



## Devonport High School for Girls Risk Assessment for opening to all students from September 2020

### Introduction

The government have asked schools to open to all students from September 2020. In order to ensure that we have all health and safety measures in place, we have considered the following safeguarding measures, we recognise that local decisions may need to be flexible:

Checklist completed by:	Name:	Beverley Bell
	Position:	Business Manager
	School:	Devonport High School for Girls
	Date:	30 <sup>th</sup> November 2020
Checklist submitted to LA	Date:	

No	Hazard/risk	Existing controls in place	Residual risk			Further action needed to reduce risk	Reduced risk		
			S	P	R		S	P	R
1	Has the COVID-19 Safe System of Work checklist (sent out with the Schools newsletter dated 14 <sup>th</sup> April) been completed and returned to the PCC Health, Safety and Wellbeing Team for your school	Completed. DHSG already open to keyworker and vulnerable students. Premises staff onsite constantly so all checks and maintenance carried out as usual.	4	2	8	All servicing/checks carried out as normal during the academic year until the lockdown. Any servicing/checks that could not be carried out due to contractors being closed between March and May have been actioned.	4	1	4



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2	Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing.	<p>Currently only 3 pods – vulnerable/children of keyworkers, Y10 and Y12. Y10 and Y12 are attending on different days. Students have staggered arrival times and different gates to access and leave the school. Areas of the school grounds have been cordoned off to facilitate waiting areas where students can socially distance. Staff control the student access into the classrooms.</p> <p>Staff have been allocated to one of the 3 pods per week.</p> <p>Any other staff needing to come in to school have to request access from Business Manager and staggered arrival times are arranged.</p>	4	2	8	<p>When all students returned in September 2020, students were kept in year group bubbles and each year group was allocated the following:</p> <ul style="list-style-type: none"> <li>• a set of classrooms to use</li> <li>• a gate to use to enter and leave the school site</li> <li>• an allocated entrance door if their classrooms are in the main school building</li> </ul> <p>Students instructed not to enter the school site until 8.15am and must go straight to their form rooms</p> <p>Students should leave the school site by 3.45pm. If any students have later transport, they can wait in the main hall until 4.15pm, which will be staffed and have allocated zones for each year group.</p> <p>Sixth form students use the Lower Lyndhurst Gate to enter and leave the school site during the day as this gate has the pedestrian access controls.</p>	4	3	12
3	Overcrowding in classrooms and corridors.	Current students in school are in 3 “pods” and have allocated classrooms in different areas of the	4	3	12	When students returned in September 2020, students were kept in year group bubbles. They were allocated a set of classrooms per year group and will remain in those classrooms for their	4	3	12



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		<p>school with no crossover between groups.</p> <p>The Y10 and Y12 students have been limited to 25% maximum for each year group. Y10 and Y12 are attending on different days</p> <p>Classrooms have been set up to accommodate less than 50% of a class. Desks have been spaced out to a 2m distance with a single chair. Exam desks have been used where necessary to provide more space</p> <p>Social distancing adhered to in seating arrangements in classroom and computer room.</p> <p>A one-way system has been introduced around the school, and separation measures are in place in corridors and reception.</p>				<p>teaching unless they need to move to a specialist teaching subject room (e.g Science, PE, Drama, Food Tech, Textiles) or in relation to pastoral matters (e.g. see HoH, SST).</p> <p>If their classrooms are in the main building, they have been allocated a door to enter the building to avoid too many students entering through the same door.</p> <p>Classrooms have been set up to cater for full classes (up to 32) with desks and chairs facing forwards.</p> <p>A one-way system is in place around the school and separation measures are in place in corridors and reception.</p> <p>Staff and students are expected to wear face coverings in the communal areas – corridors, main reception, first aid area and toilets.</p>			
4	Increased numbers during breaks compromising social distancing.	At break time, the keyworker/vulnerable pod have their break in their classrooms. Y10 and Y12 are not currently having a	4	2	8	From September, break time will be at the normal time and students will be having their morning break in their allocated classrooms.	4	3	12



