



## Devonport High School for Girls Risk Assessment for opening to all students from 8<sup>th</sup> March 2021

### Introduction

The latest school closure as a result of a lockdown will end on 8<sup>th</sup> March 2021 . 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:	Acting Head Teacher
	School:	Devonport High School for Girls
	Date:	8 <sup>th</sup> March 2021
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 20 and May 20 have been actioned.	4	1	4



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			S	P	R		S	P	R
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, a Y7 pod, a Y8 pod and a small mixed pod of the other year groups. Students have different gates to access and leave the school. Staff control the student access into the classrooms.</p> <p>Teaching staff are on a rota and work across the 3 pods on the day that they are in.</p> <p>All staff were surveyed to find out who needed to work in school or from home. Teaching staff have been given an allocated classroom each to work in. Support staff work in their normal areas. Any other staff expected to work from home who wish to come in to school have to</p>	4	3	12	<p>When all students return on 8<sup>th</sup> March 2021, students will be kept in year group bubbles. Each year group has been 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



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			S	P	R		S	P	R
		request access from the Acting Head Teacher and a working space is allocated							
3	Overcrowding in classrooms and corridors.	<p>Current students in school are in 3 “pods” and have allocated classrooms in different areas of the school with no crossover between groups.</p> <p>A one-way system has been introduced around the school, and separation measures are in place in corridors and reception</p>	4	3	12	<p>When students return on 8<sup>th</sup> March 2021 they will be kept in year group bubbles. They have been allocated a set of classrooms per year group and will remain in those classrooms for their 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 will be allocated a door to enter the building to avoid too many students entering through the same door.</p> <p>Classrooms are 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. Face visors are not accepted as face coverings.</p> <p>Students are expected to wear face coverings in classrooms until the Easter holidays. They can remove face coverings to ask questions during</p>	4	3	12



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						<p>lessons. They have been issued with instructions on how to put on and remove face coverings.</p> <p>Staff are expected to wear face coverings in classrooms if they are within 2m of students. Classrooms have the 2m distance from students marked out on the carpets. Staff have been offered amplifiers to wear under face coverings if required.</p>			
4	Increased numbers during breaks compromising social distancing.	At break time, the critical worker/vulnerable pods have their break in their tutor rooms or dining hall.	4	3	12	<p>Break time will be at the normal time and students will be having their morning break in their allocated classrooms.</p> <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 have been “employed” to monitor students in a “break-out” room during break time. They have been trained in safeguarding and Covid-19 safety.</p>	4	3	12
5	Increased numbers during lunchtime compromising social distancing.	The critical worker/vulnerable pods can purchase meals from the servery and eat in the dining hall.	5	3	15	Staff and students can order hot meals via the school website which are delivered to their allocated classrooms at lunchtime. Staff can collect from an allocated area of the servery.	5	3	15



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						<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 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 have been “employed” to monitor students in a “break-out” room during break time. They have been 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	Limited number of students attending are currently in a pod with allocated rooms. Fire, first aid and other	4	2	8	<p>All current systems will continue.</p> <p>Cleaning staff are cleaning morning and evening. Cleaning staff are employed for extra hours during the day to carry out further cleaning on more heavily-used areas.</p>	4	2	8



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		<p>health and safety needs are met</p> <p>A one-way system has been set up in the main building.</p> <p>First aid boxes have been updated with PPE equipment and first aiders have been briefed. Staff encouraged to contact Acting Head Teacher 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 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>				<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>			



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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 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 if required.</p> <p>Staff briefings of no more than 10 people in a large staffroom. Other staff</p>	4	3	12	<p>Staff are expected to return to work as normal on 8<sup>th</sup> March 2021 unless they are clinically extremely vulnerable (CEV) or there has been an arrangement with the school to work from home following issues identified on a risk assessment. 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 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. If staff are within 2m of students when teaching, it is expected that they wear a face covering – this arrangement is in place until Easter holidays. The 2m distance has been marked out on classroom floors. Staff can have access to amplifiers to wear under their face covering.</p> <p>Extra areas for staff to use at break/lunch times have been allocated. 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>	4	3	12



