

<b>Date:</b>	<b>17 August 2020</b>
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**Caistor Grammar School**  
**Risk Assessment-COVID-19 reopening of School FINAL 1.7**

<b>Assessors' Name:</b>	Alistair Hopkins	<b>Review Date</b>	20 September	<b>Risk Assessment no:</b>	COVID-19
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<b>Description of activity being assessed</b>	<b>Full reopening of School to students in Years 7-13 on September 3 2020. The risk assessment also includes plans for the two INSET days on September 1 and September 2</b>
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<b>Location</b>	<b>Caistor Grammar School</b>
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This risk assessment applies only to Staff, Students, Governors and visitors who are attending School, **who are showing no signs of COVID-19**. The risk assessment does not apply to those who have been advised not to attend work due to pre-existing medical condition or for other reasons including self-isolation.

At all times, it is the responsibility of an individual or the Guardian of a child, to follow Government advice and take the appropriate actions about keeping their student away from School.

Staff, students and visitors who are vulnerable and/or at a higher risk of serious illness in contracting the Coronavirus must follow Government advice/Medical advice

Staff who are concerned or who are vulnerable and/or at a higher risk of serious illness must contact the headteacher or designate and follow the medical advice.

Parents/Guardians who are concerned or whose children who are vulnerable and/or at a higher risk of illness must contact the school office to report concerns and the headteacher or designate to discuss concerns

In reviewing this risk assessment on a weekly basis, the School will check daily with: -

- Government websites ([Gov.uk](http://Gov.uk)) or [LCC website](#), including any updates on the September return [[link](#)]
- Local/National news providers
- Any changes in national/LCC advice and guidance to be shared with the headteacher, Board of Governors etc. for appropriate action.

Staff, Parents/Guardians and students to be updated in a timely manner, using email, ParentMail, etc. as necessary.

Travelling to and from Caistor Grammar School is beyond the control of the School. Staff, students and visitors must follow government advice.

The dining room has restricted access to year groups with a limited service and with year groups separated into areas. Students in Years 7, 8 and 9 have been 'bubbled' into separate year groups. Curriculum choice means that students in Years 10-11 have been bubbled into a limited suite of rooms. Students in Years 12-13 have been bubbled into a limited suite of rooms. All students have a 'specific' area for recreation.

UK-based day educational trips have been suspended until further notice to prevent risk of viral cross contamination. Overnight stays and overseas visits have been suspended.

After school meetings have been suspended for groups larger than 10.

The return to school in September will be phased:

Date	Year groups
Thursday 3 September	Years 7 and 12 only
Friday 4 September	Years 7, 10, 11, 12 and 13
Monday 7 September	Whole school

**The Department for Education guidance advises the following:**

**'It is not possible to ensure a totally risk-free environment... proportionate protective measures for children and staff... minimise the number of contacts that a pupil has during the school day as part of implementing the system of controls ... to reduce the risk of transmission.'**

Identified Hazards	Who may be affected	Risk Level before control measures S x P = R				Control measures	Possible additional control measures	Lead for control measures	Final Risk level S x P = R			
		S	P	R	RR				S	P	R	RR
<b>Access/ Exit to the site: increased transmission due to unauthorised access to the site</b>		2	2	4	M	<ul style="list-style-type: none"> <li>• Strict access control measures in place to prevent unauthorised access to premises.</li> <li>• Only those persons authorised by the Headmaster or Interim Site Manager are permitted on to site.</li> <li>• Contractors should be pre-booked and provided with rules before attending site.</li> <li>• Visitors to be kept to a minimum and have restricted access to the Site.</li> <li>• All visitors to sign in at reception or be signed in by proxy at the base by the site manager</li> <li>• Reception limited to one visitor at a time. Further visitors to wait outside in the 'drop off' area.</li> <li>• Clear communication to parents via Head's letter that they cannot gather at entrance gates or enter the site unless they have a pre-arranged appointment.</li> <li>• Supervision of exit points by senior leadership team or duty staff. Control the exit points for different groups: bus students to wait in the designated departure area</li> <li>• Make parents aware, in advance, that if students are going to be late, they must contact the School before bringing in the</li> </ul>			1	1	1	L

