


Risk Management - Assessment Report

Work Area or Activity:	Full RE-Opening of School - Covid 19
Risk Area:	Management and Site Maintenance
Assessment Framework:	Full Re-Opening of Schools  COVID 19
Competent Person	Kristien Carrington
Assisted by:	Hayley Capp
Groups Affected:	All staff/pupils/visitors
Notes:	

This is a review of an assessment carried out on
20/07/2020

Assessed on:	21/07/2020	Risk Rating: Below 9 - Low Risk 9 to 14 - Medium Risk 15 or above - High Risk
To be Reviewed on:	04/09/2020	

What are the Hazards?	What is already being done?	Is this considered satisfactory?	Risk Findings
Failure to follow Government, DFE, Local Authority, PHE and NHS advise.	Advice will be followed at all times and procedures will be amended/updated as necessary	Yes	Severity: 4 Likelihood: 2 Risk Rating: 8
Premises/compliance not checked to ensure full reopening is safe.	Premises team have completed the re-opening checklist and all issues have been actioned. When pupils and staff are back on site the Premises team will regularly check that any work necessary won't impact on the sessions taking place with children.	Yes	Severity: 4 Likelihood: 2 Risk Rating: 8
Standard Operating Procedures not amended (where necessary) to reflect changes in occupancy e.g. fire and evacuation procedures, movement around site, vehicle movement etc.	Fire & evacuation procedures being reviewed to account for changes in movement around the site	Yes	Severity: 4 Likelihood: 2 Risk Rating: 8
Lack of procedures in place for controlling visitors, contractors and deliveries to site (this should include unauthorised visitors) ? consideration should also be given as to whether to resume Lettings etc.	Only authorised visitors allowed on site, unauthorised visitors will be asked to leave, contractors and deliveries pre-booked, and a goods in/out area made available. Authorised visitors from organisations etc. and those having access to students will be required to provide a risk assessment and provide their own PPE if required. In the case of resuming Lettings, assurances will be required that sufficient cleaning of any and all equipment used is undertaken.	Yes	Severity: 4 Likelihood: 2 Risk Rating: 8
Lack of up to date information for Staff.	? Information will be available in staff areas, all staff emails, staff meetings via Microsoft teams or other platform or departmental/faculty meetings which allow distancing.	Yes	Severity: 4 Likelihood: 2

			Risk Rating: 8
Lack of up to date information for Students, Parents and Guardians.	? Information will be available on the school website, via parent mail or via newsletters etc.	Yes	Severity: 4 Likelihood: 2 Risk Rating: 8
Failure to provide support and/or reassurances to Staff who are anxious about a full return to school.	Line manager, member of SLT or Head will meet with individuals to discuss concerns and carry out a risk assessment if necessary. Reasonable adjustments will be made and if necessary, PPE will be issued.	Yes	Severity: 4 Likelihood: 2 Risk Rating: 8
Failure to provide support and/or reassurances to Student, Parents and Guardians who are anxious about a full return to school.	Line manager, member of SLT or Head will meet with individuals to discuss concerns and carry out a risk assessment if necessary. Reasonable adjustments will be made and if necessary, PPE will be issued. If it is deemed that an individual should not attend site, then procedures should be in place to deliver the curriculum to the student at home and ensure they are engaging. If full-time or near full-time home schooling is the only safe option, then school may have to consider providing equipment such as laptop/tablet etc. If home visits are required, then suitable risk assessments and procedures must be in place	Yes	Severity: 4 Likelihood: 2 Risk Rating: 8
Staff identified as clinically or extremely clinically vulnerable, staff identifying as being BAME and staff who are pregnant attending site.	Line manager, member of SLT or Head should meet with individuals to discuss concerns and carry out an individual risk assessment if necessary. The risk assessment should determine whether an individual can safely attend site. Reasonable adjustments will be made and if necessary, PPE will be issued.	Yes	Severity: 4 Likelihood: 2 Risk Rating: 8
Staff living with someone or having regular contact with someone identified as being clinically or extremely clinically vulnerable, identifying as BAME or pregnant attending site.	Line manager, member of SLT or Head should meet with individuals to discuss concerns and carry out an individual risk assessment if necessary. The risk assessment should determine whether an individual can safely attend site. Reasonable adjustments will be made and if necessary, PPE will be issued.	Yes	Severity: 4 Likelihood: 2 Risk Rating: 8
Students identified as clinically or extremely clinically vulnerable, students identifying as being BAME and students who are pregnant attending site.	Year Group Tutor, member of SLT or Head should meet with individuals (including parent? s/guardians to discuss concerns and carry out an individual risk assessment if necessary. The risk assessment should determine whether an individual can safely attend site. Reasonable adjustments will be made and if necessary, PPE will be issued. If it is deemed that an individual should not attend site, then procedures should be in place to deliver the curriculum to the student at home and ensure they are engaging. If full-time or near full-time home schooling is the only safe option, then school may have to consider providing equipment such as laptop/tablet etc. If home visits are required, then suitable risk assessments and procedures must be in place	Yes	Severity: 4 Likelihood: 2 Risk Rating: 8
Students living with someone or having regular	Year Group Tutor, member of SLT or Head should meet with individuals (including parent?	Yes	Severity: 4

