

Risk Assessment – Covid-19 (Autumn Term Reopening)		12.10. 20	Trumpington Community College
Responsible Person	Matthew Oughton (Principal)		
Other Persons Involved	Daren Howard (Chair TCC H&S); Richard Ansell (Estate); Charlie Browne (Site), Jess Pearce (Vice Principal)		
Guidance Material Considered	<ul style="list-style-type: none"> ● DfE – Guidance for Full Opening – Schools (1st October 2020) ● DfE - Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak (22 September) ● DfE - Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak (1 August) ● DfE - Coronavirus (COVID-19): guidance on isolation for residential educational settings (27 May) ● BEIS - Working safely during coronavirus (COVID-19) Offices and Contact Centres (6th October) 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 (8th October) 		
In event of a positive case	PHE / DfE helpline: 0800 046 8687, select Option 1 (advice on action to take in event of a positive case)		

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>Prevention: 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) Where recommended, use of face coverings in schools 3) Clean hands thoroughly more often than usual 4) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 6) Minimise contact between individuals and maintain social distancing wherever possible 7) Where necessary, wear appropriate personal protective equipment (PPE) 8) Engage with the NHS Test and Trace process 9) Manage confirmed cases of coronavirus (COVID-19) amongst the school community 10) Contain any outbreak by following local health protection team advice <ul style="list-style-type: none"> ● Numbers 1 to 5 are in place at all times 	<p>Are Control Measures (Y, N, N/A)?</p>

- Number 6 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 7 applies only in specific circumstances.
- Numbers 8 to 10 are followed in every case where they are relevant.

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	<ul style="list-style-type: none"> • The individual employee risk assessment has been updated and has been carried out on key individuals known to be vulnerable • Any staff who are not required in school and can continue to work from home will continue to do so. • 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. • To support the testing process, the school has been provided with a supply of home testing kits to be distributed at the Principal’s discretion • If the test is positive: <ul style="list-style-type: none"> o The staff member remains off for 10 days from the onset of symptoms and after that they can return if they feel well enough, the 10 days must restart if they develop new symptoms during this time. They can return if a cough or anosmia persist beyond this time. Other members of their household must isolate for 14 days. o The staff member must engage with the NHS Test and Trace programme. o The staff member must notify the school immediately. o The school contacts their local Health Protection Team for advice on any further action required in school. o 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 as a result of occupational exposure. • If the test is returned negative the staff member can return to school when they feel well enough to do so, providing evidence of their negative test. • 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. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>TBC</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>
		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, providing evidence of the positive result. 	<p>Y</p> <p>TBC</p>	<p>Y</p> <p>Y</p>

			<ul style="list-style-type: none"> To support the testing process, the school has been provided with a supply of home testing kits to distribute when the school believes it will significantly increase the likelihood of the test taking place or if a staff member. has developed symptoms at school Where a positive result is obtained, the school will contact the local Health Protection Team for advice on further action required. A negative result means the pupil can return to school. 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 on production of evidence of the negative test result. 	Y	Y
		Visitors contracting COVID-19	<ul style="list-style-type: none"> 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. Details of local procedures communicated to all visitors before they come to site. 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. Undertaken by site staff in advance. Where possible contractor appointments scheduled for times where pupils are not on site. Guests to the school will enter via the main entrance only. Where more than one guest is in attendance appropriate distancing will be adhered to outside the main entrance. Parents dropping children off will do so on the road adjacent to the school. Visitors to the front desk are asked to wear a face covering when they interact with front desk staff due to proximity 	Y Y Y Y Y	Y Y Y Y Y
Suspected / confirmed case in school	Staff/ pupils	Potential contamination of surfaces and for person to person spread	<ul style="list-style-type: none"> If showing symptoms, pupil/staff member to be sent home and instructed to order a test under the NHS Test and Trace programme. SLT to be informed. PHE contacted for advice on tracing contacts during period of infection Send home identified individuals who have been in close contact with the person who has tested positive, advising them to isolate for 14 days. Template letter provided by PHE for this purpose/ Close contact means: <ul style="list-style-type: none"> face to face with infected person for any length of time within one metre (conversation, being coughed on, skin to skin contact) Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes with an infected individual) Travelling in a small vehicle with an infected person - eg, a car. If someone who has been advised to to self isolate due to being a close contact tests positive, they need to inform school straight away and isolate for at least 10 days. 	Y Y Y Y Y Y	Y Y Y Y Y Y

