

# RISK ASSESSMENT FOR COVID-19 (SEPT 2020)

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Date: Updated 24th August 2020

Review Date: Ongoing

## AIMS

- To directly address risks associated with coronavirus (COVID-19), so that realistic control measures can be put in place to manage those risks ahead of a wider opening at both campuses.
- To ensure the risk assessment covers the wider opening for all year groups and staff in September.
- To follow the Government 'Guidance for full opening – schools' and the system of controls that provide a set of principles that will effectively minimise risk. All elements of the systems of control are essential. Essential measures include:
  - A requirement that staff/ students who are ill stay at home
  - Robust hand and respiratory hygiene
  - Enhanced cleaning arrangements
  - Active engagement with NHS Test and Trace
  - Formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable.

Where possible, the reduction of contacts will include:

- Grouping students together
- Avoiding contact between groups
- Arranging classrooms with forward facing desks
- Staff maintaining distance from students and other staff as much as possible

## CONTEXT

In line with government guidance, it is our plan that all students, in all year groups, will return to school full-time in September.

Whilst, it is not possible to ensure a totally risk-free environment, the office of National Statistics analysis on coronavirus related deaths linked to occupations suggest that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. They say there is no evidence that children transmit the disease any more than adults do.

Given this improved position, the balance of risk is now overwhelmingly in favour of students returning to school. For the vast majority of students, the benefits of being back in school far outweigh the very low risk from coronavirus.

This guidance, in accordance with government advice, explains the steps we have taken to reduce risks still further and explain amended protocols and systems, whilst providing a full educational experience for all students.

We will minimise, where possible, the number of contacts that a student has during the school day as part of implementing systems of control that will help reduce the risk of transmission in school and be confident we are managing risk effectively.

We have complied with health and safety law, have assessed the risks, and put in place proportionate control measures. The RA and 'staff guidance for full opening in September' address the risks identified using the system and controls set out by the government (see page 1 and Aims).

## Overall Hazard

**‘Spread of COVID-19 through school and the wider community in line with ‘Guidance for full opening – schools’**

### Likely

Expected – more than even chance of happening 3  
 Possible: Even chance of happening 2  
 Remote: Extremely unlikely 1

### Impact

Critical: Will make a material difference 3  
 Major: Will make a difference 2  
 Manageable: Impact deemed to be manageable 1

STAFF MUST READ THIS RISK ASSESSMENT AND THE SCHOOL GUIDANCE FOR FULL OPENING AND SIGN TO SAY THEY HAVE READ THEM ON MY CONCERN.

		Likelihood		
		Remote (1)	Possible (2)	Likely (3)
Impact	Critical (3)	M (4)	H (5)	H (6)
	Major (2)	L (3)	M (4)	H (5)
	Manageable (1)	L (2)	M (3)	M (4)

**H = High Risk**  
**M = Medium Risk**  
**L = Low risk**

**Starting risk is 6 (H)**

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
<p><b>Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school.</b></p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p>Staff must ensure they do not attend school if they have coronavirus (COVID-19) symptoms or have tested positive in at least the last 10 days, and anyone developing these symptoms during the school day must notify SLT immediately who will then send the member of staff home.</p> <p>Students and other adults must ensure they do not attend school if they have coronavirus (COVID-19) symptoms or have tested positive in at least the last 10 days, and anyone developing these symptoms during the school day must notify SLT immediately who will then send the member of staff home.</p> <p>Staff, students and other adults must follow ‘stay at home: guidance for households with possible or confirmed coronavirus infection (see Gov.uk/government/publications/stay at home guidance)’ which sets out that they should self-isolate for at least 10 days and should arrange to have a test immediately (see Gov.Uk/government/publications/getting tested).</p> <p>Staff and students must self-isolate if a member of their family is confirmed with the coronavirus infection (see Gov.uk/government/publications/stay at home guidance)’ which sets out that they should self-isolate for at least 10 days and should arrange to have a test immediately (see Gov.Uk/government/publications/getting tested).</p> <p><b><u>NHS Test and Trace process</u></b>  <b>How to:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">book a test</a></li> </ul>	<ul style="list-style-type: none"> <li>• SLT</li> <li>• Staff</li> </ul>	<p>Sept 2020</p>	<p>All schools to be provided with a small number of home testing kits that can be given to parents/ carers or staff.</p>

