

## Schools Covid 19 Risk Assessment – September 2020

Name of School	Kingsbury Green Academy
Name of Headteacher	Jason Tudor
Assessment completed by	Melanie Collingbourne
Assessment date	04.09.20

This risk assessment template sets out the measures that may be used to maintain a safe environment for all occupants and visitors to the school/setting and to reduce the transmission risk of covid-19 coronavirus as far as is reasonably practicable. Particular attention must be given to those at greatest risk including vulnerable groups, pregnant women, and those with underlying health conditions.

### Useful links:

Government guidance for full opening of schools can be found [here](#)

Government guidance for after school clubs and other out of school settings can be found [here](#)

Right Choice Coronavirus Resources are available [here](#).

Science teaching Coronavirus advice is available from CLEAPSS [here](#)

Design Technology Coronavirus advice is available from CLEAPSS [here](#)

Physical Education Coronavirus advice is available from AfPE [here](#)

### LOMP (Local Outbreak Management Plan)

[https://www.google.com/search?rlz=1C1CHBF\\_en-GBGB818GB819&ei=G4EJX6KQObHMxgOr\\_Lww&q=local+outbreak+management+plan+wiltshire&oq=local+outbreak+management+plan+wiltshire&gs\\_lcp=CgZwc3ktYWlQAZoFCAAQsAM6AggAOgYIABAWEB46BQghEKABOgQIIRAVOgcIIRAKEKABUPeeA1jdrQNgg7kDaAFwAHgAgAFiiAG1BpIBAjEwmAEAoAEBqgEHZ3dzLXdpeg&sc\\_lint=psy-ab&ved=0ahUKEwjiiKy7MTqAhUxpnEKHSs-DwYQ4dUDCAw&uact=5](https://www.google.com/search?rlz=1C1CHBF_en-GBGB818GB819&ei=G4EJX6KQObHMxgOr_Lww&q=local+outbreak+management+plan+wiltshire&oq=local+outbreak+management+plan+wiltshire&gs_lcp=CgZwc3ktYWlQAZoFCAAQsAM6AggAOgYIABAWEB46BQghEKABOgQIIRAVOgcIIRAKEKABUPeeA1jdrQNgg7kDaAFwAHgAgAFiiAG1BpIBAjEwmAEAoAEBqgEHZ3dzLXdpeg&sc_lint=psy-ab&ved=0ahUKEwjiiKy7MTqAhUxpnEKHSs-DwYQ4dUDCAw&uact=5)

**\*Please read the KGA Risk Assessment in conjunction with the KGA September re-opening document, particularly for answers to FAQs\***

RISK	WCC CONTROL MEASURES TO CONSIDER	KGA APPLICATION OF MEASURES
<b>Maintaining distancing and reducing contact – entrance and exit routes</b>		
Numbers arriving simultaneously on school transport impede the means to distance or reduce contact, and impede effectiveness of staggered start/finish times of school day	<ul style="list-style-type: none"> <li>• Arrange separate ‘holding’ areas for each group to minimise contact (ideally these should be outside if weather permits)</li> </ul>	Students will have staggered start/finish times and proceed immediately to their tutor rooms where tutors will supervise them/go directly off-site at the end of the day
	<ul style="list-style-type: none"> <li>• Encourage parents to make other arrangements for travel to/from school other than school transport.</li> </ul>	Encourage parents to make other arrangements for travel to/from school other than school transport.
	<ul style="list-style-type: none"> <li>• Staff on duty to supervise</li> </ul>	Duty rota in place
	<ul style="list-style-type: none"> <li>• Signage at school transport pick up/drop off point</li> </ul>	Signage at school transport pick up/drop off point
Numbers of parents and children at entrances and exits impede social distancing.	<ul style="list-style-type: none"> <li>• Instructions for parents/carers on distancing rules on site.</li> </ul>	Parents/carers will be informed about distancing rules via letter/email
	<ul style="list-style-type: none"> <li>• Staggered start/finish times for different groups.</li> </ul>	Staggered start/finish times for different groups, as per timetable
	<ul style="list-style-type: none"> <li>• Markers on floor for children and parents to wait. Ensure markings do not create slip/trip hazard</li> </ul>	<p>Parents should not accompany students to the Main Gate area and should not leave their cars during drop off/collection. Car length ensures 2m distancing for students.</p> <p>SLT to be in Main Gate area to ensure distancing is maintained when parents drop off/collect students and when students arrive/leave</p>
	<ul style="list-style-type: none"> <li>• Use of different entrances/exits for different groups.</li> </ul>	Students will enter/leave the site through the Main Gate area but staggered times means distancing can be maintained

