

1 - Social Distancing Practicalities												
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Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What <u>EXISTING</u> controls or mitigations are in place today?	Considering existing controls / mitigations, please assess <u>CURRENT</u> Risk Level (1 - 5)		OVERALL CURRENT RISK level 1 - 25 (fills automatically)	What <u>FURTHER</u> actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate <u>EXPECTED</u> risk level (1 - 5)		OVERALL FUTURE RISK level 1 - 25 (fills automatically)	Assigned person to complete further actions	Planned / Actual Completion date
				Likelihood / prevalence of risk occurring	Severity of Risk if it occurs			Likelihood / prevalence of risk occurring	Severity of Risk if it occurs			
Travel to and from School	all	Catching/ Transmitting virus	None	3 - Medium	4 - High	MEDIUM	• Educate/inform parents and pupils about the need to recognise social distancing rules during their journey to and from school (schools can only partially control this) Encourage students to walk or cycle to school where possible.	2 - Low	4 - High	MEDIUM	MG	08/03/2021
Social distancing is more difficult on public transport	All using public transport	Catching/ Transmitting virus	Compulsory requirement to wear face coverings on all public transport services. Students are advised to sit in the same seat on the bus everytime they travel and to make a note or remember the seat number should the need to contact trace arise. Lists of students travelling on each bus held by the school.	3 - Medium	4 - High	MEDIUM	• Liaise with bus companies if appropriate. • Liaise with LA school transport to ensure their advice is followed and they are compliant with social distancing guidance (walk/ cycle or travel by car if this is an option) Ensure that students wear face coverings on public transport and dedicated school transport. Students will wash hands before leaving school and getting on to school/ public transport. Share with parents, government guidance for safer travel on public transport.	2 - Low	4 - High	MEDIUM	PC	08/03/2021 PC to liaise with dedicated schools transport services for their updated risk assessments
Beginning of school day	All	Catching/ Transmitting virus	Staff are on duty to ensure socially distancing respected when students arrive onto the school site. Dedicated handwashing facilities are available both outside and inside the school buildings for use by students on arrival. Year groups have specific allocated facilities.	2 - Low	4 - High	MEDIUM	• ALL students to enter the school through the allocated entrance for their year group and proceed directly to their classroom base. ALL STUDENTS TO WASH HANDS ON ARRIVAL • Staff on duty to control this. • Limit the gathering of pupils	2 - Low	4 - High	MEDIUM	PC - to ensure that all external sinks are functioning and are clean and that appropriate signage remains in place. Site staff to re stock paper towels and soap dispensers. PC to publish duty rota by 08/03/21	08/03/2021
Parents access to the site	All	Catching/ Transmitting virus	Parents only access the site in an emergency and do so through main reception. All other entrances to the site are locked during the school day.	2 - Low	4 - High	MEDIUM	• Stress with parents the government's message about social distancing • Confirm clear expectations regarding site access at the start and end of school • Reiterate to parents that all meetings with parents to be by appointment only and held virtually via Microsoft Teams where appropriate.	2 - Low	4 - High	MEDIUM	JG to remind parents on FAQs to be published before re-opening	05/03/2021
Cloakroom facilities	Staff and Students	Catching/ Transmitting virus	Clear separation of Staff and Students for safeguarding reasons. Dedicated toilet facilities for each Year group bubble.	3 - Medium	4 - High	MEDIUM	• Restrict access for a limited number of pupils at a time - break and lunchtime duty staff to monitor.	2 - Low	4 - High	MEDIUM	PC to check clear signage to toilets.	08/03/2021
Assemblies	All	Catching/ Transmitting virus	Assemblies currently cancelled	4 - High	4 - High	HIGH	• All assemblies to be pre-recorded and broadcast via Teams or other online platform.	2 - Low	4 - High	MEDIUM	JG & RA - to instruct HODs and other staff to pre-record assemblies in advance of scheduled date	19/04/2021
