

## Risk Assessment – Partial Closure – Full Covid-19 UK Lockdown – Spring term 2021

### About this assessment

This risk assessment builds upon the risk management process already in place to support the safe partial occupation and full occupation of our schools. A full review of the risks associated with Covid-19 is required as we enter a new UK Lockdown due to the number of cases in the community of the new variant. Updating risk assessments will help to ensure risks continue to be effectively managed by making judgments at a school level about how to balance and minimise risks from coronavirus (COVID-19) with providing a full educational experience for children and young people. **You should refer to [government guidance](#) to help prepare your school's educational delivery plan and remember that this assessment process is specifically focussed on Covid-19 related health and safety elements of delivering that plan.**

### What's changed?

The Government upgraded the UK's coronavirus alert level to Level 5 (red): as level 4 and there is a material risk of healthcare services being overwhelmed – strict social distancing needed. There is a new variant of the virus that is more transmissible and cases in the community are high. The Government has clarified that all schools are expected to open for vulnerable children and children critical workers and provide high quality online learning for all other children.

It should be noted however, that in relation to working in schools, it is not possible to ensure a totally risk-free environment. [Office for National Statistics analysis](#) on coronavirus (COVID-19) suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. This assessment process, with reference to Government guidance and systems of control, will help our schools take the steps needed to reduce risks still further.

### How to complete this assessment

This risk assessment should be undertaken by schools with reference to **guidance issued by the Department for Education** on 2 July 2020 - [Guidance for full opening – schools](#). Additional guidance and resources are published [here](#).

#### Step by step...

1. Be clear how you plan to operate your school, e.g. structure of the day, curriculum, etc.
2. We expect all risks in your current risk assessment to still be relevant. The 'additional' controls that were implemented for partial opening have now become established 'existing' practice. This is your new start point.
3. Now think about your plans to welcome back all children. Will the control measures you already have still be effective with the increase in pupil numbers and your new method of operating? Score the impact and likelihood and calculate the total risk score to help you make this decision (remember to use the 'scoring guidance' on the final page of this document). **Remember, welcoming back more children is likely to change the risk position.**
4. Consider additional proportionate controls that can be implemented to reduce the risks as far as reasonably practicable. List these in the 'additional control measures' section. **You must cover the '[system of controls](#)'** set out in DfE guidance wherever applicable to an identified risk.
5. Calculate the new 'total risk' score after applying additional controls. Keep applying additional controls until the risk score is 'acceptable' or 'tolerable'. If risks remain 'high' or 'very high', the activity must not go ahead.
6. **Risk number 23 onwards are new additions** to the template assessment. Consider these, and any other risks you identify, and assess them as usual.

Particular care should be taken to ensure that any existing control measures stated **reflect actual practice** in your school and any additional control measures identified should be **sustainable and specific** for your school.

# Risk Assessment

Activity:	COVID-19 - Preparing for full re-opening for all students <i>COVID-19 - Opening for vulnerable children and children of critical workers only – Spring 2021 Lockdown arrangements</i>	Version No:	4
		Assessed By:	Richard Scott Fay Peckover
Location:	Thomas Clarkson Academy	Approved By:	Anne Hill/Tim Laws
		Issue Date:	02/08/2020
		Revision Date:	12/01/2021

Consequences	Persons affected	Existing Control Measures (Where appropriate)	Impact	Likelihood	Total Risk	Additional Control Measures (Where appropriate) Use both 'prevention' and 'response' controls as set out by DfE	Impact	Likelihood	Total Residual Risk
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**Risk 1: Inability or failure to maintain appropriate social distancing (BWT recognises 2m as the target for social distancing for staff where possible) in classrooms or other school spaces**

