

# School Reopening from 1<sup>st</sup> September 2020

## Ysgol Treffynnon Risk Assessment

Version 27: Updated 04-Nov-2020

### Introduction

*It is impossible to assess the extent to which an individual or group will be affected by the virus should they be infected. Sadly, contracting the virus has proven fatal across the age, social and ethnic spectrums (albeit some demographics are acknowledged as being more at risk than others). The only assessment of the severity of any reaction to contracting COVID-19 is that on balance (given that those most at risk of a severe reaction will be excluded from the school site as per Welsh Government Guidance) those students and staff remaining in school will react in a manner that falls short of requiring hospital admission. Therefore, it is assumed the highest level of severity in most cases would be '3' where a person would require a lengthy period of recovery.*

*This risk assessment takes notice of the latest public guidance, which indicates that transmission between children, and from children to adults, is highly unlikely. It does however require adults to: (i) avoid being within 2m of other adults for more than 15 minutes and (ii) avoid being within 1m of other adults for more than 1 minute. It assumes that the risks associated with walking past others (with no physical contact) are negligible. Significantly raised levels of personal hygiene are expected of both adults and students.*

*The risk or likelihood of transmission can, to a large extent, be more readily assessed as it involves tangible processes (i.e. the exchange of fluids through sneezing, coughing, spitting, physical contact and standards of personal and environmental hygiene). These can be controlled to some extent through social distancing and appropriate personal & environmental hygiene measures. An assessment of the likelihood of contracting the virus through physical contact or remaining in the proximity of an infected other for a period exceeding 1 minute (defined in this document as the likelihood of 'transmission') can therefore be determined.*

*The school has only enough rooms for 4 form entry in each year group (20 form classes) and to accommodate the associated facilities for access to specialist subjects (Food, Art, IT, Product Design, Engineering, PE & ALN extraction of statemented students; some of the specialist rooms have limited student numbers as per Health & Safety legislation). Product Design, Engineering, Art & PE are the most popular option subjects for GCSE students in Years 9, 10 & 11 and to keep students in classrooms, would mean that approximately 60% of GCSE students, across these year groups, would not have access to their specialist option subjects. This would significantly impact their chances of achieving their potential range of GCSEs. Given that current scientific evidence suggests that transmission between children is minimal, the school has decided to ensure that all students have full access to their entire curriculum by having students move between rooms. Increased levels of hygiene (i.e. sanitising on entry to classrooms/labs/workshops), student/adult social distancing and good air circulation will be used to minimise any potential transmission between room occupancy.*

*The key priorities are high standards of personal hygiene and maintaining social distancing between staff and between staff and students. Each contact group has its own entrance (and exit), which keeps contact groups apart as they enter (and leave – end of day is staggered) in the school building. All students arriving before 08:40hrs have a designated and supervised waiting area (one per contact group). All students arriving from 08:40hrs onwards are directed (escorted if late) to go straight to their form rooms via the one-way system (face coverings must be worn on corridors). Staggered breaks and dinner times significantly reduces contact groups being on the corridor at the same time.*

## Risk Assessment Scoring and Key

16-25 VERY HIGH	10-15 HIGH	5-9 MEDIUM	1-4 LOW	0 NONE
<p>Stop immediately – the risk of transmission is too high.</p> <p>Take immediate action to reduce the risk to the lowest possible level.</p>	<p>Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required, within the timescales given in the risk assessment and continue to review working practices to reduce the probability of an accident to the lowest possible level.</p>	<p>Requires attention to reduce the level of risk as well as regular ongoing monitoring. Implement any additional control measures required, within the timescales of given in the risk assessment.</p>	<p>Continue with existing controls, however, monitor for changes. Implement any additional control measures required, within the timescales given in the risk assessment.</p>	<p>The is no chance of any physical or mental health risk to an individual or group.</p>

LIKELIHOOD OF TRANSMISSION (LT)		SEVERITY OF INFECTION (SI) - FOR THE LEAST-AT RISK* STAFF/STUDENTS	
5	ALMOST CERTAIN	5	FATAL
4	HIGHLY LIKELY	4	SEVERE INCAPACITY (Requires hospitalisation)
3	LIKELY	3	21 DAYS ISOLATION
2	POSSIBLE	2	10 DAY ISOLATION
1	HIGHLY UNLIKELY	1	INSIGNIFICANT/GOES UNNOTICED
0	IMPOSSIBLE	0	N/A