<p>contact with someone identified as being clinically or extremely clinically vulnerable, identifying as BAME or pregnant attending site.</p>	<p>s/guardians to discuss concerns and carry out an individual risk assessment if necessary. The risk assessment should determine whether an individual can safely attend site. Reasonable adjustments will be made and if necessary, PPE will be issued. If it is deemed that an individual should not attend site, then procedures should be in place to deliver the curriculum to the student at home and ensure they are engaging. If full-time or near full-time home schooling is the only safe option, then school may have to consider providing equipment such as laptop/tablet etc. If home visits are required, then suitable risk assessments and procedures must be in place</p>		<p>Likelihood: 2 Risk Rating: 8</p>
<p>Staff displaying known symptoms of COVID-19 whilst on site or living/having regular contact with someone displaying known symptoms.</p>	<p>Staff will inform their line manager or nominated person via telephone or email that they are unwell and provide details of persons they have been in contact) with throughout the day (including travelling to work) and where they have been onsite throughout the day ? on completion they will leave site immediately and return home. On arrival at home they will contact their line manager or nominated person to confirm that they have arrived safely and confirm details of who they have been in contact with and which areas of the school they have used. They will be advised to book a test and contact the track and trace service. They will be required to inform the school of their test results without delay.</p>	<p>Yes</p>	<p>Severity: 4 Likelihood: 2 Risk Rating: 8</p>
<p>Students displaying known symptoms of COVID-19 whilst on site or living/having regular contact with someone displaying known symptoms.</p>	<p>Student will be placed into isolation. Staff attending to the pupil will wear PPE Parent/s/Guardians or other responsible adult will be contacted, and arrangement will be made for them to collect the student. Whilst waiting to be collected the student will be asked who they have been in contact with (including their journey to school and which areas of the school they have visited during the day. Students will also be asked whether they have any siblings or other family members on site or in other educational establishments. Parents/Guardians will be advised to return home immediately and book a test + contact track and trace. School should be informed of any test. Touch point cleaning applied immediately to relevant classroom or toilets, deep clean at the end of the day.</p>	<p>Yes</p>	<p>Severity: 4 Likelihood: 2 Risk Rating: 8</p>
<p>Lack of procedures in place to manage confirmed cases of COVID-19 within the school community.</p>	<p>Refer to points above regarding staff/students displaying symptoms. If more than 2 cases within a bubble, then the whole bubble could be sent home dependent on advice received from Public Health England. Areas and equipment/resources will be deep cleaned and/or isolated for 72 hours.</p>	<p>Yes</p>	<p>Severity: 4 Likelihood: 2 Risk Rating: 8</p>
<p>Lack of procedure in place should an outbreak result in rapid closure of the premises or part of the premises.</p>	<p>Refer to points above regarding staff/students displaying symptoms. All staff students will be asked to return home and self-isolate. Staff/students will be issued with instructions on how to book a test and contact track and trace. Areas and equipment/resources will be deep cleaned and/or isolated for 72 hours.</p>	<p>Yes</p>	<p>Severity: 4 Likelihood: 2 Risk Rating: 8</p>

