



THE HOLT SCHOOL

Coronavirus (COVID-19) Risk Assessment

Assessment conducted by: Business Management and Site teams	Job title: DSBM/SBD/FM	Covered by this assessment: Students, staff and other relevant individuals.
Date of assessment: June 2020	Review interval: In line with Government updates	

Related documents				
Infection Control Policy, Ill Health and Infectious Disease Risk Assessment, Medical Policy, GDPR Data Protection Policy, Health & Safety Policy, School Security Policy, Behaviour for Learning Policy, Code of Conduct, Coronavirus (COVID-19) Reopening Plan				
Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	Control Measures	Responsible person's job title:	Risk rating following action H/M/L
Awareness of Policies and Procedures		<ul style="list-style-type: none"> All staff are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> Health and Safety Policy Infection Control Policy All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 The Health Protection (Notification) Regulations 2010 Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' DfE and PHE (2020) 'COVID-19: guidance for educational settings'. 	All staff to confirm formally by end w/e 15 th June that they have reviewed and understood the policies and risk assessment	DSBM	L
		<ul style="list-style-type: none"> The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training – 11th June 2020. 	Teams training compulsory for all staff – 11 th June. On-site training with Student Support, Site Team and other relevant staff – 11 th June	SBD	M
		<ul style="list-style-type: none"> The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> DfE NHS Department of Health and Social Care PHE The school's local health protection team (HPT) 	Co-Heads receive daily briefing from the DfE and LA. SBD and Co-Headteacher attended training delivered by PHE PH on 1 st June	Co-Heads	L
		<ul style="list-style-type: none"> Parents are made aware of the school's infection control procedures in relation to coronavirus via email – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. 	Parent/Student Handbook to be sent to parents on 10 th June; RA and Infection Control Policy to be posted on web site	Assistant Headteacher	L
		<ul style="list-style-type: none"> Students are made aware of the school's infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell. 	Student Handbook & Boarding card	Assistant Headteacher	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	Control Measures	Responsible person's job title:	Risk rating following action H/M/L
Poor Hygiene Practice		<ul style="list-style-type: none"> Posters are displayed throughout the school reminding everyone of infection control procedures and social distancing arrangements, e.g. regular hand washing and staying two metres apart where possible. Everyone is encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 70 percent alcohol) and follow infection control procedures in accordance with the DfE and PHE's <u>guidance</u>. Everyone is encouraged to catch coughs and sneezes in a tissue and dispose of the tissue in a bin. Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas. Bar soap is not used, liquid soap dispensers are installed and used instead. Sufficient amounts of suitable cleaning agents are available on the premises to sanitise regularly-used areas and surfaces – cleaning agents are used and stored in line with the H&S Policy (section 4.7) Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the H&S Policy (section 4.7). Enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local HTP as required. The number of rooms used by staff and volunteers during working hours is limited to avoid the spread of infection. The Co-headteachers identify which areas of the school may be used to carry out working activities and communicates this to staff and via email. Revised Infection control policy and procedures are adhered to in accordance with the DfE and PHE's guidance 	<p>Classrooms, corridors, toilets</p> <p>Stocks of 70% alcohol products available. Ordering from different suppliers to confirm delivery. FM to manage stock levels.</p> <p>Tissues and bins available</p> <p>FM to manage stock levels.</p> <p>SBD to confirm with cleaning contractor.</p> <p>2 additional members of staff employed by cleaning contractor to deliver continuous cleaning whilst students on site</p> <p>Classes have been spread out across school site. Where possible one classroom per teacher.</p> <p>Yr 10 & 12 classroom timetable circulated, to staff & students</p> <p>Site plan included in staff pack.</p> <p>Policy approved by Governors; Detailed Appendix included covering the coronavirus pandemic, which will be kept under continual review; training given to staff to explore areas</p>	<p>DSBM</p> <p>FM</p> <p>FM</p> <p>SBD</p> <p>SBD</p> <p>Co-Heads</p> <p>DSBM</p> <p>Co-Heads</p>	M

