

Result of COVID-19 risk assessment for the partial opening of Corby Technical School from Spring Term, January 2021.

Introduction

The risk assessment was carried out in line with our Risk Assessment Policy as published on The Brooke Weston Trust website. It will continue to be reviewed and updated as necessary, particularly in response to changing guidance.

30 risks and associated consequences have been considered. For each risk, control measures have been identified to manage the risk as effectively as possible. The risks identified and key measures in place to control them so that students, staff and visitors are kept as safe as possible are set out on page two of this document.

Risk control and mitigation strategies have followed the 'system of controls' set out in Government guidance for schools. This system of controls is a set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail here.

Prevention:

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) Clean hands thoroughly more often than usual
- 3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) Minimise contact between individuals and maintain social distancing wherever possible
- 6) Where necessary, wear appropriate personal protective equipment (PPE)

Response to any infection:

- 7) Engage with the NHS Test and Trace process
- 8) Manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) Contain any outbreak by following local health protection team advice

Risks and key controls

Risk 1	Inability or failure to maintain appropriate social distancing in school
Key control measures	<p>Students/staff are often verbally reminded of the required social distance and the site rules as needed.</p> <p>Areas have been measured and furniture positioned to meet required current distance requirement in all occupied areas and limit the number of persons in each room/location.</p> <p>Unnecessary equipment and furniture removed from spaces to increase area capacity, avoid potential for contamination and reduce cleaning demand.</p> <p>Doors are propped open where possible to avoid physical opening and closing of doors and improve ventilation.</p> <p>Hard surfaces subject to hand contact have been identified and will be cleaned regularly throughout the day using appropriate cleaning products supplied by the school.</p> <p>All equipment used is cleaned daily or more often when used, including computer equipment.</p> <p>All people entering the school building will need to sanitise their hands at the entrance.</p> <p>All learning and communal spaces will have hand sanitiser available and students and staff will be encouraged to sanitise hands when moving between spaces within school.</p> <p>Staff will supervise student break times to support them with adhering to the social distancing guidance.</p> <p>Rooms will be ventilated using trickle vents where possible and windows in occupied spaces opened at regular intervals to maintain good air flow.</p> <p>The fire evacuation plan considers all social distancing guidance.</p> <p>Site rules are available at reception.</p> <p>Staff/Students and Visitors are given designated areas to work within and must stay within those area to reduce cross contamination.</p> <p>Staff working in the building have been allocated a workspace or office. Signage is used to support staff in adhering to the social distancing guidelines.</p> <p>Visitors to site will be limited to deliveries and other pre-arranged visits. All visitors will be briefed on the social distancing expectations whilst on site.</p> <p>Staff who do not regularly work in the school but who are part of the wider organisation (BWT staff) will be briefed when they enter the site.</p> <p>Staff and students have been briefed in order to develop their understanding of the site rules and expectations. Staff have been consulted on risk assessments.</p> <p>Students will maintain a 2m distance from staff at all times and will be reminded with signage. Students will be encouraged to minimise contact with each other including making sure they do not share equipment.</p> <p>Year groups are split into Year Group Zones (YGZs) for the majority of their teaching and</p>