<p>Travelling to and from school ? walking, cycling, parents dropping off on foot or via car, own school transport (minibuses), school transport providers and public transport.</p>	<p>Walking when possible will be encouraged. Walking with same members of the household should be advised and distancing maintained between other households, staff/students and members of the public. Staff and Students aged 11+ using public transport and visiting shops will be reminded that face coverings must be worn and that a mandatory fine of up to ?100 is in place for refusing to do so. Car sharing should be avoided between households and bubbles if possible ? Consider alternative transport if you normally share transport with other households/bubble. If this can?t be avoided then use face coverings, sit side by side or behind (not facing others) and with windows open advice is available via: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p>	<p>Yes</p>	<p>Severity: 4 Likelihood: 2 Risk Rating: 8</p>
<p>Mass arrival and departure to and from school resulting in gatherings at school gate(s) and access points.</p>	<p>Allocated parent drop off point for those travelling by car. Pick up by car not to occur until 2.40pm from the Staff Car Park accessed by the Sportsmans entrance to the school. Increased staffing on site to supervise designated bubble areas during school start/finish times. Liaison with transport companies.</p>	<p>Yes</p>	<p>Severity: 4 Likelihood: 2 Risk Rating: 8</p>
<p>Lack of procedures for controlling access to and from the premises.</p>	<p>Allocated entrances and exits for all those attending site. Visitors/contractors and deliveries to be pre-booked. Discourage personal deliveries to site. Ensure reception are aware of any authorised visits/deliveries etc. Reception to ask visitors to remove face coverings following the correct procedure if necessary. Allocated a goods in/out area.</p>	<p>Yes</p>	<p>Severity: 4 Likelihood: 2 Risk Rating: 8</p>
<p>Failure to allocate year groups and staff into bubbles (in order to deliver the full range of curriculum subjects) and maintain distancing between bubbles during movement around site.</p>	<p>Allocate students into year group bubbles and where possible keep registration staff in same bubbles. Allocate classrooms/workspaces, equipment/resources and recreational space etc to year group bubbles where possible. Introduce one-way systems where possible around site. Stagger lunch/breaktimes.</p>	<p>Yes</p>	<p>Severity: 4 Likelihood: 2 Risk Rating: 8</p>
<p>Failure to have procedures in place for staff/students (holidays etc.) returning from parts of the UK and overseas known to have had recent spikes in COVID-19.</p>	<p>School should communicate with staff/parents and guardians to ensure they contact the school prior to returning. Consider asking them to self-isolate for the recommended period prior to attending school. If it is agreed they will self-isolate ? can staff work from home and are procedures in place to deliver the curriculum to student?s end, ensure they are engaging. If home visits are required ? suitable risk assessments and procedures should be in place.</p>	<p>Yes</p>	<p>Severity: 4 Likelihood: 2 Risk Rating: 8</p>
<p>Failure to have procedures in place for staff/students coming into contact with others returning from parts of the UK and overseas known to have had recent spikes in COVID-19.</p>	<p>School should communicate with staff/parents and guardians to ensure they contact the school prior to returning. Consider asking them to self-isolate for the recommended period prior to attending school. If it is agreed they will self-isolate ? can staff work from home and are procedures in place to deliver the curriculum to student?s end, ensure they are engaging. If home visits are required ? suitable risk assessments and procedures should be in place.</p>	<p>Yes</p>	<p>Severity: 4 Likelihood: 2 Risk Rating: 8</p>