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		<ul style="list-style-type: none"> Students and staff do not share cutlery, cups or food. 	<p>of potential difficulty in following the guidance (e.g. maintaining social distance in corridors)</p> <p>Holt Café is closed and students have been advised to bring their own drinks and snacks.</p> <p>Staff to bring own cups and cutlery to use and take home for cleaning, except where there is access to a dishwasher. Where a dishwasher is used, the member of staff emptying the dishwasher must wash their hands prior to doing so. A sign will be displayed as a reminder of this. Staff who are not happy with this arrangement should take their utensils home for cleaning</p>	All staff	
Social Distancing	H	<ul style="list-style-type: none"> Students are given regular reminders of why social distancing is important and the opportunity to speak to staff about how they are finding adhering to the social distancing measures. The SLT record how many students are returning to school and ensures reduced class sizes are implemented (a basic principle of halving class sizes is applied) – each class is staffed accordingly. Students and staff do not mix with those outside of their class or group. Visual aids are used to display social distancing measures, e.g. floor tape to mark two-meter spacing. Students take break times and lunchtimes in their class groups in outside area. If a student is unable to follow social distancing measures, e.g. due to their needs, the Co-headteachers, in conjunction with relevant staff and the student's parents, 	<p>Student Handbook. Heads of Year available for socially distanced discussions with small groups of students as required</p> <p>Timetable circulated</p> <p>Signage displayed around the site</p>	<p>Assistant Headteacher</p> <p>Assistant Headteacher</p> <p>FM</p> <p>Staff</p> <p>Staff</p>	M

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		<p>will consider whether it would be more appropriate for the student to remain at home.</p> <ul style="list-style-type: none"> Where a member of staff must accompany or supervise a student showing symptoms of coronavirus, infection control procedures and social distancing arrangements are adhered to at all times. Where practicable, staff always keep at least two metres apart and avoid close proximity interaction. 	<p>Staff should advise students of areas where they should take their break, as outlined on the Site Plan</p> <p>Student goes to isolation room.</p> <p>Student Support will immediately telephone the local PHE health protection team for guidance on appropriate action in relation to the rest of the students' class and teachers with whom they have come into contact – as per guidance and training</p> <p>Follow Infection Control Policy</p>	<p>Co-Heads</p> <p>Student Support</p>	
Lack of Social Distancing (social distancing not possible)	H	<ul style="list-style-type: none"> Where close proximity interaction (being less than two metres apart) cannot be avoided, staff are instructed to: <ul style="list-style-type: none"> Identify beforehand which tasks must be done in close proximity to others and which tasks can be carried out at a distance or remotely. Work facing away from each other or side-by-side, where possible, instead of face-to-face. Where face-to-face interaction is essential, minimise the frequency and duration of the interaction. Limit close proximity interaction to 15 minutes at a time. Limit the number of people in close proximity interactions to no more than two people. Where staff must work in teams to carry out their role or perform a task, team mixing is minimised. All meetings take place by Teams except for some SLT meetings which will be in large room socially distanced. 	<p>Signage, RA and training</p> <p>Visors/PPE provided to all staff in staff pack. Additional training for key staff e.g. Technology & SEN</p> <p>New arrangements communicated to staff through training</p>	<p>Staff</p> <p>DSBM/SBD</p> <p>SBD</p>	M

