

Risk Assessment Overview

Details	
School: Watford Grammar School for Boys	Department: Whole School

Risk Assessment Title:
General Risk Assessment – Coronavirus COVID-19 Compliance measures with “Implementing protective measures in Education and Childcare settings”. Revised Version 4.21 – 144/045/2021

Who is at Risk?	
People at Direct Risk: Staff, Students, Contractors and Visitors	Other People Who Could be Affected: Parents and other member of household

Summary of Risk			
What is your assessment of the risk <u>before</u> the ACTION PLAN is completed?:	<input checked="" type="checkbox"/> High risk	<input type="checkbox"/> Medium risk	<input type="checkbox"/> Low risk
What will the level of risk be <u>after</u> the ACTION PLAN is completed?:	<input type="checkbox"/> High risk	<input type="checkbox"/> Medium risk	<input checked="" type="checkbox"/> Low risk

Note: if the risk is still classified as 'High', even if you were to complete the action plan, then the hazard should be neutralised immediately (e.g. by stopping the activity or making the area safe) and the school safety co-ordinator and the relevant manager should be informed.

Assessment and Action Plan

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Contact with Individuals who are unwell with COVID-19 - Prevention	Direct transmission of the virus to well individuals	<p>When a student, staff or other adult develops coronavirus symptoms, or has a positive test, they must not come into school if:</p> <ul style="list-style-type: none"> • They have one or more coronavirus (COVID-19) symptoms. • A member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus symptoms. • They are required to quarantine having recently visited countries outside the Common Travel Area • They have had a positive test. <p>They must immediately cease to attend and not attend school for at least 10 days from the day after:</p> <ul style="list-style-type: none"> • The start of their symptoms. • The test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test). 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		<p>The school's contractor management policy has been updated to ensure that it covers how requirements for contractors attending the school site are symptom free from COVID-19 and that any work required will be delayed until a safe date can be arranged or replaced with another well contractor.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓

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Contact with Individuals who are unwell with COVID-19 – Prevention (Continued)	Direct transmission of the virus to well individuals	A fever screening system will be used to take the temperature of visitors on arrival. Contractors will have their temperature taking using a hand-held device operated by the site staff in the Site Office. The temperature will be taken of any staff or student who is displaying signs of having a fever. Anyone displaying a temperature of 37.8°C or greater will be asked to leave the site.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To clarify this, the temperature of anyone collected by SLT will be taken and if they don't have a fever, and are not displaying any of the other symptoms, they may on occasion be returned to class.	✓
		Any visitor or contractor admitting that they have coronavirus symptoms will not be allowed entrance to the school site and they will be asked to leave and advised to arrange to have a test as soon as possible to see if they have COVID-19	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place with increased government emphasis on NHS Test and Trace.	✓
		The school will communicate the updated school's sickness policy to parents, students and staff and stress that all students are expected to attend school, from the 8th March, as directed by the school, unless there is a valid reason for non-attendance, which is agreed in advance with the school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		The school will communicate the updated contractor management policy to existing and new contractors as required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		Only essential visitors and contractors will be allowed to attend the site and meet with school staff by prior appointment or with good reason (e.g. delivery drivers). Otherwise, they will be asked to leave the site.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Essential visitors are defined as anyone deemed necessary for either curriculum or pastoral support that cannot be provided otherwise from within the school community and necessitates them coming onto site. Essential contractors are those required to carry out emergency repairs or are required for H&S reasons, or to carry out work required by legislation.	✓