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		break time as they are only in for limited hours.				<p>Years 7 and 8 students have outside areas allocated for their use at break time to enable them to be less static in their tutor rooms.</p> <p>Games boxes have been re-introduced to tutor rooms, with reminders about good hand hygiene</p> <p>A trolley delivery service is available for students to purchase refreshments – it visits one-year group per day.</p> <p>Year 12 students will be “employed” to monitor students in a “break-out” room during break time. They will be trained in safeguarding and Covid-19 safety.</p>			
5	Increased numbers during lunchtime compromising social distancing.	The keyworker/vulnerable pod have a grab bag provided in the dining hall. Chairs have been removed to limit the number of students per table. The Y10 and Y12 students have a shorter lunch break of 30 mins which is taken in their allocated classroom. Any packed lunches ordered are taken to them in their allocated classroom. Staff who have been teaching students have been provided with an allocated	5	3	15	<p>From October, staff and students have been able to order hot meals which have been delivered to their allocated classrooms at lunchtime.</p> <p>Year 12 and 13 students have allocated areas to collect their hot meals from the Servery.</p> <p>Students must eat their lunches in their classrooms, not in the dining room.</p> <p>Lunchtime is at the normal time. Students have allocated times to go out for fresh air. These are staggered to reduce the numbers of students outside at the same time. Outdoor spaces are divided into zones, and students are allocated zones to use during specified timeslots, and this is monitored by mealtime assistants. The changeover</p>	5	3	15



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		room within their pod to take their lunch break. Separate staff have been allocated pods to patrol during the lunch break to monitor social distancing and use of the toilets.				<p>in allocated time slots is monitored by members of SLT.</p> <p>Picnic benches have been removed or cordoned off to prevent use.</p> <p>Staff have been allocated rooms for their lunch break and can also use the grass area behind the Art block.</p> <p>Year 12 students will be “employed” to monitor students in a “break-out” room during break time. They will be trained in safeguarding and Covid-19 safety.</p>			
6	Changes to building use being safe for pupils & staff– e.g. storage, one way systems, floor tape	<p>Limited number of students attending are currently in a pod with allocated rooms. Fire, first aid and other health and safety needs are met</p> <p>Y10 and Y12 students have been limited to 25% maximum for each year group. Y10 and Y12 are attending on different days</p> <p>A one-way system has been set up in the main building and in the MFL and Maths blocks for Y10 and Y12.</p>	4	2	8	<p>All current systems will continue.</p> <p>Cleaning staff are employed for extra hours during the day to carry out further cleaning on more heavily-used areas.</p> <p>The use of shared resources is limited as much as possible, but cleaning regimes for certain resources are place e.g. Ipads, science equipment.</p>	4	3	12



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		<p>First aid boxes have been updated with PPE equipment and first aiders have been briefed. Staff encouraged to contact Business Manager if they need any further I-I guidance. Documents have been updated and a record of instructions issued is being maintained.</p> <p>PPE equipment available for other staff if required for their role e.g. premises staff cleaning a spillage.</p> <p>Cleaning team in mornings and evenings to ensure all areas cleaned each day. Staggered start/finish time for cleaners to ensure they can socially distance in the cleaners cupboard.</p>							
7	Staff rooms and offices to comply with social distancing and safe working practice	<p>Limited number of staff onsite at present.</p> <p>Staff work on a rota basis and are only asked to come in to work if required to undertake the work in</p>	4	3	12	<p>All staff were expected to return to work as normal in September 2020. Staff are still expected to socially distance where possible.</p> <p>Support staff are working in their normal areas. Teachers have access to their classrooms, allocated</p>	4	3	12