RISK	WCC CONTROL MEASURES TO CONSIDER	KGA APPLICATION OF MEASURES
	<ul style="list-style-type: none"> <li>Only one parent/carer to accompany child.</li> </ul>	<p>Parents should not accompany students to the Main Gate area and should not leave their cars during drop off/collection. Car length ensures 2m distancing for students.</p> <p>Parents/carers will be informed about distancing rules via letter/email</p>
	<ul style="list-style-type: none"> <li>Staff on duty to supervise.</li> </ul>	<p>SLT to be in Main Gate area to ensure distancing is maintained when parents drop off/collect students</p> <p>Duty rota in place</p>
	<ul style="list-style-type: none"> <li>Signage.</li> </ul>	<p>Banners/signage will be visible at the entrance as a reminder of all H&amp;S/distancing expectations</p> <p>Site team to rotate signage (here and throughout the site) to prevent 'familiarity sign blindness'</p>
Changes to school routine cause vehicular and pedestrian traffic management issues.	<ul style="list-style-type: none"> <li>Encourage parents to walk/cycle to school with children.</li> </ul>	All students will be encouraged to walk/cycle to school but parents will be encouraged not to accompany students whenever possible.
	<ul style="list-style-type: none"> <li>Stagger drop off / pick up times.</li> </ul>	Stagger drop off / pick up times.
	<ul style="list-style-type: none"> <li>Minimise vehicles on site</li> </ul>	No vehicles allowed onto the site bar maintenance vehicles/ delivery trucks (and only then by prior arrangement)
	<ul style="list-style-type: none"> <li>Review traffic management risk assessment where changes to start/end of day apply.</li> </ul>	SLT to be in Main Gate area to ensure distancing is maintained when parents drop off/collect students. Car length ensures 2m distancing for students.

RISK	WCC CONTROL MEASURES TO CONSIDER	KGA APPLICATION OF MEASURES
	<ul style="list-style-type: none"> <li>Staff on duty to supervise.</li> </ul>	<p>SLT to be in the Main Gate area to ensure social distancing is maintained when parents drop off/ collect students and when students arrive/leave the site</p> <p>Duty rota in place</p>
<b>Maintaining distancing and reducing contact – internal areas and play areas</b>		
<p>Pupil numbers and room sizes impede the means to reduce contact</p>	<ul style="list-style-type: none"> <li>Where practical, arrangements will aim to reduce contact and maximise distancing between pupils and staff; and between staff themselves.</li> <li>Pupils will reduce contact by being grouped together. For primary schools this is likely to be in class sized groups. For secondary schools this may be in up to year sized groups.</li> </ul>	<p>5 period day reduced to 3 periods to minimise lesson transitions and therefore minimise contact between students and staff/staff and staff</p> <p>Staggered breaks/lunches reduce pressure on staff communal spaces but staff advised to remain at a distance of 1m+ from one another too</p> <p>Virtual meetings/ distanced meetings to be held as a matter of course but whole staff briefings/ training held in the Main Hall, when necessary (with social distancing measures in place)</p> <p>Year 7 will be taught in tutor groups with small numbers removed for vital intervention. The remainder (Y8-13) will be in year group ‘bubbles’ but will vary their groupings within this ‘bubble’ in order to maintain a broad and balanced curriculum.</p>

RISK	WCC CONTROL MEASURES TO CONSIDER	KGA APPLICATION OF MEASURES
	<ul style="list-style-type: none"> <li>Record the names of pupils in each group, and any close contact that takes places between children and staff in different groups.</li> </ul>	<p>A register will be taken at the start of each of the three lessons. Attendance at the Y11 compulsory L4 will also be recorded.</p>
	<ul style="list-style-type: none"> <li>Remove excess furniture to safe storage areas to increase space.</li> </ul>	<p>Remove excess furniture to safe storage areas to increase space.</p>
	<ul style="list-style-type: none"> <li>Desks to be spaced out as far as possible but do not impede fire escape routes and exits.</li> </ul>	<p>Desks to be spaced out as far as possible but do not impede fire escape routes and exits.</p>
	<ul style="list-style-type: none"> <li>All desks to face forward with pupils sat side by side.</li> </ul>	<p>Whenever possible, desks to face forward with pupils sat side by side</p>
	<ul style="list-style-type: none"> <li>Floor markings to illustrate 2m areas around teaching positions.</li> </ul>	<p>Due to the size of most classrooms, this is not possible. To mitigate this, teachers will remain at the front of the room and 1m+ distancing will be maintained at all times</p>
	<ul style="list-style-type: none"> <li>Children to remain at their desks when in the room.</li> </ul>	<p>Clear instructions to all pupils with daily reminders that they must sit at their allocated desk when they are in the room</p>
	<ul style="list-style-type: none"> <li>Children to use the same desk each day.</li> </ul>	<p>Children to use the same desk every time they are in a particular classroom (MINTclass plans to ensure this)</p> <p>When classes swap over, students/staff/additional cleaning staff will clean the desks before the next group enters the room</p>
	<ul style="list-style-type: none"> <li>Lessons planned for individual work as opposed to close group work</li> </ul>	<p>Lessons planned for individual work as opposed to close group work</p>
	<ul style="list-style-type: none"> <li>Distancing and reducing contact to be explained to children with regular reminders.</li> </ul>	<p>Tutors to display a reminder slide re: distancing, hand hygiene etc. from 8.15-8.40am every morning. Verbal reminders on entry to lessons for the remainder of the day</p>
	<ul style="list-style-type: none"> <li>Signage/Posters in each classroom.</li> </ul>	<p>Clear signage in all classrooms re: distancing and behaviour expectations</p>

