

## PHS Wider Covid-19 Full Opening Risk Assessment

<b>Responsibility</b>	Phil Hanson
<b>Date of last review</b>	06/06/2021
<b>Date of next review</b>	21/06/2021
<b>Approval by:</b>	Avonreach Trustees
<b>Approval date:</b>	02/09/2020
<b>Version Control:</b>	<p>V1 original draft 28<sup>th</sup> August 2020</p> <p>V2 addition of extra one way instructions for English/Science</p> <p>V3 additional advice on using air conditioning units page 10</p> <p>V4 Removal of Draft watermark</p> <p>V5 Addition of extra dining room precautions, classroom layout information, face coverings on school transport update, daily bulletin messages</p> <p>V6 Update to reflect compulsory face coverings in communal areas from Wednesday 4<sup>th</sup> November 2020 (p16)</p> <p>V7 Update to include appendix – Protocols for PPEs 26 November 2020</p> <p>V8 Update – Lateral Flow Testing included (p17) PPE Protocols removed, Travelling in the school minibus to college, Separate, additional risk assessment for LFT created</p> <p>V9 Addendum with details of January restricted opening (p20), withdrawal of 7 day serial testing strategy (p17) and staff twice weekly LFD testing</p> <p>V10 March Re-opening changes, removed restricted opening addendum</p> <p>V11 Addition of peripatetic music lesson arrangements, correction re face covering requirements (p18), updated ventilation guidance</p> <p>V12 Changes made for opening in 2<sup>nd</sup> half summer term</p>

**Notes:** Separate Risk Assessment for LFT centre created

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"> <li>• Staff</li> <li>• Students</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<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 <a href="#">self-isolation guidance</a>. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access <a href="#">testing</a>, 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"> <li>• If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask</li> <li>• If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron</li> </ul>	<p>LT</p> <p>PH/LT</p> <p>Student Hub</p> <p>Student Hub</p> <p>Student Hub</p>	1 <sup>st</sup> September 2020	

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		<ul style="list-style-type: none"> <li>• If there is a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection</li> <li>• Full sets of PPE are available for supervising staff in the Student Hub</li> <li>• Symptomatic students will be expected to wear a face covering – either their own or one from the school's non-PPE stock</li> <li>• Staff needing to wear PPE will be trained in safe removal and disposal using the recommended</li> <li>• YouTube video:  <a href="https://www.youtube.com/watch?v=wLuYDv65_to">https://www.youtube.com/watch?v=wLuYDv65_to</a></li> </ul> <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"> <li>• 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</li> <li>• 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</li> </ul> <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 <a href="#">decontamination guidance</a>.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact <a href="#">Worcestershire Public Health</a> 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. <del>See page 17 for alternative to self-isolation (LFT programme)</del></p> <p>To help with this, records, where possible, will be kept of:</p> <ul style="list-style-type: none"> <li>• The pupils and staff in each group</li> <li>• Detailed seating plans will be created and rigidly adhered to, these will be updated where required and where changes made these will be dated to allow 48hr tracing following a confirmed case</li> <li>• Any close contact that takes place between children and staff in different groups</li> </ul> <p>Close contact means:</p>	<p>LT</p> <p>Worcestershire Public Health and LT liaison</p> <p>All teachers</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> <p>Seating plans were in place from start of September but not specifically listed in the RA</p> <p><b>Seating plans updated for changes to teaching rooms from 7<sup>th</sup> June 2021</b></p>

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		<ul style="list-style-type: none"> <li>• 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"> <li>○ Being coughed on,</li> <li>○ A face-to-face conversation, or</li> <li>○ Unprotected physical contact (skin-to-skin)</li> </ul> </li> <li>• Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person</li> <li>• Travelling in a small car with an infected person</li> </ul> <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:  <a href="https://capublic.worcestershire.gov.uk/HRForms/EmployeeCovidTesting.aspx">https://capublic.worcestershire.gov.uk/HRForms/EmployeeCovidTesting.aspx</a>            Please note staff must select 'WCC—School' in the dropdown.            Staff should book a test using the NHS website</p> <p>Students travelling to college in the school minibus will follow the SAS protocol and ensure that they wear face coverings at all times when in the vehicle and ensure that they rigorously sanitise their hands before travelling in the minibus. A seating plan for the minibus will be</p>	All staff		