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		<ul style="list-style-type: none"> Where one to one meetings take place these are in a socially distanced environment, outside if possible. Where applicable, class sizes are limited to 15 students or are in a double classroom. The use of communal areas is limited to avoid unnecessary group gatherings – a maximum of 2 people in each department staff room at any one time and to 3 in English, Maths and the main Holt staff room Floor markings or signs are used, where necessary, to indicate any two-metre spacing, e.g. where queues are likely to form. Contact with parents is minimised and alternative arrangements are in place; where contact with parents must occur face-to-face, infection control procedures and social distancing arrangements are communicated to parents. Where staff or volunteers cannot follow social distancing arrangements for a particular activity, the Co-headteachers assess whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential. 	<p>Timetable circulated</p> <p>Signage installed around school.</p> <p>Student handbook. Teams or phone calls where necessary.</p> <p>PPE available and training. PE activities restricted to non-contact socially distanced activities on the field, with limited equipment which will be subject to a strict cleaning protocol (keyworker/vulnerable students only) No use of long jump sandpit.</p> <p>No practical music for the time being (arrangements will be subject to regular review)</p>	<p>Assistant Headteacher</p> <p>FM</p> <p>Assistant Headteacher</p> <p>Co-Heads</p> <p>Co-Heads</p>	
Ill Health	H	<ul style="list-style-type: none"> Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. Any student who displays signs of being unwell is immediately referred to Student Support Where Student Support is unavailable, staff act in line with the Infection Control Policy and ensure that any unwell 	<p>Training & confirmation that staff have read the Infection Control Policy.</p>	<p>SBD</p> <p>Student Support, FM,</p>	M

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		<p>students are moved to an empty room whilst they wait for their parent to collect them.</p> <ul style="list-style-type: none"> Students displaying symptoms of coronavirus do not come in to contact with other students and as few staff as possible, whilst still ensuring the student is safe. The relevant member of staff calls for emergency assistance immediately if the student's symptoms worsen. The parents of an unwell student are informed as soon as possible of the situation by a relevant member of staff. Where contact with a student's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the Infection Control Policy. Unwell students who are waiting to go home are kept in an area where they can be at least two metres away from others. Areas used by unwell students who need to go home are thoroughly cleaned once vacated. If unwell students are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk. Any member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, is immediately sent home and advised to call 999 if they become seriously ill or their life is at risk. Staff act in line with the Infection Control Policy and ensure that any unwell members of staff who need to wait in school before going home are moved to a quieter area of the school, away from others. Areas used by unwell members of staff who need to go home are appropriately cleaned once vacated. If staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. 	<p>Area is closed off and cleaning contractor are instructed to carry out a deep clean</p> <p>Isolation room set up and identified by signage.</p> <p>Up to date contact details re-checked</p> <p>Isolation room set up and identified by signage.</p> <p>Cleaning contractor will be instructed to carry out a deep clean.</p> <p>Cleaning contractor will be instructed to carry out a deep clean.</p>	<p>Cleaning Contractor</p> <p>FM</p> <p>Data Team</p> <p>FM</p> <p>FM, Cleaning Contractor</p> <p>Student Support</p> <p>FM</p> <p>Cleaning Contractor</p> <p>SBD</p>	

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Spread of Infection	H	<ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy, using PPE at all times. • Students are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units. • Students clean their hands after they have coughed or sneezed. • Parents are informed via email not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. • Students who have displayed symptoms of coronavirus must self-isolate for 14 days before returning to school. • Students queue 2 metres apart at entrances and exits to avoid risks of transmission. • Staff are encouraged to transfer information digitally, e.g. via email, and to avoid transferring information in paper format. • Staff are instructed that they must not enter the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. • Staff do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with the Infection Control Policy and local and national guidance. • Staff inform the Co-headteachers when they plan to return to work after having coronavirus in line with the absence procedure. • Staff notify the Co-headteachers if they have an impaired immune system or a medical condition that means they are 	<p>PPE available and stock level monitoring system put in place</p> <p>Signage and tissues available. Student Handbook and Boarding Card</p> <p>Hand sanitizer available</p> <p>Student/parent handbook circulated.</p> <p>Signage displayed around school/</p> <p>Staff training – 11th June.</p> <p>Staff to be reminded of the requirements of the Sickness Absence and Leave of Absence</p>	<p>FM/DSBM</p> <p>FM</p> <p>Assistant Headteacher</p> <p>FM</p> <p>SBD</p> <p>All staff</p> <p>SBD</p>	M

