

**SCHOOLS RISK ASSESSMENT**  
Education Participation and Skills





No	Hazard/risk	Existing controls in place Prior to schools closure	Residual risk with COVID19			Further action needed to reduce risk	Reduced risk		
			S	P	R		S	P	R
<b>1. Minimise contact with individuals who are required to self-isolate by ensuring they do not attend school:</b>									
1.1	Contact with individuals who are unwell or who have coronavirus (COVID-19) symptoms or who have someone in their household who does.	Normal/None - pre COVID19 controls other than routine Health & safety and safeguarding expectations.	5	5	25	Clear message that students, staff and other adults <b>do not</b> come into the school if they have coronavirus (COVID-19) symptoms or have tested positive in the last 10 days.  Anyone developing those symptoms during the school day will be sent home.  Any members of staff who have helped someone with symptoms and any students who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves. The staff will wash their hands for at least 20 seconds. If the symptomatic person on being tested is confirmed as positive, we will contact DfE/public health and follow guidance around self-isolation.	5	2	10
1.2	Staff have a symptomatic person in their household	National guidance is very public however there was no specific school approach in terms of action	5	3	15	As per government guidance, the symptomatic person must be tested as soon as possible.  The staff member must self-isolate and work from home until the result is known.  If the result is positive the member of staff must isolate for 10 days.	5	2	10
1.3	Staff/student have a 'contact' in their household who is self-isolating.	National guidance is very public however there was no specific school approach in terms of action.	5	2	10	As per guidance - Household members of contacts do not need to self-isolate themselves unless the person who is self-isolating subsequently develops symptoms. They should then get tested. If positive then household (staff member/student) should self-isolate for at least 10 days from when the symptomatic person first had symptoms.	5	2	10

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						As per the guidance we will not request evidence of negative test results or other medical evidence before admitting students after a period of self-isolation.			
1.4	Two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected.	Normal/None - pre COVID19 controls other than routine Health & safety and safeguarding expectations.	5	5	25	We will work with their local health protection team following the advice/instructions.	5	2	10
<b>2. Ensure face covering are used in recommended circumstances:</b>									
2.1	Risk of transmission of virus	face coverings worn in communal spaces	5	3	15	Face coverings to be worn in all internal communal spaces, where social distancing cannot easily be maintained. Teachers at the front of a classroom when delivering teacher instruction <u>and</u> if more than 2 meters from students can choose to remove their face covering. At all other times teachers in a classroom with students will wear a face covering.  The exception to this is where staff/students have been identified as having a medical exemption. These persons will be provided with a 'purple' lanyard to easily identify their exemption, avoiding any unnecessary confrontations.	5	2	10
2.2	Use of face visors	Currently worn by some staff and students as an alternative to face covering	3	4	12	On the request of individual staff / student the wearing of visors will be permitted but in addition to a normal face covering.	3	2	6
<b>3. Ensure everyone is advised to clean their hands thoroughly:</b>									

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3.1	Sufficient handwashing facilities for staff and students	Normal/None - pre COVID19 controls other than routine Health & safety and safeguarding expectations.	5	3	15	Where a sink is not nearby, hand sanitiser is provided in all classrooms and other learning environments ensuring it is the correct sanitizer of 70% alcohol. We note that soap and warm water is the preferred cleaning method.  All stock levels are maintained for hand sanitising / washing items. Hand sanitizer will be available in all rooms used.  Additional wall mounted dispensers fitted across the site.  Additional hand sanitising stations were installed at entrances/exits and all persons will be instructed to sanitise hands on entering site.	5	2	10
3.2	Opportunities for staff and students to carry out handwashing	Normal/None - pre COVID19 controls other than routine Health & safety and safeguarding expectations.	5	3	15	Frequent hand cleaning is part of normal routine  Students and staff to clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.  Sanitiser to be provided in each classroom.  Staff to remind students of need to wash hands and/or use sanitiser.  Additional signage around the site to promote good hygiene.	5	1	10
3.3	Handwashing practise of children	Normal/None - pre COVID19 controls other than routine Health & safety and safeguarding expectations.	5	3	15	Additional signage and overt direction by staff for all students on site but we can't force them. It can be difficult for staff to overtly ensure fully adequate handwashing with secondary age students while maintaining social distance.	5	2	10