\*Staff and students who have underlying health risks (covered by a shielding letter/medical practitioner letter) or who are more vulnerable due to age or other recognised characteristics (as agreed with Flintshire Local Authority Human Resources Department), will not be permitted to attend. [Area 3]

## Risk Assessment

Area	Hazards: No Controls	LT	SI	Potential Transmission Risk	Hazards: Controls Required	Who	Controls Actioned?	LT	SI	Potential Revised Transmission Risk	Risks Reasonably Minimised?
1. R-Value	If R-Value $\geq 1.0$ then transmission is unacceptably likely/high.	5	5	25 VERY HIGH	School closes or does not open (likely resulting from a national announcement).	WG	N/A	5	5	25 VERY HIGH	N/A
2. Student & staff numbers	Normal opening routines will make required social distancing and hygiene requirements impossible re; preventing whole school closure should there be a confirmed case of Covid-19.	4	3	12 HIGH	Students will be split into 3x 'Contact Groups' (CG1 = Y7; CG2 = Y8/9; CG3 = Y10/11). A confirmed case in one CG will not require other groups to isolate, resulting in whole school closure.	CC	✓	2	3	6 MEDIUM	✓
3. Which staff & students should not be permitted to attend?	Some staff and students have serious underlying health issues.	5	5	25 VERY HIGH	Limit staff & students to those without serious underlying health concerns, which are covered by a shielding letter or medical practitioner/OH letter.	APE JPW	✓	2	3	6 MEDIUM	✓
4. Start of day & arrival 	Students are no longer expected to socially distance on their journey to school. Normal school entrance would undermine the contact groupings.	3	3	9 MEDIUM	Each contact group will have a separate entrance CG1 (Y7) = Cold Servery Entrance; CG2 (Y8/9) = Student Entrance; CG3 (10/11) = Sports Entrance.  Entrances will be open and supervised from 08:15hrs for early arrivals (see operational protocol) until 09:00hrs, but families will be advised their children should not arrive before 08:40hrs.  Students put on face coverings, use hand-sanitiser on entry and wait in their respective bases until 08:40hrs if early. At 08:40hrs Y7 go to form rooms first, followed by Y8/9 and then Y10/11 to keep contact groups apart. Those arriving from 08:40hrs onwards go straight to form rooms.	MJ APe CC	✓	2	3	6 MEDIUM	✓

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					Any propped open entry fire doors to be closed by <u>supervising staff</u> after the last student has entered the building.						
<b>5. End of day &amp; departure</b>  Operational Protocols [Departure]	Students may not maintain contact group social distancing on leaving the building.	3	3	9 MEDIUM	Departure will be staggered (& supervised by SLT/PSOs) for each floor (see OP). This will minimise interaction between contact groups.  Students will use face coverings until they leave the school building. <i>At the end of the day, students are expected to take their face coverings home for disposal.</i>	MJ CC	✓	2	3	6 MEDIUM	✓
<b>6. Transport</b>  Parents FAQ - September 2020V3.p	Primary and secondary school students may mix on arrival.  Students travelling on public transport may have mixed with members of the public, who may be infected.  Students may mix between contact groups on arrival.  Private transport risks drivers/family members coming on site.	4	3	12 HIGH	Primary transport arrivals will use the front of the school site and all secondary transport arrivals will be via the rear (bus park) of the school site.  All students will be expected to follow the legal requirements for wearing face coverings on public transport (see FAQs). Separate contact group bases are available to prevent contact groups mixing on arrival.  Parents will be told <i>not to park on the school grounds</i> and advised not to exit their vehicles when dropping students off (see FAQs).	CC AP	✓	3	3	9 MEDIUM	✓
<b>7. Equipment, bags, mobiles</b>	Lack of personal equipment may encourage students to share equipment between contact groups.	3	3	9 MEDIUM	Students will be expected to bring full equipment ( <i>including face coverings</i> ) for learning, which will prevent the need the potential for sharing of equipment.  <i>The school will maintain a supply of face coverings for (i) low income families (ii) students who forget face coverings – these students may be charged if forgetting</i>	MJ	✓	1	3	3 LOW	✓