RISK	WCC CONTROL MEASURES TO CONSIDER	KGA APPLICATION OF MEASURES
	<ul style="list-style-type: none"> <li>Consider the use of school grounds / local environment to extend the range of teaching spaces available.</li> </ul>	<p>Teaching will be primarily undertaken in classrooms; however, break times will take place outdoors in assigned areas. Inclement weather would mean students staying in their L1/L2 classroom</p> <p>Duty rota in place</p>
	<ul style="list-style-type: none"> <li>Staff to supervise and enforce measures</li> </ul>	<p>Duty rota in place</p> <p>All staff to ensure the safe exit of students from their classrooms, according to the one way system.</p> <p>All staff to oversee distancing at lesson changeover</p>
	<ul style="list-style-type: none"> <li>The wearing of any PPE is not considered a necessary control measure except where set out specifically in this risk assessment for first aid or medical attention needs.</li> </ul>	<p>The wearing of any PPE is not considered a necessary control measure except where set out specifically in this risk assessment for first aid or medical attention needs.</p>
	<ul style="list-style-type: none"> <li>Ventilation improved where practicable by having windows open.</li> </ul>	<p>Ventilation improved where practicable by having windows and doors open</p>
<p>Number of pupils and staff moving around the school impede the means to distance and reduce contact in corridors and other communal spaces</p>	<ul style="list-style-type: none"> <li>Minimise movements of whole groups and individuals outside of the classroom</li> </ul>	<p>Minimise movements of whole groups and individuals outside of the classroom</p>
	<ul style="list-style-type: none"> <li>Use of a one-way system around the school.</li> </ul>	<p>Use of a one-way system around the school.</p>
	<ul style="list-style-type: none"> <li>A 'walk on the left' policy if one-way not practicable.</li> </ul>	<p>A 'walk on the left' policy in place if one-way not practicable since "brief, transitory contact, such as passing in a corridor, is low risk" (Govt guidance 25.05.20)</p>
	<ul style="list-style-type: none"> <li>Consider using the pathways around the perimeter of the building to assist with circulation (weather and site layout dependent)</li> </ul>	<p>Use of a one-way system around the school.</p>

RISK	WCC CONTROL MEASURES TO CONSIDER	KGA APPLICATION OF MEASURES
	<ul style="list-style-type: none"> <li>Lane markings on floor and 2 metre markings in areas where queuing is likely.</li> </ul>	<p>Signage to be added outside toilets/ classrooms.</p> <p>Staggered breaks and lunches mean that only one year group 'bubble' will access the toilets at any one time and only one/two pupils (depending on the size of the toilet block) will be allowed into the toilet at any time. Marking and signage will be in place to this effect too.</p>
	<ul style="list-style-type: none"> <li>Areas not in use to be closed off (not escape routes)</li> </ul>	N/A
	<ul style="list-style-type: none"> <li>Children to keep coats, bags, lunchboxes etc. with them in the classroom (under desks) or in suitable storage area.</li> </ul>	Students (and staff) keep all belongings with them at their desks. Lockers will not be available for students.
	<ul style="list-style-type: none"> <li>Signage.</li> </ul>	<p>Signage in place</p> <p>Site team to rotate signage (here and throughout the site) to prevent 'familiarity sign blindness'</p>
	<ul style="list-style-type: none"> <li>School assemblies to be completed electronically and aim to include those children home schooling if possible</li> </ul>	School assemblies to be completed electronically and aim to include those children home schooling, if possible
	<ul style="list-style-type: none"> <li>Acts of worship and other typically communal events to take place in groups (not whole school)</li> </ul>	For Term 1, all assemblies and communal events will take place virtually. This will be reviewed in October
Number of pupils and size of space impede the means to distance and reduce contact when using toilets	<ul style="list-style-type: none"> <li>Apply a maximum number of pupils in toilet rule to maintain distancing and reduce contact.</li> </ul>	Staggered breaks and lunches mean that only one year group 'bubble' will access the toilets at any one time and only one/two pupils (depending on the size of the toilet block) will be allowed into the toilet at any time. Marking and signage will be in place to this effect too.
	<ul style="list-style-type: none"> <li>Where practicable avoid different groups using the same facilities at the same time</li> </ul>	See above