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Contact with Individuals who are unwell with COVID-19 – Prevention (Continued)	Direct transmission of the virus to well individuals	Where it is absolutely necessary to hold face-to-face meetings, e.g. with parents, they should occur outside of normal school hours and in a suitably large ventilated room. Only one member of any household should attend the meeting, and site staff must be informed about any meetings in advance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		Parents' evenings and other events such as Open Day will no longer be held on the school site. The school will explore the possibility of replacing them with on-line provision.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		Meetings with external agencies, particularly multi agency meetings, should be held remotely if at all possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		Parents' evenings and other events such as Open Day will no longer be held on the school site. The school will explore the possibility of replacing them with on-line provision.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		Meetings with external agencies, particularly multi agency meetings, should be held remotely if at all possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
Contact with unwell individuals – who develop unconfirmed symptoms on site	Direct transmission of the virus to well individuals	Staff or students that develop unconfirmed symptoms (e.g. a temperature of 37.8 °C or greater, a new continuous cough or loss of taste and smell) on the school site will be placed in isolation away from other staff and students. They should self-isolate and book a test through the NHS testing website or via NHS 119.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		A well ventilated room will be set aside for any unwell student(s) with unconfirmed symptoms to ensure that they are isolated from other students. The room will be cleaned and disinfected thoroughly after use. Students displaying non-Covid symptoms, e.g. a migraine, should be sent to the medical room as normal.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓

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Contact with unwell individuals – who develop unconfirmed symptoms on site (Continued)	Direct transmission of the virus to well individuals	Staff should alert SLT asap via email or mobile phone if a student is displaying COVID symptoms. The student should be sent outside the classroom, where they will be collected by a member of SLT. SLT will alert the site team who will empty the waste bin and double bag the rubbish.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place. Staff reminded not to send students to Matron, but to alert SLT. This is working better since the reminder.	✓
		If a student needs to go to the toilet while waiting to be collected, they will use a separate toilet from other students. This will be locked, cleaned, and disinfected using standard cleaning products before being used by anyone else.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		For students, normal safeguarding measures remain in force, and they should be supervised in an appropriate manner by a member of staff maintaining a distance of at least 2m.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place although staff need to improve on maintaining a 2m distance from each other and students.	✓
		Where a student becomes unwell with symptoms of coronavirus while in school and needs direct personal care until they can return home, and a distance of 2 metres cannot be maintained, then SLT will be provided with appropriate PPE, including gloves, disposable apron and appropriate fluid resistant surgical face mask should be worn. Eye protection will be provided if there is a risk of splashing e.g. from vomit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		Parents will be contacted, and asked to collect their son and any siblings, as soon as practicable. Individuals should not use public transport if they are symptomatic. Parents will be advised to follow the PHE guidance – 'Stay at Home: Guidance for households with possible or confirmed COVID-19 infection'.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓

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Contact with unwell individuals – who develop unconfirmed symptoms on site which are later confirmed by NHS testing	Direct transmission of the virus to well individuals	Any member of staff has who has provided close care to someone with symptoms, regardless of whether they are wearing PPE, and all other staff or students who have been in close contact with that individual, do not need to go home to self-isolate unless: <ul style="list-style-type: none"> the symptomatic person subsequently tests positive. they develop symptoms themselves (in which case, they should self-isolate immediately and arrange to have a test). they are requested to do so by NHS Test and Trace or the Public Health England (PHE) advice service (or PHE local health protection team if escalated). they have tested positive from an LFD test as part of a community or worker programme Everyone must wash their hands thoroughly for 20 seconds with soap and water or use hand sanitiser after any contact with someone who is unwell.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		If anyone tests positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		In the event of a positive test the school will follow PHE advice on any additional cleaning requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		Where a student or member of staff tests negative, they should only stop self-isolating and return to school if they feel well and no longer have symptoms similar to coronavirus as described above. In the event of a negative test, written proof will be required before a member of staff or a student is allowed to return to school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓

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Contact with unwell individuals – who develop unconfirmed symptoms on site which are later confirmed by NHS testing (Continued)	Direct transmission of the virus to well individuals	<p>Anyone told to isolate by NHS Test and Trace or by their local health protection team has a legal obligation to self-isolate, but may leave home to avoid injury or illness or to escape risk of harm. More information can be found on 'NHS Test and Trace: how it works'.</p> <p>If anyone in school develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be:</p> <ul style="list-style-type: none"> • sent home to begin self- isolation - the isolation period includes the day the symptoms started and the next 10 full days • advised to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection • advised to arrange to have a test as soon as possible to see if they have coronavirus (COVID-19) <p>Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days. If a member of the household starts to display symptoms while self-isolating they will need to restart the 10 day isolation period and book a test.</p> <p>Close contacts of positive cases identified at school will sent home to self-isolate for ten days, as described above.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓

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Contact with unwell individuals – who develop unconfirmed symptoms on site which are later confirmed by NHS testing (Continued)	Direct transmission of the virus to well individuals	As part of the national Test and Trace programme, if further cases are detected within the cohort or in the wider setting, PHE's local health protection teams will conduct a rapid investigation and in some cases, a larger number of staff and students may be asked to self-isolate at home as a precautionary measure. The school will follow the advice from PHE at all times.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		Site staff will be available throughout the school day to conduct emergency cleaning of potentially contaminated areas. Any room used by a person who subsequently tests positive will be fogged by the site staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
Direct contact with airborne droplets from carriers	Direct infection of a well individual with virus particles	The school will promote to all staff and students in an appropriate manner good respiratory hygiene practices as typified by the NHS campaign "Catch it, Bin it, Kill it". This message should be repeated frequently. Appropriate signage will be placed on display in all relevant areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		Teaching staff to supervise students and tell them to use a tissue or the crook of their arm if they want to sneeze or cough. Tissues will be available in all teaching areas in use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		Classrooms should have doors and windows open at all times to aid with ventilation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place. Staff have been reminded to open windows to improve ventilation, and windows are now opened more consistently first thing in the morning. To assist the site staff, teachers have been asked to close all windows at the end of the school day.	✓

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Direct contact with airborne droplets from carriers (Continued)	Direct infection of a well individual with virus particles	Face masks should be worn to and from school if travelling on public transport , in corridors between lessons and in the 6th form café and the school canteen. Masks protect others, but don't really protect the wearer and if not used properly, can increase the risk of infection. The mask should be stored in a plastic bag and removed by the straps having first sanitised. Students should not touch the front of their face covering during use and should wash their hands before heading to their classroom. Students should bring two washable coverings into school, rather than the disposable type because of the issues with recycling, and they should be washed each night using washing detergent.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		Face coverings should now be worn in classrooms, large space areas (such as halls and the Sixth Form Centre) or during activities unless 2m social distancing can be maintained or an individual is exempt. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. This new measure will be in place until Easter. As with all measures, we will keep it under review and update guidance at that point. Face coverings no longer need to be worn by students in school, although they may choose to do so at any time. Staff and visitors may continue to wear face coverings if they choose. Face coverings should be worn by staff and visitors in situations outside of classrooms where 2m social distancing is not possible (for example, when moving around in corridors and communal areas).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓

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		Face visors should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing transmission when used without an additional face covering. A member of staff, however, may wear them as additional protection in a classroom, for example, where they are more than 2 metres from the students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
Direct contact with virus particles from hand contact surfaces – Personal Hygiene	Direct infection of a well individual with virus particles transferred to hands	A supply of tissues, hand sanitiser, cleaning wipes or spray and lidded wastepaper bins will be present in all rooms that are in use at the school. The bins will be emptied daily.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
Direct contact with virus particles from hand contact surfaces – Personal Hygiene (Continued)	Direct infection of a well individual with virus particles transferred to hands and then to mucous membranes	Students and staff are reminded to wash their hands with soap and water or hand sanitiser using the appropriate method after sneezing. Students should bring their own personal hand sanitiser and tissues to school, although there will be supplies in every classroom.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		Staff are reminded to wash their hands on a frequent and regular basis using the approved “20 second” method or use sanitiser.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		Students will be required to wash their hands or use hand sanitiser regularly using the approved “20 second” method. It is suggested it is at least as follows: <ul style="list-style-type: none"> - On arrival at school - After visiting the toilet - Returning to the classroom after breaks - Before and after eating - Before leaving school - Any other time deemed necessary by staff. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓

