

Risk Assessment – Covid-19 (Autumn Term Reopening)		14/07/2020	Kettering Buccleuch Academy
Responsible Person	Dino Di Salvo		
Other Persons Involved	Senior Leadership Team, Facilities Manager, Health & Safety Manager, Trade Union Rep, Nurse, Chair of Governors.		
Guidance Material Considered	<ul style="list-style-type: none"> • DfE – Guidance for Full Opening – Schools (2 July) • DfE - Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak (2 July) • DfE - Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak (1 July) • DfE - Coronavirus (COVID-19): guidance on isolation for residential educational settings (27 May) • BEIS - Working safely during coronavirus (COVID-19) Offices and Contact Centres (24 June) Note: this guidance covers office safety such as that carried out by support staff which is not explicitly covered in the education-focussed DfE guidance. • NHS - Test and Trace – How it works (11 June) 		

Details	
<p>Covering staff and pupil H&S and completion of key compliance tasks during the Covid-19 pandemic, for the reopening of schools in Autumn 2020 and for those staff who will continue to work from home.</p> <p>To minimise the risk of infection to all persons, the following system of controls has been applied by the school</p> <ol style="list-style-type: none"> 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school 2) Clean hands thoroughly more often than usual 3) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach 4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 5) Minimise contact between individuals and maintain social distancing wherever possible 6) Where necessary, wear appropriate personal protective equipment (PPE) 7) Engage with the NHS Test and Trace process 8) Manage confirmed cases of coronavirus (COVID-19) amongst the school community 9) Contain any outbreak by following local health protection team advice <ul style="list-style-type: none"> • Numbers 1 to 4 are in place in all the time. • Number 5 is carefully considered with suitable management strategies deployed that account for the specific operating characteristics of the school. Details of which are included in this risk assessment. • Number 6 applies only in specific circumstances. • Numbers 7 to 9 are followed in every case where they are relevant. 	<p>Are Control Measures (Y, N, N/A)?</p>

Hazard	Who is at Risk	How Can the Hazards Cause Harm	Control Measures Currently in Place	In Place?	Residual Risk Acceptable?			
Infection Control (people)	Staff, Pupils, Visitors	Staff contracting COVID-19	<p>ALL STAFF NEED TO READ THROUGH AND UNDERSTAND ALL ELEMENTS OF THIS RISK ASSESSMENT. THIS ASSESSMENT & ITS COMPONENTS ARE COMPULSORY. THIS RISK ASSESSMENT WILL BE CONSTANTLY REVIEWED DEPENDING ON THE LOCAL R RATING FOR THIS AREA.</p> <p>The following hierarchy of control is considered throughout this assessment. All control measures are important and need to be complied with. A colour coded risk matrix has been produced so staff can interpret these measures in order of importance.</p> <table border="1" data-bbox="656 448 1821 568"> <tr> <td style="background-color: red; color: white; text-align: center;">High Risk</td> </tr> <tr> <td style="background-color: yellow; text-align: center;">Medium Risk</td> </tr> <tr> <td style="background-color: lightgreen; text-align: center;">Low Risk</td> </tr> </table> <ul style="list-style-type: none"> • 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 • ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach • cleaning frequently touched surfaces often, using standard products, such as detergents and bleach. Detailed plan on cleaning has been drawn up to support high levels of cleanliness & sanitized classrooms and work areas. • The individual employee risk assessment is in place. Any staff who are not required in school and can continue to work from home will continue to do so. • Health screening of staff carried out weekly (are you unwell, is anyone in your household unwell) with records held on employee file. An email is sent out on a weekly basis via our HR manager Sharon Howell. • Any staff member with symptoms of COVID-19 is sent home to self-isolate for 10 days and instructed to undertake a COVID-19 test. Their household members are required to self-isolate for 14 days. • Definition of being symptomatic for COVID-19 • A high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) • A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) • A loss or change to your sense of smell or taste – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal • FOR A PERSON TO BE SYMPTOMATIC THEY WILL DISPLAY ONE OR MORE OF THESE SYMPTOMS • To support the testing process, the school have been provided with a supply of home testing kits. These will be distributed to students or staff if a case is suspected and the student / staff may struggle to access a test site. 	High Risk	Medium Risk	Low Risk	Y	Y
High Risk								
Medium Risk								
Low Risk								

		<ul style="list-style-type: none"> • If pupil or staff cannot access a test and the symptoms are borderline, then staff must contact NHS 111 and seek medical advice. Whatever the outcome or advice given i.e self-isolate or continue as normal must be adopted by the school. This also applies if staff start to feel better and not displaying symptoms then NHS 111 must be called before returning. • Where a positive result is obtained, the school will contact the local Health Protection Team for advice on any further action required. The school will take action from clear guidance set out from the HPT; 03003038537 • If the test is positive: <ul style="list-style-type: none"> ○ The staff member remains absent from school for 10 days from the onset of symptoms and after that they can return if they feel well enough. They can return if a cough or anosmia persist beyond this time. ○ The staff member must engage with the NHS Test and Trace programme. ○ The staff member must notify the school immediately. ○ The school contact their local Health Protection Team for advice on any further action required in school. ○ The school will review the case against the Group guidance on <i>COVID-19 and ARMS</i> to establish if it was likely that the infection was contracted because of occupational exposure. ○ If the test is returned as negative the staff member can return to school when they feel well enough to do so. • Where a staff member indicates an individual in their household is unwell with symptoms compatible with COVID-19, they must self-isolate for up to 14 days. Under the Test and Trace programme there is an expectation that their symptomatic household member is tested. If this test result is negative the staff member can return to school if they do not have any COVID-19 related symptoms. • The NHS and DfE guidance around self-isolation following a close contact has now been updated to 10 days. This means anyone who comes into contact with anyone with COVID 19 must self-isolate for this period. This information can be passed on via Track and Trace or the school following a confirmed case. • Staff are advised to investigate quarantine restrictions before traveling to any given country. It maybe that visitors are allowed at present, but situations can change rapidly. The UK government has enforced a 14-day quarantine period for anyone one returning from Spain. This has caught out a number of holiday makers details can be found https://www.gov.uk/guidance/travel-advice-novel-coronavirus • Please do not come into school if you should be in quarantine, if you fall into the situation please contact your HOD / Line Manager to report to school principal. 		
	Pupils contracting COVID-19	<ul style="list-style-type: none"> • Any pupil with symptoms of Covid-19 should not attend school for 10 days and is expected to undertake a test under the NHS Test and Trace programme. The pupil/parents are instructed to notify the school immediately if a positive result is obtained. • Definition of being symptomatic for COVID-19 	Y	Y

