into school should be for personal consumption only and not shared with other students or staff.</p>		<p>9.7 Ongoing comms - JW</p> <p>9.8 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 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>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>Lead First Aider wears machine washable clothing and changes daily.</p> <p>Procedure in place for response to individual cases or an 'outbreak' of cases</p>	<p><u>Additional and revised 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 First Aid Risk Assessment and first aid need analysis reviewed to reflect the change to the key worker provision. Temporary first aid arrangements put into place and communicated to staff. Jan 2021</p> <p>10.2 During the Keyworker Provision a qualified first aider will be present during core hours.</p> <p>10.3 Government advice confirms PPE only required for close contact with persons with symptoms - PPE fluid resistant face masks (FFP3 or FFP2 provided for first aiders), face visor/ goggles, apron, gloves provided for dealing with staff or students with suspected COVID symptoms</p> <p>10.4 All windows to be open in first aid room and Reception 'triage' areas to ensure spaces are well-ventilated</p> <p>10.5 Students requiring first aid treatment to remain in Reception and initially be assessed, by duty first</p>	<p>LOW</p>	<p>10.1 TB/TP</p> <p>10.2 Duty First Aider /TP</p> <p>10.3 All first aiders</p> <p>10.4 All first aiders/ Admin team</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- (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?
		<p>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>Single use/disposable ice packs, heat pads and salbutamol spacers being used. Couch roll and foil blankets provided in the first aid room.</p> <p>Plastic seats to be provided in Reception and in the 'holding area' which will be cleaned after any use.</p> <p>St Johns Ambulance latest advice continues to be 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 advise First Aiders.</p> <p>HIGH</p>	<p>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 provided with a face covering and asked to wait in the designated isolation area.</p> <p>10.7 Revised layout in the First Aid room to enable social distancing between staff and students - to allow a maximum of 2 students in the First Aid room at any one time. Where possible students with non emergency conditions should be treated, and wait for collection in Reception.</p> <p>10.8 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>10.9 Disinfectant spray of surfaces in the First Aid room after each use. Hygiene clean of first aid room following any use by a person with Covid symptoms</p> <p>10.10 Alternative isolation area now designated in Invictus Reception. Parents who are collecting 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 by the Receptionist. Parents will be directed to the latest government advice on testing and isolation.</p> <p>10.11 The designated isolation area should not be entered by staff. Site staff wearing disposable gloves, aprons, as per gov guidance, and site procedures, will enter this room for cleaning when it is empty.</p>		<p>10.5 All first aiders/ admin team / all staff</p> <p>10.6 All</p> <p>10.7 TP/TB</p> <p>10.8 All first aiders</p> <p>10.9 All first aiders</p> <p>10.10 All first aiders/ Admin team</p> <p>10.11 All / Site</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- (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?
			<p>10.12 Cleaning of first aid areas will be carried out in line with the government COVID guidance on cleaning in non healthcare settings</p> <p>10.13 Ongoing review Individual Health Care Plans IHCP's with existing medical conditions e.g. Diabetes, Asthma</p> <p>10.14 First aiders may be required to attend outside of the first aid room i.e around the school site. On 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.</p>		<p>10.12 DW/Site/ First Aiders</p> <p>10.13 TB/TP/HoD's</p> <p>10.14 First Aiders / All staff</p>	
<p>11.0 PPE risk of infection and incorrect use of provided PPE– (see also first aid)</p>	<p>Staff, Students, vulnerable persons, visitors, other persons – including student teachers and supply staff</p>	<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>Most staff will not be issued routinely with PPE, those staff and students who are not recommended under the RA controls, but wish to provide and wear their own face covering or other PPE including facemasks are permitted to do so.</p> <p>PPE and hygiene consumables controlled to ensure sufficient stock remains available</p>	<p><u>Additional and revised controls:</u></p> <p>Government guidance 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 needs who may be attending the key worker provision. 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 Ongoing review standards of PPE in line with government guidance</p> <p>11.4 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</p>	<p>LOW</p>	<p>11.1 JW/KT/TP</p> <p>11.2 LSA's/First Aiders</p> <p>11.3 TP/ KT</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- (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?
