

Risk Assessment for COVID-Secure Schools, Education and Childcare Settings

Establishment: CHRISTLETON HIGH SCHOOL

Risk Assessment carried out by: DAWN CRESSWELL, HR Administrator & SUZANNE WONG, School Operations Manager

Date: 04 January 2021 (To be reviewed weekly)

Risk Title	Hazard	Who could be harmed	How could people be harmed	Risk High, Medium, Low	Control Measures	Risk (after control measures implemented)	Risk Action Update / Comments
Transmission of Coronavirus whilst staff and students are in school.	COVID-19						
Drop off and collection of students	COVID-19			High	<p>Parents need to make their own risk assessment on the safest way of getting their children to school. If being dropped off by car, parents must remain in their vehicles and drop the children near the relevant entrance for their Year Group.</p> <p>Until further notice school will not be accepting any visitors, unless pre-arranged.</p> <p>If a parent needs to pass a message to school, then this should be done by telephone, email or Edulink.</p> <p>Student entry time has been staggered over a 20 minute period (8:40 - 09:00) - staff will be on duty to aid this process: -</p> <p>Year 7 students arrive through the Village Road entrance to enter through the gates to the Junior Yard and make their way via the Junior Yard round the back of the school to their Form rooms in the English block. Year 8 students arrive through the Plough Lane entrance and enter school through the doors which take you to the Exhibition Area in front of the Hall. They should then go straight to their Form room.</p> <p>Year 8 cyclists must put their bikes in the Plough Lane bike sheds NOT the junior yard.</p> <p>Year 9 students should arrive through the Village Road entrance and enter school through the Student Reception entrance opposite the blue monument and go straight to their Form room.</p> <p>Year 10 Students will now arrive via the Village Road entrance (cyclists use the junior yard bike shed) and if they are early (before 8.55) they are to wait on the tennis courts.</p> <p>Year 11 students should arrive at school via the Plough Lane entrance.</p> <p>Depending on what time they arrive on site students can either wait on the Senior Yard, socially distanced, or go straight to their first lesson.</p> <p>Sixth Form students should only be on site if they have lessons, and can leave after their last lesson of the day. Form time will run starting at 08:40 for those students with a timetabled lesson Period 1. Sixth Form students are not expected to be in school and come to form unless they have a timetabled lesson Period 1 that day. Sixth Formers should enter and exit the school via the Sixth Form entrance opposite the Sports Centre. If they arrive in school anytime after morning registration, they should sign in using the books at Sixth Form reception. Anytime they leave site they should sign out in the book and sign back in again if they return. There is no afternoon registration, if they are in a lesson Period 4, this automatically marks them in. If not, they are coded 'X'. Year 13 Mock Exams start on 8 March 2021 and run for a 9 day period.</p> <p>Year 13 students have study leave and will not be attending lessons during that time. Students will only come on to the school site for their mock exam and leave immediately afterwards.</p> <p>Parents have been asked to support the staggered starts and students should not arrive too early to school.</p> <p>If travelling by car parents and students should not share their car with any other student outside their family bubble.</p> <p>Students arriving on bicycles can lock their bike in the usual designated areas but must ensure social distancing. They can then walk around the building to their designated entrance.</p> <p>Any student who arrives late to school, after the gates and entrances have been locked, must report to the student entrance next to the blue monument.</p> <p>We are adopting a staggered end to the day with students leaving in Key Stage bubbles:-</p> <p>KS3 leave at 15:00, KS4 leave at 15:20 and Sixth Form leave after their last lesson of the day or Period 4 at 13:20 - see above detail for Year 13 Mock exam period.</p> <p>Floor tape, direction arrows/keep left signage in place to ensure students keep to the left on corridors and stairs. All staff have been made aware of the need for a firm and clear message to be given to students and are asked to reinforce this message before any movement round the school takes place.</p> <p>All students are asked to sanitise/wash their hands on arrival to school and to be reminded to do this at regular intervals throughout the day.</p> <p>Face coverings - the guidance has been amended from 17th May. In secondary schools, the government recommends that face coverings:</p> <ul style="list-style-type: none"> No longer need to be worn by adults and students in classrooms. Should be worn by staff and adults (including visitors) in situations where social distancing is not possible (for example, when moving around in corridors and communal areas). Do not need to be worn by students when outdoors on the premises. <p>However, the reintroduction of face coverings for students or staff may be advised for a temporary period in response to particular localised outbreaks, including variants of concern.</p> <p>W.E.F 08.03.2021 the school strongly recommends that all staff and students should wear face coverings in all indoor communal areas and during lessons where a 2 metre safe distance can not be maintained. If students wish to use a mask at all times they can; parents to discuss this matter with their children and educate them on the correct way to wear them. Headteacher has sent a communication to all parents about the revised face covering requirements and how to handle face masks safely. Reminders are issued regularly to all staff to promote the required cleanliness and mask wearing at all times. We have a small number of students who are medically exempt from wearing a face covering - these students have been made known to staff via a Google document and the students have been given a medical exemption card which features their name and ID photo. We also have a number of students who we know to be anxious about the prospect of wearing a mask, these students names can also be found on the Google document and all staff have been asked to familiarise themselves with the student names. It is expected that face coverings will no longer be required to be worn in classrooms, or by students in other communal areas, at step 3 of the roadmap, which will be no earlier than May 17th.</p>	Medium	Social distancing in the bike sheds - signage, yellow feet ground markings, duty staff member to monitor.
Staff and students in classrooms	COVID-19			High	<p>where possible classrooms will be designated to specific student bubbles to prevent cross contamination. Perspex screens for teachers desks have been provided in all rooms; also provided to support staff offices, where needed.</p> <p>KS3 will remain in the same classroom all day and will be taught in Tutor Groups which will reduce the number of students moving around school.</p> <p>Desks will be set up to ensure that students will be facing forward in all classrooms (wherever possible) and must not be moved.</p> <p>Staff will maintain a minimum of 2 metre distance from students wherever possible.</p> <p>Each student will have an allocated seat within the classroom that they use each time. Staff to enter their seating plans on Edulink - reminders have been issued to all staff to update seating plans asap, w.e.f. 08.03.2021.</p> <p>Temporary seating changes to be noted and sent to Suzanne Wong and/or Kim Pitchford for uploading to GoogleClassroom for contact tracing purposes.</p> <p>Students and staff to sanitise hands on arrival and departure from all classrooms.</p> <p>Staff should sanitise their desk on arrival and leaving the classroom, a cleaning spray and cloth is provided in each classroom. A pump bottle of hand sanitiser will be in each classroom. Tissues will also be placed in each room so that students and staff can comply with 'catch it, bin it, kill it' guidelines.</p> <p>Our own cleaning team is on duty throughout the day and there will be frequent cleaning of the site.</p> <p>No sharing of resources during an activity and sanitising of equipment in between use.</p> <p>The law requires employers to ensure an adequate supply of fresh air in the workplace and this has not changed during the pandemic. Good natural, mechanical or a combination of both forms of ventilation, together with social distancing, keeping our workplace clean and frequent handwashing, can help reduce the risk of spreading coronavirus. Use of equipment to bring fresh air into the classroom is to be used if applicable - PH will assess the ventilation situation in each classroom and consider how to improve ventilation where necessary.</p> <p>Large buckets of cleaning wipes will be available in rooms such as but not limited to echnology rooms, Music, Art, Science and DT.</p> <p>Classroom doors will be wedged open (including Fire Doors) while in use for lessons and windows are to be open where possible. Door wedges are available in the staff room.</p> <p>Classrooms will be cleaned at the end of each day and cleaners will be available onsite through school hours for any additional cleaning needs. A clear desk policy must be maintained in all rooms to ensure ease of cleaning.</p> <p>Students are required to leave the classroom tidy - no masks, bottles, papers or other rubbish on the floor.</p> <p>KS3 students have been issued with a Bag for Life to keep all equipment and work for safe storage overnight on their chair in their classrooms. (SL). Bags provided to hold work overnight must be placed on chairs to make cleaning of the room easier.</p> <p>Lockers have not been allocated due to the difficulties in managing social distancing and potential for crossing bubbles - All KS3 students have been asked to empty their lockers and use their bags for life</p>	Medium	<p>Do we have enough cleaning capacity during the day, or evening/overnight, if needed? (P Hill: details of plans/shifts in place?)</p> <p>Emily Stewart has updated the PE risk assessment to incorporate the use of the Gym and changing rooms for KS4 PE lessons, with effect from 19/10/2020. Click here to read.</p> <p>For the period 04/01/2021 - 22/03/2021 inclusive the Gym has been used as a Covid testing centre. Normal (PE) use of the Gym and changing rooms will resume on Wednesday, 24 March 2021.</p>
Moving about the school	COVID-19			High	<p>Floor tape, direction arrows/keep left and single file signage in place to ensure students keep to the left on corridors and stairs - request made to PH to repair where markings are now faint or damaged.</p> <p>All staff have been made aware of the need for a firm and clear message to be given to students and are asked to reinforce this message before any movement round the school takes place.</p> <p>All students are asked to sanitise/wash their hands on arrival to school and to be reminded to do this at regular intervals throughout the day, when entering/exiting classrooms etc.. More sanitiser stations have been distributed around school.</p> <p>The school strongly recommends that all staff and students should wear face coverings in all indoor communal areas and during lessons where a 2 metre safe distance can not be maintained, wef 08.03.2021. Headteacher has sent a communication to all parents about the revised face covering requirements and how to handle face masks safely.</p> <p>If students wish to use a mask at all other times they can; parents to discuss this matter with their children and educate them on the correct way to wear them.</p> <p>Clear signage is placed in corridors to aid safe movement around the school reinforcing keep left, single file and a minimum of 1 metre apart, tape is placed on floors throughout the school to help students to comply. Other signage has been placed throughout the building and on arrival the students receive briefing and staff support upon entry.</p> <p>Staff have been asked to stagger the release of students from lessons in 'pinch point' places around the school and staggered transitions are in place for the end of the day.</p> <p>Students are kept within their designated bubble classrooms wherever possible to restrict student movement as much as possible.</p> <p>SLT are in the corridors between lessons to support the revised distancing and behaviour expected from all students</p>	Medium	<p>Guidance for schools: coronavirus (COVID-19) - GOV.UK - latest update 05.03.2021</p>

