



## Risk Management - Assessment Report

<b>Work Area or Activity:</b>	Whole School
<b>Risk Area:</b>	Management and Site Maintenance
<b>Assessment Framework:</b>	September 2021 COVID-19
<b>Competent Person:</b>	Gill Hakin
<b>Assisted by:</b>	
<b>Groups Affected:</b>	All staff Year 7 to 11 Students Parents/Guardians Visitors

<b>Notes</b>	This assessment is in place for academic year 2021-22.
--------------	--

<b>Assessed on:</b>	12/08/2021 (Version 5)	<b>Risk Rating:</b>	Below 9 – Low Risk
<b>To be Reviewed on:</b>	31/10.21		9 to 12 – Medium Risk
			15 to 16 – High Risk
			20 to 25 – Very High Risk

We have consulted the following government guidance in the preparation of this risk assessment and action plan:

**Guidance for full opening: Schools**

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

**CLEAPSS Guidance for science departments returning to school after an extended period of closure – Ver. 1.2 – 18th May 2020**

<http://science.cleapss.org.uk/Resource-Info/GL345-Guidance-for-science-departments-returning-to-school-after-an-extended-period-of-closure.aspx>

**Covid-19: Interpreting the Government Guidance in a PESSPA Context - A practical self-review tool for risk assessment**

<https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf>

**Planning guide for secondary schools - NEU/GMB/Unison/Unite Commentary and checklist**

[https://u1584542.ct.sendgrid.net/ss/c/SVvf6UGddUySPN6znLYVWoxJ2F8nh7-ZrG0sryl52RpGfPgcjXJ7DYUjizSdzKRT1SMiuj9BGeJT\\_TdA8AjjRut6P7x4S7b3Mymd8vg3X0DwVbRYLO](https://u1584542.ct.sendgrid.net/ss/c/SVvf6UGddUySPN6znLYVWoxJ2F8nh7-ZrG0sryl52RpGfPgcjXJ7DYUjizSdzKRT1SMiuj9BGeJT_TdA8AjjRut6P7x4S7b3Mymd8vg3X0DwVbRYLO)

What are the Hazards	What is already being done?	Is this considered satisfactory	Risk Findings
<b>1.0 General Area of risk: Site, Facilities, Resources</b>			
	<ol style="list-style-type: none"> <li>Numbers of students in school on any day will be at a level appropriate to the size of the school and staff team. All year groups to return to school. Students will generally continue to be in year group bubbles</li> <li>Class sizes to return to normal.</li> <li>Non-zonal model to be implemented where students move from class to class using outdoor walkways. Teachers to remain in their faculty teaching rooms and move around the school using internal corridors. (See entry and Exit plan)</li> <li>Teachers have been advised that if their classes are under 30 in size, to ensure the desks nearest to their own desk are not used by students</li> <li>Practical class room layout will reflect the specific make-up of the furniture in those rooms. For example, DT classrooms will use regular tables plus work bench spaces for students to sit at. Where possible and group size allows please ensure students are forward facing</li> </ol>		<p>Severity</p> <p>4</p>