		<p>for First Aiders, LSA's and Site Staff carrying out work tasks.</p> <p>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 receive appropriate training on this.</p> <p>PPE (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</p> <p>HIGH</p>	<p>self-contamination Procedure in place for the removal and disposal of face covering worn by students in school although this should be reviewed to include the wearing of face coverings in communal areas at breaks and between lessons. Reusable face coverings to be placed in suitable sealable bag/container between each use.</p>		11.4 TP/ TB	
12.0 Inadequate cleaning – risk of illness or infection.	Staff, Students, vulnerable persons, visitors, other persons – including student teachers and supply staff	<p>Cleaning currently by external cleaning contract.</p> <p>Remedial cleaning and spillage of 'bodily fluid' carried out by Site Team</p> <p>Procedure in place for the cleaning down of teacher and student workstations at the end of each lesson Where students are wiping down the equipment using 'wipes' they should be supervised by the class teacher or LSA</p> <p>HIGH</p>	<p><u>Additional and revised controls:</u></p> <p>12.1 Cleaning contract' cleaning window' and daily schedule to be updated to include the classrooms and communal areas in use each day ensuring appropriate cleaning standards are maintained–Site Staff to undertake an additional disinfectant clean of touch surfaces in communal areas after both breaks.</p> <p>12.2 Where possible corridors and external doors will be held open with authorised hold open devices to reduce contact with touch surfaces.</p> <p>12.3 Door plates and handles in corridor areas and stairwell handrails, and toilet taps, flushes and door locks to be disinfected at least twice during the school day by Site staff, and to check and empty paper towel bins during the day.</p> <p>12.4 Procedure to be reviewed and updated for disposal of used face coverings and PPE including potentially Covid contaminated PPE in line with government guidance</p>	LOW	12.1 DW 12.2 DW 12.3 DW/Site Team 12.4 TB/TP	

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?
			12.5 Staff are asked to leave school, where possible, by 1700 hrs to allow for scheduled cleaning by the Cleaning Contractor			
13.0 Lack of appropriate communication, information, instruction or training / Poor procedures or systems of work:	Staff, Students, vulnerable persons, visitors, other persons – including student teachers and supply staff	<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>The approved 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.</p> <p>Health and Safety for all staff - Covid 19</p> <p>Ongoing clear instruction and guidance provided for staff, students (and communicated with parents) regarding any changes to 'normal procedures' or expectations. Behaviour policy revised August 2020 with COVID annex</p> <p>HIGH</p>	<p><u>Additional and revised controls:</u></p> <p>13.1 RMS Health and Safety Policy reviewed and updated Dec 2020 and approved by the Trust Board.</p> <p>13.2. Staff will continue to be kept up to date on changes to updated guidance, information and procedures through the staff FAQs, regular update of the RA, and through daily information briefings to all staff.</p> <p>13.3 Emergency Evacuation Procedures revised for Key Worker Provision and circulated to all staff. All staff to ensure they follow signing in and out procedures (in Invictus Lobby) to ensure accurate count of staff and students in the event of an emergency evacuation. Staff / Visitors and student sign in sheets to be taken to the Assembly area by the duty Admin staff, in the event of emergency evacuation, and used for roll call</p> <p>13.4 New staff are to complete IHASCO infection protection and control online training before coming on site.</p> <p>13.5 Ensure updated RA and new or revised 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>13.6 Fire Risk Assessments to be reviewed and updated as required for any changes to school</p>	LOW	<p>13.1 Info</p> <p>13.2 JW comms</p> <p>13.3 TP/JW</p> <p>13.4 JR/ TP</p> <p>13.5 TP/KT/DW</p> <p>13.6 DW/TP</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- (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?
			<p>operations or systems of work - Full review of schools Fire RA due January 2021</p> <p>13.7 Ongoing review of Safe system of work/ school procedures relating to the Site Team to include precautionary measures for infection control. Consider a daily checklist for Site Staff to be implemented to manage the distribution of equipment opening and locking the building and the use of PPE for these tasks etc.</p> <p>13.8 Ongoing review of the use of appropriate warning signage, physical barriers and spacing during Keyworker Provision. One way system signage in place - review as required. Additional signage provided for entrance routes, handwashing stations, catering serveries, and outside areas.</p>		<p>13.7 DW</p> <p>13.8 DW/TP/KT</p>	
<p>14.0</p> <p>Poor or inadequate supervision –</p>	<p>Students, vulnerable persons, visitors, other persons – including student teachers and supply staff</p>	<p>Classes supervised by teaching staff supported by LSA's where required.</p> <p>Additional support and supervision provided by LSA for students with vulnerabilities or based in RP.</p> <p>LOW</p>	<p><u>Additional and revised controls:</u></p> <p>14.1 On arrival, students will be supervised at the handwashing facilities and then directed to the upstairs Invictus Classroom to sign in. Students will go directly to their allocated classroom.</p> <p>Covered outside break 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)</p> <p>14.2 Students attending the Key worker Provision will be supervised in the classroom teaching environment by teaching staff and LSAs.</p> <p>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. Face coverings should be worn by staff and students in communal areas and corridors.</p>	<p>LOW</p>	<p>14.1 All K WV staff</p> <p>14.2 All K WV staff</p> <p>14.3 All staff</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- (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?