Failure to amend existing risk assessments for school trips, visits and extra-curricular activities ? domestic overnight stays and overseas visits are not advised at this stage.	Trip/visits risk assessments will be amended as necessary and include the hazard: COVID-19 with relevant control measures. Trip leader will re-check pre-existing medical conditions of staff/students participating in the trip. Trip leader will check the website (where applicable) that they are planning to visit to ensure they are aware of any site-specific control measures etc. Latest government advise will be followed and if necessary, PPE etc. provided.	Yes	Severity: 4 Likelihood: 2 Risk Rating: 8
Lack of facilities to accommodate year group bubbles whilst maintaining distancing between bubbles ? classrooms, work areas, lunch/break areas and recreational spaces.	Staggered start and finish times to lessons so only one bubble is ever moving around the site in order to minimise contacts. Separate recreational spaces allocated. Stagger lunch/break times.	Yes	Severity: 4 Likelihood: 2 Risk Rating: 8
Lack of hand washing and welfare facilities to accommodate year group bubbles whilst maintaining distancing.	Allocate welfare facilities to bubble groups ? additional foam hand sanitising stations will be positioned around the school.	Yes	Severity: 2 Likelihood: 1 Risk Rating: 2
Staff and students not washing hands frequently.	Daily reminder on arrival at school from duty staff. Daily reminder from year group tutor after registration. Reminder after each lesson. Regularly check hand wash posters/instructions in place and replace as necessary.	Yes	Severity: 2 Likelihood: 1 Risk Rating: 2
Over-use of hand sanitiser etc.	Reminders to only use hand sanitiser as and when required will form part of daily reminders.	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4
Cross contamination between year group bubbles due to staff moving between bubbles.	Staff will be reminded to observe hygiene procedures whilst teaching between bubbles and classrooms. Outgoing staff to take personal belongings and clear workspaces before cleaning surfaces etc.	Yes	Severity: 4 Likelihood: 2 Risk Rating: 8
Cross contamination between year group bubbles due to members of the same household being allocated into separate bubbles.	Where siblings and members of the same household are in different year group bubble which prevents them being allocated into the same bubble then if one presents symptoms all other members of the same household will be asked to leave site and follow procedures for self-isolating etc.	Yes	Severity: 4 Likelihood: 2 Risk Rating: 8
Cross contamination between year group bubbles from shared facilities ? classrooms, work areas, resources such as library books, lunch/break areas, recreational spaces, gym/fitness suite equipment, playing fields and associated equipment.	Facilities to be limited to year group bubbles as far as is reasonably practicable. Shared facilities/resources will be sanitised between use of if the curriculum allows left for 72 hours between use. Library books etc. to be isolated for 72 hours on return before loaning out again. Gym/fitness suite equipment to be sanitised after each use.	Yes	Severity: 4 Likelihood: 2 Risk Rating: 8
Cross contamination	Allocate welfare facilities to year group bubbles.	Yes	Severity:

