

RISK ASSESSMENT FORM



TASKS UNDERTAKEN/ACTIVITY ASSESSED: Covid-19 return to school following lockdown - June 2021 update

Risk assessment ref: 2.7

LOCATION: Rickmansworth School

HAZARDS IDENTIFIED	PERSON(S) AT RISK Students/staff Contractors/visitors	POTENTIAL HARM or LOSS	WORKPLACE PRACTICES RISK CONTROL PROCEDURES	Severity	Likelihood	Risk Factor	Risk	ADDITIONAL CONTROLS (when Risk factor is > 12)
				(1-5)	(1-5)	(S x L)	H/M/L	
1) Spread and contamination of the virus due to an individual with Covid-19 symptoms attending school	Students/staff/visitors /contractors	Staff or students contract Covid-19	<ul style="list-style-type: none"> Staff have been made aware of the school's infection control procedures in relation to Covid-19 via email and advised to contact the school as soon as possible if they believe they may have been exposed to coronavirus. Parents have been made aware of the school's infection control procedures in relation to Covid-19 via letter and social media. They have been informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. Students have been made aware of the school's infection control procedures in relation to Covid-19 via a briefing paper and informed that they must tell a member of staff if they feel unwell. Information will also be placed on the screens Students, staff and parents have been advised that if students or staff present with Covid-19 	5	4	20	H	<p>Further communications to staff, parents and students regarding the return to work in September, including expectations around attendance from September, have been issued prior to the summer holidays.</p> <p>Staff reminded about quarantine rules before school holidays.</p> <p>Headteacher to issue reminder of measures identified in guidance</p> <p>Summary of guidance to be shared with staff</p> <p>Improved and more visual signage to be developed to</p>

			<p>symptoms they should not attend school and should self-isolate in line with the government's recommendations. Staff and students should self-refer for a test to determine whether they have the virus.</p> <ul style="list-style-type: none"> • Staff and students should continue to use the medical@rickmansworth.herts.sch.uk email address to keep the school updated on results. • Confidentiality is ensured at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus. • Staff to complete the 'Close Contact' Google form to log any close contact other than their usual lessons. • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, change or loss of sense of smell and taste 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, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to coronavirus, is immediately referred to the Medical Room. • Any member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to Covid-19, will be sent home immediately. • Where the Medical Welfare Assistant is unavailable, staff act to ensure that any unwell students are moved to the isolation room away from others, and are supervised at all times. 					<p>support guidance - building directive signs</p> <p>Summary of steps taken to be shared with staff including this risk assessment</p> <p>Communication to suppliers/contractors or those making deliveries to school not to enter the school premises if they are displaying symptoms</p> <p>Communication to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)</p>
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		<ul style="list-style-type: none">• The relevant member of staff calls for emergency assistance immediately if students' symptoms worsen.• The parents of unwell students 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.• 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 staff and students who need to go home are appropriately cleaned once vacated.• If unwell students and 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. These toilets are outside the Library and signage is displayed.• Any students who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk.• Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk.• Any member of staff or student who becomes ill with coronavirus symptoms is advised to obtain an NHS test and engage with NHS Test and Trace• Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is					
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			<p>administered in accordance with the Health & safety Policy</p> <ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Health and Safety Policy, using PPE at all times. • The school has developed its own procedures for tracing and contacting those that may have been in contact with an individual who subsequently tests positive for Covid-19. • Any student who has tested positive through a Lateral Flow Test carried out at school must immediately isolate in the designated Isolation Room and await collection from a parent/carer. • Any staff member who has tested positive through a Lateral Flow Test carried out at school must immediately leave school and self-isolate at home. 					
2) Spread and contamination of the virus due to inability to apply social distancing in the following settings:		Staff or students contract Covid-19		5	3	15	H	
a) School drop-off/pick-up	Students/staff		<ul style="list-style-type: none"> • No staggered starts from 8 March 2021 (ie. after the end of the national lockdown). The school site will be open from 8:10am each morning and students will go straight to their designated year group playground. • Staggered finish times for students • Students encouraged to walk, cycle or use private transport to reach school • Face coverings to be removed on entrance to the school and all disposable masks to be placed in a lidded bin. • All students and staff to wash their hands immediately on arrival at school 					<p>Obtain procedures from local bus companies regarding how they propose to maintain social distancing on school bus routes from September and share these with parents via the school website.</p> <p>Assembly instructions around safe removal of masks.</p>