	<p>social time. Mobile library units and book drop offs have been set-up in Year Group Zones.</p> <p>Communal spaces such as the restaurant and toilets are be shared by staff and students and cleaned at regular intervals.</p> <p>Teaching staff have a designated individual workspace to use throughout the day, this may be an office desk, or a desk in the temporary (implemented for this purpose) staff room. All areas for staff adhere to the 2m guideline and are clearly marked.</p> <p>In teaching areas there is a designated space for the teacher and teaching assistant (where relevant) in each teaching zone.</p> <p>Lunchtimes will be staggered to ensure that year groups do not mix during the day. There are designated areas for staff to consume meals that are socially distanced.</p> <p>Lockers will not be used by students to avoid any congestion</p> <p>In all general classrooms, student tables have been set up in rows so that all students face the front. Some rooms have fixed furniture/resources where this set up is not possible.</p> <p>Students will be expected to bring their own personal stationery to school and to not share with other students.</p> <p>Students will maintain a 2m distance from staff at all times and will be reminded verbally and with signage. Where this is not possible, staff and students are required to wear masks or protective visors.</p> <p>Students will not be permitted to move out of their YGZ without adult supervision and will be expected to wear a mask.</p> <p>Staff and students will be expected to wear masks when they enter the site until they are safely in their classroom or office/desk unless they have a medical exemption. Masks must be worn in all spaces outside of the classroom or office/desk unless seated at social distance to eat. The school can provide disposable masks to those who may have lost or forgotten them to ensure compliance.</p> <p>Students with authorised exemptions will be provided with a card for identification</p> <p>Lessons all have very clear seating plans displayed on the classroom window to assist with identifying close contacts.</p>
Risk 2	Access to and egress from school site presents increased opportunity for transmission
Key control measures	<p>Staff/students/visitors MUST not enter the site if they are displaying any COVID-19 symptoms or if anyone in their household or a close contact, such as a support bubble member is, or if they have been asked to isolate by NHS test & trace. Staff and students have been informed about the need for self-isolation as advised by the Government. Clear signage is in place at the front gates to highlight this. All visitors to site will be asked to confirm this.</p> <p>Clear signage at entrance and exit points clarifying expectations and routes of entry/egress.</p> <p>Regularly clean and disinfect common contact surfaces at entrances, in reception, office, access control and delivery areas e.g. screens, telephone handsets, desks, particularly during peak flow times.</p>

	<p>Markings and signage on external areas to support people in following social distancing rules as they enter the site and at any point where a queue may arise i.e. reception.</p> <p>At the start of the school day the site access point will be monitored to ensure social distancing.</p> <p>Visitors to site will be limited to deliveries and other pre-arranged visits. All visitors will be briefed on the social distancing expectations whilst on site. Only visitors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site.</p> <p>Staff who do not regularly work in the school but who are part of the wider organisation (BWT staff) will be briefed when they enter the site.</p> <p>All staff & visitors to report to reception on arrival and exit to be signed in/out by reception staff to ensure a contact free process.</p> <p>All visitors are required to provide their contact details which will be held for a minimum of 14 days but no longer than necessary.</p> <p>NHS Test and Trace QR code clearly displayed in reception for app users</p> <p>Systems in place to deal with those arriving at school who are not supposed to be there.</p> <p>All persons must sanitise their hands before entering or leaving the site, signage used to remind and encourage.</p> <p>All staff and visitors can access the building and sign in without the requirement to touch any surfaces.</p> <p>Protocols in place to register students. Turnstiles have been disabled to remove the need to touch.</p> <p>Students will be permitted to arrive to school no earlier than 8:30am.</p> <p>All students will be dismissed from school at slightly staggered times to minimise mixing and contact with other year group bubbles.</p> <p>Parents can drop students in the morning in the car park but must not leave their vehicle unless they need to assist their child.</p> <p>Bins are available at all entrances to enable safe disposal of any face masks. Hand sanitiser is also available.</p> <p>Visitors/parents/carers who arrive for pre-arranged visits will need to wait in the designated safe zone (parent reception) before entering the school building. This may mean waiting outside.</p> <p>All visitors/parents/carers are issued with guidance before attending school for a pre-arranged meeting.</p> <p>Staff, students and visitors are required to wear face covering when they enter the site until they are safely in their year group zone or designated workspace. They will be required to remove their covering and store it safely before sanitising their hands.</p>
Risk 3	Insufficient availability of staff to fulfil all school duties
Key control measures	Staff to follow social distancing guidance in offices/staff rooms/close working in rooms and not exceed the maximum occupancy in offices to help control the potential spread of the virus and maintain staff health.