Increased exposure risk to Covid-19 and potential for spread	Staff Students	<p>Staff maintain 2m between themselves and the students and are reminded of this at regular intervals.</p> <p>Strict hygiene rules to be implemented, all staff to be asked to do the following:</p> <ul style="list-style-type: none"> <li>Wash hands on entry.</li> <li>Wash hands on exit</li> <li>Use alcohol-based hand sanitiser</li> <li>Wash hands if face is touched.</li> </ul> <p>Hand sanitisers stationed at the entrance and exit to every teaching area and the rooms used in the administrative area (A Block) as well as the main school entrances and exits.</p> <p>All classrooms, the Theatre and the Sports Hall are set a maximum occupancy rate and all areas and rooms not in use are designated as restricted and taped off.</p>	5	3	15	<p>Follow the advice of DfE and PHE at all times. Ensure there are regular reviews</p> <p>To minimise contacts and mixing students will be grouped into "bubbles" based on year groups. These will be in separate and independent areas of the schools in the lower and upper floors of the three main teaching blocks – Pankhurst, Madiba and King. This will create 6 "bubbles" that will not mix. Within these year groups they will all still be able to access a broad and balanced curriculum.</p> <p>Students will be 'trained' in movement around the building and movement to and from specialist teaching rooms as required. They will also be trained in the use of specialist equipment as required.</p> <p>It will be mandatory for students to be wearing a face covering on arrival at school and to wear a mask in <b>ALL</b> inside areas except classrooms, unless they have a specific medical exemption. A mask is not required when outside in their bubble for active lunch or during PE. This means that students must now wear a mask</p>	5	1	5
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		<p>Students in all groups stay in the same location during the day and there is no movement between areas.</p> <p>They are located in different parts of the building as follows;</p> <ul style="list-style-type: none"> <li>▪ Vulnerable/Key worker students Pankhurst</li> <li>▪ Year 10s in the Sports Hall</li> <li>▪ Year 12s in Madiba</li> <li>▪ SEND/Cooper Centre in A Block</li> </ul> <p>This is ensured with SLT being positioned in Eden at workstations during the day.</p> <p>Students are also encouraged to do the same and this is supported by the behaviour policy addendum if there are transgressions.</p> <p>Students are in 'Pods' in year 10 and taught in the Sports Hall. These pods are separated by floor tape and enter and exit separately. All students are at assigned desks that are 2m apart and "pods" are 3 m apart. They are led out to break and lunch to separate areas and don't mix. They are kept in separate "pods" upon arrival at school with 2m paint markings on the floor.</p> <p>Students taught in the Sports Hall is as per DfE guidance  <a href="https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools">https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools</a>  <b>['Guidance for secondary school provision from 15th June 2020' Updated 4<sup>th</sup> June 2020]</b></p> <p>This states that, <i>'ensuring sufficient distance between pupils is likely to mean classes are no more than half their usual size. However, this may vary due to individual school circumstances (for example a larger group could be taught in a larger space provided social distancing can be maintained and mixing is minimised)'</i></p>			<p>when moving around the corridors of their own bubble community.</p> <p>Face coverings should also be worn by all students when leaving their bubble areas and entering communal spaces, unless they have a specific medical exemption. For example, lesson transition to specialist classrooms, going to the restaurant to collect lunch or to use the toilet facilities etc.</p> <p>Students will not wear face coverings during lessons and all students should have a clean small plastic bag or container in which to keep their face covering when it is not being worn.</p> <p>These arrangements will remain constantly under review and guidance may change in the event of a local lockdown.</p> <p>All staff must wear a face mask or visor when on duty and must also wear a mask or visor when moving from classroom to classroom or where the 2-metre rule may be broken. All staff working closely with students in a lesson must wear a face mask or visor.</p> <p>Face coverings to be worn by short term supply teachers when moving around the building though not required in classrooms and all visitors to the school must wear a face mask. This includes visitors from the BWT Central Team.</p> <p>The library will be closed, and the librarian will undertake outreach and intervention work to support student reading.</p> <p>Classes will contain no more than 30 children and large gatherings will be no larger than the year group 'bubble' in their 'block/floor'. There will be no assemblies in the Theatre and instead broadcast to classrooms.</p> <p>There is no change to the length of the normal school day to ensure a broad and balanced curriculum.</p> <p>"Bubbles" will have lunch and break together and not mix with other "bubbles". These will be staggered by year group 'bubble' accessing refreshments and eating back in the 'bubble' area.</p> <p>Assemblies will be broadcast remotely to tutor groups to avoid the need for large gatherings of students.</p> <p>Students will line up outside at the beginning of a lesson facing the front and at least 2m distance from the member of staff.</p>			
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		<p>Year 12s are taught in classrooms with no more than 9 students to a room. Larger groups of more than this are taught in the double classroom, M009 and M010 or the Theatre. In both cases there is designated seating and desks and these are in all cases at least 2m apart.</p> <p>Maximum Occupancy number signage on each teaching area</p> <p>MITIE will clean all used areas at the end of every day. Staff will also be supplied with disinfectant wipes to use during the day. All hard surfaces subject to hand contact cleaned throughout the day by MITIE.</p> <p>All equipment used is cleaned daily by MITIE or more often when used, including computer equipment.</p> <p>All unnecessary desks and furniture removed to restricted areas.</p> <p>Staff will be separated in pods with year 10, 12, SEND/Cooper and vulnerable/key worker staff not coming into contact with one another. Also administrative staff separated from teaching staff and entering and exiting the building at reception and remaining in A block.</p> <p>All teaching areas have marked off 2m zones for staff. Students are not allowed to enter these zones. If they do the behaviour policy addendum is enforced (See behaviour policy addendum)</p> <p><b>Risk 1 (Mitie Comments)</b></p> <p>In line with TCA reopening schedule, Mitie will ensure that areas outlined and through continuous discussions with the school are taped off accordingly. Mitie will ensure that a thorough cleaning regime/checklist is in place for the reopening of the school on the 15<sup>th</sup> June 2020. Rooms that are in use and identified within the schedule will have set cleaning times and disciplined objectives to ensure confidence</p>			<p>To maintain distance between individuals the classrooms will be organised with tables set out in rows to ensure that students are facing the front and sitting side by side, rather than face to face or side on. Unnecessary furniture will be removed from the classroom.</p> <p>In order to maintain distance from students, hazard tape will be used to create a designated teaching space. This will provide for least 2m distancing. The teacher will stay at the front of the class.</p> <p>To help with ventilation windows will be opened at the beginning of the day with non-fire doors propped open.</p> <p>At transition times students will use different stairwells based on bubbles.</p> <p>Expectations of social distancing will be communicated frequently to staff, students and parents.</p> <p>Information posters will be prominent in each classroom</p> <p>Staff areas for PPA time and staff briefings will be conducted in the Eden atrium which will allow for social distancing. Tables will be laid out 2m apart for this use. The café will be available for staff with 2m distancing between tables.</p> <p>Teaching staff restricted from accessing administrative areas and must communicate online as required.</p> <p>4 Administration staff to move into the conference room to reduce the number of staff in the main office.</p> <p>VI Formers utilise 2m spaced desks in open area – upper Pankhurst when not in lessons</p> <p><i>Under lockdown arrangements (partial closure), all of the above social distancing control measures will remain in place.</i></p> <ul style="list-style-type: none"> <li>• <i>Students should continue to wear a face covering at all times, except in their classroom and outside during active break</i></li> <li>• <i>Staff should wear a face covering in communal spaces and corridors if the two-metre rule may be broken</i></li> <li>• <i>Staff and students should wash their hands regularly and sanitise their hands before entering and exiting classrooms and bubble zones.</i></li> </ul>			
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		<p>that such cleaning works are being adequately carried out. It was agreed that when each room is available to cleanse at different times of the day, Mitie would ensure each room is cleansed in line with PHE Guidance and frequently touch items such as Door plates, Door Handles, Tables, Chairs etc. are regularly and routinely cleansed.</p> <p>Mitie will where reasonably practicable endeavour to support the Trust/school to ensure safe working practices are adhered to.</p> <p>Mitie have a readily available supply of Hand Sanitiser, Gloves and anti-bacterial surface cleaner to help support the school as and when needed to.</p> <p>Mitie will provide 50 bottles of Screen (Surface Cleaning Product). Each bottle can be reused, and the solution can be replenished as and when requested to do so.</p> <p>Mitie will ensure to support the school where necessary with the implementation of posters, signs, wash hand stations and other PPE required following regular review meetings.</p> <p>Mitie will cordon off all unused furniture and store in alternative rooms in the same communities. Mitie will ensure that all rooms outlined with the TCA reopening schedule are completed and maintained for the foreseeable future.</p> <p>Mitie will at the start of each working day open the building from 7:30am and in line with the schedule ensure that all rooms are unlocked and non-fire doors are wedged open to reduce risk of contamination. Fire doors should not be wedged open to ensure automatic door closure is fully functional. Frequency of cleaning of contact and touch points will be increased. Mitie will ensure that at the end of each working day that these areas are cleansed and will provide signage on the door to show date and time of cleanse/cleaning checklist to</p>			<ul style="list-style-type: none"> <li>• Staff should maintain two metres distance from students and other staff wherever possible</li> </ul> <p>Staff who are able to work from home, will be put on an 'in school' rota to reduce the number of staff in school and the risk of transmission of the virus.</p> <p>Students will be kept in year group bubbles with a maximum of 15 students per class bubble. Students will stay in their bubble class at all times, and not mix with any other year groups during the day. If there are two or more bubble classes for a particular year group, they will have their active lunch outside together (weather permitting). This will assist with contact tracing and reduce the number of students we may need to ask to isolate following confirmation of a positive test result.</p> <p>Vulnerable and Key worker students will be directed to the IT suite allocated for their class/year group bubble. All students will be required to access their 'remote lessons' from these IT rooms. Headphones will be available to cancel out noise and disruption. Students should sit at least 1 metre away from each other which may mean sitting at alternate computers in some rooms</p> <p>Students will need to remain at that same desk throughout the day and wipe down the headphones and keyboard etc before and after use. Wipes will be available in all computer rooms and staff supervising should remind students to do this.</p> <p>Extra classrooms may need to be opened if more students in these categories turn up on any particular day. This will be managed by SLT and bubble groups should be kept as consistent as possible.</p>			
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		<p>provide assurance and confidence that areas have been addressed.</p> <p>Areas such as toilets a joined-up discussion with the school was to only ensure that 1 cubicle is made available for use and only 1 person able to enter the toilet at one time. Therefore, all redundant cubicles within the designated area will be cordoned off accordingly and adequately signed to make all aware.</p> <p>Mitie will ensure that there will be a hand sanitising station at each entrance and exit and this will be maintained and replenished throughout each day as a priority. This will be as follows:</p> <p>1 x Table 1 x Hand Sanitiser 1 x Bin</p>							
<b>Risk 2: Access to and egress from site</b>									
<p>Increased exposure risk to Covid-19 and potential for spread</p> <p>School security potentially compromised through change of routine</p>	<p>Staff Students Visitors</p>	<p>Staggered start and finish times for the 4 cohorts of students – vulnerable/key worker, Year 10, Year 12, SEND/Cooper Centre</p> <p>All students enter through Eden double main gate and doors after assembling on 2m paint spots in separate pods.</p> <p>All groups leave at the nearest exit and go via the rear gate directly to the pickup point. Pick up point supervised by SLT</p> <p>SEND/Cooper Centre students enter and exit via A Block main reception entrance.</p> <p>Telephone numbers for reception and also for MITIE on front doors so deliveries can be handled appropriately and safely.</p> <p>Signing in and out done with laptops/tablets and not by using touch screen. Register taken by duty SLT.</p>	5	3	15	<p>To avoid a loss of teaching time there are not staggered start and finish times. To avoid mixing year group 'bubbles' 6 entrance/exit points will be used.</p> <p>Controlled drop-off areas for parents and duty staff to organise students into bubbles on arrival – floor markings indicate where they should to access their bubble community. Supported by car park steward.</p> <p>Signage indicating access and egress points for each bubble.</p> <p>Students should use feet markings on the floor at all entrances to space themselves out.</p> <ul style="list-style-type: none"> <li>• Year 7s enter through <b>Pankhurst</b></li> <li>• Year 8s enter through <b>Madiba</b></li> <li>• Year 9s enter through <b>King</b></li> <li>• Year 10s enter through <b>Eden</b> and proceed up main staircase</li> </ul>	5	1	5

