

Highams Park Activity Risk Assessment

Reference	COVID -19	Activity Description	All aspects of school life
Assessment Date	20/05/20 with ongoing reviews	Communication	To be shared with staff, pupils and parents via Firefly, and via briefing sessions for staff and students on arrival to school.
Assessor Name	Phil Grundy	Activity Description	COVID-19 - Education General Risk Assessment
Assessment Team Members	Advice and suggestions have been sought and included from: Trustees, Teaching Union local Reps, Willis Towers Watson Insurers. GMB have been invited to comment but no response has yet been received. All teaching staff will receive a copy of the RA and invited to raise any points for clarification.	Review Date	Ongoing review. The Senior Management at the school, will review the delivery of the risk assessment on the ground on a daily basis to ensure that each aspect is delivered.
Date Record Created	20/05/2020	Those at risk / harm	Due to the nature of the virus all individuals coming to the school are to some degree at risk, therefore each of the categories below are potentially applicable to some extent to each category of people, rather than list each for every item they are included generically here: Employees, Contractors, members of the public, Students, Clinically extremely vulnerable people, Clinically vulnerable people, IT support, Catering and Cleaning staff, Key Worker children, Year 10 & 12 on site, Caretaking staff, all those travelling to and from the school.

Substance, activity or a process with potential to cause harm.

Lists legal requirements along with any control measures that may already be in place.

A list of recommended control measures put in place to reduce the level of risk

Hazard Type & Example	Examples of Legal requirements and Control Measures	Additional Control Measures to reduce risk
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<p>1</p> <p>Extremely high vulnerability persons/groups exposed to COVID-19</p>	<p>Guidance on shielding and protecting people defined on medical grounds as clinically extremely vulnerable.</p> <p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>Shielding - stay at home at all times and avoid any face-to-face contact until the end of June.</p> <p>Provision of education and information resources.</p>	<p>Staff that fall into this category must consult with HR (Sharon Croft) but we anticipate them not being present at school at all, until medical guidance confirms it is safe for them to return to work.</p> <p>HR (Sharon Croft) to maintain a definitive list of all staff that fall into the clinically vulnerable category shared with SLMT.</p> <p>Employees must declare to HR their vulnerable status including a copy of their doctor's/ NHS letter for inclusion. It is noted that obtaining some correspondence from GP's at present may be difficult and there might be a time delay in doing so.</p> <p>Pay due consideration for confidentiality of the member of staff's need to share medical details.</p> <p>Government guidance to be followed for all that fall into this category. "Extremely" – should stay at home. "Vulnerable" could come into school once confident in the measures that are implemented as outlined in this document. The outcome may differ depending upon the location in which the colleague works.</p> <p>Parents given option not to send children into the academy based on individual pupils' level of vulnerability. Highly recommended that vulnerable students should not attend.</p> <p>Children who are designated as clinically extremely vulnerable advised not to attend by the academy.</p>
<p>2</p> <p>Employee(s) who have contracted COVID-19 by any means</p>	<p>If suspected cases are identified whilst on the school premises, immediately report to the rear of the P block to the socially distanced table and send a friend to the P block reception to alert the welfare officer.</p> <p>Students will be isolated within designated area of the school with allocated toilet prior to being collected by parents.</p> <p>Follow Gov. Guidelines for cleaning of the room and disposal of any waste after the potentially infected person has left.</p> <p>Direct the individual to process of booking a test to confirm whether they are COVID infected. If confirmed case, follow Gov. guidance.</p> <p>Medical staff supervising individual before their removal to remain 2m away and to use PPE available in the First Aid room.</p> <p>Provision of education and information resources.</p>	<p>Circulation of Gov. guidance on COVID-19 infection control to be provided to staff.</p> <p>Pupils to be made aware of social distancing rules and hand washing rules upon entry to the academy and via e mail and video demonstration prior to attendance.</p> <p>Reduced number of pupils per class (each class has a COVID capacity. In general, between 7 – 9)</p> <p>Reorganisation of the academy day to minimise pupils contact outside of class. Removal of break and lunch time and free time within school restricted, instead a greatly reduced day with students leaving once lesson time has been completed.</p> <p>Track and trace guidance: https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</p> <p>Distribution of literature/posters around the school in prominent places, certainly in all toilets to stress need for handwashing & social distancing. Additional one way systems and reminders all around the school.</p> <p>Remind both staff and students of the availability of testing if they suspect they may have COVID. Check with any individual sent home from school with suspected case for outcome of test before they are permitted to return to school.</p>