			<ul style="list-style-type: none"> • Where possible, meetings are conducted using Google meet, or other remote means. Office-based meetings are conducted in a suitable physical space that satisfies distancing, especially where participants face each other. • Toilet breaks are being limited, and using the one-in one-out system. Student toilets will be on every floor and marked by year group. Staff toilets will be disabled access toilets and student services toilet. If suspicion of C19 and any staff toilets have been used by the ill staff member, there will be a full deep clean before next use allowed. Indicative signage in place. • First aid trained colleagues will use PPE provided. Any student displaying or reporting symptoms of COVID-19 will be taken to the GF isolation room. Any asymptomatic student reporting contact with someone who has COVID-19 will be isolated in the first aid room in student services. In either scenario the student will be sent home and an additional risk assessment made of the school and any stakeholders present. NHS 111, Test and Trace and PHE notified for further guidance and advice. • Specialist rooms will be used – Art, DT, Food Tech, for example – for specific practical activities in order to preserve a full curriculum delivery. Additional risk assessment will still apply (i.e. CLEAPSS) and will be conducted by the teacher and technician accordingly, in line with this risk assessment. • PE changing will be undertaken utilising double sets of changing rooms on rota with a sanitising clean in between ready for next use. • Food collection by grab-bag service pre-laid in advance: groups by bubble escorted by staff accordingly following one-way systems. Students to use personal reusable drinking bottles. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>
			<p><u>Grouping</u></p> <ul style="list-style-type: none"> • KS3 and KS4 whole year bubble groups arranged by floors in the school. GF = Y9; 1F = Y8 and Y10; 2F = Y7 and Y11. • Allocated classrooms for each year group bubble in one specific area per respective floor. Includes break out space for social time, preserving year group bubble. • Seating plan per class which applies for all lessons in that room to avoid student movement in lessons. • Keep groups apart as much as possible: staggered entry to and exit from the building, escorted by staff following one-way up and down stairwells. Lunchtime food collection staggered and escorted by staff following one-way up and down stairwells. Any movement about the site required is coordinated by bubble with all other bubbles in their allocated classrooms. • Students remain in classrooms for their full timetable. Full timetable readjustment to enable staffing movement for delivery of full curriculum. • Increase in cleaning throughout the day of all common spaces, including toilets. Daily deep-clean of the site when site is vacated. • Siblings can be in different groups. • All staff can operate across multiple classes and year groups but should practise distancing, and 2m where possible. Classes to have 2m spacing at front by removal of front centre desk. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>

			<ul style="list-style-type: none"> ● 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. Achieved by seating plans, and where coordinated movement required students are arranged in a specific order (i.e. alphabetical). Families encouraged to keep open contact with the school and to inform immediately of concerns, symptoms or diagnosed cases. <ul style="list-style-type: none"> ○ 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 ● Cross site travel for Year 10 to be stopped as part of the new curriculum. Year 11 site crossing to be significantly reduced by shuffling the groups. 	Y Y Y Y Y Y Y Y Y Y/partial	Y Y Y Y Y Y Y Y Y Y
			<p><u>Measures within Classrooms</u></p> <ul style="list-style-type: none"> ● Staff remain distanced from pupils, at the front of the class, away from colleagues, and ideally 2m from all parties where possible. ● Pupils sitting side by side and facing forwards. All pupils seated according to seating plan. ● Avoid face to face contact and limit time spent within 1m of anyone to no more than 10 minutes. ● Education support for those students with SEND to be provided by TAs in a socially distanced manner. ● Students use only their own equipment brought in labelled cases. Staff use only their own classroom equipment, and transportation supported by use of staff trolleys. ● Student books/ other collected work to be left for 48 hours before being marked by a member of staff, and left for a similar amount of time before being handled by the students again. Staff to sanitise/clean hands before and after marking books. ● When a bubble is leaving a classroom and will not return to it for the next lesson, students must wipe down their desk space with antibacterial wipes. ● Staff are changing classrooms frequently and must therefore make sure they wipe down the teacher desk space when they leave a room. ● Shared classroom equipment is limited, wiped down after use and left for 48 hours before being reused by a different bubble (72 hours for plastics) 	Y Y Y Y Y Y Y Y Y Y	Y Y Y Y Y Y Y Y Y Y

