



Drop off in carpark area. From buses and cars.	Transmission of Coronavirus when social groups and lack of social distancing.	Students Staff Parents Visitors	All students and staff will be expected to socially distance at all times. Communication on drop of procedures sent to all parents and carers.	Social congregating in carpark and outside of entrances.	Each bubble will have a staggered arrival time. All pupils will use the main school entrance. A member of SLT will oversee arrivals each day. Changing system in car park area and staff presence to enforce social distancing. All students required to walk single file from drop off to building bubble reception. No deviation permitted.	3	5	3
			Cycle storage facilities available – employees and pupils encouraged to walk/cycle to school (where feasible).	Cycle storage available.	Pupils able to cycle or walk will be encouraged to do so. Bikes will be separated to ensure social distancing.	3	5	3
			Car park spaces – staff to observe normal social distancing rules.	Shared carpark with leisure centre.	Staff and pupils encouraged to socially distance and stagger arrival times.	2	2	4
Entrance to buildings.	Transmission of Coronavirus from cross contamination on door selfacting or card readers.	Students Staff Parents Visitors	To reduce the number of contact points by removing barriers where consistent with safeguarding and fire safety. There should be arrangements for students to remove face mask and dispose or to place in a seal bag for their return home.	Manual doors.	All students will be offered a mask on arrival at school &/or asked to confirm that they have a mask with them.  All students will be asked to wear masks while moving around the school. They will not be expected to wear masks in lessons or in socially distanced spaces at break & lunchtimes. Break & lunch times will be staggered in the bubbles indicated in the original plan.	3	2	6
Student and staff personal items	Increase risk of transmission from items including phones and laptops.	Students Staff Parents	Personal items brought into the school to be strictly limited to essential or healthcare items. Bags to be as small as possible.		Staff laptops and phones are encouraged, rather than using shared devices. Where shared devices are used, staff will be encouraged to ensure they are wiped down before and after use.	3	2	6
Interactions with reception staff	Transmission of Coronavirus due to number of social interactions and risk of exposure for reception staff.	Reception staff Staff Visitors	Ensuring 2m distancing at all times.	Limited as students will be in their bubbles.	Any students needing assistance from central reception will request help via staff in their bubble.	3	2	6
Student activity before official lesson starts.	Transmission of Coronavirus when social groups and lack of social distancing.	Students Staff Visitors	All student will be expected to proceed directly to classrooms with no social time in corridors or circulation areas.		Students will proceed directly to their tutor rooms. Each morning a reminder of key elements will be delivered. Promoting "Catch it, Bin it, Kill it" approach, including reminder to wash hands for 20 seconds between every change of room and break.	3	2	6
Visitors arriving	Transmission of Coronavirus due to number of social interactions and risk of exposure for reception staff.	Students Staff Visitors	All visitors by appointment only, numbers limited to absolute essential visits only. Hand Gel provided at reception. All visitors other than contractors requiring essential access will be limited to the school reception area and adjacent meeting facilities.	No meetings expected in first 2 weeks of opening.	Use of conference room for meetings with visitors only. Use of separate doors for staff and visitors. Hand sanitiser at entrance points. Sign in with mobile number to permit tracing.	3	2	6