		<p>Monitor site access points to enable social distancing with duty rotas and supervision by SLT</p> <p>Eden gate, Eden double doors and non-fire doors to be wedged open to reduce risk of contamination. Fire doors should not be wedged open to ensure automatic door closure is fully functional. Frequency of cleaning of contact and touch points will be increased. Appropriate addendum made to fire procedures.</p> <p>Stop all non-essential visitors (students or staff) entering site and install signage at entrance and exit points clarifying expectations and routes of entry / egress. Clear communication to parents that they must contact the school via text, email or phone only.</p> <p>Require all persons to wash or clean their hands before entering or leaving the site – signage to encourage and hand sanitiser provided in reception areas</p> <p>MITIE cleaning rota to clean and disinfect common contact surfaces in reception, office, access control and delivery areas e.g. screens, telephone handsets, desks, particularly during peak flow times. Regularly checked by UV detector by SLT</p> <p>Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible</p> <p><b>Visitors</b> All visitors to be made aware of site rules</p> <p>Only visitors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read signs in reception regarding good hygiene.</p> <p><b>Parents/Carers</b></p>			<ul style="list-style-type: none"> <li>Year 11s enter through <b>Little Eden</b> and pass by VI form centre and proceed up A block stairwell by reception</li> <li>Year 12s and 13s enter through <b>community entrance</b> and proceed up climbing wall staircase.</li> <li>Cooper Centre and ALG Students enter through <b>A block middle doors</b></li> </ul> <p>All students must wear a face mask on arrival on school ground on foot and when exiting a car/bus. Face masks should remain on until students have reached their bubble area. Students will be told to wash their hands immediately on arrival using the sanitiser provided at all entrances. All students are to leave the building the same way they entered.</p> <p>Students will be required to leave the school premises promptly and try to remain socially distant as far as is possible. Students must not congregate in groups outside the school</p> <p>Comprehensive duty rotas and supervision schedules will be in place to support entrance, egress and movement around the academy. This will involve staff leading students to and from lunch and senior staff having oversight of different bubbles to support both staff and student transition and monitor classes that remain in situ.</p> <p>To be communicated in staff / student handbook and expectations</p> <p>External staff providing services to TCA - STA (Local authority adviser attends once a week), NEACO adviser (attends once a week) and contracted staff. Must be signed in and details taken. Meeting must follow guidance on social distancing in well ventilated spaces and expectations in relation to the school RA explained.</p> <p>Children travelling on Local Authority provided transport and the 'Waterlees' bus will be expected to wear a face covering provided by their parents/carers in line with the requirements for children travelling on public transport. This will enable children to travel with their peers without the need for other social distancing measures to be put in place, or to separate children into their bubbles when travelling to and from school.</p>			
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		<p>Use Sway newsletter to communicate expectations with parents/carers regularly including:</p> <ul style="list-style-type: none"> <li>• New arrangements for drop off / collection</li> <li>• No gatherings on school sites</li> <li>• No entry to school sites without prior appointment</li> </ul> <p><b>Staff</b> Staff who are showing any of the signs of Covid-19 may NOT come to school.</p> <p>Staff MUST declare if they have a member of their family displaying signs of COVID-19 and may NOT come into school.</p> <p>Staff have been informed about the need for self-isolation as advised by the Government.</p> <p>Staff reminded not to come in when they are not rota'd to do so unless they have express permission from the Principal.</p> <p><b>Risk 2 (Mitie Comments)</b></p> <p>Mitie will ensure that adequate 2m Social Distancing measures are in place throughout the building where necessary and in line with the Access and Egress of the building Strategy.</p> <p>Mitie will ensure that telephone numbers are adequately positioned on the outer reception doors to accommodate for external members such as deliveries etc.</p> <p>Mitie will at the start of each working day open the building from 7:30am and in line with the schedule ensure that all rooms are unlocked and non-fire doors will be wedged open to reduce risk of contamination. Fire doors should not be wedged open to ensure automatic door closure is fully functional. Frequency of cleaning of contact and touch points will be increased.</p> <p>Mitie will ensure that at the end of each working day that these areas are cleansed and will provide signage on the door to show date and time of cleanse/cleaning checklist to</p>			<p><i>Under lockdown arrangements (partial closure), control measures relating to face masks will remain the same and students will continue to be required to wear a face covering on arrival and in any communal areas.</i></p> <p><i>Due to limiting staff numbers on the 'in school' rota, we are unable to provide different entrance/exit points for each year group. All students will enter and exit school via the staff/lettings entrance via no touch entry/exit. Students will be wearing a face covering and remain socially distanced from other students.</i></p> <p><i>Students will be signed in and out by a member of staff on duty and students will be directed to the allocated IT suite for their year group/class bubble.</i></p>			
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		<p>provide assurance and confidence that areas have been addressed.</p> <p>Mitie will ensure that a thorough cleaning regime/checklist is in place for the reopening of the school on the 15<sup>th</sup> June 2020. Rooms that are in use and identified within the schedule will have set cleaning times and disciplined objectives to ensure confidence that such cleaning works are being adequately carried out. It was agreed that when each room is available to cleanse at different times of the day, Mitie would ensure each room is cleansed in line with PHE Guidance and frequently touch items such as Door plates, Door Handles, Tables, Chairs etc. are regularly and routinely cleansed.</p> <p>Mitie will make all necessary arrangements with External Parties regarding access and egress strategy, should essential works need to be carried out when the school is in operation. To reduce risk Mitie will endeavour to carry out such works where reasonably practicable outside of the schools operating hours.</p>							
<p><b>Risk 3: Insufficient availability of staff to fulfil all school duties</b></p>									
<p>Inability to teach and care for students appropriately due to lack of staff.</p> <p>Inability to undertake other operational school functions</p> <p>Staffing ratios not in line with plan</p> <p>Insufficient supervision contributes to lack of social distancing</p> <p>Inability to provide appropriate first aid and other welfare requirements</p>	<p>Staff Students</p>	<p>Staffing rotas and allocation is done in advance and reviewed regularly to ensure that sufficient numbers of staff are on site to match the student demand. The following are considered:</p> <ul style="list-style-type: none"> <li>• Staff consulted about their availability for work</li> <li>• All staff medical needs to be discussed with the Principal or HR contact prior to them entering the school.</li> <li>• Staff to confirm if they wish to go into school and this will be confirmed by the Principal.</li> <li>• First aiders - Suitable and sufficient provision must be made for the provision of first aid, physical intervention, emergency procedures response, etc.</li> <li>• Fire Marshalls</li> </ul>	4	3	12	<p>All supply teachers taken through an induction and given a copy of the staff handbook and operating procedures. In house cover teachers will have full training as with all teachers.</p> <p>In order to prevent year 'bubbles' mixing and facilitate specialist teaching, staff will be required to be more mobile and move between classrooms. Equipment will be purchased and supplied to each classroom to minimise the need to carry this between rooms. Staff will be trained on new routines prior to the beginning of the academic year.</p> <p>Administration staff who can work from home based on a rota and where there is no duty requirement</p> <p>The expectation that most staff will attend school will be made clear and will be supported by BWT HR processes. The group of employees who were Extremely Clinically Vulnerable (or living with someone who was) will now be treated in the same way as</p>	4	2	8

		<p>Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc. to help control the potential spread of the virus and maintain staff health.</p> <p>Staff absence lines monitored each morning.</p> <p>Reserve rota in place if staff are unable to attend for any reasons</p> <p>Curriculum focussed on Ebacc for Year 10 to reduce staff requirements</p> <p><b>Risk 3 (Mitie Comments)</b></p> <p>Mitie will support where required to meet service delivery needs. Should the school be short on personnel Mitie have competent and trained employees to assist in First Aid and Fire Marshal.</p>				<p>Clinically Vulnerable employees. This means that employees will have an Individual Risk Assessment carried out on them and their personal working environment. The aim of the risk assessment is to reduce the amount of contact they have with other people. See BWT guidance and FAQ</p> <p>Staff have been informed of the requirement to be available for work at the start of term and account for any issue regarding quarantine and therefore avoid any difficulties in being available for work.</p> <p>Staff training to be provided with expectations and support. Staff handbook will be provided.</p> <p><i>Under lockdown arrangements (partial closure), staff who are CEV and pregnant will be instructed to work from home. All other members of staff, who are able to work from home, will be put on an 'in school' rota to reduce the number of staff in school and the risk of transmission of the virus. Student facing support staff, who are unable to work from home, will need to be in school every day to supervise vulnerable/key worker students. This will free up teaching staff to teach live lessons remotely. The rota will also include support staff and catering staff and ensure there is a DSL, First Aider and Fire Marshal on site every day.</i></p> <p><i>Whole departments are in school on a daily rota with the majority of teachers teaching their lessons remotely from school. If there is a sudden and significant increase in student numbers, department staff will be available to supervise students and will set work for their timetabled remote lessons.</i></p> <p><i>Staff rotas will be reviewed regularly to ensure that sufficient numbers of staff are on site to match the student demand.</i></p>			
<b>Risk 4: Loss of key staff due to self-isolation</b>									
Unable to use school	School occupants	<p>N/A MITIE are the keyholders for TCA</p> <p>Mitie Key Holders are as follows:                      1, Luke Wyatt (Assistant Facilities Manager)                      2, Tony Childs (Site Officer)                      3, Paramavisom Sunassee (Site Officer)                      4, Barry Newton (Lettings Officer)                      5, Nathan Todd (Lettings Officer)</p>	4	1	4		4	1	4

		There is sufficient availability of senior staff to enable the school to open.							
<b>Risk 5: Staff feel unsupported or unclear about expectations and procedures</b>									
Impact on staff wellbeing (staff become stressed or otherwise mentally unwell)	Staff	<p>Staff Information area created on Trust website, containing useful tools and resources for staff. This includes an FAQ document.</p> <p>Access to 'Employee Assist Programme' Consultation of risk assessments prior to opening and followed by a whole staff meeting to ensure all participate in the process</p> <p>Detailed phased staff re-opening booklet that outlines all arrangements makes clear how the curriculum is being delivered and by whom. Supported with clear timetables and seating plans.</p> <p>Curriculum delivery plan shared with staff along with how it fits with online expectations</p>	4	3	12	<p>New arrangements clearly communicated through a staff handbook with FAQ and BWT support documents. Line management structure with clear and regular communication. Clear staff training during training days in September. Risk assessment consultation with staff.</p> <p>Hygiene procedures and expectations clearly displayed in each classroom.</p> <p><i>Under lockdown arrangements (partial closure), existing control measures remain relevant. Staff will continue to be consulted on Risk Assessments and operating procedures. Staff Operating Procedures/handbook is an evolving document and clearly sets out the control measures we have in place.</i></p> <p><i>Support channels have been set up on MS Teams where staff can find help and support and ask any questions if they remain unsure of any of the arrangements or procedures.</i></p>	4	1	4
<b>Risk 6: Suspected case of COVID-19 displaying symptoms whilst at school</b>									
People become infected with Covid-19  Potential for further spread if exposure not identified and responded to	Staff Students Visitors	<p>If a person displays symptoms (staff member or student) - A high temperature, a persistent cough or a loss of taste and smell, they should:</p> <ul style="list-style-type: none"> <li>Notify the Principal immediately or SVP</li> <li>Tell a staff member and be referred to first aid (if student)</li> <li>Be isolated to TCA Medical room (all)</li> <li>Avoid touching anything (all)</li> <li>Go home as soon as possible (following existing school procedures for students)</li> </ul> <p>All other persons are to maintain a safe distance from affected individual.</p> <p>Ensure PPE is worn if suspected case requires first aid and 2-meter distancing can't be maintained (moisture resistant mask, apron, gloves and eye protection) Supported by Emma Burt, PPE Champion.</p>	4	2	8	<p>PHE flowchart displayed in every classroom to be displayed in every classroom.</p> <p>Covid response team to be first point of contact.</p> <p>Follow guidance with the track and test procedure '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>', which sets out that they must self-isolate for at least 10 days and should <a href="#">arrange to have a test</a> to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms</p> <p>Information communicated and situations monitored by the schools own <b>COVID Support Team</b> led by the COVID PPE Champion. They will monitor and implement ongoing advice from the DFE and Public Health England</p> <p>Additional PPE available if needed</p>	4	1	4