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Emergency Provision	COVID-19			Medium	<p>WEF 05.01.2021 to 05.03.2021 inclusive - EP students are those students whose parents are critical workers or students classed as vulnerable. Timetable to be followed as normal. Teachers to clean the teacher's desk before and after use. SKC will develop a rota to staff the emergency provision. A cover room will be set up in i-Research to facilitate staff absence if we are unable to cover individual lessons. HMc to contact staff who provide P5 mentoring as this will need to continue. Teachers assigned to one day and one classroom each week. They are to be paired up and can split the day between them as they see fit. This pair of teachers to cover break and lunch duties between them and this should match the timings for the Key Stage in the room you are covering and rotate to make it fair. If numbers of EP students increase teachers may be redeployed to another room but the day will remain the same. Teachers needing to do any internal swaps/correct any errors need to email Wendy (cc SKC) to ensure the timetable is accurate.</p> <p>Registers will be paper until the electronic sign in facility is set up at Student Reception. Please collect paper registers from the office when you arrive and arrange for them to go back to the office - students will log in using the ipad at student reception once set up - sanitiser and wipes provided for each use.</p> <p>Students will follow their Key Stage timings of the day and follow the work on their google classroom.</p> <p>SEN support (timetabled by Sarah Buxton) - SEN rooms: HIVE, Student Services, Room 2a and Room 1.</p> <p>Some students will have bespoke timetables where they are removed from the IT rooms for support. TAs may support some students within the classrooms.</p> <p>Students should wear school uniform. They need to stay within their class bubble during lesson times - group sizes to be approx 10 to 12 per classroom - seating plans required and social distancing rules applied. They are allowed to mix with other students at breaks and lunch times but only within their year group.</p> <p>Food is available at break and lunch but this must be purchased by the student. Students in the canteen must sit within their designated areas. Breaktime will be a staggered entrance to the canteen every five minutes - Year 7 should enter first, Year 8 second and Year 9 last. For KS4 Year 11 should enter before Year 10 and the same arrangements will be in place for lunchtime.</p> <p>The only outside space available is the senior yard or the quad area. The only inside space available is the canteen. If the weather is exceptionally poor one year group may use the common room. Members of SLT will be also be on duty at break and lunchtime to assist each day.</p> <p>The only toilets available at break and lunch are the English boys and the Geography girls toilets.</p> <p>Students should not use any other area of school at break/lunch.</p> <p>Masks should continue to be worn in all indoor communal areas.</p> <p>Teachers should not take any IT equipment home as it will still be needed in school, but speak to a member of ICT support.</p> <p>Teachers may attend school and are free to work in any of the classrooms but must sign in and out of school and must wipe the classroom down before and after use.</p>	Medium	
Mass testing - including Lateral Flow Testing and Home Testing	COVID-19			Medium	<p>05/01/2021 The Govs planned mass testing programme is suspended until later in the term but we will still conduct LFT tests on staff on a weekly basis and on those students attending our Emergency School Provision. We will contact parents to obtain consent to test in due course. Copies of all communication to parents/carers and all staff are saved in the COVID 2020-2021/Mass Testing/COMMUNICATIONS Staff & Students.</p> <p>Please refer to the risk assessment for Lateral Flow Testing dated January 2021, revised on 5th March 2021. See link. This risk assessment has been updated to cover mass testing following the students return to school on 8th March 2021. Staggered testing commencing with Y13 and Y11 on 8th March; Y10 and Y7 on 9th March; Y12 and Y8 on 10th March; Y9 on 11th March. Students return to school the day following their test, after negative test results, so all are in school by Friday 12th March. NB: Emergency provision students will attend all week. 3 tests are required 3-5 days apart and then students will move to home-testing: 2 per week following this. Staff have been issued with home testing kits and will perform 2 home tests per week with effect from w/c 8th March 2021. Introduction of system offered by WONDE to manage test results for whole school and staff. Small test centre to be set up for when school LFT reduces to a minimum, after first 2 weeks back.</p> <p>Jan to 08 March 2021 - Testing of staff and EP students will take place between 09:00 -11:00 every day.</p> <p>Request made for volunteers to help with the testing process by either registering staff and students and scanning their barcodes or registering test results and uploading them to the national Test & Trace database. A separate risk assessment for the Testing has been written and read by all staff involved in the testing process - see link.</p> <p>Registration Assistants will be responsible for ensuring students and staff have registered, distributing test kits on arrival, and ensuring orderly entry to the testing site, the Gym. Results Recorders will collate the results received from the person processing the tests and upload them to the NHS Test and Trace service. Training will be provided for everyone volunteering to complete either/each of these roles and will need to be completed before testing starts to ensure compliance with the process and guidelines.</p> <p>An electronic consent form was set up to make it easy to collect consent from parents to maximise take up of the mass testing across the school. This testing programme is for people with no symptoms. If anyone develops symptoms at any time (such as a high temperature; a new, continuous cough; or a loss or change to their sense of smell or taste) they must immediately self-isolate, and book a test by calling 119 or visiting https://www.gov.uk/get-coronavirus-test.</p> <p>All guidelines and updates received from DfE and NHS Test and Trace will be followed and changes put in place as required.</p> <p>23/02/2021 - we reviewed our supplies in the testing centre and ordered additional items to ensure we are prepared for mass testing before the 8th March.</p> <p>From January to 22 March inclusive the mass testing will take place in the Gym.</p> <p>Home testing for all staff commenced 08 March 2021 - Test Register in place to take results for staff.</p> <p>Home testing for all students commenced w/c 22 March 2021 therefore WEF 23 March the Test Centre will be much reduced in size to two bays only and will be sited in the Hall. TestRegister.co.uk is in place for collection of students' results.</p> <p>23 March 2021 - new smaller scale test centre with 2 test booths and one desk only for both registrations and results has been set up in the hall. The Covid Testing risk assessment applies to the new test centre and all DfE guidelines are to be followed when it is in use.</p> <p>Staff and students are asked to keep testing through the Easter holidays to manage the spread of coronavirus (COVID-19), as part of a regular habit of testing at home every 3-4 days (twice a week). NHS Test and Trace have supplied sufficient test kits to school which have been distributed to students and staff accordingly.</p> <p>Contact tracing support will need to continue for the first six days of the Easter break.</p> <p>With effect from 31 March 2021 all home and site tests returning a positive result will need to be followed up with a confirmatory PCR test. The PCR test should be booked immediately either online or by calling 119 and should be undertaken within 7 days. Confirmatory tests are used to validate the result of the initial rapid test. Staff and students who had a positive LFT test result and their close contacts and other members of their household should self-isolate.</p>	Medium	<p>Y:\COVID 2020 -2021\Mass Testing\RISK ASSESSMENT - Lateral Flow Testing\Risk Assessment - Lateral Flow Testing 07.01.2021 revised on 05.03.2021.docx</p>
Lunch and Breaktimes	COVID-19			High/Medium	<p>Students should remain in their designated zones throughout break and lunch times which are staggered - rota in place for Wet Breaks and lunch times, grab bags etc. The canteen has been made available to students on a rota basis so all students have access to a hot meal on certain days of the week. Parents cannot order hot and cold food on the days that pupils have access to the canteen, only the days when they have grab bags. The Pasta Bar is also open at lunchtime.</p> <p>KS3 take lunch first, followed by KS4. KS5 do not have a lunchbreak as their day ends after Period 4.</p> <p>Outside Lunch areas - Year 7 use the Astro and Picnic area for eating; Year 8 use the Junior yard and Tennis Courts; Year 9 have Senior Yard; Year 10 use the Junior Yard and Tennis Courts; Year 11 use the Astro and Picnic area.</p> <p>KS5 at break time can use the Sixth Form Common Room and I-Research.</p> <p>Water fountains remain switched off (site team) - students to be reminded to bring water to school.</p> <p>Students should bring suitable attire for cold and wet weather conditions as we believe the safest place is to keep the students outside unless the weather is particularly poor. We are not able to accommodate students going to Form rooms if it is wet as we can't safely staff that option as only Year 7 are in the one area.</p> <p>In the event of extreme weather conditions students are to go to the allocated inside eating Lunch area for that day (this is on a rota) and may be the Canteen, Hall, Sixth Form Common Room.</p> <p>Sixth Form are able to use the iResearch area.</p> <p>The Canteen is open and are offering hot meals on a rota system for students in Years 7 to 11 which can be eaten in the Main Canteen on their designated days.</p> <p>Indoor eating areas vary day by day and are detailed on the communication to parents and the Recovery Curriculum Quick Guide for Staff.</p> <p>LC & KG have set up Parent Pay to create lunch orders - this is now in place for weekly orders, a fortnight ahead. Grab bags to be collected from designated drop off area - Mellors to deliver to designated spot.</p> <p>The decision has been made that students will not use lockers, because of the risk of bubbles crossing.</p> <p>W/C 26 April 2021 - the provision of food at break times has been extended to include the Mini C and a new Lunch, Break and Wet Break rota is now in place.</p>	Medium	<p>Y:\Emergency Provision - Covid - 2020 - 2021\Lunch and Wet Breaks POSTER wef 26 April 2021.docx</p>
Re-introduction of practical science sessions for KS3 students	COVID-19			High/Medium	<p>07 June 2021 - this half term Science will introduce practical sessions for KS3 Y7 students so that they gain experience of working in the labs and catch up on some of the practical learning that they have missed out on. Seating plans for the labs used need to be available centrally for track and trace, sent to Cat Dowsett to put on the whole school GC, and should be as similar as possible to the seating plan in their form room. Teachers will indicate if their classes move to a lab or stayed in their room - a new tab for each week. https://classroom.google.com/w/Nj4MjEYOTYyNjBa/tc/MTUzNzE5NDM2NTYz. Teachers will collect the class from their form room and take them to the lab to make sure they are not moving with the rest of the school.</p> <p>Make sure desks are cleaned as the enter the room.</p> <p>Be mindful of how students collect their equipment. Make sure they don't crowd round the trolley - they should also be wearing masks</p> <p>Make sure they also clean the desks on the way out and take them back to their classroom.</p>	Medium	
Staff Room	COVID-19			Medium	<p>Use of the Staff Room is minimal as staff are encouraged to remain in their own classroom areas and utilise the Leake Charlton Suite and Staff Quiet Room.</p> <p>Staff should use the cleaning equipment provided to clean work surfaces before they use a desk.</p> <p>Staff should consider social distancing when entering or moving around the staff room and both designated work areas, face masks should be worn as this is a communal area.</p> <p>Cleaning of the facilities has been increased throughout the day. Staff have been informed that if they use any of the resources in the Staff Room that they must clean the items afterwards, including wiping down tables once they have finished. It is each staff members responsibility to wash their own used crockery in hot, soapy water or place their items into the dishwasher. No one else must touch others' used items. If the dishwasher is full (used), then it must be switched on. In the staffroom, detergent tablets are kept under the sink. If the dishwasher is full (clean), then it should be emptied with sanitised hands. Use of this facility will be monitored and may be withdrawn if there are any issues with these procedures or other risks are identified. The staff room may be closed as a result and staff may have to bring in their own flasks.</p> <p>A small supply of board cleaner, hand sanitiser, buckets of wipes, tissues will be placed in the staff room for staff to use to replenish their rooms if necessary.</p>	Medium	

