

PHS Wider Covid-19 Full Opening Risk Assessment

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| Responsibility | Phil Hanson |
| Date of last review | 28 th August 2020 |
| Date of next review | 15/09/2020 |
| Approval by: | Avonreach Trustees |
| Approval date: | 02/09/2020 |
| Version Control: | V1 original draft 28 th August 2020 V2 addition of extra one way instructions for English/Science V3 additional advice on using air conditioning units page 10 V4 Removal of Draft watermark |

Notes:

| HAZARD | WHO MIGHT BE HARMED | CONTROLS TO BE PUT IN PLACE | WHO WILL BE RESPONSIBLE | WHEN THE CONTROLS NEED TO BE IN PLACE BY | ADDITIONAL NOTES |
|---|--|---|---|--|------------------|
| Contact with someone suffering from coronavirus | <ul style="list-style-type: none"> • Staff • Students • Contractors • Visitors | <p>Everyone will be instructed not to come into school if they or anyone they live with is experiencing coronavirus symptoms, and instead follow official self-isolation guidance. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing, and the school will help them do this, using the national testing helpline and through the Worcestershire Employer Testing Route for staff. The school should receive from the DfE some home testing kits to give to families if they are unable to attend the testing facility.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. The conference room and Sixth Form staircase will be used as the isolation area (access for Sixth Form Staff and Students will be via one of the fire exits or the corner stairs, should this area be closed). 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>Students and staff developing symptoms students will be isolated in the Conference Room until they can be collected or leave in the case of staff.</p> <p>In the case of a symptomatic student who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron | <p>LT</p> <p>PH/LT</p> <p>Student Hub</p> <p>Student Hub</p> <p>Student Hub</p> | 1 st September 2020 | |

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| | | <ul style="list-style-type: none"> • If there is a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection • Full sets of PPE are available for supervising staff in the Student Hub • Symptomatic students will be expected to wear a face covering – either their own or one from the school's non-PPE stock • Staff needing to wear PPE will be trained in safe removal and disposal using the recommended • YouTube video: https://www.youtube.com/watch?v=wLuYDv65_to <p>Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken:</p> <ul style="list-style-type: none"> • A school minibus will be used The driver and passenger will maintain a distance of 2m from each other with the passenger in the rearmost seat; or • The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are able to do so <p>Supervising staff will wash their hands thoroughly for 20 seconds after the student has left.</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be</p> | <p>Cleaning team</p> | | |

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| | | <p>disposed of properly, following <u>decontamination guidance</u>.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact Worcestershire Public Health or PHE West Midlands:</p> <p>PHE West Midlands West Health Protection Team, 2nd Floor, Kidderminster Library, Market Street, Kidderminster, DY10 1AB Phone: 0344 225 3560</p> <p>The team will carry out a rapid risk assessment to confirm who has been in close contact with the person, and these people will be asked to self-isolate.</p> <p>To help with this, records, where possible, will be kept of:</p> <ul style="list-style-type: none"> • The pupils and staff in each group • Any close contact that takes place between children and staff in different groups <p>Close contact means:</p> <ul style="list-style-type: none"> • Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> ○ Being coughed on, ○ A face-to-face conversation, or ○ Unprotected physical contact (skin-to-skin) | <p>LT</p> <p>Worcestershire Public Health and LT liaison</p> | | <p>Follow advice from Track and Trace and local Public Health staff</p> <p>All teachers must maintain accurate attendance registers for tutor and every lesson. Any extra-curricular activities must also include a register of those taking part.</p> |

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| | | <ul style="list-style-type: none"> Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person Travelling in a small car with an infected person <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p> <p>Staff should use the employer testing route in order to obtain fastest possible test results: https://capublic.worcestershire.gov.uk/HRForms/Employees/CVCOvidTesting.aspx. Please note staff must select 'WCC – School' in the dropdown.</p> | All staff | | |
| Contact with coronavirus when getting to and from school | | <p>Everyone will be encouraged to drive, walk or cycle into school, and warned to avoid using public transport wherever possible.</p> <p>Students walking to and from school should try to maintain social distance from their peers and especially those in other year groups wherever possible.</p> <p>For anyone who needs to take public and school transport, they will be referred to <u>government guidance</u>. Currently this means wearing a face covering.</p> <p>It is recommended that students using dedicated school transport should wear face coverings wherever possible.</p> | <p>All staff, students & parents</p> <p>School Transport</p> | 1 st September 2020 | |