		<ul style="list-style-type: none"> • A high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) • A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) • A loss or change to your sense of smell or taste – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal • FOR A PERSON TO BE SYMPTOMATIC THEY WILL DISPLAY ONE OR MORE OF THESE SYMPTOMS • The NHS and DfE guidance around self-isolation following a close contact has now been updated to 10 days. This means anyone who comes into contact with anyone with COVID 19 must self-isolate for this period. This information can be passed on via Track and Trace or the school following a confirmed case. • To support the testing process, the school have been provided with a supply of home testing kits. These will be distributed to students or staff if a case is suspected and the student / staff may struggle to access a test site. • If pupil or staff cannot access a test and the symptoms are borderline, then parents must contact NHS 111 and seek medical advice. Whatever the outcome or advice given i.e self-isolate or continue as normal must be adopted by the school. This also applies if the pupil start to feel better and not displaying symptoms then NHS 111 must be called before returning. • Where a positive result is obtained, the school will contact the local Health Protection Team for advice on any further action required. The school will take action from clear guidance set out from the HPT. • A negative result means the pupil can return to school. • Any students who show symptoms need to be sent home. Teacher will need to make a call down to reception for a member of SLT. PPE will be available for staff to check on the pupils until parent arrives should staff have to break social distancing rules. School staff advised to stay more than two meters away. Touch points where the student has been must be cleaned after by cleaning staff in gloves and facemask. Cleaners must then dispose of PPE and wash hands. • Where a pupil indicates an individual in their household is unwell with symptoms compatible with Covid-19, they must self-isolate for up to 14 days. Under the Test and Trace programme there is an expectation that their symptomatic household member is tested. If this test result is negative the pupil can return to school if they do not have any COVID-19 related symptoms. • Sanitizing stations to be strategically placed around the academy for pupils to use. • Pupils are advised not to use public transport unless completely necessary. 		
	Visitors contracting COVID-19	<ul style="list-style-type: none"> • School gates will remain open for deliveries only. • Visitors to site will be kept to a minimal where reasonably practical. • All visitors to site carefully managed and identification details recorded and held for 21 days to support the Test and Trace process if called upon. Visitors will need to sign in via Entry Sign and details will be stored. • Details of local procedures communicated to all visitors before they come on to the site. • Parents advised to drop children off alone, i.e. not to come with partners or family • Contractors attending while school is operational to be notified that the school is operational, and their access requirements reviewed on a case by case basis. Only emergency work will take place, this will be managed by 	Y	Y

			<p>the site manager. Site team to inform Reception of any contractors that are booked in. All work will be booked in out of school hours, school holidays or the weekend.</p> <ul style="list-style-type: none"> • Deliveries will take place as normal via goods inwards. • Events such as parents' evenings, school shows, opening evenings will not take place at this point to reduce the number of visitors on site. Some of these events may take place virtually, staff, students & parents will be informed on an individual event basis. 		
Suspected / confirmed case in school	Staff/pupils	Potential contamination of surfaces and for person to person spread	<ul style="list-style-type: none"> • Pupil/staff member sent home and instructed to order a test under the NHS Test and Trace programme. Individual provided with a test by the school if supplies allow and where the school believe providing a testing kit may increase the likelihood of a test being completed. • Pupil isolated in secure area out the front of school on a bench provided. Student can await collection in line with government guidelines. Student must leave out of the nearest exit & must not contaminate any other bubble areas. Staff checking on the student must wear appropriate PPE (visor, gloves, apron) • Staff and pupils who were with the affected party should wash their hands thoroughly but do not need to go home unless symptomatic. • A small quantity of PPE, i.e. disposable face masks, gloves, and apron and suitable waste streams will be required for handling suspected cases where 2m separation cannot be maintained. • Cleaning and disinfection of areas to be carried out by cleaning staff in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings • Any waste from the suspected pupil/staff member should be disposed of using our clinical waste bins provided in the medical room. • School Principal and Senior Leadership Team to be informed of any pupil / staff member who has been sent home for showing symptoms. • Students should not share equipment where practical. Resources that are shared, for example, books should only be within year groups. Pens, pencils, and stationery must be supplied by parents to students. No stationary should be shared. Where you cannot remove this risk, equipment must be quarantined for 72 hours or cleaned. 	Y	Y

<p>Infection Control (practices)</p>	<p>Staff, Pupils, Visitors</p>	<p>Operational practices in place to minimise the risk of the spread of infection</p>	<p><u>Good Hand and Respiratory Hygiene (key principles to be applied)</u></p> <ul style="list-style-type: none"> • Soap and running water or alcohol based hand sanitiser to be readily available • Hands cleaned by all pupils, staff members and visitors, using soap or sanitiser on arrival, after break, when changing rooms, and before eating (at a minimum) • Skin friendly cleansing wipes used for those who need assistance in cleaning hands • Practices built into school behaviour culture. • Catch-it, bin-it, kill-it, promoted throughout school. • School provides tissues and sufficient bins to support disposal of waste. Tissues will be placed in each classroom. • School considers support for those who may have difficulty or those who spit or use saliva as a sensory stimulant. • Face coverings in school not recommended but are required for those using public transport / bus services. • Hot water and soap to be periodically checked to make sure hand washing provisions are regularly available. 		
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			<p><u>Grouping (key principles to be applied)</u></p> <p>PLEASE VIEW APENDIX 1 – 4 – ACCESS / EGRESS + BUBBLE ROOMINGS</p> <ul style="list-style-type: none"> • Schools to do all they can to minimise contact and mixing whilst still delivering the curriculum. Each year group will be a group / bubble. Year groups will not mix with each other. Please see attached Appendixes for more information. • Aim to reduce contact between staff and pupils – a 2 metre separation barrier will be applied to the floor for a safe working area for the teaching staff. Staff are not encouraged to walk around classrooms but to remain in safe zone where practical. • Year groups will be kept apart as much as possible. Some classrooms will need to be shared these will be classed as “specialist rooms” as detailed on Appendixes. These rooms will have the tables cleaned by students with wipes before and after lessons. Cleaning in all areas will be more frequent but in shared environments there will be additional cleaning measures where practical. • Older children (KS4 and KS5) encouraged to keep distance in their groups where practical. • Mixing in wider groups for specialist subjects, wraparound care, or on transport is permitted. Extra provision for cleaning will be in place and SLT will manage moves as part of lesson changeover. • The larger the group, the more robust the other controls need to be. • Siblings can be in different groups. • All staff can operate across multiple classes and year groups but should practise distancing at 2m where possible. • To enable the tracing process to be work effectively, schools will need to keep a comprehensive record of group/bubble composition and records of any close contact that takes place between children and staff in different groups. Close contact is defined as, <ul style="list-style-type: none"> ○ direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) ○ proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual ○ travelling in a small vehicle, like a car, with an infected person • There will need to a reliable way of identifying which group an individual is part of so that breaches of these groups can be identified. 	Y	Y
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		<p><u>Measures Elsewhere (key principles applied)</u></p> <ul style="list-style-type: none"> • Groups to be kept apart where possible. • Assemblies will only take place one group at a time within marquee areas. • Timetable to keep groups apart and minimise movement around the site as much as possible. • Passing the odd person remains low risk but reduce where possible. • Consider impact on fire evacuation (though in a real fire the risk from fire takes precedence). Normal procedures apply, please view new 2020 /21 fire procedures. Time will be given on first day back for tutors and pupils to run through in each year group. • Break and lunch ; pupils will be allocated a zone to their bubble with a marquee to use for recreation & dinning. Students must not mix zones or areas. Cleaning of these areas will be provided where practical. • Staff room will be closed and not accessible to staff. Tea and coffee are available to staff via the canteen. • Hot desk work area is set up in the café area. This is for staff to use when they have free periods. • Regular and thorough handwashing or use of alcohol based sanitiser to be carried out by all pupils and staff members including: <ul style="list-style-type: none"> ○ On arrival and before departure ○ Before break ○ When groups change areas 	Y	Y

			<ul style="list-style-type: none"> ○ After using the bathroom ● Access to school lockers is not permitted. Student will not be allocated lockers at this point until further notice. 		
			<p>Measures for Arrival and Departure (key principles applied)</p> <p>PLEASE VIEW APENDIX 1 – 4 – ACCESS / EGRESS + BUBBLE ROOMINGS</p> <ul style="list-style-type: none"> ● Stagger start and finish times to prevent groups mixing where possible, but without reducing the amount of teaching time. ● All year groups must access / egress through designated entrance / exit for their own year group bubbles. This must happen for PE lesson or any other reason. Pupils are not permitted to come out of there zone. ● Communicate arrangements to parents and agree a process for drop off and collection to prevent gathering at the school gates. ● Bins provided within year group bubbles for those arriving wearing face coverings. ● Hands must be washed before going to class (note point 2 on the system of control 'Clean hands more often than usual' which accepts alcohol-based hand sanitiser as a suitable substitute for soap and water. This may be more practical for schools that have large numbers of pupils arriving by public transport. ● Separate bike racks are provided – please see external plan for details. Year groups will share these areas, barriers to section off each year group will be in place. 	Y	Y