		<p>Nominated first aiders on rota.</p> <p>If suspected case needs to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues they will be advised to cough and sneeze into the crook of their elbow.</p> <p>Areas occupied and equipment used by the affected person will be identified and then thoroughly cleaned and disinfected following latest guidance by MITIE.</p> <p>Person displaying symptoms must then follow the guidance on self-isolation and not return to school until their period of self-isolation has been completed. All in accordance with government guidance.</p> <p>A note of all persons who the affected person has been in contact with is to be made, and these are to be monitored for symptoms throughout the following two weeks</p> <p>All parents/carers given a return to school booklet with relevant information and guidance</p> <p>Follow published guidance on what to do if someone develops symptoms of coronavirus (COVID-19) whilst at an educational setting: <a href="https://www.gov.uk/guidance/coronavirus-covid-19-education-and-childcare">Coronavirus (COVID-19): Education and childcare - GOV.UK (www.gov.uk)</a></p> <p><b>Risk 6 (Mitie Comments)</b></p> <p>Mitie will ensure to follow the schools/PHE Guidance as best practice to ensure a joined-up approach should there be a symptomatic case. Mitie will ensure that areas are adequately cleansed in line with the cleaning protocol should there be a need to clean certain equipment following a symptomatic case within the school.</p>			<p>Identify a separate toilet for potential cases to use – <b>each allocated area to have own toilet bank and wash facilities</b></p> <p>Staff handbook explaining the “test and trace” set by Public health England.</p> <p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow ‘<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>’, which sets out that they must self-isolate for at least 10 days and should <a href="#">arrange to have a test</a> to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms. The COVID support team who will instigate necessary protocols.</p> <p>The COVID support team will manage the COVID isolation room (Formerly student isolation). In need the A Block upstairs female toilets will be used as the ‘COVID’ toilet’.</p> <p>The staff and parent handbooks make will make clear the NHS Test and Trace process and how to contact their local <a href="#">Public Health England health protection team</a>. We will also communicate that staff members and parents/carers need to be ready and willing to book a test, share details of close contacts and potentially self-isolate. Staff will ask parents and staff for the results of any testing.</p> <p><i>Under lockdown arrangements (partial closure), existing control measures remain relevant. We will continue to send home any member of staff or student who displays symptoms and ask them to get a test.</i></p> <p><i>We will continue to identify any close contacts in school in line with PHE guidance and ask any students/staff identified to self-isolate for 10 days.</i></p> <p><i>The school intends to introduce, as soon as safe and reasonably practicable, a voluntary routine testing regime for asymptomatic staff and students. This will be subject to a separate specific risk assessment and will be conducted in line with published guidance - <a href="#">Mass asymptomatic testing: schools and colleges - GOV.UK (www.gov.uk)</a>. This optional testing will support people identified as close contacts of confirmed cases and is intended to help</i></p>		
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Risk 7: A Confirmed case of Covid-19 in school									
Contamination and spread of the disease	Staff	Enhanced cleaning regimes in accordance with published guidance.	5	2	10	PHE flowchart displayed in every classroom.	5	1	5
Increased opportunity for spread of the infection	Students	Partial occupancy of properties to support effective cleaning				Covid response team to be first point of contact.			
People become ill through contracting Covid-19	Visitors	Staff and students reminded to adhere to social distancing				If someone who has attended has tested positive for coronavirus (COVID-19). Staff, including MITIE staff, will be informed that they must notify the Principal, Richard Scott, immediately and if unavailable the Senior Vice Principal, Matt Dobbing. Principal to then inform Executive Principal. Then to Inform public health England. Phone number <b>020 7654 8000</b>			
School Closure		Government advice relating to isolation shared with staff				Covid isolation room located in VI Form study room with privacy barrier			
		Call Public Health England for advice and implement advice received.				If someone tests positive, they should follow the <a href="#">‘stay at 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 their symptoms and then return to school only if they 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 they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days. This process will be supported by the COVID Support Team and assisted by student services and for staff the HR team.			
		Signage displayed around school sites reminding to undertake good personal hygiene and symptoms				Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation. Further guidance is available on <a href="#">testing and tracing for coronavirus (COVID-19)</a> .”			
		Follow published guidance on what to do if someone develops symptoms of coronavirus (COVID-19) whilst at an educational setting: <a href="#">Coronavirus (COVID-19): Education and childcare - GOV.UK (www.gov.uk)</a>				We will identify any close contacts in line with PHE guidance and ask any identified students/staff to self-isolate for 10 days.			
		<b>Health and Safety Executive – RIDDOR reporting of COVID-19</b>				<i>Under lockdown arrangements (partial closure), existing control measures remain relevant. We will continue to identify any close</i>			
		The Health and Safety Executive (HSE) has <a href="https://www.hse.gov.uk/coronavirus/riddor/index.htm">advised(https://www.hse.gov.uk/coronavirus/riddor/index.htm)</a> that Coronavirus is now RIDDOR reportable (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013), but only in certain circumstances. The reporting requirements relating to cases of, or deaths from, COVID-19 under RIDDOR							

		<p>apply only to occupational exposure, that is, as a result of a person's work.</p> <p>You should only make a report under RIDDOR when one of the following circumstances applies:</p> <ul style="list-style-type: none"> <li>• An accident or incident at work has, or could have, led to the release or escape of coronavirus. This must be reported as a dangerous occurrence.</li> <li>• A person at work has been diagnosed as having COVID-19 attributed to an occupational exposure to coronavirus. This must be reported as a case of disease.</li> <li>• A person at work dies as a result of occupational exposure to coronavirus. This must be reported as a work-related death due to exposure to a biological agent.</li> </ul> <p><b>Risk 7 (Mitie Comments)</b></p> <p>Mitie will ensure that a thorough cleaning regime/checklist is in place for the reopening of the school on the 15<sup>th</sup> June 2020. Rooms that are in use and identified within the schedule will have set cleaning times and disciplined objectives to ensure confidence that such cleaning works are being adequately carried out. It was agreed that when each room is available to cleanse at different times of the day, Mitie would ensure each room is cleansed in line with PHE Guidance and frequently touch items such as Door plates, Door Handles, Tables, Chairs etc. are regularly and routinely cleansed</p>				<p><i>contacts in school in line with PHE guidance and ask any students/staff identified to self-isolate for 10 days.</i></p> <p><i>The school intends to introduce, as soon as safe and reasonably practicable, a voluntary routine testing regime for asymptomatic staff and students. This will be subject to a separate specific risk assessment and will be conducted in line with published guidance <a href="https://www.gov.uk">Mass asymptomatic testing: schools and colleges - GOV.UK (www.gov.uk)</a>. This optional testing will support people identified as close contacts of confirmed cases and is intended to help contain the spread of COVID-19 as part of the national strategy whilst facilitating sustained access to education."</i></p>				
<p><b>Risk 8: Spread of Covid-19 from exposure from others due to: 1) living with someone with a confirmed case. 2) Has come into close contact with a confirmed case</b></p>										
People become infected with Covid-19	Staff	Staff and students told to follow latest isolation guidelines should they find they have a new,	5	2	10	Explicit information provided in parent and student information handbook	5	1	5	

<p>Potential for further spread if exposure not identified and responded to</p>	<p>Students Visitors</p>	<p>persistent cough, high temperature and/or loss of taste and smell. Records of actions taken will be kept.</p> <p>Should staff or students disclose that people living with them are self-isolating, they will be advised to follow latest isolation guidelines and Government guidance.</p> <p>All visitors reminded of current isolation guidelines and asked questions before entering premises (helping avoid contact with personnel suspected of having caught COVID-19)</p> <p>Maintain 2 metre social distancing in line with PHE guidance</p> <p>Hand cleaning facilities or hand sanitiser provided at the entrance/exit and should be used by all persons when entering and leaving the area.</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p> <p>Staff and students reminded daily to follow good hygiene measures at all times via signage and staff briefings.</p> <p>Ensure extremely vulnerable persons are shielding themselves, following their specific medical advice and are not at work. Maintain dialogue with these colleagues following advice from Trust HR Manager.</p> <p>Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed.</p> <p>No access to TCA reception without prior appointment (in exceptional circumstances) and checked to see if they have come into contact with someone with COVID or have someone they live with has it.</p>				<p>Clear guidelines provided in staff information handbook.</p> <p>Communicate to parents and staff on how to respond to the 'Track and Trace' process and update the school.</p> <p>Information used to identify students who should not be in school and this will be followed up by the COVID support team</p> <p><i>The school intends to introduce, as soon as safe and reasonably practicable, a voluntary routine testing regime for asymptomatic staff and students. This will be subject to a separate specific risk assessment and will be conducted in line with published guidance <a href="https://www.gov.uk/guidance/mass-asymptomatic-testing-schools-and-colleges">Mass asymptomatic testing: schools and colleges - GOV.UK (www.gov.uk)</a>. This optional testing will support people identified as close contacts of confirmed cases and is intended to help contain the spread of COVID-19 as part of the national strategy whilst facilitating sustained access to education."</i></p>			
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		<p>Systems in place to monitor how many people on site at one time and where they are (no congregating) and enforcement.</p> <p>Follow published guidance on what to do if someone develops symptoms of coronavirus (COVID-19) whilst at an educational setting:  <a href="#">Coronavirus (COVID-19): Education and childcare - GOV.UK (www.gov.uk)</a></p> <p><b>Risk 8 (Mitie Comments)</b></p> <p>Mitie will ensure that any External Parties entering the building are fully briefed on the Site Social Distancing measures. Mitie will also carry out a thorough induction before allowing anybody to pass through the building. Mitie will ensure that such measures are adhered to accordingly and anybody found to abuse such measures will be removed from Site.</p> <p>Mitie will provide Hand Sanitiser in locations identified following the pre-Site Risk Assessment Walk Round. This again will be coupled up with appropriate signage to demonstrate good standards and encouraging people to regular washing of their hands.</p>								
<b>Risk 9: Poor hygiene by school occupants</b>										
<p>Increased opportunity for spread of the infection</p> <p>People become ill through contracting Covid-19</p>	<p>Staff</p> <p>Students</p> <p>Visitors</p>	<p>School occupants reminded daily via signage to:</p> <ul style="list-style-type: none"> <li>wash hands regularly using soap for at least 20 seconds</li> <li>'catch it, bin it, kill it'</li> <li>Use sanitiser provided</li> <li>Observe social distancing</li> </ul> <p>Students reminded verbally by school staff throughout the school day to observe the hygiene practices detailed above.</p> <p>Staff and students reminded to avoid touching face/eyes/nose/mouth</p>	4	3	12	<p>Ensure clear signage and hygiene advice throughout the school, in every classroom and all toilet areas.</p> <p>Ensure every classroom has a hygiene station at every door with sanitiser, poster and bin.</p> <p>All classrooms equipped with spray and cloth or disinfectant wipes</p> <p>Staff clean work area, cables and whiteboard after use and before the next teacher</p> <p>Staff supervising entry to building and classrooms will remind students to clean their hands regularly.</p>	4	2	8	

