

The passage and transmission of virus.	Staff, agency staff, contractors, suppliers, pupils, parents / carers, visitors	Poor ill health or fatality due to exposure to harmful bacteria and viruses.	<p>Keyboards and Mice cleaned by pupils after each use and cleaning wipes available in all areas using IT.</p> <p>Cleaners to clean all occupied areas post school day and as directed.</p> <p>Wipes and gels supplied as where required for maximum benefit.</p> <p>A managed movement system has been designed for pupils. Restricted access to certain areas of the College and a managed movement system that will be in place for staff. Routes and walkways to be signposted and clearly marked. (see information about zoning and out of bounds areas).</p> <p>Upper Site Staffroom one way system – following concerns by some members of staff about walking outside in the cold/wet weather, the one-way system to exit the staffroom is now optional. However, if you are exiting via the inside corridor, please wait until it is clear to ensure that you aren't in close proximity to someone coming the other way.</p> <p>Entrance and exit of rooms will be managed by teachers.</p> <p>Use of outside areas to be maximised in good weather.</p> <p>Controlled identified entrances and exits.</p> <p>Controlled use of identified classrooms and toilets.</p> <p>Segregated eating areas. Post cleaned.</p> <p>Controlled cleaning plan for toilets. (Cleaning staff on site all day. Rooms will be cleaned before after and between each session. Toilets will be cleaned throughout the day (every two hours) and touch points will be disinfected throughout the day). "Last time cleaned" sheet to be held by Caretaker on duty and checked by Site Manager.</p> <p>Masks will now be worn by all students and staff whilst walking around the site and whilst in the 'hubs', shared spaces, staffrooms and lessons.</p> <p>A reminder that teachers should not be taking any books home for marking, particularly now that the transmission rates of the virus are said to be higher. Where possible, please mark work in school (after allowing time for the books to be quarantined for 72 hours) or set and mark work via Google classroom.</p> <p>Acting on the Government guidelines we have received, we will be making the following changes;</p> <p>The Wearing of Face Masks in School</p> <p>The government have also announced that they are extending the use of face coverings to classrooms. We will continue to be sensitive to the additional needs of students, in deciding whether it is appropriate to wear a face covering and I am asking for your support in this. Face coverings are largely intended to protect others, not the wearer, against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of virus that causes coronavirus infection. The need to wear a face covering does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lesson. Face coverings do not need to be worn by pupils when outdoors on the premises. The Government advises that pupils may also use a scarf, bandana, religious garment or hand-made cloth covering but these must securely fit round the side of the face. Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in preventing aerosol transmission when used without an additional face covering.</p> <p>Safe wearing of face coverings requires the:</p> <ul style="list-style-type: none"> • Cleaning of hands before and after touching – including to remove or put them on • Safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. • Pupils may consider bringing a spare face covering to wear in the event that their face covering becomes damp during the day. 	3	4	12	None	2	2	8	Site Manager	Headteacher daily
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Reduced occupancy or un-occupied premises.	Staff, agency staff, contractors, suppliers, pupils, parents / carers, visitors	<p>Ill health or fatality due to exposure to Covid-19 virus.</p> <p>Injury, ill health or fatality due to lack of fire protection and prevention controls, leading to fire spread or poor evacuation measures.</p> <p>Pest infestation such as rodents and nesting birds leading to contamination of harmful bacteria.</p>	<p>When arriving at the hubs, staff are welcome to wait outside if preferred, and the person on duty will call one class at a time to leave. If we could please be there as promptly as possible. PE practical classes will go straight to lessons - they are to enter lower site via the Marlton Avenue entrance. Can I remind staff that pupils should be sanitising hands on entrance and exit and wiping down desks as they arrive and before they leave the classroom (if you need additional wipes please email Steve Langton and Andrew Spike, although sanitiser and wipes will be checked at the end of each day by the site team). They do not need bringing to the hub at the end of the day, but staff walking them to exits is really useful to prevent congregating between bubbles.</p> <p>Finally, to alleviate some congestion on corridors, Year 9 will continue to leave lessons 10 minutes early. Yr10 leave 5 mins early and yr11 at the end of the lesson. This will be supervised by P3 subject staff until the handover to P4 and pupils can be sent to lessons from the tennis courts, weather permitting. If it is wet, they will have the changeover in St Edward Hall.</p> <p>All statutory compliance checks are undertaken and records are maintained including the testing of fire door mechanisms, fire, smoke, panic and accessible toilet alarms. Asbestos disturbance or deterioration, gas supply, kitchen equipment (full clean cycles), ventilation (mechanical and natural), fixed and portable wiring, lifts (if scheduled tests are due during the past 6 months) and pest controls are checked and maintained.</p> <p>Key holder information is updated.</p>	3	4	12	Fire drills will be undertaken in the first weeks back to school, maintaining social distancing.	2	2	8	Head Teacher	Fire drills March 2021
Routine maintenance of premises	Staff, agency staff, contractors, suppliers, pupils	Poor ill health or fatality due to exposure to harmful bacteria and viruses.	<p>Contractor / supplier procedures are reviewed for the undertaking the routine maintenance checks.</p> <p>Contractors are instructed of the procedures in place before they commence any work by Site Manager</p> <p>Contractors only attend site with prior appointment via Site Manager</p> <p>Contractors will observe social distancing as much as reasonably possible, wear appropriate PPE and handwash or sanitise before, during and on completion of work, before and after eating or drinking or moving through the school.</p> <p>Any capital works which were suspended are subject to a review of all risk assessments before they recommence.</p>	3	4	12	None	2	2	8	Site Manager	Headteacher
			Any contractors will be confined to designated areas and by remaining in these areas and will not come in to contact with any other designated zones within the building. Movement times for contractors will be outside allotted times when staff and pupils are outside the building, to minimise potential contact.									
	Staff, agency staff.		<p>Site Manager briefing to Cleaning Supervisor, schedules changed to during working day to provide cleaning to areas used by pupils and staff</p> <p>Cleaning Supervisor to make Site Manager aware of any relating events such as if cleaner becomes ill etc.</p> <p>Site Manager liaising with Cleaner management.</p> <p>A survey of high contact points has been carried out and a thorough clean of the school has been undertaken. All frequently touched surfaces including door handles and door plates, taps, equipment (from PE equipment to kitchen kettles) are cleaned with detergent.</p>									