			Cancellation of all non-essential events (including visitors) including Governors and Parents meetings)		All non-essential meetings and visitors have been cancelled.	3	1	3
Staff Meetings	Transmission of Coronavirus due to number of social interactions and risk of exposure for reception staff.	Staff	To use TEAMS or other online meetings unless in exceptional circumstances.		All meetings held online when possible.	3	2	3
Common areas	Transmission of Coronavirus due to cross contamination spread across buildings ensuring tracing of area a person suspected of having the virus as visited.		Pupil and staff limiting access to certain areas of the building. Recording any additional areas they have entered.		Student interaction/activity limited to two bubbles. In the event of an outbreak we are able to identify room, table, and learning space for every child and staff.	3	2	6
Use of WCs.	Transmission of Coronavirus due to cross contamination from doors and other surfaces.	Students Staff Visitors	Consideration to be given to bubbles having their own wc provision. Increased awareness of hand washing procedures. Pupils abstained specific wc use to spread risk. Toilets to have a regular supply of hot and cold water complete with soap and towels.	Individually accessed Unisex wc cubicles.	Each bubble will have dedicated wc provision which will be regularly cleaned. Teaching staff will also have dedicated wc where possible. Supplies of soap and water available in all wc areas.	3	2	6
Use of staff tea points and staff rooms	Transmission of Coronavirus due to cross contamination from doors and other surfaces.	Students Staff	No use of shared tea points and staff rooms.	Ground floor shared tea point.	Tea points to be used as little as possible with staff bringing making home their own mug. No shared milk or beverage supplies to be in place.	3	1	3
Circulation of staff and pupils in corridors.	Transmission of Coronavirus due to cross contamination from doors and other surfaces.	Students Staff	All staff and pupils to maintain 2m distance where possible within their bubbles. The flow of learners and staff around the school should be reviewed to enable 2m distancing to be maintained, where possible (i.e. Control measures could include one way systems, staggered lesson change, dividers installed in the middle of corridors or floor markers). Where 2m social distancing is not possible consideration to be given to use of face masks at the discretion of the head teacher.	Building lends staff to one way operation. If number of floors in operation are limited. Widens corridors permit social distancing required.	A "one way" one way system will be in place for students using the upper floors. Corridors will be divided with a one way system marked on the floor. This will be kept under review. All students will be asked to wear masks while moving around the school. They will not be expected to wear masks in lessons or in socially distanced spaces at break & lunchtimes. Break & lunch times will be staggered in the bubbles indicated in the original plan.	3	1	3
Lifts	Transmission of Coronavirus due to lack of space for social distancing and/or cross contamination	Students Staff Visitors	Lifts only to be used by those with clinical need. (Is the clinical need such that they should not be attending site?)	No lifts	N/A	3	1	3
First Aid and wellbeing								
Access to first aid	Inadequate first aid cover if limited staff on site.	Learners Staff Contractors Visitors	Access number of staff and learners and required first aid cover, based on normal ratios for the school.		1 first aider per 50 staff and students to be maintained as a minimum ratio.	3	1	6