			14.4 Breaks will be taken in designated areas of the dining hall or outside areas. Duty Staff will supervise break areas and manage / control the staggered year group catering queues		14.4 AI KWV staff	
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 and revised 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.</p> <p>15.2 Where windows are difficult to open, these will be opened by the site team to allow sufficient ventilation. Please add requests to Sitehelpdesk.</p> <p>15.3 Teaching / support staff must ensure that any heating units used to support the building heating system are turned off at the end of each day.</p>	LOW	<p>15.1 All</p> <p>15.2 Site Team</p> <p>15.3 All staff</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 Remote education provision:information for parents and carers produced and is available on the school website, which meets the expectations set out in the guidance</p> <p>16.2 Remote learning options for shielding individuals or whole /partial school closure is included in the information for parents and carers as 16.1 above.</p> <p>16.3 Review and update Business Continuity Plan and Critical Incident Plan</p>	LOW	<p>16.1 JS</p> <p>16.2 JS</p> <p>16.3 KT/TP</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- (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?
17.0 Unsafe equipment or inappropriate use of equipment	Staff, Students, vulnerable persons, visitors, other persons – including student teachers, supply staff	<p>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.</p> <p>Damaged or faulty equipment should be removed from use and reported for repair.</p> <p>MED</p>	<p><u>Additional and revised controls:</u></p> <p>17.1 Review classroom and Activity RA's following any changes in the planned activities within the key worker provision. Include CLEAPSS model or supplementary risk assessments as required</p> <p>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.</p>	LOW	<p>17.1 HoD's/ LMT</p> <p>17.2 All staff</p>	
18.0 Staff anxiety and wellbeing regarding Covid 19 and or return to work	Staff, – including student teachers, supply staff	<p>Daily staff briefings communication provides updated information, indicates work expectations and provides procedures for and welfare resources / helplines available for all staff.</p> <p>Government guidance shared with staff through daily communications. Procedure for reporting staff sickness in place.</p> <p>Procedures in place 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>Sickness absence procedure and Return to work procedure shared with staff through the shared drive and FAQ's</p> <p>MED</p>	<p><u>Additional and revised controls:</u></p> <p>Government guidance in respect of those <u>Shielding or Clinically Extremely Vulnerable</u> updated 13th January</p> <p>and</p> <p><u>Guidance National lockdown: Stay at Home</u> - updated 14th January</p> <p>18.1 HR officer maintains a list of higher-risk staff including clinically extremely vulnerable , clinically vulnerable and 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.</p> <p>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 members and further update the controls in the risk assessment as necessary</p> <p>18.2 Staff are to attend work in line with the school procedures (updated in the daily information</p>	LOW	<p>18.1 LS / All staff</p> <p>18.2 All staff</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- (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?
			<p>briefings), 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>During the lockdown period the school may need to alter the way in which staff are deployed and may need to use existing staff more flexibly.</p> <p>Where there is no conflict with staff's primary role, some staff may assist within the schools Lateral Flow Testing facility.</p> <p>18.3 HR Officer / HoD's/LMT to continue to monitor staff stress, anxiety and well being and provide necessary support.</p> <p>18.4 Staff to be continually encouraged to provide feedback on the RA controls in place.</p> <p>18.5 Staff are discouraged from travelling abroad to countries not identified in the Foreign & Commonwealth Office (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>18.6 On site Staff continue to 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>18.7 Staff links for employee wellbeing support provided in the staff FAQ's or available from the HR Manager.</p>		<p>18.3 LS/ LMT/ HoD's</p> <p>18.4 JW comms</p> <p>18.5 All staff</p> <p>18.6 All Staff</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- (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?
