

## Risk Assessment Reopening 5<sup>th</sup> November update

Risk	Severity			Control Measures / Mitigating Action	Responsible People
	Low	Medium	High		
Risk to staff of contracting and /or sharing virus on site			x	<ul style="list-style-type: none"> <li>• Staff not to attend if showing symptoms or required to self-isolate with household member. Staff to be encouraged to be tested for CV19</li> <li>• Risk assessment written with staff who have previously shielded due to health issues</li> </ul>	All
				<ul style="list-style-type: none"> <li>• Staff to sanitise hands when entering/leaving a room</li> <li>• Staff to observe 2m social distancing between each other and students</li> <li>• Additional routine cleaning particularly of contact points</li> <li>• Avoid sharing of areas – free room timetable published with additional routine cleaning of shared areas. Small hall made available</li> <li>• KS 3 Students to be timetabled into one room to which staff attend</li> <li>• Use phone / video conferencing for all possible inter school communication</li> <li>• Staff are to wear a face covering when in communal areas outside of the classroom</li> <li>• Reception staff to remotely unlock control doors</li> <li>• Visitors to queue outside of the building (only visitors authorised by SLT to attend the site – i.e. no routine parent meetings on site)</li> </ul>	All

				<ul style="list-style-type: none"> <li>• Visitors (including Trust staff) must wear a face covering</li> <li>• Appropriate signage in frequently used areas</li> <li>• Pastoral teams based in new year group areas</li> <li>• All contractors provide a risk assessment for their activities – must include CV19</li> </ul>	
				<ul style="list-style-type: none"> <li>• Staff to observe rigorous hand-hygiene e.g. before entry to the main buildings</li> <li>• 1<sup>st</sup> Aid staff to be provided with gowns, masks, gloves, eye shielding</li> </ul>	All
				<p>Working with students:</p> <ul style="list-style-type: none"> <li>• Maintain 2 metre distance from students</li> <li>• Avoid sharing desks or tables</li> <li>• Avoid leaning over students</li> <li>• Students / staff to avoid sharing resources e.g. textbook / computer</li> <li>• Teach from front rather than individually / small group</li> <li>• Guidance for TA – Social distancing from students only where possible unless a individual risk assessment states a visor (provided by the school) is to be worn</li> <li>• Ensure good ventilation of all shared spaces (even during the winter)</li> <li>• Safe hand-washing routines established</li> <li>• <i>Catch it/Bin it/Kill it &amp; Elbow sneeze</i> routines reminded frequently with lidded bins in identified rooms</li> <li>• Frequently disinfect items touched by students</li> <li>• Avoid touching students' property</li> <li>• Unwell students directed to Identified CV 19 room (meeting room 1)</li> <li>• Behaviour policy amended to reflect additional risky behaviour choices that are not acceptable and the action to be taken</li> </ul>	All teaching, support, cleaning staff

				<ul style="list-style-type: none"> <li>Enhanced cleaning regime</li> <li>Observation of all PHE guidance</li> <li>Frequent daily cleaning of high-contact areas; sinks and taps; toilets; door handles, bannisters etc.</li> <li>Classroom tables and chairs disinfected daily</li> <li>Sports Hall / Gym and studio halls cleaned daily</li> <li>Phones that are being shared in offices / staffrooms cleaned frequently</li> <li>Computer peripherals e.g. mice</li> <li>Sports equipment cleaned after use</li> </ul>	CD; Site team; cleaners
				<ul style="list-style-type: none"> <li>Observation of all Public Health England Medical guidance</li> </ul>	First Aiders All to observe published guidance
Minimise the risk of contracting / spreading the virus when using the canteen		x		<ul style="list-style-type: none"> <li>Enhanced surface and other cleaning</li> <li>Students to sanitise hands before eating</li> <li>Staff encouraged to provide their own lunches/refreshments</li> <li>Students to use the canteen only once per day in year groups</li> <li>Seating areas cleaned in between sittings</li> </ul>	Cleaning team
Fire evacuation		x		<ul style="list-style-type: none"> <li>Students will be organised within their year groups: - KS 3 – by normal class KS 4 – by English set KS 5 – by year group</li> </ul>	Site Team Teaching staff
Member of staff falls ill with COVID-19 symptoms on site.	x			<ul style="list-style-type: none"> <li>Alert First Aid team by email</li> <li>If taken very ill while with class, member of staff discreetly to summon assistance to get to medical room (meeting room 1 to be used as required)</li> <li>If slightly unwell, member of staff immediately and discreetly takes self to private car if available, or to medical room if not</li> </ul>	First Aid Team