		<p><u>Other Considerations (key principles applied)</u></p> <ul style="list-style-type: none"> • Specific assessment for those with SEND needs to help with adjustments. • Supply/peripatetic teachers can move between schools but minimise contact and distance as much as possible. Specialist staff e.g. therapists work as normal. • Consider contractors and other visitors to site so that they can distance as much as possible. Explain local processes to them before arrival. Keep a record of all visitors (sign-in books fine so long as entries as legible as schools may be required to trace persons if required to by PHE). • Dual registered children can attend, but the two settings should liaise to agree controls. • Equipment – <ul style="list-style-type: none"> ○ Personal items, e.g. pens and pencils recommended to remain individual ○ Classroom resources – can be used freely within the bubble/group, but subject to regular cleaning ○ Resources shared between groups will require frequent meticulous cleaning, i.e. always before being used by another group, or quarantined for 48 hours between use (72 hours for plastic items). ○ Pupils should limit the amount of equipment they bring to school – Lockers will not be available. ○ Resources can be taken home where it contributes to education and development and subject to the same rules re cleaning and rotation as above. 	Y	Y
		<p><u>Dedicated school transport (key principles applied)</u></p> <p>PLEASE VIEW APPENDIXES 5 & 6 (RISK ASSESSMENT SUPPLIED BY NCC / HAMILTONS)</p> <ul style="list-style-type: none"> • Both bus services (Hamilton Coaches / NCC) linked with KBA will need to follow the same procedures outlined in this section. • A risk assessment from the bus company needs to be submitted to KBA. That will form an Appendix to this risk assessment. • Both Bus companies will receive a copy of this risk assessment. • Students will need to wear a mask when riding on the bus. The message will be sent out to all parents. • Hamiltons Coaches / NCC will need to provide additional cleaning schedules, this must be detailed in their risk assessment. • The school will provide a seating plan which will be outlined to students. • Principles outlined above should be carried over, with emphasis on maintaining groups where possible • DfE to publish further guidance for LA provided transport. 	Y	Y

		<p><u>Public Transport (key principles applied)</u></p> <ul style="list-style-type: none"> • Staff / Students should avoid public transport is possible. • If staff / students cannot find alternative provisions then they must wear a mask, wash or sanitize hands & socially distance while riding on the bus. • Promote walking/cycling to school if possible. • Face coverings are required on public transport for all over 11 years old. Schools need to plan for how to manage safe arrival of these students. Most students do not use public transport to come to school, those that do will need to follow the same rules outlined above. • Students who need to use public transport must inform school staff. • Geddington run <ul style="list-style-type: none"> ○ Students who arrive on the Geddington bus (8.05 ish) in year 9/10 currently have to wait outside until 8.20am. When they arrive, SLT will escort them down the S ground corridor, then they go through the inside ground floor to the N internal stairs, they then make their way to their form rooms. Tutors/HOY will be in the corridor/room. This means that they can be in the building warm/dry. 	Y	Y
		<p><u>Operational Controls</u></p> <ul style="list-style-type: none"> • Staff are always encouraged to socially distance. • Offices have been marked out so staff can socially distance. HOD will need to manage workspace areas and make sure work bases are not congested by staff. Seating plans are to be drawn up and staff must be aware of where they can work. No hot desking is allowed. • All water fountains will be turned off on site. • Water dispenser design to fill bottle can be used within bubbles. These dispensers will be clearly marked up by year groups & added to deep cleaning schedule. <ul style="list-style-type: none"> ○ 12/13 – Dance changing rooms ○ 11 – South 2nd ○ 10 – south 1st / Sports Hall Foyer ○ 9 – centre 1st / ○ 8 – North 1st ○ 7 – Centre 2nd / Pavilion Foyer ○ Staff – Ground Floor Atrium • Sanitizing stations are available for staff around the academy and in staff work bases. 	Y	Y

- All meetings should take place on teams / skype where practical, please avoid congregating in rooms with staff members. Staff can hold meetings before after schools in classrooms if they can socially distance, but online meeting are the preferred method.
- **Staffrooms have been allocated within department areas as the café area is not working. Please use the rooms listed below within your department area.**
 - Please do not mix with other departments.
 - Staff must sit socially distanced.
 - Windows must be open for ventilation.
 - Hand must be sanitized when accessing and egressing classroom.
 - Please keep rooms tidy & dispose of any rubbish correctly.
 - Staff must wipe down the area where they have been seated after break or lunch has finished. Please clean the chair and the table with the wipes provided.
 - Please use the same seat each day within department staff rooms / classroom.

English	C2.07
Maths	S2.07
Science	N0.08
MFL	C1.07
Geography	S1.07
History	S1.06
IT/Business	N2.01
Performing Arts	C0.03
PE	Pavilion
Art/DT	Art office or outside balcony

- The main staffroom will be out of bounds

- Staff will have lunch in the café socially distanced
- The staff room fridge's will be moved to the café for staff to put their lunch.
- We need to be rigid with the staff work areas as they are a confined space.
- Mandatory / statutory - practical training – i.e first aid, minibus training, manual handling, department training ect.....can take place under measures outlined in this assessment. This will need to take place outside of school hours if possible. Rooms will need to be altered so social distancing can take place, cleaning provisions will need to be put in place, equipment wiped down.
- Any unnecessary furniture removed to aid distancing between groups, all soft furniture has been removed from corridor areas. KBA classrooms are kept neat and tidy without any additional furniture.
- Students will access into the building using one entrance / exit. They will remain with bubble area to avoid cross contamination.
- Students will have access to a zone area for break and lunch, this will include an external playground area for recreation and a marquee for lunch provisions. Please see attached Appendixes for details on areas for each bubble.
- Tea and coffee will be available for the café area. Staff are encouraged to bring hot drinks in flasks and a cold drink if possible.
- Access to staff rooms not permitted.
- There will be no access to Reprographics and pigeon holes will be moved to student reception.
- Repro recourses will be delivered to both reception throughout the day. A table will be set up for repro to deliver these items and for staff to collect.
- Access to photocopiers limited to one person at a time, copiers added to daily, deep cleaning schedule.
- HVAC system switched to ventilation mode to circulate air.
- Reduce occupancy for lifts, staff are not permitted to use the lifts unless there are medical reasons. Students with IHCP can access the lifts if permission is given by the school nurse.
- Windows opened where possible, where temperature allows it, and without creating undue risks. Teachers are encouraged to open the windows at the start of the school day & close when leaving site.
- Non-fire doors propped open to remove need for hand contact, reception doors set to auto and all others are pinned back.
- Removal of soft furnishings and soft toys or toys that are hard to clean, sofas from the café and soft seating from corridors / reception area have been removed.
- Where multiple staff must occupy a single office and 2m separation is not possible:
 1. Site team will mark out each computer / workstation with a safe zone. This will take place from August 3rd onwards.
 2. Additional cleaning measures will be in place for September.
 3. HOD to assess their own staff work area. I do not need a paperwork trail for this, but you must give this process a thought and instruct your staff.