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| | | <p>Sixth Form Students will not be allowed to leave the school site to visit local shops/cafes and return to school on the same day to avoid unnecessary contact. An additional servery will be provided to minimise contact between student groups and to create extra capacity.</p> <p>Student arrival times naturally staggered due to school transport.</p> | Catering/Site Teams | | |
| Spreading infection due to touch, sneezes and coughs | | <p>Students and staff will wash their hands or sanitise them as soon as they enter the school site. Students will then go directly to their designated year group base unless they are visiting Perschore Kitchen for breakfast.</p> <p>Everyone in school will be encouraged to:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands • Clean their hands on arrival, before and after eating, and after sneezing or coughing • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste <p>All will be encouraged to follow these guidelines by posters displayed in key areas of the school.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they are not close to running out.</p> | Cleaning/Site Team | 1 st September | All staff – encourage social distancing, SAS Protocol |

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| | | <p>Bins for tissues will be checked and emptied if necessary through the day.</p> <p>Every classroom and office will be provided with hand sanitiser and in addition wall-mounted sanitiser stations will be installed in key areas of the school e.g. outside toilets.</p> <p>Parents have been asked to provide their children with a personal bottle of hand sanitiser. All staff have been provided with a personal bottle of sanitiser.</p> <p>Students will be instructed and reminded frequently on the school's SAS Protocol:</p> <ul style="list-style-type: none"> • Sanitise • Action (e.g. remove mask, fill up water bottle etc.) • Sanitise | All staff/students | | |
| Spreading infection through contact with coronavirus on surfaces | | <p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> • Banisters • Classroom desks, tables and chairs • Office desks • Toilet facilities (including taps and flush buttons) to be cleaned at least 3 times daily • Door and window handles • Furniture • Light switches | Cleaning/Site Team | | |

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| | | <ul style="list-style-type: none"> • Reception desks • Teaching and learning aids • Computer equipment (including keyboard and mouse) • Sports equipment (if required) • Telephones • Fingerprint scanners <p>Unnecessary items, soft furnishings, that are hard to clean will be removed, where possible, from areas being used and stored elsewhere.</p> <p>Every classroom and office will have a supply of disinfectant wipes so that staff desks can be cleaned between users</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following <u>decontamination guidance</u>.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash/sanitise their hands and clean surfaces before and after handling students' books.</p> <p>All doors to classrooms and offices to be propped open where safe to do so to avoid touching door handles and windows and doors will be open to maintain airflow wherever possible.</p> <p>Air handling systems will be switched on to increase airflow. However, Air conditioning units which recirculate air within the room will not be used unless essential to maintain equipment health (in IT rooms if the</p> | <p>All staff</p> <p>Cleaning/Site Team</p> <p>Teaching staff</p> <p>All staff</p> <p>Teaching Staff/ Cleaning Team</p> | | |

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| | | <p>temperature builds up). Following HSE advice (09/07/20) that the risk of air conditioning spreading Coronavirus in the workplace is extremely low as long as there is an adequate supply of fresh air and ventilation. Air conditioning units may be used in air intake mode where available or in cooling mode provided all windows and doors are open to allow fresh air to enter the room.</p> <p>Any resources shared between groups, such as sports, technology, art and science equipment, will be either:</p> <ul style="list-style-type: none"> • Cleaned frequently and meticulously, and always between groups using them; or • Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups <p>The same rules will be followed for books and other shared resources. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared. Students informed not to bring unnecessary personal items to school.</p> <p>Shared rooms, such as halls and dining areas, will, wherever possible be timetabled to one year group at a time and where this isn't possible cleaned between different groups using them.</p> <p>Toilets – Each year group will have their own toilets and should not use others except accessible toilets if required. Students will be able to leave lessons to visit toilets to avoid mass usage at break and lunch times:</p> | <p>Parents/students</p> <p>JH and Cleaning Team</p> <p>Students/ Teaching staff</p> | | |

