

Result of COVID-19 risk assessment for the full reopening of Corby Technical School from the autumn term 2020.

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.

29 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 will be 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 requirements.</p> <p>Unnecessary equipment and furniture removed from spaces to increase area capacity, avoid potential for contamination and reduce cleaning demand.</p> <p>Doors will be propped open where possible to avoid physical opening and closing of doors.</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 before entering reception.</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 where possible to maintain good air flow.</p> <p>The fire evacuation plan considers all social distancing guidance.</p> <p>Site rules will be available at reception.</p> <p>Staff/Students and Visitors will be given designated areas to work within and must stay within those area to reduce cross contamination. Staff & students will also use designated 'communal space' i.e. washrooms, eating space, outdoor space.</p> <p>Staff working in the building will be allocated a workspace or office. Signage will be 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 are to maintain 2 metre distance between each other and students and will be reminded of this regularly using visual markings and signage.</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 will be split into Year Group Zones (YGZs) for the majority of their teaching and social time. There will be use of some specialist spaces to ensure a full-curriculum can be delivered (Drama, Music, Science, PE, Art, IT & DT). This will involve different year groups using these spaces. When this occurs these spaces will be thoroughly cleaned between different year group use. The delivery of specialised curriculum will be subject to additional risk assessment to ensure all aspects have been considered.</p> <p>The library will not be used as a communal space. Mobile library units will be set-up in Year Group Zones.</p> <p>Communal spaces such as the restaurant and toilets will be shared by staff and students and cleaned at regular intervals.</p> <p>Staff will 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.</p> <p>In teaching areas there will be designated space for the teacher and teaching assistant (where relevant) in each teaching zone.</p> <p>Breaks and lunchtimes will be staggered to ensure that year groups do not mix during the day. There will be designated areas for staff to consume meals that are socially distanced.</p> |

| | |
|------------------------------------|--|
| | <p>Multiple entrances and exits will be used at the start and end of the school day to control the flow of students and minimise the mixing of year groups.</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. This cannot be achieved in all learning areas (some IT rooms, DT workshop) due to the 'fixed' nature of seating arrangements. Impact is limited as students will only be using these spaces for a limited amount of lessons per week.</p> <p>Staff and students will be briefed prior to full-opening in order to develop their understanding of the site rules and expectations. Booklets provided to both staff and students highlighting all key aims and guidelines. Staff have been consulted on risk assessments. Information regarding behaviour policy has been amended and shared with parents and staff to ensure that any breaches are dealt with swiftly.</p> <p>Students will be expected to bring their own personal stationery to school and to not share with other students. Some classroom equipment will be shared within a Year Group Zone and will be cleaned after-use. This will part of the subject specialist risk assessment.</p> <p>Risk assessments have been undertaken for subject specialist teaching rooms</p> <p>Refreshment stations have been set up in YGZ to reduce the need for staff to congregate in the restaurant at break time</p> <p>Face Masks Students will be expected to wear masks when they enter the site until they are safely in their YGZ. Masks will also be worn when:</p> <ul style="list-style-type: none"> • Going to the restaurant • Going to PE • Using an IT room outside of YGZ • Using the Drama Studio outside of YGZ • Year 11 & 12 when going to the toilet as these facilities are outside of the YGZ <p>All students will wear masks when moving between lessons and when leaving school at the end of the day.</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> <p>5/11/20 – All staff and students must wear a face covering in all communal areas unless there are medical exceptions. Staff with breathing difficulties can continue to wear a visor. Students are given a medical exemption card on parental request.</p> |
| <p>Risk 2</p> | <p>Access to and egress from school site presents increased opportunity for transmission</p> |
| <p>Key control measures</p> | <p>Staff/students/visitors MUST not enter the site if they are displaying any COVID-19 symptoms or if anyone in their household is. 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 in entrances, 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 for each group of students, site access points will be monitored to enable social distancing. All visitors to school (including students) will be met at the gate by school staff to ensure compliance from parents/students/staff and visitors.</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.

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.

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.

Systems in place to deal with those arriving at school who are not supposed to be there.

All expectations have been communicated to parents and staff.

Follow DfE and PHE advice at all times. Review and adapt as appropriate.

Require all persons to sanitise their hands before entering or leaving the site at all entrances – signage used to remind and encourage.

All staff and visitors can access the building and sign in without the requirement to touch any surfaces.

Protocols in place to register students. Turnstiles will be disabled to remove the need to touch.

Students will be permitted to arrive to school no earlier than 8:00am. Students in different year groups will have different entrance and exit points that will be clearly signposted.