b) Classrooms	Students/staff		<ul style="list-style-type: none"> • Ensure class sizes reflect the numbers of teaching / support staff available and allow social distancing to be managed effectively. • Keep students at their desks, away from each other, ideally 2 metres (3 steps) apart. • Class sizes ideally no more than 30 • Student groups determined as the size of a year group in line with DfE guidance (sixth form is one group). • Avoid any group activities that require students to be in close physical contact with each other, such as certain sports. • Open windows to improve ventilation • Students to be asked to bring in their own hand sanitiser and tissues to avoid sharing with other students • Bins emptied daily. Classrooms reorganised so that desks face the front of the room where possible • Subject specific risk assessments to be produced by departments for practical subjects: PE, Dance, Drama, Art & technology, Food Technology, Music, Science and Photography • Teachers recommended to stay at the front of the classroom and maintain 2m distance from students in line with DfE guidance • Resources which are shared between bubbles or groups must be cleaned between use or quarantined between use for 48 hours (72 hours for plastics) • Surface spray and cloth to be available in all classrooms to allow students and staff to wipe tables before each class • KS3 students timetabled to remain in the same classroom for all subjects where possible. • Student exercise books and assessment papers to be quarantined for 72 hours once handled or returned by students • Students to wear face masks in the classroom or during activities from 8 March 2021 until Easter in line with the latest 					<p>Consider classroom layouts. Reduce down class sizes further in practical subjects (science/art/D&T & Photography).</p> <p>Every classroom to have access to 60%+ hand sanitiser and tissues. Estates team to ensure sufficient supply of these items. Science department to have access to non-alcoholic sanitiser in line with CLEAPSS guidance.</p> <p>Safety protocols clearly displayed in classrooms and corridors.</p> <p>Students to be instructed: must instruct pupils to:</p> <ul style="list-style-type: none"> • not touch the front of their face covering during use or when removing it • dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) • place reusable face coverings in a plastic bag they can take home with them • wash their hands again before heading to their classroom
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			<p>government guidance issued 22 Feb 21. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. Staff to wear face masks in the classroom where they are unable to socially distance.</p> <ul style="list-style-type: none"> • From Monday 17 May 2021, face coverings will no longer be required to be worn in classrooms. Staff and visitors are advised to wear face coverings in situations outside of classrooms where social distancing is not possible. Students are advised to wear face coverings outside the classroom where there is a risk of year group bubbles mixing, such as corridors. Staff and students are able to continue to wear face coverings in classrooms if they choose to do so. • Face covering will continue to be worn in the Photography Department dark rooms. • From 14 June 2021 students will use science labs for all science classes rather than base rooms. The Science Risk Assessment has been updated for this change. 					
c) Meeting rooms and visitors	Staff/visitors		<ul style="list-style-type: none"> • Meetings to be held remotely where possible. On-site meetings to take place only where deemed to be business critical. • All meeting organisers to request, receive and assess completed visitor checklists for each attendee prior to arrival. • On site meetings to follow <u>social distancing guidelines</u> of ideally 2m spacing using suitably sized meeting space with adequate ventilation. • All meetings to have hand sanitisers, tissues and wipes available (except outdoor meetings where wipes are not needed) • Parent information evenings held using online meeting facilities • Meeting room capacity strictly adhered to in light of the additional risk from the Covid-19 					Communication to staff regarding protocols of meetings with visitors

			variant					
d) Canteen, break/lunch arrangements	Students/staff/Catering employees		<ul style="list-style-type: none"> Stagger lunch times, break times, and the movement of students around the school, to reduce large groups of students gathering. Students to eat outside (fields/playground areas) where possible Queuing system with 2m markers for staff and students in the canteen to enable social distancing to be followed Staff lunch times to be staggered where possible and meeting rooms to be used where social distancing cannot be achieved in staff areas. Avoid any group activities that require students to be in close physical contact with each other, such as certain sports. Hand sanitiser station to allow students and staff to sanitise hands before and after entering the food/till area Breakfast to be available for Free School Meal students only and available from the school canteen Sixth form students to have access to the Sixth Form Coffee Shop area only Main meal option to be available at break and lunch time Break time slightly extended (staggered break start/finish by year group) Students to eat outside of canteen where possible 					Revert back to the use of disposable cutlery
e) Corridors and communal areas	Students/staff/visitors		<ul style="list-style-type: none"> Stagger lunch times, break times to restrict movement within corridor areas. Staff to supervise movement of students around the building Corridors to be one-way where possible Signage to be placed around the building Students reminded to socially distance when they are released from classrooms Ca. 50% of school in base rooms / blocks where possible to reduce corridor traffic From Monday 5 October, students and staff are advised to wear face coverings in indoor 					<p>Further (laminated) signage/stickers to be placed around the building</p> <p>Communication sent to parents/carers and staff on 30 September 2020 regarding use of face coverings.</p>