			For further information 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>Procedure in place for students with coronavirus symptoms (in or out of school) to be reviewed, in line with Government / PHE advice. Regular communications to students and parents through parent bulletins (see staff H&S shared drive for procedures)</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>Child Protection Policy updated to include separate COVID-19 Annex (Oct 2020)</p> <p>MED</p>	<p>Additional and revised controls:</p> <p>Government guidance on student attendance during this National Lockdown can be found</p> <p>Restricting attendance during the national lockdown: schools</p> <p>Shielding or Clinically Extremely Vulnerable updated 13th January 2021</p> <p>Guidance National lockdown: Stay at Home -</p> <p>19.1 During the National Lockdown Clinically extremely vulnerable students are advised not to attend school. Latest guidance on shielding for students states: The school will make appropriate arrangements for students to be able to continue their education from home.</p> <p>19.2 Ongoing review procedures for shielding, or for those who have COVID symptoms in line with the latest Government guidance</p> <p>19.3 During the Lockdown and Key Worker Provision, 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. 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 All staff / LMT</p> <p>19.2 LS/TP/KT</p> <p>19.3 JS to confirm arrangements</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- (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?
20.0 Hazardous Substances and Materials / COSHH assessments –	Staff, Students, vulnerable persons, visitors, other persons – including student teachers, supply staff	<p>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.</p> <p>All staff should follow the user information on the safe use, storage and disposal of all substances.</p> <p>A list of standard products exists to assist department staff and minimise the number of different products and substances on site.</p> <p>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</p> <p>Hygiene boxed with authorised products are provided for all classrooms and offices with relevant COSHH datasheets. These are restocked daily by the Site Team.</p> <p>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.</p> <p>LOW</p>	<p><u>Additional and revised controls:</u></p> <p>20.1 Ongoing review - All products require COSHH assessment prior to use and staff are not permitted to bring in their own substances / products from home to use.</p> <p>20.2 A full review of all COSHH products used within school to take place Spring 2021</p>	LOW	20.1 TP/DW 20.2 TP/DW	
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	<p>Locked / secured allocated storage cupboards, rooms and containers used to store equipment and materials.</p> <p>Site Team / Facilities Manager oversee the allocation of store rooms and containers.</p> <p>Storage of Department equipment overseen by HoD.</p>	<p><u>Additional and revised controls:</u></p> <p>21.1 During the Keyworker Provision, classrooms, offices and stores etc that are not in use will be locked. This will minimise the possibilities of unauthorised access and allow target cleaning to the areas in use each day. Staff are required to indicate which rooms they will be using on the daily</p>	LOW	21.1 DW/ All staff	

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?
		<p>Fire risk assessment considers safe storage arrangements for store rooms.</p> <p>COSHH assessments provide information on the requirements for the safe storage of chemicals, materials and substances.</p> <p>Surplus furniture and equipment in classrooms has been removed to allow circulation around the classroom and maximise the space available for social distancing.</p> <p>An additional container has been purchased to help with the storage of relocated classroom furniture and equipment.</p> <p>LOW</p>	<p>sign in sheet, which will be communicated to the Cleaning Contractor each day</p> <p>21.2 Ongoing monitoring to ensure that furniture / equipment 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>21.3 Storage will at all times, 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 where staff are appropriately trained</p>		<p>21.2 DW</p> <p>21.3 Site/ All staff</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 and revised controls:</u></p> <p>22.1 Deliveries to continue to be by prior arrangement only and directly to and received by the Site team.</p> <p>22.2 Confirm notices are still in place on Invictus Entrance doors to avoid deliveries queries to Invictus Reception.</p> <p>22.3 Catering deliveries and refuse collections to be arranged to avoid break times and the start and end of school. Ongoing Comms to external contractors regarding deliveries and access to side access road.</p>	<p>LOW</p>	<p>22.1 DW/ Site</p> <p>22.2 DW/ TP</p> <p>22.3 DW</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 and revised controls:</u></p> <p>23.1 Transportation of students to and from school for the key worker provision is by parental choice and includes a bus/taxi service through HCC Transport. Preferred travel would be by foot/bike or by parent transport. Hampshire CC Transport are notified weekly of the students expected in the</p>	<p>LOW</p>	<p>23.1 DW/ MB</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- (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?