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4. Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach									
4.1	Poor respiratory hygiene	Promote good respiratory hygiene by promoting 'catch it', 'bin it', 'kill it' approach	4	3	12	Each classroom is provided with tissues and bins. Bins will be emptied daily by cleaning teams. Poster promoting this approach will be displayed around the school. Spare stock of tissues will be maintained.	4	2	8
5. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents									
5.1	Unable to maintain enhanced cleaning	Cleaners hours changed to ensure daily/hourly cleaning needs are met to reduce the chance of infection	4	4	16	High risk areas cleaned throughout the day. This includes corridors / toilets / stairwells. Areas used by more than one year group will be cleaned between each groups use. Teaching staff provided with anti bac wipes to wipe down teaching area after/before use. Cleaner allocated to each school location to ensure classrooms surfaces can be cleaned at break, lunchtime and when rooms are not in use.	4	2	8
5.2	Cleaning staff and hygiene contractor's capacity - providing additional requirements	Normal health & safety expectations adhered to.	5	2	10	PPE provided as required following Government guidance. Classroom bins emptied between daily and disposed of as per government guidelines. Enhanced cleaning arrangements including regular cleaning of communal areas and toilets are easily manageable ensuring classrooms, corridors, toilet areas etc. can be cleaned throughout the day. Focus on frequently touched surfaces.	5	1	5

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5.3	Contaminated surfaces spreading virus.	Normal/None - pre COVID19 controls other than routine Health & safety and safeguarding expectations.	5	5	25	<p>Unnecessary items have been removed from classrooms and other learning environments where its presence limits separation to enable rooms to be cleaned more effectively.</p> <p>Regular cleaning, high touch/traffic areas will have particular attention. (additional cleaning staff on site during school day).</p> <p>Room surfaces, door handles, toilets etc. cleaned after and throughout the day.</p> <p>Staff provided with wipes and requested to wipe teacher desk and chair down after use (gloves available if required). These will be disposed of in waste bins that will be emptied at the end of the day. Disposal will follow government guidelines.</p> <p>All rooms used cleaned daily ensuring all surfaces are wiped with appropriate spray.</p> <p>Cleaning staff on site during school hours to ensure high risk areas are cleaned regularly with suitable cleaning agents.</p> <p>All people on site are asked to regularly wash /sanitize hands.</p>	5	2	10

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<b>6. Consider how to minimise contact across the site and maintain social distancing wherever possible:</b>									
6.1	Minimise contact to reduce risk of transferring virus	Year group in bubbles to avoid unnecessary contact.	5	2	10	Students to remain in year group bubbles outside of lessons to reduce unnecessary contact with other year group.  Staff to maintain 2 metre distancing from students and each other wherever possible.  Contact of less than 2 metres but more than a metre should be kept to less than 15 minutes.  Contact of less than 1 metre should be kept to an absolute minimum and last for less than 1 minute.  On their return to school, staff and students will be reminded of the need to clean hands thoroughly and more often than usual -the use of hand sanitiser will also be promoted.	5	2	10
6.2	Unnecessary contact across the site	Normal/None - pre COVID19 controls other than routine Health & safety and safeguarding expectations.	5	5	25	Students to move around the site to designated teaching rooms but remaining in year group zones at break and lunch time to minimise mixing.  All desks with IT have students sitting shoulder to shoulder. Or if facing another distance is approx. 2m and screens block line of sight.  Where possible teacher to have clear 2 metres spacing between their work area and pupils desk.  Staff to limit the time spent within 1 metre of students and other staff.  Clear entrance and exit routes from classrooms to reduce contact with others.  Students to remain in year groups  Corridors are clearly marked with 'keep left'.	5	1	5



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						Centre of corridor marked with tape to ensure staff and students keep left in a single file.  Where space permits, corridors to have a hatched 'no go' section.			
6.3	Entrance and egress to school site compromising social distancing.	Normal/None - pre COVID19 controls other than routine Health & safety and safeguarding expectations.	5	4	20	Staggered arrival/departure considered but not required with multiple entrances. Zoning alleviates the possibility of mixing which staggering would provide.  As indicated in the guidance staff and students arriving wearing face coverings and wear these when in all internal areas including classrooms.  Contact is controlled within the school environment.  Staff and students may remove coverings in external areas -coverings should be removed correctly and placed in plastic bags.	5	1	5
6.4	Parents gathering at school gate not social distancing	Normal/None - pre COVID19 controls other than routine Health & safety and safeguarding expectations.	5	2	10	All children, parents, carers, are informed not to enter the site if they are displaying any symptoms of coronavirus (COVID-19)  One-way system at front of school will naturally maintain distancing of students arriving by car.  Clear signage to show that social distancing must be maintained. 2m markings by entrances and on route to used buildings to ensure social distancing can be put into place.  Hand sanitising stations at all entrances (x5) to site/buildings. - all students actively encouraged to use the hand sanitising stations.	5	1	5