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					<p>becomes a regular habit depending upon ability to pay).</p> <p>No mobile phones permitted as per school policy.</p>						
8. Rooming	Students moving between rooms as normal may increase the possibility of transmission between contact groups.	4	3	12 HIGH	<p>The size of the school and the limited specialist rooms/facilities (i.e. only 1 food, DT, Engineering, Art, etc.), would mean 60% of the school (Y9/10/11) could not access their option subjects. Students will move between rooms (via one-way system) with improved hygiene requirements (including the mandatory use of face coverings by everyone during these transition periods), to ensure their access to the full curriculum.</p> <p>Teachers remaining in bases minimises the chances of transmission between adults.</p> <p>Students required to use sanitiser on entry to rooms.</p> <p>Rooms to be cleared of unnecessary equipment &amp; paperwork.</p> <p>All surfaces to be cleared at the end of a session, with any waste (including discarded face coverings) placed in designated bins provided.</p>	CC APe APa BM	✓	3	3	9 MEDIUM	✓
9. Toilets	School only has one M/F toilet per floor. Cleaning toilets will be required throughout the day to prevent potential virus transmission between students from various contact groups.	3	3	9 HIGH	<p>Students will be required to use hand-sanitiser on entry to toilets.</p> <p>Students will be required to use hot soapy water before leaving the toilets.</p> <p>Additional cleaning has been scheduled throughout the school day.</p>	APe APa BM	✓	2	3	6 MEDIUM	✓

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<b>10. Movement about school</b>	<p>There are only 2 usable staircases in school and 3 contact groups.</p> <p>All classrooms are located around a central atrium are on 3 floors. This will prevent contact groups maintaining any form of meaningful social distancing as they move about the building.</p>	3	3	9 MEDIUM	<p>A one-way system will be introduced, which must be followed by all staff and students.</p> <p>Face coverings must be worn during lesson changeover (when there is more than one contact group on the corridors at the same time).</p> <p>Signage promoting regular handwashing will be placed in all toilets, classroom bases, staffroom, entrance and exits.</p> <p>Students and staff will be expected to wear face coverings when moving along corridors (face coverings are optional during break and dinner times as there will only be one contact group out of classrooms at any one time – staff must maintain 2m social distancing from each other and students).</p> <p>Cleaning staff will be available throughout the day to wipe down gallery railings, bannisters and dining area.</p>	APe APa BM CC	✓	2	3	6 LOW	✓
<b>11. Cleaning</b> 	<p>Potential virus transmission via contact with surfaces in:</p> <ul style="list-style-type: none"> <li>Toilets</li> <li>Classrooms</li> <li>Walkways</li> <li>Stairwells</li> <li>Entrances and exits</li> <li>Reception</li> <li>Offices</li> </ul>	4	3	12 HIGH	<p>Reallocate support staff &amp; employ additional cleaning staff. Provide appropriate PPE, cleaning equipment, and cleaning solutions to all staff undertaking cleaning duties.</p> <p>Cleaning touch points (remove unnecessary points where possible), toilets &amp; topping up sanitisers will happen throughout the day.</p> <p>Water coolers will be switched off and covered. Water coolers will be run once a week to avoid Legionella, etc.</p> <p>Clear out contact group bases to leave minimal furniture. No soft furnishings.</p>	APe APa BM	✓	2	3	6 MEDIUM	✓

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	<ul style="list-style-type: none"> <li>First aid station</li> <li>Isolation room (HT Meeting Room)</li> <li>Staffroom &amp; staff kitchen area</li> <li>Water fountains (extremely high risk)</li> </ul> <p><i>The school has no playground equipment or lunchtime activity equipment that requires cleaning.</i></p> <p><i>This will be far too much for current school cleaning provision.</i></p>				<p>Clear all desks at the end of the session to enable more effective cleaning.</p> <p>Clean any room and all surfaces where there has been occupancy at the end of each session/day.</p> <p>Use Foggers as an additional level of anti-viral cleaning (esp. if any C-19 symptoms).</p> <p><i>Foggers will be used every evening in rooms where cleaning is particularly problematic (i.e. in DT/Engineering workshops).</i></p>						
12. Staff availability to ensure safe and appropriate provision and supervision	<p>Current staff availability will be impacted in Sept 2020 by:</p> <ul style="list-style-type: none"> <li>Serious personal health issues with shielding letter/medical practitioner letter/OH letter.</li> <li>Childcare issues due to schools being unable to provide 'wraparound' care for children of staff.</li> <li>Anxiety of staff who are demographically more at risk, but who have no health reason which would prevent them attending work.</li> <li>Regular sickness absence &amp; self-certification.</li> </ul>	1	3	3 LOW	<p>Investigate flexible start and end times for staff with childcare issues - <u>must not</u> regularly impact the provision of lessons.</p> <p>Give permission to wear additional PPE to minimise anxiety <u>for more at risk staff.</u></p> <p><b>[Unforeseen issues may still arise, which may legitimately impact staff attendance and lead to partial school closures for reasons of H&amp;S]</b></p>	CC JPW	✓	1	3	3 LOW	✓