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		Break times for year groups will be staggered to assist with this, and the number of wash and hand sanitiser stations has been increased significantly, although it is recommended that students should bring their own personal hand sanitiser.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		Supplies of hand sanitizer gel will be provided in all the rooms, as well as in the main foyer areas of each block to allow students and staff to use them as required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		The School will ensure that the all buildings are provided with appropriate posters and signage to remind everyone to wash their hands.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		Strict hand hygiene procedures will take place before and after every PE lesson and for games afternoon sessions at the New Field.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
Social Contact on site – Staff	Direct transmission of virus from carriers to well individuals	Teaching and support staff are expected to return to school as normal from 8 th March. Where schools apply the full measures in this guidance the risks to all staff will be mitigated significantly, including those who are clinically vulnerable. The school expects this will allow most staff to return to the workplace, but for those staff for whom the risk mitigation measures may be deemed insufficient for their personal circumstances, e.g. pregnancy, an individual risk assessment will be developed in consultation with the head master. Staff must observe the 2m social distancing guidelines.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓

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			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		Staff who are clinically extremely vulnerable (CEV) are advised not to attend school. Staff who are CEV will previously have received a letter from the NHS or their GP telling them this (no new letter is required), and there is guidance for everyone in this group. It provides advice on what additional measures individuals in this group can take. Employers should talk to their staff about how they will be supported, including to work from home. Those living with someone who is CEV can still attend work where home-working is not possible and should ensure they maintain good prevention practice in the workplace and home settings. CEV staff should continue to shield even after they have been vaccinated, until PHE advises differently.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		Individuals who were considered to be clinically vulnerable are now advised that they can return to school as long as they maintain social distancing and follow all other control measures put in place. Staff who still have concerns should discuss these with the head master in order that individual risk assessments can be drawn up.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		Departmental and office working areas should be re-organised with an appropriate configuration to allow 2m social distancing. The number of staff that can be present in an area will be limited by the space available. An outdoor seating area will be created for shared staff use in the summer term. Normal covid rules will still apply, including maintaining social distancing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff need to improve on maintaining a 2m distance from each other and students.	✓
Social Contact on site – Staff (Continued)	Direct transmission of virus from carriers to well individuals	Staff must not share resources, materials or equipment within staff work areas where this can be avoided. In the rare instances where this is not possible, e.g. photocopiers, then hand sanitiser will be required before and after use. All staff should therefore bring in their own mugs, plates, tea or coffee etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓

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		Staff briefings and meetings to be suspended or conducted via an online platform to avoid large gatherings on the school site, which may compromise social distancing rules. Staff training sessions may take place if they can maintain social distancing across multiple areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
Social Contact on site – Students	Direct transmission of virus from carriers to well individuals	Where advised by medical professionals, the school will put in place individual risk assessments for students with particular care needs in line with the school's medical policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		Students who are considered CEV or remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). An individual risk assessment will be carried out if required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		Individual consistent year groups will be kept apart where possible and students required to keep their distance within their year groups. The Lower Sixth and Upper Sixth will be treated as one consistent year group for this purpose, and will operate in the same teaching areas. Different zones will be allocated to each year group for break times, which will be staggered to ease congestion.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place, although constant need to remind students to keep their distance. Duty staff to be encouraged to engage with students more. The Lower and Upper Sixth will now be treated as separate year groups, and this includes students coming into school for lessons and boys going to WGGS.	✓
		Students who deliberately break social distancing rules and other COVID- related offences will be sanctioned as per the new guidance laid out in the revised behaviour policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓

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Social Contact on site – Students (Continued)	Direct transmission of virus from carriers to well individuals	The government guidance for the autumn term states that maintaining consistent groups of students remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis within their system of controls and increase the size of these groups. To achieve this aim, the timetable has been re-written to allow individual consistent year groups to receive the majority of their lessons in the same teaching area or block, thus reducing the need for large amounts of movement across the site of students between lessons. Staff will move to the students. In order to deliver the full range of curriculum subjects and allow students to receive the required range of specialist teaching, there will be some movement around the school site, but this has been kept to a minimum.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		All teachers and other staff will operate across different consistent year groups in order to facilitate the delivery of a diverse curriculum to the students. Where staff need to move between classes and year groups, they should try and keep their distance from the students as much as they can, whilst keeping 2 metres from other adults. Staff are advised to clean the desks and computers in between lessons when they are moving between different classrooms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place, although need to clarify that staff only clean work surfaces before they use the desks in an effort to reduce the number of wipes being used.	✓
		From September, students should adhere to the normal school uniform policy. Uniform can play a valuable role in contributing to the ethos of a school and setting an appropriate tone. Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓

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Social Contact on site – Classrooms	Direct transmission of virus from carriers to well individuals	The SLT have identified different teaching areas/blocks for each consistent year group to have the majority of their lessons. Small adjustments have been made within each classroom to support distancing where possible. This may involve students sitting side by side and facing forward, rather than face to face and removing unnecessary furniture.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		In the teaching areas, the following is to occur: <ul style="list-style-type: none"> - Remove from use excess seating and or desks. - Re-organise desks in the space available to allow a 2 metre distance for adults and to maximise a 1 metre distance between students within the constraints of the space possible. - Remove any soft furnishings that cannot be easily hygienically sanitised. - Remove any equipment that is complex and difficult to clean. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		It is strong public health advice that staff in secondary schools maintain distance from their students, staying at the front of the class, and away from their colleagues where possible. Ideally, staff should maintain a 2 metre distance from each other, and from students. Whilst this is not always possible, particularly when working with younger students, staff should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with students who have complex needs or who need close contact care. In such instances PPE (i.e. visors, clear face masks, aprons, gloves and sleeve covers) is available in Learning Support and these students' educational and care support needs will be provided as normal.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place. Staff were reminded to keep their distance from each other in HM's briefing.	✓

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Social Contact on site – Classrooms (Continued)	Direct transmission of virus from carriers to well individuals	Students must stay within their identified consistent year group and allocated areas. Subject teachers will move to the group areas. Cleaning materials and hand sanitiser will be provided in each of the areas, and teachers are responsible for cleaning the equipment at the start of the lesson.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		Practical activities within lessons will only be allowed to proceed if the department concerned has carried out an appropriate risk assessment for the activity and it has been agreed in advance by the SLT. Any equipment used must be thoroughly cleaned between different year groups.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		Advice from professional organisations such as CLEAPSS, Music Mark and afPE must be followed when creating risk assessments for practical activities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
Social Contact on site – Playgrounds	Direct transmission of virus from carriers to well individuals	Break times will be staggered and the year groups allocated to different outdoor zoned areas. There will be no use of the basketball nets, table tennis tables or ball sports in general during any breaks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		The outside areas will be supervised by sufficient duty staff at breaks to supervise the students to ensure that they are maintaining social distancing, not littering and practising good personal hygiene e.g. not touching their face or eyes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
Social Contact on Site – General	Direct transmission of virus from carriers to well individuals	In the event of a Fire Drill, all staff, students and visitors should proceed to the usual fire muster points, remain in their consistent year groups and maintain social distancing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		While passing briefly in the corridor or playground is deemed low risk by the government, some one-way systems will operate in to and out of buildings to reduce the mixing of staff and students. Appropriate signage and markings designating 2m social distancing will remain in place to assist students with social distancing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place. The movement of playgrounds back into blocks is now better regulated. New one-way systems in DT, STEM and English are having an impact on congestion.	✓