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		<p>school. The school is supporting home working where it is possible for the staff member to do so.</p> <p>Staggered working days limit the number of staff in school at any one time.</p> <p>All staff are socially distancing, with number of offices being limited and other working areas set up if their office is too small for social distancing.</p> <p>Signage put up on toilets reminding about 2m distancing and standing back to let people enter/exit. Toilet access is one in /one out.</p> <p>Staff allocated break rooms in their own pods.</p> <p>Staff briefings of no more than 5 people in a large staffroom. Other staff briefings have been done via email and a record of all documents sent out is</p>				<p>offices (if relevant), staff room, staff workroom and computer rooms if available.</p> <p>Classrooms are set up with forward facing desks. Staff are advised to stay at the front of the classroom and to try to maintain 2m distance from the students and minimise the time spent within 1m of anyone.</p> <p>Extra areas for staff to use at break/lunch times have been allocated. This will be the main hall in the first instance.</p> <p>Single toilets will remain one in/one out.</p> <p>Multi-cubicle toilets will have signage to advise to step back and allow others to enter/exit.</p> <p>Staff briefings are held virtually wherever possible or communicated via email.</p> <p>Training etc. is carried out in either large spaces (e.g. main hall) or in small groups, adhering to social distancing, or virtually.</p>			



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		retained centrally in One Drive for all staff to access.							
8	Ventilation to reduce spread	Access and entry doors to buildings will be left open as much as possible. Automatic fire doors left open. All other doors left open where possible. Windows open.  Site will remain secure as the site is fenced and all gates locked	4	2	8	Ventilation procedures remain in place. This is monitored and may be adjusted as the weather turns colder.	4	3	12
9	Staff Capacity with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratio	Staff health situation and family circumstances have been surveyed again. Individual risk assessments have been carried out with any staff identified as vulnerable should they be required to come into work.  Teacher availability currently high. Cover supervisors would be used if teacher not available.	4	2	8	Teacher availability continues to be currently high. Cover supervisors are used if teacher not available.  If necessary, supply teachers from our DHSG supply register would be used. Agency supply teachers could be utilised through the supply agencies that we use on the rare occasions that agency staff are required.	4	1	4
10	Anxiety levels of staff and community causing	Constant communication with staff, students and	4	3	12	Continuing communication with staff, students and their families.	4	3	12





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	breakdown in staffing ratios, compromising group sizes.	<p>parents and carers. Strong pastoral support in place for students; a member of SLT and Head of House in each day, telephone calls home, emails from pastoral team</p> <p>Staff consulted on risk assessment and feedback used to revise risk assessment. More detailed instructions on managing risk was sent to teaching staff and students with the introduction of more students into school.</p> <p>Instructions on attending school and managing risk to be issued to support staff where necessary which will be relevant to their role/working area.</p> <p>Parents/carers were surveyed and students only attended school at pre-arranged dates/times to limit the number of students and staff onsite.</p>				<p>Staff are consulted on risk assessment and feedback used to revise risk assessment.</p> <p>Individual risk assessments were carried out again in September 2020 for vulnerable and anxious staff to provide an opportunity to discuss and reassure.</p> <p>More detailed instructions on managing risk was sent to staff and students to reflect the changes made on the return of all students.</p> <p>CPD on the new safety measures and procedures was provided to staff on the inset days at the start of term in September 2020.</p> <p>Students had allocated time with their form tutors on their first day in September to go through the safety measures and procedures.</p> <p>Open door policy for staff to discuss concerns.</p>			