between year group bubbles due to shared welfare facilities such as toilets, sinks water fountains, vending machines etc.	Hand sanitiser station at entrance to be used before and after use. Doors to toilet blocks removed or wedged open open to minimise contact with handles. Regular cleaning regime to clean frequently touched surfaces. Used paper hand towels etc. to be double bagged, quarantined for 72 hours and then disposed of with general waste.		4 Likelihood: 2 Risk Rating: 8
Cross contamination within year group bubbles due to physical contact - staff/student contact, peer to peer contact.	Staff/student contact should be avoided. If staff/student contact is required e.g. to administer first aid or assist with toileting/changing etc. then PPE will be issued to and worn by staff. Peer to peer contact should be avoided and staff/students will be reminded of this daily.	Yes	Severity: 4 Likelihood: 2 Risk Rating: 8
Cross contamination within year group bubbles due to sharing resources/equipment, gym/fitness equipment, sports equipment or passing on loaned equipment such as library books etc.	Sharing of resources such as pens discouraged. Shared facilities to be cleaned between use. Shared equipment to be cleaned between use. Loaned equipment to be returned and not passed on to others. Library books etc. to be returned and quarantined for 72 hours prior to being loaned out again.	Yes	Severity: 4 Likelihood: 2 Risk Rating: 8
Cross contamination within year group bubbles due to shared personal equipment (water bottles, toys etc.), physical activities (PE etc.).	Shared personal equipment to be discouraged. Students will be reminded of this daily	Yes	Severity: 2 Likelihood: 4 Risk Rating: 8
Cross contamination within year group bubbles due to shared welfare facilities such as toilets, sinks water fountains, vending machines etc.	Regular cleaning of facilities. Students reminded daily to wash hands	Yes	Severity: 2 Likelihood: 4 Risk Rating: 8
Inadequate supervision levels should staff levels drop (individual year group bubbles and the whole school in general).	School will react to this accordingly. Supply teachers brought in to provide cover.	Yes	Severity: 4 Likelihood: 2 Risk Rating: 8
Inadequate supervision levels to maintain safe movement around site and avoid year group bubble to bubble contact.	Staff rota drawn up. Staff will be required to perform extra duties. Increased staffing at pinch points and areas subject to heavy foot traffic. Students to stay in allocated areas between lessons, during registration and during break times.	Yes	Severity: 4 Likelihood: 2 Risk Rating: 8
Inadequate supervision levels at lunch/breaktimes to maintain distancing between year group bubbles.	Staff rota drawn up. Staff will be required to perform extra duties. Staggered lunch/break times. Increased staffing at pinch points and areas subject to heavy foot traffic. Students to stay in allocated areas.	Yes	Severity: 4 Likelihood: 2 Risk Rating: 8
Lack of facilities to maintain distancing between staff in staff areas.	Staff to avoid using main staff room. Avoid sharing equipment etc. where possible. Staff to bring own drinks in flasks etc as much as possible Clean shared facilities etc. such as	Yes	Severity: 4 Likelihood: 2

	kettles/microwaves etc. Encourage staff not to share consumables.		Risk Rating: 8
Lack of first aid trained staff and facilities to support year group bubbles (including paediatric where necessary).	Carry out audit of first aid trained staff ? Numbers, qualification levels, expiry dates etc. Students to be referred to medical room by first aiders only and not just turn up at medical room.	Yes	Severity: 4 Likelihood: 2 Risk Rating: 8
Lack of staff to support pupils with individual and specific medical needs (including dispensing of medicines and provision of medical procedures).	Carry out audit of staff able to perform these duties. Contingency plan to be drawn up. Pupil may not be able to attend if support is unavailable.	Yes	Severity: 4 Likelihood: 2 Risk Rating: 8
Lack of staff to support pupils with individual and specific care needs (e.g. support for toileting etc.).	Carry out audit of staff able to perform these duties. Contingency plan to be drawn up. Pupil may not be able to attend if support is unavailable.	Yes	Severity: 4 Likelihood: 2 Risk Rating: 8
Lack of staff to support pupils with specific emotional or behavioural needs.	Carry out audit of staff able to perform these duties. Contingency plan to be drawn up. Pupil may not be able to attend if support is unavailable.	Yes	Severity: 4 Likelihood: 2 Risk Rating: 8
Lack of canteen staff, catering facilities and the dining space required to provide school meals to all year group bubbles whilst maintaining distancing.	Liaising closely with Aspens Contingency plan to be drawn up should staff levels drop Staggered lunch breaks - installing a new pre-order system and considering delivering food to bubble groups.	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4
Inadequate cleaning staff/site team on site throughout the day to clean frequently touched areas, welfare facilities, shared areas etc. and areas used by different year group bubbles.	Contingency plan to be drawn up should staff levels drop Site team to assist with emergency situation or provide cover if required	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4
Inadequate staff equipment/facilities and cleaning products/PPE to ensure the school is thoroughly cleaned at the end of the school day/start of a new day.	Contingency plan to be drawn up should staff levels drop Site team to assist with emergency situation or provide cover if required School will ensure adequate equipment, materials and PPE available for in-house staff	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4
Cross contamination across site due to lack of procedures for disposing of used and potentially contaminated cleaning materials etc.	All contaminated waste to be double bagged and quarantined for 72 hours prior to being transferred to general waste.	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4
Failure to maintain supervision levels if staffing levels drop	Staff levels checked each day by SLT. Focus on provision for each bubble area: the Gym, Sports Hall, WE1 and H6 during lesson transition and break times. To ensure adequate staffing,	Yes	Severity: 4 Likelihood: 2