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Contact with coronavirus when getting to and from school		<p>used to identify possible contacts should anyone test positive.</p> <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 mandatory for students using dedicated school transport to wear face coverings, duty staff to monitor, reminders through daily bulletin, stock of face coverings maintained in school. Students will be required to sit in their designated seat according to the seating plan devised by the LA.</p> <p>Everyone will be informed that car sharing with non-household members is not permitted – including Year 12 students who drive to school</p> <p>School transport providers will follow all national and local guidance to make sure their staff:</p> <ul style="list-style-type: none"> <li>• Follow hygiene rules</li> <li>• Try to keep their distance from passengers where possible</li> <li>• Do not work if they or a member of their household are displaying coronavirus symptoms</li> </ul>	<p>All staff, students &amp; parents</p> <p>School Transport</p>	<p>1<sup>st</sup> September 2020</p> <p>Updated guidance from 12<sup>th</sup> October 2020</p>	



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		<ul style="list-style-type: none"> <li>• Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using <a href="#">NHS guidelines</a>, or use alcohol-based hand sanitiser to cover all parts of their hands</li> <li>• Clean their hands on arrival, before and after eating, and after sneezing or coughing</li> <li>• Be encouraged not to touch their mouth, eyes and nose</li> <li>• Use a tissue or elbow to cough or sneeze, and use bins for tissue waste</li> </ul> <p>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> <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"> <li>• Sanitise</li> </ul>	<p>Cleaning/Site Team</p> <p>All staff/students</p>		



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		<ul style="list-style-type: none"> <li>Action (e.g. remove mask, fill up water bottle etc.)</li> <li>Sanitise</li> </ul> <p>Daily student bulletin messages shared with student by tutors on an aspect of keeping 'Covid safe', Covid related PSHE and tutor activities in place.</p>	Tutors		
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"> <li>Banisters</li> <li>Classroom desks, tables and chairs</li> <li>Office desks</li> <li>Toilet facilities (including taps and flush buttons) to be cleaned at least 3 times daily</li> <li>Door and window handles</li> <li>Furniture</li> <li>Light switches</li> <li>Reception desks</li> <li>Teaching and learning aids</li> <li>Computer equipment (including keyboard and mouse)</li> <li>Sports equipment (if required)</li> <li>Telephones</li> <li>Fingerprint scanners</li> </ul>	<p>Cleaning/Site Team</p> <p>All staff</p>		

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		<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 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>Cleaning/Site Team</p> <p>Teaching staff</p> <p>All staff</p> <p>Teaching Staff/ Cleaning Team</p>		<p>Areas checked following HSE policy update 03/03/21</p>

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		<p>Any resources shared between groups, such as sports, technology, music, art and science equipment, will be either:</p> <ul style="list-style-type: none"> <li>• Cleaned frequently and meticulously, and always between groups using them; or</li> <li>• Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups</li> </ul> <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:        Year 8: English        Year 9: Humanities        Year 10: Main Corridor        Year 11: PE        Year 12/13: Sixth Form</p>	<p>Parents/students</p> <p>JH and Cleaning Team</p> <p>Students/ Teaching staff</p> <p>Teaching Staff/TAs</p>		