			<p>communal areas (and areas where communal queuing is necessary). This includes:</p> <ul style="list-style-type: none"> • Corridors • Toilets • Sixth Form Group Study (when not eating or drinking) • The Canteen Queue • The Learning Steps • Food Cube Queue • Any other area as designated by a member of the Senior Leadership Team • Face coverings to be used during a fire alarm. • Social distancing strictly adhered to in light of the additional risk from the Covid-19 variant 					
f) Off-site visits	Students/staff		<ul style="list-style-type: none"> • No residential off-site visits to be booked/take place until further notice unless agreed by HT as critical for curriculum. • EVOLVE risk assessment to be completed for any non-residential trips to include consideration of social distancing. • All trips to take place in line with OEAP Guidance 					Communication to all staff regarding off-site visits
g) Transport	Students/staff		<ul style="list-style-type: none"> • Staff should not transport children in personal vehicles. • School minibuses to be driven by approved drivers following transport risk assessments and pre-journey checks, with suitable staff: pupil ratios. • Minibuses to have hand sanitisers and wipes available. Students and staff to be spaced 2m apart where possible and windows to be open for ventilation. Cordon off minibus seats and eliminating face-to-face seating, where vehicle capacity allows, to help passengers spread 					

			<ul style="list-style-type: none"> • Staff or students using public transport to get to school are advised to wear a face covering in line government guidance 					
h) Toilet areas			<ul style="list-style-type: none"> • Distance markers outside toilets to ensure social distancing whilst queuing to use toilet facilities • Capacity of the toilets will be displayed on the doors. • The toilets are cleaned frequently. • Monitoring ensures a constant supply of soap and paper towels. • Bins are emptied regularly. • Students are reminded regularly on how to wash hands • All staff toilets to be open across school. • Additional hand washing facilities (outside sinks) in place across the school 					Additional hand washing stations fitted during summer 2020
i) Medical/first aid	Students/staff		<ul style="list-style-type: none"> • First aid staff to wear appropriate PPE when treating staff and students in close proximity who present symptoms of Covid-19 (not required where symptoms are not present) • Where students presents symptoms of Covid-19, they should be moved to the isolation room identified at each setting where sick pupils can be kept in until parents or carers come to collect them, with: <ul style="list-style-type: none"> o A door you can close o A window you can open for ventilation o A separate toilet they can use (at Reception) • PPE (fluid resistant surgical face mask) should be worn by staff caring for the student while they await collection if a distance of 2 metres cannot be maintained. If contact with the student is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from 					<p>Obtain sufficient PPE for medical use (including fluid resistant surgical mask)</p> <p>Obtain sufficient hand sanitiser/wipes/cleaning products</p>

			<p>coughing, spitting, or vomiting, then eye protection should also be worn</p> <ul style="list-style-type: none"> All staff, students and parents in close contact with the suspected case (within 2m) to self-isolate until Covid-19 tests have taken place and should self-refer for tests through the NHS 					
j) Staff workspaces and staffroom	Staff and visitors	Staff or students contract Covid-19	<ul style="list-style-type: none"> Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. Staff have been briefed on the use of these rooms All offices are allocated maximum capacity which are displayed on the door. Staff (particularly support staff) encouraged to obtain refreshments outside of break/lunch time where possible to reduce numbers in the staff room Staff encouraged to bring in their own lidded reusable mug so that hot drinks can be taken safely back to classrooms/office areas Benches in garden outside staff room designated for staff only Room capacity strictly adhered to in light of the additional risk from the Covid-19 variant 					
k) Pupil behaviour - Pupils' behaviour on return to school does not comply with social distancing guidance	Staff and students	Staff or students contract Covid-19	<ul style="list-style-type: none"> Clear messaging to students on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. Staff model social distancing consistently. The movement of students around the school is minimised. Large gatherings are avoided. 					