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	<p>Staff communications.</p> <p>Colleagues who have had contact with a symptomatic employee or pupil will be made aware of the symptoms and advised to contact NHS 111 for guidance.</p> <p>Employees and pupils with symptoms must isolate at home for 7 days, or 14 days if they are living with other people.</p> <p>Distribution of PHE literature/posters around the school.</p> <p>All staff, who are able to, have been instructed to work from home until further notice. Guidance for working at home is provided by line managers.</p>	<p>TA's providing intimate care will be supplied with 2R quality PPE.</p>
<p>3</p> <p>Employees are not aware of the need to self-isolate or how to self-isolate</p>	<p>Gain confirmation from any external agency visiting the site that they are free of COVID infection.</p> <p>Provision of education and information resources for pupils and parents to ensure they keep students at home who are displaying symptoms of COVID and gain a test as soon as possible.</p> <p>NHS 111 online provides advice on when to self-isolate and access to an online interactive information.</p> <p>Advice on how to self-isolate has been passed onto employees.</p> <p>Employees with underlying health problems to make their manager aware so that appropriate arrangements can be made, in line with Government advice.</p>	<p>Gov guidance on COVID-19 infection control to be provided to staff and students.</p> <p>Distribution of literature/posters to all stakeholders at the Academy via e mail, Firefly, Website.</p> <p>Employees with symptoms must isolate at home for 7 days, or 14 days if they are living with other people as per the Government guidance and request a test to confirm their status.</p>
<p>4</p> <p>Reception/Areas</p>	<p>Sanitising unit at point of entry.</p> <p>Signage to be displayed on social distancing measures where possible.</p> <p>Controlled entry and access. Only one person to be permitted in the reception area at any one time. Signage to confirm this. As far as possible deal with all issues through the intercom without entering into reception.</p> <p>Approach to the reception marked with 2 m distancing indicators to guide safe waiting areas for visitors on approach.</p>	<p>Distribution of literature/posters across all stakeholders.</p> <p>Staff to sign in and out, but can phone reception to inform of arrival to reduce the need to visit communal area.</p> <p>Visitors by appointment only (appointments should be conducted via telephone or teams meeting, where possible. Last resort is a visit.</p> <p>Front of receptions to be fitted with Perspex screens. (Materials to construct these are on order and will be installed at both Main & 6th Form and student services receptions.) Whilst awaiting delivery of the screen desks will be placed in front of reception in order to maintain social distancing between receptionist and visitors.</p>

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<p>5</p> <p>Student Drop off/ Pick up</p>	<p>Parents requested to refrain from physically visiting the school and for enquiries to be dealt with as far as possible via e mail or phone call.</p> <p>Any students being collected to be met beyond the gate, keeping parents away from the school site. .</p> <p>No parents allowed to enter through gates for purposes of picking up. Students to be reminded to arrange a meeting point with their parent a safe distance away from the school to avoid congestion.</p>	<p>Visitors will be signed in by the receptionist so that no communal pen is used, thus reducing the risk of contamination. .</p> <p>Students reminded of social distancing guidelines on entry. Member of SLMT to be on duty in the area outside the school to enforce staggered entry.</p> <p>Parents encouraged not to enter academy grounds, appointments to be made for any face to face meetings, and as far as possible all meetings should be conducted digitally to avoid visiting the reception unnecessarily.</p> <p>Social distancing markers should be used directly outside the reception. 3 gates have been opened to enable space for students to line up whilst maintain social distance from one another.</p> <p>Staggered times of the day for student arrival to spread out the density of population. Year 10 only for sessions 1 & 2, Year 12 for sessions 3 & 4 once Year 10 have vacated the site.</p> <p>Hand sanitising units fitted at entry point and around the school at strategic points..</p> <p>Entry points to be staffed at opening and closing times.</p> <p>One way system to be implemented with all students leaving via the gate at the rear of the school, thus preventing congestion with other students arriving. This will necessitate students needing to be escorted from the premises by the supervising teacher to ensure they have left the site. Remote control of gate as well as a timetable for the site team to be able to open and shut the gate at the end of each period will be set on a rota.</p> <p>Signage and explanation of one way system displayed around the school, but also via letter and video link to set out expectations prior to arrival at school.</p>
<p>6</p> <p>Dining Hall arrangements</p>	<p>Follow the current government guidance on social distancing, where possible of maintaining 2m distance between each seated dinner. https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing</p> <p>Initial plans would mean that students would only attend for part of the day, and would not have a lunch time whilst on the site, thus removing the issue of supervising the dinning hall for large numbers of students.</p> <p>Lunch queuing system has been trialled with the Key worker students as a trial, access into the canteen restricted accordingly to capacity. Confirmed as capacity of 25 students.</p>	<p>The canteen is marked out indicating the 25 safe seats where students can sit and eat lunch at least 2m apart for all other seated diners. Overflow spaces for eating are available in Mr Dooley's room (if raining) or the memorial garden or additional grass areas as described below.</p> <p>Lines on the floor indicate where students should stand when lining up to collect their lunch, whilst ensuring that social distancing still continues.</p> <p>Restrict the menu choices to aid speed of progress through the lunch queue.</p> <p>Expansion the seating area for dining utilising exam desks, and the grass area by the Science area with socially distanced seating.</p> <p>Hand sanitising units at entrance to dining halls.</p> <p>One in one out to be operated once capacity of canteen and overflow areas are exceeded.</p>