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6.5	Overcrowding in classrooms and corridors	Normal/None - pre COVID19 controls other than routine Health & safety and safeguarding expectations.	5	5	25	<p>Students will spend minimal time moving between lessons across the whole site. Any passing will be brief with face coverings worn indoors.</p> <p>All desks with IT have students sitting shoulder to shoulder. Or if facing another distance is approx. 2m and screens block line of sight.</p> <p>Where possible teacher to have clear 2 metres spacing between their work area and students desk.</p> <p>Staff to limit the time spent within 1 metre of students and other staff.</p> <p>Clear entrance and exit routes from classrooms to reduce contact with others. External classroom doors to be used on ground floor classrooms where practicably possible</p> <p>Students to remain in year groups</p> <p>Corridors to be clearly marked with 'keep left'. Centre of corridor marked with tape to ensure staff and students keep left in a single file (additional signage in stairwells)</p> <p>Where space permits, corridors to have a hatched 'no go' section.</p>	5	1	5
6.6	Students mixing across zones	Normal/None - pre COVID19 controls other than routine Health & safety and safeguarding expectations.	5	5	25	<p>All rooms cleaned daily.</p> <p>Additional cleaning carried out throughout the day. Rooms and equipment are cleaned between each bubbles use.</p>	5	2	10

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						Desks, door handle etc cleaned at break and lunchtime and when rooms are free.  PE changing rooms cleaned between year group use by PE staff (see addendum 2)			
6.7	Class activities & shared resources and equipment increasing spread	Normal/None - pre COVID19 controls other than routine Health & safety and safeguarding expectations.	5	4	20	Students will be issued an initial pack of essential stationery.  Students bring only equipment needed for learning (actively discourage students from bringing non-essentials items).  Students issued with a new learning Journal.  Additional zone (bubbles) resources also available: glue sticks, erasers, sharpener.	5	1	5
6.8	Vulnerable groups who are clinically, extremely vulnerable.	Normal/None - pre COVID19 controls other than routine Health & safety and safeguarding expectations.	5	5	25	Parents will be reminded to follow medical guidance & only send students in if they meet the government criteria.  Having applied the measures within the guidance the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. This will allow most staff to return to the workplace.  Individuals considered to be clinically extremely vulnerable and who received a letter advising them to shield are working from home.  People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. Staff that can work from home are able to do this.	5	2	10

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						BAME persons may be at comparatively increased risk from coronavirus (COVID-19), we will discuss the measures in place and consider any additional measures requested.			
6.9	Compromised social distancing at break & Lunch	Normal/None - pre COVID19 controls other than routine Health & safety and safeguarding expectations.	5	5	25	<p>School zoned into areas for each year group. Outside space/zone identified for each year group remaining in bubble. Students are able to collect food from the restaurant and return to their zone to eat their food. Lunch queues to be managed by staff to ensure minimal mixing.</p> <p>All groups to remain in area designated for year group during break and lunch times except when collecting food.</p> <p>Classrooms identified for use during inclement weather.</p> <p>Students encourage to use outside space at break and lunchtimes. All food to be consumed in external designated area. Indoor space identified during inclement weather.</p>	5	2	10
6.10	Detentions. Students mixing from across year groups	Normal/None - pre COVID19 controls other than routine Health & safety and safeguarding expectations.	5	4	20	<p>The school will follow the Behaviour for Learning policy and sanctions within this policy.</p> <p>If students do not have appropriate uniform or arrive late without good reason, they will be dealt with individually by school teams but remain within their zone.</p> <p>If BSC is used this is split into zones to ensure the correct social distancing</p>	5	2	10

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6.11	Staff rooms and offices to comply with social distancing and safe working practice	Normal/None - pre COVID19 controls other than routine Health & safety and safeguarding expectations.	4	4	16	<p>All staff on site - staff have been previously informed of how to work safely and are aware of expectations.</p> <p>Workspaces have been reviewed to ensure staff can work safely, removing excess furniture and unused resources wherever possible.</p> <p>Staff instructed not to gather in groups</p> <p>Where there could be interaction safety screens have been installed.</p> <p>Reception to have clear 2 metre distancing queuing system and safety screens for staff protection and managed by one receptionist.</p> <p>Where telephone receivers are shared the telephone handset must be cleaned with a suitable wipe between every use. Sharing to be kept to a minimum.</p> <p>Seating reduced in staffroom to maintain social distancing with furniture being placed at safe distances</p> <p>If a larger meeting space is required we will ensure all staff follow the 2 metre social distancing and wear face coverings.</p> <p>Where possible, staff may continue to work from home.</p>	4	2	8
6.12	Toilets being overcrowded	Normal/None - pre COVID19 controls other than routine Health & safety and safeguarding expectations.	5	4	20	<p>Students to remain in year group bubble and only use toilets in designated year group area at break and lunch. The only exception is for students with a disability, which requires them to use specific facilities. These students will be able to leave the zone to access</p>	5	1	5