			<ul style="list-style-type: none"> • Break times and lunch times are structured to support social distancing and are closely supervised. • The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, students and parents. • Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. • Messages to parents reinforce the importance of social distancing. 					
l) Use of main hall for assemblies/meetings	Staff, students, visitors, parents	Staff, students, parents, visitors contract Covid-19	<ul style="list-style-type: none"> • From June 2021, assemblies will take place face-to-face in the main school hall with half year groups attending at a time, sat 2 metres apart. Students should line up outside before entering. Year 12 assemblies will include the whole year group. • Staff briefings will continue to be carried out through GoogleMeet. 					
m) Use of school library (LRC)	Staff, students	Staff, students contract Covid-19	<ul style="list-style-type: none"> • Ebooks systems available to students • Physical books to be quarantined for 72 hours once handled or returned by students • Social distancing rules respected within the LRC • Loan laptops and LRC laptops to be wiped with antibacterial wipes before and after use 					
n) External teachers/support worker interaction with students (counsellors, therapists, peripatetic music teachers, supply	Staff, students, visitors, contractors		<ul style="list-style-type: none"> • Site guidance is explained to all external staff before they arrive at the school and they should be signposted to a copy of this risk assessment 					

teachers)			<ul style="list-style-type: none"> • Social distancing of 2m adhered to where possible • Visits should be scheduled outside of school hours where this is possible 					
3) Spread and contamination of the virus due to poor hygiene practice - Getting or spreading coronavirus by not washing hands or not washing them adequately	Students/staff/visitor /contractors	Staff or students contract Covid-19	<ul style="list-style-type: none"> • Students and staff to wash their hands on arrival at school, on changing rooms between lessons, when they return from breaks. before and after eating • Posters are displayed throughout the school and messages on screens reminding pupils, staff and visitors to sanitise / wash their hands, e.g. on entering the school and how to wash hands properly • Increase the number of hand washing stations across school by installing 15 additional outside hand washing stations in 4 locations. • Premises team responsible for replenishing hand washing/sanitising facilities. • On entry students, staff and visitors must wash their hands with soap and follow infection control procedures in accordance with the DfE and PHE's <u>guidance</u>. • Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels are supplied in all toilets, staffroom kitchen and hand washing stations. • Bar soap is not used – liquid soap dispensers are installed and used instead. • Pupils are discouraged from sharing cutlery, cups or food. • Hand sanitiser to be provided in every classroom. • Students encouraged to bring hand sanitiser into school as part of their essential kit list • Students to bring plastic food bag for disposal of contaminated tissues, masks, etc. 	5	3	15	H	

			<ul style="list-style-type: none"> Importance of handwashing/use of sanitiser re-iterated to staff and students in the light of the additional risk from the variant of Covid-19 					
4) Transmission through touching infected surfaces or equipment including:	Students/staff/visitors	Staff, students or visitors contract Covid-19	<ul style="list-style-type: none"> Communicate the cleaning protocols to the cleaning staff and Estates team: Cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people. Wherever possible, wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished. Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles. If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), consider using protection for the eyes, mouth and nose, as well as wearing gloves and an apron. Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning. Wash hands regularly 	5	4	20	H	<p>Cleaning staff in school during the school day</p> <p>Anti-bacterial spray, cloths and wipes available in all classrooms.</p> <p>Focus on handwashing and additional hand washing facilities in place across school</p>
a) Bannisters/ door and window handles/ taps/ surfaces/light switches/ touch points around the building			<ul style="list-style-type: none"> Cleaning staff to work during school hours in order to increase the level of cleaning of toilet areas, taps, doors, surfaces and touch points around the school with detergents and bleach Cleaning staff to be based in a separate room 					