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<p>7</p> <p>Till Operators / Kitchen staff.</p>	<p>All lines where students need to queue to collect food have been marked off with 2m distancing.</p> <p>Dining halls to be staffed appropriately during meal times. (Note this will only be for the Key worker students until September, after which point this risk assessment will be reviewed.)</p> <p>Hand washing before and after eating, the toilets and hand sanitiser points on entry to the canteen will be used for this.</p> <p>Quotes are being gained for the provision of a new hard stand area outside the canteen with a handwashing trough. To date a supplier and contractor able to deliver the project has not been found.</p>	<p>Method 1. Biometrics to be cleaned after each use by till operator using disinfectant wipes. Method 2. Canteen staff have been briefed to either use the approach above or to note the name of the student and add the purchase themselves. Whilst no. of students is very low this second method is preferred, but method 1 will be necessary as student numbers rise again.</p> <p>Longer term we are looking into the provision of a "credit card" for each student to be able to swipe for their food thus removing the need for any contact with the keypad. Risk assessment to be reviewed once IT solution for this is found.</p> <p>Catering staff to wear PPE whenever the Government guidelines of social distancing cannot be achieved. Catering staff will wear visors rather than installation of screens as surfaces are not practical to have further attachments mounted to them.</p> <p>Restricted numbers in dining hall at any given time. Insert identified number = 25 seating places have been marked out, indicating where students can sit whilst maintaining a 2 m distance.</p>
<p>8</p> <p>Classroom layouts</p>	<p>Class sizes reduced to ensure 2m distance between each student.</p> <p>Distancing markings to be placed outside each class to guide students lining up outside classes. However, when ever possible students will be brought straight into classrooms to allocated distanced seats.</p> <p>Priority rooms: Rooms in the P block and North block will be prioritised for use each day, as each benefit from wide corridors and larger classrooms than some other areas of the school. Final room choices will be confirmed upon publication of final timetable.</p>	<p>Classrooms to be reconfigured, with each student and member of staff having a clear 2m area allocated to them. Continuous hazard lines should not be crossed by students and only chairs set out for use to be used in the working stations indicated.</p> <p>Government guidance to be followed regarding social distancing and class sizes.</p> <p>Students should be greeted and move straight into rooms on arrival and not line up outside rooms.</p> <p>Hand sanitising units available either in each room or at strategic and spaced sections of the school depending upon practicality of installation.</p> <p>Students seated facing the front and not directly opposite each other.</p> <p>Movement in classrooms should be minimised other than when arriving or leaving the class.</p> <p>Clear routes through all rooms to be maintained and fire Evacuation routes not compromised.</p> <p>Rooms not required to display "Not in use signs" and where possible to be locked thus reducing the need for cleaning.</p> <p>Minimal objects in classrooms to enable efficient cleaning. Rooms to be "de cluttered" as far as possible prior to student return.</p> <p>Each class to have a clear staff "exclusion zone" at the front of the classroom to ensure colleagues are able to maintain 2 m separation from students throughout the lesson, and only fleetingly pass students when absolutely necessary.</p>

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9 Class changeover	<p>Transition periods to be kept to a minimum. With each year group (10 & 12) only having one lesson change over, during which they will return to the playground to allocated spots.</p> <p>Use of building to be minimised. Lessons will predominantly use the P and N blocks where corridors are wider with clear one way systems and classrooms are newer and larger than in other areas of the school.</p>	<p>Student movement between lessons is restricted to a short period of time to restrict opportunity for students to gather socially between lessons. They will line up on the playground at each lesson changeover to control social distancing.</p> <p>Timetable will be compacted in order to remove long breaks for lunch and break. Students should bring their personal drinks bottle with them to avoid the need to visit drinking stations between lessons.</p> <p>Students will be briefed on their responsible use of toilets and potential pinch points during lesson change over to ensure social distancing. Staff to discreetly supervise as required if numbers of students needing to utilise the toilets in significant numbers.</p> <p>One way system will be implemented around each block as far as possible to help minimise proximity in narrow corridors.</p>
10 Class line-ups (Playground)	<p>Controlled social distancing measures.</p>	<p>Classes will report to the playground to line up in allocated social distancing boxes for each teacher. As yet untested but will be reviewed once in operation before implementing permanently. This may be dictated. Test run to be attempted before permanent implementation.</p> <p>The limited number of classrooms with access immediately outside to be identified and utilised accordingly.</p> <p>Students to be brought straight into lessons as quickly as possible rather than waiting outside in any corridor.</p> <p>Where possible social distancing markings to be placed in corridors to indicate where students should line up if they have to pause outside a class.</p>
11 Lifts	<p>Access controlled only for those who require assistance via the site team or student services.</p>	<p>Lift use should be discouraged and only used if absolutely necessary.</p> <p>To be cleaned inside, including buttons after use. All use of lift to be reported to the site team so that cleaning can be conducted immediately after use.</p>
12 Medical rooms/First aid	<p>First Aid should continue to be administered whenever required.</p> <p>COVID-19 symptoms to be reported to 111 immediately.</p> <p>Deep clean to take place as soon as possible after detection.</p> <p>Gov. directions on cleaning of facilities following suspected and confirmed cases to be followed.</p>	<p>Review of risk assessment measures conducted with D.Clancy</p> <p>A separate stock of PPE will be held in each Medical room to deal with emergency situations.</p> <p>Qualified staff to oversee administration of first aid for the number of pupils and staff onsite.</p> <p>One patient in room at a time, adhering to social distancing measures whenever possible.</p> <p>Deep clean to take place of holding bays used for any possible or confirmed case of COVID-19.</p>