				<ul style="list-style-type: none"> <li>• Speaks to First Aid team to establish fitness to drive / alternative way to get home</li> <li>• Seek NHS 111 advice - prompt testing - 10 days isolation with rest of class isolating for 14 days</li> <li>• Encourage staff member to take CV19 test as recommended in the guidance.</li> <li>• Working area e.g. classroom deep cleaned</li> <li>• Incident reported to appropriate parents / staff members</li> <li>• In school contact tracing completed</li> </ul>	
Staff fatigue due to demands of new regime		x		<ul style="list-style-type: none"> <li>• Staff to speak to line-managers before problem worsens</li> <li>• Staff to look out for each other and report concerns</li> <li>• Regular KIT meetings maintained</li> <li>• Line-managers to maintain close contact with team members</li> </ul>	All All staff Line-managers
Staff suffer new / recurring mental health issues due to COVID-19 related concerns	x			<ul style="list-style-type: none"> <li>• Line managers to check-in regularly with people with known history</li> <li>• Positivity from leaders inspires positive school</li> <li>• Staff to offer support</li> <li>• Regular sharing of good news / thanks /praise</li> <li>• Dissemination of best practice in maintaining good mental health</li> <li>• Dissemination of ways to access professional support – services - available to staff free of charge for initial period</li> </ul>	All staff
General low mood if situation endures – staff and students		x		<ul style="list-style-type: none"> <li>• Pooling of ideas to maintain morale</li> <li>• Shared projects, i.e. to improve fabric of school, gardening etc</li> <li>• Shared exercise opportunities</li> </ul>	All staff

Concerns over distribution of work under new regime	x			<ul style="list-style-type: none"> <li>All staff expected to contribute fairly</li> </ul>	All teachers and support staff
Risk of lone working	x			<ul style="list-style-type: none"> <li>Staff sign in / out at reception</li> <li>No member of staff to be alone on site</li> <li>Radios distributed as appropriate (cleaned after use)</li> </ul>	All staff
Inappropriate use of Teams by students and staff		x		<ul style="list-style-type: none"> <li>Guidelines for staff and students created in conjunction with Trust IT team and revised by safeguarding lead.</li> <li>Volunteer staff were informed of this risk. It was recommended to staff to turn their camera off and share a document (starter) from the very start to focus on the work.</li> <li>Parents and students will receive guidance to make them aware of our expectations</li> <li>It is recommended to run live lessons with two teachers present. One to do the teaching and presenting and one to check on students' camera and the chat.</li> <li>It was recommended to trial live lessons with a trustworthy class.</li> </ul>	SLT Volunteer staff
Risk of students contracting and /or sharing virus on site			x	<ul style="list-style-type: none"> <li>Parents requested to keep at home children showing signs of illness for 14 days in line with guidance or 10 if confirmed with the family encourage to have their child tested</li> <li>Students to sanitise hands when entering / exiting a room</li> <li>Face coverings to be worn in communal areas outside of the classroom</li> <li>Bus – students to queue / sit in year groups wearing a face covering</li> <li>Social distancing to be emphasised, including on journeys to and from school</li> </ul>	All staff