			<ul style="list-style-type: none"> and to maintain social distancing in line with students/staff • Use of anti-virucidal sprays 					
b) Computers/ keyboards/PE/science equipment			<ul style="list-style-type: none"> • Ensure computers/keyboards are wiped after use. Anti-bacterial computer wipes to be kept in classrooms. • Cleaners to regularly clean ICT rooms. • PE to avoid close contact sports • Avoid students sharing stationery and other equipment where possible. However, in line with DfE guidance, equipment may be shared between classes or bubbles. • Students to bring in their own computer devices where possible • Students to bring in hand sanitiser, tissues and a plastic bag as part of equipment list • Practical subjects to produce their own risk assessments 					
5) Too many staff are sick/self-isolating to maintain safe student/staff ratios	Students/staff	Unsafe environment for students in school	<ul style="list-style-type: none"> • The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. • Full use is made of those staff who are self-isolating or shielding but who are well enough to work from home. • Full use is made of NHS Test and Trace to inform staff deployment. • Ongoing guidance regarding reducing risk of infection should be adhered to reduce risk of infection and outbreaks as above. • Review staffing and student numbers on a regular (daily) basis to ensure ratios are appropriate. • LSAs to be formally deployed on a timetable basis to aid contact tracing • Ensure that staff are aware of the possible requirements to be flexible and if necessary be redeployed in an alternative timetable setting • Adequate cover arrangements in place to maintain staffing ratios. Consider reducing students on site if staff ratios are not sufficient. • In the event of a local outbreak, clinically vulnerable staff may be asked to shield at 	3	4	12	M	<p>Lateral flow testing to be made available from mid January 2021</p> <p>From 20 December 2020 Hertfordshire is in tier 4 Those staff who are clinically extremely vulnerable are to work from home and not to come into work. If someone in this category cannot perform any work duties from home, then they should not attend the school site and should remain at home.</p> <p>Staff who are clinically extremely vulnerable to follow national guidance issued at the end of the spring 2021 lockdown (currently to isolate until 31 March 2021)</p>

			<p>home.</p> <ul style="list-style-type: none"> Clinically vulnerable and extremely vulnerable staff (including pregnant staff) to return to work and to maintain social distancing. Risk assessments to be updated for these individuals. 					
6) Students unable to return to school due to specific health reasons or isolating	Students	Impact on teaching and learning	<ul style="list-style-type: none"> School welfare officer to hold the list and details of students who are unable to return to school and to remain updated on their health status Blended learning taking place from 22 October 2020 with students able to access lessons remotely. Regular review meetings with pastoral staff/form tutor to assess progress and review concerns. 	3	2	6	L	
7) School closed due to a local or national lockdown	Staff and students	Impact on teaching and learning in the event of a further local or national lockdown	<ul style="list-style-type: none"> Contingency plans in place. Seek advice from PHE/local health protection team in the event of a local lockdown Revert to remote learning solutions including a mix of online learning, live teaching and video presentations Staff rotas in place to support any critical worker/vulnerable student provision required in school 	3	2	6	L	<p>From 20 December 2020 Hertfordshire is in tier 4. Shielding advice is currently in place in tier 4 areas, and so all children still deemed clinically extremely vulnerable are advised not to attend school.</p> <p>Students who are clinically extremely vulnerable to follow national guidance issued at the end of the spring 2021 lockdown</p>
8) Governors not fully informed or involved in making decisions	Governors	Decision making not challenged with sufficient rigour	<ul style="list-style-type: none"> Online meetings are held regularly with governors. Governing bodies are involved in key decisions on reopening. Governors are briefed regularly on the latest government guidance and its implications for the school. 	4	3	12	M	<p>H&S Committee met 27 May 2020.</p> <p>H&S Committee met 19 August 2020.</p> <p>H&S Committee to meet 13 January 2021.</p>

								CoG to visit site
9) Policy review - Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	Staff, Students, Governors	Policies and procedures are not fit for purpose	<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. Staff, pupils, parents and governors have been briefed accordingly. Fire procedures have been reviewed and revised where required, due to staff absence. Students and staff advised to wear a face covering in the event of a fire alarm activation. Reduced numbers of pupils/staff Possible absence of fire marshals Social distancing rules during evacuation and at muster points Possible need for additional muster point(s) to enable social distancing where possible Staff and pupils have been briefed on any new evacuation procedures. Fire drill to be held early in September 	2	3	6	L	
10) Communication strategy	Staff, Students, Governors, Visitors, Contractors, Parents	Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	<p>Communications strategies for the following groups are in place</p> <ul style="list-style-type: none"> Staff Students Parents Governors/Trustees Contractors Professional associations Other partners 	2	3	6	L	
11) Mental health concerns - students	Students	Students' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	<ul style="list-style-type: none"> There are sufficient numbers of trained staff, counsellors available to support students with mental health issues. There is access to designated staff for all students who wish to talk to someone about wellbeing/mental health. Wellbeing/mental health is discussed regularly in PSHE/briefings/Pastoral weekly emails. Resources/websites to support the mental health of students are provided. 	3	3	9	M	