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		<ul style="list-style-type: none"> <li>provide details of anyone they have been in close contact with if they test positive for COVID-19 or if asked by NHS test and trace.</li> <li><a href="#">self-isolate</a> if you have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</li> </ul> <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS <a href="#">testing and tracing for coronavirus website</a>, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>Staff, students and other adults must notify school as soon as they have the test result. If staff are displaying symptoms, they must provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test &amp; Trace.</p> <p>Parents/carers and staff to inform the school immediately of the results of a test:</p> <ul style="list-style-type: none"> <li>if you test negative, if you feel well and no longer have symptoms similar to coronavirus (COVID-19), you can stop self-isolating. You could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until you are better. Other members of their household can stop self-isolating.</li> <li>if you test positive, you should follow the <a href="#">‘stay at</a></li> </ul>			

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<p>Someone displays Coronavirus symptoms in school and/or comes into contact with someone suffering from</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p><a href="#">home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a> and must continue to self-isolate for at least 10 days from the onset of your symptoms and then return to school only if you do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when you first became ill. If you still have a high temperature, you should keep self-isolating until your temperature returns to normal. Other members of your household should continue self-isolating for the full 14 days.</p> <p><b>Symptoms:</b></p> <ul style="list-style-type: none"> <li>➤ A new continuous cough;</li> <li>➤ A loss of, or change in, your normal sense of taste or smell,</li> <li>➤ A temperature/ fever or you feel hot'</li> <li>➤ Does anyone else in their family have any of the above symptoms?</li> </ul> <p><b>All staff, students and other adults must follow these essential actions.</b></p> <p><b>Students feeling ill during the school day but <u>NOT displaying COVID -19 symptoms</u> (new continuous cough or a high temperature, or has a loss of, or change in, their normal sense or taste of smell) should be sent, as a last resort, to their designated PILC area.</b></p>	<p>Staff Health Co-ordinator SLT</p>	<p>Sept 2020</p>	<p>Staff, students and other adults will 'sanitise hands thoroughly more often than usual'. Sanitise stations have</p>

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coronavirus in school.		<p>Member of staff will need to email the health co-ordinator and state which year group the student is in. The Health co-ordinator will visit the student at their designated PILC area and assess whether they need to go to her medical room for treatment and/or arranges for the student to go home, maintaining 2m at all times.</p> <p><b>If the Health Co-ordinator ascertains the student <u>IS displaying COVID -19 symptoms</u> (new continuous cough or a high temperature, or has a loss of, or change in, their normal sense or taste of smell) the Health- Co-ordinator will escort the student, maintaining a distance of 2m to their medical room.</b></p> <p>The student will be isolated in the room at the back of the medical room behind a closed door. Ideally, a window should be opened for ventilation.</p> <p>If they need to go to the bathroom while waiting to be collected, they will use the toilet in the medical room at NP and the changing room toilet at Olney (these will be shut to any other students afterwards).</p> <p>The Health Co-Ordinator will contact SLT and contact home immediately to get the student collected.</p> <p>The Health-Co-ordinator will email reception to make them aware of the situation and reception are to inform the Health Co-ordinator when the parents/carers have arrived.</p>			<p>been established in every teaching and office area.</p> <p>Cleaning equipment provided for all staff in all teaching and office areas.</p> <p>See protocol for how to 'manage confirmed cases of COVID-19 amongst the school community'.</p> <p>In addition to this protocol, Health protection teams may recommend that a large number of other students self-isolate at home – perhaps the whole site or year group. Public health may dispatch a mobile testing unit to the school to test others who may have been in contact with the person who tested positive.</p>

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		<p>Parents/ carers must wait outside reception.</p> <p>The Health Co-ordinator will escort the student to the parents/carers and inform them:</p> <ul style="list-style-type: none"> <li>• To follow the 'stay at home: guidance for households with possible or confirmed COVID-19 infection' which sets out they must self-isolate for at least ten days and should arrange for a test to see if they have COVID-19.</li> <li>• Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</li> </ul> <p>Once the student has left the medical room. The medical room and toilets will be cleaned and disinfected using standard cleaning products before anyone else can use them.</p> <p>All staff who have been in contact with the student will wash their hands thoroughly for 20 seconds after the students has been picked up.</p> <p><b><u>Any members of staff who have helped the student and any students who have been in close contact with them DO NOT NEED TO GO HOME TO SELF-ISOLATE UNLESS THEY DEVELOP SYMPTOMS THEMSELVES (in which case they should arrange a test) OR IF THE SYMPTOMATIC PERSON SUBSEQUENTLY TESTS POSITIVE (see Test and Trace protocol).</u></b></p>			