	<p>Staff are reminded of HR procedures relating to absence and availability to work in line with normal school procedures and any affected by the COVID-19 pandemic i.e. health status change/change in household status/suspected confirmed case of COVID-19. Absence lines monitored each morning.</p> <p>Assessment carried out of the availability of staff for all activities during the school day, including lunchtime and break supervision, and to provide support for pupils with special or additional needs.</p> <p>Staffing levels monitored daily to ensure all key areas of the schools' operation can be fulfilled.</p> <p>Key Staff will be working on a rota basis to ensure key position can always be covered i.e. DSL, SLT, First Aid</p> <p>Only those staff supervising and supporting in school learning and some other authorised staff will be allowed on site. All other staff will be expected to work from home.</p>
Risk 4	Loss of key staff due to self-isolation
Key control measures	<p>Leadership hierarchy in place (Principal, 2 x VPs, AP x 3)</p> <p>Four DSLs in place to support safeguarding (E.James, E.Toye, L.Arnold, A. Reynolds).</p> <p>Multiple key holders in place to ensure building can be opened (Principal, Site Manager, Site supervisor, School Business Manager, Vice Principal x 2). Central support available from BWT estates to support school staff if required.</p> <p>Fire evacuation procedures – site staff on site to full-time to ensure coverage.</p> <p>School Business Manager is trained on all the evacuation procedures.</p> <p>Procedures in place to ensure cover is provided for in school and remote learning lessons.</p>
Risk 5	Staff feel unsupported or unclear about expectations and procedures
Key control measures	<p>Staff Information area continually updated on Trust website, containing useful tools and resources for staff. This includes an FAQ document. All staff have access to 'Employee Assist Programme' and this has been promoted to all staff.</p> <p>Support provisions in place, including access to PPE where the risk assessment identifies the requirement.</p> <p>All risk assessments and guidance documentations are shared with staff. Staff have access to these at any point should they wish to refresh. All staff have been consulted on these risk assessments.</p> <p>All staff have received training outlining expectations for social distancing, cleanliness and hygiene and other safety measures. All staff have consulted on revisions to the risk assessments.</p> <p>Staff teaching remotely have been and continue to be trained. Department Heads to undertake regular wellbeing checks with staff working remotely.</p>

	A 'Supervision service' has now been implemented to provide support to DSL's and other identified colleagues.
Risk 6	Suspected case of COVID-19 displaying symptoms whilst at school
Key control measures	<p>At least one member of the COVID response team will be on site at all times. PPE is worn if a suspected case requires first aid or if social distancing cannot be maintained.</p> <p>Areas occupied and equipment used by the affected person will be identified, secured and then thoroughly cleaned and disinfected following latest guidance. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings Person displaying symptoms must then follow the guidance on self-isolation and not return to school until their period of self-isolation has been completed. One member of staff will be designated to support the ill person and all other persons should maintain a safe distance. A note of all persons who the affected person has been in contact with is to be made.</p> <p>A COVID isolation room has been identified and a designated toilet will be used. Access to this toilet will be restricted if used by a person with a suspected case and cleaned thoroughly before being made available to use. The COVID isolation room will also be cleaned.</p> <p>If school receives notification of a suspected case the in-school COVID response team will make accurate records and ensure that the family are aware of all guidelines. In the case of a staff member the COVID response team will manage this also. A Covid-19 Response Team (CRT) has been identified and roles clearly defined. Process documents provided to each member and notices available in each classroom. All suspected cases are logged on CPOMS and monitored by the CRT. Parents are signposted to the correct guidance and asked to follow the NHS test and trace process</p>
Risk 7	A Confirmed case of Covid-19 in school
Key control measures	<p>COVID response team to report to the Principal immediately. Decision tree to be followed. All protocols are kept on the Covid Response Team on MS Teams. Front-of house staff to be briefed clearly on passing details on without delay as they are likely to be the first point of contact.</p> <p>Close contacts are identified and taken to a place where they can wait at social distance to be collected by a parent or guardian.</p> <p>The school intends to introduce, as soon as safe and reasonably practicable, a voluntary routine testing regime for asymptomatic staff and students. This will be subject to a separate specific risk assessment and will be conducted in line with published guidance - Mass asymptomatic testing: schools and colleges - GOV.UK (www.gov.uk). This optional testing will support people identified as close contacts of confirmed cases and is intended to help contain the spread of COVID-19 as part of the national strategy whilst facilitating sustained access to education.</p> <p>Staff and students who do not wish to participate in the asymptomatic testing should continue to isolate for the required 10 days.</p> <p>Regular contact will be maintained with any symptomatic person or their family. This is managed by the COVID response team.</p>
Risk 8	Spread of Covid-19 from exposure from others due to: 1) living with someone with a confirmed case. 2) Has come into close contact with a confirmed case
Key control measures	<p>Symptom protocols to be followed by all staff, student and visitors. Staff/students/visitors MUST not enter the site if they are displaying any COVID-19</p>