4. Unless guidance changes, staff are asked to leave site and not stay for longer than needed. (more to follow on this)
5. Staff are encouraged to limit their movement around the building where practical.
6. No hot desking is to take place., staff cannot share workstations within staff work bases.
7. Teachers who have a tutor group will be asked to go directly to their classrooms on arrival.
8. Teachers wishing to stay on after 3:00pm (P7 4:00pm) must use the desk space in the last classroom they were teaching in.
9. HOD need to allocate work areas in bases to staff in their departments.
10. Prohibit shared workstations if robust cleaning cannot be ensured between users

- Complete and display the *Covid-19 Secure in 2020* poster

Sixth form Access to Study Rooms

1. Sixth form students can access the rooms N203 and N204 when they do not have a timetabled lesson
2. They will access the room via the external North fire escape
3. They can only move to this room from 9.10am onwards (once all other groups are in their location)
4. If they are going to leave this room they must depart at least 10 minutes before the end of a lesson
5. The only place they can move to unaccompanied is their bubble on the ground floor via the North fire escape stairs
6. These timings will be monitored by the sixth form team
7. If students are free for a double lesson they may stay in the rooms for the double lesson
8. Students must never move to/from the study rooms within ten minutes of the start/end of a lesson

Managing Lates

1. Student arrives at their bubble entrance after the end time but before the next bubble enters the site- in this case they should be let through and can enter via their normal entrance – announced on Channel 5 so staff are aware to watch out for student
2. Students arrives at their bubble entrance after the end time but also after the next bubble has started to arrive – in this case they remain with the duty staff and are escorted in once the entrance is locked – students issued late detention if in secondary
3. Student arrives after 8:40am – in this case they must come to the main gate and will have to ring reception on the displayed number, be let in, sign in on entry sign and then be escorted to their bubble

Marquee Bubble – Toilets

Year 11 are using S2 corridor (maths)

			<p>Year 9 are using C1 corridor (MFL)</p> <p>Year 8 are using N1 corridor (by IT office)</p> <p>Year 10 are using the Sport Hall</p> <p>Year 7 are using the Pavilion</p>		
Anxiety, stress and worry	Staff, pupils (parents indirectly)	Those coming back to work or school may be anxious, worried or stressed	<ul style="list-style-type: none"> Involve the workforce in the development of this risk assessment and control measures (refer to Group Consultation (HS) Policy for guidance). Communicate this risk assessment and its findings to staff and potentially pupils/parents. Feed the determined approach into the communication strategy. Staff have access to Group's occupational health and counselling service Publish the findings of this risk assessment on the school website. 	Y	Y
Cleaning	Staff, Pupils, Visitors	General hygiene to interrupt transmission from contact surfaces	<ul style="list-style-type: none"> Increased cleaning plan to be detailed as part of this assessment. Frequency to be increased with focus on areas used by multiple groups and hand-contact surfaces in line with normal procedures and cleaning risk assessment. No requirement for additional PPE to be worn. Cleaning staff reminded to be mindful to minimise face contact and the need for regular handwashing. Cleaning following confirmed/suspected case in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings Enhanced processes have been implemented and the cleaning supervisor will check/evidence that the cleaning team is operating in line with Govt guidance. If the school is looking to teaching/support staff to provide an element of cleaning, then training will be required. Teachers may need to wipe down equipment in practical lessons. Students can also support with this process before and after lesson. 	Y	Y
Delivery of 'higher risk' subjects	Staff, Pupils	Delivery of lessons such as science, D&T, Drama and PE require pupils and staff to work in close proximity thereby increasing the risk of infection	<ul style="list-style-type: none"> Subject leads to review their risk assessments for the planned activities and update accordingly. Reference to specialist advisory bodies for latest guidance on required controls. (CLEAPSS, AfPE). Consideration required for availability of support staff e.g. technicians and the capability of practical lessons to be delivered while maintaining social distancing. Equipment used for any practical lessons will need to be wiped down. Wipes will be provided to departments. Domestic, non-residential educational visits are permitted. Schools to refer to OEAP National Guidance when planning. KBA will not be running trips until further notice. 	Y	Y

		Educational visits			
Intimate Care/Higher Dependency Pupils	Staff, Pupils	Intimate care brings people within close proximity of each other thereby increasing the risk of infection	<ul style="list-style-type: none"> • Staff providing intimate care to use PPE as they would do normally for providing care in line with children's needs • No specific PPE required unless the child in question is symptomatic (see <i>Suspected/confirmed case in school</i> section). • HOD to devise local risk assessments for practical activities. • HOD to take guidance from accredited sources such as CLEPPS & AFPE where template risk assessment can be found. • Practical subjects will be supplied with sanitizing wipes to clean equipment been used by each year group. This can be built into lesson plans and risk assessment for pupils to support with. Cleaning should take place at the start and end of every lesson. This task can be supported by technicians as well as teachers. 	Y	Y
Failure to follow local rules	Staff, Pupil, Visitors	Persons fail to follow local rules due to lack of awareness. Persons violate local rules	<ul style="list-style-type: none"> • Risk assessment will be shared with LGB and union reps to allow for participation at all levels. • Staff/pupils will be trained in the new arrangements by walking through the process. Staff will have training on the September training days. • Local department risk assessment and associated procedures shared within department and emailed out by HOD. • COVID 19 risk assessment will be added to our induction process for any new staff. • Health & Safety Manger and deputy will still undertake a walk around site. Observations & audits will take place during this period. • Failure to comply with risk assessment will be dealt with using our formal disciplinary process. Line manager will be informed of any breaches and training will be offered. 	Y	Y
Maintaining a compliant premises	Pupils, Staff	Loss of site staff and access to contractors resulting in PPM and other compliance checks lapsing.	<ul style="list-style-type: none"> • Premises compliance status to be reviewed by Site/Facilities/Estates Manager to be reviewed prior to reopening and briefing provided to the school's Head. Weekly meetings to take place with Facilities manager & school Principal. Any lapse in compliance will be highlighted then. • Contractor access to site for PPM/compliance inspections to be continued wherever possible. Legible record of all contractor details to be held for 21 days (to support Test and Trace process if necessary). All records are held on entry sign and a full plan of contractors in held with facilities manager. • Failure to comply with risk assessment will be dealt with using our formal disciplinary process. Line manager will be informed of any breaches and training will be offered. 	Y	Y
The school lapses in following national/group guidelines and advice	Staff, Pupil, Visitors	Lack of awareness leads to potential contamination of the premises or an outbreak spreads rapidly through the	<ul style="list-style-type: none"> • September training days will have a massive focus on reopening. Staff will run through all operational elements for reopening. This risk assessment to be shared with all staff. • School Principal to address parents in town hall meeting on September training days. All details of this risk assessment will be outlined to parents. • Students will run through the fire drill on their first day back, in year group as opposed to the whole school. • Central office to ensure that Coronavirus pages on the Hub are kept updated 	Y	Y