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		<p>Any suspected COVID-19 case to be immediately isolated in one of the identified booths in the conference room which is to accessed via the steps to the staff carpark.</p> <p>Allocated COVID toilet (in P block foyer by car park) to be clearly labelled immediately as out of bounds should it be necessary for a suspected case to use the facilities before being collected from the site.</p> <p>Any student feeling unwell to place themselves on the covered bench at the rear of P block. (Outside, fresh air, covered & near parental access should collection be needed) A friend should then report to Pupil Services that someone needs attention on the “medical bench”. Bench can be accessed by the first aider via staff staircase without bringing the unwell student into the building prior to establishing whether there is any COVID risk.</p> <p>Medical bench at the rear of P block has a clear 2m exclusion zone marked around it. It will be cleaned by the First Aider following use by a patient, it should not be used by other students at any time of day.</p>
<p>13</p> <p>Staff Bases / TA rooms</p>	<p>Government guidance.</p> <p>Presently try to avoid using at all, Social distancing measures if necessary, cleaning items that are used, individual drinking eating utensils to be provided by individuals if items from school cannot be cleaned prior to use.</p>	<p>Minimise number of staff members onsite with colleagues only attending the school site to deliver their lessons and then leaving the site again as soon as possible.</p> <p>Support staff rota, including TA's to rationalise the number of staff attending school on any one day, but ensuring that sufficient staff are present on site to provide support services whilst maintaining social distancing. Cally – LSA's. SC – support staff. TC – Cleaners & Site staff.</p> <p>Staff to use the same desks and keyboards and mice where possible. Where this is not possible cleaning wipes to be available to wipe down before use? With restricted supplies of wipes currently available packs of these will be kept in reception and colleagues can collect a pack of wipes from reception for use in shared office space, returning them to the reception after use for other departments. Once placed orders are received, there will be sufficient to provide each office with their own set of wipes.</p> <p>Each staff office to have a pack of cleaning wipes available for staff to use to clean their keyboard, mouse and phone prior to use when sole working stations cannot be maintained. See above also.</p> <p>Restrict number of staff in any communal staff area – responsibility needs to be placed upon individual adults using these areas respecting the presence of anyone in the area on arrival and leaving it clean upon departure.</p> <p>Staff to seek alternative free space to work. Vacant classrooms can be used, applying the same expectation that colleagues will clean the surfaces that they are in contact with prior to their use and upon leaving so left sterile for the next user. However, if at all possible staff should leave the site upon completion of their work and complete lesson preparation and teams meetings from home as far as possible.</p>

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14 Staff meetings including	<p>Generally try to avoid congregating as a staffing group. If necessary restricted number will be implemented according to the venue to enable social distancing to be maintained.</p> <p>Social distancing measures, where possible.</p>	<p>Minimise number of staff members on site.</p> <p>Where possible, telephone conversations/teams meetings should be used, rather than face to face.</p> <p>Face to face should be restricted as far as possible, and if necessary held in a space where 2 m social distancing is possible.</p> <p>Windows to be opened where practical. (Also applies to lessons)</p> <p>Review staff briefing format and location, hold in a venue that enables social distancing if face to face meeting is necessary e.g. Hall or Dance Studio are going to be used for the meetings starting 15.6.20 dining hall with reduced numbers. In the main move to digital briefings.</p>
15 Doors Internal / External.	<p>Doors remain open.</p>	<p>Where possible, when doors are not fire doors they should be wedged open in classrooms corridors etc. to reduce contact. DT team are making one for each door that will be labelled for that specific purpose. Spares will also be available from the school reception.</p> <p>Barrier tape, markings and signage to identify direction of routes around school.</p> <p>Where possible, and weather permitting, external doors should remain open. Door chocks to be provided where catches are not available to hold the doors open.</p>
16 Playgrounds	<p>Government guidance.</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p>	<p>Playgrounds will not be in use for socialising during the return of Year 10 and 12 prior to September. On fuller return a loading capacity for spaces such as the field and astro would need to be estimated</p> <p>Second gate on the Astro to be opened and available for entry exit once larger numbers start to use the area. (Not applicable presently with only Key Worker students having a supervised break at school.)</p> <p>If footballs are used, use of hands in games to be restricted as much as possible. (Key worker students only)</p> <p>Handwashing/sanitising units used following break time and before re-entering a classrooms.(Key worker students only)</p>
17 Daily student briefings at the start of the day	<p>Hand washing techniques to be displayed in corridors etc.</p> <p>Hand washing facilities replenished throughout operating hours.</p> <p>Sanitiser units fitted in key areas. At present it has not been possible or practical to secure sufficient supplies to fit to each class in the school with its own fixed hand sanitiser dispenser. Currently P and N block have been prioritised for use due to</p>	<p>Pupils to be reminded of social distancing and hygiene rules upon site entry by each class teacher and within their daily briefing on arrival.</p> <p>Guidance and school operational procedures to be shared with parents and students prior to readmission. See video that has already been distributed. Risk assessment to follow.</p>