What are the Hazards	What is already being done?	Is this considered satisfactory	Risk Findings	
1.1 General risk of contracting infection	<p>6. Students to sit shoulder to shoulder but must not be seated opposite or at right angles to other students.</p> <p>7. Students will bring their own equipment to school so there should not be a need to share equipment.</p> <p>8. Windows and external doors to be kept open. This aids air circulation and means door handles are not repeatedly touched. The legal limit for temperature is 16 degrees. The site team will endeavour to open windows however teaching staff should open all windows on arrival. Teaching staff should also ensure the room is very well ventilated during break and lunchtime.</p> <p>9. Wedging of fire doors in the open position to establish a free flow of air should be avoided as this procedure could possibly lead to unprotected fire spread, which would compromise safe evacuation.</p> <p>10. Perspex screens will be sited on the reception desk and student enquiries, offering further protection to reception and support staff.</p> <p>11. All staff are expected to adhere to social distancing and good hygiene practice at all times while on site.</p> <p>12. All staff and students to wear a Face Covering in the corridors and the dining hall.</p> <p>13. Should staff wish to wear a face covering or a visor in the classroom whilst teaching they are able to.</p> <p>14. All students will be tested twice on their return to school between 3 and 5 days apart provided parental consent has been given. After completing their second test, students will be issued with home test kits and parents will be asked to report the results to NHS track and trace and the school. Close contacts will still be identified but no</p> <p>15. Twice weekly rapid testing of all staff will commence Thursday 2 September. This will now continue at home for staff. Staff will be asked to report in their results.</p>	Yes	Likelihood	2
			Risk Rating	8
1.2 Premises not checked to ensure it is safe to re-open.	We have completed the reopening checklist and all issues have been actioned	Yes	Severity Likelihood Risk Rating	3 2 6
1.3 Moving and handling of furniture to facilitate social distancing	Site team to move furniture where required.	Yes	Severity Likelihood Risk Rating	3 2 6
1.4 Storage of furniture or equipment removed from classrooms workspaces and other areas.	Premises site office used for extra storage space. All tables and chairs stacked safely	Yes	Severity Likelihood Risk Rating	3 2 6
<b>2.0 General Area of risk: Staff &amp; students</b>				
2.1 Lack of up-to-date information for Staff.	<p>The school will re introduce some face to face meetings however some will continue remotely. The first inset day will be face to face. It is likely that smaller groups of staff (e.g. department teams) may be able to hold meetings albeit in accordance with strict social distancing measures.</p> <p>Staff briefings / bulletins will be sent via email.</p> <p>Where meetings cannot take place, the school will instead utilise the Microsoft Teams platform.</p>	Yes	Severity	4
			Likelihood Risk Rating	1 4
	Letter sent to all parents/guardians before the school opens. Regular updates planned on school Facebook page		Severity	4

What are the Hazards	What is already being done?	Is this considered satisfactory	Risk Findings	
2.2 Lack of up-to-date information for students and parents/guardians.	In order to continue to share key messages with pupils the intention is that Pastoral/Academic Progress Leaders and other staff will utilise the Microsoft Teams platform in order to broadcast assemblies on a regular basis. This is considered essential in terms of sharing key messages and celebrating the successes of pupils.	Yes	Likelihood	1
2.3 Failure to maintain supervision levels if staffing levels drop.	Staff levels checked each day by SLT. Contingency plan in place if staff ratios drop below set levels. Including consideration of partial closure if necessary.	Yes	Severity	4
			Likelihood	2
			<b>Risk Rating</b>	<b>8</b>

What are the Hazards	What is already being done?	Is this considered satisfactory	Risk Findings	
2.4 Risk of school closure if key staff, DSL, SENCO, caretaker/cleaning staff unavailable	Leadership team available every day in school. DSL and SENCO available either on site or remotely. Premises team available every day. Cleaning contractor to provide appropriate staffing levels.	Yes	Severity	4
			Likelihood	2
			<b>Risk Rating</b>	<b>8</b>
2.5 Staff or Students displaying symptoms of Corona virus	<p>Students or staff who display Covid-19 + variant symptoms will be held in the Meeting room 1, in the main corridor.</p> <p>The disabled toilet in the open plan toilet block will be used solely for students showing Covid-19 + variant symptoms. This toilet will be cleaned regularly by the premises team during the day with Dettol wipes and deep cleaned by the cleaning staff at the end of the day.</p> <p>Parents will be contacted immediately to collect their child and remove from the site.</p> <p>Staff will be sent home immediately and cover set.</p> <p>Protocols advised by Public Health England for reporting, testing and isolating will be followed. The first action is to call local health protection team/DFE Helpline.</p>	Yes	Severity	4
			Likelihood	3
			<b>Risk Rating</b>	<b>12</b>