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| | | <p>Year 8: English Year 9: Humanities Year 10: Main Corridor Year 11: PE Year 12/13: Sixth Form</p> <p>Teachers/TAs will be provided with their own whiteboard pens and board rubbers to avoid shared use. Disinfectant wipes will be available in all rooms to wipe down any equipment that must be shared.</p> | Teaching Staff/TAs | | | | | | | | | | | | | | | | | | |
| Spreading infection due to excessive contact and mixing between students and staff in classrooms and offices | | <p>Vertical Tutoring has been temporarily suspended and students placed in year based tutor groups to minimise mixing of students. Tutor groups will be located in year base areas.</p> <p>Teaching, where specialist facilities are not required, will take place in year bases as follows:</p> <table border="1" data-bbox="609 1023 1187 1425"> <thead> <tr> <th>YEAR POD</th> <th>Main Teaching Hub</th> <th>IT Facilities (main)</th> <th>Art Room</th> </tr> </thead> <tbody> <tr> <td>8</td> <td>New English (E1-8 + New Library)</td> <td>IT4</td> <td>A4</td> </tr> <tr> <td>9</td> <td>Humanities (H1-9)</td> <td>H10</td> <td>A6</td> </tr> <tr> <td>10</td> <td>Maths (M1-7)</td> <td>B1, B2</td> <td>A3</td> </tr> </tbody> </table> | YEAR POD | Main Teaching Hub | IT Facilities (main) | Art Room | 8 | New English (E1-8 + New Library) | IT4 | A4 | 9 | Humanities (H1-9) | H10 | A6 | 10 | Maths (M1-7) | B1, B2 | A3 | <p>LT</p> <p>All staff/students</p> | 1 st September | |
| YEAR POD | Main Teaching Hub | IT Facilities (main) | Art Room | | | | | | | | | | | | | | | | | | |
| 8 | New English (E1-8 + New Library) | IT4 | A4 | | | | | | | | | | | | | | | | | | |
| 9 | Humanities (H1-9) | H10 | A6 | | | | | | | | | | | | | | | | | | |
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| | | <table border="1" data-bbox="607 400 1184 560"> <tr> <td>11</td> <td>Quad (Q1-8)</td> <td>IT1</td> <td>A1</td> </tr> <tr> <td>Sixth Form</td> <td>C2, C3, L1-5, Old Library</td> <td>IT2, IT3</td> <td>A7 (+workroom)</td> </tr> </table> <p data-bbox="555 560 1238 730">Specialist facilities are timetabled to avoid use by multiple year groups in the same day or to allow time for cleaning between groups. Key Stage 3 students will be taught in consistent groups and use the same classroom where possible.</p> <p data-bbox="555 778 1238 1018">Social Distancing space will be maintained between students and staff, 1-2m apart where this is possible. Staff and students to work side to side not face to face. Seats and desks in classrooms and offices arranged to allow this where space allows. Staff will be provided with a face visor should they wish to use it where social distancing cannot be maintained.</p> <p data-bbox="555 1058 1238 1153">Hazard tape available for staff to create their own safe zone in their office/classroom and encourage social distancing.</p> <p data-bbox="555 1198 1238 1385">All large gatherings suspended until further notice. Assemblies delivered to tutors via Teams. Staff meetings via Teams – departmental and team meetings can take place in large, well ventilated spaces where social distancing between staff can be maintained. Staff room only available for working and for collecting drinks.</p> | 11 | Quad (Q1-8) | IT1 | A1 | Sixth Form | C2, C3, L1-5, Old Library | IT2, IT3 | A7 (+workroom) | <p data-bbox="1261 555 1451 587">Cleaning Team</p> <p data-bbox="1261 786 1361 818">All staff</p> <p data-bbox="1261 1058 1361 1090">All Staff</p> <p data-bbox="1261 1217 1361 1249">All Staff</p> | | |
| 11 | Quad (Q1-8) | IT1 | A1 | | | | | | | | | | |
| Sixth Form | C2, C3, L1-5, Old Library | IT2, IT3 | A7 (+workroom) | | | | | | | | | | |

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| | | <p>Students will be reminded to maintain their distance and not touch staff or peers.</p> <p>Students will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this.</p> <p>Lessons that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) will not take place. Singing or instrument playing won't take place in any larger groups such as choir or orchestra.</p> <p>For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between pupils will be maximised as much as possible.</p> <p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 1-2 metres apart).</p> <p>All extra-curricular activities will be suspended until further notice.</p> <p>Any students with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene and will use appropriate PPE.</p> <p>Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff.</p> | | | |