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	their size and width of corridors. Coverage will be extended as more supplies that have been ordered are delivered.	
18 – Contractors	<p>Only essential works to be carried out.</p> <p>Contractors responsible for the provision of their own PPE, to be checked before commencement.</p>	<p>Planned maintenance to continue scheduled out of hours, when possible.</p> <p>All contractors to provide information relating to their social distancing methods and use of PPE.</p> <p>Work only to take place where workers can be separated from any pupils are onsite.</p> <p>Risk assessment method statements to supplied by contractors.</p> <p>As per the Government guidance, no contractor displaying any symptoms of COVID 19 would be permitted onto site.</p>
19 PPE	<p>Government guidance 12/05/20 states there is no requirement for students and staff to wear PPE in the classroom environment.</p>	<p>Catering staff to wear PPE when Government guidelines cannot be adhered to.as per the Risk Assessments provided by Catering company.</p> <p>A stock of PPE will be maintained and held centrally in the medical room and in the site managers office for staff whose roles demand that they need PPE.</p> <p>Staff working with one child who requires intimate care to be provided with PPE to carry out personal care duties. They will be provided with their individual supply of PPE, the reserves that are held are only for emergency use.</p> <p>Colleagues working in the first aid room to have PPE available to use if 2 m distancing is not possible.</p> <p>Face coverings will not be provided for other school staff or students. If they wish to wear a face mask out of personal choice, this is currently contrary to what the Government state is necessary but individuals will be permitted to wear a face covering to provide themselves with further reassurance if they wish.</p>
20 Cleaning (including disposal of rubbish)	<p>Daily cleaning in place.</p> <p>Antibacterial chemicals used.</p> <p>Attention to door handles hard surfaces including handrails and toilets.</p>	<p>Day time cleaning is already in place via site team this has been extended by the amendment of cleaning rotas to enable additional daytime cleaning, thus ensuring classrooms are cleaned between use.</p> <p>Cleaning staff have face covering and gloves available to them to enable safe emptying of bins and cleaning of surfaces.</p> <p>Site team and Lisa remain on call during the day and can be requested to clean any particular room / desk as alerted by a member of staff via reception if it is not sufficiently clean or a hand sanitiser station needs refilling.</p> <p>Signage has been placed by each hand sanitiser providing details of who to notify for it to be replenished.</p>

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		<p>Hand rails, door handles and other “contact areas” to be wiped down as part of an enhanced daytime cleaning rota.</p> <p>*Staff and students will be encouraged to take any rubbish generated within the classroom away with them to dispose of at home. Lidded bins are available in all toilets, where there are obviously hand washing facilities also available.</p> <p>Any student or member of staff needing to dispose of used tissues will asked to do so in the nearest toilet where there are lidded bins, thus ensuring the personal waste is removed from the classroom where others are seated for up to an hour.</p>
<p>21</p> <p>IT Equipment /IT staff Touch screens Signing in and out biometric readers</p>	<p>Number of available workspaces in IT suites reduced as per all classrooms to maintain 2 m distancing, machines to be used are indicated with tape.</p> <p>IT equipment to be cleaned after each use by the cleaning team. If wipes that have been ordered become available students and teachers will have the option of being able to clean the keyboard and mouse again for peace of mind.</p> <p>Telephones to be cleaned daily and before first use. Wipes to be provided to staff rooms for use.</p> <p>Photocopier touch screens to be wiped down by operator before use.</p>	<p>Students to be allocated the same workstation for the lesson, not to move between different stations.</p> <p>IT issues to be remedied remotely, where possible.</p> <p>Password resets to be done remotely.</p> <p>IT issues to be raised via ServiceDesk, email or telephone. Where this is not practical they should knock on the door and then retreat to beyond the marked box so the member of staff can open the door whilst still socially distancing.</p> <p>Adhere to social distancing measures where IT response is required to attend workstation. IT support staff to wash/sanitise hands as soon as practically possible before and after visit to classroom/office to reduce potential transfer of the virus.</p> <p>Biometric readers in the canteen to be cleaned after each use by the staff. See section 7 for further future plans to make transactions contactless.</p> <p>No USB sticks to be brought into school. One Drive to be used to transfer files. USB drives to made obsolete by the IT team.</p>
<p>22</p> <p>Hot desking</p>	<p>As far as possible each staff member should be allocated their own workstation. Where this is not possible wipes provided for the arriving colleague to wipe the equipment before use.</p> <p>Note, each teacher PC will be cleaned by the cleaning team following the lesson.</p>	<p>Continue to maintain the principle of colleagues working from home to complete virtual meetings and administrative tasks from home where possible.</p> <p>Rota's of admin staff to be implemented to enable social distancing to be maintained in office spaces.</p>
<p>23</p> <p>Staffing</p>	<p>Introduction of Team Rotas.</p> <p>Work from home where possible.</p>	<p>Staff not required to be onsite to continue working from home.</p> <p>Minimise staff numbers onsite with creation of skeleton staff rota.</p>