Protection of first aiders	Cross contamination and ensuring social distancing		Employees providing first aid to pupils will not be expected to maintain 1m distance. The following measures will be adopted: - Washing hands or using hand sanitizer, before and after treating injured persons. - Wear gloves or cover hands when dealing with open wounds. - If CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives. - If CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth ventilation in a physical arm. - Disposal of all waste safely (See disposal of waste below) Should employees have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 14 days.	Ground floor first aid room	Used to isolate anyone showing C-19 symptoms. Doors to be kept open whilst waiting for collection. Room to be deep cleaned when vacant again.	3	0	6
Suspected or confirmed case of CV at the school.	Transmission of Coronavirus	Leavers Staff Contractors Visitors	If an employee, learner or known visitor tests positive for coronavirus, further advice will be sought from the local Health Protection Team. They will take over the risk assessment process from that point. Decontamination - following advice/guidance from the Health Protection Team.		All staff and learners to be aware of procedures to be followed.	3	2	6
			Once symptomatic, all surfaces that the person has come into significant contact with must be cleaned, including: - All surfaces and objects which are visibly contaminated with body fluids; - All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc. - Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids; do not need to be specially cleaned and disinfected. If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.	In house cleaning staff	Need to ascertain potential locations that the person has been in and advise supervisor who will carry out a clean according to set Procedures.	3	2	6
			Refer to separate children with (DHC) Plan's in place risk assessments.	X pupils with EHCP	All EHCP have been reviewed in line with guidance.	3	2	6
			Persons worried about symptoms should use the NHS 111, only call if they cannot get help online, and NOT go to their GP or other healthcare centre.		All first aid staff made aware.	3	2	6
Access to catering provision								
Food for students and staff	Inadequate food and drink provision for welfare of students and staff.	Students Staff	Food available as usual.	Contractor Atamark	Atamark will open on the 7th September. During the first week in September they will put in place their own CV mitigation measures to protect their staff and pupils. Contracted payments for food will not be possible. One member of catering team will collect money, while others serve. This is to ensure there is no cross contamination.	3	1	3
Dining and seating areas	Transmission of Coronavirus due to lack of space for social distancing	Students Staff	2m separation at all times where possible. Staggered break times. Sandwich trays staggered to minimise social gathering for pupils and staff. Halls, dining areas are used with half normal capacities.		Staggered break and lunchtimes. One bubble at a time will use the canteen and also sweep sides to allow clearing between sittings. Thorough cleaning of chairs and tables between use by bubbles.	3	2	6
Staff handling and preparing food	Cross contamination	Students Staff	Limited risk due to high food hygiene standards.	In place	Atamark will have normal food standards in place.	3	2	6
Money and student pay cards		Students Staff Catering Contractor	Contactless payments only. No cash.	In place	Atamark will have normal food standards in place.	3	2	6
Classrooms								6
Use of classrooms	Transmission of Coronavirus due to lack of space for social distancing	Students Staff	Reduce number of rooms in use to ease cleaning. Use of single room space to enable cleaning to be concentrated on one area. Consider usage of outdoor spaces for teaching and learning to limit chance of transmission.		Most classrooms will be in use. Each classroom will only be used by one bubble. Students will move between classrooms as required by their setting. Students will be required to wash their hands everywhere they move between classrooms. Disinfectant wipes to be in each classroom for wipe down between uses and for students to wipe their hands.	3	2	6
Access and egress	Transmission of Coronavirus due to lack of space for social distancing		2m separation at all times, where possible. Use of one way system if possible.		Students will maintain as much social distance as possible when queuing to enter and leave a classroom. Doors should be opened by the teacher at the beginning and end of each lesson to limit student contact with door surfaces. Classroom doors cannot be left wedged open as they are likely to be fire doors.	3	2	6
Pupil locations during lessons	Transmission of Coronavirus due to lack of space for social distancing		Class sizes reduced in order to ensure 2m spacing is achievable. (Alternative that tutor classes are treated as a single "family" group for all activities) EW - social distancing one metre apart whilst seated at desks (where possible, otherwise - as far apart as possible) Space audits conducted in order to evaluate the splitting of class sizes in half (to more than 22) with desks space as far apart as possible and unnecessary items/furniture removed.		All desks in classrooms will be forward facing and spaced as far apart as the room allows.	3	2	6
Teacher locations during lessons	Transmission of Coronavirus due to lack of space for social distancing		Ensure teaching locations are as far as possible from the front panel. Screens maybe required in some spaces.		Teacher location to be at the front of each classroom not directly facing students. Additional rules to apply in computer rooms see below.	3	2	6
Teaching assistants	Transmission of Coronavirus due to lack of space for social distancing and need for one to one support.		As required by the needs of the school. Social distancing to be maintained where possible or masks of face shields used.		Cleaning members will be supporting teachers from front of class, taking out introductions & small groups & using Class Charts + Provision Map to personalise learning plans. Learning members are also doing student pursuits			