						<p>student so preparations can be made to Reception to receive them.</p> <ul style="list-style-type: none"> <li>• Students head straight to relevant zone of school and wait outside their form room in an open area.</li> <li>• Staff must ensure they are outside the form room to receive students at the start of each session</li> <li>• On arrival, students that have travelled by bus must dispose of their face covering in a dedicated bin or in a plastic bag, if they intend to use it again</li> <li>• No children allowed on site from other settings, unless a child in a pushchair/wheelchair is unavoidable.</li> </ul>							
<p><b>Access/Exit:</b></p> <p><b>Failure to maintain social distancing in entrance/exit areas, corridors, rooms etc.</b></p>	Staff, students and visitors	4	2	8	H	<ul style="list-style-type: none"> <li>• Movement throughout the school will be controlled and restricted according to the year group.</li> <li>• Students to walk in single file, where necessary.</li> <li>• Teaching groups to be created so all lessons will take place within these groups in the same classroom, where possible. The same groups will be maintained throughout break-time and lunch-time in dedicate zones.</li> <li>• Each group will have duty staff to support students at break-time, lunch-time and going to the toilet facilities, where possible.</li> <li>• Movement will be by specific class groups wherever possible.</li> <li>• Staff will monitor movement and ensure, as far as possible, social distancing is maintained.</li> <li>• Signage around school to remind all about expectations to keep school as safe and risk-averse as possible</li> <li>• Students should receive regular safety talks and reminders appropriate to age and</li> </ul>				1	2	2	L

						<p>understanding – this will take place on their return and at regular intervals through form periods or in whole –year assemblies.</p> <ul style="list-style-type: none"> <li>• Staff are not to move around the site unnecessarily.</li> <li>• Staff to maintain the 2m rule in corridors, where possible.</li> <li>• All classroom and corridor doors to be wedged open to prevent touching of door handles and to help ventilate, whilst the room is in use.</li> <li>• Windows in classrooms to remain open to aid ventilation.</li> <li>• Groups not to interact with any other children from a different group, where possible.</li> <li>• In Lindsey, to avoid students crossing in stairwells, students can remain in their rooms for a single lesson. Staff need to brief students before they are left alone.</li> </ul>							
<p><b>COVID-19 precautions are not followed within the school environment, leading to potential spread or outbreak</b></p>	<p>Staff, Students and visitors</p>	2	4	8	H	<ul style="list-style-type: none"> <li>• Students should be provided with information relating to coughing, sneezing, hand contact &amp; other contact that may allow spread of virus. Additional posters to be placed at different points throughout the School. Non-essential posters to be removed.</li> <li>• Signage to be displayed around the building advising of hand cleaning procedures and correct hand washing techniques. Robust signage avoids complacency, including reminders of the 2-metre social distancing rule where possible, etc. Signage includes reminders about respiratory hygiene 'Catch it, Kill it, Bin It.' Push pedal bins have been provided.</li> <li>• Hand washing facilities available for each group in their own designated</li> </ul>			Deputy Head and site manager	1	2	2	L



<b>Risk: shielded persons</b>	Staff	3	3	9	H	<ul style="list-style-type: none"> <li>Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing.</li> <li>Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19.</li> <li>School has maintained dialogue with any staff member who has been shielding</li> </ul>			1	2	2	L
<b>Risk of viral cross contamination: BAME students</b>		2	3	6	M	<ul style="list-style-type: none"> <li>Dialogue with students and parents to identify needs, if appropriate</li> <li>All staff to be aware of the challenges that this groups of students will encounter following national statistics about infection rates</li> <li>Advice and guidance offered on INSET days in September, with increased awareness and sensitivity</li> <li>Maintain engagement with NHS and support groups re BAME groups</li> </ul>			1	2	2	L
<b>Staff failing to report feeling unwell and attend school, potentially spreading COVID-19</b>	Staff and students and parents,	3	3	9	H	<ul style="list-style-type: none"> <li>Staff should be aware of the importance of following national guidance, and to stay home and self-isolate.</li> <li>Staff to follow the school guidance on reporting sickness due to suspected/confirmed COVID-19, including booking a test and following the self-isolation guidance</li> <li>School to report confirmed cases of</li> </ul>	Staff have access to tests from home if required	SLT on site / first aider	1	1	1	L