What are the Hazards	What is already being done?	Is this considered satisfactory	Risk Findings	
2.6 Managing a confirmed case	<p>Protocols advised by Public Health England for reporting, testing, isolating will be followed. The first action is to call local health protection team</p> <p>PHE South West Centre Health Protection Team, Follaton House, Plymouth Road, Totnes, TQ9 5NE.</p> <p>Tel: 0300 303 8162 option 1 then option 1/ DFE Helpline 0800 046 8687</p>	Yes	Severity 4	
2.7 Risk of an outbreak within the school community	<p>If schools have 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or</p> <p>10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period. Contact PHE and follow outbreak management plan</p>	Yes	Severity 3	
2.8 What happens if a student falls ill during the day	<p>Immediately a child reports that they are feeling unwell, they will be assessed by the First Aider. They will be sent home or kept in isolation (meeting room 1) until their parents can pick them up. The First Aider will advise parents that their child needs to take the Covid-19 test and inform the school as soon as they receive the result of this.</p> <p>If a Covid 19 case is confirmed a letter will be sent by the school to advise of close contacts and for parents to monitor their child. Should the child be required to take a PCR test this will be advised by NHS track and trace.</p> <p>As detailed earlier in this risk assessment the school will engage with NHS track and trace who will contact staff and students in the event of a positive test result.</p>	Yes	Severity 4	
2.9 Understanding and therefore mitigating risk via testing	<p>All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.</p> <p>Follow the link below or call NHS 119</p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></p>	Yes	Severity 4	
2.10 Social distancing not observed in staff areas	<p>Staff are permitted to use their faculty staff rooms. It is recommended that staff adhere to sensible social distancing. Staff should bring hot drinks in a non-spill flask to avoid sharing of crockery</p> <p>Staff can use the table tennis areas as an outside eating area or may choose to eat in their vehicle.</p>	Yes	Severity 4	
			Likelihood 2	
			<b>Risk Rating</b>	<b>8</b>

What are the Hazards	What is already being done?	Is this considered satisfactory	Risk Findings	
2.11 Students from different year groups mixing at the beginning and end of the school day	<p>This is detailed more fully in the Covid-19 School Management Plan.</p> <p>Students will remain in their designated outside area in separate year group bubbles until 8.25am and will be called into lessons by year group. They will go straight to their tutor bases where they will register.</p> <p>Should the weather be poor, students will enter the building on arrival to school and go straight to their tutor bases.</p> <p>Students should still sit in their year group bubbles on the buses</p>		Severity	4
2.12 Social distancing not maintained during home to school transport if transport is boarded directly from school premises?	<p>Pupils should be encouraged to walk or cycle where possible.</p> <p>Parents and students to be informed of the school's insistence that:  I. Students should sit in year group bubbles on school bus services (Y7 at the back, Y11 at the front)  II. All students to wear a face mask on the school bus</p> <p>Duty staff to check students are in year group bubbles on exit from the bus and as the bus departs at the end of the day.</p> <p>At the end of the day, staff to select random buses and check that all students are wearing a face mask prior to departure. If students do not wear face masks, the duty member of staff will take their name, pass it on to the admin team and an email will be sent home.</p> <p>Note: this aspect of risk is determined to be medium to high risk due to the proximity of students of different year groups together and the inability of the staff to monitor journeys in person.</p>	Yes	Severity	4
2.13 Social distancing not maintained at school gate or drop-off/pick-up point	Additional supervision provided at pick-up/drop-off points at the front entrance of school/bus bay. Plan parents' drop-off and pick-up protocols that minimise adult to adult contact.	Yes	Severity	4
2.14 Social distancing not maintained by students before school starts	Parents instructed not to allow students to attend before school starts. Students will meet in there designated outside areas at 8.25am.	Yes	Severity	4
2.15 Students changing in large groups for PE and Dance/Drama	Students will arrive to school in their school PE kit on any day they have PE as the changing rooms are too small to permit half year groups changing. They will remain in PE kit throughout the day. If students wish to change they must change back into school uniform. For Drama and Dance students will change as normal.		Likelihood	2
			Likelihood	1
			<b>Risk Rating</b>	<b>8</b>
			<b>Risk Rating</b>	<b>2</b>