	<p>symptoms or if anyone in their household or a close contact, such as a support bubble member is, or if they have been asked to isolate by NHS test & trace. Staff and students have been informed about the need for self-isolation as advised by the Government. Clear signage is in place at the front gates to highlight this. All visitors to site will be asked to confirm this.</p> <p>Should staff or students disclose that people living with them are self-isolating, they will be advised to follow latest isolation guidelines and Government guidance.</p> <p>Call DfE for guidance if required and inform the Local Authority using the reporting form if necessary.</p> <p>All visitors reminded of current isolation guidelines and asked questions before entering premises (helping avoid contact with personnel suspected of having caught COVID-19) Follow advice from the DfE as part of the NHS Test & trace strategy.</p> <p>Records will be kept by the school and information passed to the Local Authority:</p> <ul style="list-style-type: none"> • All visitors to site and who they had contact with. • Staff who have been teaching which group. • Supply staff and who they had contact with. • Peripatetic teachers and who they had contact with. <p>In school COVID response team to ensure all records are kept up-to-date.</p> <p>CRT discusses each case with parents and give correct advice in accordance with the latest guidance.</p> <p>The school intends to introduce, as soon as safe and reasonably practicable, a voluntary routine testing regime for asymptomatic staff and students. This will be subject to a separate specific risk assessment and will be conducted in line with published guidance - Mass asymptomatic testing: schools and colleges - GOV.UK (www.gov.uk). This optional testing will support people identified as close contacts of confirmed cases and is intended to help contain the spread of COVID-19 as part of the national strategy whilst facilitating sustained access to education.</p> <p>Staff and students who do not wish to participate in the asymptomatic testing should continue to isolate for the required 10 days.</p>
Risk 9	Poor hygiene by school occupants increases risk of transmission
Key control measures	<p>School occupants reminded daily via signage to:</p> <ul style="list-style-type: none"> • wash hands regularly using soap for at least 20 seconds • 'catch it, bin it, kill it' • Use sanitiser provided • Observe social distancing <p>Cleaning check sheets in welfare facilities and teaching areas and signed by cleaning staff. Students reminded verbally by school staff throughout the school day to observe the hygiene practices detailed above.</p> <p>Staff required to sanitise when moving between YGZ's</p> <p>Regularly clean the hand washing facilities and check soap and sanitiser levels.</p> <p>Provide suitable and sufficient rubbish bins with bin bags for tissues with regular removal and disposal.</p> <p>Supplies of sanitiser, tissues and bins in all occupied areas.</p> <p>Ensure that ventilation is maximised using natural fresh air or mechanical extraction systems</p> <p>Students and parents have been supplied with a school information booklet and letter outlining all key steps to keep the school community safe.</p> <p>Signage advising users how to report empty soap and sanitiser dispensers.</p> <p>Orders of cleaning supplies, soap and hand sanitiser are processed regularly and stock levels are maintained with supplies securely stored.</p> <p>Avoid unnecessary handling of resources (books etc.) by personalising equipment and use gloves where this is necessary or the items cannot be cleaned first. Protocol in place for the use of shared headphones/laptops in school.</p>