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Social Contact on Site – Student arrival and departure	Direct transmission of virus from carriers to well individuals	Individual year groups will be assigned either the East gate (Years 7, 9, 10) or West gate (Years 8, 11, 6th form) for entering and leaving the school. Students will be asked to wash their hands or use hand sanitiser on arriving and leaving the school site.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place. Student lateness, although variable, is improving	✓
		A staggered start for all year groups is not feasible, as some will arrive early and others are restricted to arrival times by public transport. School finish times will, however, be staggered.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		Because all staff are required back in September, parking at the front of the school has been re-instated. Staff should arrive before the students if at all possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		Parents should not be coming with their sons to drop off or collect unless it is absolutely necessary and then only with a single member of the same household to reduce transmission risks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		Parents should be asked to consider how their sons arrive at the school, and reduce any unnecessary travel on coaches, buses or public transport where possible. Parents will be told to avoid dropping off students directly outside the school in Shepherds Road at peak times.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		Students are allowed to access the school independently, but social distancing measures must be adhered to. If students fail to observe the rules then the school will apply its revised behaviour policy as appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place. Students need to maintain 1m+ distance from each other, especially at break times.	✓
		Communicate with the parents and students that they should not be congregating in large groups outside of the school gates.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		The timetable structure will be revised to include a staggered finish time for the individual year groups to help manage the end of school leaving process.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Social Contact on Site – Student arrival and departure (Continued)	Direct transmission of virus from carriers to well individuals	An appropriate collection protocol will be communicated to parents that takes into account any appropriate age considerations, safeguarding procedures and social distancing requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		The school will continue to review and assess both its arrival and departure protocols on an on-going basis. Appropriate action will be taken to make any necessary changes and these will be communicated to all stakeholders.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		Students will be reminded that when they leave school for the New Field they should maintain social distancing, while still going in small groups for safety. They should maintain personal hygiene enroute to the New Field.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
Social Contact on Site – Other	Direct transmission of virus from carriers to well individuals	Parents and essential visitors must make a prior appointment with staff to attend the site and only if it is absolutely necessary. The main reception area will be re-opened, and any visitor or parent accessing the site will enter past the fever screening station. They will not be admitted to the school site if they have a temperature of 37.8 °C or greater.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Essential visitors are defined as anyone deemed necessary for either curriculum or pastoral support that cannot be provided otherwise from within the school community and necessitates them coming onto site. Parent meetings should only take place when safeguarding issues or language difficulties exist.	✓
		The name, address and contact number of all visitors, contractors and parents who enter the school site will be recorded to assist with the NHS Test and Trace process.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		Delivery drivers will be directed to the site office near the West gate. All non-urgent deliveries will be date marked and left for 72 hours. Urgent deliveries will be disinfected before being distributed by the site staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Social Contact – Canteen areas	Direct transmission of virus from carriers to well individuals	The school will reopen its catering facilities from September, and each year group will get access to the canteen in one of the two scheduled breaks. The timetable has been rescheduled to restrict access to the canteen to individual year groups. The catering staff will ensure all surfaces are cleaned between year groups, and a one way system will operate in all canteen areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		With the advent of inclement weather, dining tables will be used in the main canteen areas. They will be clearly marked to ensure reduced capacity and maintain social distancing. This will not apply. From May 17th tables will be used in the 6th form café area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		Students in receipt of Free School Meals will no longer receive vouchers from Edenred, but will be allocated a daily allowance as normal.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		The canteen operates a cashless system, and parents are strongly encouraged to use ParentPay to top-up their son's catering allowance and to avoid the use of cash. Because of concerns over hygiene, all students will be issued with an electronic card that they can use at any till point instead of their finger print (please note that there will be a small charge for lost card replacements).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		Students should wash their hands or use hand sanitiser before entering the canteen areas and again after eating. Additional hand sanitiser stations will be available outside each entrance. A one-way system will be in operation in the canteen.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		Parents should provide their son(s) with enough water for the duration of the day as water fountains have been turned off and water coolers removed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The hand washing stations are mains-fed, but it was decided not to allow students to fill up their water bottles due to concerns over contamination.	✓