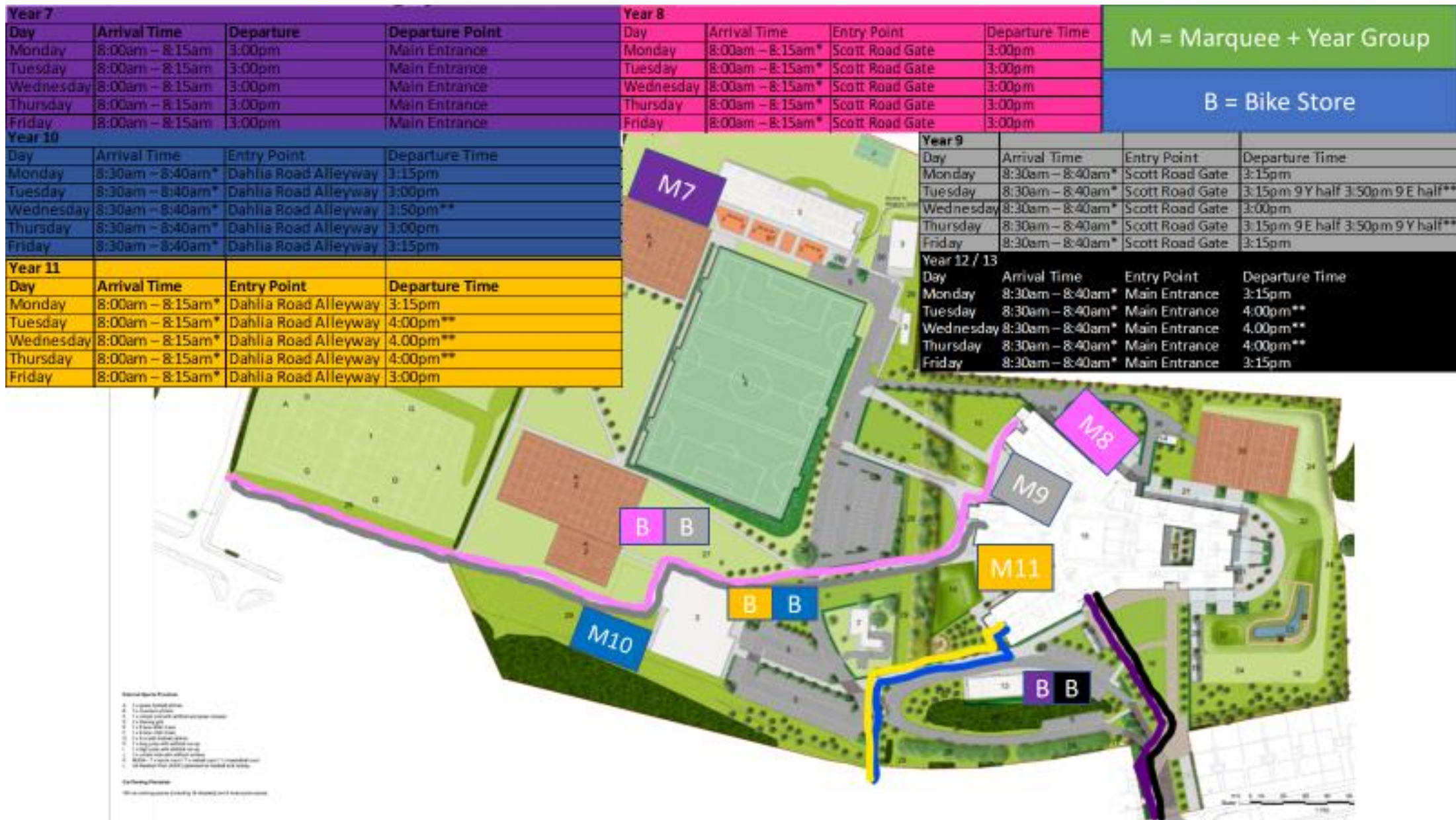
		school and wider community	<ul style="list-style-type: none"> • Important updates/changes to be included in Jon Cole's Heads Bulletins. • Principal to ensure that all relevant guidance is followed and communicated • Senior Leaders to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review this risk assessment accordingly. • Information on the school website is updated. Parent tab has dedicated menu item for information relevant to parents. • Parents/Pupils updated via classrooms/email/parent text as necessary. • Any change in information to be shared with Chair of Governors and passed on to parents by Parentmail and staff by email. 		
Other Risk Assessments	Staff, Pupils	Other risk assessment that aren't updated and therefore become invalid	<ul style="list-style-type: none"> • Extra-curricular provision subject to specific risk assessment developed with reference to DfE Guidance on <u>Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak</u> • Fire risk assessment reviewed – No action needed. • Fire safety procedures amended to support COVID-19 arrangements, Fire procedures will take place as normal year group will line up in bubbles • Staff training scheduled monitored and any slippage identified. • Key premises risk assessments have been reviewed & they remain valid, e.g. fire risk assessment, manual handling, COSHH if new chemicals are brought in. 	Y	Y
Display Screen Equipment (temporary home workers)	Staff	Staff working from home not having access to a workstation fully compliant DSE workstations giving rise to musculoskeletal issues.	<ul style="list-style-type: none"> • Staff allowed to take home peripherals and chairs from office if they are working from home. • Guidance on setting up a suitable workstation provided on Hub coronavirus pages • Additional equipment needs to be reviewed on a case-by-case basis 	Y	Y
First Aid (temporary home workers)	Staff	Staff suffering injury at home	<ul style="list-style-type: none"> • Low-risk, office-style work. No specific controls required. • Any accidents to be logged onto ARMS. 	Y	Y
Wellbeing/ Stress (temporary home workers)	Staff	Social isolation leading to issues with wellbeing Unusual working environment	<ul style="list-style-type: none"> • Guidance on wellbeing provided on Hub coronavirus pages – dedicated wellbeing section • Guidance provided to managers on supporting their teams and reasonable expectations during this period. • Managers to maintain regular contact with their employees, preferably by video link. • Furloughed staff to have keep in touch days with their line manager 	Y	Y

		arrangements contributing to stress	<ul style="list-style-type: none"> • School has been operating a buddy system and SLT have been making phone calls home to staff to support with wellbeing. • Services are available through HR and staff should speak with their line manager should they experience any issues. 		
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Details of any additional control measures for consideration	Target for completion	Date of completion	Completed By
<ul style="list-style-type: none"> • The introduction of hot meals for students 			

Assessment completed by:	Tim Ball – Health & Safety Manager (NEBOSH) / Dino Di Salvo	Date:	23/07/2020	Date of next review:	19/02/2021
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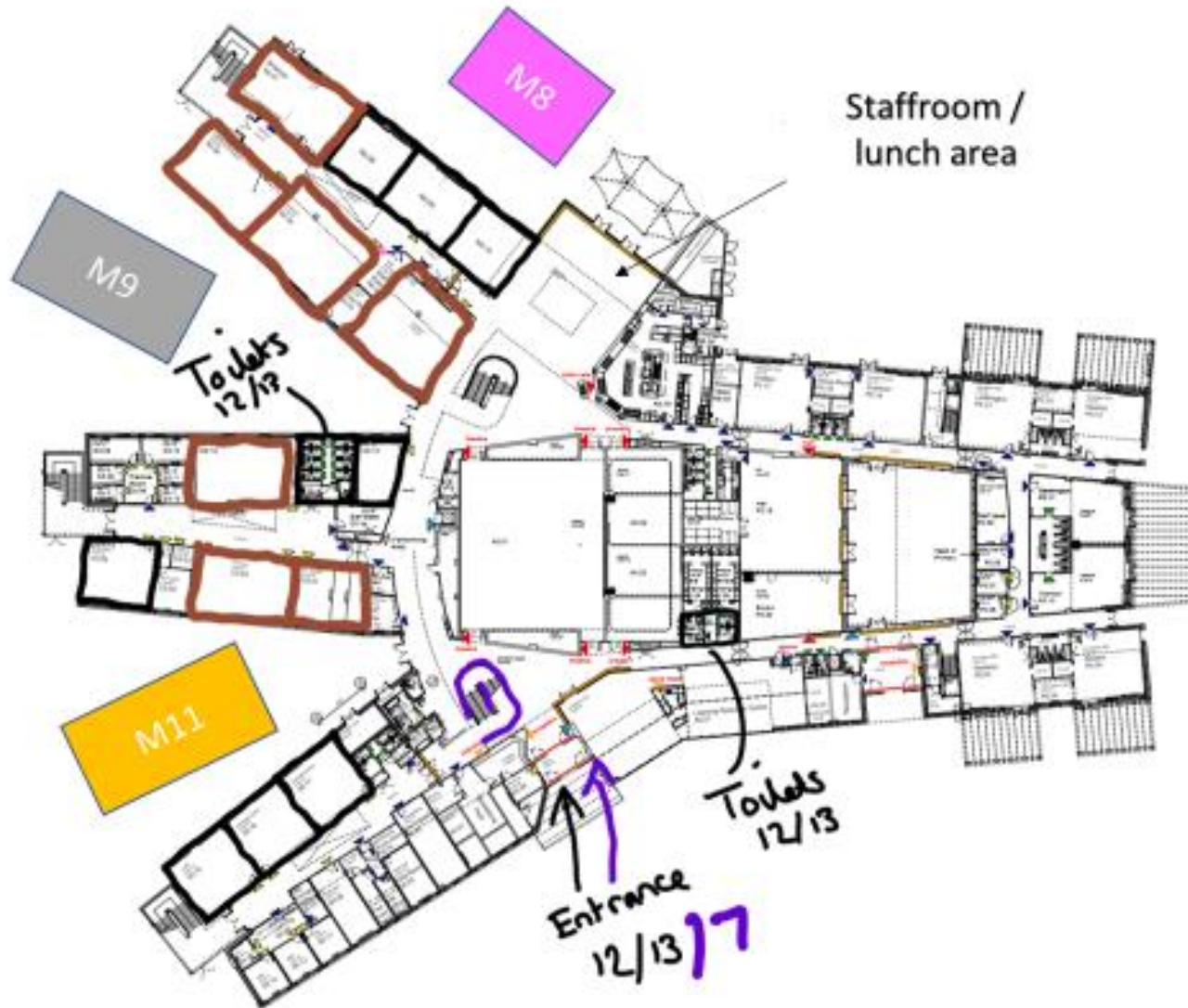
Appendix one