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		<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>																											
<p>Spreading infection due to excessive contact and mixing between students and staff in classrooms and offices</p>		<p>Vertical Tutoring has been temporarily suspended and students placed in year based tutor groups to minimise mixing of students. <del>Tutor groups will be located in year base areas.</del></p> <p>Teaching, where specialist facilities are not required, will take place in year bases as follows:</p> <table border="1" data-bbox="607 837 1184 1401"> <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> <tr> <td>11</td> <td>Quad (Q1-8)</td> <td>IT1</td> <td>A1</td> </tr> <tr> <td>Sixth Form</td> <td>G2, C3, L1-5, Old Library</td> <td>IT2, IT3</td> <td>A7 (+workroom)</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	11	Quad (Q1-8)	IT1	A1	Sixth Form	G2, C3, L1-5, Old Library	IT2, IT3	A7 (+workroom)	<p>LT</p> <p>All staff/students</p>	<p>1<sup>st</sup> September</p>	
YEAR POD	Main Teaching Hub	IT Facilities (main)	Art Room																										
8	New English (E1-8 + New Library)	IT4	A4																										
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		<p>Specialist facilities are timetabled to avoid use by multiple year groups in the same day or to allow time for cleaning between groups.</p> <p>Key Stage 3 students will be taught in consistent groups and use the same classroom where possible.</p> <p>Teachers will return to teaching in their own classrooms wherever possible from summer half term – students will move between classrooms. Teachers will wipe down table tops and chair tops between year group bubble usage.</p> <p>Social Distancing space will be maintained between students and staff, 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.</p> <p>Staff will be provided with a face visor should they wish to use it where social distancing cannot be maintained.</p> <p>Hazard tape available for staff to create their own safe zone in their office/classroom and encourage social distancing.</p> <p>Importance of classroom layout reinforced with staff, some classroom furniture rearranged to increase space between students and staff. New 'safe' zones identified with hazard tape. Where layouts have changed updated and dated seating plans to be available.</p>	<p>Cleaning Team</p> <p>Teaching staff</p> <p>All staff</p> <p>All Staff</p> <p>Teaching staff</p>	<p>07/06/21</p> <p>23rd October</p>	<p>Tracing movements of a positive case in school revealed that some classroom layouts had become less safe over time.</p>

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		<p>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. 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, except in lessons with peripatetic music teachers who follow Severn Arts risk assessment processes. 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</p>	All Staff		

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		<p>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. 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"> <li>10.00 – 10.20am: Year 8 break</li> <li>10.20 – 10.40am: Year 9 break</li> <li>10.40 – 11.00am:</li> <li>11.00 – 11.20am: Year 10 /12/ 13 break</li> </ul> <table border="1" data-bbox="562 1177 1229 1390"> <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> </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	<p>All staff</p>	<p>1<sup>st</sup> September</p> <p>7<sup>th</sup> June</p>	<p>Year 10 break will change to 11am to reduce disruption to lessons</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																
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		<table border="1"> <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> </table>	Period 4	1.10 – 2.10pm	1.10 – 2.10pm	12.20 – 1.20pm	12.20 – 1.20pm					<p>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>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. <del>Year 8 students</del> 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>Face coverings will be optional <del>strongly recommended</del> in school buildings and classrooms 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>	Students/Parents	8 <sup>th</sup> March 2021 7 <sup>th</sup> June 2021	
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 (until 1.10pm)	Hall	Perschore Kitchen											
Outdoor space	Bottom playground	Opposite Library	Opposite Library	Bottom playground											