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						these facilities. Staff are in breakout spaces outside toilets to supervise toilet areas. Toilets regularly cleaned throughout the day. Clear signage on social distancing - no gatherings in toilet areas Staff informed to maintain appropriate distancing in staff toilets.			
6.13	Use of showers (Staff) - risk of spreading	Normal/None - pre COVID19 controls other than routine Health & safety and safeguarding expectations.	5	3	15	Staff are encouraged to cycle etc. to work rather than use public transport and so will need access to showers. Cleaning materials will be left in the shows with staff asked to spray & wipe down surfaces after use. Showers will be cleaned daily as part of the schools usual cleaning regime.	5	2	10
6.14	Use of Lifts and transmission of disease	Normal/None - pre COVID19 controls other than routine Health & safety and safeguarding expectations.	5	4	20	Lifts to be used by one person at a time unless a carer is required to accompany someone. Both persons must wear face coverings as internal (unless exempt, in this case where possible exempt people will not accompany)	5	1	5
6.15	Parents, contractors and other staff entering or working in the building - school complying with external requirements for staff safety	Controls through normal safeguarding procedures minimise the number of external people on site. Inform any visitor, suppliers, contractors of any infection control procedures on site	5	5	25	No personnel to be onsite unless by prior agreement. All visitors, suppliers, and contractors informed that only pre-arranged calls will be allowed on site. We will inform any visitor, suppliers, contractors of any infection control procedures on site. All parents, visitors, contractors and other staff to maintain social distancing, frequent hand washing and good hygiene practices.	5	1	5

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6.16	Suppliers understanding and complying with new arrangements	Normal/None - pre COVID19 controls other than routine Health & safety and safeguarding expectations.	5	3	15	Deliveries requested at most appropriate times - maintaining minimal contact (adhering to COVID19 Government guidance)  Agreement from suppliers of their confirmation and understanding of the new arrangements is sought.  Hand sanitizer in reception - all visitors encouraged to use this.  Clear markings in reception area to show 2 metre distancing	5	1	5
6.17	Activities taking place outdoors in line with social distancing	Normal/None - pre COVID19 controls other than routine Health & safety and safeguarding expectations.	5	2	10	All year groups to have a designated outside space - to ensure areas are kept to year group bubble.  PE will be continue as per timetable.  Students with a PE lesson will change into PE kit- changing rooms will be cleaned between each year groups use by PE team (see addendum 2)  Staff supervising students will ensure they maintain 2 metre distance.	5	1	5
6.18	Travel to school and provision of safe school transport	Normal/None - pre COVID19 controls other than routine Health & safety and safeguarding expectations.	5	5	25	Encouraging parents and children and young people to walk or cycle to school where possible.  Students will be encouraged to avoid public transport, but where this is necessary students will adhere to guidance regarding public transport such as face coverings will be worn.	5	2	10

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<b>7. Keep occupied spaces well ventilated</b>									
7.1	Ventilation to reduce spread	All classrooms have night vents which will assist with ventilation	2	5	10	When a classroom is in use the night vents should be used to ensure there is good air circulation. Where the weather permits, windows should be open a small amount to allow air flow. If the temperatures outside permit, windows may be opened wider. This will be controlled by the teachers in each classroom.  Where possible internal doors to remain open to allow a steady flow of air.  In inclement weather rooms should be aired between lessons to ensure the room has been well ventilated.  HSE guidance (December 2020) suggests rooms need only be 'purged' twice a day to ensure a flow of air. During break and lunch times windows should be left open to increase the ventilation.	2	2	4
<b>8. Ensure individuals wear the appropriate PPE where necessary</b>									
8.1	Use of PPE	Students whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way.	5	3	15	As per government guidance we will only use PPE when dealing with symptomatic person or where it would have been used previously, in which case additional PPE (face covering, eye protection, apron etc) will be used.  First Aid staff trained staff issued with guidance for the use of PPE.  All first Aid trained staff issued with disposable face covering, gloves and apron - which should be disposed of and replaced from stock after use.  All PPE to be disposed of directly into bin bag which should then be sealed.	5	2	10