RISK	WCC CONTROL MEASURES TO CONSIDER	KGA APPLICATION OF MEASURES
	<ul style="list-style-type: none"> <li>Distance markings on floor in queuing area</li> </ul>	Distance markings on floor in canteen area
Number of pupils and available space impede the means to distance and reduce contact at breaktime and lunchtime	<ul style="list-style-type: none"> <li>Staggered break and lunch times</li> </ul>	Staggered breaks and lunches (as per timetable)
	<ul style="list-style-type: none"> <li>Allocated play areas for each group</li> </ul>	Allocated social areas for each group at break and lunch
	<ul style="list-style-type: none"> <li>Consider zoning of play areas using markings / cones to reinforce distancing</li> </ul>	Allocated social areas for each group at break and lunch
	<ul style="list-style-type: none"> <li>Limit use of outdoor play equipment to designated groups at fixed periods</li> </ul>	N/A
	<ul style="list-style-type: none"> <li>Games which encourage distancing and reduce contact</li> </ul>	Tennis courts to be opened as a recreational space and zoned to enforce 'bubbles'. SF to confirm suitable activities as guidance evolves
	<ul style="list-style-type: none"> <li>Staff supervision to maintain standards.</li> </ul>	Duty rota in place plus MDSAs at lunch
	<ul style="list-style-type: none"> <li>Any crockery/cutlery used must be cleaned</li> </ul>	Any crockery/cutlery used must be cleaned thoroughly.
	<ul style="list-style-type: none"> <li>Catering contractors and other food provision has been subject to specific risk assessment.</li> </ul>	Catering contractors and other food provision has been subject to specific risk assessment
Number of staff and size of staff rest spaces impede the means to distance and reduce contact	<ul style="list-style-type: none"> <li>Removal of furniture to create more space.</li> </ul>	N/A
	<ul style="list-style-type: none"> <li>Removal of communal equipment (mugs etc.)</li> </ul>	Staff to bring their own drink containers/cutlery/crockery for break/lunch
	<ul style="list-style-type: none"> <li>Staggered break times for staff.</li> </ul>	Staggered break and lunch times for staff.
	<ul style="list-style-type: none"> <li>Repurpose unused spaces for additional staff rooms</li> </ul>	Not necessary due to staggered breaks and lunches



RISK	WCC CONTROL MEASURES TO CONSIDER	KGA APPLICATION OF MEASURES
	<ul style="list-style-type: none"> <li>Staff toilets to enforce 2m distancing.</li> </ul>	<p>Staff to use staff toilets in relevant block</p> <p>Staff toilets to enforce 2m distancing. Signage on doors and staff to check toilets are vacant before entering</p>
<b>1.Hygiene and Cleaning</b>	<a href="#"><u>Guidance on cleaning non-healthcare settings</u></a>	
Cleaning staff levels are insufficient to deliver enhanced cleaning regime.	<ul style="list-style-type: none"> <li>Confirm available cleaning staffing levels before wider opening.</li> <li>Use of contractors or other school staff for cleaning</li> <li>Agree the new cleaning requirements and additional hours for this.</li> <li>PPE to be worn by cleaning staff as dictated by risk assessment.</li> </ul>	<p>Additional cleaning staff to be available during the day</p> <p>Additional cleaning staff appointed to increase amount of cleaning</p> <p>New cleaning requirements and additional hours agreed</p> <p>PPE worn and used in line with Risk Assessment</p>
Insufficient handwashing and hygiene facilities increase the risk of transmission.	<ul style="list-style-type: none"> <li>Children to handwash on entry to school, before and after each break and lunch, leaving school and after using toilet.</li> <li>Ensure supplies of suitable soap. Skin friendly cleaning wipes can be used as an alternative</li> <li>Extra signage to encourage washing hands.</li> <li>Ensure help is available for children who cannot clean their hands independently</li> <li>Hand gel dispensers at strategic locations around the site to complement handwashing facilities.</li> </ul>	<p>Children to handwash/ use hand sanitiser on entry to school, before and after each break and lunch, leaving school and after using toilet.</p> <p>Toilets will be checked regularly to ensure supplies of suitable soap.</p> <p>Each classroom to have a bucket containing supplies of cleaning wipes, hand sanitiser etc.</p> <p>Extra signage to encourage washing hands.</p> <p>SENCO to identify SEND children who may struggle with cleaning their hands independently and deploy TAs accordingly</p> <p>Hand gel dispensers at strategic locations around the site to complement handwashing facilities e.g. Hub, Reception, canteen etc.</p>