All students will leave school at the end of the school day at the same time. They will be directed out of different exit points which will minimise mixing and contact with other year groups.

Staff will have a designated zone to park in. This will be separate from visitors and parents. All visitors and staff requiring access to disabled spaces will be permitted to use those.

Cones and signage will be put in place to support the designation of each area of the car park.

Parents can drop students in the morning in the car park but must not leave their vehicle unless they need to assist their child.

Parent cars will be limited at the end of the school day for pick-up and parents will be notified to ensure they make other arrangement for pick-up to avoid congestion in the local area.

Students will be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. Clear signage will be in place to ensure all staff/students understand the expectations. Verbal reminders will be given where needed.

A bin will be available at all entrances to enable safe disposal of any face masks. Hand sanitiser will also be available.

Visitors/parents/carers who arrive for pre-arranged visits will need to wait in the designated safe zone before entering the school building. This may mean waiting outside.

All visitors/parents/carers to be issued with guidance before attending school for a pre-arranged meeting.

Systems in place to deal with those arriving at school who are not supposed to be there.

All expectations have been communicated to parents and staff.

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.

Clear signage will be in place to ensure all staff/students understand the expectations. Verbal reminders will be given where needed.

| | |
|-----------------------------|---|
| | <p>All visitors are required to provide their contact details.</p> <p>NHS Test and Trace QR code clearly displayed in reception for app users</p> |
| Risk 3 | Insufficient availability of staff to fulfil all school duties |
| Key control measures | <p>Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc. to help control the potential spread of the virus and maintain staff health.</p> <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. Staffing levels monitored daily to ensure all key areas of the schools' operation can be fulfilled.</p> <p>All supply and peripatetic staff will be issued with guidance and a designated work space to ensure they can carry out their duties safely. Music rooms have a designated staff space that is a 2m distance away from the students. Long-term supply staff will have a designated workspace to use. Short-term supply will have a designated work space to use for the day. All 2m guidelines will be followed.</p> <p>Duty rotas have been revised and adjustments made to the working day of all staff in school (operational & teaching) to ensure that we can adequately supervise students during these key times:</p> <ul style="list-style-type: none"> • Start of the school day • Lesson changeover (where teachers will be moving from place-to-place) • Breaktimes/lunchtimes • End of the school day <p>Discussions to take place with staff to outline expectations on staff training day.</p> <p>Due to the full re-opening of the school all staff will be expected to attend. Risk assessments and any individual measures will be put into place for any staff who require it.</p> <p>All new staff briefed on the risk assessment at staff induction and further information regarding other duties and expectations provided on staff training day 1st September</p> <p>Maintain good working links with more than one supply agency to ensure adequate resource pool for supply staff.</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 1)</p> <p>Four DSLs in place to support safeguarding (E.James, E.Toys, L.Arnold, A. Reynolds).</p> <p>Multiple key holders in place to ensure building can be opened (Principal, Site Manager, Site supervisor, Operations lead, Vice Principal x 2). Central support available from BWT estates to support school staff if required.</p> <p>Fire evacuation procedures – site staff will increase hours on site to full-time to ensure coverage.</p> <p>Leadership hierarchy in place (Principal, 2 x VPs, AP x 3 from September 1st).</p> <p>School business manager is trained on all the evacuation procedures.</p> |
| Risk 5 | Staff feel unsupported or unclear about expectations and procedures |
| Key control measures | <p>Staff Information area created 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. 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 will receive training outlining expectations for social distancing, cleanliness and hygiene and other safety measures. All staff will be provided with a return to work information booklet.</p> <p>All staff have been consulted on revisions to the risk assessments.</p> |

| | |
|-----------------------------|--|
| | <p>All staff reminded they have access to 'Employee Assist Programme' and other wellbeing information on the BWT Staff Information Area.</p> <p>New staff induction 28th August. Staff will be welcomed and introduced to some of the expectations and procedures.</p> <p>Staff training day 1st September. Staff will be provided with further information regarding expectations and procedures and provided with information cards highlighting the Employee Assist programme.</p> <p>5/11/20 – staff risk assessments reviewed and new risk assessments undertaken following revised government guidance.</p> |
| Risk 6 | Suspected case of COVID-19 displaying symptoms whilst at school |
| Key control measures | <p>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</p> <p>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.</p> <p>Principal will contact Public Health England and follow their advice and inform the BWT.</p> <p>One member of staff will be designated to support the ill person and all other persons should maintain a safe distance.</p> <p>A note of all persons who the affected person has been in contact with is to be made, and these are to be monitored for symptoms.</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. This information will also be in the staff booklet. Clear signage for any visitors and also information contained in the visitor information leaflet. COVID-19 school response team to be implemented. These staff will assist with ensuring any suspected cases are dealt with appropriately.</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. The school will comply with all NHS test & trace expectations.</p> <p>A Covid-19 Response Team (CRT) has been identified and roles clearly defined. Process documents provided to each member and notices to be placed in each classroom.</p> <p>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>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 symptoms or if anyone in their household is. 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>Enhanced cleaning (infection prevention and control) regimes in accordance with published guidance.</p> <p>Staff and students reminded to adhere to social distancing.</p> <p>Government advice relating to isolation shared with staff.</p> <p>Call Public Health England Health Protection team for advice and implement advice received.</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>Review and increase signage displayed around school in occupied areas reminding to undertake good personal hygiene and symptoms.</p> |