		<p><u>Measures Elsewhere</u></p> <ul style="list-style-type: none"> • All adults to wear masks in non-classroom, communal areas and when sharing a room with another adult. This includes, corridors, meeting rooms, workrooms etc. Where work/ meetings take place in a socially distanced manner, this is the only time when masks do not need to be worn. Masks do not need to be worn in the classroom by teachers when teaching as social distancing should be maintained and the wearing of masks would have a negative impact on teaching. • Teaching Assistants and pastoral staff who work closely with students should wear a mask when working in these small group environments. • Groups to be kept apart where possible – line ups and staff escorts around the building to ensure this. • Assemblies one bubble group at a time. • Timetable to keep groups apart and minimise movement around the site as much as possible. Floors and zones identified as above. Any necessary student movement to specialist spaces will be escorted. • Passing the odd person remains low risk – one way system in place, including use of stairwells for up and down use only. Marked entrance and exits in place, with use of additional points of entry and exit for staggered start and end to the days per year group bubble. • Consider impact on fire evacuation (though in a real fire the risk from fire takes precedence). Lines spread apart by 2m; students stand with a one-person space in front of them, all facing forward. Evacuation to use additional points of entry/exit to prevent bottleneck, and additional access to muga (muster area) in place. • Break time at same time and in zoned spaces. Lunches will have staggered service as grab and go; escorted by staff and taken to zoned bubble areas. • Staff room use to be reduced, and following the signage that indicates maximum person use per space. Refer to BEIS guidance on Office and Contact Centres for guidance on staff only areas. • Staff Work Room to be created in Room 28, with tables socially distanced. Additional staff workspace is available on the Science Balcony where staff must ensure they are seated in a distanced manner and wearing masks where this is not possible. Staff room to have tables separated and cleared with seats facing the same way. • 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"> o On arrival and before departure o Before break o When groups change areas o After using the bathroom • Sanitising stations throughout the school, including dispensers and ‘mini sanitising stations’ per classroom. 	Y	Y
			Y	Y
			Y	Y
			Y	Y
			Y	Y
			Y	Y
			Y	Y
			Y	Y
			Y	Y
			Y	Y

		<p><u>Measures for Arrival and Departure</u></p> <ul style="list-style-type: none"> ● Stagger start and finish times to prevent groups mixing, but without reducing the amount of teaching time. Separate entrances according to year group bubble for entry into site following line up process; staggered departure. Each year group bubble will have allocated line up space for arrival, supervised by staff. Increased duty staff at end of day to ensure gatherings are prevented and students leave site home immediately. ● Communicate arrangements to parents and agree a process for drop off and collection to prevent gathering at the front of the school or adjacent public spaces. ● Those arriving wearing face coverings may dispose safely in bins and wash/sanitise hands before entering the building. ● Stakeholder queries to be managed by marked zones near student services, for students, or marked zones in the external reception space. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>
		<p><u>Other Considerations</u></p> <ul style="list-style-type: none"> ● Specific assessment for those with SEND needs to help with adjustments reflected in strategy sheets (eg PPE for intimate care needs). ● Supply teachers may be used: identify regular supply staff to the school who know the site and can access the specific arrangements in place. Peri tuition to be reviewed in October. ● Contractors and visitors adhere to the one-way entrance system. Explain local processes to them before entry into the site. ● 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). ● Equipment – <ul style="list-style-type: none"> ○ Student equipment will be personalised in labelled cases. Basic equipment will be made available but then the student will keep this in the case and not return/share. ○ Staff equipment and resources will be personalised and transport between classes according to timetable facilitated by use of wheeled trolleys. ○ Resources that can be taken home where it contributes to education and development applies to Chromebooks and personal basic equipment. They will be subject to the same sanitation expectations. Chromebooks may not be shared between students. A small stock of loan Chromebooks will be available and subject to sanitising expectations. ● Cycle racks marked for specific bubble use. Rear gate remains locked to prevent any public access – all site entry and exit via front or car park. Front of school bike racks to be used by staff. ● Social distancing in line with government guidance to be practised at all times by pupils and staff (including carpark, maintenance, breaks). It is accepted that transitory direct contact e.g. passing in corridors is low risk. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>