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| | | <p>The number of temporary staff entering the school premises will be kept to a minimum.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Spreading infection due to excessive contact and mixing between students and staff around the school</p> | | <p>Movement around the school site by students will be kept to a minimum. Break and lunchtimes are staggered to allow on year group at a time to use the Dining Room and outside areas:</p> <ul style="list-style-type: none"> • 10.00 – 10.20am: Year 8 break • 10.20 – 10.40am: Year 9 break • 10.40 – 11.00am: Year 10 break • 11.00 – 11.20am: Year 11 /12/ 13 break <table border="1" data-bbox="562 1023 1227 1422"> <thead> <tr> <th></th> <th>Year 8</th> <th>Year 9</th> <th>Year 10</th> <th>Year 11</th> </tr> </thead> <tbody> <tr> <td>Lunchtime</td> <td>12.20 – 1.10pm</td> <td>12.20 – 1.10pm</td> <td>1.20 – 2.10pm</td> <td>1.20 – 2.10pm</td> </tr> <tr> <td>Servery access</td> <td>12.20 – 12.45pm</td> <td>12.45 – 1.10pm</td> <td>1.20 – 1.45pm</td> <td>1.45 – 2.10pm</td> </tr> <tr> <td>Period 4</td> <td>1.10 – 2.10pm</td> <td>1.10 – 2.10pm</td> <td>12.20 – 1.20pm</td> <td>12.20 – 1.20pm</td> </tr> <tr> <td>Indoor eating space</td> <td>Hall (until 1.00pm)</td> <td>Perschore Kitchen</td> <td>Hall</td> <td>Perschore Kitchen</td> </tr> </tbody> </table> | | Year 8 | Year 9 | Year 10 | Year 11 | Lunchtime | 12.20 – 1.10pm | 12.20 – 1.10pm | 1.20 – 2.10pm | 1.20 – 2.10pm | Servery access | 12.20 – 12.45pm | 12.45 – 1.10pm | 1.20 – 1.45pm | 1.45 – 2.10pm | Period 4 | 1.10 – 2.10pm | 1.10 – 2.10pm | 12.20 – 1.20pm | 12.20 – 1.20pm | Indoor eating space | Hall (until 1.00pm) | Perschore Kitchen | Hall | Perschore Kitchen | <p>All staff</p> | <p>1st September</p> | |
| | Year 8 | Year 9 | Year 10 | Year 11 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lunchtime | 12.20 – 1.10pm | 12.20 – 1.10pm | 1.20 – 2.10pm | 1.20 – 2.10pm | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Servery access | 12.20 – 12.45pm | 12.45 – 1.10pm | 1.20 – 1.45pm | 1.45 – 2.10pm | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Period 4 | 1.10 – 2.10pm | 1.10 – 2.10pm | 12.20 – 1.20pm | 12.20 – 1.20pm | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | | <table border="1" data-bbox="562 400 1227 568"> <tr> <td></td> <td></td> <td>(until 1.10pm)</td> <td></td> <td></td> </tr> <tr> <td>Outdoor space</td> <td>Bottom playground</td> <td>Opposite Library</td> <td>Opposite Library</td> <td>Bottom playground</td> </tr> </table> <p data-bbox="562 568 1227 783">A One-way system will be in operation in the main building between 9am and 3:40pm – Main corridor L1 to Quad only, PE Corridor Quad to Perschore Kitchen entrance only, outside paths will be two-way. Perschore Kitchen one-way system – entry only by PE doors and exit to the Hall via the extension or through the main corridor doors.</p> <p data-bbox="562 783 1227 1023">Access to English/Science will be one way from the Quad into the Science foyer. Students leaving the Science Building must use the fire exit at the playground end of the building. Year 8 students entering/exiting Science may do so from/to the English building. Year 8 students exiting that building must use the fire exit nearest the girls' changing rooms.</p> <p data-bbox="562 1023 1227 1246">Face coverings will be optional until further notice and may be worn on leaving classrooms and moving between them and around the school buildings. Students should follow our SAS protocol and sanitise their hands before and after touching their face covering and they should be stored in a plastic bag when not being worn.</p> <p data-bbox="562 1246 1227 1342">Year group bubbles are allocated specific areas for their use before school as follows:</p> <table border="1" data-bbox="562 1342 994 1398"> <tr> <td></td> <td>Dry plan</td> <td>Wet plan</td> </tr> </table> | | | (until 1.10pm) | | | Outdoor space | Bottom playground | Opposite Library | Opposite Library | Bottom playground | | Dry plan | Wet plan | Students/Parents | | |