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		<p>When timetables commence for Year 12 and Year 10 students, once staff have delivered their session to then return home to work as soon as possible rather than congregating in communal staff rooms.</p> <p>If work needs to be completed on the premises, staff to cooperate with one another to find work stations that maintain social distancing.</p> <p>Where split classes exist colleagues will share the teaching load between them to rationalise the number of visits to school made by any one individual teacher.</p>
24 Assemblies	Social distancing to be maintained, therefore capacity reduced accordingly.	<p>Whilst social distancing is necessary, it will not be possible to hold year group assemblies. Capacity of the hall to be calculated for social distancing. Students could then be addressed in groups of this size.</p> <p>Assembly messages to be delivered in small groups on a rota or via video link.</p>
25 Car parking		<p>Prioritise Car parking for disabled staff or those with specific health issues as per existing spaces that are marked out.</p> <p>Staff can still park in each of the marked bays, but to stagger their entry and exit to the car and building upon visual inspection of footfall at that point in time. Where there is the option of parking away from other cars staff should be encouraged to do so.</p>
26 Fire evacuation procedure	<p>Fire Evacuation Policy</p> <p>Normal expectations for a response to fire alarm should be maintained. This will facilitate a calm departure from school whilst still maintaining social distancing as far as possible.</p> <p>New arrangements for where staff and students stand for evacuation will be communicated to staff and students both in writing and verbally within the briefings that they will receive.</p>	<p>Whilst two year groups only are in school with reduced numbers in each the new markings on the playground will be used for students and staff to line up if there is a fire alarm.</p> <p>Each class teacher will keep the students from their class with them and they will line up on the boxes and dots mapped out for each class on the playground. The fire Marshall will conduct a verbal check with each class teacher (10 – 12 classes and Key Worker provision) that all students in their group have been accounted for.</p> <p>As members of staff leave the building they should remove the door chock from their teaching room, and close any open window replacing the chock or reopening the window on safe return from the evacuation.</p> <p>As colleagues pass through any communal doors that have been propped open to evacuate they should remove the chock, either safely placing it by the door for later replacement or taking it with them but ensuring they replace it on following dismissal from the evacuation.</p>
27 Increased Key worker provision		<p>Year 12 & 13 & ICT room M7? rooms are prioritised for being able to house largest number of students.</p> <p>Seats are marked out in the same way as in the canteen to indicate where students should sit.</p>

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		<p>3rd member of staff allocated to each key worker slot and SLMT (4th) are included on the rota so an additional classroom or activity area could be supervised should demand rise beyond the capacity of the three rooms.</p> <p>Room capacity of all three Key Worker areas and the canteen have been specifically measured and marked out: Year 12: 14 Year 13: 13 Computer room: 18 = 45 students</p>
28 Student / Staff drinking stations		<p>All students to be encouraged to bring their own reusable drinks container – in video sent to parents.</p> <p>All staff encouraged to use a personal cup / mug rather than using shared resources. (in staff meeting)</p> <p>Provision of plastic disposable cups to be withdrawn and kept in reserve for emergency use only. Students would have to specifically request these from the canteen.</p> <p>Signs to be placed at each drinking station reminding students that points should only be used to refill their own drinks container rather than drinking directly from it, whilst ensuring they do not touch the bottle on the tap.</p>
29 Use of communal equipment		<p>Shared use of any equipment should be minimised as far as possible.</p> <p>Where shared equipment is necessary, it should where possible be cleaned prior to be passed on to another individual.</p> <p>Where this is not possible, e.g. football. Students should be reminded to ensure they wash their hands after use and not to touch their face until they have done so. Note that with the return of Year 10 & 12 it will only be the Key worker students who have access to break and lunch time activities. All other students will leave the site.</p> <p>All students must ensure they bring their own stationary equipment to school and should not expect to borrow pens, pencils from others.</p> <p>Specific risk assessment for the following subjects will be necessary if practical work is planned. DT, Science, Art, PE. Note that for return during the last four weeks of term, there are not currently any planned practical activities for Years 10 and 12.</p>
30 Dealing with dangerous student behaviour	<p>All of the normal school protocols for intervening in student disputes should still be followed. Fundamentally staff presence physically and verbally should in itself help to abate conflict between students. Alerting students to your presence verbally, followed by clear instructions will in the vast majority of cases prove sufficient to bringing to an end any dangerous student behaviour.</p>	<p>Send another student for further support to be called, SLMT “tour” support continues via a call or e mail to reception. All SLMT in school on the day are available for the reception to call upon.</p> <p>Staff to be briefed and reminded that they are not obliged to intervene physically in any dispute. They can make a professional and personal judgement as to whether the circumstances justify taking the risk to break the recommended social distancing 2m expectation.</p>