What are the Hazards	What is already being done?	Is this considered satisfactory	Risk Findings	
<b>3.0 General Area of risk: Teaching and Learning</b>				
3.1 Social distancing not maintained when moving between lessons	<p>There will be whole school movement with staggered morning break and lunch break for whole year groups. There is a 5 minute window included in the timetable to allow for cleaning of desks and chairs. Staff are to use network clocks on their computer to synchronise timings with other classrooms.</p> <p>See School Covid-19 Management Plan for timings of lesson periods and break times)</p> <p>Staff must ensure that students adhere to the entry and exit instructions for each classroom.</p> <p>Students should use outside walkways to move around the school and enter using the designated entry door for their classroom (with the exception of students who have been issued with an internal corridor pass).</p> <p>Staff should check the duty rota as per normal practice</p> <p>In the event of a wet break, all staff will need to be on duty, students will remain in their P2 classroom.</p> <p>The risks involved include:</p> <p>I. Staff absence on the duty rota: Duty rota to be checked alongside daily cover by Ms Rendal</p> <p>II. Staff lack of punctuality to their duty points: Staff must dismiss their class in a timely manner to be on duty on time.</p> <p>III. Student cooperation with the plan: Regular reminders for students re behaviour expectations.</p>	Yes	<p>Severity</p> <p>4</p> <p>Likelihood</p> <p>3</p> <p><b>Risk Rating</b></p> <p><b>12</b></p>	
3.2 Social distancing not maintained in classrooms	<p>All class rooms have been arranged to ensure there is a 2 metre gap between the teacher and students.</p> <p>Subjects that have practical work should plan this in consultation with the Head of Department/Faculty and relevant advisory bodies such as CLEAPS and AFPE. Heads of Faculty/Department need to inform their Leadership Line Manager of their plans going forward following advice from professional bodies. Drama Dance and PE should consult the AFPE advice. Science, Music, DT and Art should follow CLEAPS advice.</p> <p>All staff have been offered PPE to wear should they choose to. Clear Face masks are available to staff to assist with students who are hearing impaired.</p> <p>(See management plan for further details)</p>	Yes	<p>Severity</p> <p>4</p> <p>Likelihood</p> <p>2</p> <p><b>Risk Rating</b></p> <p><b>8</b></p>	

What are the Hazards	What is already being done?	Is this considered satisfactory	Risk Findings	
3.3 Safety of staff and 1:1 teaching assistant against contracting Covid-19 + variant	<p>Appropriate guidance given to staff.</p> <p><b>SEND Students:</b></p> <p>Staff should be aware that reasonable adjustments may need to be made to support SEND students with managing new protocols and procedures.</p> <p>Students will be allocated an appropriate level of adult support, which will enable their needs to be met.</p> <p>Students should not share equipment or resources. Use of equipment or resources should be kept to a minimum and cleansed after they have been used.</p> <p>Effective home / school communication is important to ensure that the needs of students are met whilst ensuring the health and safety of other students and staff.</p> <p>CHF to oversee all EHCP matters.</p>	Yes	<p>Severity</p> <p>Likelihood</p> <p><b>Risk Rating</b></p>	<p>4</p> <p>3</p> <p><b>12</b></p>
3.4 Sharing of equipment	<p>Students should bring their own equipment to school. This will be conveyed to parents in writing</p> <p>The school will purchase additional stocks of pens and pencils should a student forget to bring their equipment.</p> <p>Teachers should only issue resources to students if they can be sure students can sanitise that equipment before it is returned, or not use the same equipment for 48 hours.</p>	Yes	<p>Severity</p> <p>Likelihood</p> <p><b>Risk Rating</b></p>	<p>4</p> <p>2</p> <p><b>8</b></p>