				<ul style="list-style-type: none"> <li>• Student to enter site via designated entrances</li> <li>• Staggered start / finish times</li> <li>• Students grouped in years, allocated to specific areas of the school for lesson and break times <ul style="list-style-type: none"> <li>○ KS3 – minimal movement – staff move to students</li> <li>○ KS4/5 move within their allocated part of the school</li> </ul> </li> <li>• Staggered lunchtimes</li> <li>• Cash loaders regularly cleaned with hand sanitiser available - parents encouraged to load money via parent pay</li> <li>• Students educated about virus and its transmission, without raising alarm</li> <li>• No large gatherings</li> <li>• PE activities chosen which reduce contact / cleaning e.g. cross country. Students wear PE kit to school when have a PE lesson</li> <li>• All shared spaces well-ventilated</li> <li>• Safe handwashing/ sanitise routines established, including before meals</li> <li>• <i>Catch it/Bin it/Kill it &amp; Elbow sneeze</i> routines reminded frequently with lidded bins in identified classrooms</li> <li>• Frequent disinfection of items touched by students especially toilet areas</li> <li>• Avoid sharing of physical resources e.g. textbooks and writing equipment</li> <li>• Behaviour policy amended to reflect additional risky behaviour choices that are not acceptable and the action to be taken</li> </ul>	
Student falls ill with COVID like symptoms on site		x		<ul style="list-style-type: none"> <li>• Student direct to attend identified CV 19 room (meeting room 1)</li> <li>• First aid team alerted by email / radio</li> <li>• Student taken to medical room; isolated until collected</li> <li>• Parent contacted for removal</li> </ul>	All staff

				<ul style="list-style-type: none"> <li>• Seek NHS 111 advice – prompt testing e.g. 10 days isolation with rest of class isolating for 14 days</li> <li>• Working area e.g. classroom deep cleaned</li> <li>• Incident reported to appropriate parents / staff members</li> <li>• In school contact tracing completed</li> </ul>	
Students adversely affected by new working conditions - implications for mental health		x		<ul style="list-style-type: none"> <li>• Staff lead with positivity and kindness</li> <li>• Focused student interaction encouraged - observing social distancing</li> <li>• Lessons encourage some talk and safe social interaction</li> <li>• Staff aware of student fears and anxieties – individuals monitored; opportunities given to talk</li> <li>• Students signposted to mental health services</li> </ul>	All staff
Student suffers bereavement	x			<ul style="list-style-type: none"> <li>• Sensitive communication with family</li> <li>• Provision of counselling / bereavement services</li> </ul>	All staff
Member of staff suffers bereavement	x			<ul style="list-style-type: none"> <li>• Support offered, possibly requiring sensitive communication via closest Staff</li> <li>• Time off – discretion of Head Teacher</li> <li>• in application Staff Absence Policy</li> <li>• Signposting to specialist bereavement counselling services</li> <li>• Support for closest friends at school</li> </ul>	All staff
Death of member of school community	x			<ul style="list-style-type: none"> <li>• Sensitive management of news</li> <li>• Sensitive communication with family</li> <li>• Provision of bereavement counselling services to closest staff / students</li> <li>• Careful management of school input to funeral / memorial services</li> </ul>	All staff SLT / Line manager HR

## Hair Salon Risk Assessment – Reopening (12<sup>th</sup> August)

Risk	Severity			Control Measures / Mitigating Action	Responsible People
	Low	Medium	High		
<b>Risk to staff attending site</b>					
General			x	<ul style="list-style-type: none"> <li>• Staff to sanitise hands on entering/exiting rooms</li> <li>• Staff to observe 2m social distancing between each other</li> <li>• Additional cleaning of door handles/biometric scanners</li> <li>• Appropriate signage in frequently used areas</li> <li>• Visitors to queue outside of the building – contact A Forbes by telephone</li> </ul>	All
When working with customers			x	<ul style="list-style-type: none"> <li>• Face mask/visor to be worn</li> <li>• Newly sterilise equipment used for each customer</li> <li>• Staff to observe rigorous hand-hygiene e.g. before entry to the main buildings</li> </ul>	All
<b>Risk to customers attending site</b>					
General			x	<ul style="list-style-type: none"> <li>• Customers to sanitise hands on entry to site</li> <li>• Entrance through side gate to minimise contact points</li> </ul>	All
When receiving hair dressing service			x	<ul style="list-style-type: none"> <li>• Face mask worn as appropriate</li> </ul>	All