Lack of general cleaning	contractors, suppliers, pupils, parents / carers, visitors	Poor ill health or fatality due to exposure to harmful bacteria and viruses.	<p>Consideration is given to other equipment to ensure it is appropriately cleaned between different groups of children using it.</p> <p>All unnecessary items are removed from classrooms including soft furnishings which may be hard to clean.</p> <p>There are limitations on the amount of books / resources to be taken home. Pupils will be provided with a pen and paper if required.</p> <p>Lidded bins will be used by staff and pupils for disposing of tissues and other water immediately.</p> <p>Waste procedures are in place for handling, double bagging and suitable storage in the event of waste being identified as potentially contaminated with corona virus.</p>	3	4	12	None	2	2	8	Site Manager	Headteacher
Poor access to site and into the premises.	Staff, agency staff, contractors, suppliers, pupils, parents / carers, visitors	Poor physical and mental ill health, injury, or other loss arising from difficult access to premises and inability to socially distance, whether due to physical restrictions or behavioural issues.	<p>Consideration is given to staff and contractors arriving at the premises. This includes used of public transport where arrival and leave times may need to address peak travels issues of over-crowding and therefore risk to poor physical and mental health.</p> <p>Vehicle access, delivery spaces, car parking and pedestrian access for everyone will ensure as much as possible, social distancing. One-way routes will be in place where social distancing is difficult. Barriers, tape and markings on the ground will inform every one of distances and routes.</p> <p>Emergency access routes will be maintained.</p> <p>Parents / carers will not be permitted to congregate at school gates and signage will be in place to remind everyone of the 2-metre distance rule.</p> <p>Where visitors, parents / carers are required to attend the school, meetings are by appointment only and limited to one person, unless additional support is required such as an interpreter.</p>	3	4	12		2	2	8	Site Manager	Headteacher
Poor personal hygiene	Staff, agency staff, contractors, suppliers, pupils, parents / carers, visitors	Poor ill health or fatality due to exposure to harmful bacteria and viruses. Anxiety due to fear of exposure or new procedures and behaviours.	<p>Hand sanitiser is located at various areas including the entrance to all classrooms and including entrances to the building. Liquid soap, hot water, disposable hand towels, disposable tissues and lidded bins are available in all areas.</p> <p>Signage is displayed throughout the school reminding everyone of the respiratory (coughs and sneezes) and hand hygiene procedures and social distancing measures in place. Signs are displayed at school gates, parents' area, reception area, staff room, classrooms, toilets and in office spaces.</p> <p>Staff, agency staff, contractors, pupils, parents / carers and visitors are informed and reminded in a variety of mediums of the new procedures to be adopted to prevent the spread of infection.</p> <p>Handwashing is frequently encouraged, including on arrival at school, with soap and running water for 20 seconds.</p> <p>Pupils are encouraged to cover their mouth and nose with a tissue when coughing or sneezing and then discard the tissue in a lidded wastepaper bin. Disposable tissues should be provided for pupils. Catch it, bin it, kill it!</p>	3	4	12	None	2	2	8	Site Manager	Headteacher
Staff availability and possible staff shortage	Staff, agency staff, pupils	Poor physical or mental ill health due to lack of staffing. Anxiety due to fear of exposure or new procedures and	<p>Consideration is given to staff and how their roles are undertaken. Especially staff who have underlying medical conditions as defined by government guidance.</p> <p>Clinically vulnerable adults have been advised that they can return to work and are offered the safest available position. ECV individuals will be shielding until the end March.</p> <p>Risk assessments available to all those who require them.</p>	3	4	12	Staff – pupil ratios will be frequently reviewed, taking into consideration	2	2	8	Deputy Headteacher	Headteacher daily