Teaching activity	Transmission of Coronavirus due to lack of space for social distancing and/or cross contamination		Minimise work to be handed in on paper, electronic only No activities involving shared equipment without thorough ventilation between use. Items such as headphones and microphones not to be shared and to be taken home with learners. The usage of stationary sports equipment is supervised and cleaned between different cohort groups and never used by mixed cohort groups at the same time.		Normal teaching activities to be undertaken.	3	0	6
Specialist teaching areas and activities								
Computer rooms	Transmission of Coronavirus due to lack of space for social distancing		For regularly used items such as pens each person should use their own. Where other shared materials are used these are to be wiped down regularly and every time they are used between bubbles. Maintain as much social distancing as the rooms allow without major alterations or additions.		Computers to be wiped down at the end of each day. Teachers to minimise any time spent within 2m of pupils. The Computing room will be used for two groups (Year 10 & 11) & that room will be cleaned immediately after it is used.	3	0	6
Science labs	Transmission of Coronavirus due to lack of space for social distancing		For regularly used items such as pens each person should use their own. Where other shared materials are used these are to be wiped down regularly and every time they are used between bubbles.		Labs will not be shared between bubbles, in the event they are they will be cleaned between uses.	3	0	6
Engineering and workshop areas	Transmission of Coronavirus due to lack of space for social distancing		For regularly used items such as pens each person should use their own. Where other shared materials are used these are to be wiped down regularly and every time they are used between bubbles.		For regularly used items such as pens each person should use their own. Where other shared materials are used these are to be wiped down regularly and every time they are used between bubbles.	3	0	6
Sports halls and sports equipment	Transmission of Coronavirus due to lack of space for social distancing		For regularly used items such as pens each person should use their own. Where other shared materials are used these are to be wiped down regularly and every time they are used between bubbles.		For regularly used items such as pens each person should use their own. Where other shared materials are used these are to be wiped down regularly and every time they are used between bubbles.	3	0	6
Movement Rooms	Transmission of Coronavirus due to lack of space for social distancing		For regularly used items such as pens each person should use their own. Where other shared materials are used these are to be wiped down regularly and every time they are used between bubbles.		N/A	3	0	6
Food tech	Transmission of Coronavirus due to lack of space for social distancing		For regularly used items such as pens each person should use their own. Where other shared materials are used these are to be wiped down regularly and every time they are used between bubbles.	We will be teaching Food Tech theory until October 2020 so equipment and cookers etc will be used until the school staff is the term.	For regularly used items such as pens each person should use their own. Where other shared materials are used these are to be wiped down regularly and every time they are used between bubbles.	3	0	6
Educational visits	Increased risk of transmission of Coronavirus due groups mixing with others outside the school environment.		No overnight UK or overseas educational visits. Non-overnight domestic educational visits permitted subject to additional risk assessment. Only essential visits to be undertaken and use made of external areas in the community.	<b>Details of any planned visits recorded here.</b>	No overnight UK or overseas educational visits. Non-overnight domestic educational visits permitted subject to additional risk assessment. Only essential visits to be undertaken and use made of external areas in the community.	3	0	6
Staff areas								
Use of office areas.	Transmission of Coronavirus due to lack of space for social distancing		Use to be minimised and staggered where possible. Although enough rooms and time to be available for required breaks.	Various office location throughout school no single staff room.	Use of office areas to be minimised and as much social distancing as the space allows.	3	0	6
Use of staff rooms	Transmission of Coronavirus due to lack of space for social distancing		Use to be minimised and staggered where possible. Although enough rooms and time to be available for required breaks.	Various office location throughout school no single staff room.	Use to be minimised and staggered where possible. Although enough rooms and time to be available for required breaks.	3	0	6
Staff meeting rooms	Transmission of Coronavirus due to lack of space for social distancing		Use to be minimised and staggered where possible. Although enough rooms and time to be available for required breaks.	Conference room	Use for face to face meetings to be minimised and as much social distancing as space permits.	3	0	6
End of the school day								
Pupils leaving buildings	Social groups and enforcing social distancing.		Staff to over see exit from buildings and ensure single file movement to transport.		Use of external green area for pupils to socially distance whilst awaiting transport. Over seen by member of staff. Gates wiped and locked by FA after all pupils have left.	3	0	6
Cleaning	Cross contamination from one day to the next		Extended/amended hours to ensure cleaning can take place.	In house cleaners	Cleaning staff from Ram with through doors conducted before students arrive and after they leave. Cleaning activities will focus to teach points, including doors and staircases and any areas where they may be cross over of bubbles.	3	0	6
School plan								
One way routes				No plan required	One way systems to limit social contact where required due to small corridor size.	3	0	6
Classrooms to be used.				No plan required	All classrooms will be in use.	3	0	6
Communication								
Communicating with students and staff.	Adverse impact on mental health due to concerns over Coronavirus and lack of information.	Staff Learners Parents	Regular family contact to ensure that those children from families with symptoms do not attend school. Escalate liaison between families regarding symptoms, the college/school will not monitor temperatures.		Regular briefings to parents.	3	0	6
			Specific site signage for prepared for- i)C Open way system		New signage in place. Limited to fewer of daily briefings.	3	0	6
			Refer to and ensure all staff are aware of its contents and new protocols.		Staff will kept up-to-date with daily communications as required and weekly whole staff briefings. There are additional meetings held via TEAMS, and in person on site to review the week ahead and discuss issues arising with children.	3	0	6
			Staying COVID-19 Secure in 2020 poster in place at reception.		Placed in reception.			0
Track & trace and testing								
Track and Trace	Ensure transmission of Coronavirus is contained by identifying those at risk of potential transmission.		To actively engage with the NHS Track and Trace system		All registers and records of those on site during any day will be readily available to be sent to NHS Track and Trace. This will include a method of contact. In particular any close contact between pupils or staff from outside of their bubbles to be recorded.			