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						<p>Face coverings to be worn by staff and visitors in all communal internal areas of the school, except by persons identified as exempt.</p> <p>Persons exempt from wearing a face covering will be given a lanyard to wear to show others that consent has been given to not wear a covering - this complies with Government guidance.</p>			
<b>9. Promote and engage in asymptomatic testing, where available:</b>									
9.1	How to accessing testing arrangements are unclear for students.	not available during previous COVID-19 restrictions	4	4	16	<p>All students received 3 x lateral flow tests on site before moving to home testing.</p> <p>Students had, subject to parental consent, their first lateral flow test before accessing education on site.</p> <p>A timetable has been set for all students, with consent, to have their 3 tests within the first 2 weeks of returning to school.</p> <p>In home testing, children aged 11 will be tested by an adult.</p> <p>Social distancing will be maintained during this process.</p> <p>If any test is positive the student will be sent home after communication with the parent/carer and will be given a polymerase chain reaction (PCR) test to confirm result. This test can also be arrange directly with the NHS.</p> <p>Results will be logged with NHS and the school will hold a record of this.</p> <p>Test kits are regularly distributed via tutors to ensure that students have a supply of test kits. Should a</p>	4	1	4

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						student require more test kits these can be requested and will be provided.			
9.2	Accessing testing arrangements have been unclear for staff	not available during previous COVID-19 restrictions	4	4	16	<p>Staff have been issued with home testing kits and are asked to take home test twice weekly (Sunday pm &amp; Wednesday pm). Staff have been asked to report the results to the NHS as instructed and to advise TBH of the results.</p> <p>Pending the results of the test the staff will:</p> <ol style="list-style-type: none"> <li>1. Positive test: stay at home and isolate for 10 days</li> <li>2. Negative test: come to work as normal</li> <li>3. Void test: repeat the test until negative/positive results are known.</li> </ol>	4	1	4
9.3	Students unable to engage in asymptomatic testing at home	Normal/None - pre COVID19 controls other than routine Health & safety and safeguarding expectations.	5	5	25	<p>We will maintain a small lateral flow testing station in school for any students who, wish to be tested, but are unable to carry out this test at home.</p> <p>This testing area will be in the Covid dedicated first aid room (G207) and all testing will be carried out by suitably trained staff.</p>	5	2	10
10. Promote and engage with the NHS Test and Trace process									
10.01	Non-engagement with NHS test and trace process	Normal/None - pre COVID19 controls other than routine Health & safety and safeguarding expectations	5	5	25	<p>Staff members, parents and carers encouraged to:</p> <p><u>book a test</u> if they or their child has symptoms - the main symptoms are:</p> <ul style="list-style-type: none"> <li>• a high temperature</li> <li>• a new continuous cough</li> <li>• a loss or change to your sense of smell or taste</li> </ul>	5	1	5

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						<p><u>self-isolate</u> immediately and not come to school if:</p> <ul style="list-style-type: none"> <li>• they develop symptoms</li> <li>• they have been in close contact with someone who tests positive for coronavirus</li> <li>• anyone in their household or support or childcare support bubble develops symptoms of coronavirus</li> <li>• they are required to do so having recently travelled from other countries</li> <li>• they have been advised to isolate by NHS test and trace or PHE local health protection team, which is a legal obligation</li> </ul> <p><u>Provide details</u> of anyone they have been in close contact with, if they test positive for coronavirus or have been asked to by Test and Trace.</p>			
11. Manage confirmed cases of coronavirus amongst the school community:									
11.1	Member of a class becoming unwell with COVID19	Normal/None - pre COVID19 controls other than routine Health & safety and safeguarding expectations.	5	3	15	<p>Anyone developing symptoms during school day must be sent home and advised to be tested and we will follow Government guidance.</p> <p>If this happens guidance will be followed regarding isolation and informing others including getting tested. Reduced numbers reduce the risk</p> <p>Staff to contact SALT who will take student to COVID19 first aid area (G102) which is isolated from areas being used by others, has good ventilation and is large enough for 2m separation of student and first aider.</p> <p>SALT member to walk behind student as they make their way to G102</p>	5	1	5

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						<p>If required SALT member will ensure parents of child are informed and asked to collect them to self-isolate.</p> <p>Students and staff sent home to self-isolate. Parents told to arrange to contact NHS 111 online portal or call 119 for advice/test ASAP. (we can issue a PCR test as the person leaves the site).</p> <p>First aider to use PPE provided and, if necessary, to issue face covering to patient.</p> <p>Area used by patient to be sanitised after use by duty cleaner wearing appropriate PPE</p> <p>Results should be shared with school as soon as they are known.</p> <p>Symptomatic person will be asked to self-isolate until test result is known.</p> <p>If the result is positive they should follow the guidance and self-isolate for 10 days from the onset of symptoms. Other members of their household should self-isolate for 10 days.</p> <p>If staff, line Manager, if student, school office to follow up welfare check of person displaying symptoms.</p> <p>If there is a positive PCR test result - Persons deemed to be a close contact with the confirmed infected person will sent home to self-isolate for 10 days. Close contact means: direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin). Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual.</p>			