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		<p>more vulnerable to infections – alternate working arrangements are put in place where required.</p> <ul style="list-style-type: none"> Any additional provisions for staff who are more vulnerable to infections are put in place. Everyone is instructed to monitor themselves and others and look out for similar symptoms if somebody has been sent home with suspected coronavirus Staff to consider how to minimise spread of infection from contaminated surfaces/resources 	<p>policies and the revised arrangements from 15 June</p> <p>Risk Assessments undertaken as appropriate and alternative arrangements agreed. BAME risk assessment available for relevant staff</p> <p>Where staff choose to mark books they are reminded to follow hand washing routines. Exam papers can be scanned or left for 72 hours before being handled.</p>	<p>Co-Heads/HR Administrator</p> <p>Staff</p>	
Poor management of infectious diseases	H	<ul style="list-style-type: none"> Staff are vigilant and report concerns about a student's symptoms to Student Support. The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. Social distancing measures are implemented as much as possible and PPE is worn where possible. The SBD & Facilities Manager monitor the cleaning standards of school cleaning contractors and discuss any additional measures required with regards to managing the spread of coronavirus. 	<p>PPE available to all staff.</p> <p>SBD and FM monitor cleaning standards.</p>	<p>FM</p> <p>SBD & FM</p>	M
	H	<ul style="list-style-type: none"> Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance. Students are briefed on new provision for arriving and leaving the school site. Adequate amounts of soap, tissues, hand sanitizers, wipes for hard surfaces and bins are available in the relevant areas. 	<p>Students are advised which gate to use when accessing the site (Handbook circulated). SLT on duty at gates.</p> <p>FM to monitor stock levels.</p>	<p>Assistant Headteacher</p> <p>FM</p> <p>FM/DSBM</p>	M

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Infection Control		<ul style="list-style-type: none"> Students and staff are encouraged to wash their hands regularly, particularly before and after break times and lunchtimes. The school ensures students and staff adopt good respiratory practice, i.e. coughing and sneezing into their elbow or tissue. The school's Coronavirus (COVID-19) Reopening Plan is developed in line with the relevant local and national advice and communicated to all staff and relevant stakeholders. The Co-headteachers work with staff to ensure a suitable plan is in place to maximise infection control during transitions during the day, e.g. one-way systems. Instances of staff, students and volunteers displaying symptoms of coronavirus (COVID-19) are managed in line with local and national guidance and the Infection Control Policy, and any unwell individuals are sent home as soon as possible. Clinically vulnerable and extremely clinically vulnerable students and staff remain at home until further notice and are supported to learn or work from home. PPE is distributed to staff who provide intimate care for students in need and for cases where a student becomes unwell with symptoms of coronavirus whilst in school and needs direct personal care until they can return home. Additional risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties. Staff are advised to ensure good ventilation in classrooms and offices, doors and windows should be opened and closed when leaving room. In line with Government advice staff and students are advised to wear casual clothes which can be easily washed after wearing. 	<p>Signage displayed around school and in toilets</p> <p>Signage, student handbook and boarding card</p> <p>COVID19 The Holt School Reopening Action Plan prepared by SBD</p> <p>Signage outlining one-way system around the school. Site plan in staff packs.</p> <p>All staff to remain vigilant</p> <p>Risk Assessments to be undertaken as required</p> <p>PPE available for all staff additional supplies and training available for Student Support</p> <p>HR risk assessments carried out for staff and students as needed</p> <p>Guidance note circulated as part of staff pack.</p> <p>Student handbook and staff training.</p>	<p>Assistant Headteacher</p> <p>SBD</p> <p>DSBM</p> <p>Staff</p> <p>HR Administrator</p> <p>FM</p> <p>HR Administrator</p> <p>DSBM</p> <p>Assistant Headteacher</p>	