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13. Displaying COVID symptoms out of school	Student or staff member contacts school to inform re; symptoms (some risk arises as to whether the person had some symptoms the last time they were in school, i.e. they contact school the day after their last attendance)	1	3	3 LOW	School is contacted and the individual is instructed to stay away from the school and self-isolate; advised to contact NHS according to the extent of symptoms.  Review contact between this person and others during previous attendance in school.  <a href="#">Clinical confirmation of a positive COVID-19 case would require school to implement the reporting procedure initially emailed to schools 14-Sept-2020 by the LA).</a>	SLT APe APa BM	✓	1	3	3 LOW	✓
14. Displaying COVID symptoms in school  (No confirmation of virus possible)	Potential transmission of virus to others within specific group and to the first aider on duty. Level of transmission would depend upon symptoms (i.e. sneezing vs high temperature or loss of taste).  Risk assessment assumes maximum risk of transmission   Updated protocols embedded (column to the left) and shared with staff.	4	3	12 HIGH	Person is isolated in Head Teacher's Meeting Room; supervision by first aider only (wearing appropriate PPE).  First aider training in dealing with potential Covid-19 symptoms was provided for the first aiders during the Hub opening and will be refreshed.  Temperatures to be taken (using a temperature 'gun') for anyone with suspected Covid-19 symptoms  Severe symptoms (i.e. breathing difficulties): Call 999.  Mild symptoms: Family is contacted to collect.  Families contacted to collect their children will be recommended to seek a Covid-19 test for child and family (same advice for staff).  <a href="#">WG have provided Covid home test kits for anyone experiencing exceptional difficulty in</a>	APe SLT	✓	4	3	12 HIGH	✓

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					<p>accessing a test via the usual national testing arrangements.</p> <p>No return to school without confirmation of test results.</p> <p>Deep cleaning of potentially infected room (+ use of Fogger).</p> <p><u>Clinical confirmation</u> of a <b>positive</b> COVID-19 case would require school to implement the reporting procedure initially emailed to schools 14-Sept-2020 by the LA).</p>						
<p>15. Injury to students &amp; staff on site</p>  <p>Operational Protocols (Non Covid)</p>	<p>Open cuts and wounds would increase chances of potential infection.</p> <p>Updated protocols embedded (column to the left) and shared with staff.</p>	2	3	6 MEDIUM	<p>Injured student is treated in Nurses Room and supervised by First Aider wearing appropriate PPE.</p> <p>Emergency 'Biohazard Body Fluid Cleaning Kits' have been purchased.</p> <p>Parent contacted if injured person is a student. 999 to be called for any significant injury.</p>	MJ Ape	✓	2	3	6 MEDIUM	✓
16. Uniform for students	<p>Unwashed uniform may carry virus from day to day.</p> <p>(There is the concern that students may no longer fit uniform and uniform will not be available, particularly for poorer families, if only due to uniform shops not being open as much as usual).</p>	2	3	6 MEDIUM	<p>Students and families to be encouraged to wash themselves and their clothes frequently.</p> <p>Full school uniform is encouraged from 01-Sept-2020. However, some families will have had issues obtaining uniform due to store closures, etc. A minimum of black footwear, trousers/knee length skirts and white shirt/blouse is expected as these can be obtained from anywhere.</p> <p>Full school uniform (above + tie and blazer) will be required from Monday 02-Nov-2020.</p>	JPW CC	✓	2	3	6 MEDIUM	✓