	acceptance of 'Staff Out' requests due to CPD for example will be significantly limited.		Risk Rating: 8
Pupils or staff come into contact with somebody with coronavirus symptoms	<p>Pupils and staff will be told not to come on site if they have coronavirus symptoms or have tested positive within the previous 7 days. All other adults coming onto the school site will have contact details taken at reception. Anybody developing symptoms during the school day will be sent home and advised to follow the latest 'stay at home' guidance:</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>The DfE will provide the school with a small number of home testing kits which can be given directly to parents when collecting their child.</p> <p>All guidance re isolating whilst on the school site awaiting collection will be followed and all staff providing pupils with first aid will have the PPE required.</p>	Yes	Severity: 4 Likelihood: 2 Risk Rating: 8
Hands are not cleaned regularly enough	Pupils and staff will be directed to clean their hands regularly including when they arrive on site, when they return from breaks, when they change rooms and before and after eating. Each bubble area will have 2 standing hand sanitiser stations with foam hand sanitiser as well as access to toilets and hand washing facilities. There will also be a standing hand sanitising station in school reception and by the entrance to the school canteen.	Yes	Severity: 4 Likelihood: 2 Risk Rating: 8
Failure to ensure good respiratory hygiene	The school will promote the 'catch it, bin it, kill it?' approach ensuring enough tissue and bins are available across the site. Based on current evidence Public Health England does not recommend the use of face coverings in schools, misuse may inadvertently increase the risk of transmission. Face coverings are required on public transport however and pupils arriving to school by bus will be directed to have them whether their bus is a public or directed service.	Yes	Severity: 4 Likelihood: 1 Risk Rating: 4
Frequently touched surfaces become possible sources of transmission	<p>An enhanced cleaning schedule will continue to be in place to include more frequent cleaning/fogging of classrooms and shared areas. The number of shared areas to be reduced with each bubble to have exclusive use of a toilet area/hand washing area (Green: toilets by the school reception, Blue: toilets in the Humanities corridor, Orange: toilets in the West End building).</p> <p>Equipment and resources will be organised into that used by each bubble. Resources that are shared between bubbles will either be cleaned meticulously or rotated to allow them to be left unused and out of reach for a period of between 48 and 72 hours.</p> <p>Pupils will be encouraged to limit the amount of equipment they bring into school to the essentials of: lunch boxes, coats, books, stationary and mobile phone. Any pupil in either the Blue or Green bubble who has PE will be asked to arrive to school in their PE kit to remove the need for these pupils to use the changing rooms. KS4</p>	Yes	Severity: 4 Likelihood: 1 Risk Rating: 4