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Poor Staff Wellbeing	M	<ul style="list-style-type: none"> Communication channels are available to all staff, who are required to email into school daily by 7.30 a.m. if they are reporting that they are unwell and were scheduled to teach, and by 8.30 a.m. where they are confirming their remote or on-site attendance Staff are invited to share any concerns confidential to the HR team regarding the failure to implement Risk Assessment control measures correctly Where practicable, the Co-headteachers put staff rotas in place to minimise staff exposure to coronavirus, group sizes, and any additional workload. Staff are encouraged to communicate remotely, where possible, and to minimise close-proximity interaction. Staff are encouraged to discuss with their line manager how to manage their workload and balance their commitments, e.g. caring for dependants as well as those who are deemed more vulnerable to infection. Staff are aware of how to report sickness, how long to stay away from the school. RA prepared for staff who are unable to attend school due to vulnerable and BAME etc 	<p>Reminder to all staff of revised procedure</p> <p>Regular line management meetings</p> <p>Confidential report to SBD or Line Manager</p> <p>Revised timetables, regularly reviewed</p> <p>Meetings to be conducted via TEAMS</p> <p>Regular Line Management meetings</p> <p>Reminder of procedures</p> <p>HR Administrator regularly refreshes RAs based on latest government advice on instruction of the Co-Heads</p>	<p>SBD</p> <p>Co-Heads</p> <p>All staff</p> <p>SBD</p> <p>Co-Heads</p>	L
Mental Health and wellbeing	H	<ul style="list-style-type: none"> The SLT discusses the implications on staff and student workload when the school reopens and puts a plan in place to minimize the risk of stress. Students who are in key transition years, e.g. Years 6, 10, 11 and 12, are provided with the appropriate support. The Assistant Headteachers determines what additional support is available for students who are suffering with their mental health once they return to school. The Assistant Headteachers identify students with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available. 	<p>Review of Stress Policy and Leave of Absence policies to be undertaken</p> <p>SLT to regularly review individual cases to ensure appropriate support is put in place.</p>	<p>SBD</p> <p>SLT</p>	M

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		<ul style="list-style-type: none"> The Assistant Headteachers ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and students have access to psychological support when the school reopens. Staff and student bereavement is managed in line with the Stress and Leave of Absence policies 			
Communication	L	<ul style="list-style-type: none"> The school's website is used for publishing letters and RA The Co-headteachers inform staff and the Governing Body about the arrangements for meetings that would ordinarily take place in person, e.g. interviews, and how these will be carried out in line with social distancing guidance when the school reopens. 	<p>Co-Headteachers updates are uploaded to website. RA and policies are on website.</p> <p>Handbook published</p> <p>Interviews conducted over TEAMS as far as possible; position to be kept under review</p> <p>Protocols in place for governing body meetings and approvals</p>	Co-Heads	L
Poor Communication	M	<ul style="list-style-type: none"> Student Support reports immediately to the Co-headteachers about any cases of suspected coronavirus, even if they are unsure. The Co-headteachers contact the local Health Protection Team immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken. Schools put into place any actions or precautions advised by their local HPT. Schools contact their local HPT for specific recommendations for their school. 	<p>Telephone number for HPT – 0344 225 3861</p> <p>Regular updates and guidance received from the Local Authority and HPT</p>	Co-Heads/SBD	L