	<p>Provide fully equipped personal workspaces to prevent shared spaces and shared equipment</p> <p>Hand sanitiser and hand-washing facilities are available in each Year Group zone. Students will be reminded where necessary to clean hands regularly. Sanitiser will be available for each specialist room.</p>
Risk 10	Lack of awareness of risks from Covid-19 increases risk of transmission
Key control measures	<p>Signage displayed around site including all entrances</p> <p>Staff training, briefings and regular communication to remind all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This includes informing personnel of the known symptoms.</p> <p>Students and parents provided with clear guidance outlining risks including references to government documentation.</p> <p>Students and parents have been supplied with a school information booklet and letter outlining all key steps to keep the school community safe.</p> <p>Increased signage, floor tape, hazard tape and instructions placed throughout the building</p>
Risk 11	Infection prevention and control (cleaning) regimes insufficient or ineffective
Key control measures	<p>An enhanced cleaning schedule is implemented throughout the site, ensuring that contact points, e.g. work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>All occupied spaces will be cleaned at the end of each day.</p> <p>Cleaning staff to be included in all staff communications so they are kept updated of developments in school and expectations for reporting absence etc. Note most cleaners do not use school email. Alternative methods of effective communication are in place.</p> <p>School staff are expected to undertake some cleaning tasks such as wiping the teacher pod and shared cables before and after each use.</p> <p>Infection control BWT guidance is followed.</p> <p>Only cleaning products supplied by the school are to be used and stock levels are maintained.</p> <p>Bin liners should be used in all bins and waste disposed of in line with guidance. All bins to be emptied daily.</p> <p>Supply chain for usual stock identified. Multiple sources of all cleaning materials identified as required through this risk assessment. Do not rely on a single supplier.</p> <p>Cleaning staff working patterns have been reorganised to ensure that sufficient coverage in terms of personnel is available both during and after the school day.</p>
Risk 12	Lack of required Personal Protective Equipment (PPE) for identified purposes
Key control measures	<p>Routine school operations requiring PPE have been identified.</p> <p>Supply chain for usual stock identified.</p> <p>Multiple sources of all PPE identified as required through this risk assessment. Do not rely on a single supplier.</p> <p>Facilitate sharing of supplies within BWT schools where temporary supply issues present.</p> <p>Hold stock at sufficient capacity to cover a minimum of two weeks' requirements at all times. Ordering in advance of stock depletion. PPE champion to liaise with BWT.</p> <p>Utilise support from Central Team, to centrally monitor PPE stock levels across all Trust schools and procure supplies if required</p>
Risk 13	Increased risk of harm to vulnerable staff or students, including those attending special unit provision

Key control measures	<p>Staff have been consulted to identify colleagues who may for any reason be at greater risk from Covid-19. Measures in place to protect staff who are vulnerable and BWT HR risk assessment completed.</p> <p>Staff who are recognised as Clinically Extremely Vulnerable or who are pregnant are required to work from home until further notice.</p> <p>Existing risk assessments and operating procedures in place including:</p> <ul style="list-style-type: none"> • Personal Emergency Evacuation Plans • Medical risk assessments. <p>Records are kept of students with specific identified health needs.</p> <p>Request information from families to help identify any student who may be at greater risk from Covid-19. Support families in following the government guidance.</p> <p>Review risk assessments in place for specific purposes for specific people/groups as required.</p> <p>All students identified a vulnerable have been invited to attend school.</p> <p>Procedures in place for the provision of FSM voucher for any student not attending school.</p> <p>Students in school who are eligible for FSM will be provided meals in school.</p>
Risk 14	Injury or illness suffered during school occupation requiring administration of first aid
Key control measures	<p>Normal school operating procedures apply with the addition of PPE as required.</p> <p>Designated first aiders to be on site to support student needs.</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. Wash hands and ensure the affected area is cleaned upon completion.</p> <p>Additional PPE provided to all First Aid boxes and medical rooms.</p> <p>Separate facilities for persons requiring first aid with and without COVID_19 symptoms (First aid room).</p> <p>First aid kits available in each of the Year Group Zones so that basic first aid can be self-administered where appropriate i.e. a plaster.</p> <p>Restrict educational activities to low risk only.</p> <p>Ensure wherever possible 2m distance kept and layout building to ensure that this is facilitated.</p>
Risk 15	Provision of food for students, including use of restaurant facilities or other designated spaces for eating - exposure from large numbers of persons gathering
Key control measures	<p>Hand sanitiser available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.</p> <p>Catering service will provide pre-prepared and wrapped food only. No unwrapped food will be on display.</p> <p>All rubbish and waste is put straight in the bin by the user supervising staff to ensure this happens.</p> <p>Communal areas used for eating are thoroughly cleaned at the end of each break and shift, including chairs, door handles and payment devices.</p> <p>Dining furniture relocated to ensure adequate distances for staff and visitors.</p> <p>Staff and students should provide their own water bottles. If filling is required, wipe down dispenser button after use.</p> <p>New system of pupil movement around the building and use of restaurant area for break/lunch.</p>