Changes to the programme of study	Staff, agency staff, pupils, parents / carers	Poor ill health due to exposure to harmful bacteria and viruses. Anxiety due to changes.	Consideration will be given for <ul style="list-style-type: none"> the number, age and stage of development of pupils on site. the frequency of pupils' attendance and the resources for pupils who may attend irregularly. Pupils with special education needs. 	3	4	12	None	2	2	8	Deputy Headteacher	SLT weekly
Pupils who pose a threat of disruptive behaviour	Staff, agency staff, pupils, parents / carers	Increased risk of closer contact to support a pupil. Poor psychological wellbeing of all concerned.	A review of the pupil's current individual risk assessments should be undertaken to include the risk of COVID-19 situation. (See the updated Behaviour Policy) New individual risk assessments undertaken for pupils not previously assessed but are now considered to pose a risk in the current situation. The Behaviour Policy has been reviewed to ensure it covers COVID-19 and the sanctions which will be in place for any person who wilfully disrespects the control measures.	3	4	12	None	2	2	8	Assistant Headteacher	SLT weekly
Staff/Pupils showing signs of COVID-19	Staff, agency staff, pupils, parents / carers	Poor ill health / psychological wellbeing of all concerned.	Staff/pupils are instructed not to attend school if they are displaying symptoms and to inform the College of illness in the usual manner. Parents/carers should monitor their child's health and refrain from sending them to school if they or any member of the household is displaying symptoms. Follow the advice of the GP and self-isolate for 10 days.	3	4	12	None	2	2	8	Assistant Headteacher	SLT weekly
Staff/Pupils becoming unwell whilst on school premises	Staff, agency staff, pupils, parents / carers	Poor ill health or fatality due to exposure to harmful bacteria and viruses. Increased risk of closer contact to provide support. Poor psychological wellbeing of all concerned.	If a pupil becomes unwell whilst at school, they will be escorted from the room to the medical room (D2) on Upper Site and the Chapel at Lower Site. The First aider will be called and wearing PPE will wait with the pupil until he or she is picked up from the College. The Office will be notified to call home using the College Radios. A letter will be sent home with the child to explain the reason for removing him/her from the hall. Isolation procedure. Contact LA. Identify area of isolation within school. Medical room and Lower Site Chapel. Head Teacher / SLT action / decision on school closure. Contact Hospital / Ambulance as required. Evacuation plan for any potential infected cases or as situation dictates. Deep clean of identified areas prior to normal cleaning. (Please see above for details of Deep Cleaning.) Staff/pupils are instructed not to attend school if they are displaying symptoms. Parents/carers should monitor their child's health and refrain from sending them to school if they or any member of the household is displaying symptoms. Follow the advice of the GP and self-isolate for 10 days. If a pupil becomes unwell whilst at school, they should be kept in a separate well-ventilated room whilst they await collection. The member of staff should keep a 2-metre distance and if this is not possible staff and if possible, the pupil must wear face protection. If a member of staff displays signs of COVID-19 they will be sent home.	3	4	12	None	2	2	8	Site Manager	Headteacher daily
Staff/Pupils confirmed as having COVID-19	Staff, agency staff, pupils, parents / carers	Poor ill health or fatality due to exposure to harmful bacteria and viruses. Increased risk of closer contact to provide support. Poor psychological wellbeing of all concerned.	Staff/Parents/Carers should notify the school immediately. Staff and pupils should refrain from attending school and should self-isolate for 10 days. Advice from the GP and Public Health England should be followed. Where possible the infected person may be tested before being allowed back to school.	3	4	12	None	2	2	8	Site Manager	Headteacher daily