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		<ul style="list-style-type: none"> Schools keep staff, students and parents adequately updated about any changes to infection control procedures as necessary. 			
Access to learning	M	<ul style="list-style-type: none"> The HoY identify priority groups and plans how they will access school, e.g. students of parents who cannot work from home and are returning to work. Class sizes are no larger than 15 students to one teacher. Desks are spaced as far apart as possible, with at least a one chair gap in between each student – two metre distancing is adhered to where possible. The Co-headteachers and HoD work with teaching staff to identify curriculum priorities and ensure a plan is in place to provide adequate learning material during all phases of reopening, where required. The SENCO and HoD leaders identify what provision can be reasonably provided for students with EHC plans. The Co-headteachers working with TLR holders work with teaching staff to ensure education can continue to be delivered to all students who are learning remotely. HoD drop in sessions delivered outside as needed Teachers consider how to support the educational needs of disadvantaged students and students with SEND. The taking of attendance paper registers is resumed Students and parents are not penalized for continuing education at home. 	<p>Timetable circulated to staff and students. Site team have set up classrooms in line with the timetable 25% of year group less than 15 students in bubbles. If more than 15 double classrooms</p> <p>SENCO has regular contact with EHCP students HoY monitoring - vulnerable and DA students called home once a week FSM vouchers ordered for DA students and any issues followed up by phone</p> <p>Spreadsheet registers are taken. Authorised absence recorded on registers.</p>	<p>HOY</p> <p>Assistant Headteacher</p> <p>FM</p> <p>SENCO SBD</p> <p>Co-Heads</p> <p>Teachers</p> <p>Student Support</p>	L
Safeguarding	M	<ul style="list-style-type: none"> The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns relating to the temporary closure and/or school reopening, e.g. ongoing bullying. The DSL ensures that adequate pastoral care is in place to support Students and staff who require it. 	DSL and Deputy DSL have regular contact with student and Social Worker	<p>DSL</p> <p>DDSL</p> <p>HoY</p>	L

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		<ul style="list-style-type: none"> The DSL ensures the relevant staff have the appropriate training to support Students and staff who require pastoral care. 	<p>Team meetings fortnightly. HoY phones home every 3 weeks.</p> <p>Registration by Teams</p> <p>All staff have safeguarding protocols and training session on 9th June</p>	Staff	
Partial school closure	M	<ul style="list-style-type: none"> The school communicates with parents via email regarding any updates to school procedures which are affected by the coronavirus pandemic. Students continuing education at school are informed of social distancing rules and how to maintain good levels of personal hygiene. Students continuing education at school are seated at least two metres away from their peers where possible. Students working from home are assigned work to complete to a timeframe set by their teacher. The Co-headteachers maintain their plan for students' continued education during partial school closure to ensure there is minimal disruption to students' learning – this includes their plan to monitor students' learning while not in school. The Behaviour for Learning Policy and Code of Conduct are adhered to at all times, even while working remotely. The Head of Year ensure all students have access to school work and the necessary reading materials at home, prior to a school closure. SLT works with the IT technicians to ensure that all technology used is accessible to all students – alternative arrangements are put in place where required. The SENCO ensures adequate provision is in place for students to be able to work from home, e.g. learning support. 	<p>Weekly Co-Headteacher update</p> <p>Student Handbook, boarding card and signage.</p> <p>Site Team have laid out the classroom to ensure students are appropriately distanced</p> <p>Communication to parents. HoY contact those who are not engaging sufficiently with the learning.</p> <p>COVID19 addendum included in Student Handbook</p> <p>Laptops given to students identified and handed out as needed by IT</p>	<p>Co-Heads</p> <p>Assistant Headteacher FM</p> <p>FM</p> <p>HoY</p> <p>Assistant Headteacher</p> <p>SBD</p> <p>SENCO</p>	L