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						If PCR test is negative, person can return to school if they feel well and no longer has symptoms (other than loss of taste/smell or a 'residual' cough as these may continue for several weeks after the infection has gone).			
12. Contain any outbreak by following the PHE local health protection team advice									
12.1	Failure to follow PHE local health protection team advice	Normal/None - pre COVID19 controls other than routine Health & safety and safeguarding expectations.	5	4	20	SALT are responsible for reporting all confirmed cases of coronavirus to the local PHE team.  SALT will ensure their advice is followed and will keep records of all action taken.	5	1	10
Other systems of control:									
13	Estate management (re fire and compliance checks etc).	Normal risk assessment & monitoring to ensure fire, first aid and other Health & Safety needs are met.	5	3	15	Temporary fire evacuation plan circulated. Maintaining year group zones.  Staff and students will evacuate to: (see addendum 2- muster plan)  <ul style="list-style-type: none"> <li>• Year 7 - MUGA</li> <li>• Year 8 - MUGA</li> <li>• Year 9 - MUGA</li> <li>• Year 10 - 3G pitch</li> <li>• Year 11 - 3G pitch</li> <li>• Years 12 &amp; 13 - 3G pitch</li> </ul> Fire Marshalls trained and on site	5	1	5

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			S	P	R		S	P	R
						Ensure PEEPs are known and reviewed for persons on site requiring additional support or assistance.  Sites Team will continue to carry out weekly checks and contractors, such as for legionella testing, will continue as planned following social distancing and safeguarding rules.			
14	Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.	Normal/None - pre COVID19 controls other than routine Health & safety and safeguarding expectations.	3	3	9	Staff informed of plans to operate safely as indicated by government guidance including methods of maintaining social distance and the provision of handwashing/hand sanitizing facilities.  Support from line management and SALT.  The Department for Education is providing additional support for staff wellbeing. Information about the extra mental health support for teachers ( <a href="https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers">https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers</a> ) is available.	3	2	6
15	+16 students attending from other schools or attending other schools and returning	Normal/None - pre COVID19 controls other than routine Health & safety and safeguarding expectations.	5	3	15	Student able to return to other providers following safety measure as per Government guidance	5	1	5
16	Sufficient supplies of soap and cleaning products	Normal/None - pre COVID19 controls other than routine Health & safety and safeguarding expectations.	5	3	15	Stock levels to be monitored and replenished as necessary.	5	2	10
17	Kitchen facilities comply with latest Covid19 guidance to reduce risk	Ensure Health & Safety policies are followed	5	2	10	Cater Ed have undertaken full check of kitchen facilities. All staff are fully compliant regarding food standards	5	1	5

No	Hazard/risk	Existing controls in place Prior to schools closure	Residual risk with COVID19			Further action needed to reduce risk	Reduced risk		
			S	P	R		S	P	R
	of infection/contamination	Relevant weekly checks carried out on catering equipment to ensure its safe operation.				CaterEd provide details of weekly health and safety checks that are in place.			
18	Food that is able to be prepared on premises is compliant with Covid - 19 health and Hygiene guidance	As above	5	2	10	Cater Ed have undertaken full check of kitchen facilities.  All staff are fully compliant regarding food standards  Limited menu available to students.  Food will be delivered to each zone at both break and lunch times for students to collect.	5	1	5
19	Spread of germs with the use of water fountains	Ensure equipment is cleaned regularly	4	5	20	No staff or students to drink from water fountains. To be used to fill bottles only	4	1	4
20	Catering staff are operating in a safe environment	As above	5	2	10	Staff fully aware of requirements around social distancing  Cashless system (parent Pay) used for ordered lunches if not FSM to avoid the need for cash transactions	5	1	5
21	Communications to parents and staff	Regular communications - identified and logged.	3	3	9	Regular update from Headteacher with additional communication as required.  Strategy is to keep informed without overwhelming parents & students meaning key information is not lost.	3	1	3

No	Hazard/risk	Existing controls in place Prior to schools closure	Residual risk with COVID19			Further action needed to reduce risk	Reduced risk		
			S	P	R		S	P	R
22	Parent aggression due to anxiety and stress.	Normal/None - pre COVID19 controls other than routine Health & safety and safeguarding expectations.	3	3	9	SALT will be available by radio to support receptionist and deal with anxious or aggressive parents.  2m markings will be placed so that social distancing can be maintained in front of site.	3	1	3
23	Educational visits	Normal/None - pre COVID19 controls other than routine Health & safety and safeguarding expectations.	5	4	20	With the easing of national restrictions (lock down) and the introduction of testing by all members of the school community, educational visits and activities outside of school will be considered on a case by case basis and will be subject to an enhanced Risk Assessment that includes normal operational risks as well as COVID-19 related risks.	5	2	10
24	Transport for +16 learners studying at a different site	Normal/None - pre COVID19 controls other than routine Health & safety and safeguarding expectations.	5	3	15	Students travelling to other sites will be required to observe and follow social distancing guidance.  Students will be required to follow safe practices put in place at other educational establishments.	5	1	5
25	Cann Bridge students using restaurant, sports hall and GBB and toilets.	Normal/None - pre COVID19 controls other than routine Health & safety and safeguarding expectations.	5	3	15	Cann Bridge to organise cleaning of areas after use with suitable cleaning fluid.	5	1	5
26	Candidates/staff not following risk assessment during interview process	Normal/None - pre COVID19 controls other than routine Health & safety and safeguarding expectations.	5	3	15	Risk Assessment to be shared with all candidates prior to interview.  Remote interview to be offered if possible.  All control measures put in place must be followed throughout interview process	5	1	5