RISK	WCC CONTROL MEASURES TO CONSIDER	KGA APPLICATION OF MEASURES
	<ul style="list-style-type: none"> <li>Supplies of tissues and lidded bins in each teaching space and classroom.</li> <li>Promotion of the 'Catch it, Bin it, Kill it' campaign to pupils and staff.</li> <li>Resources are rotated or left to de-contaminate for 48 hours (or 72 hours if plastic) if being used by different groups.</li> </ul>	<p>Tissues to be available in every classroom</p> <p>Students/staff to bag and bin tissues using bags provided to ensure tissues are sealed in.</p> <p>Promotion of the 'Catch it, Bin it, Kill it' campaign to pupils and staff e.g. on tutor PowerPoint and on signage around the school site</p> <p>Resources are rotated or left to de-contaminate for 48 hours (or 72 hours if plastic) if being used by different groups e.g. library books</p>
Exposure to new hazardous substances (products)	<ul style="list-style-type: none"> <li>COSHH assessment to be carried out for any new cleaning/sanitising products in use.</li> <li>Additional cleaning staff to be made aware of the COSHH risk assessments.</li> <li>Appropriate storage of hazardous substances.</li> <li>Material data sheets to be made available for new and existing products.</li> </ul>	<p>COSHH assessment to be carried out for any new cleaning/sanitising products in use</p> <p>KH to lead training for cleaning staff</p> <p>Appropriate storage of hazardous substances.</p> <p>Material data sheets to be made available for new and existing products.</p>
<b>2.Site and Buildings</b>	<b><a href="#">DfE Guidance on school premises management</a></b>	
Visitors/contractors/suppliers on site increase the risk of transmission.	<ul style="list-style-type: none"> <li>Site visits only by pre-arrangement.</li> <li>A record of some visitors must be kept for 21 days <a href="#">specific guidance</a></li> </ul>	<p>Site visits only by pre-arrangement with site manager.</p> <p>Site staff phone numbers clearly displayed in Main Hall foyer</p> <ul style="list-style-type: none"> <li>A record of some visitors must be kept for 21 days <a href="#">specific guidance</a></li> </ul>

RISK	WCC CONTROL MEASURES TO CONSIDER	KGA APPLICATION OF MEASURES
	<ul style="list-style-type: none"> <li>2m exclusion zones/markings in Reception areas.</li> </ul>	<p>Visitors to enter Reception by appointment only and at the exact time stated to minimise waiting. Visitors may be asked to wait in cars if they arrive later/early.</p> <p>Distancing to be maintained in the waiting area.</p> <p>Reception hatch to remain closed and sign-in screen to be cleaned regularly. Any 'face-to-face' communication with Reception staff should be minimised and kept to a 1m+ distance in the Main Office.</p>
	<ul style="list-style-type: none"> <li>Information/signage for visitors informing them of the infection control procedures.</li> </ul>	<p>Information/signage for visitors informing them of the infection control procedures.</p>
	<ul style="list-style-type: none"> <li>Deliveries and visits outside of school opening hours where possible</li> </ul>	<p>Deliveries and visits outside of school opening hours where possible but where deliveries are made during the school day (8.00am - 4pm), there will be a sign at the Main Hall entrance with contact numbers for the site team on</p>
	<ul style="list-style-type: none"> <li>Provision of hand sanitiser at main school entrance.</li> </ul>	<p>Provision of hand sanitiser at Main Hall entrance</p>
	<ul style="list-style-type: none"> <li>Process for the acceptance of deliveries required i.e. area where deliveries can be safely left.</li> </ul>	<p>Deliveries to be left in Main Hall foyer. Site staff phone numbers clearly displayed here</p>
<p>Changes affect normal emergency procedures.</p>	<ul style="list-style-type: none"> <li>Review of fire assembly point to accommodate reduced contact and distancing where practicable</li> </ul>	<p>Fire assembly point (car park) to remain because social distancing is more easily maintained here</p>

RISK	WCC CONTROL MEASURES TO CONSIDER	KGA APPLICATION OF MEASURES
	<ul style="list-style-type: none"> <li>• Fire drill practice to train new arrangements (sic)</li> </ul>	<p>Fire evacuation will be as normal but with 1m+ distancing on the walk to the assembly point and when groups line up. Staff/students to be advised of this via briefing/training.</p> <p>Visitors MUST sign IN and OUT so that an accurate record of who is on site is kept, in case of fire and also for safeguarding purposes</p>
	<ul style="list-style-type: none"> <li>• Other contingency emergency plans to be reviewed including lockdown procedures, major disruption through loss of services, gas leak etc.</li> </ul>	<p>Lockdown procedures to remain due to the fact that actions to mitigate an immediate danger to life outweigh the benefits of 1m+ distancing. For all other situations, fire procedures will be followed.</p>
Site security is compromised by new arrangements.	<ul style="list-style-type: none"> <li>• Normal security standards will apply, doors which may be used for drop-off/pick up should then be closed during the school day (and locked if not fire doors).</li> </ul>	Normal security standards will apply
	<ul style="list-style-type: none"> <li>• Additional ventilation via open doors and windows should not occur in unoccupied parts of the site.</li> </ul>	Additional ventilation via open doors and windows should not occur in unoccupied parts of the site.
Building checks not taken place	<ul style="list-style-type: none"> <li>• All usual building checks are to be undertaken as normal including flushing of water outlets, schedules of preventative maintenance, portable appliance testing and asbestos monitoring.</li> </ul>	All usual building checks are to be undertaken as normal including flushing of water outlets, schedules of preventative maintenance, portable appliance testing and asbestos monitoring.
<b>3.Equipment and furniture</b>		
Shared play equipment increases the risk of transmission.	<ul style="list-style-type: none"> <li>• Individual items of play equipment and other shared items used for teaching are to be cleaned between each use by each group.</li> </ul>	Any sports equipment being used in lessons will be cleaned thoroughly between uses <b>in line with Government guidance</b>