What are the Hazards	What is already being done?	Is this considered satisfactory	Risk Findings	
3.5 Social distancing not maintained during break-times and lunchtimes	<p>No more than 2 year groups will go to break/lunch at the same time as identified in the Covid-19 School Management Plan.</p> <p>Students who do not wish to use the dining hall facilities should use their designated outside space</p> <p>Wet break/lunch plans are in place whereby students who do not use the dining hall facilities should return to their last class room used.</p> <p>SLT on duty during the lunch period.</p> <p>(See Covid-19 School Management Plan for more details.)</p>	Yes	Severity  Likelihood	4  3  <b>Risk Rating</b> <b>12</b>
3.6 Social distancing not maintained during physical activities (PE etc.)	PE have been advised to follow National Governing Body Guidelines in relation to the Covid 19 as advised by the DFE.	Yes	Severity Likelihood <b>Risk Rating</b>	4 3 <b>12</b>
<b>4.0 General Area of risk: Trips, Visits &amp; Clubs</b>				
4.1 contracting Covid-19 + variant on school trips and visits	<p>School trips will only be conducted in line with current government advice.</p> <p>CHF (Educational Visits Coordinator) will offer appropriate advice to staff who would like to plan a trip or visit.</p>	Yes	Severity  Likelihood  <b>Risk Rating</b>	2  2  <b>4</b>

What are the Hazards	What is already being done?	Is this considered satisfactory	Risk Findings	
<b>5.0 General Area of risk: Hygiene and cleaning</b>				
5.1 Hygiene within the classroom	<p>Desks and resources used during the day will be cleaned / sanitised by teachers and students, under the direction of teaching staff. Cleaning / sanitising solution is safe to use.</p> <p>Hand sanitiser, sanitising spray for desks, tissue rolls and Dettol wipes will be provided for each class room. Additional stock available from the general office.</p> <p>All class rooms will be thoroughly cleaned at the end of each day.</p> <p>Department bases will be thoroughly cleaned at the end of each day.</p> <p>Additional bins will be provided in class rooms which will be large enough to dispose of the significant number of tissues, used for wiping tables.</p> <p>If a teacher is mobile (i.e. teaches in more than one room in the course of a day), they are responsible for wiping down the computer keyboard and desk which they will be working at.</p>	Yes	<p>Severity</p> <p>4</p> <p>Likelihood</p> <p>2</p> <p><b>Risk Rating</b></p> <p><b>8</b></p>	
5.2 Hygiene within toilets	<p>As the school is not operating a zonal system for teaching, separate toilets cannot be issued for separate year groups. Students will be advised about using the toilets in a considerate fashion and to wash hands after toilet use.</p> <p>Toilets will be cleaned on a regular basis throughout the day by the additional employed cleaner.</p> <p>All wider facilities used by student and staff will be thoroughly cleaned at the end of each day.</p>	Yes	<p>Severity</p> <p>4</p> <p>Likelihood</p> <p>2</p> <p><b>Risk Rating</b></p> <p><b>8</b></p>	
5.3 Lack of hand-washing facilities.	<p>The are 12 boys hand basins and 13 girls hand basins in 12 toilet blocks around the school. All hand basins provided with anti-bacterial soap dispensers and checked twice daily. Paper towels provided.</p> <p>Pupils and staff encouraged to regularly wash their hands thoroughly for 20 seconds with running water and soap and dry them thoroughly, or use hand sanitiser ensuring that all parts of the hands are covered. Posters will be mounted on the bathroom walls to remind students.</p> <p>Hands to be cleaned on arrival at the setting, before and after eating, and after sneezing or coughing.</p>	Yes	<p>Severity</p> <p>4</p> <p>Likelihood</p> <p>2</p> <p><b>Risk Rating</b></p> <p><b>8</b></p>	
5.4 Hygiene within the dining area	<p>Dining Students and staff encourage to wash hand before and after eating.</p>	Yes	<p>Severity</p> <p>4</p> <p>Likelihood</p> <p>2</p> <p><b>Risk Rating</b></p> <p><b>8</b></p>	
5.5 Cross-contamination from used tissues etc.	<p>Bins with liners in each classroom. Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. Cough or sneeze into a tissue of elbow crease. Posters to be mounted in classrooms to remind students.</p>	Yes	<p>Severity</p> <p>4</p> <p>Likelihood</p> <p>2</p> <p><b>Risk Rating</b></p> <p><b>8</b></p>	
5.6 Disposal of potentially contaminated waste.	<p>Bin Liners double-bagged and stored for disposal. Yellow hazardous waste bags provided for contaminated waste.</p>	Yes	<p>Severity</p> <p>4</p> <p>Likelihood</p> <p>2</p> <p><b>Risk Rating</b></p> <p><b>8</b></p>	
5.7 Cross-contamination from sharing equipment	<p>Equipment sharing discouraged as much as possible. Parents notified in advance what students must bring to school. Each classroom provided sanitising wipes to clean equipment between usage</p>	Yes	<p>Severity</p> <p>4</p> <p>Likelihood</p> <p>2</p> <p><b>Risk Rating</b></p> <p><b>8</b></p>	

