

Risk Assessment Summary

This is a summary of our school's Risk Assessment for the wider opening of the school for Year 10, 12 and the HUB provision. The risk assessment is reviewed weekly and new control measures will be put in place if changes within the school occur. The monitoring group are: Core SLT, Wider SLT, Return to School (RTS committee), TURG & H&S Committee, SNS Parents Groups & Student representatives.

Areas of concern	Control Measures
<p>Staff availability:</p> <ul style="list-style-type: none"> • Extremely Clinically Vulnerable • Clinically vulnerable <p>Staff members with underlying health conditions, living with or caring for someone with health conditions which puts them at heightened risk and BAME aged 50+</p>	<ul style="list-style-type: none"> • Staff members have been invited to identify as living or caring for someone with health conditions which put them at heightened risk and are being supported to continuously work from home. • Full use is made if those staff who are self-isolating or shielding but who are well enough to work from home • Staff members receive twice weekly welfare calls from their line manager to ensure they are safe. • Staff members have been sent on-line CPD suggestions and reading material for their continued professional development. • Staff not to be on site if they fall into any of these criteria. Complete risk assessment if asked to be on site (BAMEed Risk Assessment for staff members that are aged 50+) • Flexible and responsive use of LSAs and pastoral staff to supervise classes in place. • Registered the school for staff to be COVID19 tested. • Vulnerability risk assessments to be completed for all staff. • The health status and availability of every member of staff should be known and is regularly updated so that deployment can be planned. • Prioritisation of vulnerable groups for self-isolating and working from home planning • Identification of minimal permissible staffing levels to support wider opening of the school.
<p>Staff and students travelling to school by transport</p>	<ul style="list-style-type: none"> • Staff members have been invited to identify how they travel to work • Staff priority on site will be if they walk, cycle or travel by car to work • If staff numbers are low, then staff who travel to work by one mode of transport • Start times not to be peak hours for staff travelling on transport • Students informed of how to travel safe on the bus
<p>Social distancing:</p> <ul style="list-style-type: none"> • Within school circulation areas 	<ul style="list-style-type: none"> • Agreed number of students who can attend the premises on any given day to enable compliance with social distancing rules (maximum 12 students in each classroom)

<ul style="list-style-type: none"> • Within school classrooms • Within school during peaked times – Start and finish of day. Break/lunch times 	<ul style="list-style-type: none"> • Classroom size and numbers reviewed – use large classrooms to enable maximum of 12 students per classroom • Agree new timetable and arrangements agreed for each year group. Circulation plans have been reviewed and revised – entrances and exits, movement around the building and one-way systems. • Clear signage and posters across the school and areas of excess contact (photocopiers, door handles) • Movement of students and staff around the school is minimised as much as possible. • The Hub for keyworker and vulnerable students has a separate designated area in the school from Year 10 and Year 12 students. • Arrangements in place to support students when not at school with remote learning at home • Guidelines sent home to parents and students attend a briefing before entering classroom. Agreement signed by student. • Start times, finished times and movement around the building is staggered. • Students are regularly briefed regarding observing social distance guidance • Appropriate duty rota and levels of supervision are in place • Staff rooms and offices have been reviewed and configurations of furniture and workstations have been put in place for social distancing. • Floor markings are visible to enable compliance with social distancing • Allocated toilets to be used for staff and students. A system in place whereby students are escorted to the toilet • Classrooms remodelled, with chairs and desks in place to allow for social distancing. Remove all spare chairs • Clear signage in classrooms promoting social distancing • All fabric chairs to be replaced with a plastic chair • Each class group does not mix with another class group • Hand sanitizer, tissues, wipes and cleaning materials present in each classroom • Pedal bins in each classroom • Students to receive individual stationery and no resources are shared • Each classroom will have a door wedge so it can be kept open • Adapt behaviour policy and communicate with students, staff and parents • IT facilities in the classroom to enable staff to use laptops - docking station • The classrooms and spaces used has good ventilation. Windows and doors to be kept open to help with ventilation. • No break-times or lunchtimes for Year 10s and Year 12s
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	<ul style="list-style-type: none"> • The number of entrances and exits used are maximised • Small office or workrooms to be out of bounds • Large gatherings prohibited • Attendance patterns have been optimised to ensure maximum safety
First aid provision	<ul style="list-style-type: none"> • Appropriate level of first aiders on site • A room assigned for unwell students kitted out with all PPE equipment - face mask, gloves, apron - Interview room to become temporary medical room. • PPE training given • Any student with an underlying health or medical condition should stay at home and engage in home learning
Attendance	<ul style="list-style-type: none"> • Staff and students must be advised to not attend school if they have any signs and symptoms of COVID-19 • Parents are advised to not send students to school that are unwell or showing any signs and symptoms of COVID-19 • Identification of minimal permissible staffing levels to support wider opening of the school • Survey to identify which members of staff can be onsite • Key factors considered are age, BAME aged 50+, underlying medical conditions.
Hygiene Control & Cleaning	<ul style="list-style-type: none"> • Agreed number of students who can attend the premises on any given day to enable compliance with social distancing rules • Agree new timetable and arrangements agreed for each year group • Share with parents, students and staff that fresh clothing should be worn daily • Agreed cleaning routine for cleaning staff to carry out • Regular hand washing for staff and students for at least 20 seconds. All staff and students to wash hands before coming into the building – we have purchased 16 mobile sinks • Enhanced cleaning regime in place, particularly for frequently touched services • Availability of hot water and soap • Hand sanitiser, tissues and cleaning materials supplied in each classroom • Teacher or support staff assigned to the same students throughout the day • Same classrooms to be used daily • Planned approach the provision of hand washing/hand sanitiser, with adoption • Coordinated approach adopted to the placement and replenishment of hand wash/sanitiser • Review of waste disposal - bins to be changed twice a day. Staff members to alert premises team if bin is not emptied
Preparation and serving of food	<ul style="list-style-type: none"> • Risk assessments from Olive Dining

	<ul style="list-style-type: none"> • Working with Olive Dining to adapt the Kitchen and servery • Break-times and lunchtimes are staggered for HUB students • There is a designated area for students to eat from the HUB with social distancing being adhered to. • The number of entrances and exits used are maximised • Different entrance and exits are used for different groups • Food only served to HUB students as they will attend for the day • Staff and students are briefed, and signage provided to identify which entrances, exits and circulation routes to use. Staff training week beginning 15.6.20 • A plan in place for managing movement of students and staff on arrival to avoid groups of people congregating • Floor markings visible where it is necessary for students to queue • Large gatherings prohibited • Attendance patterns have been optimised to ensure maximum safety
School Premises	<ul style="list-style-type: none"> • Walk around the school before wider opening • Risk assessments shared with all staff • Staff Training on returning to work and wellbeing. • Fire safety and evacuation procedures - Fire Marshal training available if needed. • Safeguarding and security • Water system checked • Staff Booklet to be given and emailed with information, guidance and this risk assessment. • Only staff that are asked to return to work are on site

The thorough risk assessment has been approved by the Headteacher, Head of Resources and Services, Chair of Governors and Chair of Resources on Saturday 6 June 2020.