Appendix Two

Year 7
Year 8
Year 9
Year 10
Year 11
Year 12 / 13
Specialist

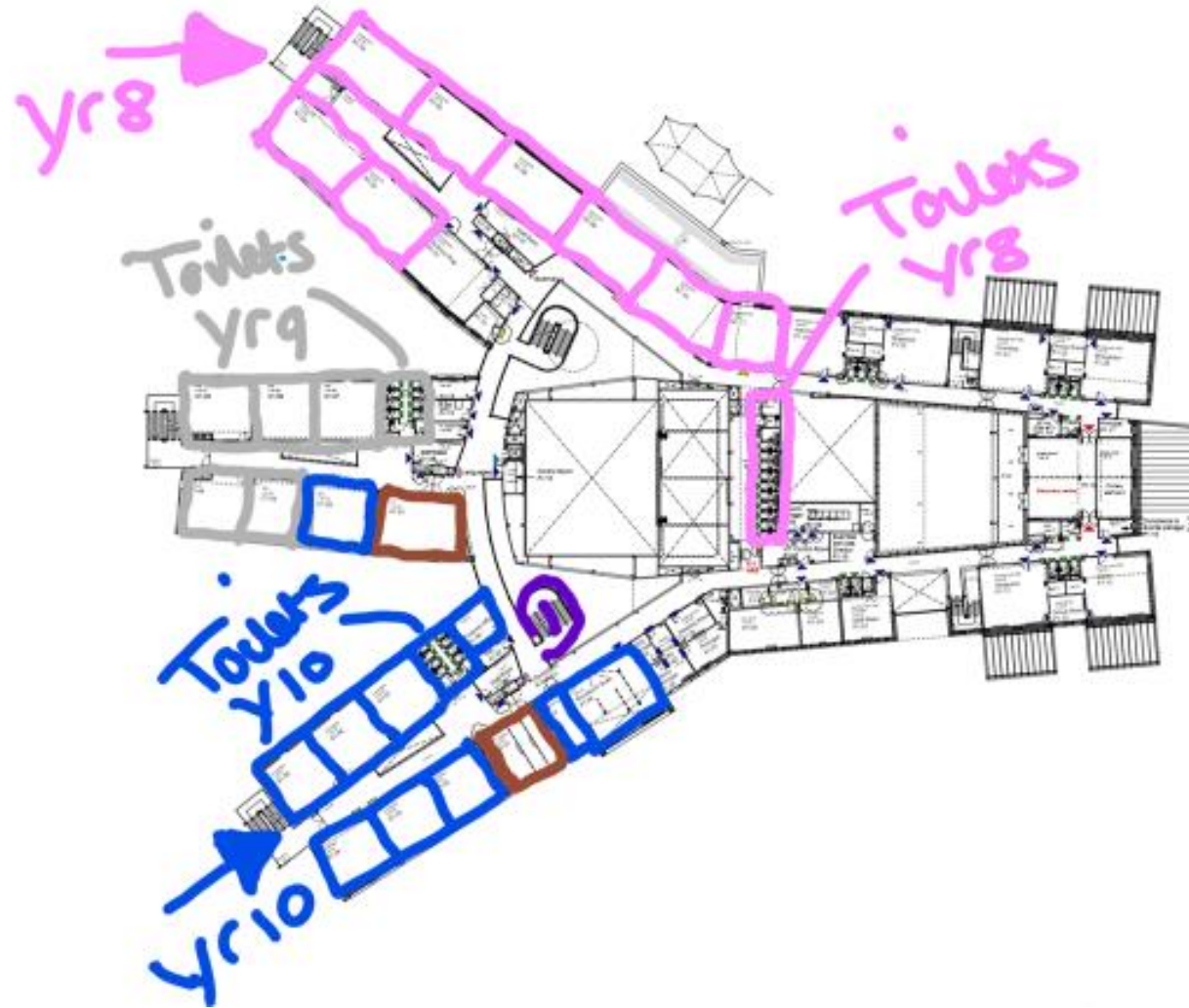
Ground Floor



Appendix 3

Year 7
Year 8
Year 9
Year 10
Year 11
Year 12 / 13
Specialist

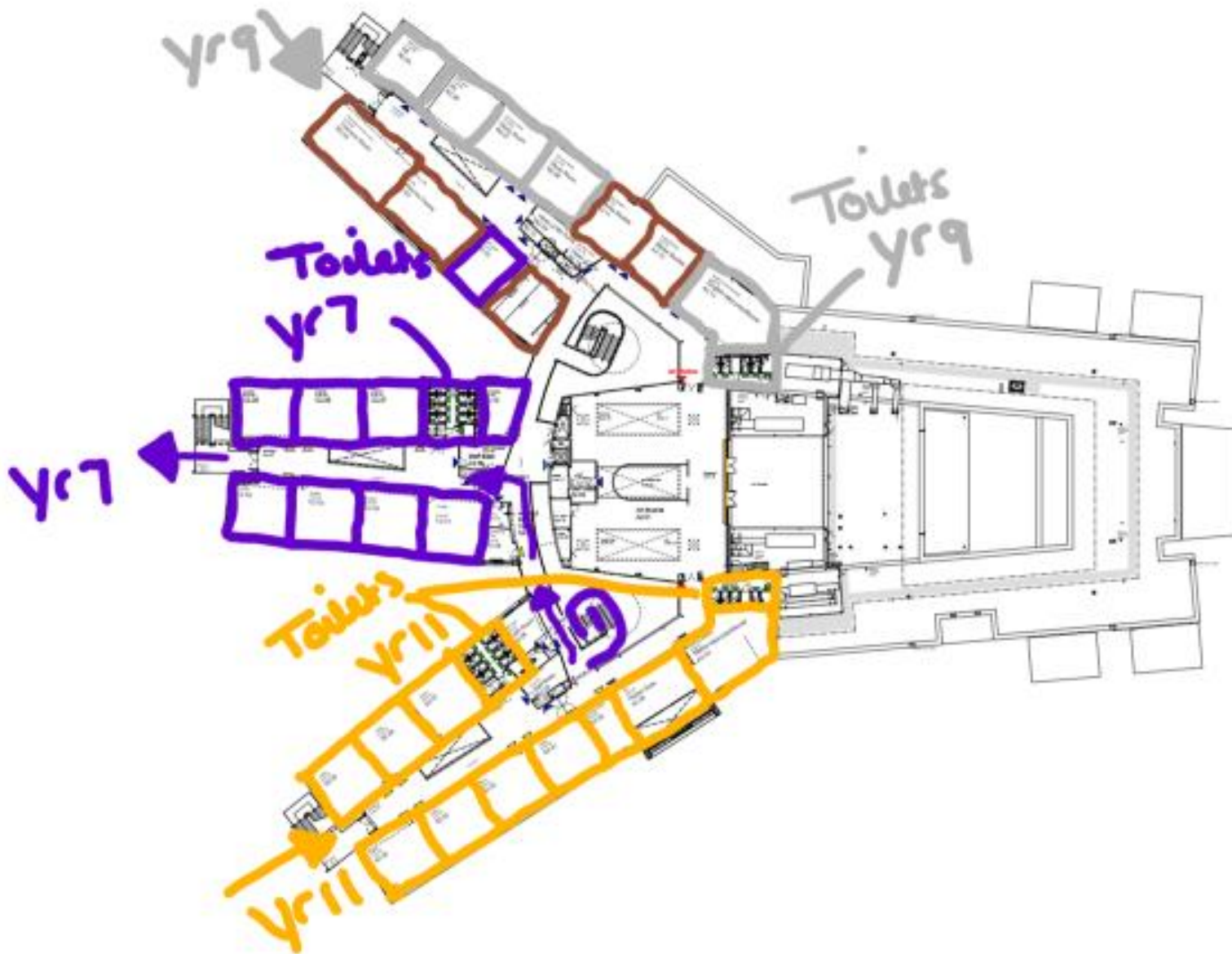
First Floor



Appendix 4

Year 7
Year 8
Year 9
Year 10
Year 11
Year 12 / 13
Specialist

Second Floor



Appendix 5

Risk Assessment – Hamiltons and Buckbys Coaches – Coach Travel

Hazard	People Harmed	Risk Control	Further Action
Road Accident – Driver	All	The driver holds the relevant qualifications for the driving the vehicles on their licence Current best practice is followed in the respect of driving and rest hours Drivers pay attention to relevant speed restrictions for the vehicles and roads travelled.	Use current EU driving hours regulations
Road Accident – vehicle	All	Ensure roadworthiness of the vehicle, drivers must check the vehicle prior to use. Leader of group to do a visual check of vehicle (bodywork, tyres, seating and safety belts)	The driver is totally responsible for the vehicle once it is taken onto the public highway. Do not proceed if the items identified are defective or missing
Road Accident – injuries to passengers	All	Young people sitting in seats with seatbelts fastened at all times when the vehicle is in motion Exits must not be blocked with luggage or equipment Young people must not be allowed to move around the vehicle when it is in motion Young people must not distract the driver when the vehicle is on motion Appropriate insurance is arranged for passengers during the journey	Staff supervision to ensure that this is complied with throughout the journey
Road Accident	All	If the accident is not serious On normal road keep pupils safe by remaining on the vehicle if it is safe to do so If not move the young people to a safe location protected from oncoming traffic and from the sun When moving follow the highway code and use staff to supervise the young people to avoid danger If the accident is serious Move those able to walk away from the scene of the accident keeping them safe throughout. This will have to be assessed at the time Deal with casualties as best as you can until emergency help arrives	Control communications with parents Contact school as soon as possible Control communications with parents Contact the school as soon as possible Co-operate with the emergency services and one adult accompanies an injured young person to hospital where it is possible

Risk Assessment – Hamiltons and Buckbys Coaches – Coach Travel

Hazard	People Harmed	Risk Control	Further Action
Mechanical Breakdown - Motorway	All	Get the party behind the side crash barrier as soon as possible	Keep the young people in a safe position until either the problem is fixed or replacement transport arrives
Mechanical breakdown – normal roads	All	On normal road keep pupils safe by remaining on the transport if it is safe to do so If not, move the young people to a safe location protected from oncoming traffic When moving follow the highway code and use staff to supervise the young people to avoid danger	Keep the young people in a safe position until either the problem is fixed or replacement transport arrives
COVID-19 – Driver	All	Drivers to wear face shields, face masks and gloves	Situation to continually be monitored
COVID-19 – Passengers	All	Reduce passenger numbers on vehicle at any one time Hand sanitizer to be available for use	Situation to continually be monitored
COVID – Seating Plan	All	School to provide seating plan	Situation to continually be monitored
COVID-19 - Vehicle	All	Vehicles to be disinfected daily	Situation to continually be monitored

Home to School Transport Update – NCC Appendix 6

The current Covid-19 situation has had a significant impact on the way we deliver our transport to schools particularly with regard to social distancing measures alongside ensuring that the health and safety of both the children we transport, their families and the staff is met.

We are continuing to work in partnership with our schools to ensure safe transport is put in place for September and that any measures are co-ordinated with those being implemented by the school. This will help minimise the risk of transmission and will provide some level of consistency for children which is very important at this time.