Sixth Form grab bags have been available from w/c 2nd November, initially for those students who are entitled to free school meals.

The canteen will open at break times for year groups on a rota basis. The wet break rota has been changed to accommodate this, to avoid crossing of bubbles. See SIMS homepage for the rota.

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Meeting Rooms	COVID-19	Employees - teaching staff, support staff, catering staff, cleaners, site maintenance staff, agency staff, peripatetic teachers. Students. Visitors e.g. parents, school governors, suppliers. Contractors.	Touch/physical contact of other staff students. Droplet infection spread by particles left on surfaces. Droplet infection spread by particles carried in the air following breathing/sneezing/coughing.	Medium	Use of the Staff Room will be minimal as staff are encouraged to remain in their own classroom areas and utilise the Leake Charlton Suite and Staff Quiet Room. Staff should use the cleaning equipment provided to clean work surfaces before they use a desk etc. Meetings should be kept to a minimum but if necessary, set chairs up so that they meet socially distancing requirements and face forwards. Use Microsoft Teams or Google Classroom for meetings where possible. All staff are to be rigorous about social distancing when having meetings etc and when congregating in the staff room at break/lunch times; masks should be worn as the staff room is a communal area.	Low	
Main office and other smaller offices	COVID-19			Medium	Regular sanitising of desks - staff are responsible for cleaning their own desk area. Social distancing to be maintained as much as possible to a minimum of 1 metre. Masks must be worn if working with another team member closer than 2 m for over 15 minutes. Ensure well ventilated areas are used. Encourage virtual meetings via Microsoft Teams where possible. Access to the Main Office and also to Reprographics is via a coded door; a taped box on the floor serves as a reminder to limit entry and to encourage staff to enter and wait. Only one person allowed in the kitchen area at any time. Kitchen door must remain closed as it is in clear view of reception. Door signage for main office and all individual office doors throughout the school to advise staff to 'knock and wait'. Sliding glass windows in main office to remain closed & locked when not in use. Deliveries coming to student reception are to be placed on the tables provided and managed via the intercom. Cash payments are not currently being accepted - should an item need to be purchased, please pay online or via card payment, (phone Finance Team). Reception desk has been moved to the rear of the reception area and a clear perspex screen provided. Perspex screen has been added between desks where 2m distance cannot be met. Exterior door to be locked at all times and intercom used. Interview room to be used if a visit is pre-arranged. Staff to sign in and out electronically using Staff ID badges. Staff have been asked to enter the school via the Exhibition Hall, rather than coming through Reception.	Low	
Exams	COVID-19			High/Medium	A separate risk assessment has been undertaken for the running of mock and external exams. Additional risks include, but not limited to: invigilators being on site (some in the over 60's category); handling of exam papers; large groups of students in the main exam rooms. See link in the comments box.	Low	Exams risk assessment Autumn Term 2020.docx
After-school clubs, activities and school trips	COVID-19			High/Medium	At present, no external educational visits or after-school club activities, including sports activities, are taking place. However, the PE Department are looking to re-start the After School Clubs week commencing 03 May 2021, to be run by Judith Gilmour's company. Extra -Curricular sports activities run by PE will start shortly after the Easter break. There is no planned start date for Running Club yet. Lunchtime football for students will recommence with effect from 29 March 2021 - this is just a three-day trial which hopefully will resume after Easter. Students must use their own ball and sanitise their hands on re-entry to the school buildings. Duty Staff will supervise and the year groups have been allocated different areas to play: - Year 7 - 4G, Year 8 - Tennis Courts, Year 9 - the field, Year 10 - Tennis Courts (until Year 11 leave) and Year 11 - 4G. Update: The three day trial was successful and the lunchtime football is continuing on the same basis as detailed each lunchtime. Sixth Form students may use the area between the trees and the 4G but the fields need to be free for PE lessons. Rules: Year 9 students can only use the field if they are playing football. No picnics or spectators. The senior yard is still the Y9 designated area. All year groups must remain in their designated area. No PE lessons must be disrupted in anyway. Students in PE lessons must not mix with other students. DC emailed Evolve for guidance on day trips for example Geography Field Trips and DoF expeditions. Evolve advised that in line with current coronavirus (COVID-19) restrictions, they continue to advise against undertaking all educational visits. DJ is not planning to allow any trips this side of 21st June - the deadline for lifting all restrictions. Government guidelines state that Educational Day visits can resume no earlier than 12 April and Domestic residential educational visits no earlier than 17 May, but schools are advised not to enter into any new financial or contractual commitments at this stage. TRIPS UPDATE 14th May - further updates from EVOLVE now state that school day trips within England or Wales are now permitted. However, for trips to Wales, this is to be within a suggested limited travel time of no more than an hours' journey. Residentials are still not permitted in Wales, but may be looked at within England. DJ is not going to consider school visits until after 21st June though. EVOLVE guidance must be read and complied with prior to arranging any visit after 21st June, (see DC or LC for latest EVOLVE guidance). Indemnity: The DfE recognises the gap created by the Covid-19 pandemic in the commercial insurance market relating to travel cancellation insurance. The DfE is working with HM Treasury to explore the possibility of addressing the gap and putting in place a C-19 restricted indemnity that will give schools cover against coronavirus travel cancellations in the future and allow schools to book new visits with confidence. Y10 and Y11 L2W visits to Reaseheath have resumed, with each Year group using a different mini bus and driver. Seating plans have been created for each group and the students sit in the same seat on each visit to the College. Masks are worn at all times unless a student is medically exempt and windows are partially open for ventilation. Seatbelts are on and no one moves about the bus. Reaseheath College has updated its risk assessment - see links. They have introduced additional security, eg the Zoo has added coded padlocks so no animals can escape but also so no one from another class/bubble can gain access. Hand sanitiser has been provided for each minibus. 29 June 2021: both buses will be fully cleaned inside and out. 05/05/2021 - Paid for After school clubs run by Judith Gilmour's company will resume on 5 May and run on Wednesday and Thursday pms only for a period of 10 weeks (to the end of this academic year). In preparation for these clubs, LC's team has requested DBS checks, privacy policy and Risk Assessment and applications to join - deadline for application is 27 April 2021. All staff involved in the running of the clubs are First Aid trained and school will provide them with First Aid kits for each session. All children can use outdoor provision regardless of circumstances or need and if the activity is taking place outdoors, groups can be of any number. This is because the transmission risk is lower outside. However, it remains important to minimise mixing between children. This will be achieved by taking steps to keep children in separate groups or 'bubbles', for example, keeping children from the same school day bubble together, and/or keeping siblings from the same household together. Creating smaller groups will also help to further minimise the risk of transmission. Where there are larger groups (for example, larger than 15) it will be even more important to implement these measures and try to keep children in consistent groups. Year groups are kept apart when not taking part in the activity. Logs are to be kept of who took part and these need to be given to Suzanne Wong. All activities should be outside. No bubbles should cross in changing rooms. Shared equipment must be wiped down between use. Thorough handwashing to take place. 05/05/2021 - Valerij's Scipianovs School Fencing Club resumes. The school club will take place on a Weds pm in the Sports Hall. He is already DBS checked. Requests have been made by LC's team for Privacy Policy and Risk Assessment and also his First Aid Certificate. Valerij's also runs an evening club in school for his own fencing students, which is taking place outside until at least 17 May 2021. 05/05/2021 Year 7 only Library Club on will take place on a Wednesday afternoons during P5 with effect from 05 May 2021. In the initial weeks it will run for just an hour from 2pm-3pm. This period is currently unused, with even the few 6th formers who stay later leaving at 2pm. As a health and safety measure KC will wipe down all table surfaces and computer keyboards between use of the 6th form and Y7 bubbles. KC will invite applications to join the club - this will not be a drop in club - a register will be taken and a list of attendees will be shared with office staff. Numbers are limited to 40 to start with. Mask will be worn as the i-research is a communal area and students will be asked to sanitise their hands on entry and exit. WEF 10.06.2021 CWAC have requested that a form be submitted to healthprotectionsecure@cheshirewestandchester.gov.uk at least 10 days before any school trip detailing the trip, numbers and confirmed cases etc. in school. The form will be completed by KG/DC/SW/LE as applicable and send to CWAC by DC. CWAC will provide their recommendation as to whether or not a trip should go ahead re: Covid.	Low	Reaseheath-staying-safe-at-college-and-university-guide-Sept-2020.pdf
After-school clubs, activities and school trips continued	COVID 19	High/Medium	WEF 10.06.2021 CWAC have requested that a form be submitted to healthprotectionsecure@cheshirewestandchester.gov.uk at least 10 days before any school trip detailing the trip, numbers and confirmed cases etc. in school. The form will be completed by KG/DC/SW/LE as applicable and send to CWAC by DC. CWAC will provide their recommendation as to whether or not a trip should go ahead re: Covid. 14th June 2021 - CWAC will become part of an Enhanced Support Package due to the increasing spread of the Delta variant across all areas of the borough. Public Health offered schools further advice and guidance on school trips. As an 'enhanced' area EVOLVE advised schools to give extra thought and take extra precautions above and beyond schools in areas under the 'main' national guidance. Numbers of COVID-19 cases have increased in school age pupils and it is important that school trips do not risk spreading the virus further within the community, or risk large numbers of pupils needing to self-isolate. Infection prevention and control measures should be continued for all school trips including: <ul style="list-style-type: none"> Regular hand washing with soap and warm water (or hand sanitiser) The wearing of face coverings when required including on school and public transport Maintaining two metre social distancing where possible Ensuring staff and pupils in Year 7 and above are participating in LFD home testing Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach Ensuring good ventilation of vehicles and indoor spaces Enhanced environmental cleaning of equipment and vehicles Ensuring staff and pupils who are symptomatic isolate at home and do not attend Outdoor trips within Cheshire West and Chester From a Public Health perspective outdoor school trips within Cheshire West and Chester are preferable. These trips are not risk free though, so the following measures should be put in place to minimise the risks: <ul style="list-style-type: none"> Trips should take place within existing bubbles wherever possible Secondary school pupils should be encouraged to socially distance where possible during the school trip Pupils should not come into contact with members of the public or other pupils from outside their bubble or school including when entering and exiting vehicles and buildings (such as toilets) due to the risk of virus spread Non-school staff should ensure they maintain two metres social distancing from all school staff and pupils Indoor trips within Cheshire West and Chester Indoor trips do create an increased risk of transmission, to ensure these risks are minimised schools should ensure: <ul style="list-style-type: none"> The venue has a COVID-19 risk assessment in place, and you are familiar with and following this Pupils and staff will not come into contact with members of the public or other pupils from outside their bubble or school including when entering and exiting vehicles and buildings due to the risk of virus spread Non-school staff maintain two metres social distancing from all school staff and pupils The venue is well ventilated School trips outside of the Cheshire West and Chester area Due to the Government advising residents in Cheshire West and Chester to 'Minimise travel in and out of affected areas' we would strongly advise against school trips that involve travel outside of Cheshire West and Chester area. This is due concerns that travel in and out of the area risks further spread of the Delta variant. Schools with an Outbreak of COVID-19 EVOLVE strongly advise against schools with an outbreak (two or more cases in the past 10 days) undertaking school trips, as there is a risk that other pupils in the school are asymptomatic and infectious and could spread the virus further within Cheshire West and Chester. Decision making The decision to proceed with a school trip remains with the school but we would encourage all schools to consider the above guidance before making a decision. Due to the additional national guidance schools no longer need to submit risk assessments to Public Health they should continue to use the existing systems for risk assessing and approving school trips alongside the advice outlined within this statement.	Low			
School Assembly	COVID-19			High/Medium	There will be no year group assemblies for the foreseeable future. If required, school assemblies are to be carried out virtually by Senior Leaders and Heads of Year. Briefings can be shared on Teams.	Low	