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		briefings have been done via email and a record of all documents sent out is retained centrally in One Drive for all staff to access.				Training etc. is carried out in either large spaces (e.g. main hall) or in small groups, adhering to social distancing, or virtually.			
8	Ventilation to reduce spread	Access and entry doors to buildings will be left open as much as possible. Automatic fire doors left open. Classrooms will have windows and a door left open. Office spaces and other working areas will have windows open and a door open where possible.  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 will be adjusted to take into consideration the weather conditions. Fresh air will always be able to circulate, but the windows may be opened less wide, and the number of doors opened may be reduced in order to maintain an ambient temperature in classrooms and workspaces. External doors will remain open, but if they are double doors, one half will be closed to account for low temperatures, wind and rain.	4	2	8
9	Staff Capacity with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratio	Staff family circumstances and ICT connectivity have been surveyed. Individual risk assessments remain in place, and new risk assessments carried out if necessary.  Teacher availability currently good. Cover	4	1	4	Teacher availability currently good. Cover supervisor used if teacher not available.  Where necessary, supply teachers from our DHSG supply register are being 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





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		supervisors would be used if teacher not available.							
10	Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.	<p>Individual risk assessments were carried out in September 2020 for vulnerable/anxious/BAME staff to provide an opportunity to discuss and reassure.</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>Constant communication with staff, students and parents/carers. Strong pastoral support in place for students; a member of SLT/ Head of House in each day, virtual tutor meeting, telephone calls home if required.</p>	4	3	12	<p>Continuing communication with staff, students and their families. Reminders on safety procedures sent home for parents/carers/students to review before they return to school.</p> <p>Students will have allocated time with their tutors when they return in March to go over safety procedures again.</p> <p>Staff consulted on risk assessment for 8 March 21.</p> <p>Open door policy for staff to discuss concerns. Allocated email set up to email in any questions related to Covid-19 and concerns.</p>	4	3	12



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		<p>Students receive weekly updates from pastoral teams.</p> <p>Staff receive weekly updates from Acting Head Teacher.</p> <p>Staff consulted on initial 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>							



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		<p>Staff were surveyed January 2021 to ascertain if they had any issues related to carrying out their role during lockdown, e.g. ICT connection at home, childcare issues.</p> <p>Open door policy for staff to discuss concerns.</p>							
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>	5	3	15	<p>Cleaning staff are employed for extra hours during the day to carry out further cleaning on more heavily-used areas.</p> <p>All other arrangements remain in place</p>	4	3	12



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		Gloves available for staff if required Hand sanitiser is available in every classroom and staff and students have been instructed to use it when entering and exiting the room.							
12	Lessons or activities to take place outdoors in line with social distancing	Any sports equipment used (e.g. balls/bibs) are washed after each use. Walking/running route marked out for 2m distancing.	4	3	12	Students undertake outdoor activities. PE lessons take place on the field and courts. The gym is in reserve for PE use in bad weather. We are planning to use the Life Centre if possible. Any sports equipment used (e.g. balls/bibs) is cleaned. Walking/running route marked out for 2m distancing and rounders.	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. Staff and students advised to use hand sanitiser when entering and leaving the classroom.	4	3	12



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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 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 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
16	Additional time for staff and pupils to carry out handwashing	Frequent hand cleaning is part of normal routine	4	3	12	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



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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	Stock control 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 out system. Signage on door.  Staff and student toilets have signage to remind about 2m distance and to	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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		stand back to allow others to enter/exit.  In blocks of toilets, every other toilet and sink will be blocked off to ensure distancing.							
20	Vulnerable groups who are clinically, extremely vulnerable.	Individual risk assessments were reviewed again with vulnerable/ anxious staff to reflect the arrangements for September 2020.  Further assessment carried out on staff where necessary January 2021.	5	2	10	Individual risk assessments have been reviewed again with CEV and staff with issues highlighted on previous risk assessments in preparation for the re-opening on 8 <sup>th</sup> March. No CEV staff will be in school. Agreed that some staff can continue to work from home.	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			
22	Students follow guidance	Students have been separated into 3 pods and were sent information prior to coming in to school on how to manage the risk in school.	4	2	8	Students will go back into year group bubbles and have been sent information prior to returning to school on how to manage the risk in school.  Students will have training on their first day in March with their form tutors.	4	2	8



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23	Member of a class becoming unwell with COVID19	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. Student will be taken to the isolation room by the first aider and have symptoms checked, and movement/contacts in school recorded. Parent/carer will need to collect student and undertake. Student's household will need to self-isolate for 10 days and undertake a PCR test.	4	3	12	The same process applies.  Lateral Flow Testing (LFT) will take place on all staff and students who have consented to being tested.	4	3	12
24	Staff understanding new changes – safe practice at work & in classroom. Teaching in a safe environment	Full staff training took place on the 2 training days in September prior to the students' return.	4	2	8	Communication and updates continue to be sent out.  Updated instructions in relation to the expectations around wearing of face coverings in classrooms have been issued to staff.	4	2	8