Specific home to school transport guidance from Government has been delayed and should have been published by 24th July. This has now been published (Tuesday 11th August) and the guidance broadly follows that which was issued to all schools for reopening in early July. In accordance with this guidance we have adopted the following principles when planning transport for September:

- i. Year group bubbles and minimum distancing between bubbles of 1m to apply to all mass transport. This includes bus, coach and vehicles with capacity in excess of 16 passenger seats. This will mean that we will be able to utilise between 70-80% of the vehicle’s capacity.
- ii. For all other vehicles which include taxis and minibuses up to 16 passenger seats, transport will be planned without bubbles and without social distancing. The students assigned to these routes will remain constant and **we will not mix students** from other schools on the same route.

- iii. Where parents or guardians wish to continue to transport their children themselves then the alternative option of a mileage allowance will be available. This will be at the standard HMRC rate of 45 pence per mile for the first 10,000 miles.
- iv. Face coverings will be encouraged for all students (scarf/face mask or similar) however this will not be compulsory and does not apply to those who are exempt.
- v. Allocated seating/area for each social bubble will be displayed on the vehicle.
- vi. Active Travel is important for health, wellbeing and increasing independence, and students are encouraged to walk and cycle where this is feasible.

The Local Authority will be writing to parents notifying of the transport arrangements during week commencing 24th August. This will include all parents of SEN students who are allocated transport and all new intake students attending mainstream schools.

We will shortly be updating our Code of Conduct for students which will include advice regarding social distancing when waiting at the designated pick up points, along with expected behaviours whilst on transport. In addition to this we will be instructing our operators to ensure they have robust cleaning regimes in place such that frequently touched surfaces are regularly cleansed, and that vehicles are thoroughly cleaned at the end of the day.

Due to the current situation, we are unfortunately not able to consider any late Post 16 and non-entitled applications that were received after the deadline which was the 3rd Friday in May. We will seek to consider these applications as soon as possible and this may mean that in some cases applications may not be processed until the October half term. We will of course process these late applications in order of the date they were submitted however in the meantime we are advising parents to put in place alternative arrangements until such time as we can confirm transport is available.

The demand on our service is significant and we therefore ask parents to be mindful of this and appreciate that we may not always be able to respond in our normal timescales and that there may be occasions when our telephone lines will be overwhelmed. If you need to contact us about any queries regarding transport, these should be directed to either of the following:

SEN Transport:

sentransport@northamptonshire.gov.uk.

Mainstream Transport:

schooltransport@northamptonshire.gov.uk

I hope this information is helpful and we would like to reassure parents that we are working hard to put in suitable transport arrangements to support the return of all students to school in September.

COVID Risk Assessment for Music for September 2020-December 2020

This will be reviewed in line with government guidance for January 2021.

All current risk assessments remain, and this is an additional document to minimise any COVID19 risk within music education. This has been created in alignment with DfE and Government guidance.

This has been completed by Louise Chapman, Head of Music and will require the additional signatures of line manager Sophie Dale,, Health and Safety Lead Tim Ball and the Principal Dino DiSalvo.