		<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>following week so that they can amend bus routes / pick ups</p> <p>Please refer to general safer travel guidance for passengers – for further information</p> <p>23.2 The school will continue to work closely with HCC who have responsibility for 'home to school transport' for RMS students, as well as working with local transport providers to ensure sufficient bus service provision.</p> <p>23.3 Guidance on dedicated school transport is included within the 'Restricting attendance during the national lockdown: schools' guidance issued January 2021</p> <p>23.4 Students must not board home to school transport if they, or a member of their household, has symptoms of coronavirus (COVID-19)</p> <p>23.5 PHE advises that children and young people aged 11 and over must wear a face covering when travelling on dedicated transport to secondary school. This does not apply to people who are exempt from wearing a face covering on public transport. More information on this can be found at the safer travel guidance for passengers -face covering exemptions.</p> <p>23.6 Although the number of students attending is lower than during normal school operations, parents should be encouraged to minimise waiting times during drop off and collection and 'not to stop and chat'. Duty staff to monitor. It is important to keep routes to and from school as clear as possible. Parents / Carers / Visitors should be encouraged to wear face covering when dropping / collecting students, if there is a need to get out of their vehicle.</p>		<p>23.2 KT/DW/MB</p> <p>23.3 Info</p> <p>23.4. JW - Ongoing comms to parents</p> <p>23.5 JW - ongoing comms to parents. Duty staff to monitor.</p> <p>23.6 Duty Staff</p> <p>23.7 All staff</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- (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?
			<p>23.7 All staff to follow social distancing / 'common sense' rules when getting in/out of parked cars. Where necessary staff should avoid arriving or departing school at any busy time of students arrival / departing on buses.</p> <p>23.8 Car sharing by staff is not recommended for those not in the same household.</p> <p>23.9 School minibuses- will not be required for use by student groups for off site school activities during this lockdown period</p> <p>23.10 Where minibuses are used by Site Staff for school operational needs, drivers are responsible for cleaning down the internal surfaces of the minibus with suitable disinfectant spray after each use.</p> <p>23.11 Procedure in place for RP students attending Key worker provision, who travel by taxi, shared with the Taxi company. Review as required</p>		<p>23.8 All staff</p> <p>23.9 Info</p> <p>23.10 DW</p> <p>23.11 MH/ LP</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 student teachers and supply staff</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>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><u>Additional and revised controls:</u></p> <p>24.1 Revised Lockdown / invac procedures to be drafted for return to normal school operations to include practise lockdown drill- Consider the lockdown/ invac procedure of securing external doors, when held open to increase natural ventilation.</p>	<p>LOW</p>	<p>24.1 TP/ KT/DW</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- (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?
		<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>Child protection and Behavior Policies reviewed and updated to include annex specific to Covid 19 on the school operations</p> <p>LOW</p>	<p>25.1 Ongoing review of Child Protection and Behaviour Policies in response to changes in school operations and / or guidance</p> <p>25.2 Revised On call procedures to be confirmed to summon assistance during keyworker provision</p> <p>25.3 Ensure all staff are aware of relevant changes. Keeping Children Safe in Education (KCSIE) 2020</p> <p>25.4 In rare occasions, where verbal de-escalation has not resolved an issue, and where physical intervention may be required, PPE would be donned by staff beforehand, wherever possible.. All physical interventions would be carried out by trained staff only. A member of the Leadership Team, who has received this training, is rostered on each day to oversee the Key Worker Provision.</p>	LOW	<p>25.1 JS/ LMT</p> <p>26.1 JS/ LMT</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 reflect any new hazards arising from the Key Worker Provision and other Covid 19 changes</p>	LOW	26.1 TP/ DW	
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 reflect any new hazards arising from the Key worker provision or other Covid 19-changes</p> <p>27.2 Action Plan to be reviewed for safe reopening of buildings as per government guidance following the period of National Lockdown..</p>	LOW	<p>27.1 DW</p> <p>27.2 DW</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- (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?
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 Risk assessments to be review to reflect new hazards arising from the Key Worker Provision or any other Covid 19 Change.No significant change expected to current arrangements however - to consider social distancing controls when moving heavy loads with more than one person	LOW	28.1 DW/ TP	
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 reflect any new hazards arising from the Key worker provision or other 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 Community Hire suspended during latest National Lockdown separate RA for Covid 19 community use (approved by Trustees June 2020) will be reviewed and updated for the recommencement of bookings	LOW	30.1 Info / TP	

End

Change Control

Date	Version ref.	Update	Section
19th Jan 2020 5th Feb 2020	V4	New Risk Assessment for Keyworker / Vulnerable Student Provision Jan 2020 Draft amended to include Staff and Trustee Feedback	Pg1, Pg2, 1.3c, 1.10, 1.13, 2.2, 2.12, 3.1,3.3, 4.0c, 4.10, 5.2, 6.5, 6.7, 7.4, 12.1, 12.5, 13.0, 18.7, 23.6, 25.4