Social distancing in classrooms	All	Catching/ Transmitting virus	Students working in bubbles, staff maintain clear seating plans which are shared centrally for ease of contact tracing. Students sit in their allocated seat in each lesson. Staff remain at least 2m distance from students when teaching.	4 - High	4 - High	HIGH	• Staff and students to wear face coverings when inside the school building and when 2m social distance cannot be maintained. Ensure that tudents in KS3 continue to be taught in form group/ teaching group bubbles within a designated base of classrooms for their year group use. Ensure that students in KS4 & 5 continue to be taught across a suite of rooms to enable delivery of option subjects but remain in year group bubbles. Students continue to be directed by teachers to maintain social distancing where possible. Desks continue to be front facing and at a 2m distance from the teacher's desk in each room. Students will participate in practical science/ drama and music lessons, movement to the lab or practical space will only happen when students are accompanied by a member of teaching staff, to avoid any mixing of bubbles in the corridors or on the stairs.	3 - Medium	4 - High	MEDIUM	MG/ JG to remind staff& students in FAQs published before return to school. PC to ensure that all 2m tape is installed in all classrooms. 2m indicator must be 2m from teacher workspace.	05/03/2021
Lining-up	All	Catching/ Transmitting virus	Students not required to line up outside classrooms in general at KS3. Lunch, break time and bus queues are supervised by staff. Where students are lining up waiting to move to practical spaces, students only line up outside. Where KS4 & 5 students need to wait for a lesson outside a room they are encouraged to maintain 2m distance. Floor markers are in place on Year 12 & 13 corridors. Teaching staff move to classrooms to teach, reducing the need for students to wait outside rooms. One way system in place around the school site to avoid congestion	3 - Medium	4 - High	MEDIUM	• Remind pupils about social distancing when lining-up • 2m floor markers will be installed in top Year 10 corridor, and dividing tape installed to encourage a one way system of movement between classrooms on this corridor. • Lunch/ break/ bus queues continue to be supervised, with SLT present on a daily rota, classes to remain in their classroom bases and teaching staff move to teaching rooms to avoid movement around the school.	3 - Medium	4 - High	MEDIUM	. MG to remind students of expectations for behaviour . PC to ensure that one way system in place on top corridor.	05/03/2021
Keeping pupils separate at lunchtime	All those dining	Catching/ Transmitting virus	• Three serveries ( canteen/ hall and old gym) are operational to accommodate students in year group sittings. Each year group is allocated 20 minutes to eat lunch in their year group bubble. Surfaces are cleaned between sittings. Social distancing can be controlled in this way. • No eating in classrooms or other areas inside the school, weather permitting students will be permitted to eat packed lunches outside in designated year group areas. • School Meal diners to queue 1m apart where possible Eating outside is allowed - Social distancing to be observed. YEAR 12 & 13 are be allowed to go off site for lunch to return again in the afternoon.	3 - Medium	4 - High	MEDIUM	Remind students of lunchtime arrangements and re published SLT rota to support midday supervisors	2 - Low	4 - High	MEDIUM	PC to ensure that canteen spaces are ready for use on 8th March	08/03/2021

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Social distancing at breaktimes	All	Catching/ Transmitting virus	See Lunchtime protocol for canteen use. Students encouraged to use Year group spaces outside at breaktime so that classroom spaces can be cleaned, and aired. If weather bad students stay in year group bubble bases.	3 - Medium	4 - High	MEDIUM	Remind students of breaktime arrangements and inform students that face coverings must be worn at all times when inside the building apart from when in the canteen spaces, where students are eating.	2 - Low	4 - High	MEDIUM	MG to inform students of new requirements on face coverings	05/03/2021
Social distancing - STUDENT toilets	All	Catching/ Transmitting virus	• Students use dedicated year group toilets. Staff on duty at lunch and break check students are not congregating in toilets. During lesson time teaching staff limit numbers of students let out during lessons ( no more than 1 per class at any time).	2 - Low	4 - High	MEDIUM	Remind staff and students of expectations re behaviour	2 - Low	4 - High	MEDIUM	MG to remind students and staff	05/03/2021