		<p>Regularly clean the hand washing facilities and check soap and sanitiser levels.</p> <p>Only one person allowed to go to the toilet at any one time.</p> <p>Provide suitable and sufficient rubbish bins with bin bags for hand towels with regular removal and disposal.</p> <p>Reporting processes for staff and students to report empty soap or sanitiser dispensers so that they can be replenished as soon as practicable. Where replacements are not available, close off toilet areas. Raise a ticket via MITIE and students to inform staff.</p> <p>Orders of cleaning supplies, soap and hand sanitiser are processed regularly and stocks securely stored by MITIE.</p> <p>All students have their own books and bags which they bring in and take home. No paper based resources handed out.</p> <p><b>Risk 9 (Mitie Comments)</b></p> <p>Mitie will ensure that a thorough cleaning regime/checklist is in place for the reopening of the school on the 15<sup>th</sup> June 2020. Rooms that are in use and identified within the schedule will have set cleaning times and disciplined objectives to ensure confidence that such cleaning works are being adequately carried out. It was agreed that when each room is available to cleanse at different times of the day, Mitie would ensure each room is cleansed in line with PHE Guidance and frequently touch items such as Door plates, Door Handles, Tables, Chairs etc. are regularly and routinely cleansed.</p> <p>Mitie will encourage all staff members to communicate directly via telephone in the first instance on 07585404158, alternatively email directly to the following email addresses to prevent delay in replenishing items/equipment.</p>			<p>Water fountains will be decommissioned</p> <p>PSHE/Assemblies and tutor times will include regular reminders of the importance of hygiene</p> <p>Letter to parents and parental handbook will be clear about the expectation that students are back in uniform.</p> <p>Students will be allocated exercise books to use in lessons. These must then be taken home and brought back in for the next lesson. They must bring their own writing equipment and stationery as per the student handbook. All personal items must be kept in the bag and accessed only by the owning student. All items must go home with the student. Students cannot access books from the school library or use the lockers.</p> <p>Expectations will be reinforced with staff to implement on the teacher training days.</p> <p>Enhanced cleaning with additional classroom cleaning at lunchtimes – contact surfaces</p> <p>Additional cleaners on duty during the day and allocated to each community bubble area</p> <p><i>Under lockdown arrangements (partial closure), existing control measures remain relevant.</i></p>			
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		<p>Jessica Krauss (Site Manager) – <a href="mailto:Jessica.Krauss@Mitie.com">Jessica.Krauss@Mitie.com</a></p> <p>Luke Wyatt (Assistant Facilities Manager) – <a href="mailto:Luke.Wyatt@mitie.com">Luke.Wyatt@mitie.com</a></p> <p>Jordan Hempenstall (Contracts Manager) – <a href="mailto:Jordan.Hempenstall@Mitie.com">Jordan.Hempenstall@Mitie.com</a></p> <p>Areas such as toilets a joined-up discussion with the school was to only ensure that 1 cubicle is made available for use and only 1 person able to enter the toilet at one time. Therefore, all redundant cubicles within the designated area will be cordoned off accordingly and adequately signed to make all aware.</p>							
<b>Risk 10: Lack of awareness of risks from Covid-19</b>									
<p>Failure to adopt appropriate personal hygiene</p> <p>Non engagement with infection control guidance &amp; measures</p> <p>Increased opportunity for spread of the infection</p> <p>People become ill through contracting Covid-19</p>	<p>Staff</p> <p>Students</p> <p>Visitors</p> <p>Contractors</p>	<p>Staff briefings to remind all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This includes informing personnel of the known symptoms.</p> <p>Posters displayed around site including all entrances.</p> <p>Paint spots, hazard tape, 2m distancing floor stickers etc. through all used areas.</p> <p>Parents and staff given comprehensive handbook on how the school will operate and include detailed advice on COVID safety</p> <p><b>Risk 10 (Mitie Comments)</b></p> <p>Mitie will ensure to support the school where necessary with the implementation of posters, signs, wash hand stations and other PPE required following regular review meetings.</p>	4	2	8	<p>Clear guidance, expectations and protocols provided within a handbook for the following groups</p> <p>Staff</p> <p>Parents</p> <p>Pupils</p> <p>Contractors</p> <p>Visitors</p> <p>Increased signage, floor tape, hazard tape and instructions placed throughout the building</p> <p>Updated information provided in parent information handbook sent to all parents/guard</p> <p>Enhanced PSHE/RSHE programme delivered through tutor time and assemblies</p> <p><i>Under lockdown arrangements (partial closure), existing control measures remain relevant.</i></p>	4	1	4
<b>Risk 11: Infection prevention and control (cleaning) regimes insufficient or ineffective</b>									
<p>Increased opportunity for spread of the infection</p>	<p>Staff</p> <p>Students</p>	<p>A enhanced cleaning schedule is implemented by MITIE throughout the site, ensuring that contact points, e.g. work surfaces, door handles,</p>	4	2	8	<p>More frequent cleaning of rooms / shared areas that are used by different groups as agreed by MITIE</p>	4	1	4

<p>People become ill through contracting Covid-19</p> <p>Loss of confidence from staff and students in ability to keep them safe</p>	<p>Visitors</p>	<p>taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>See MITIE Risk Assessments</p> <p>Infection prevention and control guidelines followed as per government advice and MITIE</p> <p>Bin liners should be used in all bins and waste disposed of in line with guidance. All bins to be emptied daily.</p> <p>Implement a 'clean as you go' culture, with other school staff undertaking some cleaning tasks such as wiping classroom desks and doors before and after each lesson</p> <p>MITIE to be included in all staff communications so they are kept updated of developments in school.</p> <p>Purchase of additional hand sanitisers, wipes, pump action bottles</p> <p><b>Risk 11 (Mitie Comments)</b></p> <p>Mitie will ensure that a thorough cleaning regime/checklist is in place for the reopening of the school on the 15<sup>th</sup> June 2020. Rooms that are in use and identified within the schedule will have set cleaning times and disciplined objectives to ensure confidence that such cleaning works are being adequately carried out. It was agreed that when each room is available to cleanse at different times of the day, Mitie would ensure each room is cleansed in line with PHE Guidance and frequently touch items such as Door plates, Door Handles, Tables, Chairs etc. are regularly and routinely cleansed.</p> <p>Mitie will ensure that all items/Equipment is readily available should items such as toilet paper, sanitiser, soap etc run low and cleaning rotas will adequately address these following regular inspections.</p>			<p>Frequently touched surfaces being cleaned more often than normal in all areas of the school- particularly door handles</p> <p>Year 7,8 and 9 will be allocated their own toilet block as will SEND, ALG and Cooper Centre students.</p> <p>Year 10. 11 and VI Form will use the restaurant toilets, and these will be subject to a 15-minute cleaning cycle.</p> <p>Staff have designated toilets downstairs in A Block, and these will be subject to a 15-minute cleaning cycle</p> <p><i>Under lockdown arrangements (partial closure), existing control measures remain relevant.</i></p>			
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		<p>Mitie ask where there are shortages around Site of said items that Other Members communicate to Mitie as follows: via telephone in the first instance on 07585404158, alternatively email directly to the following email addresses to prevent delay in replenishing items/equipment.</p> <p>Jessica Krauss (Site Manager) – <a href="mailto:Jessica.Krauss@Mitie.com">Jessica.Krauss@Mitie.com</a></p> <p>Luke Wyatt (Assistant Facilities Manager) – <a href="mailto:Luke.Wyatt@mitie.com">Luke.Wyatt@mitie.com</a></p> <p>Jordan Hemenstall (Contracts Manager) – <a href="mailto:Jordan.Hemenstall@Mitie.com">Jordan.Hemenstall@Mitie.com</a></p>							
<b>Risk 12: Lack of required Personal Protective Equipment</b>									
Staff or students exposed to greater risk of infection from Covid-19	Staff Students	<p>Medical room set aside for PPE stocks Stock levels maintained in case needed for someone reported as potentially having COVID during the school day.</p> <p>BWT supporting TCA in maintaining stock levels</p> <p>PPE stocks monitored by PPE champion ZEB</p>	4	2	8	<p>Documentation received from Central Team for correct and effective usage of each PPE item in different scenarios. To be shared and understood by all staff.</p> <p>Identify multiple sources of all PPE identified as required through this risk assessment. Do not rely on a single supplier.</p> <p>Utilise support from Central Team, to centrally monitor PPE stock levels across all Trust schools and procure supplies</p> <p>Always hold stock at sufficient capacity to cover a minimum of two weeks' requirements. Ordering in advance of stock depletion.</p> <p><i>Under lockdown arrangements (partial closure), existing control measures remain relevant.</i></p>	4	1	4
<b>Risk 13: Increased risk of harm to vulnerable staff or students, including those attending special unit provision</b>									
<p>Particular individuals or groups are exposed to Covid-19</p> <p>Particular individuals or groups are put an unacceptable risk due to changes in school operating procedures</p>	<p>Students attending special unit provision (CBA / BPS)</p> <p>Staff</p> <p>SEND students</p>	<p>Vulnerable staff are not on the rota.</p> <p>Existing risk assessments and operating procedures are in place including:</p> <ul style="list-style-type: none"> <li>Personal Emergency Evacuation Plans</li> <li>Intimate care requirements</li> </ul>	5	3	15	<p>Review risk assessments in place for specific purposes for specific people/groups</p> <p>Communicate with identified vulnerable people to remind them of government guidelines about keeping safe</p> <p>Review staff timetables and staff availability to ensure that the needs of any identified individual or group can be appropriately met. Update plans accordingly.</p>	5	1	5