| | |
|-----------------------------|--|
| | <p>COVID response team to report to the Principal immediately. Decision tree to be followed. All protocols are kept by each member of the COVID team and an additional copy at reception. 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. PHE 020 7654 8000.</p> <p>Regular contact will be maintained with any symptomatic person or their family. This will be 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 symptoms or if anyone in their household is. 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 Public Health England for advice and implement advice received.</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)</p> <p>Explicit information provided in parent and student information booklet</p> <p>Clear guidelines provided in staff information booklet Seek PHE advice</p> <p>Follow advice from the health protection team as part of the NHS Test & trace strategy. Records will be kept by the school and information passed to the health protections team:</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> |
| 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.</p> <p>Students reminded verbally by school staff throughout the school day to observe the hygiene practices detailed above.</p> <p>Staff and students reminded to avoid touching face/eyes/nose/mouth using signage.</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.</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> <p>Uniform expectations are included in the parent/carer/student information booklet.</p> <p>Staff required to sanitise hands every time they enter a different YGZ.</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>Updated information provided in parent information booklet sent to all parents and new staff information booklet</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>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>Implement a 'clean as you go' culture, with other school staff undertaking some cleaning tasks such as wiping classroom desks and doors before and after each lesson.</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> <p>The site team have a timetable of cleaning that follows the timetable for students so that they know when more frequent cleaning is required in specialist and communal areas. A formal programme of review to take place each week with the 'SLT timetabler' and the site manager to ensure adequate review and amendment should there be any adjustments to the school timetable as the curriculum develops.</p> <p>Cleaning rotas adjusted to ensure adequate cleaning of frequently used areas/touched surfaces.</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. 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>Communicate with identified vulnerable people to remind them of government guidelines about keeping safe as guidance changes.</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 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>Review risk assessments in place for specific purposes for specific people/groups</p> <p>Communicate with identified vulnerable people to remind them of government guidelines about keeping safe.</p> <p>Procedures in place for the provision of FSM if a student is eligible and isolating.</p> <p>Staff working in close proximity with SEN students will not be required to wear face covering where it may be detrimental to the understanding and learning of the student.</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> <p>Subject specialist RAS for science, DT, Art, music, PE and drama.</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 |