Staff safety - social distancing	Staff	Catching/ Transmitting virus	• Staff to adopt 2m social distancing around the school site. Offices and staff spaces have been set up to ensure 2m distance between workspaces wherever possible. Further staff space has been set up adjacent to Year 12 Common Room. Staff room has been set up with 2 m spaced work desks and allocated to specific staff where department space is limited. •All meetins to be held via Teams • Regular briefings via e mail • Hold meetings via MS Teams	2 - Low	4 - High	MEDIUM	Review arrangements in workroom shared by History, PRS, Psychology and Maths staff.	2 - Low	4 - High	MEDIUM	HODS to review department space and communicate concerns with SLT link. JG to review workroom space as detailed here.	08/03/2021
End of day procedures	All	Catching/ Transmitting virus	Students leave site promptly. Hand wash before leaving. Bus queues are managed by a staff rota. Students not leaving on time must be supervised by a Teacher or must wait in RECEPTION maintaining social distancing. Parents encouraged to collect students at 3.45pm and remain parked away from the school site. Staff duty rota ensures supervision of handwashing facilities as students leave site. Any students who miss their bus may wait distanced in reception area. Students waiting for buses are encouraged to wait in areas allocated to their bus.	2 - Low	4 - High	MEDIUM	Remind students of procedures for handwashing and prompt leaving of the site and for waiting for and travelling on school buses.	1 - Very low	4 - High	LOW	Teachers to remind students to leave the site and observe Social Distancing as they leave. Also remind to handwash.	Ongoing
Social distancing - trips and events off site	All staff and students on Trips	Catching/ Transmitting virus	As of summer term 2020 all school trips and residentials cancelled.	3 - Medium	4 - High	MEDIUM	• All off site visits temporarily suspended. Face coverings to be worn on school minibus for journeys to the stations and bus cleaned after use.	1 - Very low	1 - Very low	LOW	JB to ensure cleaning of minibus	Ongoing
Social distancing if parents are in school	Staff and Students involved in parents visit	Catching/ Transmitting virus	Parents should only be on site in an emergency. General safeguarding policies apply. Meetings with parents will be arranged via MS Teams. Parents evenings are held via School Cloud	3 - Medium	4 - High	MEDIUM	Continue to reinforce this with parents.	1 - Very low	1 - Very low	LOW	SLT to remind parents	05/03/2021
Close proximity of staff and pupils	All	Catching/ Transmitting virus	Staff remain at 2m from students in classrooms and where possible when moving around the school. Staff monitor fr the front of the room. Timing planned into the school day to allow for movement around the school one way sytem, to support social distancing and avoid. PPE provided for first aiders who are providing care for students/ staff.	3 - Medium	4 - High	MEDIUM	Recommend that face coverings are worn by all staff and students when 2m distance cannot be maintained. School to provide face coverings for staff and students who do not have access to these or who forget, lose or damage their mask.	3 - Medium	4 - High	MEDIUM	PC to order stock of relevant PPE	05/03/2021
Visitors to school	Staff/Students exposed to visitors	Catching/ Transmitting virus	Safeguarding policies. Visitors are limited to all but essential. We do not allow any visitors into school if they are displaying COVID symptoms. Staff to consult SLT before challenging visitors if they suspect symptoms. All visitors must undergo a non contact temperature check or leave the site.  ALL VISTORS will be recorded by the receptionist through the CLOSED Glass screen. VISITOR Badges are wiped with disposable sanitiser wipe before issuing and will not be used again for three days. Contractors may only visit when students are not in school and must wear appropriate PPE. SUPPLY teachers must sign a declaration regarding their health and that of their household before entering the site. All visitors must wash their hands before reoccurring.	3 - Medium	4 - High	MEDIUM	Continue with current policy regarding visitors to the school.	2 - Low	4 - High	MEDIUM	Office staff to ensure supply of visitor registration forms and working thermometer.	05/03/2021