		<p>Parents/carers advised for students who cannot safely be cared for at school</p> <p>EHCP plans updated and individualised risk assessments put in place for students in consultation with parents/carers</p> <p>Records kept of students with specific identified health needs</p> <p>Individual risk assessments for staff when required with HR interviews - specific inclusion of BAME staff</p> <p>Behaviour policy addendum with clear expectations on social distancing measures and consequences for breaching these</p>				<p>Advise identified individuals or groups that they cannot be safely cared for at school</p> <p><i>Under lockdown arrangements (partial closure), existing control measures remain relevant. CEV and pregnant staff will be instructed to work from home. CEV students will be strongly advised not to come into school. Individual risk assessments will be updated for any CV staff and those with underlying health conditions.</i></p>			
<b>Risk 14: Injury or illness suffered during school occupation</b>									
Staff and first aiders come into close contact with potential Covid-19 case	<p>Staff</p> <p>Students</p> <p>Visitors</p> <p>First aiders</p>	<p>Normal school operating procedures apply with the addition of PPE as required.</p> <p>Social distancing cannot be maintained during the delivery of first aid, but physical contact will be kept to a minimum, and <b>those administering first aid will wear appropriate PPE.</b></p> <p>MITIE ensure clean affected area is cleaned upon completion.</p> <p>PPE pack kept in all area Pankhurst, Madiba, Sports Hall, A Block and the Theatre</p> <p>First aider in school every day on a rota</p> <p>Medical room in A block to be used for first aid</p> <p><b>Risk 14 (Mitie Comments)</b></p> <p>Mitie will ensure that such good cleaning measures are adopted should there be a potential COVID 19 Case and areas requiring cleanse/disinfection. Constant communication between all parties will ensure efficient and effective service delivery.</p>	4	2	8	<p>New PPE provision added to all First Aid boxes and COVID isolation room</p> <p>All first aid boxes include supply of appropriate PPE.</p> <p>Restrict educational activities to low risk only and have separate risk assessments for specialist subject areas e.g. PE, DT, Science, Music etc.</p> <p><i>Under lockdown arrangements (partial closure), existing control measures remain relevant.</i></p>	4	1	4

Risk 15: Provision of food for students, including use of restaurant facilities or other designated spaces for eating - exposure from large numbers of persons									
<p>Increased opportunity for spread of the infection</p> <p>People become ill through contracting Covid-19</p>	Staff	All persons required to stay on site once they have entered it to avoid additional opportunities for Covid-19 to be transmitted into the school.	4	3	12	Students will be allowed to use the allocated toilet as required during the day. Staff will be monitoring the flow of students to the toilet to ensure social distancing and minimising the number of students using the toilets at any one time.	4	1	4
	Students	Food and drink to only be consumed in designated lunch and break areas				A breakfast service will not be provided for students. Instead, students will be encouraged to bring in snacks from home to eat during break time. We will continue to provide extra for FSM students. The catering team will provide a range of snacks which can be distributed to classrooms to give to any students without a snack. This food will be delivered to the classrooms by the catering team.			
	Visitors	<p>Students supplied with pack –up sandwiches brought to them and consumed outside in good weather and in the designated indoor areas close to the teaching area during wet breaks/lunches to minimise movement around school</p> <p>Posters to remind people to wash hands prior to eating.</p> <p>All persons should sit 2 metres apart from each other whilst eating. They are reminded by school staff to do this.</p> <p>No payments required as food supplied by the school to all students.</p> <p>Break times and lunchtimes are staggered to reduce congestion and contact.</p> <p>Hand sanitiser available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.</p> <p>All rubbish and waste is put straight in the bin by the user and not left for someone else to clear up. MITIE will ensure large open bins area available for students to use without having to touch them</p> <p><b>Risk 15 (Mitie Comments)</b></p> <p>Mitie will ensure in line with the TCA re-opening schedule that Hand Sanitiser and other PPE requirements are met and provided adequately and readily available at each entrance of any room that people eat.</p>			<p>For hygiene reasons the water fountains will be decommissioned, and students will be supplied with water bottles during break.</p> <p>The school will provide hot and cold ‘grab and go’ food for all students. This will be as varied as possible whilst ensuring a safe environment for all. During the lunch window each year group will be led to the canteen to purchase their meal and drink and then return to the classroom to consume it. These lunches will be staggered by year groups to avoid mixing and the canteen will be cleaned after each use. They will then be able to have an active break in designated outdoor locations separate from other year groups and within interior spaces in the event of a ‘wet’ break.</p> <p>Catering teams will be deployed to collect waste at the end of lunch service from classrooms.</p> <p>Parents will be asked to regularly top up their account as there will be no access to the account top up machine in the school.</p> <p>Catering teams will deliver coffee/tea flasks to ‘bubbles’ (wings/teaching zones) that staff can use to fill up a lidded cup. This will coincide with designated break times and will be provided once a day. Lidded cups will be provided. Coffee machines will be available for use outside of lunch service times.</p> <p>Staff collect lunch from the restaurant, along with the children if teaching, and will either eat with the children in the classroom or</p>				

		Mitie will ensure that adequate bins are provided around Site to accommodate and will ensure that bins are adequately monitored and emptied when required.				<p>when it is their PPA time or when the students are having their 'active' lunch. This will depend on the timetable and duty rotas.</p> <p>Desks will be made available for staff for breaks and PPA with 2m social distancing in place.</p> <p>See separate restaurant risk assessment.</p> <p><i>Under lockdown arrangements (partial closure), enough catering staff will be included on the staff rota to ensure lunch can be provided for students and staff. Staggered lunch queues will be in place to keep year group bubbles separate.</i></p>			
<b>Risk 16: Use of changing facilities, showers and drying rooms</b>									
<p>Potentially difficult to maintain social distancing.</p> <p>Increased opportunity for spread of the infection</p> <p>People become ill through contracting Covid-19</p>	<p>Staff</p> <p>Students</p>	<p>The curriculum delivery plan does not include PE lessons or any activity that requires the changing facilities or showers.</p> <p>For A-Level Dance: Each student has their own changing room and will have their own studio (P013 and P014) to work in for each activity and there will be a gap in between sessions to allow for students to exit and then re-enter</p> <p>The teacher will set up the dance class recording before the student enters and will exit before the student enters. The teacher will be the only person to touch the laptop/ screen projecting the dance class</p> <p>The doors will to the studios will be left open using door stops so that no student needs to touch the doors</p> <p>The teacher will remain outside the studios during the practical lessons and discuss feedback/ instructions from the door.</p> <p>Intensity of the practical work will be low in order to reduce the risk of injury</p> <p>In the event of injury, a first aider will be called and appropriate PPE worn</p>	4	2	8	<p>PE will take place to ensure a broad and balanced curriculum and support an active and healthy lifestyle.</p> <p>Changing areas clearly marked to individual areas for staff and students. No showering facilities available. Clear staff supervision zone for each changing room. Training of PE staff to manage safely the supervision of students. To be continuously reviewed by PE staff in first month and plans amended if necessary.</p> <p>Superficial cleaning of surfaces between use.</p> <p>A deep clean of the area will be conducted at the beginning and end of the school day.</p> <p>See subject specialist RA for PE. This document is being worked on and will be available W/C 10<sup>th</sup> August.</p> <p><i>Under lockdown arrangements (partial closure), practical sport and dance lessons will not take place and all lessons will be delivered remotely. Whilst in partial lockdown no risk is present.</i></p>	4	2	8

Risk 17: Insufficient maintenance and use of school environment and facilities (including electrical and mechanical plant)									
<p>Risks to health of occupants if statutory safety and function checks not carried out</p> <p>Risk of infection from insufficient cleaning during period of partial occupation</p> <p>Physical environment contributes to likelihood of infection transmission</p>	<p>Staff</p> <p>Students</p> <p>Visitors</p>	<p>MITIE follow usual compliance calendar for PPMs.</p> <p>MITIE have remained fully staffed during partial closure.</p> <p>Weekly 'keeping in touch' calls taking place between Site teams and Director of Estates to confirm appropriate routines in place.</p> <p>Cleaning has continued to take place during partial opening of the school</p> <p>Mitie have placed notices on doors to rooms that have been deep cleaned with date.</p> <p>MITIE have completed checklist</p> <p><b>Risk 17 (Mitie Comments)</b></p> <p>Mitie to date are fully compliant with regards to PPM. Mitie do not see that PPM will pose risk of failures now that lock down restrictions have been eased and many more organisations are returning to work under new guidance and set measures.</p> <p>Mitie will ensure compliance with regular review catch ups to reflect on what's working well and what's not working well and look to promote areas that are requiring further attention.</p>	4	2	8	<p>Classrooms will have windows open during the day (weather permitting) and non-fire doors will be propped open.</p> <p><i>Under lockdown arrangements (partial closure), existing control measures remain relevant.</i></p>	4	1	4
Risk 18: Outbreak of fire									
<p>Social distancing rules breached during school evacuation</p> <p>School closure</p> <p>Damage to property</p> <p>Injury to people</p>	<p>Staff</p> <p>Students</p> <p>Visitors</p>	<p>Existing FRA and associated evacuation procedures</p> <p>Complete &amp; maintain accurate property occupancy register maintained during occupied hours.</p> <p>Evacuation procedures amended referencing reduced occupancy.</p>	4	2	8	<p>Inform all occupants of amended procedures and ensure clarity of procedure.</p> <p>Rehearsals and formal practices to be undertaken when each year group starts</p> <p>Muster point is large enough for additional space and year groups remain separated as they move to muster points</p> <p>Signage displayed in muster point reminding of 2m rule</p>	4	1	4