RISK	WCC CONTROL MEASURES TO CONSIDER	KGA APPLICATION OF MEASURES
Shared equipment, fittings and resources increase the risk of transmission.	<ul style="list-style-type: none"> <li>Handwashing before and after each lesson.</li> </ul>	Handwashing before and after each lesson plus hand sanitiser available in every classroom and at strategic points around the school e.g. Hub, Reception, canteen etc.
	<ul style="list-style-type: none"> <li>Remove unnecessary items from the classrooms and store elsewhere.</li> </ul>	Staff to remind students daily that they should not move from their desk or touch anything else in the room e.g. taps, bookcases etc. unless permission has been given to do so
	<ul style="list-style-type: none"> <li>Cleaning regime for door handles, press to exit buttons, communal surfaces.</li> </ul>	Cleaning regime for door handles, press to exit buttons, communal surfaces.
	<ul style="list-style-type: none"> <li>Children asked to bring in own stationery or have allocated, named, packs of stationery per child.</li> </ul>	Children asked to bring in own stationery/equipment.
	<ul style="list-style-type: none"> <li>Resources and surfaces to be cleaned each night.</li> </ul>	Resources and surfaces to be cleaned each night.
	<ul style="list-style-type: none"> <li>Lessons planned so sharing of resources is minimised.</li> </ul>	Lessons planned so sharing of resources is minimised.
Increased manual handling tasks increase the risk of musculoskeletal injuries.	<ul style="list-style-type: none"> <li>Staff must not attempt to move large or heavy items unless they are fit to do so.</li> </ul>	Staff must not attempt to move large or heavy items unless they are fit to do so.
<b>4. Health and Wellbeing</b>		
Inadequate staffing levels create supervision or safeguarding issues.  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms-and-what-to-do/">https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms-and-what-to-do/</a>	<ul style="list-style-type: none"> <li>Carry out an audit of all staff availability and review it regularly.</li> </ul>	Audit of staff availability to be discussed and reviewed weekly at SLT
	<ul style="list-style-type: none"> <li>Introduce a process for staff to inform you if their health situation changes.</li> </ul>	Introduce a process for staff to inform us if their health situation, or that of a family member, changes.  <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a>

RISK	WCC CONTROL MEASURES TO CONSIDER	KGA APPLICATION OF MEASURES
	<ul style="list-style-type: none"> <li>If there is a shortage of teachers consider use of suitably qualified TAs to lead a group and maintain ratios.</li> <li>Use of staff from other schools (by agreement)</li> </ul>	<p>If there is a shortage of teachers consider use of suitably qualified TAs to lead a group and maintain ratios.</p> <p>Use of staff from other schools (by agreement)</p>
Vulnerable / Extremely vulnerable children at higher risk of infection.	<ul style="list-style-type: none"> <li>Parents should follow current medical/ government advice if their child is in this category.</li> </ul>	<p>Parents should follow current medical/government advice if their child is in this category.</p>
Person becomes unwell with Covid-19 symptoms in school	<ul style="list-style-type: none"> <li>Move to a pre-designated room where person can be isolated, with adult supervision if a child.</li> <li>Ventilate the room if possible.</li> <li>PPE should be worn if contact is required.</li> <li>Inform parent/carer to arrange collection.</li> <li>Cleaning regime after each usage of the space.</li> <li>Follow the advice from health protection team</li> </ul>	<p>Move to a pre-designated room (Hub and Drop-in) where person can be isolated, with adult supervision if a child.</p> <p>Ventilate the room if possible.</p> <p>PPE should be worn if contact is required.</p> <p>Inform parent/carer to arrange collection.</p> <p>Cleaning regime after each usage of the space.</p> <p>Follow the advice from health protection team</p>
Outbreak of Covid-19 within the school (defined as more than two confirmed cases within a fortnight)	<ul style="list-style-type: none"> <li>Senior leaders have awareness of the PHE “local outbreak management plan”</li> <li>Local school management plan is in place and relevant staff have been made aware</li> <li>Remote education plans in place</li> </ul>	<p>Senior leaders have awareness of the PHE “local outbreak management plan” (see link at the start of the document)</p> <p>School to follow WCC/PHE guidance re: notification of cases</p> <p>Remote education plans in place <b>in line with the Government’s tiered response plans</b></p>
Staff wellbeing affected by the working experience.	<ul style="list-style-type: none"> <li>Staff risk assessment tool being used to assess those in higher risk groups</li> </ul>	<p>Staff risk assessments and guidance distributed 26.06.20</p>