Date: 04 January 2021 (To be reviewed weekly)

Risk Title	Hazard	Who could be harmed	How could people be harmed	Risk High, Medium, Low	Control Measures	Risk (after control measures implemented)	Risk Action Update / Comments
PE/Sport	COVID-19			High/Medium	Students are kept in consistent groups, sports equipment is thoroughly cleaned between each use by different individual groups. Outdoor sports are prioritised wherever possible. From March 29, all outdoor sports and supervised activities for students can be offered without restrictions on attendance, and can happen in groups of any number because the transmission risk is lower outside.		Emily Stewart has updated the PE risk assessment to incorporate the use of the Gym and changing rooms for KS4 PE lessons, with effect from 19/10/2020. For the period 04/01/2021 - 22/03/2021 inclusive the Gym has been used as a Covid testing centre. Normal (PE) use of the Gym and changing rooms will resume on Wednesday 24 March 2021
Outdoor Lessons for small group opportunities	COVID-19			Medium	To be booked in advance; liaise with Phil Hill to ask for markers if required. Students to meet outside at designated spot. Students are briefed on safety and social distancing. Individual resources provided, no sharing of resources at the same time. Sanitising of resources in between use. Cleaning of hands at the end of the activity. School field used as site of activity to reduce risk of contact with any one else.	Low	
Cleaning	COVID-19			High	Deeper cleaning routine is carried out each day with focus on increased frequency of key areas such as toilets, kitchens, hand rails and door handles. Site cleaners use recommended detergents/bleach* to clean down all frequently touched areas after use. Any areas or rooms to be used by different groups during the day will be cleaned in between sessions. Teachers will need to assume this responsibility. Areas such as the Sixth Form Common Room and Canteen will be cleaned daily, and if used by more than one bubble, in between usage. Desk and resources are sanitised in between use. Cleaning spray and cloths are available in each classroom for staff to be able to clean teaching desk area (and student desks if they so wish). These bottles are regularly topped up by Site Team. Staff are responsible for cleaning own desk area. A plastic bin has been placed in the Staff Room with a set of new cloths so that any cloths for washing can be dropped off once per week and a clean one collected. The dirty cloths are washed in the DT washing machine and recycled on a weekly basis. The number of hand sanitisers available around school has been increased to ensure good coverage. Clear desk policy/clear windowsills etc in place in all classrooms to enable easy cleaning by cleaning staff at the end of the school day once students have left. Cleaners report any instances of untidy rooms so that students and staff can be reminded of their responsibilities. Departments which have resources which require additional cleaning have been asked to write their own risk assessments - DT, Science, Art, Performing Arts, ICT and PE. All staff to be off site by 17:00 daily to allow for site cleaning. Site cleaners will use the proper detergents/bleach* to clean down all frequently touched areas after use.	Medium	Cleaning rota fully in place? How are we managing swap over of Site Team members to ensure continuity of standards in service? (P Hill)
First Aid	COVID-19			High	Repro has been relocated to room by A10 to allow more space in the First Aid Room to cater for normal illness/injury, COVID-19, and also Well Being. Students, staff and other adults should not come into the school if they have COVID-19 symptoms or have tested positive in at least the last 10 days. Anyone developing those symptoms during the school day will be sent home. First aiders (minimum of 2) required each day. If a student has an injury or ailment they should be sent to ring the bell at the First Aid Room to summon a first aider. LD and CB will support First Aid, so that FR can focus more on wellbeing of students. The Covid holding area is the garden area visible from the hall and the First Aid Room – large tent erected to provide a covered area, (AJF and DCS have both received EFAW training, so that they can support too). A toilet on the ground floor of the Maths block has been designated for use by anyone with suspected COVID 19 symptoms and if used will be thoroughly cleaned before being available for use by staff again. Parents will be contacted, as per the normal system when a child is unwell in school, but in addition, parent will be asked to ensure that the student is tested and the outcome reported to school. FR has reviewed the First Aid policy and procedures including an infection and control policy. RH and FR to review the Student Wellbeing Policy and add Covid 19 addendum if necessary. If a student is showing suspected symptoms of Covid-19, the teacher should contact the First Aid Office or the Main office by telephone to send a first aider to collect the student. The student should wait outside the classroom until the first aider arrives. The first aider will wear PPE, (mask, visor and gloves), whilst supporting the student and will accompany the student to a designated isolation area, away from the normal first aid room. The student will be asked to wait for collection in the outside area to ensure risk to others is minimised. A check should be made to see if the student has a sibling within the school, and if so the sibling should be collected from class. Parents will be called and the student(s) is to return home. If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). If a student or staff member has tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms. Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms. Anyone with symptoms cannot return until they have completed the normal period of self-isolation. However, anyone who continues with a high temperature beyond this period should remain absent until their temperature returns to normal. Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. Individual must be tested so track and trace can be introduced where needed. The DfE guidance states that when there is a suspected case of COVID-19 (staff or student) whilst that individual and their family members should isolate, their bubbles/pods should remain operational until a positive test result has been confirmed and only at that point should the rest of the bubble/pod be told to self-isolate as part of the Test and Trace process. However, as the time of return of test results is variable, we may decide to isolate the bubble/pod earlier than the national guidance would indicate and prior to the outcome of the test result being known. All seating plans for classrooms will be updated by staff via Edulink to make Track and Trace easier. One off seating plans must be sent to Suzanne Wong/ Kim Pitchford for adding to Google Classroom for Test and Trace purposes. Those self isolating are given access to Google Classroom so that online learning at home can take place. Refer to Christleton High School plan to prepare for Home Learning which provides a guide to setting work for students who are instructed not to attend school. Wellfare support available - DSL and DDSL's together with our Student Wellbeing Co-ordinator and School Counsellor are available for support. Student wellbeing information and support is regularly advertised on school website and Twitter. For staff: open-door policy; weekly communication to all staff from Headteacher; staff aware that they can approach Leadership or HR Administrator with concerns, or for support; FOHCUS OH staff helpline is set up. If having read this risk assessment an individual staff member feels that they need to be risk assessed for their own health concerns they should speak firstly to their line manager and also the HR administrator. Staff should refer to the Staff Attendance Guidance Covid 19 document for the process to follow if they demonstrate COVID type symptoms. A full stock check has been undertaken and 12 new kits purchased to ensure that we comply with new regulations.	Medium	
Well-Being	COVID-19			Medium/High	Student Well Being - Referral system for Wellbeing Referral to School Services - 'who is involved' diagrams PowerPoint from Karley Comrie (School Counsellor) to introduce herself and give tips on supporting students. Please view as a slide show. Supporting mental health course https://www.samhsecure.org.uk/elearning/teachers/story_html5.html - This is a resource produced for Scottish schools, in its entirety it is a 2 hour course, however it is easy to dip in to and contains some good advice Recap on PACE Quick advice sheet - Recognising and responding to anxiety	Medium/High	file:///Y:\Policies\Wellbeing%20Procedures%20for%20students%20July%202019.docx
Catering	COVID-19			High/Medium	Mellors Catering provide lunch for Years 7 to 11 only, as Sixth Form will leave school at 13:20 every day. Mellors ensure that correct hygiene procedures are followed. Staff and students are to remain a minimum of 1 metre apart within the Canteen and sanitise hands on arrival and departure. A ParentPay ordering system has been developed to obtain hot and cold meal orders in advance from all parents. Rotas are in place for the hot meals - see attached link. Cold meals will take the form of a grab bag collected from the hall/covered area near the Junior Yard - rota set up. Cleaning for these areas has been organised for before sessions, between sessions and afterwards. Year 11 will be able to purchase food between 13:20 and 13:30 and then take this food to the Sixth Form Common Room. The Common Room will be cleaned in advance for the exclusive use of Year 11. Year 10 will be able to purchase food between 13:30 and 13:40 and then eat in the Dining Room. Food has also been made available at break time on a rota basis. Staff supervise entry to the Canteen on a rota basis. Wherever possible disposable equipment is used eg knife and forks, food bags and boxes. A suitable number of bins are available to collect the rubbish and disposed of after each session. W/C 7 June 2021 - Year 9 will share the late lunch and break times with Year 10 so the canteen only deal with two year groups per session. A new rota for lunch and breaks wef 7 June 2021 has been created. The Duty Rota has been reviewed and reissued. There will be no grab bags available to any year groups as all studnets access the canteen each day. To help with staffing the aras where students spend break and lunch have changed: Y9 move to the junior yard and th tennis courts; Y10 move to the 4G and the benches next to it; the senior yard to be closed to all KS3/4 students; Y7 and Y8 will remain in their usual areas.	Medium/Low	Y:\Emergency Provision - Covid - 2020 - 2021\Lunch and Wet Breaks POSTER wef 26 April 2021.docx