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		<p>The health co-ordinator will only need to use PPE in a very small number of cases:</p> <ul style="list-style-type: none"> <li>• <b>where an individual child, young person or other learner becomes ill with coronavirus (COVID-19) symptoms and only then if a distance of 2 metres cannot be maintained.</b></li> <li>• <b>If possible, the student or member of staff will be asked the COVID-19 symptom questions.</b></li> <li>• <b>a facemask, visor, gloves and an apron must be worn if a distance of 2 metres cannot be maintained and contact is necessary with a student.</b></li> </ul> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following <a href="#">decontamination guidance</a>.</p> <p>If the school becomes aware that a student or staff member has tested positive for coronavirus, the school will contact the <a href="#">local health protection team</a> (see protocol for 'manage confirmed cases of coronavirus amongst the school community') who will advise on appropriate action.</p>			
<p><b>Contact with coronavirus when getting to and from school</b></p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> </ul>	<p>Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible.</p> <ul style="list-style-type: none"> <li>• Each 'year group' has been allocated an entrance and exit gate on to each campus. Solely that year group will use these gates. These are determined on their allocated areas within school.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> </ul>	<p>Sept 2020</p>	

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	<ul style="list-style-type: none"> <li>• Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Each 'year group' will have their own allocated bike shed/ area to avoid mixing of groups.</li> </ul> <p>Any students who take public transport their parents/carers have been referred to government guidance.</p> <p>Any students catching a school bus the school will liaise with the local authority to ensure their staff:</p> <ul style="list-style-type: none"> <li>• Follow hygiene rules</li> <li>• Try to keep their distance from students where possible</li> </ul> <p>In addition, the school will work with the local authority, students and parents/carers as appropriate to ensure that, wherever possible:</p> <ul style="list-style-type: none"> <li>• students are grouped together in 'year bubbles'</li> <li>• There is additional cleaning of vehicles</li> <li>• Queuing and boarding is well organised</li> <li>• students practise distancing within vehicles</li> <li>• students use face coverings at all times and dispose of them in a bin when they disembark.</li> </ul> <p>Parents/carers who need to drop off and pick up students either at the front of school or at their son or daughters allocated year group gate if that gate is not located at the front of school.</p> <p>Parents/ Carers must not come on to the school site (e.g. the internal perimeter)</p>			

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<p><b>Spreading infection due to touch, sneezes and coughs</b></p>	<ul style="list-style-type: none"> <li>• Students</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p>Staff and students have the option to wear a mask in class. Staff have the option to wear a mask and/or a visor in class.</p> <p>Staff must wear a mask when moving around school, in toilets, offices and when on duty.</p> <p>Students must wear a mask when approaching a member of staff, moving around the school, in corridors and in toilets</p> <p>Handwashing facilities will be provided in all toilet blocks and all students/ staff will be encouraged to wash their hands regularly. However, as per government guidance, extensive sanitising stations will be provided all round school.</p> <p>Everyone in school will be encouraged and reminded to:</p> <ul style="list-style-type: none"> <li>• Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using <a href="#">NHS guidelines</a>, or use hand sanitiser to cover all parts of their hands</li> <li>• Clean/ sanitise their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing</li> <li>• Sanitiser, where possible, will be located outside all buildings for staff and students to use.</li> <li>• Every classroom/ teaching area will have a sanitiser station (sanitiser gel/ paper towels/ box of tissues) that all staff and students will use as they enter and leave.</li> <li>• Every teaching desk will have cleaning spray and wipes for staff to clean down the desk, computer, mouse, projector control and any other equipment before and after use.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> </ul>	<p>Sept 2020</p>	<p>Masks and visors to be provided for staff.</p>

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	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> </ul>	<ul style="list-style-type: none"> <li>• Every office/ work area will have sanitiser/ cleaning equipment for staff to use before and after they use equipment e.g. computer keyboard, mouse etc.</li> <li>• Be encouraged not to touch their mouth, eyes and nose</li> <li>• Use a tissue or elbow to cough or sneeze, and use bins for tissue waste</li> </ul> <p>Students will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they are not close to running out.</p>			
<p><b>Spreading infection through contact with coronavirus on surfaces</b></p>	<ul style="list-style-type: none"> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> <li>• Banisters</li> <li>• Classroom desks and tables</li> <li>• Bathroom facilities (including taps and flush buttons)</li> <li>• Door and window handles</li> <li>• Furniture</li> <li>• Light switches</li> <li>• Reception desks</li> </ul> <p>Staff will regularly clean frequently touched teaching and work surfaces using sanitiser wipes and sprays including:</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> </ul>	<p>Sept 2020</p>	<p>Introduction of enhanced cleaning, including frequently touched surfaces often using standard products, such as detergents and bleach. Including:</p> <p>A comprehensive cleaning schedule; More frequent cleaning of rooms during and after school; Frequently touched surfaces being cleaned</p>