						<p>COVID-19 to the Public Health England</p> <ul style="list-style-type: none"> <li>• School to direct staff/ students towards Track and Trace</li> <li>• School to provide staff/ student with home testing kits when collected by a parent, if available,</li> <li>• Headteacher and designate(s) to be aware of the thresholds (current 2 infections in bubble over 14 days)</li> </ul>									
<b>Staff or student starts to show symptoms of COVID-19 (suspected) whilst at school</b>	Staff, Students	3	3	9	H	<ul style="list-style-type: none"> <li>• Staff member to be sent home immediately (travel home appropriately) and begin self-isolation and follow the guidance regarding sickness reporting. Staff must arrange to book a test and inform school of the outcome as soon as possible.</li> <li>• If test is positive, staff must self-isolate for seven days and can only return once symptoms ended. If temperature continues, then staff must continue to self-isolate, If cough and loss of taste and smell, continues then staff can return to work because, according to the guidance, they are no longer infectious.</li> <li>• If test negative, then staff can return once there are no symptoms present. However, if the test is negative but symptoms persist, staff must remain at home until symptoms have cleared up.</li> <li>• Students collected from classroom by SLT on call – SLT on call will wear PPE as they are likely to be within two metres of student as they take them to the isolation room.</li> <li>• Students to be moved to an 'isolation area' (Casterby Kitchen), until a parent/carer can arrange pick-up as soon as possible. Supervision of the student(s) should take place at a minimum of 2 metres away.</li> </ul>		SLT on site / first aider	1	2	2	L			

						<p>Isolation area to be clearly signed, to prevent accidental access by others.</p> <ul style="list-style-type: none"> <li>If student/ staff uses a toilet, then the toilet must be cleaned before others can use the facility.</li> <li>Once Student has left the premises, access to the isolation room will be restricted until deep clean has taken place along with all other areas that the student has accessed.</li> </ul>									
<b>Arrival of students: Risk of viral cross contamination</b>	Students	3	3	9	H	<ul style="list-style-type: none"> <li>Students head straight to relevant area of school and wait outside their form room in an open area.</li> <li>Staff must ensure that they are outside the form room before the start of School.</li> <li>On arrival, students that have used the bus must dispose of their face covering in a dedicated bin or a plastic bag if they intend to use it again.</li> <li>Students must wash/ sanitise hands at first entry point to School.</li> </ul>	Students sent a video to be advised about the how to remove a face mask	SLT on site/ supervision staff on rota	1	2	2	L			
<b>Arrival of staff: Risk of viral cross contamination</b>	Staff	2	4	8	H	<ul style="list-style-type: none"> <li>Staff to ensure they sanitise hands as soon as they enter the school building</li> <li>Staff to access a building as quickly as possible, and must avoid unnecessary transit across the school site</li> <li>Staff to be mindful of the need to maintain 2 metres social distancing from colleagues and students.</li> <li>When signing in and out, staff need to use own pen/ pencil</li> <li>Staff to follow latest guidelines if lift sharing</li> </ul>			1	2	2	L			

<b>Infection being brought on site by persons entering the School Buildings</b>	Staff, Students and visitors	3	3	9	H	<ul style="list-style-type: none"> <li>Sanitisation stations are at all entry points to buildings with signage instructing person to clean hands immediately</li> <li>Screening and social distance line set up in the Reception area.</li> <li>No visitors to be admitted beyond the Reception area without the prior authorisation of the headteacher or his SLT representative.</li> <li>Repairs/Maintenance are to be conducted away from the student access areas, if possible.</li> <li>If emergency repairs are required in the student access areas, then the headteacher and (Interim) Site Manager will take appropriate steps to ensure the safety of students and staff is not compromised.</li> <li>Contractors should be on site through prior arrangement, and have Risk Assessed their activities in relation to the COVID -19 virus including the use of PPE where appropriate.</li> <li>Visiting speakers will be kept to a minimum and will normally be those who have spoken previously at the school and are from public bodies</li> <li>Visiting speaker will need to work within the teacher zone.</li> <li>As well as the safeguarding booklet, visiting speakers will be emailed our COVID-19 procedures in advance,</li> </ul>			1	2	2	L
<b>Risk of viral cross contamination in the School Offices</b>	Staff	2	3	6	M	<ul style="list-style-type: none"> <li>Staff who work in offices, have updated procedures and all staff are informed.</li> <li>Seating arrangements and movement around the office will take into account social distancing guidelines of 2 metre gaps.</li> <li>The glass guard on the reception window is permanently closed.</li> <li>Signage indicates the number of people permitted inside the office.</li> </ul>	Only three staff permitted to work in School Office; only one other staff allowed to enter and observe distancing rules and floor tape;		1	2	2	L