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		<p>Year group bubbles are allocated specific areas for their use before school as follows:</p> <table border="1" data-bbox="562 480 994 863"> <thead> <tr> <th></th> <th>Dry plan</th> <th>Wet plan</th> </tr> </thead> <tbody> <tr> <td>Year 8</td> <td>Area between English Block &amp; Quad (pathway)</td> <td>Entrance to English &amp; Science Blocks</td> </tr> <tr> <td>Year 9</td> <td>Outside Humanities</td> <td>Technology Atrium</td> </tr> <tr> <td>Year 10</td> <td>Tennis Courts (behind Sports Hall)</td> <td>Changing Room / Sports Hall Link Seating shelter</td> </tr> <tr> <td>Year 10</td> <td>Lower Playground</td> <td>PE Corridor Quad</td> </tr> </tbody> </table> <p>Provision of a marquee on the lower playground for use in inclement weather by students at break and lunch times</p> <p>Additional measures in place to enable suitable distance from catering staff: Barriers used to keep students away from servery, new queue management arrangements to avoid contact under 2m, screens installed at till points where closer contact is necessary</p> <p>Students reminded to wear face coverings in classes and communal spaces when not eating (Hall, Dining Room and Sixth Form Common Room.</p> <p>All students who consent to be offered 3 Lateral Flow Tests 3-5 days apart on return to school in March 2021.. Students will be provided with home testing kits for twice weekly testing following their 3<sup>rd</sup> LFT. Positive cases will be confirmed with a PCR test</p>		Dry plan	Wet plan	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 10	Lower Playground	PE Corridor Quad	<p>Catering and Site Team, Duty Staff</p> <p>All duty staff</p> <p>Leadership Team</p>	<p>29<sup>th</sup> June 2020</p> <p>30<sup>th</sup> September 2020</p> <p>4<sup>th</sup> March 2021</p> <p>7<sup>th</sup> June 2021</p>	
	Dry plan	Wet plan																		
Year 8	Area between English Block & Quad (pathway)	Entrance to English & Science Blocks																		
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Year 10	Lower Playground	PE Corridor Quad																		

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		<p>Staff, regular visitors and contractors who consent to be offered home Lateral Flow Test kits from March 2021.</p> <p><del>Students and staff identified as close contacts of positive cases in school to be offered 7 day serial Lateral Flow Testing where they/parents provide consent as an alternative to self-isolation. See separate Risk Assessment for School Testing Centre.</del></p> <p>From Summer Term 2021 Peripatetic music lessons will start face to face, social distancing will be in place where possible, the room well ventilated but face covering cannot be worn in some lessons, no shared lessons, good cleaning regime in place</p>	Keith Walden, Peripatetic teachers	19 <sup>th</sup> April	Updated guidance received from Public Health and the DfE putting 7 day serial testing on hold
Spreading infection due to the school environment		<p><u>Checks to the premises</u> 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><del>From 4<sup>th</sup> November students, staff and visitors will wear face coverings (unless medically exempt) in transit</del></p>	Site Team  LT and Student Hub	1 <sup>st</sup> September         4 <sup>th</sup> November	Areas checked following HSE policy update 03/03/21       Signage to be included in Visitor Reception

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		<p>between buildings and inside all buildings in communal areas where social distancing cannot be assured. From 8<sup>th</sup> March face coverings will be worn in lessons/tutor time. Students will be reminded of this through a return to school assembly and in the daily bulletin and staff will instigate a formal procedure at the start and end of lessons in order to safely remove/don and store their face covering using the school's SAS procedure. A small stock of face coverings is available from the Student Hub if students forget to bring theirs to school.</p> <p>Students have been instructed on safe storage (a sealed plastic bag), disposal (a 'black bag' bin), and cleanliness (SAS protocol, avoiding touching the front of their covering, not putting coverings on surfaces, replacing damp coverings with a clean version).</p> <p>Students entry and exit from classrooms should be managed where possible to avoid unnecessary mixing of students in doorways</p>	Teaching Staff	8 <sup>th</sup> March Updated 7 <sup>th</sup> June 2021	
Spreading infection due to excessive contact and mixing in meetings		<p>Where possible, all meetings will be conducted using Microsoft Teams or equivalent video conferencing 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</p>	LT/Pastoral/SEN Teams	1 <sup>st</sup> September	

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		in operation. A screen to protect the Receptionist from close contact installed.			
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 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>	LT	1 <sup>st</sup> September	LT continue to review in light of updated DfE/LA/Liberata guidance and local policy
		<p>Individual Risk Assessments will be undertaken for vulnerable staff</p> <p>Staff who are Clinically Extremely Vulnerable will be advised to work from home and 'shield' Pregnant staff with underlying health conditions and those over 28 weeks will be included in this category</p>	KB	5 <sup>th</sup> January 2021	