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					School will support the purchase of uniform for students of low-income families.						
17. Staff dress code	Unwashed clothing may carry virus from day to day.	2	3	6 MEDIUM	Staff will be advised to wear freshly cleaned clothes each day. Normal staff dress will be required ( <u>no denim</u> ).	JPW	✓	1	3	3 LOW	✓
18. Assemblies & daily acts of collective worship	Gathering students and staff for assemblies presents serious risk of potential transmission.	4	3	12 HIGH	No whole school assemblies. The exception will be brief first day assemblies ( <i>in half contact groups</i> ) in the sports hall ( <i>large area, well ventilated</i> ) to share key messages – over the staggered start provided in the first 2 weeks - staff will 2m+ socially distance. Religious, moral, social, and topical issues that would be covered in daily acts of collective worship can be included in registration sessions/PSE.	JPW	✓	1	3	3 LOW	✓
19. In class preparation and hygiene	Movement in classrooms is risk of potential virus transmission if contact is made between students and adults. Unorganised toilet breaks risks students meeting up out of the classroom.	4	3	12 HIGH	Space desks where possible to aid the teacher to maintain their distance from students while moving about the room. Implement a strict seating plan, with students facing a single direction where possible. Wall mounted hand sanitiser will be available in each room. Toilet access is strictly one student at a time from any one class and only to the toilets on their floor.	APE APa BM	✓	2	3	6 MEDIUM	✓

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<p><b>20. In class activities</b></p>  <p><a href="#">Operational Protocols Staff Class</a></p> <p><a href="#">Cleapss Science Practicals - COVID19</a></p> <p><a href="#">Cleapss DT/Food/Art Practicals - COVID19</a></p>	<p>Activities that promote/require the teacher to remain within 1m of a student for more than 2 minutes risks potential virus transmission.</p>	4	3	12 HIGH	<p>All class activities will be activities that do not require the teacher (or teaching assistant) to remain within 1m of a student for more than 2 minutes.</p> <p>Students remain at their desk for duration of lessons where possible unless going to the toilet. Specialist subjects (i.e. Food, Art, Sciences &amp; Technology, etc.) should use activities which minimise movement, but which <b>allow students to make progress in their learning</b>.</p> <p><a href="#">Additional DT equipment has been purchased to enable each contact group to have its own set of equipment for practical sessions.</a></p> <p>Students will use hand-sanitiser on entry to all lessons. Wipes/<a href="#">cleaning sprays</a> will be available to wipe down any specific areas of concern (i.e. a student sneezes).</p> <p><a href="#">Additional cleaner support has been made available to Science technician.</a></p> <p>Teachers can take books home to mark &amp; share resources (WG Operational Guidance v2, July 2020, Pg.14)</p>	HoFs	✓	2	3	6 MEDIUM	✓
<p><b>21. Student behaviour during the day</b></p>  <p><a href="#">Class Expectations Poster v4.pdf</a></p> <p><b>Antisocial/unhygienic behaviour:</b> spitting, deliberate coughing</p>	<p>Behaviour persistently that fails to maintain social distancing or hygiene requirements risks potential virus transmission.</p>	4	3	12 HIGH	<p>Clear behaviour guidelines &amp; sanctions to be shared with students and families. There are 4 levels of concern:</p> <ol style="list-style-type: none"> <li><b>Lack of Understanding:</b> Educate the student with support of family and support their compliance.</li> </ol>	SLT	✓	3	3	9 MEDIUM	✓

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 Operational Protocols (Behaviour)	leads would result in a high risk of transmission.				2. <b>Forgetful:</b> Speak to student and family as persistent neglect could result in exclusion. 3. <b>Wilful Non-compliance:</b> Immediate isolation and parent called – potential exclusion. 4. <b>Antisocial/Unhygienic or persistent wilful non-compliance:</b> Immediate exclusion (isolate if possible outside HT office). Call parents & the Police <a href="#">where appropriate</a> .  There is a significant lack of rooming and supervising staff to enable students from different contact groups to be separately isolated. The Drama/Assembly Room will be used to provide a larger isolation space to keep contact groups apart as much as possible.						
<b>22. Staff behaviour during the day</b>	Staff neglect/forget to act as role models for social distancing and hygiene.	1	3	3 LOW	Staff adhere to clear rules and expectations for maintaining <u>2m social distancing from other adults</u> as much as possible and adhere to appropriate personal hygiene when using toilets and to use the correct PPE in keeping with their role (i.e. First Aid & Cleaning)	SLT	✓	1	3	3 LOW	✓
<b>23. Monitoring corridors</b>  Operational Protocols (Monitoring)	Risk of students wandering about the school rather than going straight to toilet and back increases risk of transmission to surfaces or others they might meet.  Late students walk corridors looking for classrooms & bases.	2	3	6 MEDIUM	Assign staff to monitor corridors (PSOs & Cleaners – pass on issues to PSOs).  PSOs to provide behaviour support for teachers.  External access will be prohibited, and late students must wait for admission; they will	CC MJ	✓	1	3	3 LOW	✓