	<p>All staff and visitors should sit 2 metres apart from each other whilst eating.</p> <p>All students will eat in their allocated classroom.</p> <p>Students in Year 7-11 will pass through the servery to collect and pay for a school meal where they have chosen to have one. Students with a packed lunch will remain in their classroom. This will be on a rota by year group. Year groups will not mix. Staff will be required to queue with students and should maintain a safe distance.</p> <p>Disposable cutlery provided. Students and staff will be required to bring in their own cup and drinks bottles. This avoids a situation where people are helping themselves from communal storage.</p> <p>Bins are provided in year groups zones and GWT to ensure waste is disposed of effectively. These are emptied at regular intervals.</p> <p>A separate risk assessment covering the catering teams' work space and food production is available.</p> <p>Cash transactions discouraged, students to use machine. Payments taken by contactless methods wherever possible.</p>
Risk 16	Use of changing facilities, showers and drying rooms
Key control measures	PE Changing rooms and showers will not be used.
Risk 17	Insufficient maintenance and use of school environment and facilities (including electrical and mechanical plant) increases risk of transmission or other issues
Key control measures	<p>Site teams maintain statutory maintenance and compliance activities and report completion via Every Compliance Management system.</p> <p>Enhanced cleaning continues to be a priority in school.</p> <p>To increase the supply of fresh air, trickle vents on all windows will remain open. Windows of occupied rooms will be opened at regular intervals. Non-fire doors can be left open to improve air circulation.</p> <p>If staff wish to use a desk fan to increase air circulation this will be permitted.</p> <p>Staff can continue to use air conditioning systems as normal.</p> <p>We will not need to adjust air conditioning systems that mix some of the extracted air with fresh air and return it to the room as this increases the fresh air ventilation rate.</p> <p>We will not need to adjust systems in individual rooms or portable units as these operate on 100% recirculation.</p> <p>Increase flow rate of extraction to maximise fresh air flow using the BMS.</p>
Risk 18	Outbreak of fire reduces ability for distancing (e.g. between bubbles)
Key control measures	<p>Existing FRA and associated evacuation procedures have been amended.</p> <p>Muster point reviewed to maintain social distancing where possible. Signage as appropriate. Suspected COVID muster point also identified that is a safe distance from other people.</p> <p>Evacuation and lockdown procedures amended as appropriate</p> <p>All occupants have been informed of amendments. Students to be briefed as part of their briefing.</p> <p>Fire evacuation plan reviewed.</p>
Risk 19	Use of school transport (of any kind) increases opportunity for transmission

Key control measures	Parents have been advised of current guidance in the parent booklet and to encourage children to walk or cycle to school alongside the implications of using public transport.
Risk 20	Travel off site increases opportunity for transmission
Key control measures	<p>Conduct meetings electronically or via telephone wherever possible.</p> <p>Travel is only required for essential purposes.</p> <p>Implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family).</p> <p>BWT home visit protocol is strictly adhered to.</p> <p>Where travel is essential, use private single occupancy where possible.</p>
Risk 21	Deliveries & waste collection – visitors to site increase opportunity for transmission
Key control measures	<p>Clear signage at reception for parcels and reminders to social distance.</p> <p>Designated safe locations for deliveries of small and large parcels.</p> <p>Antibacterial wipes / spray made available for staff to clean any products delivered prior to handling</p> <p>Staff advised not to approach delivery staff, allow packages to be left in a safe place.</p> <p>Hands are to be thoroughly sanitised after handling all deliveries or waste materials. Waste to be disposed of in bins immediately and site teams asked to remove it to external waste disposal as soon as possible.</p> <p>Minimise handling.</p> <p>Floor marking tape used to signal distance to keep from reception desks as well as Perspex screening.</p> <p>Waste collection and catering deliveries must not coincide with student arrival/exit times. Contractors advised of school day and acceptable delivery times.</p>
Risk 22	Contractors, visitor and volunteers attending school site
Key control measures	<p>Site inductions are to be carried out with all contractors/visitors following social distancing principles (2m separation). Site inductions will be carried out by a member of the Site Team as required</p> <p>Contractors / visitors will be bound by the prescribed Visitor Protocols already in place.</p> <p>The contractor/visitor is to notify the premises staff of all areas visited if not prior known in order that these can then be thoroughly cleaned before occupation again by any other user.</p> <p>COVID response team to maintain records of all visitors to site including contractors ensuring that records are kept of where they visited and who they came into contact with.</p> <p>The school will not be using volunteers.</p>
Risk 23	Reintroducing the use of shared equipment and resources as part of curriculum delivery
Key control measures	<p>Where sharing of equipment is necessary risk assessments have been put into place. These risk assessments adhere to any guidance set-out. Equipment should not be shared between bubbles.</p>