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		Open door policy for staff to discuss concerns.							
11	Contaminated surfaces spreading virus.	<p>Unnecessary items removed and stored.</p> <p>Cleaning team back to full strength and cleaning morning and evening, with a particular focus on high touch/traffic areas.</p> <p>Hand sanitiser and anti-bac wipes available around the school for staff and students to use. Anti-bac soap in toilet areas.</p> <p>Students to bring in own resources such as pencil cases. Shared resources will need to be wiped with anti-bac wipes or left for 72 hours before someone else using them.</p> <p>Gloves available for staff if required</p> <p>Y10/Y12 students are attending for one day a week and remaining in an</p>	5	3	15	<p>Unnecessary items removed and stored.</p> <p>Cleaning staff are employed for extra hours during the day to carry out further cleaning on more heavily-used areas.</p> <p>The use of shared resources is limited as much as possible, but cleaning regimes for certain resources will be in place e.g. Ipads, science equipment.</p> <p>Hand sanitiser and anti-bac wipes continue to be available around the school, as well as anti-bac soap in the toilet areas.</p> <p>Students bring in their own resources such as pencil cases.</p> <p>Hand sanitiser is available in every classroom and office and staff and students are instructed to use it when entering and exiting the room.</p>	5	3	15



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		<p>allocated classroom with an allocated teacher.</p> <p>Hand sanitiser is available in every classroom and staff and students have been instructed to use it when entering and exiting the room.</p>							
12	Lessons or activities to take place outdoors in line with social distancing	<p>Vulnerable/Key Worker students undertake outdoor activities once per day. Any sports equipment used (e.g. balls/bibs) are washed after each use. Walking/running route marked out for 2m distancing.</p> <p>No outdoor activities timetabled for Y10 and Y12 students.</p>	4	3	12	<p>Students undertake outdoor activities.</p> <p>PE lessons take place on the field and courts. The hall and gym are in reserve for PE use in bad weather. The Life Centre will be available for DHSG's use from November.</p> <p>Any sports equipment used (e.g. balls/bibs) is cleaned.</p> <p>Walking/running route marked out for 2m distancing and rounders.</p>	4	3	12
13	Shared resources and equipment increasing spread	Students bring in own resources to prevent the sharing of resources. Any shared resources to be cleaned following DfE guidance. Large items cleaned by premises staff	4	4	16	Students bring in own resources. Resources are not shared within a classroom where possible. Anything shared is cleaned prior to re-use (e.g. iPads). Text books can be used but must be left for 72 hours between use by different year groups. If handouts are necessary, these are issued to individual students to retain.	4	3	12



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						Staff and students advised to use hand sanitiser when entering and leaving the classroom.			
14	Cleaning staff and hygiene contractors capacity - providing additional requirements	Cleaning team back to full strength and cleaning morning and evening, with a particular focus on high touch/traffic areas. Site staff also available onsite throughout the day to clean where necessary. Should there be any future staff shortages, other support staff not currently required to work have volunteered to come in and undertake cleaning to help out.	4	3	12	The cleaning team continue to work at full strength, and are undertaking extra hours from September to clean high use areas within the school day.  Site staff also available onsite throughout the day to clean where necessary.  Cleaning regimes are set up for shared resources such as iPads, using other staff where necessary.	4	2	8
15	Sufficient handwashing facilities for staff and pupils	Hand sanitiser available in all areas currently in use. Anti-bac soap in all toilet areas.  Signage in all toilet areas on the correct way to wash your hands and been shared with students and parents/carers.	4	3	12	Additional wall mounted sanitiser dispensers have been fitted around the school. Signage showing how to use hand sanitiser placed beside dispensers.  Anti-bacterial soap available in every toilet area and sink area. Signage in all toilet areas on the correct way to wash your hands.	4	3	12



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16	Additional time for staff and pupils to carry out handwashing	Frequent hand cleaning is part of normal routine	4	2	8	Frequent hand cleaning is part of normal routine. Students are instructed to sanitise their hands as they enter and leave the classroom. They are also allowed to go to the toilet during lessons	4	3	12
17	Handwashing practice with children (secondary age students)	Signage in all toilet areas on the correct way to wash your hands	4	3	12	Signage in all toilet areas on the correct way to wash your hands.  Signage showing how to use hand sanitiser placed in all classrooms.	4	3	12
18	Sufficient supplies of soap and cleaning products	The school ordered early and therefore have a good stock of products.	4	3	12	All products have arrived. Stock control has been put in place to monitor usage and ensure stocks are replenished in a timely fashion, allowing for possible delays. Engaged with multiple suppliers.	4	2	8
19	Toilets being overcrowded	Number of students onsite at any one time currently low in relation to the student/toilet ratio. Students are allowed to leave lessons to go to the toilet to reduce the numbers during break/lunch. Staff will be controlling access in and out of toilets during the lunch break. One in/one	4	3	12	Year groups have been allocated specific toilet areas to use in the first instance.  Students are allowed to leave lessons to go to the toilet to reduce the numbers during break/lunch.  Single use toilets have a one in/one out policy. Multi-cubicle blocks have all cubicles and sinks available but have signage to remind about distancing and to stand back to allow others to enter/exit.	4	3	12