			<ul style="list-style-type: none"> Policy adjustments in place, including adjustment to school's behaviour policy to reflect new seriousness of certain behaviours (i.e. coughing / sneezing) and removing students from school if unreasonable breaches following warning ensue. Arrival of visitors through the external main entrance. Zones at front of school marked out for any queueing. Deliveries dropped into 'receipt zone': no physical handing over. 	Y	Y
			<u>Dedicated school transport</u> <ul style="list-style-type: none"> Not applicable. 	NA	NA
			<u>Public Transport</u> <ul style="list-style-type: none"> Staggered entry to and exit from the building in place, per year group bubble. Overwhelming majority of students walk or cycle to school. Only a very few use public transport/taxi service, and will be encouraged to cycle or use family car where possible. Face coverings are required on public transport for all over 11 years old. Students to arrive to predetermined areas and be met by supervising staff. 	Y Y Y Y Y	Y Y Y Y Y
			<u>Boarding Schools</u> <ul style="list-style-type: none"> Not applicable 	NA	NA
Infection Control (premises)	Staff, Pupils, Visitors	Changes to or introduction of physical control measure to minimise the risk of the spread of infection	<ul style="list-style-type: none"> All unnecessary furniture removed to aid distancing between groups. External learning spaces cleared for social space as per year group bubble by floor. Adjustment to servery to facilitate grab and go food collection. One way system implemented in corridors and on stairwells. All external spaces marked to encourage distancing. All internal shared spaces marked to encourage distancing Demarcating staff rooms or other areas where people may congregate, including virtual corridors marked out. Access to print rooms/photocopiers limited to one person. HVAC system switched to fresh air mode, including AC systems in music suite and rear offices. Lift occupancy for lifts to one person. Windows opened where possible, including venting system. When weather gets colder, vents and or windows to be closed. Non-fire doors propped open to remove need for hand contact. Fire doors propped open with automatic release to remove need for hand contact. Outdoor equipment and furniture thoroughly cleaned between groups using Ramsol aerosol. 	Y Y Y Y Y Y Y Y Y Y	Y Y Y Y Y Y Y Y Y Y

			<ul style="list-style-type: none"> ● Removal of soft furnishings and non-use of soft furnishings. ● Shared workstations to be sanitised between use (computer room 1F; technician offices; ICT office; reception and student services). ● <i>Covid-19 Secure in 2020</i> posters on display. ● Reduced use of the sports centre and no public access to toilets and changing facilities. Staff gatherings to be in Atrium, socially distanced and wearing masks as appropriate 	Y	Y
Anxiety, stress and other health issues	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 via HR ● Publish the findings of this risk assessment on the school website. Risk Assessment completion and approval/sign off communicated via briefing and bulletin, and family communication. Hard copies of RA available. ● Carry out individual risk assessments on staff who have been considered clinically extremely vulnerable and clinically vulnerable. ● Staff who have previously been on the shielding lists before 1st August 2020 must practice frequent thorough hand washing and cleaning of frequently touched areas in their workspace and maintain social distancing. 	Y	Y
Cleaning	Staff, Pupils, Visitors	General hygiene to interrupt transmission from contact surfaces	<ul style="list-style-type: none"> ● 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. Toilet areas cleaned throughout the day. ● 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 ● Where cleaning is contracted out the school still has a record of what enhanced processes have been implemented and should check/evidence that the contractor is operating in line with Govt guidance and not just carrying out business as usual. Completed daily and monitored by site supervision. ● Daily deep clean in place using Ramsol aerosol spray, including all facilities and hard furniture. 	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"> ● Full curriculum to be delivered by specialist subjects. Adjustments to programmes of study to allow for content to be delivered in the first instance, or for scaled back practical activities that can be undertaken in a standard classroom without breaking expectations around groupings/distancing. PE subjects can continue and will use spaces that support expectations around groupings/distancing/contact/hygiene. ● Domestic, non-residential educational visits are permitted. Schools to refer to OEAP National Guidance when planning. 	Y	Y