						<ul style="list-style-type: none"> <li>Warming tape has been marked on the floor to ensure distancing.</li> </ul>							
<b>Risk of viral cross contamination in Head's PA office</b>	Staff	2	2	4	M	<ul style="list-style-type: none"> <li>Two metre social distancing to be exercised.</li> <li>Maximum occupancy of the rooms is three</li> <li>Good ventilation to be encouraged through windows and door left open when room is occupied.</li> <li>Photocopier can only be used by staff based in the room</li> </ul>	<ul style="list-style-type: none"> <li>Staff encouraged to work from home where possible</li> </ul>			1	1	1	L
<b>Risk of viral cross contamination in the Staff room (including Beech House)</b>	Staff	2	4	8	H	<ul style="list-style-type: none"> <li>Seating arrangements and movement around the staff room will take into account social distancing guidelines.</li> <li>Communal facilities must be cleaned by the user (boiler tap, tap).</li> <li>Sign explains the maximum number of staff permitted at one time.</li> <li>Hand sanitiser at both entry points</li> <li>Staff using a computer must make sure the keyboard, mouse and any other peripheral devices are cleaned before use. <b>The computer must be switched off before cleaning takes place.</b></li> <li>Soap and paper towels to be available next to all sinks</li> <li>Anti-bacterial Sanitisation wipes and hand sanitiser to be available. Wipes should be safe to use on hands.</li> </ul>	<ul style="list-style-type: none"> <li>Two metre social distancing around seating area</li> <li>Recyclable cups and cutlery to be employed</li> </ul>			1	2	2	L

<b>Risk of viral cross contamination in department offices</b>	Staff	2	3	6	M	<ul style="list-style-type: none"> <li>• Social distancing to be exercised</li> <li>• Hand sanitisers available on request</li> <li>• Surfaces should be wiped down by staff after they have used it</li> <li>• Notices display maximum capacity of each room</li> <li>• Yellow hazard tape to ensure students are aware offices are no entry areas</li> <li>• Do not share pens &amp; pencils</li> <li>• Disposable mugs and cutlery in each office</li> </ul>	<ul style="list-style-type: none"> <li>• Students are not permitted to enter any staff office under any circumstance</li> <li>• Recyclable cups and cutlery to be employed</li> </ul>				
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<p><b>Risk of viral cross contamination in a non-specialist classroom</b></p>	<p>Staff and Students</p>	<p>2</p>	<p>4</p>	<p>8</p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Students to clean their surface at the start of each lesson.</li> <li>• Pen and pencils – students and staff have their own items that are not shared.</li> <li>• Pupils and teachers can take books and shared resources home, although unnecessary sharing should be avoided, especially when this does not contribute to pupil education and development – it is recommended that books and papers are stored for 48 hours before being taken home.</li> <li>• Children to remain in seats wherever practicable.</li> <li>• Only one child out of their seat, if absolutely necessary. Teachers to clean mouse, keyboard and teacher desk after they have entered the classroom, using the cleaning materials left for this purpose. Teacher to clean mouse, keyboard and teacher desk before they leave the classroom after the lesson.</li> <li>• Staff to use the interactive white board only as a projector. No touching of the interactive white board by staff or students.</li> <li>• Teacher to bring own marker pens for their use.</li> <li>• Students to be seated as per the seating plan</li> <li>• Social distancing is dependent on age, with more regard being given to older students</li> <li>• Sanitisation facilities and tissues are to be available on entry and exit to all buildings and available in teaching rooms.</li> <li>• Students in Years 7-9 must remain in the same rooms and are isolated from other students for much of the time.</li> <li>• Students in Years 10 and 11, due to the breadth of their curriculum, will need to move around designated areas of the school but these are isolated from the other year groups.</li> </ul>	<ul style="list-style-type: none"> <li>• Catch it, bin it, kill it signs displayed</li> <li>• Guidance distributed about this new form of teaching to impress the need for more front facing directed teaching.</li> <li>• When seating classes, students are to be seated from the rear</li> <li>• Pedal bin for tissues and wipes to be left outside the teacher area.</li> </ul>		<p>1</p>	<p>2</p>	<p>2</p>	<p>L</p>
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					<ul style="list-style-type: none"><li>• Students in Years 12 and 13, due to the breadth of their curriculum, will need to move around designated areas of the school but they are isolated from other years groups.</li><li>• The subject teacher/Supervision staff shall come to the students.</li><li>• Chairs and tables are front-facing</li><li>• A two metre social distancing area will be marked out in the classroom to divide the teacher's area from the student general area</li><li>• Students are to remain seated and to be discouraged from wandering in the classroom apart from entering and exiting the room</li><li>• Students are to wash/ sanitise hands when entering buildings, after break and after lunch and at the end of the day when they leave. This also applies to staff.</li><li>• Classroom windows to be partially open to allow natural ventilation, where possible.</li></ul>					
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<b>Risk of contamination in the Music Room (L2)</b>	Staff & Students	2	4	8	H	<p>In addition to non-specialist classrooms:</p> <ul style="list-style-type: none"> <li>• Students are limited to one keyboard per student, meaning that in lower school classes, half of the class will need to remain in their normal room to carry on with theory work.</li> <li>• Piano room will accommodate the number of exam students (side by side and facing the wall) there are computers for, to allow access to the software required for the course, still with room to have a two metre box for the staff.</li> <li>• Room to be ventilated - open door/windows</li> <li>• Keyboards are to be wiped down before and after each session using anti-bacterial wipes. Keyboards must be switched off.</li> <li>• Additional risk of infection in environments where others are singing, chanting, playing wind or brass instruments or shouting</li> <li>• Students can be positioned back to back or side to side.</li> </ul>	<ul style="list-style-type: none"> <li>• In Yr7, 8 &amp; 9 classes, the students will have one-week theory and one week practice</li> <li>• Students in Y7 will be collected by the teacher and walked to music across the site.</li> </ul>		1	2	2	L
<b>Risk of contamination in a Music Practice Room</b>	Staff and students	2	4	8	H	<p>In addition to non-specialist classrooms:</p> <ul style="list-style-type: none"> <li>• One student is allowed to access the practice room with one peripatetic teacher</li> <li>• A teaching zone has been marked out</li> <li>• Seats and door handles to be wiped down</li> <li>• Windows open to ensure good ventilation is encouraged</li> </ul>			1	1	1	L
<b>Risk of contamination in a DT room</b>	Staff and students	2	4	8	H	<p>In addition to non-specialist classroom:</p> <ul style="list-style-type: none"> <li>• Sharing equipment must be kept to a minimum and anything that has to be shared will be meticulously cleaned if students are using them in different year groups.</li> <li>• T3: remodel to make more space, move the casting table out temporarily.</li> </ul>			1	2	2	L