Dealing with any medical emergencies	First aiders, paediatric first aiders, staff, agency staff, contractors, suppliers, pupils, parents / carers, visitors	Poor ill health or fatality due to exposure to harmful bacteria and viruses. Anxiety/ Stress due to changes.	<p>Anyone administering first aid will use appropriate PPE. This may require the need for the first aider and the casualty to both wear face masks.</p> <p>Every care should be taken not to come into contact with body fluids.</p> <p>If a teacher should become unwell due to stress and have to leave the premises then they should inform the SLT member on duty who will call upon one of the timetabled replacements. The College absence policy would then be followed as usual by that member of staff.</p>	3	4	12	None	2	2	8	Site Manager	Headteacher daily
Verbal abuse arising from conversations between teachers and parents/carers when using remote communication platforms.	Teacher or members of staff.	Teacher or members of staff could suffer stress or embarrassment.	<p><u>Virtual parents evenings</u></p> <p>If possible, such activities should be postponed until a more suitable time. However, as a minimum expectation if they are to go ahead, it remains important that no teacher should be expected to engage remotely with the parents of individual children unaccompanied. This reflects good practice in face-to-face parents' evenings where no teacher is expected to meet with parents in a room on their own with a closed door.</p> <p>There should, therefore, be at least one other member of staff in on any video or phone conference with parents, either by joining the conference remotely or by joining the call from the same physical location as the member of staff. In the latter case, the members of staff concerned would need to be located on the school site and would need to adhere to social distancing and other COVID-control measures in place at the site.</p> <p>It can now be held on site but virtually. Each department can be allocated a room to allow for social distancing, where a HOD will also be located. For big departments e.g. science, they can split into smaller groups with a subject co-ordinator, this will also work for English/Maths. For departments with only one teacher, they can go into groups with similar subjects e.g. Psychology and Health and Social Care.</p> <p>In any virtual consultation, teachers should not be expected to make use of their own equipment to conduct such conferences. This may mean that such sessions can only be held while teachers are on site rather than working at home if they do not have access to school equipment while off site.</p> <p>In all circumstances, virtual parent/teacher consultation events should not take place without a prior workload audit to ensure that they do not result in additional burdens for teachers and school leaders.</p> <p>If staff don't work on the particular day or are absent for another reason, normal arrangements will apply, and they will need to contact parents on their return or leave the relevant details with their HOD. If staff don't work on the particular day or are absent for another reason, normal arrangements will apply, and they will need to contact parents on their return or leave the relevant details with their HOD.</p>	3	2	6	None	2	2	2	SLT	SLT weekly
Breach of privacy if backgrounds are not managed thoughtfully. (Teams, Zoom).	Allegations of inappropriate behaviour or use of inappropriate language.		<p>If possible, such activities should be postponed until a more suitable time. However, as a minimum expectation if they are to go ahead, it remains important that no teacher should be expected to engage remotely with the parents of individual children unaccompanied. This reflects good practice in face-to-face parents' evenings where no teacher is expected to meet with parents in a room on their own with a closed door.</p>	2	2	4	None	2	1	2	SLT	As appropriate
Fire or other emergency including practice Fire Drills	Staff, agency staff, pupils, parents / carers	Poor ill health due to exposure to harmful bacteria and viruses.	<p>Fire procedures to remain due to the fact that actions to mitigate an immediate danger to life outweigh the benefits of social distancing.</p> <p>For all other situations, Lockdown procedures will be followed.</p>	3	3	9	None	2	2	8	Site Manager	Headteacher daily
Lack of PPE	Staff, agency staff, pupils, parents / carers, visitors		<p>If contact is necessary gloves, apron, face mask and possibly eye protection may be worn.</p>	3	4	12	None	2	2	8	Site Manager	Headteacher daily

Serving of food in the dining halls

Staff, agency staff, contractors, suppliers, pupils, parents / carers, visitors

Poor ill health due to exposure to harmful bacteria and viruses.

Food is being served to pupils to prevent cross contamination or is sold in enclosed packaging. Food must be eaten in the dining halls and packaging disposed of in the bins provided. The risk to pupils staff etc is very small.

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Site Manager	Site Manager regularly
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Likelihood	1	2	3	4	5	20-25	Stop – stop activity and take immediate action
	Very Unlikely	Unlikely	Fairly	Likely	Very Likely	15-19	Urgent action – take immediate action and stop activity if necessary, maintain existing controls rigorously
			Likely			11-14	Action – improve within specified timescale
Consequences						6-10	Monitor – look to improve at next review or if there is a significant change
5. Catastrophic	5	10	15	20	25	1-5	No action – no further action but ensure controls are maintained and reviewed
4. Major	4	8	12	16	20		
3. Moderate	3	6	9	12	15		
2. Minor	2	4	6	8	10		
1. Insignificant	1	2	3	4	5		