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Premises – during and after partial closure	M	<ul style="list-style-type: none"> The Co-headteachers, in conjunction with the Governing Body, ensure the school reopens only when it is safe and advisable to do so, in line with local and national advice. The Co-headteachers identify which areas of the school may be used for school activity and communicates this to staff and students accordingly. The Facilities Manager arranges for any changes to the premises to be made to account for social distancing measures. The Co-headteachers limit access to the school for all non-essential visitors, e.g. guest speakers or third-party extracurricular clubs. All staff should vacate the staff by 4 p.m. to allow for cleaning access. The school bell will ring as a reminder 	<p>Re-opening Action Plan prepared and approved by Governors</p> <p>Timetable circulated and site plan included in staff pack</p> <p>Signage displayed around school.</p> <p>No lettings or visitors on site at present – to be regularly reviewed in accordance with guidance</p> <p>Training and the ringing of the school bell.</p>	<p>Co-Heads</p> <p>DSBM</p> <p>FM</p> <p>Co-Heads</p> <p>SBD/FM</p>	L
Emergencies	M	<ul style="list-style-type: none"> All staff and students' emergency contact details are up-to-date, including alternative emergency contact details, where required. The school has an up-to-date Medical Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. Backup plan if a member/s of SLT becomes unwell and/or need to shield. 	<p>Email sent out requesting parents to update emergency contact details prior to closure.</p> <p>Medical Policy updated March 2020</p> <p>Regular SLT meetings ensure that all members of SLT are aware of all current issues and priorities.</p>	<p>Data Team</p> <p>Assistant Headteacher</p> <p>Co-Heads</p>	L
Fire safety and evacuation routes	M	<ul style="list-style-type: none"> The Facilities Manager and SBD ensure that the fire management plan and fire safety risk assessment are up to date and reflect any changes in people movement or access. The SBD identifies how social distancing measures can be observed at evacuation points and communicates this to all staff, volunteers and students. 	<p>Fire drill to be implemented once school has opened., with any amendments to be communicated</p> <p>All staff and students to be reminded that in the case of a fire emergency, staff and students should prioritise safe evacuation over social distancing</p>	SBD	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	Control Measures	Responsible person's job title:	Risk rating following action H/M/L
Lifts		<ul style="list-style-type: none"> The Facilities Manager checks that lifts, stair lifts and automatic doors are in working order. 	Lifts will not be used at the present time	FM	
Cleaning	H	<ul style="list-style-type: none"> The SBD arranges enhanced cleaning to be undertaken where required in conjunction with the cleaning contractor. Where necessary, the number of rooms used by staff and volunteers during working hours is limited to avoid the spread of infection. The necessary areas of the school are deep cleaned before reopening with suitable cleaning agents and in line with the cleaning contractors risk assessment. Managing Health, Safety and Wellbeing during COVID 19 Pandemic risk assessment received from cleaning contractor. All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed. Adequate amounts of suitable cleaning agents are available. PPE is available to members of staff who require it to carry out cleaning safely. Soft furnishings and items that are hard to clean are removed from classrooms and are stored separately. 	<ul style="list-style-type: none"> Enhanced cleaning schedule to include additional staff working during the day agreed with Haywards for implementation throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. Support staff to assist with cleaning duties during the day as appropriate SBD to obtain risk assessment from Haywards Hand towels, hand wash and sanitiser are to be checked and replaced as needed by cleaning contractor and site team where needed Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush. PPE stocks available Staff provided with their own pack of PPE, to include personal board markers 	SBD, FM	L
Use of New Products	H	<ul style="list-style-type: none"> Staff and students may be required to use products which are not usually permitted in school Hand sanitizer and other products stored in a locked cage accessed by Site Team. Individual hand sanitizers included in PPE pack distributed to staff. High alcohol content wipes – stored in a locked cage accessed by Site Team. Wipes should only be used by staff and gloves should be worn. 	<p>COSHH data sheets available for all new products and training given to staff on 11th June.</p> <p>Included in individual staff pack. Staff advised not to leave these unattended.</p> <p>Wipes clearly labelled – Staff use only, gloves to be worn</p>	<p>FM</p> <p>SBD</p> <p>DSBM</p> <p>FM</p>	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	Control Measures	Responsible person's job title:	Risk rating following action H/M/L
		<ul style="list-style-type: none"> Spray for hard surfaces – refills stored in a locked cage accessed by Site Team. Individual sprays included in PPE pack distributed to staff. Milton sterilizing tablets to be used in Art and Technology. 	<p>Included in individual staff pack. Staff advised not to leave unattended.</p> <p>Relevant staff to confirm they have reviewed COSHH sheet</p> <p>On-site training available for technicians on 11th June. Data sheets available.</p>	DSBM SBD SBD	