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		<ul style="list-style-type: none"> <li>• Teaching and learning aids</li> <li>• Text Books and other classroom-based resources</li> <li>• Computer equipment (including keyboards and mouse)</li> <li>• Projector remote</li> <li>• Sports equipment</li> <li>• Telephones</li> <li>• Fingerprint scanners e.g. on printers</li> </ul> <p>All students and staff must have their own equipment at all time and not share with anyone else. Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>Students will give out textbooks and classroom based resources under the direction of the member of staff.</p> <p>Any resources shared between groups, such as DT, art and science equipment, will be either:</p> <ul style="list-style-type: none"> <li>• Cleaned frequently and meticulously, and always between groups using them; or</li> <li>• Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups; or</li> <li>• Departments will provide equipment for students to use and not share e.g. lab coats/ goggles etc. These will be clearly labelled and sanitised before and after use.</li> </ul> <p>Staff will not collect in exercise books or work on paper to</p>			<p>more often than normal e.g. start and end of every lesson and enhanced cleaning of toilets.</p>

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	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> </ul>	<p>avoid any cross contamination. Unnecessary sharing will be avoided, especially where it does not contribute to a student's education.</p> <p>Any shared rooms, such as halls, will be cleaned between different groups using them.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they are not close to running out.</p> <p>Teachers will wash their hands regularly.</p>			
<p><b>Spreading infection due to excessive contact and mixing between pupils and staff in lessons</b></p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> </ul>	<p>In KS3 students will be in 'year bubbles' and will be in a set class of 30 for every lesson and in the same classroom every lesson.</p> <p>In KS4/KS5 students will be in 'year bubbles' and will have the majority of their classes in one set area but they will be allowed to have lessons in specialised areas e.g. DT/Art/ Science etc. to enable them to follow a 'normal' curriculum.</p> <p>All students will have designated 'year' entrance and exit gates, designated break areas, bike sheds and fire muster areas.</p> <p>Students will be encouraged at all times to socially distance, even though this is difficult in a class of 30, at break and moving round the school for some students.</p> <p>All students will be taught and reminded to maintain their distance and not touch staff or peers.</p> <p>Students will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this.</p> <p>In classrooms where students cannot sit side-by-side facing</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> </ul>	<p>Sept 2020</p>	

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	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> </ul>	<p>forwards (DT/Art etc.) perspex screens will be provided to socially distance students and masks, in some subjects, provided. All practically based subjects (Science/PE/Art and DT) will amend their RAs to reflect the new health and safety guidance regarding COVID-19.</p> <p>Lessons that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) will not take place in doors but could take place outdoors under strict social distancing guidance.</p> <p>Peripatetic lessons will take place via teams or zoom. Peripatetic teachers will not come into school.</p> <p>For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between pupils will be maximised as much as possible. Students will attend school in their PE kit if they have PE that day to avoid the use of changing rooms.</p> <p>Staff will work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). Classrooms will be clearly marked out with a 2m zone for teachers to stand behind when delivering lessons.</p> <p>Staff will ensure that all students sanitise their hands when they enter and leave a teaching area.</p>			<p>Uniforms do not need to be cleaned any more than usual, nor do they need to be cleaned using methods that are different from normal. All students are expected to be in full school uniform.</p> <p>Sports equipment will be cleaned thoroughly between each use by different year groups (see PE risk assessment)</p>
<p><b>Spreading infection due to excessive contact and mixing between pupils</b></p>		<p><b><u>Students</u></b></p> <p>Students will be kept in the same groups at all times each day,</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> </ul>	<p>Sept 2020</p>	

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<p><b>and staff around and outside of the school</b></p>		<p>and be kept separate from other groups, especially at KS3.</p> <p>KS4/KS5 students will not mix as 'year bubbles', except for possibly moving between lessons but will mix within 'year bubbles' within different subjects due to the curriculum they are following.</p> <p>Students will enter school in 'year bubbles' only and will have their breaks within 'year bubbles' only.</p> <p>Movement around the school site will be kept to a minimum.</p> <p>Students will be supervised at all times to ensure mixing between groups does not occur, and they will be reminded about the rules throughout the day.</p> <p>Rooms will be accessed directly from outside where possible, and any buildings with staircases, if possible, a one-way system will be used.</p> <p>Each year group will be allocated a toilet area to use.</p> <p><b>Staff</b></p> <p>Staff use of staff rooms and offices will be staggered to limit occupancy and the maximum number of staff allowed in an office or work area will be displayed on the door.</p> <p>Staff must wear a mask in an office and/or work area if another colleague is sharing the area with them.</p> <p>Staff must wipe down any work areas before and after use</p> <p>All teaching staff will be provided with an ipad to help support social-distancing work and reduce the number of computers/ keyboard etc. that need to be shared.</p>			