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		DfE guidance emailed to all staff Regular communication and updates being sent.							
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 out to staff in the DfE updates. Staff have been made aware that there is access to COVID19 testing in Plymouth if either they or family members have symptoms. 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.	4	2	8	The same arrangements are in place. The school has also engaged with lateral flow testing. From 8 <sup>th</sup> March, all staff who have consented will be home testing for Covid-19. Students who have consented will be tested 3 times and will then switch to home testing.	4	2	8
26	Conditions for use of PPE when dealing with a symptomatic child	If a child, young person or other learner becomes unwell with symptoms of	4	3	12	First aid boxes have had 2 PPE kits added for speed in a quick grab bag (face coverings, goggles, aprons and gloves). First Aiders have been instructed to	4	3	12



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	are clear and understood by staff.	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				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).  First Aiders keep a record of where the child has been and who they have been in contact with.			
27	Travel to school and provision of safe school transport:	We have shared the latest DfE guidance with parents/carers.  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 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  Also use of hand sanitiser before alighting on transport; avoiding touching anything on the	4	4	16	Advice has been re-issued to students and parents/carers on the safe use of public transport including the wearing of face coverings, 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.  The private contract buses that some students use, have been set up with "bubbles" for each school using the bus (DHSG/DHSB/PHSG).	4	3	12



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			S	P	R		S	P	R
		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							
28	Kitchen facilities comply with latest Covid19 guidance to reduce risk of infection/contamination and catering staff are operating in a safe environment	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.	4	2	8	Staff and students can order hot meals which will then be delivered to their allocated classrooms. A 3-week menu is available on the school website showing the selections available. 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. Protective screens have been fitted in the servery in preparation for hot lunches being served again. A trolley delivery service is available for students to purchase refreshments – it visits one-year group per day. Year 12 and 13 students have allocated areas to collect their hot meals from the Servery.	4	2	8



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						The catering team are classed as being in a working bubble, although they maintain social distance as they have allocated work spaces in the servery area.			
29	Food that is able to be prepared on premises is compliant with Covid - 19 health and Hygiene guidance	As above	4	2	8	As above	4	2	8
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 Site 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	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.  We are in regular communication with parents/carers.	4	1	4



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		<p>parents/carers have arrived with students.</p> <p>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. We are in regular communication with parents/carers</p>							
32	Spread of virus due to increased numbers of people within the building.	<p>Students are in pods and are kept in separate areas of the school where possible.</p> <p>Students and staff expected to wear face coverings in communal areas – corridors/toilets/main reception/first aid.</p> <p>Parents/carers are not permitted on site unless requested. Visitors to site limited to essential.</p> <p>Deliveries arranged for out of school hours where possible.</p>	4	2	8	<p>Students will be back in year group bubbles, with teaching staff moving. This keeps the students in separate areas of the school where possible.</p> <p>Students and staff expected to wear face coverings in communal areas – corridors/toilets/main reception/first aid.</p> <p>Students are expected to wear face coverings in classrooms until the Easter holidays when this will be reviewed.</p> <p>Staff are expected to wear face coverings in classrooms if they are within 1m of their students. A 2m mark in each classroom shows staff when they are within 2m of their students and they can wear face coverings at this point if they wish.</p> <p>Parents/carers are not permitted on site unless requested. Visitors to site limited to essential.</p>	4	2	8



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

Action Plan



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\*

Hazard	Action Required	Costs / resources required	Target Date	Action by whom?	Completion Date
10/22/24	Issue instructions on managing risk to staff and students	BBL/AT time	03/03/21	BBL/AT	03/03/21
23	Continually check advice and guidance from Local Authority bulletins and DfE to review actions in relation to this hazard	Time	Daily	BBL	Ongoing

**Signed by responsible manager:** NAME...Mrs Beverley Bell.....Signature... *B Bell* ..... Date .....10 05 21.... Review date: As required

Submitted to Local Authority with a request to share with Unions: 03/03/21

Approved by Governing Body: Name: Mrs Glynis Westcott (Chair of Governors) Signature..... *G Westcott* ..... Date...10 05 21.....