RISK	WCC CONTROL MEASURES TO CONSIDER	KGA APPLICATION OF MEASURES
	<ul style="list-style-type: none"> <li>Staff aware of risk assessment process and able to contribute</li> </ul>	See above
	<ul style="list-style-type: none"> <li>Staff meetings and communication.</li> </ul>	<p>JT to communicate weekly with staff via 'Principal's message'</p> <p>CLs to continue with Teams' meetings or in venues where distancing will be maintained e.g. classrooms</p>
	<ul style="list-style-type: none"> <li>Defined wellbeing support measures for staff.</li> </ul>	<p>Reminder to staff re: wellbeing contact</p> <p>Wider wellbeing support available via 'The Hive'</p>
	<ul style="list-style-type: none"> <li>Designated staff rest areas.</li> </ul>	Designated staff rest areas. These should be kept tidy with excess resources removed to enable cleaning
<p>Volunteer wellbeing <b>affected by the working experience</b></p>	<ul style="list-style-type: none"> <li>Volunteers will be treated in the same way as school staff and provided with the same information, instruction, training and equipment.</li> </ul>	Volunteers will be treated in the same way as school staff and provided with the same information, instruction, training and equipment.
	<ul style="list-style-type: none"> <li>Volunteers will be included in regular communications and be given the opportunity to feedback any concerns.</li> </ul>	Volunteers will be included in regular communications and be given the opportunity to feedback any concerns.
<p>Pupil wellbeing is impacted by the current situation causing physical and mental ill health.  <a href="#">School Effectiveness guidance on Right Choice</a></p>	<ul style="list-style-type: none"> <li>Children to have allocated teacher and TA where possible.</li> </ul>	Teaching staff and TAs will be allocated as per timetable
	<ul style="list-style-type: none"> <li>Reduced time in school to ensure transition from home to school is successful.</li> </ul>	SENCO/ Head of A&F to compile bespoke timetables for those students whose wellbeing has been impacted by the current situation and for those students who will find the transition from home to school challenging

RISK	WCC CONTROL MEASURES TO CONSIDER	KGA APPLICATION OF MEASURES
	<ul style="list-style-type: none"> <li>Curriculum to support children's well-being.</li> </ul>	<p>School will remain as normal as possible, with the curriculum designed to include a broad and balanced offer for all</p> <p>Additional activities regarding mental health and wellbeing to be written into the pastoral curriculum and additional time at the start of T1 dedicated to this in order to support students</p>
	<ul style="list-style-type: none"> <li>Provide opportunities to talk about their experiences/concerns.</li> </ul>	<p>Discussion about progress to date and barriers to learning to form an integral part of the pastoral curriculum</p> <p>The pastoral team (tutors/HOKS/PSAs/LSAs etc.) available to support students</p>
	<ul style="list-style-type: none"> <li>Pastoral activities.</li> </ul>	<p>A clear plan is in place for a range of pastoral activities to focus on wellbeing, reading etc.</p>
First aid provision	<ul style="list-style-type: none"> <li>Ensure all staff know First Aiders on site if less than normal</li> </ul>	<p>Ensure all staff know First Aiders on site if less than normal</p>
	<ul style="list-style-type: none"> <li>If provision is less than usual, minimise hazardous activities which may result in injury</li> </ul>	<p>If provision is less than usual, minimise hazardous activities which may result in injury.</p>
	<ul style="list-style-type: none"> <li>Ensure a supply of PPE is available for provision of first aid and use and dispose of accordingly.</li> </ul>	<p>Ensure a supply of PPE is available for provision of first aid and use and dispose of accordingly</p>
Pupils with special medical needs (administering medication)	<ul style="list-style-type: none"> <li>Required number of competent staff on site</li> </ul>	<p>All staff will be on site</p>
	<ul style="list-style-type: none"> <li>Staff training up to date</li> </ul>	<p>Staff training to be updated on Tuesday 1<sup>st</sup> September</p>
	<ul style="list-style-type: none"> <li>Alternative arrangements in place if staff training/competence has lapsed.</li> </ul>	<p>N/A</p>
1:1 teaching, physical restraint and children with SEND or EHC plans are adversely affected by the	<ul style="list-style-type: none"> <li>Individual <a href="#">risk assessments</a> of children with behavioural difficulties.</li> </ul>	<p>Individual <a href="#">risk assessments</a> of children with behavioural difficulties</p>