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	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> </ul>	<p>Staff will not be allowed to use staff room kitchens, and these will be taped off. Staff must bring their own food and drink into school.</p> <p>Staff only toilets have been allocated to each area of the school</p> <p><b><u>Other</u></b></p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors.</p> <p>All visitors will be sent a visitor RA and social distancing guidelines.</p> <p>There will be no overnight or domestic educational visits but this will be reviewed with government guidance.</p> <p>There will be no extra-curricular clubs or fixtures apart from session 6/ catch up sessions and students will be in 'year bubbles'.</p>			
<p><b>Spreading infection due to bad behaviour</b></p>	<ul style="list-style-type: none"> <li>• Staff</li> </ul>	<p>Behaviour rules/ policies will be communicated clearly and consistently to all staff, students and parents/carers that will set clear, reasonable and proportionate expectations of student behaviour.</p> <p>The school will work with those students who may struggle to reengage in school and are at risk of being absent and/or persistently disrupting lessons.</p> <p>Any student deliberately not following social distancing rules,</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> </ul>	<p>Sept 2020</p>	<p>Amendments to the school's behaviour protocols have been added to the supporting guidance for staff in September.</p>

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	<ul style="list-style-type: none"> <li>• Students</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p>strict hygiene protocols and/or putting another student/ member of staff in danger will face serious consequences. Normal behaviour sanctions are in place including exclusions.</p>			
<p><b>Spreading infection due to the school environment</b></p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p>As per government guidance (managing school premises during the coronavirus outbreak) checks to the premises have been completed to ensure the school is up to health and safety standards before opening in September.</p> <p>Fire, first aid and emergency procedures have been updated and will be reviewed regularly to make sure they can still be followed by all staff but also to utilise all open areas to ensure 'year bubbles' are maintained.</p> <p>All areas in use will be well ventilated by opening windows at all times. Doors will be propped open, where fire safety and safeguarding would not be compromised.</p> <p>The use of lifts will be avoided unless essential.</p> <p>Bins will be provided in classrooms and other key locations to dispose of tissues/ masks and any other waste.</p> <p>Outdoor space will be used for exercise and all breaks, and for education where possible.</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p>Sept 2020</p>	
<p><b>Spreading infection due to excessive contact and mixing in meetings</b></p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Where this is not possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p>Sept 2020</p>	

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
<p><b>Individuals vulnerable to serious infection coming into school</b></p>		<p>The school will continue to follow any shielding guidance in place to decide who should come into school.</p> <p>Shielding guidance will pause on 1<sup>st</sup> August so all staff and students are expected to come into school, apart from some staff who may be asked to work from home (e.g. some admin staff).</p> <p>Staff who are pregnant, clinically vulnerable or clinically extremely vulnerable and coming into school will be placed in the safest possible on-site roles where it is possible to maintain social distancing. Staff to follow what the school has implemented regarding the systems of control as outlined in the ‘guidance for full opening: schools’.</p> <p>Staff who may otherwise be at increased risk from COVID-19 as set out in the COVID-19 review of disruption in risks and outcomes report, which looked at different factors including age, and sex, where people live, deprivation and ethnicity, can return to school as long as the staff follow the systems of control set out in this RA.</p> <p>School will engage supply teachers, but only as a last resort, and they are expected to comply with the school’s risk assessment and safety guidance</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p>Sept 2020</p>	<p>Staff who live with those who are clinically extremely vulnerable or clinically vulnerable can attend school.</p> <p>Where a student is unable to attend school because they are complying with clinical and/or public health advice, we will offer them access to remote learning.</p>

**Overall Mitigation after controls have been put in place**

**‘Spread of COVID-19 through school and the wider community in line with ‘Guidance for full opening – schools’**

**Likely**

Expected – more than even chance of happening      3  
 Possible: Even chance of happening                      2  
 Remote: Extremely unlikely                                      1

**Impact**

Critical: Will make a material difference                      3  
 Major: Will make a difference                                      2  
 Manageable: Impact deemed to be manageable              1

**H = High Risk**  
**M = Medium Risk**  
**L = Low risk**

		Likelihood		
		Remote (1)	Possible (2)	Likely (3)
Impact	Critical (3)	M (4)	H (5)	H (6)
	Major (2)	L (3)	M (4)	H (5)
	Manageable (1)	L (2)	M (3)	M (4)

**risk is 3 (M)**