[Y:\Emergency Provision - Covid - 2020 - 2021\Planning for September 2020\Risk Assessment\PE Covid Specific Risk Assessment Policy \(Nov-Dec\).docx](Y:\Emergency Provision - Covid - 2020 - 2021\Planning for September 2020\Risk Assessment\PE Covid Specific Risk Assessment Policy (Nov-Dec).docx)

<Y:\Emergency Provision - Covid - 2020 - 2021\Lunch and Wet Breaks POSTER wef 07 June 2021.docx>

Date: 04 January 2021 (To be reviewed weekly)

Risk Title	Hazard	Who could be harmed	How could people be harmed	Risk High, Medium, Low	Control Measures	Risk (after control measures implemented)	Risk Action Update / Comments
Free school meals	COVID -19			High	12/02/2021 and 31/03/2021 Schools do not need to provide lunch parcels or vouchers during the February half term or the Easter holidays. The COVID Winter Grant Scheme is in place to support individuals, families and children with food and other essentials outside of term-time and will operate through the breaks. This scheme, run by local authorities, operated successfully in the Christmas holidays and ensures that families and children who require it, including those eligible for free school meals, can receive the support they need. Update 01/04/2021 The Winter Grant Scheme additional funding The national Winter Grant Scheme was announced on 8 November 2020 in recognition of the impact of the Covid-19 pandemic on communities that were intensified through the winter months. The fund was established to focus on supporting vulnerable households and families with food, energy and water bills during the winter period. CWAC has been administering this scheme since December 2020, and applications for this will close at the end of March 2021. On 26 February 2021 the government announced that the winter payment scheme would be extended until 16 April 2021 with further funding allocated to councils to support vulnerable households. CWAC have been allocated an additional £321,729 which must be used by 16 April 2021. The Council has agreed that the additional funding plus any residual budgets can be given directly to schools, who can then decide themselves how best to meet any local needs. Each school will receive £35 for each child who is in receipt of benefits related free school meals. Schools are free to decide how they wish to allocate this money, and there may be a number of options you will consider including providing vouchers, or food parcels directly to families receiving free school meals. Although the allocation is made on a per capita basis schools can decide how this is distributed. All our FSM students will now receive FSM vouchers over the Easter holidays. Further information on the provision of free school meals and the COVID Winter Grant Scheme can be found in our guidance on providing school meals during the coronavirus (COVID-19) outbreak.	High	
i-Research	COVID-19			High/Medium	i-Research is used for KS5 students only. Hand sanitiser stations are located at both entrances and there is also one on the lower floor as you enter the iRC building, and one on the food technology corridor. There are also a couple of bottles of hand sanitiser available within the iRC. The library is open to Sixth Form students only from 8.30am - 1.30pm daily. An overspill area is available in the Sixth Form Common Room At 1.30pm the Librarian takes a half-hour lunch break, (however doors are not locked, as some students have permission to be in the iRC unsupervised), and then works from 2pm till 4pm on other library duties (stock checking, delivering book resources, sanitising all work areas, etc). Guidance for students on how to keep safe is provided in the form of signage and via the television screen. All Sixth Formers entering i-RC are logged on a paper register by the Librarian for Test and Trace purposes. With effect from 17th May, the paper register is changing to a student sign-in and sign-out sheet available at both of the entrances. Students are asked to use wipes to clean PCs and desks used both before and after use. BYOD is encouraged along with students wiping down their workstations when leaving the space. If a book is touched but not selected it is placed in a holding box for 72 hours. Photocopier - wipes are positioned by the photocopier so that it can also be cleaned after use. i-Research is not open for other students before and after school as this would involve crossing of bubbles. Hand sanitiser, spray and a cleaning cloth is available from the library desk. Shared resources such as stationery items are not available in the initial return period, students must bring/purchase their own. Return books are gathered from form/class rooms by the librarian at the end of day. Books may be requested / reserved through the Reading Cloud by staff and students. Book boxes for lessons are delivered to classrooms by the librarian on request. If a student has to access through i-research for any reason they must cover their faces to minimise any risks but be mindful of exemptions for certain students with SEND or medical conditions. Library tours for Y7 students will take place during form times from 08:40 to 09:00 from 14.06.2021 to 23.06.2021 inclusive. KC to ensure that risks are minimised by considering the number of Y7 students in the Library at any one time; ensuring the area is ventilated; hand sanitising is to take place; catch it bin it, kill it is to be promoted - access will be provided to tissues; surfaces will be cleaned after the visits; social distancing and the wearing of masks to be enforced.	Medium	
SEND	COVID-19			High/Medium	The new Student services room (room 2) is allocated for KS3 only - 2 distinct learning spaces has been created within the room to allow for 2 different lessons to go ahead. The HIVE is a dedicated KS4 space only with the large room (not near Sarah Rose) allocated for year 11 and the other room for year 10. The TA team try to work in KS bubbles wherever possible. KS3= Sara Buxton-Becky Davies-Maria Chapman- Rebecca Smylie-Jane Snelson-Jennie Gibson KS4= Gina Pierre-Louis-Sarah Jenkins-Annie Howarth-Becky Davies Becky Davies has agreed to work with both key stages so that she can support the College students and carry that support on in school. Jennie Gibson is also able to work with KS4 students when necessary, although this has not been required to date, (22.03.2021). PPE is available if required. Meetings with external agencies are conducted online, via Teams, as are all annual reviews of EHCP's for the students. External professionals are able to meet with students in school where this is pre-arranged and permission sought (agreed with parents/carers) for the meeting to go ahead. Meetings must take place in a well ventilated room. Staff maintain a 2m distance from students wherever possible.	Medium/Low	
General waste collection	COVID-19			Medium	Waste bins in offices and classrooms, staff areas and in the outside yards are emptied daily - site and cleaning staff wear gloves and sanitise hands when emptying bins. Waste from possible Covid-19 cases and cleaning of areas where possible cases have been, (including disposable cloths and tissues) should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a suitable and secure place and marked for storage until the individual's test results are known. Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours. If the individual tests negative, this can then be put in with the normal waste. If the individual tests positive, then store it for at least 72 hours and put in with the normal waste. Waste from the Covid testing centre is addressed in the Lateral Flow Testing Risk Assessment dated January 2021.	Low	
Confidential waste collection	COVID-19			Medium	Confidential waste continues to be collected monthly. Contractor is aware of social distancing and hygiene rules, wears gloves and sanitises hands.	Low	Waste regime is agreed with waste collection company and current schedule of collections is adequate.
Deliveries (parcels and post)	COVID-19			Medium	Staff should thoroughly wash hands or sanitise after handling post or parcels. Signing for parcels is no longer required, but the delivery driver may ask for your name and may take a photo to confirm parcel has been delivered. All deliveries to go via Student Reception. Tables set up for drop off; delivery drivers to use intercom facility for access; use hand held radio to alert Site Team to any deliveries for them.	Low	
Summer School	COVID-19			High	Summer school will take place during the first two weeks of the summer holidays - w/c Monday, 19 July 2021. Adrian Francis, Assistant Headteacher is the member of SLT who will be overseeing this event. Karen Varley, will be in the office for the duration of the event. so far approximately 180 students will be attending, 4 groups in each week. There will be no more than 25 students in each group. The students will use the Maths block and outside areas only. Sam Taylor and the Military School will supervise the students when not being taught by Christleton teachers who have offered to cover the summer school 'catch up' lessons. A copy of the risk assessment will be obtained from the Military School and saved with this Risk Assessment. DBSD certificates are also requested. First Aid will be provided by the Military School - checks will be made to ensure that all are appropriately qualified. All C-19 guidelines as detailed by Gov.uk will be followed by the teachers and event leaders. First Aid - the Military School will deal with incidents, some First Aid trained teachers will also be on site as will First Aid trained support staff - Karen, Lesley and Amy. We should be able to provide PPE if required should it be needed. All incidents will need to be properly logged. Given the number of attendees it is also possible that some will need to bring medication with them. All who deal with First Aid over the two-week period need to be aware of the process for dealing with an individual who displays C-19 symptoms. I would recommend the organisers speak to Fiona about these eventualities ahead of the summer school to make sure we have covered all bases. In addition, establish who will be responsible for T&T and submitting the risk assessment to CWAC if one of the attendees tests positive. There will be some Bikeability sessions run during the two week period too - Bikeability to provide a copy of their risk assessment - group sizes will be smaller due to staff numbers. Food for the students' lunches will be provided by Edsential, risk assessment to follow. In addition to mask wearing in recommended circumstances and social distancing, we need to make it clear to those attending that if they are feeling poorly, ie summer colds/covid19 symptoms, or who have family that have symptoms, test positive, etc. they should not attend. Hand washing/sanitising should be encouraged especially before and after breaks, lunch, activities, using the toilet etc. as well as the continued promotion of Catch it, Bin it, Kill it. Supplies of masks, tissues and hand sanitiser needed as well as plenty of bins for disposal of tissues and waste from lunch and breaks etc. Sharing of equipment - everything will need to be wiped down after use and before being shared. Sets of equipment could be set up for use by specific groups on set days and then not used for 72 hours. Check out the cleaning arrangements that the Military School have planned in over the two weeks - who will be responsible for checking that this is carried out - Phil's team? Due to the numbers involved it may be necessary to put an enhanced cleaning schedule in place especially if rooms are used by different groups etc. Frequently touched surfaces may need cleaning more often than usual and the toilets will need cleaning regularly just as they are during a normal school day. All groups will be using the same toilet facilities so this will be very important. Pick up and drop off could also be a little busy due to the number of attendees - organisers need to consider entry and exit - do we need a one-way system ...?	High/Medium	