RISK	WCC CONTROL MEASURES TO CONSIDER	KGA APPLICATION OF MEASURES
current situation.	<ul style="list-style-type: none"> <li>Ensure a supply of PPE is available based on need.</li> </ul>	Ensure a supply of PPE is available based on need.
	<ul style="list-style-type: none"> <li>Reduced timetable or consideration of other solutions if child's behaviour puts staff at risk</li> </ul>	SENCO/ Head of A&F to compile bespoke timetables for those students whose behaviour may put students/staff at risk
	<ul style="list-style-type: none"> <li>1:1 teaching to be done with reduced contact</li> </ul>	1:1 teaching to be done with reduced contact

7. Risk assessments and Policies		
Standard risk assessments do not take account of additional covid-19 risks	<ul style="list-style-type: none"> <li>Ensure all work environments and teaching/ learning activities have been subjected to risk assessments in line with conventional H&amp;S requirements.</li> </ul>	Risk assessments completed for classrooms and additional risk assessments/mitigations added for specific rooms (e.g. Science/ECT/PE/ Creative Arts)
	<ul style="list-style-type: none"> <li>Review and where necessary update all risk assessments with additional control measures to counter any significant infection transmission risk</li> </ul>	Risk assessments updated and additional control measures in place
	<ul style="list-style-type: none"> <li>Pay particular attention to curriculum areas and activities being resumed for the first time since school restrictions were introduced</li> </ul>	Risk assessments completed for classrooms and additional risk assessments/mitigations added for specific rooms (e.g. Science/ECT/PE/ Creative Arts)
	<ul style="list-style-type: none"> <li>LoTC activities are restricted to non-residential activities and are subject to the usual process of risk assessment and authorisation.</li> </ul>	LoTC activities are restricted to non-residential activities and are subject to the usual process of risk assessment and authorisation.
	<ul style="list-style-type: none"> <li>One-off activities such as PTA and other fundraising events, firework displays etc. will be subject to separate risk assessment.</li> </ul>	One-off activities such as PTA and other fundraising events, firework displays etc. will be subject to separate risk assessment and Finance will put these in place

	<ul style="list-style-type: none"> <li>• Lettings of facilities will be subject to separate risk assessment.</li> </ul>	Lettings of facilities will be subject to separate risk assessment and Finance will oversee this
	<ul style="list-style-type: none"> <li>• School clubs, Breakfast clubs and after-school provision are subject to a separate risk assessment.</li> </ul>	No clubs running at present
	<ul style="list-style-type: none"> <li>• Behaviour policy amended to reflect covid-19 protocols.</li> </ul>	Behaviour policy amended to reflect COVID-19 protocols
<b>8. Monitoring</b>		
Control measures set out in this risk assessment do not prove effective	<ul style="list-style-type: none"> <li>• Named school staff will monitor the application and effectiveness of the control measures set out within this risk assessment, and the level of compliance by staff, visitors and pupils</li> </ul>	MC/VS/JT to monitor the effectiveness of the control measures set out within this risk assessment and it will be a standing item on SLT/Department agendas
Levels of compliance are inadequate	<ul style="list-style-type: none"> <li>• Non-compliance will be addressed immediately</li> </ul>	Non-compliance will be addressed immediately
	<ul style="list-style-type: none"> <li>• Regular communication with staff on the outcomes of the monitoring</li> </ul>	MC/VS/JT to communicate with staff on the outcomes of monitoring
	<ul style="list-style-type: none"> <li>• LA H&amp;S Advisers are able to visit the school site to assess compliance</li> </ul>	LA H&S Advisers are able to visit the school site to assess compliance
<b>9. Other risks – specific to your school</b>		
Please add details of any other relevant covid-19 risks presented by circumstances that are relevant to your school site and activities but are not covered by Items 1-8.  Also add activities such as swimming and indoor gyms as and when restrictions are lifted.	Indoor gym	Risk assessment written to ensure the safe usage of this area. SF to monitor this
	Use of leisure centre	If circumstances change, SF to liaise with Leisure Centre leadership re: usage and report back to SLT
	Face Masks	Following the government's latest guidance on the wearing of face coverings (28.08.20), KGA will maintain its previous policy of allowing children and staff to wear masks if this makes them feel safer.

I confirm that the above is a suitable and sufficient risk assessment based on current information. The risk assessment will be reviewed on a regular basis and whenever anything relevant changes. All relevant parties will be informed of the outcomes of this risk assessment.

<b>Name of Headteacher</b>	<b>Jason Tudor</b>	
<b>Signature of Headteacher</b>		<b>Date: 04.09.20</b>
<b>Name of Chair of Governors / Trustees</b>		
<b>Signature of Chair of Governors / Trustees</b>		<b>Date:</b>
<b>Date of review</b>		