No	Hazard/risk	Existing controls in place Prior to schools closure	Residual risk with COVID19			Further action needed to reduce risk	Reduced risk		
			S	P	R		S	P	R

Action Plan if New Hazard identified:

New Hazard Identified	Action Required	Costs / resources required	Target Date	Action by whom?	Completion Date

I confirm that this risk assessment is an accurate reflection of the risks and controls in place YES

*The further action required, as outlined in the Action Plan above, will be achieved by the target dates* Yes - see below\*

*\*Manager's comments (if further resources are required etc.)...No further actions as yet identified as we will learn of what requires action as we implement the plan. This RA should be read in conjunction with the school's Coronavirus (Covid-19) operational guidance (February 2021)*

**Signed by responsible manager:** NAME: Graham Roser Signature: ..... Date: 7/06/2021 Review date: 19/07/2021



*Addendum 2*

# FIRE DRILL – MUSTER POINT PLAN 2020/21

<p>7TDA 7NEL 7LRE 7TEM 7ALY 7AIR 7MSI 7INT (RWL/CLA/CST) 7HOG 7DMA</p> <p>YEAR 7</p>	<p>8RBR 8LCO 8BIS (CMR) 8KHO 8JCO 8ASA 8RBW 8KCO 8JGL 8INT (RWL/CLA/CST)</p> <p>YEAR 8</p>	<p>9JHT (ESE) 9IGO 9CPL 9SWI 9NHI (ADE) 9CMT 9SJH 9SAL 9DNE</p> <p>YEAR 9</p>	<p>10LOU 10RDO 10SHM 10ASM 10SWL 10TRO 10GWH (CCO) 10KBR (PPE) 10VDA</p> <p>YEAR 10</p>	<p>11AWA (JPE) 11JDW (RRO) 11LPY 11RME 11SAR 11STO (HGA/SHO) 11JFO 11JTH 11NPU</p> <p>YEAR 11</p>	<p>AHL ALE CLD DWL JLV JWE LKI MBR RPL RWI THU</p> <p>SIXTH FORM</p>
RDA/MHG	WRI/JME	ACR/KTU	RGO/LPE	OLE/MJA	JFL/JPY/CWL
Inclusion CDP/JBE	JWI - Monitor MUGA	CBU - Other Staff	ACO - Entrance & unlock 3G	GRO - Monitor 3G	
Youth Centre			Exam students and Invigilators		
BSC-MMA					
Supply Staff - JHU					
Visitors and Contractors					
Admin Team - HRO/JAT					
First Aid - CTU					
Catering Staff					
DNO - Soundhouse and Assembly Hall	LTR - Outside main entrance				

EXAMINATION PERIODS – Should the alarm sound during any exam all students should be escorted to the 3G pitch by the invigilators present. Students should be supervised at all times, remain silent and, where possible separated. In the event of multiple year groups sitting exams, year 11 will occupy pitch 1 and other year groups pitch 2 & 3 as applicable.

# COVID-19:

## Risk assessment for Physical Education

### Tor Bridge High

**Approved by:**  
SWilliams

**Date:** 27/08/2020

**Last  
reviewed on:**  
03/03/2021

**Next review  
due by:**  
25/04/2021

## Introduction:

This risk assessment has been prepared, based on the DfE Guidance on the Full Opening of Schools in September 2020, to support the Physical Education, School Sport and Physical Activity (PESSPA) at Tor Bridge High.

We, at Tor Bridge High will regularly check the Government website (GOV.UK) for updates and adjust this risk assessment accordingly in consultation with our governing body.

Below are three key questions we have considered in this risk assessment:

- Have we reviewed our risk assessments to ensure the safety and wellbeing of all personnel?
- Does our teaching and learning meet Government guidance? [www.gov.uk/coronavirus](http://www.gov.uk/coronavirus)
- Are our teaching plans consistent with the requirement of whole school expectations, which have been developed in response to the national guidance?