						<ul style="list-style-type: none"> <li>• T4: tables spread out further to the rear of the room once projects removed to ensure all students are facing front.</li> <li>• Machines which will be used, and hand tools, sanitised at the start of the day. All pupils to sanitise hands at the start of the lesson as they enter.</li> <li>• Students to clean tools at the end of each lesson</li> <li>• DT to be closed at lunchtime, so as machines on/off and interactive parts can be sanitised between lessons</li> <li>• Tools for use in lessons to already be placed in table centres, to limit sharing.</li> <li>• Students are to remain on their table to work, putting hand up to ask for tools required. One person at a time to collect anything.</li> <li>• Students must face front</li> <li>• Technician to lead on cleaning tools but the all staff to be responsible.</li> <li>• Due to the nature of shared tools, students encouraged to sanitise hands routinely in lessons</li> <li>• Windows and doors to be left open to encourage ventilation.</li> <li>• Wall mounted sanitisers will be added</li> </ul>							
<b>Risk of contamination in a Computing Room</b>	Staff and students	2	4	8	H	<p>In addition to non-specialist classroom:</p> <ul style="list-style-type: none"> <li>• To avoid groups mixing, Year 10/11 and Year 12/13 (who will access via North Kelsey Road will use O1, T5 and T2 respectively.)</li> <li>• Keyboard and mouse are wiped down using antibacterial wipes at the beginning and end of every lesson</li> <li>•</li> </ul>	<p>Students should use the computers facing the walls and only one side of the central aisles be used to avoid students facing each other</p> <p>Software be purchased to enable the computer at the front to access screens of all other computers</p>			1	2	2	L