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		<p>out system. Signage on door.</p> <p>Staff and student toilets have signage to remind about 2m distance and to stand back to allow others to enter/exit.</p> <p>In blocks of toilets, every other toilet and sink will be blocked off to ensure distancing.</p>							
20	Vulnerable groups who are clinically, extremely vulnerable.	<p>Staff surveyed again recently. Clinically extremely vulnerable advised to remain at home. Clinically vulnerable have had an individual risk assessment carried out prior to being rota'd to attend school (Some will be working with students and some will not)</p> <p>Parents/carers regularly advised to follow the latest DfE guidance.</p>	5	2	10	Individual risk assessments were reviewed again with vulnerable/ anxious staff to reflect the arrangements for September 2020.	5	2	10
21	Children with EHCP	We do not have any students with an EHCP currently				If this were to change in the future we would follow the DfE guidance			



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22	Students follow guidance	Students have been placed in small pods with allocated teachers for the pod. Clear instructions have been issued to years 10 and 12 prior to them attending the site. They have been in small groups and constantly monitored whilst onsite.	4	2	8	Students are in year group bubbles and were sent information prior to returning to school on how to manage the risk in school.  Extra staffing was put in place to monitor when students are moving around the school – on entry/exit, during break and lunch times.  Students had training on their first day in September with their form tutors.	4	3	12
23	Member of a class becoming unwell with COVID19	If a child or member of staff is unwell with suspected COVID19 symptoms, the member of staff notifies the office using the telephone in their block. The member of staff must identify what the first aid incident is so that the correct equipment can be taken over. The first aider wearing PPE collects the child and escorts them to an isolation room (which has an allocated toilet facility). Windows will be opened for ventilation. Parent/carer notified requesting immediate collection. Staff member or Student and parent/carer	4	3	12	The member of staff will notify the main office using the emergency alert button on SIMS. Main office staff then email to find out the nature of the emergency. The first aider will be advised that it is a suspected COVID19 case and will wear the appropriate PPE.	4	3	12



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		advised of need to self-isolate for 10 days and arrange to have a test for COVID-19. PHE will be notified of the suspected case by a member of SLT. Local authority to be informed as part of daily return.							
24	Staff understanding new changes – safe practice at work & in classroom. Teaching in a safe environment	<p>Small number of staff currently onsite. Instructions given.</p> <p>DfE guidance emailed to all staff</p> <p>Regular communication and updates being sent.</p> <p>Additional instructions emailed out to staff coming in to work with small classes of Y10/Y12 students specific to area that their pod is located.</p> <p>New Instructions issued to first aiders</p>	4	2	8	<p>Communication and updates continue to be sent out.</p> <p>Updated instructions will be issued to staff.</p> <p>Full staff training took place on the 2 training days in September prior to the students' return.</p> <p>Students received training from their form tutors on their first day back.</p>	4	2	8
25	Accessing testing arrangements are clear for all staff	Access to testing is already available to all essential workers and this information has been sent	4	2	8	The same arrangements are in place.	4	2	8