Date: 04 January 2021 (To be reviewed weekly)

Risk Title	Hazard	Who could be harmed	How could people be harmed	Risk High, Medium, Low	Control Measures	Risk (after control measures implemented)	Risk Action Update / Comments
08 JUNE 2021 Enhanced Support Package	COVID-19 Delta (B.1.617.2) variant			High	<p>The Government may extend a package of enhanced responses to this area if their data indicates that this is required. If this is the case PHE has discretion to recommend supervised in school testing, or that schools introduce face coverings in indoor communal areas including classrooms.</p> <p>WEF 09.06.2021 DJ in a virtual heads meeting with Public Health officials when it was announced that the infection rate in CWAC has risen from 10/100,000 to 110/100,000 in just over a week. The increase is due to the Delta variant and is most prevalent (90% of cases) in the 10-19 and 20-29 year olds. PHE officials also expect CWAC and Cheshire East to shortly be placed under enhanced restrictions as are currently in place in Greater Manchester and areas of Lancashire. DJ sent a message to all parents and all staff to inform them of the situation and the need to wear masks in and around school again. Form Tutors were asked to remind and enforce social distancing, hand hygiene and venting of classrooms. A reminder was also included about asymptomatic testing as a household twice per week and what to do if you receive a positive result.</p> <p>Year 11 Prom and Year 6 transition visits will be cancelled. School trips are under review - trips outside CWAC are likely to be prohibited.</p> <p>It has been discussed with Site Team to be prepared to increase the number of testing bays in the school Hall to four (from two) as part of the outbreak management plan.</p> <p>In addition CWAC have prepared a letter to go to all Parents and Carers introducing the range of additional measures to help reduce the spread of the virus including face coverings, vaccinations, and asymptomatic testing. This testing will take the form of additional PCR testing for those without symptoms in areas identified as having cases of the Delta variant to un alongside twice weekly LFD testing to help identify people who do not have symptoms but who are infectious. Households may be asked to book an appointment for a PCR test at a testing centre as well as distributing PCR home testing kits to students to complete at home and return to school. This surge testing has currently been introduced for CH1 3 and CH1 4 areas of Chester.</p>	Medium	

Review Date: ...23 June 2021 - updated by Suzanne Wong, School Operations Manager, & Dawn Cresswell, HR Administrator

Risk Assessment for COVID-Secure Schools, Education and Childcare Settings

Definitions	Description					
Risk Assessment	A risk assessment is a process which assesses the level of harm in a workplace and identifies control measures to reduce the level of risk . What is COVID-19?					
Covid-19	COVID-19 is a disease caused by a new strain of coronavirus. 'CO' stands for corona, 'VI' for virus, and 'D' for disease.					
Hazard	Anything with the potential to cause harm					
Risk	The chance of the hazard causing harm	High	High/Medium	Medium	Medium/Low	Low
Likelihood	The likelihood of an adverse event occurring is affected by two factors: <ul style="list-style-type: none"> •degree of exposure to the hazard and, once exposed to the hazard, •the likelihood that harm will occur 					
Control Measures	Control measures are measures that are put in place to reduce the level of risk in the workplace.					

Risk Assessment for COVID-Secure Schools, Education and Childcare Settings

Risk Title	Hazard	Who could be harmed	How could people be harmed	Risk High, Medium, Low		Risk (after control measures implemented) High, Medium, Low	Risk Action Update / Comments	
All Employees	COVID-19		Inhalation of contaminated droplets	High	<p>Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school.</p> <p>Clean hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.</p> <p>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. Ensure a good supply of tissues are available in each classroom/office. Clean frequently touched surfaces often using standard products, such as detergents and bleach. Minimise contact and mixing by altering, as much as practically possible, the environment (eg classroom layout, forward facing desks etc.) and timetables (eg staggered break times).</p> <p>Maintain social distancing 2 metres where possible. Be particularly mindful of enclosed or smaller areas in school, such as staff toilets, reprographics, stationery cupboards, etc.</p> <p>Staff toilets - ladies toilet entrance doors on SEND corridor to be wedged open to remove risk of touching two additional doors. Paper towels are available to dry hands and a large bin available for their disposal, which is emptied regularly throughout the day. Air driers are turned off although HSE says that either paper towels or air driers are both fine to use. If feedback is received that airdriers are preferred then they will be switched on again. Support Staff try to use toilet facilities whilst lessons are running, wherever possible, leaving facilities free for teachers during lesson breaks.</p> <p>Board pens are available in all classrooms. Classroom Key Points including Fire Evacuation - see link - for teaching staff is posted on SIMS home page. No staff stationery should be left in rooms. All staff must also consider their own work area and report any additional risks, not already identified by this risk assessment, to Leadership as soon as possible. Should a student raise a risk concern, not already covered in this assessment, the relevant staff member should raise this with Leadership. PPE is available to all staff to use in school if they desire. Male dress code has been relaxed to remove the need for a different suit and tie each day. Masks must be worn at all times inside the school buildings in any area where social distancing can not be maintained, especially communal areas such as corridors.</p> <p>All staff to be offsite by 17:00 daily to allow time for site cleaning.</p> <p>See link to Gov.UK - Actions for schools during the coronavirus outbreak/ guidance for full opening schools for full details of the actions schools should take to minimise the risk of transmission of coronavirus (COVID-19) in their school. This is public health advice, endorsed by Public Health England (PHE).</p>	Medium/Low	<p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	<p>Y:\Emergency Provision - Covid - 2020 - 2021\Planning for September 2020\Classroom Key Points including Fire Evacuation 2020-2021 Covid 19 updated 04.01.21.docx</p>
Working from home	COVID-19	Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance Staff, Agency Staff, Peripatetic teachers	Touching contaminated surfaces (then touching mouth/nose etc)	Medium/Low	<p>School has the same health and safety responsibilities for home workers as for any other workers.</p> <p>When staff are working from home, permanently or temporarily, we should consider how we will keep in touch with them, what work activity will they be doing, (and for how long), whether it can be done safely and whether control measures need to be put in place to protect them. Line managers need to keep in regular contact with lone workers to ensure they are healthy and safe and minimise the risk of stress and mental health issues. Workstation risk assessments should be completed for those working at home on a long term basis. Simple steps can be taken to reduce the risks from display screen work - have rest breaks of at least 5 minutes every hour or make changes in activity and position eg getting up and moving or doing stretching exercises and also avoid getting tired eyes by looking away from the screen/blinking.</p>	Medium/Low		
Clinically extremely vulnerable employees and Clinically vulnerable employees	COVID-19			High	<p>Clinically vulnerable people are those who either pregnant or who have underlying health conditions which would increase their risk from COVID-19. School is following guidance on staff who have been advised to shield, and those in receipt of a shielding letter should follow advice given on the letter and work from home until 31st March 2021.</p> <p>Any newly pregnant staff should speak to the HR Administrator for a risk assessment. At the time the risk assessment is completed, we will also discuss the option of the pregnant member of staff working from home once at the 28-week (and beyond) point of the pregnancy. A copy of the Risk Assessment for Pregnant Staff can be found in the Y drive/Emergency Provision- Covid - 2020 - 2021/Risk Assessment 2021.</p> <p>W/C 12 April 2021 - Clinically Extremely Vulnerable Staff - Shielding advice has been paused nationally from 31 March. From 1 April, CEV individuals are no longer advised to shield but must continue to follow the rules in place for everyone under the current national restrictions. Staff in schools who are CEV will be advised that if it is possible for them to fulfil their role from home, to continue to work from home, but if they cannot work from home they should attend their workplace.</p>	Medium/Low	<p>The Management of Health and Safety at Work Regulations 1999 applies to risk assessments in respect of new and expectant mothers (click here for further information).</p>	<p>Pregnant Staff Risk Assessment.docx</p>