	<p>There is no outdoor play equipment. The site is not used by any external parties e.g. lettings.</p> <p>Students will be required to bring their own stationery to school.</p>
Risk 24	Recruitment activities and teacher training
Key control measures	<p>The school will recruit remotely where possible. All checks will be carried out in person.</p> <p>All ITT trainees will be sent our induction resources including our RA and COVID training materials before they join the school. All ITT trainees will be treated as staff when attending school. They will be provided with a dedicated workspace.</p>
Risk 25	Safeguarding
Key control measures	<p>Identification of vulnerable students has taken place – monitoring processes are in place to make regular contact with these students.</p> <p>All registers for each lesson will be taken in SIMS and tutor will be monitoring engagement in these lessons. They will contact home where engagement has not taken place. Any issues will be escalated to the HoY, AP. Significant concerns will be recorded on CPOMS.</p> <p>Tutor time taking place daily for students to report any issues. Regular online assemblies organised for year groups.</p> <p>School will continue to work with external agencies as appropriate. Safeguarding and wellbeing support for students and parents is available on the school website.</p> <p>A nominated DSL is on site each day.</p> <p>A ‘Supervision service’ has now been implemented to provide support to DSL’s and other identified colleagues.</p> <p>Three new policies have been introduced which may be relevant to supporting safeguarding matters and providing additional guidance for staff and students:</p> <ul style="list-style-type: none"> o Home learning guide o Online Safety o IT acceptable use
Risk 26	Extra-curricular provision reintroduced
Key control measures	<p>Students will be permitted to come into school from 8:30am. They will need to work in their allocated ‘home room’ and will not be permitted to leave this space. Where additional lessons were introduced Tue-Thu, these will continue in school in designated bubbles.</p> <p>Resources, including reading books will remain within the bubbles.</p>
Risk 27	Behaviour and discipline falls below usual standards and results in increased transmission risk
Key control measures	<p>Each class has a designated staff member and team leader with additional SEN support.</p> <p>Training has taken place for staff to manage behaviour when delivering remote learning.</p> <p>Expectations for students have been clearly communicated.</p>
Risk 28	Bubble or whole school required to isolate / lock-down due to outbreak
Key control measures	Follow PHE advice and communicate this with parents and staff



	<p>In-school COVID response teams will have accurate records to support the NHS health protection team identifying affected parties.</p> <p>Electronic communications to parents and the school community will be rapid.</p> <p>All teaching staff have materials available ready for an immediate switch to remote learning.</p> <p>The school intends to introduce, as soon as safe and reasonably practicable, a voluntary routine testing regime for asymptomatic staff and students. This will be subject to a separate specific risk assessment and will be conducted in line with published guidance - Mass asymptomatic testing: schools and colleges - GOV.UK (www.gov.uk). This optional testing will support people identified as close contacts of confirmed cases and is intended to help contain the spread of COVID-19 as part of the national strategy whilst facilitating sustained access to education.</p> <p>Staff and students who do not wish to participate in the asymptomatic testing should continue to isolate for the required 10 days.</p> <p>Careful monitoring of engagement with curriculum resources</p>
Risk 29	Insufficient space available to accommodate all students
Key control measures	<p>Increased risk of transmission from;</p> <p>Overcrowding prevents distancing for adults</p> <p>Students not appropriately seated</p> <p>Inappropriate use of space for a designated activity</p> <p>Students have been placed in bubbles of no more than 25. If class sizes increase, further classroom spaces will be identified.</p> <p>Current use of space is sufficient for all staff and students.</p>
Risk 30	Provision of remote learning to the requirements prescribed by the DfE
Key control measures	<p>Increased risk of transmission from;</p> <p>Overcrowding prevents distancing for adults</p> <p>Students not appropriately seated</p> <p>Inappropriate use of space for a designated activity</p> <p>Students have been placed in bubbles of no more than 25. If class sizes increase, further classroom spaces will be identified.</p> <p>Current use of space is sufficient for all staff and students.</p>