Key principles for supporting safe PESSPA include:

- Keeping pupils in consistent groups
- Maximising distancing between pupils
- Prioritising outdoor PE
- Thoroughly cleaning PE equipment between each use by different individual groups
- Avoiding contact sports/activities

We at Tor Bridge High ensure scrupulous attention is paid to cleaning and hygiene regimes before and after PE lessons or lunch/break time activities.

We also ensure clear notices are displayed around our school exemplifying NHS and Government Guidance.

At Tor Bridge High we will regularly check the Government website for updates and adjust this risk assessment accordingly in consultation with our employer.

In addition, due to the constantly changing situation, dynamic risk assessments will be carried out and amended to reflect our school's specific controls on an ongoing basis.

CREATING AND REATING AND MAINTAINING A SAFE CONTEXT FOR LEARNING	WHO AFFECTED? (STUDENT, STAFF, VISITOR)	CONTROL MEASURES TO REDUCE THE RISK TO AN ACCEPTABLE LEVEL	CHECKED BY: (SIGN AND DATE)
Teaching and Learning	Students, Staff	<p>Pupils will be kept in year group bubbles and consistent PE groups.</p> <p>All activities in Physical Education (PE) lessons and Physical Activity (PA) sessions will be non-contact and planned to ensure that distance is social distancing is maintained</p> <p>The PE curriculum will be revised and age related expectations agreed by all staff.</p> <p>Our school coach and or Coaches will be checked in accordance with our H&amp;S whole school policy and employed to support our extra-curricular activities.</p> <p>Interventions/catch up support will be planned and delivered, if required.</p>	

		<p>Staff and pupils with protected characteristics, including race and disability, will be considered in planning and delivering Physical Education lessons and Physical Activity sessions.</p> <p>Wet weather provision will reduce the numbers of students using the indoor facilities allowing for social distancing of 2 metres whilst exercising.</p> <p>Classrooms will be used to deliver theory elements of PE</p>	
<p><b>Protective Measures and Hygiene</b></p>	<p>Staff/Students/Visitors</p>	<p>Scrupulous attention will be paid to cleaning and hygiene.</p> <p>Clear signage reminding pupils to wash their hands and use hand sanitiser will be displayed in all teaching areas and outdoor open spaces.</p> <p>Sufficient tissues and hand sanitisers will be made available to all staff in addition to bags to contain any used tissues and wipes.</p> <p>Movement around the PE areas/building will be considered to limit risks. For example, classroom layout, entry and exit points, break times, lunch arrangements and use of communal staff areas.</p>	



<p>Changing areas, clothing and footwear</p>	<p>Students/Staff</p>	<p>Changing areas cleaned after every lesson using the school's regular cleaning products provided Particular attention will be given to high touch areas.</p> <p>Students will wear face coverings at all times whilst inside and can take them off when out side if they choose to.</p> <p>A supply of face coverings will be kept in the department for issue if face coverings have failed.</p> <p>Hand washing facilities are present in the changing areas for staff and pupils to wash their hands before and after the PE lesson.</p> <p>Hand sanitiser will also be made available and utilized on entrance and exit of facility. Staff to monitor the changing rooms whilst not remaining in the changing area for longer than required</p>	
<p>Teaching areas</p>	<p>Staff/Students</p>	<p>Outdoor Physical Education and Physical Activity will be encouraged as much as possible.</p> <p>Pupils will take part in PE and PA with their class.</p> <p>Our external facilities will be used in line with government guidance.</p>	

		Clear signage, reminding pupils about distancing and washing their hands will be displayed in all teaching areas including outdoor open space.	
Equipment	Staff/ Students	<p>Equipment will be cleaned between groups of pupils using it and locked away when not in use.</p> <p>Multiple groups are not permitted to use PE and outdoor equipment simultaneously.</p> <p>The sharing of equipment during PE lessons is limited, for example we encourage pupils to use their own tennis racquet or ball. If equipment is shared, pupils will wash their hands thoroughly before and after use. <b>Strict hand hygiene will take place before and after every PE lesson.</b></p> <p>Whistles, drink bottles, bibs and bands will not be shared.</p> <p>First-Aid kits will be made accessible and contain gloves, face coverings and disposable aprons and eye protection.</p>	

Tor Bridge High is firmly committed to ensuring pupils can participate in purposeful Physical Education and Physical Activity at this time. Teaching Physical Education at the moment will not be like before, or the preferred model. However, by making adaptations we believe meaningful work can be undertaken; good planning, protective measures and social distancing will be applied consistently across our school.

We are also committed to ensuring that all staff are protected, feel safe and have access to the most up to date guidance.