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		<p>out to staff in the DfE updates.</p> <p>Staff have been made aware that there is access to COVID19 testing in Plymouth if either they or family members have symptoms.</p> <p>Tests can be arranged by email:</p> <p><a href="mailto:plh-tr.ohstaffswabbing@nhs.net">plh-tr.ohstaffswabbing@nhs.net</a></p>				The school has tests supplied by the DfE. These are issued out to students/staff with suspected Covid-19 in accordance with the criteria set by the DfE.			
26	Conditions for use of PPE when dealing with a symptomatic child are clear and understood by staff.	If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home, PPE equipment should be worn by the supervising adult (a face mask, apron, gloves and eye protection) which there are 2 sets of in every first aid kit	4	3	12	<p>First aid boxes have had 2 PPE kits added for speed in a quick grab bag (face masks, goggles, aprons and gloves). First Aiders have been instructed to wear them if they are attending a first aid incident of a suspected coronavirus case. First aiders go to the student, rather than the student coming to reception. They will take them to the isolation room (which has its own toilet).</p> <p>First Aiders keep a record of where the child has been and who they have been in contact with.</p>	4	2	8
27	Travel to school and provision of safe school transport:	We have shared the latest DfE guidance with parents/carers.	4	4	16	A number of our students live a fair distance from school and it is not feasible for them to walk or cycle to school. Advice has been given to students	4	3	12



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		<p>A number of our students live a fair distance from school and it is not feasible for them to walk or cycle to school. We have arranged a later start and earlier finish to avoid the peak times on public transport. Advice has been given to students and parents/carers on the wearing of a face covering whilst on the public transport and safe storage of this once they arrive at school</p> <p>Also use of hand sanitiser before alighting on transport; avoiding touching anything on the transport as far as possible; remaining seated until the bus comes to a halt and avoiding touching anything whilst getting off; using hand sanitiser before proceeding to school gate; wash hands with soap and water or use of hand</p>				<p>and parents/carers on the wearing of a face covering whilst on the public transport and safe storage of this once they arrive at school</p> <p>Also use of hand sanitiser before alighting on transport; avoiding touching anything on the transport as far as possible; remaining seated until the bus comes to a halt and avoiding touching anything whilst getting off; using hand sanitiser before proceeding to school gate; wash hands with soap and water or use of hand sanitiser on entry to school building.</p> <p>The private contract buses that some students use, have been set up with “bubbles” for each school using the bus (DHSB/DHSB/PHSG).</p>			



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		sanitiser on entry to school building							
28	Kitchen facilities comply with latest Covid19 guidance to reduce risk of infection/contamination and catering staff are operating in a safe environment	<p>Due to the low numbers of students on site, the number of catering staff coming in has been reduced to no more than 2 at a time. They have spent more time deep cleaning the kitchen facilities daily. All routine checks have been carried out as normal.</p> <p>With the numbers of students increasing, the kitchen no longer offered hot meals to prevent more catering staff being required and cross contamination of pods. Due to the shortened school day for Y10 and Y12 students, grab bags were prepared to order and these have been delivered to students in their pods.</p>	4	2	8	<p>Staff and students can order hot meals which will then be delivered to their allocated classrooms.</p> <p>A 3-week menu is available on the school website showing the selections available.</p> <p>Catering staff are back to full capacity but at staggered times to reduce the number of staff in the servery area and are used for various tasks to ensure that they are not operating too close together.</p> <p>Protective screens have been fitted in the servery in preparation for hot lunches being served again.</p> <p>A trolley delivery service is available for students to purchase refreshments – it visits one-year group per day.</p> <p>Year 12 and 13 students have allocated areas to collect their hot meals from the Servery.</p>	4	2	8
29	Food that is able to be prepared on premises is compliant with	As above	4	2	8	As above	4	2	8