			<ul style="list-style-type: none"> Review DfE guidance and toolkits on students wellbeing and returning to school after lockdown Focused pastoral support for students and families where issues are identified 					
12) Mental health concerns - staff	Staff	The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. Staff briefings/training on wellbeing are provided. Staff have been signposted to useful websites and resources. Staff working from home due to self-isolation have regular catch-ups with line managers. Appropriate work plans have been agreed with support provided where necessary. Staff working from home may help provide remote learning for any pupils who need to stay at home. Where required pastoral staff are signposted to professional support 	3	3	9	M	
13) Contractors working on the school site	Staff, students, visitors, contractors	Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	<ul style="list-style-type: none"> Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. An assessment has been carried out to see if any additional control measures are required to keep staff, students and contractors safe. Assurances sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk 	5	2	10	M	

			<p>assessments and method statements, and contractor induction).</p> <ul style="list-style-type: none"> Window fitting contractors to have own toilet facilities on site for their sole use. Contractors to wear face coverings when inside the school building or in communal areas and social distancing is not possible 					
14) Financial pressures arise due to the Covid-19 pandemic	Staff, students	The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties	<ul style="list-style-type: none"> Additional cost pressures due to COVID-19 identified and reforecasts which factors them in will be produced. Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. Consideration of whether the school can apply for support from the Covid-19 fund for additional expenditure incurred The school's projected financial position has been shared with governors 	3	4	12	M	
15) Lone working in school	Staff	Risk to individual's safety from lone working in school	<ul style="list-style-type: none"> Lone working not expected. 	5	2	10	L	
16) Home visits during national lockdown	Staff	Risk to individual's safety from undertaking home visits	<ul style="list-style-type: none"> Visits must not be undertaken inside homes. Individuals who undertake a visit to a home (for example to drop off items), must contact the DHT or Sixth Form AHT before and after the visit. Staff who drop items off at a student's home should suggest to the parent/carer that items are quarantined for 72 hours (unless they can be wiped down with an antiviral wipe) before being used. 	5	2	10	L	Individuals who undertake a visit must have business use motor insurance in place
17) Lateral flow testing	Staff, students, volunteers	Staff or students contract Covid-19	<ul style="list-style-type: none"> Separate risk assessment for lateral flow testing in place 	5	1	5	L	
18) Extra-curricular provision	Staff, students, volunteers	Staff or students contract Covid-19	<ul style="list-style-type: none"> Where deemed appropriate practical activities will follow department risk assessments All activities will adhere to the School's Covid-19 Health and Safety guidance 	5	2	10	L	

			<ul style="list-style-type: none"> All in-class activities will have seating plans in place to aid contact tracing 					
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FOR CALCULATION OF RISK FACTOR FOLLOWING IMPLEMENTATION OF ALL CONTROL MEASURES									
SEVERITY					LIKELIHOOD				
5	4	3	2	1	5	4	3	2	1
FATAL	MAJOR INJURY	MEDIUM INJURY	MINOR INJURY	TRIVIAL/NO INJURY	LIKELY	PROBABLE	POSSIBLE	REMOTE	HIGHLY UNLIKELY
Fatality - RIDDOR		Major - Fracture/Amputation - RIDDOR		Medium - Significant sprain/Digit fracture/Significant burn - possible RIDDOR		Minor - Minor sprain/Small burn		Trivial/No injury - Scratch	

AUTHORED BY: Emma Gritten & SLT

DATE: 11 July 2020

REVIEW DATE: 30 September 2020

REVIEWED BY: Emma Gritten & SLT

DATE: 2 October 2020

REVIEW DATE: 31 October 2020

REVIEWED BY: Emma Gritten & SLT

DATE: 11 November 2020

REVIEW DATE: 31 December 2020

REVIEWED BY: Emma Gritten & SLT

DATE: 13 January 2021

REVIEW DATE: 31 January 2021

REVIEWED BY: Emma Gritten & SLT

DATE: 23 February 2021

REVIEW DATE: 31 March 2021

REVIEWED BY: Emma Gritten & SLT

DATE: 15 April 2021

REVIEW DATE: 15 May 2021

REVIEWED BY: Emma Gritten & SLT

DATE: 12 May 2021

REVIEW DATE: 12 June 2021

REVIEWED BY: Emma Gritten & SLT

DATE: 10 June 2021

REVIEW DATE: 31 August 2021