		<p>Inform all occupants of amended procedure.</p> <p>Signage displayed in muster point reminding of 2m rule.</p> <p><b>Risk 18 (Mitie Comments)</b></p> <p>Mitie will assist where required regarding any amendment the school wish to make to the existing FRA and associated evacuation procedures.</p>				<p>Ensure trained fire warden on site during occupied hours</p> <p>Complete &amp; maintain accurate property occupancy register maintained during occupied hours.</p> <p>Updated lockdown procedures with a reference that clarifies the meaning of lockdown in the event of an intruder as opposed to a COVID outbreak</p> <p><i>Under lockdown arrangements (partial closure), existing control measures remain relevant.</i></p>			
<b>Risk 19: Use of school transport (of any kind)</b>									
<p>Increased opportunity for spread of the infection</p> <p>People become ill through contracting Covid-19</p>	<p>Students</p> <p>Staff</p>	<p>No school transport provided by the School.</p> <p>Assurance sought from CCC that bus operators ensure social distancing guidelines are followed and that appropriate cleaning and hygiene measures in place</p> <p>Inform parents that transport is the responsibility of CCC and that the school will not be running the Waterlees bus</p> <p>Inform parents that school transport will not be provided</p> <p>All students to wear face masks on public transport as per government guidance 4<sup>th</sup> June 2020.</p>	5	3	15	<p>PHE and DfE advice to be always followed – review and update as needed.</p> <p>Advice to parents and students provided in parent information handbook</p> <p><b>PUBLIC TRANSPORT</b></p> <p>Children travelling on Local Authority provided transport will be expected to wear a face covering provided by their parents/carers in line with the requirements for children travelling on public transport. This will also apply to children travelling on the Waterlees bus provided by the school.</p> <p>This will enable children to travel with their peers without the need for other social distancing measures to be put in place, or to separate children into their bubbles when travelling to and from school.</p> <p>The parent and staff handbook encourage parents, staff and pupils to walk or cycle to school if possible.</p> <p><i>Under lockdown arrangements (partial closure), existing control measures remain relevant.</i></p>	5	1	5
<b>Risk 20: Travel off site</b>									
<p>Increased exposure risk to Covid-19</p>	<p>Staff</p> <p>Students</p>	<p>Conduct meetings electronically or via telephone wherever possible</p> <p>Cancel school trips, visits and events</p> <p>Travel is only required for essential purposes.</p>	4	2	8	<p>BWT Home Visit protocols will be strictly adhered to</p> <p>Trips and visits will be reviewed once the core functions are up and running. These will be permitted on the basis that PHE and DFE guidance can be followed.</p>	4	1	4

		<p>Work from home wherever possible.</p> <p>Where travel is essential, use private single occupancy where possible.</p> <p>All persons advised to limit their use of public transport.</p> <p>Implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family).</p>				<p><i>Under lockdown arrangements (partial closure), existing control measures remain relevant.</i></p>			
<b>Risk 21: Deliveries &amp; waste collection</b>									
<p>Poor adherence to social distancing practice from delivery / collection drivers puts school occupants at risk of infection.</p>	<p>Staff Students Visitors Delivery drivers Waste collection operatives</p>	<p>Signage in reception areas reminding visitors to maintain social distancing. Also including phone numbers for MITIE and the school so the appropriate contact is called</p> <p>Floor marking tape used to signal distance to keep from reception desks.</p> <p>Staff advised not to approach delivery staff, allow packages to be left in a safe place in the reception area or the delivery point in A block</p> <p>Hands are to be thoroughly washed after handling all deliveries or waste materials.</p> <p>Antibacterial wipes / spray made available for staff to clean any products delivered prior to handling.</p> <p>Waste to be disposed of in bins immediately or MITIE asked to remove it as soon as possible. Minimise handling.</p> <p>Signage erected by MITIE at delivery points reminding drivers to maintain social distancing and to use hand sanitiser or PPE where practical for them to do so. Telephone on arrival.</p>	4	1	4	<p><i>Under lockdown arrangements (partial closure), existing control measures remain relevant.</i></p>	4	1	4

		<p><b>Risk 21 (Mitie Comment)</b> Mitie will communicate and engage with school accordingly to ensure that social distancing measures are adequately adopted around Site.</p> <p>Mitie will ensure that adequate phone numbers are provided for deliveries and a central location for all deliveries to be left to reduce risk.</p> <p>Mitie will ensure that all bins are emptied at various times of the day in line with cleaning rotas set to accommodate to minimise handling</p>							
<b>Risk 22: Contractors, visitors and volunteers attending school sites</b>									
<p>Contractors may be exposed to Covid-19 from within the school environment</p> <p>School occupants may be exposed to Covid-19 from contractors</p>	<p>Staff Students Visitors Contractors</p>	<p>All contractors managed by MITIE.</p> <p>Only contractors carrying out essential maintenance deemed necessary by the school Principal to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene.</p> <p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres) and contractors will be reminded of this on arrival each day via displayed signage.</p> <p>All contractors are to wash their hands or use sanitiser upon entering the site.</p> <p>The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned before occupation again by any other user.</p> <p>Site inductions are to be carried out with all contractors following social distancing principles (2m separation). Site inductions will be carried out by MITIE.</p> <p><b>Risk 22 (Mitie Comments)</b></p>	4	2	8	<p>To support 'Track and Trace', MITIE to record all contractor visits and maintain an easily accessible log</p> <p>Reception to maintain a log of contacts for all other visitors</p> <p><i>Under lockdown arrangements (partial closure), existing control measures remain relevant.</i></p>	4	1	4

		<p>Mitie will make all necessary arrangements with External Parties regarding access and egress strategy, should essential works need to be carried out when the school is in operation. To reduce risk Mitie will endeavour to carry out such works where reasonably practicable outside of the schools operating hours.</p> <p>Mitie will ensure that all Contractors carrying out essential maintenance are briefed on social distancing and will be provided adequate information upon induction should works need to be carried out during the working day.</p> <p>Mitie will ensure that areas where external members have been working are thoroughly cleansed in line with strict guidelines and protocol adopted in line with PHE Guidance. All External Members will be adequately Supervised by Mitie to reduce risk and provide clarity of areas worked within to ensure cleanse can be thoroughly carried out and areas disinfected and safe to re occupy.</p>								
<b>Risk 23: Reintroducing the use of shared equipment and resources as part of curriculum delivery</b>										
Spread of infection through shared use of equipment and resources	Staff Students					<p>Each classroom will have a set of standard equipment to be shared only within that 'bubble'. Subject to enhanced cleaning regime as part of the classroom cleaning routines.</p> <p>Specialist resources share across bubbles cleaned more regularly and meticulously, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>Students will be allocated exercise books to use in lessons. These must then be taken home and brought back in for the next lesson. They must bring their own writing equipment and stationery as per the student handbook. All personal items must be kept in the bag and accessed only by the owning student. All items must go home with the student. Students cannot access books from the school library or use the lockers.</p>	4	2	8	

					<p>Coats are allowed but must be kept with the student, on the back of their chair or in their bag. Students and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. The same rules on hand cleaning, cleaning of the resources and rotation apply to these resources.</p> <p>To ensure safe delivery of specialist subjects see separate risk assessments for:</p> <ul style="list-style-type: none"> <li>• Practical science</li> <li>• Practical DT</li> <li>• Music</li> <li>• PE</li> <li>• Art/drama</li> </ul> <p>These will be retained and shared with all relevant colleagues.</p> <p><i>Under lockdown arrangements (partial closure), existing control measures remain relevant. Students in school will be asked to bring in their own pens and pencils etc and resources will not be shared between different year group bubble. Vulnerable and key worker students will predominantly work in computer rooms and will sit at the same desk each day if possible. All students will be asked to wipe down computer, keyboard and headphones etc before and after use using antibacterial wipes provided.</i></p>			
<b>Risk 24: Recruitment activities and teacher training</b>								
Increased risk of infection through close contact with candidates on interview or induction/training	Staff				<p>The school will continue to adhere to the legal requirements regarding pre-appointment checks. During the summer, safeguarding checks will be carried out remotely.</p> <p>Guidance set out in <a href="https://www.gov.uk/government/guidance/actions-for-schools-during-the-coronavirus-outbreak">Actions for schools during the coronavirus outbreak - GOV.UK (www.gov.uk)</a> and Keeping Children Safe in Education <a href="https://www.gov.uk/government/guidance/keeping-children-safe-in-education">Keeping children safe in education - GOV.UK (www.gov.uk)</a></p> <p>From the start of the autumn term checks will revert to being carried out in person."</p> <p>Interviews will be undertaken online. They will be invited in to teach at specified times and prior to the lesson will be taken through the appropriate procedures as outlined in the staff handbook and risk assessments.</p>	4	1	4