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	Covid - 19 health and Hygiene guidance								
30	Parents/carers, contractors and other staff entering or working in the building – school complying with external requirements for staff safety	Currently parents/carers are not permitted on site unless requested to do so by the school to attend a pre-arranged appointment or in a first aid emergency.  Visitors to site is being limited and is being monitored by the Business Manager.	4	3	12	Visitors to the school are limited and only with prior agreement. They are issued with instructions, including not to enter the education or childcare setting if they are displaying any symptoms of coronavirus. They are also advised of the infection control procedures on site.  Deliveries to the school are done outside of school hours where possible. In school hours this is managed as the gates are locked during the day so this is controlled by reception and site staff. All items delivered are cleaned in identified cleaning areas.	4	3	12
31	Parent aggression due to anxiety and stress.	Due to the low numbers onsite this has not been an issue currently. Students arriving by car have been dropped outside of the gate as parents/carers cannot come onto the school site. No other parents/carers have arrived with students.  Due to the age and home location of our students, parents/carers tend not to drop them off unless they are in a car and therefore	4	2	8	Due to the age and home location of our students, parents/carers tend not to drop them off unless they are in a car and therefore do not stop. Senior members of staff are available to monitor the arrival of the students and deal with any potential issues.  We are in regular communication with parents/carers.	4	1	4



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			S	P	R		S	P	R
		do not stop. Senior members of staff will be at the gates to monitor the arrival of the students and deal with any potential issues.  We are in regular communication with parents/carers							
32	Spread of virus due to increased numbers of people within the building.	Parents/carers had to book a place for their Y10/Y12 child to attend school to keep numbers at no more than 25% of each year group on any one day and to inform the number of staff required to be in to teach them.  Pods created to keep staff and students in separate areas of the school.  Support staff on a rota so that minimum number only onsite.  Parents/carers not permitted on site unless requested. Visitors to site limited to essential.	4	2	8	Students are in year group bubbles, with teaching staff moving. This keeps the students in separate areas of the school where possible.  Students and staff expected to wear face coverings in communal areas – corridors/toilets/main reception/first aid.  Parents/carers are not permitted on site unless requested. Visitors to site limited to essential.  Deliveries arranged for out of school hours where possible.  One-way system in place around the school.  Extensive amounts of additional cleaning and hygiene products purchased and being used.  The use of sanitiser promoted and available across the school and anti-bac wipes available  Support staff keep to individual workstations  Telephones cleaned before and after use	4	3	12



No	Hazard/risk	Existing controls in place	Residual risk			Further action needed to reduce risk	Reduced risk		
			S	P	R		S	P	R
		Deliveries arranged for out of school hours where possible. One-way system introduced around the school. Extensive amounts of additional cleaning and hygiene products purchased The use of sanitiser promoted and available across the school and anti-bac wipes available Telephones cleaned before and after use				Radios cleaned before and after use			

Action Plan



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Hazard	Action Required	Costs / resources required	Target Date	Action by whom?	Completion Date
5	Mark outdoor spaces to indicate the Zones for students to use	Cost of contractor	03/09/20	AW	28/08/20
10	Review risk assessments for vulnerable staff	BBL time	09/09/20	BBL/RME	30/09/20
10/22/24	Issue instructions on managing risk to staff and students	AT time	03/09/20	BBL/RMN	03/09/20
14	Cleaning regimes to be prepared for shared resources such as iPads	BBL time	03/09/20	BBL	03/09/20
22	Create rota for extra staffing at break/lunch	LN time	03/09/20	LN	01/09/20
23	Continually check advice and guidance from Local Authority bulletins and DfE to review actions in relation to this hazard	Time	Daily	BBL	Ongoing

I confirm that this risk assessment is an accurate reflection of the risks and controls in place **YES / NO**

The further action required, as outlined in the Action Plan above, will be achieved by the target dates **YES / NO** – see below\*

**Signed by responsible manager:** NAME...Mrs Beverley Bell.....Signature... *B Bell* ..... Date .....30 11 20.... Review date: As required

Submitted to Local Authority with a request to share with Unions:

Approved by Governing Body: Name: Mrs Glynis Westcott (Chair of Governors) Signature..... *G Westcott* ..... Date...14 12 20.....