Hazard Type & Example	Examples of Legal Requirements and Control Measures	Additional Control Measures to reduce risk
		<p>If there is an occasion when the 2m social distancing is broken as a result of having to intervene in dangerous student behaviour the members of staff involved will be provided with opportunity to wash their hands</p> <p>Students requiring segregation as a result of their involvement in dangerous student behaviour will be dealt with by the SLMT attending the incident and then in discussion with the parent.</p> <p>It will be made clear to students that deliberate coughing or sneezing on anyone will not be tolerated</p>
31 Use of toilets	Normal cleaning rotas for all toilet areas will still be completed before and after school.	<p>Additional day time, and ongoing cleaning of toilets will take place throughout the day.</p> <p>Each toilet will display a cleaning rota, recording when it was last checked.</p> <p>Checks will include ensuring that hand soap dispensers are loaded are ready for use, that used paper towels are removed and covered bin and fresh hand towels are still properly located.</p> <p>In each toilet, paper hand towels will be available for use instead of the hand dryers due to the potential risk associated with these spreading the virus.</p> <p>Bins with lids will be available in each toilet to place the paper towels in after use. Students given guidance on how to use them without contamination in briefing sessions in the morning.</p> <p>Outside each toilet there will be a series of 2m lines to indicate where those waiting to gain access can do so safely whilst maintaining social distancing.</p> <p>During the reintegration of Years 10 and 12 there will not be any break / lunch times so peak times for toilet use should not occur as they would do normally during a whole school break.</p> <p>On a fuller return to school, duty spots for toilet queue supervision will be allocated.</p>
32 Availability of hand sanitiser in each classroom.		<p>All students and staff will be encouraged to bring and use their own hand sanitiser for personal use rather than having to depend upon stations provided by the school.</p> <p>In key classrooms which are used regularly due to their size and ease of providing social distancing there will be a fixed hand sanitiser unit fitted inside the classroom (P block and North block) for all to use on entry and exit to the room. Check list of which rooms have been set up in this manner to be confirmed. As more supplies that have been ordered arrive it may be possible to open up other rooms.</p> <p>For rooms not provided with a wall mounted hand sanitiser dispenser will be provided with a portable dispenser that will placed on the desk nearest the door. Again check list of rooms requiring these dispensers to be checked. This will dependent upon supplies, and teachers will need to collect and return mobile units to the reception to maximise flexibility in the timetable.</p>

Hazard Type & Example	Examples of Legal Requirements and Control Measures	Additional Control Measures to reduce risk
33 School uniform		<p>During the reduced opening of the school, key worker students are not expected to wear school uniform.</p> <p>On return of Year 10 and 12 students, including key worker students will be asked to wear their plain white school shirt and grey trousers or skirt and dark shoes. Blazer and tie will not be required to enable clothes to be easily washed at the end of each day.</p>
34 Testing		<p>Students and colleagues will be reminded of the process for gaining a test. This guidance is continually being updated by the Government and the latest update to the guidance should always be checked.</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p>
35 Guidance to staff and students on how to use public transport and travel to and from school		<p>Fundamentally all colleagues and students will be reminded of the Government advice with regard to travel. https://www.gov.uk/government/collections/coronavirus-covid-19-transport-and-travel-guidance</p> <p>When staff are not teaching they will continue to be encouraged to work from home to reduce travel requirements and facilitate the setting of online learning.</p> <p>Where classes are shared between two colleagues, staffing to be rationalised to minimise required travel to and from school and volume of staff attendance at school. Keeping it to a minimum for each colleague.</p> <p>All students and staff who can avoid using public transport to be encouraged to do so and to either walk, cycle or drive in a private car to school.</p> <p>One way system in and out of school, dismissing students via the Beverly Road gate to avoid contact with those arriving and student traffic with Handsworth School.</p> <p>Students have been briefed via video before arrival about avoiding congestion and maintaining social distancing whilst travelling to school. This will be repeated to students in morning briefing sessions and in correspondence to parents.</p>
36. Briefing to staff on new procedures		<p>Staff have already received a video briefing and e mail correspondence showing the physical changes that have been made to the school.</p> <p>Ongoing e mail correspondence with staff.</p>