						<ul style="list-style-type: none"> <li>• Queuing for classrooms must take place outside as indicated</li> <li>• Where possible, students enter rooms from an outside area, using fire exits if possible</li> <li>• Duty staff to discourage grouping</li> </ul>									
<b>Risk of contamination while moving between lessons outside</b>	Students and staff				M	<ul style="list-style-type: none"> <li>• Students to walk side by side in no more than pairs</li> <li>• Face to face contact reduced by instigating site one-way system between the lower and bottom sites</li> <li>• Lockers have been closed to stop bunching at key points</li> <li>• One-way systems into and out of building to encourage seamless flow</li> <li>• Social distancing signs throughout the school to remind students</li> </ul>									
<b>Risk of viral cross contamination in the staff toilets</b>	Staff	2	4	8	H	<ul style="list-style-type: none"> <li>• Soap, paper towels and hand sanitiser to be available next to sinks.</li> <li>• Checking system on laminated sheets to show when toilets have been cleaned.</li> <li>• Clear signage is displayed</li> <li>• 2 metre social distancing maintained</li> </ul>				1	2	2	L		
<b>Risk of viral cross contamination in the toilets</b>	Students	3	3	9	H	<ul style="list-style-type: none"> <li>• Soap to be available next to sinks.</li> <li>• Checking system to show when toilets have been cleaned on laminated sheets.</li> <li>• Clear signage is displayed</li> <li>• Reminder to keep distance</li> </ul>				1	2	2	L		
<b>Risk of viral cross contamination during school day based on conduct.</b>	Staff and students	2	3	6	M	<ul style="list-style-type: none"> <li>• Clear reminders about the need to social distance around the School</li> <li>• Behaviour Policy to be revised to include COVID-19 related misbehaviours</li> <li>• COVID-19 misbehaviour to be challenged</li> <li>• Contact with home</li> <li>• Frequent reminders to students and parents about cross contamination</li> </ul>				1	2	2	L		

<b>Risk of viral cross contamination in dining room</b>	Students and staff	2	4	8	H	<ul style="list-style-type: none"> <li>• Students queue to avoid crowding and to create reasonable space</li> <li>• Students queue outside to avoid bunching in the Lindsay lockers</li> <li>• Hand sanitiser on entrance</li> <li>• Hand sanitiser used on exit</li> <li>• Lunchtimes have been staggered</li> <li>• Posters to advise students to avoid browsing</li> <li>• Menu published in advance to student notices via email and to parents via ParentMail</li> <li>• Students seated by year group and seated at specific tables to avoid 'scattering' – this will enable swift and effective anti-bacterial clean between sittings.</li> <li>• Perspex screens installed at hot and cold servery</li> <li>• Staff direct students to seats</li> <li>• Trays are cleaned with anti-bacterial spray</li> <li>• Plastic cutlery is distributed in pouches/</li> <li>• Kitchen servery team use appropriate PPE equipment</li> <li>• Lunchtime shortened to 30 minutes</li> <li>• Finger scanners to be discontinued – student to show name to cashier on rear of gate card or piece of paper.</li> <li>• Food choice reduced to enable quicker service</li> <li>• New Hall has been designated as a pack lunches only dining area with specified areas for year groups.</li> <li>• Students enter by main Lindsey doors</li> <li>• Students exit by the fire door</li> <li>• No sharing of food or drink</li> <li>• Food on display must be wrapped</li> <li>• Increase the frequency of cleaning, especially hand touch surfaces, such as tables tops, drinks levers, grab-rails, light switches, door handles, plates or cutlery, and any surface or item which is designed</li> </ul>			2	1	2	L
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						<p>to be, or has a high likelihood of being touched.</p> <ul style="list-style-type: none"> <li>All doors and windows should remain open wherever possible to allow greater ventilation and prevent touching of window handles</li> </ul>										
<b>Risk of viral cross contamination: water fountains</b>	Students	3	3	9		<ul style="list-style-type: none"> <li>Students are permitted to use water fountains around the site if they use their own canister</li> <li>Hand sanitiser has been provided by all water fountains</li> <li>Signage has been fixed near all fountains advising students that they need to wash their hands.</li> </ul>							1	2	2	L
<b>Risk of viral cross contamination in New Hall (pack lunch area)</b>	Students	3	3	9	H	<ul style="list-style-type: none"> <li>Students seated by year group and seated at specific tables to avoid 'scattering' – this will enable and swift and effective anti-bacterial clean between sittings.</li> <li>Students do not wipe tables down</li> <li>Students enter by the double doors on the side</li> <li>Students exit by the single door at the top</li> <li>Toilet is locked and cannot be used</li> <li>No sharing of food or drink</li> <li>Hand sanitiser at entry and exit</li> <li>Students take packaging and waste home</li> </ul>	<ul style="list-style-type: none"> <li>Doors to be left open</li> <li>Minimum number of doors to be used</li> </ul>						1	2	2	L
<b>Risk of viral cross contamination in school kitchens</b>	Staff	3	3	9	H	<ul style="list-style-type: none"> <li>Appropriate PPE and hand sanitisation to be always implemented</li> <li>Servery has a Perspex glass fitted across the hatch to ensure food remains uninfected</li> <li>Washing hands/ using sanitiser before and after handling food</li> <li>Washing hand when moving between different areas of the workplace, and especially after being in a public place</li> <li>after blowing your nose, coughing or sneezing. Coughs and sneezes should be</li> </ul>							1	2	2	L