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All Non-employees	COVID-19	Students	Inhalation of contaminated droplets Touching contaminated surfaces (then touching mouth/nose etc)	High	<p>Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school.</p> <p>Clear instructions given to parents/carers, and regular messages and updates from the Headteacher to reiterate messages and update following changes etc.</p> <p>Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. Ensure a good supply of tissues is available.</p> <p>Cleaning frequently touched surfaces more often using standard products, such as detergents and bleach'.</p> <p>Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout, forward facing desks etc) and timetables (such as staggered break times).</p> <p>Reduce transmission risk by ensuring students and staff where possible, only mix in a small, consistent group and that small groups stay away from other people and groups. Sanctions to be in place for students who don't comply with staff requests (updated behaviour policy to reflect this).</p> <p>Handling potential cases of the virus as per the advice provided by PHE, DfE, CWAC.</p> <p>Organise classrooms and other learning environments such as workshops and science labs for those groups, maintaining space between seats and desks where possible.</p> <p>SLT has decided which lessons or activities will be delivered; considered which lessons or classroom activities could take place outdoors; the timetable and selection of classrooms or other learning environment is designed to reduce movement around the school or building; staggered break and lunch times, so that all students are not moving around the school at the same time; Staggered drop-off and collection times.</p> <p>Parents' drop-off and pick-up protocols have been modified to minimise adult to adult contact. Clear communication was provided by the Headteacher to parents/carers.</p> <p>Minimising contact and mixing by practising social distancing 2 metres wherever practical and possible but should always be a minimum of 1 metre and keeping student bubbles apart from each other where possible. We keep smaller groups of students together throughout the day and avoid larger groups of students mixing.</p> <p>PE staff ensure that sports & games equipment is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously.</p> <p>Unnecessary items have been removed from classrooms and other learning environments.</p> <p>Site Team placed markers on flooring, some seating such as benches to encourage social distancing.</p> <p>Limit unnecessary travel on coaches, buses or public transport where possible - students and parents were advised to minimise use of public transport where possible and advice was also given students on reducing social mixing outside of school.</p> <p>Y:\Policies\Addendum to Safeguarding Policy January 2021 LATEST.docx</p>	Medium /Low	Y:\COVID 2020 -2021\Completed Risk Assessment of a confirmed case\Updated risk assessment template 08.03.2021.docx
Safeguarding and Child Protection Policy in relation to students	COVID - 19	Students	Non-compliance with Safeguarding and Child Protection Policy, and Health & Safety, putting vulnerable students at risk.	High		Low	Safeguarding remains the highest priority, arrangements and procedures have been changed and staff briefed - see link to Addendum to Safeguarding and Child Protection Policy. RAG rating tool in place for families with vulnerabilities.
Alternative Provision	COVID - 19	Students	Travel to other education sites eg Reaseheath College	High	Learning for Work students will attend Reaseheath College one day per week. Adrian Francis, AHT has liaised with the College to ensure that the risks are minimised. The students will travel to College in our school minibus and must follow the guidance provided by Reaseheath College about staying safe. The Guide can be found Y:\Emergency Provision 2020\Planning for September 2020\Risk Assessment\Reaseheath-staying-safe-at-college-and-university-guide-Sept-2020	Low	
Clinically extremely vulnerable students	COVID - 19	Students	Inhalation of contaminated droplets Touching contaminated surfaces (then touching mouth/nose etc)	High	Students who have been classed as clinically extremely vulnerable due to pre-existing medical conditions and whose parents have decided against them returning to school will continue to be supported by the school with home learning until 31st March 2021. After this date all students will be expected to attend school as normal. DfE guidance states:- From Thursday 1 April, all CEV children should attend early years provision, school, college, wraparound childcare and out-of-school settings, unless they are one of the very small number of children under paediatric or other specialist care and have been advised by their GP or clinician not to attend.	Low	
Visitors	COVID-19	Visitors e.g. school governors, suppliers Contractors	Inhalation of contaminated droplets Touching contaminated surfaces (then touching mouth/nose etc)	High	<p>Communicate early with contractors and suppliers that will need to prepare to support our plans for opening for example, cleaning, catering, food supplies, hygiene suppliers.</p> <p>Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this.</p> <p>Encouraging visits via remote connection/working where this is an option.</p> <p>Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival.</p> <p>Limiting the number of visitors at any one time - visitors to report to Reception. Meeting room off reception made available and to be ventilated.</p> <p>Limiting visitor times to a specific time window and restricting access to required visitors only.</p> <p>Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night.</p> <p>Maintaining a record of all visitors should be done by the Receptionist only. Where possible use disposable 'Visitor' stickers, rather than badges.</p> <p>Revising visitor arrangements to ensure social distancing and hygiene, for example, where someone physically signs in with the same pen in receptions.</p> <p>Providing clear guidance on social distancing and hygiene to people on arrival, for example, signage or visual aids and before arrival, for example, by phone, on the website or by email.</p> <p>Establishing host responsibilities relating to COVID-19 and providing any necessary training for people who act as hosts for visitors.</p> <p>Reviewing entry and exit routes for visitors and contractors to minimise contact with other people.</p> <p>Coordinating and working collaboratively with landlords and other tenants in multi-tenant sites, for example, shared working spaces. PH will maintain contact with BRIO to re-assess risk following re-opening. Signs to be displayed to deter dog walkers and others from using the school fields whilst the school is open.</p> <p>Reception desk has been re-sited to the rear of the Reception area, visitors chairs by the doors. Perspex screen on Reception desk.</p> <p>07.06.2021 Let Reception know of any booked meetings in advance and book a suitable room for the meeting - stock it with wipes, han sanitiser, tissues, a box of masks, ventilation etc to help minimise the risks accordingly. Provided your visitor with the following guidance:-</p> <p>Guidance for visitors</p> <p>If you are experiencing any Covid-19 symptoms at the time of your visit, or if anyone in your household is required to self-isolate in accordance with Government guidelines, please can I ask you to rearrange your appointment to another time.</p> <p>When you arrive at school, please use the intercom at the door of Main Reception to let us know that you have arrived for your appointment. You will be signed in and provided with an ID badge to wear whilst on site. When you are ready to leave the site, please return the badge to Reception and sign out.</p> <p>The school is currently operating a 'no handshake' policy for all members of its community.</p> <p>A face mask/covering must be worn whilst on school premises.</p> <p>Please use the hand sanitiser provided in Reception; sanitisers are located around the school for use as necessary and at frequent intervals.</p> <p>Please also observe the social distancing guidelines and keep a minimum 1 metre away from other people at all times.</p> <p>Catch it, kill it, bin it! Please cover your mouth and nose with a tissue or sleeve (not your hands) if you cough or sneeze. Place used tissues in a bin immediately and wash/sanitise your hands.</p> <p>Whilst in school you will be accompanied by a member of staff throughout your visit, and on arrival, XXXXXXXX will meet you in Reception.</p> <p>Please do not use your mobile phone or any other electronic device to make recordings or take images, whilst on the school premises.</p>	Medium/Low	How is Reception being managed? Desk position altered with screen on desk. Electronic badge entry system. Visitors by appointment (arranged in advance) only. Sliding doors open, main door closed, electronic entry system.
Contractors	COVID-19						

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Facilities Management	Re-occupying buildings	Building users	Non compliance with statutory requirements	High	Schools coronavirus (COVID-19) operational guidance - GOV.UK		
	Fire	Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance, Agency Staff, Peripatetic teachers Students, Visitors and Contractors	Failure to maintain 2 metre distance resulting in contracting COVID 19. Burning by heat, flames and explosion. Smoke inhalation causing burning to the lungs and triggering conditions such as asthma. Suffocation or respiratory difficulties. Injury from falling or collapsing structure. Poisoning by inhalation of toxic gases and other combustion products.	Medium	Fire risk assessment, evacuation procedures, and H&S policy reviewed	Low	Health & Safety review by P Hill. Fire & Evacuation procedures have been updated prior to start of term, but basically will follow the same procedure as previous, with the exception that once out of the building, staff to try to ensure that students maintain social distancing. However, in an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe.
	Classroom layouts	Employees - Teaching Staff, Caretakers, Cleaners, Site Maintenance, Agency Staff, Peripatetic teachers Students, Visitors and Contractors	COVID 19	Medium	Layout to be altered. All front-facing seats wherever possible; 1st row 2 meters away from Teacher or at least 1 metre plus wherever possible. All teachers to complete seating plan on Edulink. Form Tutors will set up a room plan and share with other teachers via download, (folder on Google classroom called 'seating plans'). Classes to have antibacterial cleaning spray and cloth in each room, bottle of hand sanitiser, tissues, computer wipes, (if computer room, DT, Art, PE, Performing Arts).	Low	
	Asbestos	Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance, Agency Staff, Peripatetic teachers Students, Visitors and Contractors	Asbestos related lung disorders	Medium	As per asbestos management plan	Low	
	Legionella	Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance, Agency Staff, Peripatetic teachers Students, Visitors and Contractors	Legionnaires disease	Medium	As per legionella management plan	Low	

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Tell children, young people, parents, carers or any visitors, such as school governors, suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection).