		Educational visits		Y	Y
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, and in line with DfE and local Safeguarding requirements. Identified staff only to provide this support. SENDCo and other authorised staff to support monitoring of students with EHCP and/or other vulnerabilities, following distancing guidance by implementing appropriate adjustments to timetable, school support and/or strategy sheets to reflect this risk assessment against specific needs according to the child. <u>Equality Impact Assessment COVID-19</u> undertaken for SEND. 	Y Y	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"> Detail of expectations to be communicated in whole staff briefing and notes publically shared. Temporary arrangements to be shared with all stakeholders verbally and in writing. School behaviour policy amended in the light of COVID-19, partial reopening from 15th June, and the changes in key behaviours that are now more serious and steps to respond to these behaviours/breaches that affect the health and safety of stakeholders. Removal from school in line with the updated behaviour policy and updated DfE guidance on exclusions in place. Weekly HR meeting minimum and reference in the event of any behaviour or breach by staff that affects the health and safety of stakeholders. 	Y Y Y Y	Y Y 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 in August 2020 prior to reopening and a frequent briefing thereafter to be provided to the school's Head. Further RA checks to be completed by RD and UL Central Office. 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) School to keep a documented record of all PPM tasks that are slipping due to contractor delays. To be reviewed weekly to ensure that the premises remains safe. HT to meet regularly with the site/facilities/business to review any premises compliance items that are becoming a concern. 	Y Y Y Y	Y Y 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 school and wider community	<ul style="list-style-type: none"> Central office to ensure that Coronavirus pages on the Hub are kept updated Important updates/changes to be included in Jon Cole's Heads Bulletins. Headteacher to ensure that all relevant guidance is followed and communicated via staff briefing, school, and cluster bulletins 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. 	Y Y Y Y Y	Y Y Y Y Y

			<ul style="list-style-type: none"> Any change in information to be shared with Chair of School Improvement Board and passed on to parents by Parentmail and staff by email 	Y	Y
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 Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak Fire risk assessment reviewed in line with COVID-19 arrangements. Hand gels are noted to be flammable, with the exception on non-alcohol based gels for use by specific stakeholder groups. Fire safety procedures amended to support COVID-19 arrangements. Staff training schedule monitored and any slippage identified. Key premises risk assessments reviewed to ensure they remain valid, e.g. fire risk assessment, manual handling, COSHH if new chemicals are brought in. Site staff and HT to carry out weekly walkabout/inspection for safety, security and safeguarding. Weekly update on H&S, security and safeguarding matters. 	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. Staff to send photographs of home set-up to ensure compliance over set-up. Staff to read supplied DSE Policy, and sign to acknowledge they have read, ensured compliance in the home space and accept responsibility for safe working practice using school equipment in the home space for work-related activities. 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 arrangements contributing to stress	<ul style="list-style-type: none"> Monitor colleagues who are required to self-isolate 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. 	Y	Y

Details of any additional control measures for consideration	Target for completion	Date of completion	Completed By
Sports Centre, external Sports Facilities to remain fully closed. Partial reopening of external spaces, September 2020	TBC – Govt advice updates	TBC – Govt advice updates	HT, Site

Assessment completed by:	Assessment completed by: Assessment checked by:	Jess Pearce Daren Howard, Chair TCC H&S Committee Richard Ansell, Estates Charlie Browne, Site	Date: 12/10/20		Date of next review:	26/10/20 Completed fortnightly from September.
---------------------------------	--	--	----------------	--	----------------------	---