	pupils in the Orange bubble will have use of changing facilities and so will bring PE Kit in as normal.		
Contacts between too many different groups of pupils	<p>Minimising contacts and maintaining social distancing wherever possible are the two key considerations behind the plan to deliver a broad and balanced curriculum whilst keeping everybody safe. Consistent groups of pupils help reduce the risk of transmission and will be no larger than 250 pupils to enable the delivery of the full range of curriculum subjects delivered by specialist teachers. Pupils will be organised into one of three ?bubbles?:</p> <p>? Pupils in Y10 and Y11 will make up the Orange bubble ? Pupils in Y8 and 9 will make up the Blue bubble ? Pupils in Y7 who are least familiar with the school site will make up the Green bubble.</p> <p>Each bubble will have their own designated area with hand sanitising and toilet facilities where tutor time, lesson changeover and break time will be spent:</p> <p>? Orange: WE1 & Amphitheatre, H6 and adjacent seating area ? Blue: Leisure Centre and Tennis Courts ? Green: Gym and Small Field</p> <p>Areas where there is the greatest risk of bubbles contacting each other will be supervised and cordoned. Lesson changeover times and the start/finish times of break will be staggered so that only one bubble is ever moving around the school site at any one time.</p> <p>A canteen service will be available. Access to it will be in the following order because of the staggered break time: Orange ? Blue ? Green from:</p> <p>? Orange: the covered walk way ? Blue: the Main Hall ? Green: the Gym</p>	Yes	Severity: 4 Likelihood: 2 Risk Rating: 8
Social distancing failing to be maintained whilst inside	<p>It is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible.</p> <p>The staff room will not be used for staff meetings, these will take place virtually or in a sufficiently large space such as the Main Hall when necessary.</p> <p>All staff will model the behaviour expected of all pupils in the way they maintain social distance. Ideally adults should maintain 2m distance from each other, and from children. SLs will ensure this is the case in departmental base rooms if used and every classroom will have marked on the floor a line 2m from the area used by the teacher to the rows of desks beyond. Unnecessary furniture will be removed from classrooms to make more space.</p>	Yes	Severity: 4 Likelihood: 2 Risk Rating: 8
Pupils arriving and leaving school	Pupils who travel to school by bus will be encouraged to sit with other pupils within their bubble, remaining socially distanced from pupils in	Yes	Severity: 4

	<p>other bubbles as far as possible. They will need to have a face covering whilst on the bus and a member of SLT will be on duty at the beginning and end of the day to ensure the correct procedure for removing and wearing a face covering is followed.</p> <p>Pupils will be directed to their designated area on arrival and towards the end of the school day where they will be required to sanitise/wash their hands.</p> <p>Parents will be encouraged to drive their children to school if possible and will be directed to deliver their children to the staff car park area by the Astroturf. Staff will use designated parking spaces furthest from the Astroturf side of the car park. On collection parents will be directed to arrive at the coach park entrance no earlier than 2.40pm to allow time for the busses to leave. Those children being collected will be supervised in their designated area and taken to the bus bays from 2.40pm.</p>		<p>Likelihood: 2 Risk Rating: 8</p>
<p>A confirmed case of coronavirus amongst the school community</p>	<p>All staff will be made aware of the NHS Test and Trace process and will understand the need to:</p> <ol style="list-style-type: none"> 1. Book a test https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested 2. Provide details of anyone they have been in contact with if they were to test positive or if asked by NHS Test & Trace 3. Self-isolate <p>Parents and staff will be asked to inform the school immediately of the results of a test.</p> <p>The School will work with the PHE health protection team to assist them in their risk assessment and any subsequent actions/recommendations. If two or more cases are confirmed within 14 days or there's an overall rise in sickness absence where coronavirus is suspected this may be an outbreak and the local health protection team would be contacted.</p> <p>In the event of a local lockdown or the need for a bubble to self-isolate every curriculum area will be able to deliver high quality remote education which aligns closely with in-school provision.</p>	<p>Yes</p>	<p>Severity: 4 Likelihood: 2 Risk Rating: 8</p>

Kristien Carrington **Signed** **Dated**

Co-ordinator **Signed** **Dated**

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