Hazard Type & Example	Examples of Legal Requirements and Control Measures	Additional Control Measures to reduce risk
		<p>Briefings arranged in groups of 15 members of staff from the 15th – 19th to explain the risk assessment & measures in place to reduce risk. Meeting to be held in the hall to provide staff with sufficient social distancing.</p> <p>Full risk assessment will be made available to staff via One Drive to be able to view.</p>
37 Handwashing	<p>https://www.youtube.com/watch?v=IisgnbMfKvI</p> <p>https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p>	<p>Students and staff to be briefed on handwashing protocol to include Government guidance but also explanation of how to also clean the tap before completing their handwashing to enable it to be turned off without potential re-contamination.</p>
38 Monitoring of attendance	<p>With the suspension of the normal timetable SIMS registers are no longer reflective of the re-arranged classes that will be taught.</p>	<p>Students arriving for the registration session in the morning or afternoon will be registered whilst in the assembly hall or Dance studio. Lists will then be passed to reception for the attendance officer to input to SIMS.</p> <p>Any student arriving late or for session 2 or 4 will be registered by reception and details sent to the attendance officer.</p> <p>Each class teacher will record the names of the students in their class digitally and e mail this to the attendance officer during the lesson. (Note, no SIMS register exists that corresponds to the re-arranged class)</p> <p>Each class teacher will retain a copy of the seating plan for each class that they teach. Clearly showing where each student sat for the lesson. This may be of use should any “track and trace” enquiry be made, note however that all classrooms have been set out to ensure that 2m social distancing is maintained.</p> <p>CH will link with the attendance officer on site to produce the DFE and LA attendance return each day.</p> <p>Teaching staff will sign in and out in reception on arrival and departure from school. This will be used as the fire evacuation check list. (Note that the receptionist will write the names into the book to avoid communal use of a pen.)</p> <p>If reception is busy on arrival to the school staff can phone in their arrival and departure for the receptionist to recorded without visiting the reception in person.</p>
39 Deployment of TA's	<p>Social distancing measures to be followed as per general Government guidance</p>	<p>TA's will be utilised to support the ongoing supervision of the Key Worker students. As these take place in the largest rooms of the school there is sufficient space for the TA to move around within the room whilst still maintaining social distancing.</p>

Hazard Type & Example	Examples of Legal Requirements and Control Measures	Additional Control Measures to reduce risk
		<p>TA's may also be deployed into smaller teaching groups for Years 10 & 12 on return, but only when there is a free desk for them to be seated at.</p> <p>A timetable of TA's who would be available to be on hand to support individual students who may be withdrawn from Year 10 class will also be utilised. These sessions can take place within the Learning Centre or Library to therefor maintain social distancing.</p>
40 Intimate Care		Those staff supporting the student requiring intimate care are following the risk assessment provided by Whitefields Academy Trust who manage intimate care with many more students.
41 BAME staff and students		<p>All of the measures outlined in the risk assessment will help to address the heightened concerns of those staff and colleagues from the BAME community.</p> <p>Any individual requests for specific reassurance or additional amendments to risk reduction will be readily considered on a personal basis.</p> <p>All BAME staff who are concerned that they may fall in a high-risk category and who are not already working remotely may request a personalised risk mitigation plan to be completed together with the Headteacher where any further steps to reduce risk additional to those identified in this plan can be discussed.</p>
42 Supply teachers	NA	<p>During Year 10 & 12 partial return no external supply teachers will be used. Classes whose teachers are not available on site will be provided with further and ongoing remote support. This will be via Microsoft Teams when ever possible.</p> <p>On some occasions another colleague may well volunteer to provide cover for the absent colleague.</p>
43 External Educational visits	NA	In line with Government recommendations, all external educational visits are currently suspended, and a separate risk assessment will be completed for any off-site activity before it is sanctioned. At present there are not any such activities planned.
44 Library Books		<p>No library books will be available for loan until it is possible to confirm that it is safe to exchange books between strangers.</p> <p>The library will not be open for browsing of books either. Neither students or staff should touch the books on the shelves.</p>

Assessment Conclusion	<p>Government advice face masks are not recommended in schools.</p> <p>Government guidance is 15 students to one classroom. (However this is not possible to maintain whilst also following the guidelines of 2m social distancing)</p> <p>Staggered start and finish times as well as reduced numbers.</p>
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	<p>Importance of social distancing measures. Handwashing including the promotion of catch it, bin it, kill it. Where a classroom can be entered from an external door this should be encouraged. Government guidelines to be followed whenever possible</p> <p>*</p>		
Signed	Phil Grundy	Date	27 th May 2020. Updated 31.5.20. Updated 7.6.20. Updated 10.6.20. Updated 14.6.20