Suggested options for music: listening, keyboards, drumming and music technology

Area to Consider	DfE Guidance	KBA Application
Instrumental Lessons	See attached guidance from NMPAT, plus the only rooms that may be used are the two practice rooms with windows and the Radio Room.	
Curriculum Content	<ul style="list-style-type: none">Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting.	<ul style="list-style-type: none">There will be no singing in class lessons, only in individual lessons (see attached NMPAT guidance).Equipment will not be shared at the same time; however students will rotate equipment during the lesson, wiping down before and after use with antibacterial wipes.

<p>Protective Measures and Hygiene</p>	<ul style="list-style-type: none"> • Decide the physical and organisational structures needed to limit risks and limit movement around the building(s) (for example, classroom layouts, entry and exit points, staggered starts and break times, class sizes, lunch queues, use of communal staff areas). • Agree how safety measures and messages will be implemented and displayed around school. • Ensure there are always sufficient tissues available for ensuring good respiratory hygiene – i.e. ‘catch it, bag it, bin it’ approach. 	<ul style="list-style-type: none"> • Year groups will be bubbled in set areas. Teacher will be informed of the area to collect students from and exit the building to take them to the lesson. <ul style="list-style-type: none"> • Signs in corridor and classrooms reminding students of hygiene and rules. • Tissues, hand sanitiser and bins available before and after the lesson. • Antibacterial wipes available at the start and end of each lesson to wipe down equipment.
<p>Teaching Areas</p>	<ul style="list-style-type: none"> • Avoid high intensity/speed forced ventilation (unless filtered air) • Teaching rooms to be cleaned daily as part of school cleaning regime • Equipment – chairs, surfaces etc. to be cleaned in accordance with school protocols <ul style="list-style-type: none"> • 2m social distancing between staff and students or wear visor for close (under 1m) situations • Use of laminated music or children to keep their own copies 	<ul style="list-style-type: none"> • Avoid high intensity/speed forced ventilation (unless filtered air), open windows when necessary and do not use air con • Teaching rooms to be cleaned daily as part of school cleaning regime <ul style="list-style-type: none"> • Equipment – chairs, surfaces etc. to be cleaned in accordance with school protocols • 2m social distancing between staff and students or wear visor for close (under 1m) situations • Use of laminated music or children to keep their own copies

_____ **Signed:** Louise Chapman (Head of Music)

_____ **Signed** Sophie Dale (Line Manager)

_____ **Signed:** Tim Ball (Health and Safety Lead)

_____ **Signed:** Dino DiSalvo (Principal)

Appendix 7 – Testing

<p>Asymptomatic Testing Programme</p>	<p>Staff, Pupils</p>	<p>Additional measures required to support the routine weekly and daily contacts testing programme from January 2021.</p>	<ul style="list-style-type: none"> • All testing to be carried out in strict adherence to the procedures contained in the “<i>NHS How to Guide: Rapid Testing in Schools and Colleges</i>”. • Training – The school have followed the “<i>NHS Training Guide for Rapid Testing in Schools and Colleges</i>”. All staff involved in the mass testing programme have completed the online training programme relevant to their assigned role(s) and have been signed off as competent by the using the competency assessment templates provided by DfE/PHE. Training records are kept and managed by Wendy Millsop. • Premises – The Theatre area has been set up in compliance with the “<i>NHS How to Guide Rapid Testing in Schools and Colleges</i>”. The school have made provision for all materials required as detailed in the same. Testing areas will be cleaned down before being returned to normal use. General safety of the premises, e.g. condition, slips and trips, is already managed covered in other existing school risk assessments. • Signage – the testing area has been clearly demarcated to support flow and to prevent unauthorised entry. Entrances and exits are clearly marked. • Logistics – Staff, Students or Visitors must enter through the library side doors and sanitize hands on arrival. A card and barcode must be collected from the admin station. Person undertaking the test must be seated and register online for the test. You will then be called to the test booth when ready. Please stay within the markings take your test and then exit via the door sign marked. • PPE – PPE requirements vary by role but will be provided in line with the DfE/PHE guidance. All testing staff will be training in correct donning and doffing procedures. PPE will be changed in line with the frequencies detailed in the “<i>NHS How to Guide: Rapid Testing in Schools and Colleges</i>” • Storage of materials – testing kits are stored securely at a temperature between 2C and 30C. Prior to use all reagents will be brought up to 15C if necessary. Deliveries will be handled in accordance with the school’s existing manual handling procedures. • Waste – Clinical waste contracts have been established and PHS will ensure that waste streams are not contaminated. <ul style="list-style-type: none"> ○ Clinical waste – Gray Bin / Yellow bags with black stripe NON- Hazardous Bags for all PPE and swabs generated for tests. ○ yellow internal bin - 1 for each station (orange Hazardous Bags for actual flow test ○ Both orange and yellow bags to be cleared into external bin in site compound. ○ Bins will be emptied at the end of the day and upon request. • Cleaning – Cleaning is carried out in line with the requirements and frequencies detailed in the <i>How to Guide</i> and the linked training modules. • First Aid – the school will ensure that access to first aid provision is always possible so that asymptomatic testing is being carried out. • Monitoring – the school’s Quality Lead/Team Leader will verify the school is ready to start testing and carry out periodic monitoring to verify that the requirement standards are being maintained. • Testing – tests will be self-administered under direction of the testing team. Where additional assistance is required TA / Carer will support student who may have issues in undertaking the test.
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			<p>Results</p> <ul style="list-style-type: none"> • For routine weekly testing, participants may return to work or class while awaiting their result. • For daily contact testing, participants will need to be held in a holding space, with a separate space for each group of close contacts that is cleaned once each group leaves. • Anyone in receipt of a positive result needs to self-isolate and take a confirmatory PCR test. Schools will be supplied with PCR kits for participants to use at home.
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Guidance on completing the form

This form may be used to record the risk assessment for any activity. Only complete a risk assessment if you have a good understanding of the activity being assessed and the principles of carrying out a risk assessment.

Risk Assessment Title and Responsible Person

Give the risk assessment a logical and clear title and date. The manager who is responsible for the activity being undertaken should carry out the risk assessment detailing the hazard and controls and any additional action required. Those employees to whom the risk assessment relates should be consulted in its development. It should then be signed and dated and stored securely in department and made available to employees, e.g. through communication on induction and following review.

Details

Provide a brief description of the activities to which the risk assessment relates. The short title detailed above may not make it clear what is in and/or out of scope of the assessment.

What are the hazards and Who is at Risk?

In the Hazards column, list the hazards (something with the potential to cause harm) which could reasonably be expected to result in significant harm.

Identify individuals or groups of people who might be affected by the Hazard. Besides staff and pupils consider visitors, members of the public, volunteers and others who could be affected.

What harm is associated with the hazard?

For each hazard, there may be one or more types of harm that could occur and each is likely to require different control measures to be implemented. It is recommended each is given a separate line on the form.

What control measures are, or will be put, in place?

List what is, or will be put in place to reduce the likelihood of harm or make any harm less serious. These precautions should meet legal standards, represent good practice and reduce risk as far as reasonably practicable. A hierarchy of control such as below may help in determining suitable controls, preference should be given to controls higher up the hierarchy where possible.

- Eliminate or avoid the risk at its source
- Reduce the risk at its source
- Contain the risk
- Remove employees/pupils (as applicable)
- Reduce exposure to the risk
- Utilise personnel protective equipment

Evaluation of Adequacy

The application of and consideration of the adequacy of the controls in place needs to be determined. This is a subjective judgement to be made by the responsible person. Where the response to the question of adequacy is 'no' this indicates an area requiring additional control (see below). An alternative way to think of this question would be 'is the residual risk acceptable'?

Areas of additional control for consideration

Areas for additional control can include items where the judgement in the evaluation of adequacy section was negative. It can also relate to developmental or goal-setting objectives in support of the journey of continuous improvement.

Review Period

United Learning's Risk Management (HS) Policy requires that all risk assessments are reviewed every two years to ensure validity. For activities undergoing regular change, consider a shorter timeframe for review.