						<p>caught in a tissue or the crook of your elbow ‘ ‘Catch it, Bin it, Kill it’</p> <ul style="list-style-type: none"> <li>• Foot pedal bins in kitchen for tissues</li> <li>• Staff should continue to follow usual risk assessments for handling off food</li> <li>• Ensure two metre social distancing</li> <li>• Marking our specific work spaces – pot washing area, food preparation area</li> <li>• Limit contact between staff and hauliers, delivery drivers</li> <li>• Face to face and shoulder to shoulder work should be avoided</li> <li>• increase the frequency of cleaning, especially surfaces that are regularly touched by hand, such as tables tops, drinks levers, keypads, grab-rails, elevator buttons, light switches, door handles</li> <li>• increase visible monitoring and its enforcement</li> <li>• Tape across entry to stop non-kitchen staff and students from entering</li> </ul>																				
<b>Dismissal: Risk of viral cross contamination</b>	Staff, students, guardian s	3	3	9	H	<ul style="list-style-type: none"> <li>• School ends at 3.15pm for students that can travel home by bus independently (walking/ cars) or who can be collected by parents.</li> <li>• Students encouraged to use both the bottom and top exits to egress site in single file</li> <li>• Duty staff and SLT are posted at bus disembarkation points to ensure appropriate access to bus</li> <li>• Students discouraged to walk away in large groups</li> </ul>														1	1	1	L			
<b>Evacuation Procedures: Risk of viral cross contamination</b>	Staff, students, visitors	3	3	9	H	<ul style="list-style-type: none"> <li>• Staff, student and visitors follow new school procedures for fire or full site evacuation. See appendix 1.</li> </ul>																	1	2	2	L

<b>First Aid: Risk of viral cross contamination</b>	Staff, students	3	3	9	H	<ul style="list-style-type: none"> <li>Existing practice follow Government Guidelines. All first aid staff are briefed by the Lead first Aider about supporting students requiring first aid, including COVID-19 symptomatic students.</li> </ul>			1	2	2	L
<b>Isolation Room: Risk of viral cross contamination</b>	Staff, students, parents/ carers	3	3	9	H	<ul style="list-style-type: none"> <li>Students becoming ill to be held in the designated isolation area whilst arrangements for collection are being made with the Parent/Carer.</li> <li>Isolation procedures to be modified to take into account reduced occupancy of building and times when lead first aid staff may not be on site. Revised procedures to be communicated to all First Aid Staff/SLT</li> <li>Any waste generated in an isolation area from students with flu-like symptoms to be double bagged and stored, in accordance with guidelines, for 72 hours.</li> <li>Isolation room to be deep cleaned if it has been used. Staff must wear PPE while cleaning it.</li> <li>If toilet has been used, then the toilet must be cleaned before it can be opened to the school population.</li> <li>SLT collect students with symptoms from the rooms</li> <li>School to follow Government procedures in dealing with first aid.</li> <li>Staff do not take student's temperature</li> </ul>			2	2	4	M
<b>Site Team: Risk of viral cross contamination</b>	Site Team	3	3	9	H	<ul style="list-style-type: none"> <li>Site Team have updated procedures and all staff are informed.</li> <li>Any work undertaken will consider social distancing guidelines.</li> <li>Team will carry out works in low capacity areas where possible</li> </ul>	<ul style="list-style-type: none"> <li>Site manager briefings daily to site team</li> </ul>		1	1	1	L