What are the Hazards	What is already being done?	Is this considered satisfactory	Risk Findings	
5.8 Cross-contamination from sharing personal possessions (water bottles, Etc.)	Students to bring own water bottles. Sharing of personal possessions not permitted.	Yes	Severity	4
			Likelihood	2
			<b>Risk Rating</b>	<b>8</b>
5.9 Cross-contamination from contact with frequently touched surfaces (door handles, hand-rails, tables, etc.)	Frequently touched surfaces will be cleaned at the end of each day, using standard products such as detergents and bleach. Deep clean on Fridays whilst school is closed	Yes	Severity	4
			Likelihood	2
			<b>Risk Rating</b>	<b>8</b>
5.10 Cross-contamination from use of welfare facilities – toilets, sinks, water fountains etc.	Toilets and sinks etc. will be deep cleaned at the end of each day.	Yes	Severity	4
			Likelihood	2
			<b>Risk Rating</b>	<b>8</b>
5.11 Lack of appropriate cleaning materials and personal protective equipment for cleaning and catering staff	Cleaning & catering contracted out to third parties. staff to be provided with appropriate PPE by contractors. SBM to monitor catering and Cleaning provision to ensure acceptable levels of hygiene and cleaning are maintained.	Yes	Severity	4
			Likelihood	1
			<b>Risk Rating</b>	<b>4</b>



What are the Hazards	What is already being done?	Is this considered satisfactory	Risk Findings	
			Risk Rating	8
6.7 Effects on student welfare and academic progress	<p>Teaching staff to undertake ongoing assessment within the realms of remote learning to identify individual progress gaps which are then reflected in whole class planning and individual teaching.</p> <p>Performance management for teaching staff (whole school target 1 and 2) to reflect Covid-19 + variant and intervention strategies used to address gaps in students knowledge and understanding.</p> <p>Counselling support and referral to relevant external agencies will be put in place for students who need it.</p> <p>Tutors to have a role in identifying students who may have welfare concerns and engaging with the pastoral team.</p> <p>Attendance, behaviour and progress data to be analysed regularly to identify further students who may have unmet welfare needs.</p>	Yes	Severity	4
			Likelihood	2
			<b>Risk Rating</b>	<b>8</b>
6.8 Visitors to the school	<p>Visitors to the school should report to the school reception</p> <p>Visitors only allowed into reception if they have a booked appointment</p> <p>Visitors hand sanitise upon entry to the school.</p> <p>Perspex screen between reception staff and visitors.</p>	Yes	Severity	4
			Likelihood	1
			<b>Risk Rating</b>	<b>4</b>
6.9 Fire and critical incident evacuation procedure	<p>RAS to ensure the fire alarm policy is understood by all students and staff. The muster point will remain as per normal procedure on the school Tennis Courts</p> <p>RAS to ensure that a fire evacuation procedure is undertaken within the first half term.</p> <p>Fire risk assessment reviewed, and evacuation procedures updated. Should there be a fire evacuation, students should line up on the Tennis court in their tutor group registers will be taken by the tutor. The SLT lead will have overall responsibility for any fire evacuation</p>		Severity	5
			Likelihood	2
			<b>Risk Rating</b>	<b>10</b>

What are the Hazards	What is already being done?	Is this considered satisfactory	Risk Findings	
6.10 Review relevant policies and communicate to staff and governors	Covid -19 risk assessment and action plan - Health and safety including fire evacuation - Safeguarding Inc. addendum - DFE and PHE guidance	Yes	Severity	3
			Likelihood	1
			<b>Risk Rating</b>	<b>3</b>

Headteacher

Signed

Dated

Chair of Governors

Signed

Dated