| | | (until 1.10pm) | | | | | | | | | | | | | | | | |
| Outdoor space | Bottom playground | Opposite Library | Opposite Library | Bottom playground | | | | | | | | | | | | | | |
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| | | <table border="1"> <tr> <td data-bbox="562 400 636 507">Year 8</td> <td data-bbox="636 400 808 507">Area between English Block & Quad (pathway)</td> <td data-bbox="808 400 994 507">Entrance to English & Science Blocks</td> </tr> <tr> <td data-bbox="562 507 636 560">Year 9</td> <td data-bbox="636 507 808 560">Outside Humanities</td> <td data-bbox="808 507 994 560">Technology Atrium</td> </tr> <tr> <td data-bbox="562 560 636 671">Year 10</td> <td data-bbox="636 560 808 671">Tennis Courts (behind Sports Hall)</td> <td data-bbox="808 560 994 671">Changing Room / Sports Hall Link Seating shelter</td> </tr> <tr> <td data-bbox="562 671 636 751">Year 11</td> <td data-bbox="636 671 808 751">Lower Playground</td> <td data-bbox="808 671 994 751">PE Corridor Quad</td> </tr> </table> | Year 8 | Area between English Block & Quad (pathway) | Entrance to English & Science Blocks | Year 9 | Outside Humanities | Technology Atrium | Year 10 | Tennis Courts (behind Sports Hall) | Changing Room / Sports Hall Link Seating shelter | Year 11 | Lower Playground | PE Corridor Quad | | 29 th June 2020 | |
| Year 8 | Area between English Block & Quad (pathway) | Entrance to English & Science Blocks | | | | | | | | | | | | | | | |
| Year 9 | Outside Humanities | Technology Atrium | | | | | | | | | | | | | | | |
| Year 10 | Tennis Courts (behind Sports Hall) | Changing Room / Sports Hall Link Seating shelter | | | | | | | | | | | | | | | |
| Year 11 | Lower Playground | PE Corridor Quad | | | | | | | | | | | | | | | |
| Spreading infection due to the school environment | | <p>Checks to the premises will be done to make sure the school is up to health and safety standards before reopening.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>Emergency evacuation practice will take place in year group bubbles to avoid unnecessary mixing, muster stations are re-allocated to year based tutor groups.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>The use of lifts will be avoided unless essential.</p> | <p>Site Team</p> <p>LT and Student Hub</p> | 1 st September | | | | | | | | | | | | | |
| Spreading infection due to excessive | | Where possible, all meetings will be conducted using Microsoft Teams or equivalent video conferencing | LT/Pastoral/SEN Teams | 1 st September | | | | | | | | | | | | | |

| HAZARD | WHO MIGHT BE HARMED | CONTROLS TO BE PUT IN PLACE | WHO WILL BE RESPONSIBLE | WHEN THE CONTROLS NEED TO BE IN PLACE BY | ADDITIONAL NOTES |
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| contact and mixing in meetings | | <p>software. This includes meetings with staff, parents, visitors and governors.</p> <p>Where this isn't possible or a face-to-face meeting is more appropriate, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.</p> <p>Visitor Reception will be limited to a maximum of 2 visitors wherever possible and a one-way system will be in operation. A screen to protect the Receptionist from close contact will be installed</p> | | | |
| Individuals vulnerable to serious infection coming into school | | <p>The school will continue to follow any shielding guidance in place to decide who should come into school.</p> <p>If the guidance is paused, all staff and pupils are expected to come into school.</p> <p>Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will be placed in the safest possible on-site roles where it is possible to maintain social distancing and will be encouraged to wear appropriate PPE.</p> <p>Individual Risk Assessments will be undertaken for vulnerable staff</p> | <p>LT</p> <p>KB</p> | 1 st September | LT continue to review in light of updated DfE/LA/Liberata guidance and local policy |