Housekeeping	All building users/cleaners and caretakers	2	3	6	M	<ul style="list-style-type: none"> <li>• Cleaners to follow cleaning companies own risk assessment.</li> <li>• Frequently touched surfaces to be sanitised periodically with a suitable cleaner (Computer keyboards, photocopiers, door handles etc.)</li> <li>• Equipment in teaching areas will be reduced as far as possible.</li> <li>• All areas, equipment and surfaces will be cleaned regularly, in particular items such as: Door handles; Handrails; Play equipment; Sinks and taps; Light switches; Electronic devices; Toilets, toilet handles and flushes.</li> <li>• Cleaning equipment and anti-bacterial cleaning substances will be readily available in all classrooms; employees will be instructed on safe use.</li> <li>• Disposable tissues will be available in all used classrooms.</li> <li>• Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.</li> <li>• All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including: <ul style="list-style-type: none"> <li>• Objects which are visibly contaminated with body fluids;</li> <li>• All potentially contaminated high-contact areas such as toilets, door handles, telephones, chairs and furniture, grab-rails in corridors and stairwells.</li> </ul> </li> <li>• Push pedal bins have been placed in all classrooms</li> <li>• In order to facilitate cleaning, remove unnecessary items from learning environments where there is space to store them elsewhere.</li> </ul>	<ul style="list-style-type: none"> <li>• Frequent checks on the cleaning stock should be made to ensure that supplies remain adequate, especially if availability becomes restricted.</li> </ul>				
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<p><b>Lack of awareness</b></p>	<p>Staff, students, visitors</p>					<ul style="list-style-type: none"> <li>• Communicate plans for the wider opening of the setting with staff, ensuring they are aware of and understand all new measures to reduce the transmission of coronavirus and their roles and responsibilities.</li> <li>• Build in time for staff to review processes and procedures and to ask questions and raise any concerns in advance.</li> <li>• Discuss any additional support that may be needed to ensure staff wellbeing and consider how this can be put in place in your setting.</li> <li>• Offer staff opportunities to feedback about processes via line manager/ SLT link</li> <li>• Include Health and Safety briefing as part of Monday July 20 INSET – staff that cannot attend that day should attend on July 21 or will receive briefing by email.</li> <li>• Communicate plans in ways that are accessible to specific groups of parents and carers (for example, those with English as an additional language) and parents and carers of vulnerable children.</li> <li>• The latest government campaign posters, including 'Stay Alert' should be displayed at entrance points, welfare areas and in suitable places around school where possible.</li> <li>• Regular updates will be issued to parents/carers relating to national and school rules and requirements.</li> <li>• Staff should receive regular (weekly) virtual briefings and students should receive regular reminders about hand and respiratory hygiene</li> <li>• The school will continually review and adopt new government / WHO guidance as and when it is available.</li> </ul>					
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Travel	Students					<p>Generally, the bus contractors are responsible for the transport of students to and from school, but we will assist the private companies at embarkation points by:</p> <ul style="list-style-type: none"> <li>• Monitoring access</li> <li>• Reminding students about face coverings</li> <li>• Advising on (but not providing) face coverings</li> <li>• Advising students to place face coverings in a plastic bag</li> <li>• Teaching students how to remove face coverings safely</li> <li>• Bus company's risk assessment has been stored</li> </ul>						
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**GUIDANCE NOTES**

**SEVERITY x PROBABILITY = RISK**

**S = SEVERITY** – How serious would the injury be?

**P = PROBABILITY** – How likely is the injury to occur based on the situation?

**R = RISK**

**RR = RISK RATING** Extreme, High, Medium or Low

SEVERITY	PROBABILITY	RISK
1 = Slight	1 = Low	1-3 = Low
2 = Serious	2 = Medium	4-6 = Medium
3 = Major	3 = High	7-9 = High
	4 = Very High	12 = Extreme

PROBABILITY				
SEVERITY	1	2	3	4
1	1	2	3	4
2	2	4	6	8
3	3	6	9	12

RISK SCORE	RISK RATING	ACTIONS REQUIRED
1-3	<b>LOW</b>	Continue to review working practices on a regular basis and implement any additional control measures required within the time scale given in the Risk Assessment.
4-6	<b>MEDIUM</b>	Implement control measures within time scale shown in risk assessment and review working practices on a regular basis. Review tooling and working practices used to reduce the probability of an accident to the lowest level possible (employee consultation should be included in the review)
7-9	<b>HIGH</b>	<b>Do not</b> allow work to start and review working practices <b>Immediately</b> . Implement all the additional control measures identified in the Risk Assessment within the given times scales. Continue to review and implement additional control measures until the probability of an accident is reduced to the lowest level possible. (employee consultation should be included in the review)
12	<b>Extreme</b>	<b>School is closed immediately until risk rating is lowered</b>

I understand my duties as an employee to follow this Risk Assessment in order to reduce any risks involved whilst completing the task.

Employee Name	Job Description	Date	Signature

**NB: The risk assessment is subject to change and will be updated accordingly.**

**Draft (AH) 10.7.20**

**Full Governors 13.7.20**

**Amendment (AH) 16.7.20**

**Full Governors 17.8.20**

**Amendment (AH) 3.9.20 – face masks**

**Amendments (AH) 11.9.20 – movement in Lindsey, use of Art rooms, PE bag storage arrangements**

**Amendments (AH) 20.9.20 – contact sports in PE**