Latent Flow Testing			LFT will be available to all staff and pupils returning to school as soon as possible. Weekly testing will be made available to staff as well as serial testing to assess staff isolation. All testing is voluntary.		Testing will take place in the Spotlight Hall. The facility has been set up in compliance with PPE and DfE guidance and all staff have been trained accordingly.			
Testing			Anyone exhibiting symptoms will be advised to use the Gov website to book a test asap. Gov are issuing a limited number of self test kits to schools. These are to be issued if the school believes doing so will significantly increase the likelihood of someone being tested who may not otherwise do so.	Reception	The tests will be kept locked in reception and will be issued with the consent of the Headteacher.			
<b>Other tasks</b>								
Cleaning operations	Transmission of Coronavirus due to inadequate cleaning regime		Clean and disinfect frequently touched objects and surfaces.	in house cleaners	To be undertaken by in house staff with thorough checks conducted before students arrive and after they leave site	3	2	6
			Clean School building(s) on a daily basis, including frequently touched surfaces (tables, desks, sports equipment, door and window handles, toys, teaching and learning aids).	in house cleaners	To be undertaken by in house cleaners	3	5	3
			Undertake the Ellis Whittam COVID-19 Daily Cleaning Checklist.	in house cleaners	To be undertaken by in house cleaners	3	1	3
			Hand contact points cleaned daily/where practicable.	in house cleaners	To be undertaken by in house cleaners	3	1	3
Contact with packages (food, stationery, post delivered) or items handled by persons who may have been exposed to coronavirus	Transmission of Coronavirus		All incoming risk assessments will be maintained and followed. There is currently no perceived increase in risk for handling post or freight from specified areas.	Reception dealing with post.	Ensure regular hand sanitisation.	3	1	3
			Ensuring staff to maintain good hygiene in line with guidelines and HACCP.	Annexes	Not applicable	3	1	3
			Posters promoting good hand hygiene displayed in food areas.			3	1	3
Disposal of waste that may be contaminated by a coronavirus sufferer	Transmission of Coronavirus	Learners Staff Contractors Visitors	All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a secure bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste.	in house cleaners	Cleaners to deal with all waste.	3	1	3
			Should the person test positive, the Health Protection Team will provide instructions about what to do with the waste.		Follow guidance from HPT	3	2	3
General prevention of Transmission	Transmission of Coronavirus	Learners Staff Contractors Visitors	Basic infection controls should be followed as recommended by the government: Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. Put used tissues in the bin straight away. Wash your hands with soap and water often - use hand sanitiser gel if soap and water are not available. Do not touch your eyes, nose or mouth if your hands are not clean.		Will ensure staff and students will follow all guidance.	3	2	6
			Hand sanitiser to be available at key points through buildings, entrance and exits of buildings, near food outlets and toilets (if appropriate).		All reception.	3	2	6
			Undertake the Ellis Whittam COVID-19 Daily Management Checklist.		To be produced by Estates for each sitting	3	1	3
			Undertake the Ellis Whittam COVID-19 Contractor Checklist - meeting contractors on site.		To be produced by Estates for each sitting	3	1	3
Use of PPE	Ensuring proper use of PPE if required as a last line of defence.		Adequate supplies of facemasks, eye protection, gloves and aprons are available for pupils who become unwell at school and need direct personal care - if 2m cannot be maintained.		PPE will be provided for students who become unwell at school and need direct personal care - if 2m cannot be maintained.	3	1	3

**Risk/Priority Indicator**

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury/damage/interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury/damage, lost time/business interruption)
5. Very High (fatality/business closure)

Likelihood
1. Improbable/very unlikely
2. Unlikely
3. Even chance/may happen
4. Likely
5. Almost certain/inevitable

RISK/PRIORITY INDICATOR MATRIX					
UNBROKEN	5	5			
	4	4			
	3	3			
	2	2			
	1	1			
	5	4	3	2	1

Summary	
High Risk	
Medium	
Low	

**Daily Monitoring**

Ensure that you have:

Action	Yes	Confirmed by	Comments
Reviewed the updated guidance from the government?		[NAME]	
Reviewed and updated the risk assessment to incorporate any		[NAME]	
Ensured sufficient stocks of supply and spares are available?		[NAME]	
Identified and implemented the best recommended control		[NAME]	