					<p>HR will check documentation and ID whilst maintaining social distancing in a suitable and well-ventilated space. Hard copies will be placed on a table and photographed. This table will be regularly disinfected.</p> <p>ITT colleagues will access external training remotely and training opportunities will be accessed via Teams and supported with online activities.</p> <p>Internal face to face support and mentoring will be undertaken whilst maintaining the schools social distancing expectations.</p> <p><i>Under lockdown arrangements (partial closure), all meetings and interviews etc should be online and not face to face where possible.</i></p>			
<b>Risk 25: Safeguarding cases – increase in volume and interventions needed</b>								
<p>Potential for increased volume of work related to safeguarding and welfare concerns as more pupils are welcomed back to school. This could:</p> <p>1 – prevent additional risk of exposure through home visits</p> <p>2 – present increasing pressure and work related stress</p>	<p>Staff Students</p>				<p>Additional training for staff to ensure they actively look for signs of harm.</p> <p>Scale back home visits to focus on safeguarding and well-being support in school</p> <p>SLT support for Safeguarding Manager</p> <p>Ensure appropriate ‘supervision’ is in place and utilise support from the BWT Safeguarding lead</p> <p>Ensure social distancing measures are in place in safeguarding meeting room and hygiene protocols are being followed.</p> <p>Additional time will be set aside by the safeguarding team to actively look for signs of concern supported by additional training time for staff.</p> <p><i>Under lockdown arrangements (partial closure), existing control measures remain relevant. In school rota included a DSL in school every day and provision for home visits where needed.</i></p> <p><i>A ‘Supervision service’ has now been implemented to provide support to DSL’s and other identified colleagues. Sarah Flemming (Primary) and Claire Greaves (Secondary) can share further information. Three new policies have also been introduced to support safeguarding matters and provide additional guidance for staff and students:</i></p> <ul style="list-style-type: none"> <li>• <i>Home learning guide</i></li> <li>• <i>Online Safety</i></li> </ul>	3	2	6

<ul style="list-style-type: none"> <li>IT acceptable use</li> </ul>									
<b>Risk 26: Extra-curricular provision reintroduced</b>									
Increased risk of transmission outside of school organised 'bubbles'	Staff Students Other agency staff					<p>Breakfast club is continuing but rather than meeting up in the morning where 'bubbles' could mix, students are being handed breakfast pack-ups to take home so they can eat in the mornings prior to school.</p> <p>Opportunities will be available for students who wish to access extra-curricular activities such as Sport clubs, Expressive Arts clubs, the school Library and homework clubs etc. These activities will be adjusted as required to ensure we meet the requirements of Government guidelines. These clubs and activities may take additional time to be up and running in the Autumn term. If they cannot be organised within year group 'bubbles', they will be made up of small, consistent groups of youngsters.</p> <p>Year 11 curriculum extension to 15.55pm Monday, Wednesday and Thursday but to follow the same protocol for standard classroom times.</p> <p><i>Under lockdown arrangements (partial closure), sports clubs and other extra-curricular activities will not take place. In this event there will be no risk involved.</i></p>	3	2	6
<b>Risk 27: Behaviour and discipline falls below usual standards</b>									
Increased risk of transmission through poor behaviour or defiance related to distancing, bubble separation, transitions etc.	Staff Students					<p>Follow school behaviour policy including the COVID appendix with full details communicated to parents in letter, handbook and via the website. These clearly identify the COVID specific rules and how these rules will be enforced to ensure that hygiene and social distancing expectations are met.</p> <p>Update behaviour policy in place with an appendix specific to expectations linked to the PHE and DFE guidance</p> <p>Further training for staff and students. Clear expectations outlined in initial staff training days and student transition days. Clear and direct leadership by pastoral VP and year teams.</p> <p>Any student not following the strict arrangements in place regarding the use of face masks in communal areas, social distancing and/or hygiene is putting our students and staff at risk. Therefore, if any student consistently breaches these requirements, they may be sent home and parents/carers will be issued with a warning letter. Any further breaches to our safety</p>	3	2	6

					<p>arrangements will result in the student not being allowed to return to school and all of their learning taking place online at home, as we did during the full UK lockdown.</p> <p><i>Under lockdown arrangements (partial closure), existing control measures remain relevant.</i></p>			
<b>Risk 28: Bubble or whole school required to isolate / lock down due to outbreak</b>								
<p>Staff welfare/morale impacted by uncertainty</p> <p>Communication and support channels break down with staff</p>	Staff				<p>Follow PHE advice</p> <p>Student and staff welfare checks will continue supported by home visits if required.</p> <p>Careful monitoring of engagement with curriculum resources</p> <p>For KS3, our approach is:</p> <ul style="list-style-type: none"> <li>DoS will take responsibility for Ebacc subjects, if below is available for other subjects, Adam/Mel will advise us – I honestly cannot remember. Otherwise this will be school level responsibility/subject networks</li> <li>Map Oak Academy to subject SoL and/or anything else the DoS feel is as good as or better than Oak. For example, maths intends to use Hegarty.</li> <li>Map and make available to all schools (via the single tenancy in September) the ‘bitesize’ common misconceptions/key principles/threshold concepts videos the DoS have been making. These include low stakes self-marking assessment</li> </ul> <p>For KS4 our approach is:</p> <ul style="list-style-type: none"> <li>DoS will take responsibility for Ebacc subjects, if below is available for other subjects, Adam/Mel will advise us. Otherwise this will be school level responsibility/subject networks</li> <li>Map SoL to GCSEPod plus any subject specific learning packages (school-based decision)</li> <li>For Y11, our expectation is for live teaching as far as possible</li> <li>The T &amp; L group are going to work on teacher training and a summary ‘expectations’ document</li> <li>We will agree our approach to live broadcast and then I will ask Tim/David to update the AUP ready for September, with input from Claire re safeguarding</li> </ul>	3	2	6

						<p>For KS5 our expectation is live teaching as far as possible.</p> <p>Provide workstation ergonomics advice/training to students and staff working from home.</p> <p>Provide support to staff through the employee assistance programme.</p> <p><i>Under lockdown arrangements (partial closure), existing control measures remain relevant. We will continue to follow PHE guidance at all times.</i></p>			
<p><b>Risk 29: Insufficient space available to accommodate all students</b></p>									
<p>Increased risk of transmission from;</p> <ul style="list-style-type: none"> <li>• Overcrowding prevents distancing for adults</li> <li>• Students not appropriately seated</li> <li>• Inappropriate use of space for a designated activity</li> </ul>	<p>Staff Students</p>					<p>TCA has sufficient space to open the school for all students and follow the published guidance.</p>	4	1	4
<p><b>Risk 30: Provision of remote learning to the requirements prescribed by DfE</b></p>									
<ul style="list-style-type: none"> <li>• Staff feel pressure from this new requirement and are not suitably supported to deliver</li> <li>• Staff and students are exposed to unfamiliar working practice that introduces opportunity for inappropriate online interactions</li> </ul>	<p>Staff Students</p>	<p>Staff have been offered training and guidance on the use of the schools' chosen remote learning platform. Mentors/digital champions are available in school for further support. The Trust has introduced new policies which have been made available for staff and students governing online working practice, including</p> <ul style="list-style-type: none"> <li>• IT acceptable use</li> <li>• Online safety</li> <li>• Home learning guide</li> </ul> <p>Staff are reassured that performance management/appraisal discussions will take account of this situation and should be reassured that the Trust will take pragmatic steps regarding performance management to take account of current circumstances. Teachers will not be penalised during any appraisal process as a result of the decision to close schools.</p> <p>SLT will endeavour to ensure that staff rotas are fair and equitable to all.</p>	2	3	6				

## RISK ASSESSMENT MATRIX

RISK						
Impact	5	5 (Y)	10 (O)	15 (O)	20 (R)	25 (R)
	4	4 (G)	8 (Y)	12 (O)	16 (O)	20 (R)
	3	3 (G)	6 (Y)	9 (Y)	12 (O)	15 (O)
	2	2 (G)	4 (G)	6 (Y)	8 (Y)	10 (O)
	1	1 (G)	2 (G)	3 (G)	4 (G)	5 (Y)
G - Green Y - Yellow O - Orange R - Red		1	2	3	4	5
		Likelihood				

## SCORING GUIDANCE

Impact – consider the potential harm	
5	Critical / catastrophic (fatalities, long term hospitalisation, long term school shutdown)
4	Major injury/issue (multiple injuries requiring professional treatment, temp. school closure)
3	Moderate injury/issue (injury requiring hospital treatment, significant disruption in school)
2	Minor injury/issue (only requiring basic first aid intervention, low level disruption in school)
1	Negligible impact / insignificant (No injury or treatment required, school day not affected)

LIKELIHOOD – how likely is it?	
5	Almost Certain (reasonable to expect it will happen, possibly frequently, and within the current year)
4	Probable (event is likely to occur but is not a persisting issue)
3	Possible (has potential to occur but little likelihood)
2	Remote (unlikely to happen / event not expected)
1	Very unlikely (not foreseeable / exceptional event)

The aim is to reduce the risk by prevention or control measures so far as is reasonably practicable.

Explanatory note:			
<p><b>RED</b></p> <p>Very high risk. Stop the activity and make improvements.</p>	<p><b>AMBER</b></p> <p>High Risk. Additional measures required.</p>	<p><b>YELLOW</b></p> <p>Medium Risk. Tolerable, subject to monitoring.</p>	<p><b>GREEN</b></p> <p>Low Risk. Acceptable</p>