| | |
|------------------------------------|--|
| <p>Key control measures</p> | <p>Posters to remind people to sanitise hands prior to eating.</p> <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>All 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 (staff and visitor use only).</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. Teachers will eat at their designated space in the restaurant. Operational staff, SLT and other visitors will use the GWT.</p> <p>All students will eat in their allocated classroom where they are attending their P1/P3 lesson.</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 rotations from alternate wings of the school. Year groups will not mix. Staff will be required to queue with students and should maintain a safe distance.</p> <p>Year 12 students will pre-order their meals and have these delivered to their designated lunch area.</p> <p>Disposable cutlery will be 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>Additional bins will be made available in year groups zones and GWT to ensure waste is disposed of effectively. These will be emptied at regular intervals.</p> <p>A separate risk assessment covering the catering teams' work space and food production is available, led by BWT.</p> <p>Cash transactions discouraged, students to use machine. Payments taken by contactless methods wherever possible.</p> <p>Breakfast 'grab and go' service introduced to mirror lunch service thus minimising the risk of interaction between YGZ's</p> |
| <p>Risk 16</p> | <p>Use of changing facilities, showers and drying rooms</p> |
| <p>Key control measures</p> | <p>Changing rooms will be cleaned between use where different year groups will be using them. Where this isn't possible alternative PE activities will be carried out where students can participate without getting changed into their PE kit.</p> <p>Staff will not enter the changing rooms unless there is any reason to e.g. safeguarding or behaviour. Clear staff supervision zone for each changing room. Training of PE staff to manage safely the supervision of students. To be continuously reviewed by PE staff in first month and plans amended if necessary.</p> <p>Students will exit the changing rooms as quickly as possible and be directed to a designated waiting zone by PE staff.</p> <p>Showers will not be used.</p> |
| <p>Risk 17</p> | <p>Insufficient maintenance and use of school environment and facilities (including electrical and mechanical plant) increases risk of transmission or other issues</p> |
| <p>Key control measures</p> | <p>Site teams maintain statutory maintenance and compliance activities and report completion via Every Compliance Management system.</p> <p>Cleaning has continued across the whole school throughout the period of partial occupancy</p> <p>Where possible and comfortable, to increase the supply of fresh air, non-fire doors and windows will be opened.</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 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>Invacuation and lockdown procedures amended as appropriate</p> <p>All occupants have been informed of amendments. Students to be briefed as part of their briefing on the first day back..</p> <p>Staff fully briefed on Monday 17th August and re-briefed on Tuesday 1st September when new staff joined the school.</p> |
| Risk 19 | Use of school transport (of any kind) increases opportunity for transmission |
| Key control measures | <p>No school transport – therefore N/A.</p> <p>Follow latest DfE and PHE advice at all times – review and update as needed.</p> <p>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.</p> |
| 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> <p>No school trips will occur during term 1. This will be reviewed in term 2.</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.</p> <p>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.</p> |
| Risk 22 | Contractors, visitor and volunteers attending school site |
| Key control measures | <p>Site inductions are to be carried out with all contractors following social distancing principles (2m separation).</p> <p>Site inductions will be carried out by a member of the Site Team as required</p> <p>Contractors will be bound by the prescribed Visitor Protocols already in place.</p> |

| | |
|-----------------------------|--|
| | <p>The contractor 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 individual subject risk assessments have been put into place (Drama, Music, Science, PE, Art, IT & DT). These risk assessments adhere to any guidance set-out.</p> <p>Students will be required to bring their own stationery to school.</p> <p>Depending on the curriculum set, separate risk assessments or lesson plans that include hygiene procedures should be prepared for specific subjects / activities including:</p> <ul style="list-style-type: none"> • Practical science • Practical DT • Music • PE • Art • Drama • IT <p>This is to ensure those elements of the curriculum are safely delivered for staff and students. These must be retained and shared with all relevant colleagues.</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. Classrooms will be adapted where required if any additional staff member is required in the classroom. However, most supervision will be possible outside the teaching space due to the 'glass' classrooms.</p> |
| Risk 25 | Safeguarding cases – increase in volume and interventions needed |
| Key control measures | <p>Early intervention is already in place as students with identified need have been monitored closely. All primary schools have been contacted to communicate any issues for new students. The lead DSL and school EWO will be relieved of any additional duties in the first three weeks of term where practical.</p> |
| Risk 26 | Extra-curricular provision reintroduced |
| Key control measures | <p>Students will be permitted to come into school from 8am. They will need to work in their allocated 'home room' and will not be permitted to leave this space. Staff will supervise informally in the form of Year Group Zone morning duty.</p> <p>Year 7 students will have organised clubs to attend in Term 1 on a Monday and Friday. There will be some sport clubs available for other year groups. Additional clubs will be reviewed in Term 2.</p> |
| Risk 27 | Behaviour and discipline falls below usual standards and results in increased transmission risk |
| Key control measures | <p>Behaviour policy to be amended for the start of term. Full review undertaken of in-school procedures. Clear expectations to be communicated to staff/students/parents. Staff will be trained at the beginning of term.</p> |
| Risk 28 | Bubble or whole school required to isolate / lock-down due to outbreak |
| Key control measures | <p>Follow PHE advice and communicate this with parents and staff</p> <p>Student and staff welfare checks will continue supported by home visits if required.</p> <p>Careful monitoring of engagement with curriculum resources</p> <p>KS3 - Blended learning curriculum offer will be available to all students for Ebacc subjects.</p> <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>Staffing levels to be reviewed as a consequence of any partial lockdown within school.</p> <p>Staff are informed daily of any students who are isolating and will provide appropriate home learning work to be accessed online.</p> |
| Risk 29 | Insufficient space available to accommodate all students |
| Key control measures | <p>Timetable designed to accommodate students in Year Groups Zones. Access to specialist classes has been restricted to ensure adequate cleaning of rooms and equipment can take place.</p> <p>Current use of space is sufficient for all staff and students.</p> |