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					be taken to their assigned base by the corridor staff.						
<b>24. Break/lunch</b>  Break and Lunch-YT-FINALPDF	Break and lunchtimes present a risk to potential virus transmission between contact groups.	3	3	9 MEDIUM	<p>Keeping contact groups apart decreases the risk of transmission.</p> <p>Break and dinner will be staggered for each contact group.</p> <p>Students will be encouraged not to go home for dinner. Those that do go home may arrive late for the following lesson. This will have be accepted for the time being.</p> <p>Food will be 'grab &amp; go' to decrease queues.</p> <p>Students will eat in the atrium dining area with cleaning between contact group sitting.</p> <p>A NEWydd Chalet will be erected outside to provide an additional service point, to further reduce queuing.</p>	CC MJ APe	✓	2	3	6 MEDIUM	✓
<b>25. Visitors</b>  Operational Protocols [Visitors] v	Visitors present additional risk of any potential virus transmission.	2	3	6 MEDIUM	<p>No visitors without an appointment and all visitors to wait outside to be collected.</p> <p>Visitors should only arrive where the school feels it is absolutely necessary (i.e. to collect a child, support a child's physical/mental health, or significant behavioural concern).</p> <p>All parents picking up students must wait outside for student to arrive.</p> <p>All visitors waiting outside to maintain 2m social distancing.</p> <p>All visitors must be accompanied and wear face coverings if moving through the building to their meeting room (see OP).</p>	SLT APe	✓	1	3	3 LOW	✓

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					<p>Appropriate signage will be published about the school site (incl. social distancing markings inside and out where needed).</p> <p>All contractors entering the school building will have to provide a COVID-19 risk assessment (&amp; DBS), <a href="#">wear the appropriate PPE including face covering</a> and will be escorted to their area of work.</p>						
<b>26. Fire alarm procedures</b> 	Any evacuation provides the opportunity for students to mix and risks potential virus transmission	3	3	9 MEDIUM	<p>Normal evacuation protocols will apply and will be shared with all students.</p> <p>Students &amp; staff will still need to <b>access the nearest fire exit</b>. Safe exiting from fires takes precedence over the need to socially distance until everyone is safely outside the building – social distancing requirements then need to be re-imposed.</p> <p><i><u>Fire drills will need to take place according to legislation to include Monday alarm test.</u></i></p>	Form Tutors	✓	3	3	9 MEDIUM	✓
<b>27. Risks of misunderstood parental expectations</b>	<p>Families do not understand the need to ensure students are clean, socially distanced from adults and to practice good personal hygiene.</p> <p>Families do not understand that significant sanctions could result from persistent non-compliance with hygiene and social distancing measures.</p>	3	3	9 MEDIUM	<p>Expectations will be reissued to all families through a FAQ sheet (using text/email/website/Parent App/FB).</p> <p><a href="#">Amendments to the FAQ will be published weekly (or sooner if there is any significantly urgent change).</a></p>	CC SLT	✓	1	3	3 LOW	✓
<b>28. Students attending</b>	Students attending alternative settings (i.e. college-based	4	3	12 HIGH	School will liaise with providers to determine the best/safest approach to minimising	MJ		3	3	9 MEDIUM	✓