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Communicating our plans	Failure to communicate the schools plans resulting in transmission of COVID 19 infection	Parents	Inhalation of contaminated droplets Touching contaminated surfaces (then touching mouth/nose etc)	High	<p>Inform students and parents about behaviour and conduct expectations, as appropriate, plus sanctions to be used if behaviour standards are not met. Inform parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend.</p> <p>Inform parents and students their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)</p> <p>Advise 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> <p>Ensure parents and students are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the Coronavirus (COVID-19): safer travel guidance for passengers. Communication with parents/carers</p>	Medium/Low	
		Students	Inhalation of contaminated droplets Touching contaminated surfaces (then touching mouth/nose etc)	High	Engage students in education resources. Posters and lesson plans on general hand hygiene can be found on the website. Gov.uk posters are displayed by each hand sanitizer around school. Advise students on reducing social mixing outside of school.	Medium/Low	e-Bug
		Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance, Agency Staff, Peripatetic teachers	Inhalation of contaminated droplets Touching contaminated surfaces (then touching mouth/nose etc)	High	Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful. Classroom Key Points including Fire Evacuation Poster for teaching staff has been posted on the SIMS homepage.	Medium/Low	Inset day update was carried out by SLT in Sept 2020. All staff are copied into important correspondence sent to parents and carers.
		Contractors and Visitors	Inhalation of contaminated droplets Touching contaminated surfaces (then touching mouth/nose etc)	High	<p>Communicate early with contractors and suppliers that will need to prepare to support our plans for opening for example, cleaning, catering, food supplies, hygiene suppliers.</p> <p>Premises checklist and Cleaning schedule to be shared with Facilities Manager and Site team to ensure we staff the additional cleaning requirements and agree additional hours to allow for this. Discuss with cleaning contractors/staff the additional cleaning requirements and agree additional hours.</p> <p>Encouraging visits via remote connection/working where this is an option.</p> <p>Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival.</p> <p>Limiting the number of visitors at any one time.</p> <p>Limiting visitor times to a specific time window and restricting access to required visitors only.</p> <p>Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night.</p> <p>Maintaining a record of all visitors.</p> <p>Revising visitor arrangements to ensure social distancing and hygiene, for example, where someone physically signs in with the same pen in reception.</p> <p>Providing clear guidance on social distancing and hygiene to people on arrival, for example, signage or visual aids and before arrival, for example, by phone, on the website or by email.</p> <p>Establishing host responsibilities relating to COVID-19 and providing any necessary training for people who act as hosts for visitors.</p> <p>Reviewing entry and exit routes for visitors and contractors to minimise contact with other people.</p> <p>Coordinating and working collaboratively with landlords and other tenants in multi-tenant sites, for example, shared working spaces. P Hill will maintain contact with BRIO to re-assess risk following re-opening.</p>	Medium/Low	<p>Track & Trace for visitors: Speak to J Blundell to add 'input phone number' to electronic sign in system.</p> <p>P Hill to liaise with BRIO staff - any additional risks to consider once Sports Centre re-opens?</p> <p>Update 15/10/2020 from Mark Swaffield, BRIO leisure: "As discussed there needs to be a contingency plan in place if the leisure centre is closed for a period of time whilst your exams are on. My proposal is that you would open up and close the building for this as I would not be able to guarantee that Brio staff would be available. Pupils would enter via the sports hall fire exit opposite the 4G entrance and pupils would exit via the fire exit leading to the back car park. Toilets in the main sports centre corridor would be available. This follows what we currently do for our sports hall users and reduces the amount of areas people come in contact with."</p>

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Hand Sanitiser	Skin irritation	Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance, Agency Staff, Peripatetic teachers	Skin irritation	Low	Don't use if skin problems e.g. dermatitis, psoriasis, sore broken skin Use in accordance with the manufacturers instructions	Low	(P Hill/L Carding/F Rackham/S Wong/P Goodall to check stock requirements weekly and order as required. NB: classroom checks and First Aid.)
	Respiratory sensitisation. Ingestion causing irritation and intoxication. Irritation to the eyes Skin irritation	Students	Skin irritation Respiratory sensitisation Ingestion causing irritation and intoxication Irritation to the eyes Skin irritation	Medium	Information and instruction	Low	
	Respiratory sensitisation Skin irritation	Visitors	Skin irritation Respiratory sensitisation	Medium	Information and instruction	Low	
	Fire through incorrect storage of flammable substances	Building Users	Fire through incorrect storage of flammable substances	Low	Keep away from ignition sources, naked flames Store away from heat sources Only store minimum quantities	Low	Advice on storage of flammable substances here

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Bleach	Irritation to the skin and eyes. Inhalation causing irritation to the nose, throat and lungs causing coughing. Ingestion causing severe irritation to the mouth and throat, stomach pains and possible ulceration.	Employees - Caretakers, Cleaners, Site Maintenance, Teaching and Support staff.	Eye Contact: Immediate irritation and severe pain. Skin Contact: Irritation, reddening of the skin. Prolonged contact may result in dermatitis. Sensitisation may also occur. Inhalation: Chlorine vapour irritates nose, throat and lungs causing coughing. Ingestion: Severe irritation to mouth and throat stomach pains and possible ulceration	Medium	Don't use if skin problems e.g. dermatitis, psoriasis, sore broken skin. Use in accordance with the manufacturers instructions and application sheet. Follow the correct chemical contact time and dilution ratios. Only use in well ventilated areas. Wear gloves and eye protection in accordance with manufacturers instructions Ensure the cap to products is secure before storing. Store chemicals securely when not in use. Ensure residues are removed to prevent damage to student clothing and school furnishings.	Low	COSHH and cleaners - key messages
	Respiratory sensitisation. Ingestion causing severe irritation to the mouth and throat stomach pains and possible ulceration. Irritation to the eyes and skin.	Students	Irritation to the eyes and skin. Respiratory sensitisation. Ingestion causing severe irritation to the mouth and throat stomach pains and possible ulceration.	Medium	Do not use cleaning chemicals when students are present, remove students from the area before cleaning. Ensure surfaces are dry before allowing students to enter rooms where bleach has been used to disinfect surfaces. Do not allow students access to cleaning chemicals and store chemicals securely when not in use.	Low	

Risk Assessment for COVID-Secure Schools, Education and student care Settings

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If someone becomes unwell at an educational or student care setting	COVID 19	Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance, Agency Staff, Peripatetic teachers Students Visitors e.g. School governors Contractors	Inhalation of contaminated droplets Touching contaminated surfaces (then touching mouth/nose etc)	Medium	If anyone becomes unwell with a new, continuous cough or a high temperature they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance. If a student is awaiting collection, they should be moved, to an area where they can be isolated behind a closed door, depending on the age of the student and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. A tent has been set up in the outdoor area by the hall to use as an isolation area. This area will not be accessible to other staff or students. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they will use an allocated unisex toilet, in the Maths block, clearly signed and not in use for others. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else. PPE will be worn by staff caring for the student while they await collection, especially if a distance of 2 metres cannot be maintained (such as for a very young student or a student with complex needs). In an emergency we will call 999. If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the student subsequently tests positive see further questions in comment tab. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.	Low	Covid-19-stay-at-home-guidance
							How to apply for a coronavirus-test
In case of outbreak of COVID 19	COVID 19	Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance, Agency Staff, Peripatetic teachers; Students Visitors e.g. School governors; contractors	Inhalation of contaminated droplets Touching contaminated surfaces (then touching mouth/nose etc)	Medium	Where a student is suspected of having COVID 19 we must engage with the NHS Test and Trace process via the PHE Health Protection Team. Any outbreak must be contained by following local Health Protection team advice. The local Health Protection team is Cheshire and Merseyside HPT - Public Health England - North West, Suite 3B 3rd Floor, Cunard Building, Water Street, LIVERPOOL L3 1 DS. Email addresses: candmphu@phe.gov.uk; PHE.candmphu@nhs.net. Telephone Number 0344 225 0562. Out of hours telephone number 0151 434 4819. The HPT will help us to manage confirmed cases amongst the school community. In the instance of a positive test result, use the risk assessment form provided by CWAC to assess the level of risk and action to be taken. Follow the flow chart provided and where possible seek advice, firstly from the Cheshire & Merseyside HPT, but if unavailable, contact the Department for Education. Depending on the circumstances, identify students and staff who need to subsequently go into isolation. Issue letter to students to explain, and follow up with SchoolComms to relevant parents. Identify cover requirements for staff who need to be sent home. Update attendance register for students involved with 'X' (and the appropriate sub-code) to indicate absence for self-isolation reasons. Consider students who may be vulnerable, e.g. students in care, those in receipt of free school meals, etc. Also look at those using school buses, if the confirmed case used public transport. Allocate access to Google Classroom for those students who have been asked to self-isolate to ensure continuity of education. Ensure that students/staff have correct advice that they only need to self-isolate for 10-days from the day after when they last had contact with the infected person. Ensure cleaning team are aware, so site cleaners are aware of increased risk. Document all completed action on RA form and send to email address detailed on the form. Forms are located in the Y:/Covid 2020-2021/Completed Risk Assessment of a confirmed case		

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<p>School changes tier of restriction from 1 to 2, 3 or 4. Please note these school tiers are not the same as area/locality tiers.</p>	<p>COVID-19</p>	<p>All students and staff; visitors and contractors, etc.</p>	<p>Impact on provision of education and continuity of teaching & learning for all students; impact on disadvantaged/vulnerable students.</p>	<p>Medium/High</p>	<p>26/04/2021 update - UK is under national restrictions at present but should tiers of restrictions by locality be reintroduced Senior Leadership have a plan in place for each tier. See link in end column.</p>	<p>Medium/Low</p>	<p>Blended learning guidance.pdf</p>