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alternative settings	courses as part of their normal curriculum offer) will have to mix with students and adults outside their contact group.				contact with others. There will also be an agreed method of communicating any confirmed positive COVID cases.  School must receive a copy of the providers RA before students are allowed to access their provision.						
29. Safeguarding & Attendance 	Safeguarding procedures must ensure compliance with school policy and national standards.  There exists an increased risk where a student needs to speak to a member of staff on a one-to-one (disclosure) for a prolonged period of time.	2	3	6 MEDIUM	Safeguarding processes & procedures will be implemented as per school policy.  2m social distancing must be maintained during any disclosure 'meeting'. Meetings should take place in well ventilated rooms, or through the use of face coverings.  Attendance processes & procedures will be implemented as per school policy. The school will emphasise the need for good attendance particularly after the lockdown period.	MJ	✓	1	3	3 LOW	✓
31. Controls audits 	Fire alarm function Lockdown alarm function Toilets function Fire door automatic opening function Sprinkler tank function Potential Legionella from unused water sources Adequate sanitisation (facilities and materials) Cleaning requirements	4	4	16	Continue weekly tests for: <ul style="list-style-type: none"> <li>Fire and lockdown alarm</li> <li>Fire alarm auto door release function</li> <li>Sprinkler tank function</li> <li>Flush through all 'sealed' water sources</li> </ul> Carry out daily: <ul style="list-style-type: none"> <li>Toilet flush tests</li> <li>Check hand sanitisers &amp; paper towels in all toilets, classrooms and entrance/exits</li> </ul>	APe	✓	1	3	3 LOW	✓

Area	Hazards: No Controls	LT	SI	Potential Transmission Risk	Hazards: Controls Required	Who	Controls Actioned?	LT	SI	Potential Revised Transmission Risk	Risks Reasonably Minimised?
	Catering provision Social space usage provision				Cleaning audit and schedule to cover during-the-day cleaning of corridor railings and bannisters, break and dinnertime recreational spaces and the monitoring of toilet cleanliness.						
<b>32. Fire &amp; Lockdown procedures</b>  	Standard fire procedures are in place. There is a risk of compromising social distancing on exiting. Standard lockdown procedures are in place.	2	4	8 MEDIUM	Standard fire and lockdown procedures remain, however additional guidance is provided through the Covid-19 Operating Protocols for both Fire & Lockdown. All Covid-19 Operating Protocols will be shared, alongside this risk assessment, and all staff will be required to sign that they have received, read and agree to follow in keeping with their roles within school.	JPW APe	✓	2	8	8 MEDIUM	✓
<b>33. Offices/Admin Spaces</b>	Under normal operation, offices/admin areas have multiple visits from non-office/admin personnel (i.e. parents, other staff, etc.) which increases the risk of transmission.	3	4	12 HIGH	<p>Front office staff are their own contact group. Front office staff have their own entrance into the front reception and office area. Front office staff are restricted to 'visits' into the main building for the use of toilets and duties only. (under these circumstances face-coverings/masks and 2m social distancing must be observed).</p> <p>All office desks, across the school, are 2m+ apart and phones/pcs etc. are not allowed to be shared.</p> <p>Only essential visitors are allowed into any of the school's offices, with phone contact being the primary means of communication.</p> <p>All offices, across the school, are supplied with anti-viral wipes, cleaning sanitiser and gloves where appropriate (i.e. gloves for IT</p>	APe	✓	2	4	8 MEDIUM	✓

Area	Hazards: No Controls	LT	SI	Potential Transmission Risk	Hazards: Controls Required	Who	Controls Actioned?	LT	SI	Potential Revised Transmission Risk	Risks Reasonably Minimised?
					personnel handling laptops returned from families).						

Non-transmission Risk Areas	Hazard/s	LT	SI	Transmission Risk	Hazards: Controls Required	Who	Controls Actioned	LT	SI	Potential Revised Transmission Risk	Risks Minimised?
34. Continuity of learning	All students need access to their full curriculum, even though some may be unable to attend due to serious health issues or local lockdown.	0	0	0 NONE	Blended learning (online and hardcopy materials) will continue to support the very few students who cannot attend school for serious medical reasons. Distance learning through Google Classrooms will be used during any local lockdown. <u>All subjects will ensure they maintain a GC for their subject</u> which their students are able to access and that students understand expectations for the completion of work.	CC HoFs	✓	0	0	0 NONE	✓
35. Expectations & Procedures	Revised procedures for implementing key policies (i.e. safeguarding, H&S, student disciplinary, etc) may be unfamiliar to some staff and especially students and their families.	0	0	0 NONE	Amendments to key procedures (i.e. safeguarding and H&S will be shared with staff. Behaviour expectations to be shared with families via FAQ.	MJ AP	✓	0	0	0 NONE	✓

I confirm that I have read this risk assessment and associated operational protocols and that I will implement all aspects of this risk assessment and the operational protocols that pertain to my role within the school.

Staff Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_