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What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Social Contact School Hall / Assemblies	Direct transmission of virus from carriers to well individuals	To avoid mixing between year groups, school assemblies will be restricted to individual year groups with each year assembly taking place in the Main School Hall. Each year group will be assigned an assembly day, and the students will sit in forms, maintaining roughly the same formation as they do in their form room.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
Social Contact School Sports	Direct transmission of virus from carriers to well individuals	PE lessons for mixed learning groups are not to occur across different year groups. Mixed student groups between the same consistent year groups, however, are allowed in PE lessons and for games afternoon at the New Field.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		Where possible, the timetable will only allow for classes from the same year group to have core PE at the same time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		In large facilities such as the Sports Hall, two groups within the same consistent year group can use the same space in an emergency, e.g. extreme wet weather, provided a risk assessment has been carried out for the space available. The activities would have to be yoga, fitness, table tennis or similar and appropriately ventilated with doors opened.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		The PE Department have developed appropriate risk assessments and lesson plans for games afternoons and PE lessons that are compliant with the relevant sports governing bodies and ensure appropriate social distancing measures are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		Outdoor PE lessons are preferred to reduce the risk of transmission.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		Sports equipment must not be shared, unless it can be effectively cleaned between uses.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		Students will be asked to wear PE kit to school on the day they have their core PE lesson and games afternoons, rather than school uniform, to avoid the need to use changing facilities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Social Contact School Sports (Continued)	Direct transmission of virus from carriers to well individuals						
		If the weather is inclement, then PE classes will either take place indoors or the class will be allocated a normal classroom.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		Games afternoons will resume from March for individual consistent year groups. Each class within a year group will be assigned two changing rooms at the New Field to facilitate distancing. There is sufficient time for the changing rooms to be cleaned in between the next year group using them the following afternoon.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
Social Contact - Teaching	Direct transmission of virus from carriers to well individuals	All teachers to review their lesson plans or schemes of work to ensure that they can meet the needs of social distancing and reduce the risk of disease transmission. Staff should to avoid practical work and group activities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		There is no expectation by the school for the immediate marking of student's books. If they are collected then consideration should be made to either wearing gloves when marking them or quarantining the books for 72 hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		For individual and very frequently used equipment, such as pencils and pens, staff and students must use their own items and must not share them.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		Online text books or resources should be used wherever possible, although hard copies of text books can be used, e.g. in Year 7, provided the students have used hand sanitiser both before and after using them. Resources that are shared between classes, such as sports, art and science equipment must be cleaned frequently and meticulously and always between use by different consistent year groups. If cleaning is not possible, then they should be rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between uses by different year groups.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Social Contact - Teaching (Continued)	Direct transmission of virus from carriers to well individuals	Shared use of resources such as computers, science and other practical equipment must not be used unless it is necessary, in which case a risk assessment must be carried out and approved by the SLT in advance. If any equipment is used, then it should be cleaned and disinfected after each use. Surface cleaner will be provided for this purpose.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		Individual departments should revisit their departmental risk assessments to assess if any amendments are required based on the updated government guidance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		Teaching and support staff to maintain social distancing with individuals in their classroom.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Social Contact - Clubs, Societies and Extra-Curricular activities	Direct transmission of virus from carriers to well individuals	<p>Clubs (before, during and after school) and other extra-curricular activities will be allowed to resume, and from the start of the summer term will include students across multiple year groups. A risk assessment must be carried out that satisfies any sporting or similar regulations, if required, and submitted to SLT for approval in advance of the activity starting. As a minimum the following should be included in any risk assessment:</p> <ul style="list-style-type: none"> • A register of students must be kept. • Students mustn't eat in classrooms. • Students must wear masks at all times, unless non-wearing of masks is permitted (for example in sporting activities). • Students must sanitise their hands before joining the club. If equipment is used it must be sanitised before using. • Students should maintain social distancing at all times. • Students and parents should be aware that some groups will contain more than one year group, and that this will increase the risk of a student having to self-isolate if there is a positive case. • There should be no excessive shouting, singing etc.! 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		<p>-In line with the government roadmap, domestic residential educational visits can now not restart until step 3 has commenced as planned and from no earlier than after the 17 May. Should step 3 commence as planned, staff may begin planning for new domestic residential educational visits to take place, in consultation with the school's Educational Visits Co-ordinator. Staff must not, however, enter into any new financial or contractual commitments at this stage. Any domestic residential educational visits must be conducted in line with relevant coronavirus (COVID-19) secure guidance and regulations in place at that time.</p> <p><u>You should follow the following principles when planning your visit:</u></p> <ul style="list-style-type: none"> <u>Groups should be formed from existing year groups such that residential visit only have students from a single existing year group.</u> <u>Individual forms should be no larger than 30 students, although where possible aim to establish smaller groups.</u> <u>Only teachers and members of the school workforce already part of the school should accompany students on the visit.</u> <u>Parents, carers or volunteers should not accompany the group to maintain the integrity of the bubble.</u> <p>Overseas educational visits are still prohibited, although this is under review.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓

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What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Social Contact - Clubs, Societies and Extra-Curricular activities (Continued)	Direct transmission of virus from carriers to well individuals	There may be an additional risk of infection in environments where teachers or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. Departments should consider how to reduce this risk, particularly when students are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning students back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good room ventilation.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	By the end of 2 nd September - Revisions made to relevant departmental risk assessments.	
		Singing, wind and brass playing should not take place within larger groups such as school choirs and large ensembles unless significant space, natural airflow and strict social distancing and mitigation can be maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		Instrumental lessons provided by our peripatetic teachers will resume from the 10 th March in the Clarendon Muse. A one way system will be in place, and additional wash stations and hand sanitiser stations have been installed. Individual practice rooms have been marked out with 2 and 3 metre markings and peripatetic teachers will sanitise any equipment, chairs and high touch areas such as door handles between each lesson.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Social Contact - Clubs, Societies and Extra-Curricular activities – Minibuses		<p>When using the School minibuses it is important that the principles underpinning the Risk Assessment be maintained. Staff and students should therefore adhere to the following points:</p> <ul style="list-style-type: none"> All students must be in the same year group. The maximum number for students should be 14. No student should use the front seat near the driver. The windows in the minibus should be open. Hand sanitiser should be used upon entry and exit of the vehicle. Mask wearing is mandatory for all, unless an individual has an exemption. There should be no eating on the bus, and only water may be consumed. The site team will 'fog' the minibus after use. The member of staff should keep a register of boys using the minibus, in case it is required for track and trace purposes at a later date. Staff must follow the normal minibus procedures for checking safety, logging mileage etc. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Social Contact - Lettings	Direct transmission of virus from carriers to well individuals	The school intends to gradually re-introduce the letting of its facilities to third parties as it becomes safe to do so. All hirers will be expected to comply with government COVID-19 guidelines, any relevant sport association guidelines and the school's risk-assessment measures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place - No access to site for parents including parking; classes collected from the school gate; no sharing of toilets; cleaning between school and lettings and then lettings and school.	✓
Contact with virus particles on surfaces - Effective cleaning	Indirect transmission of virus from carriers to well individuals	The school will discuss with its contract cleaners the requirements for a new cleaning regime at the school based on the guidance and agree priority cleaning measures and routines.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓

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			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Contact with virus particles on surfaces - Effective cleaning	Indirect transmission of virus from carriers to well individuals	All school premises staff will be given appropriate instruction and training with regards to the requirements of government guidance and the wearing of identified PPE and the reasons for effective cleaning.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		The school will identify high-risk areas of the school buildings that may require a higher frequency of cleaning.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		The school will identify the staff responsible to conduct the cleaning in certain situations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		The School has a copy of "COVID 19: cleaning of non-healthcare settings" guidance for reference.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measure in place.	✓
		Ensure that each room in use at the school is provided with the correct identified cleaning materials and there is a system to identify shortages and replace them.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		Ensure that each room in use at the school is provided with the correct identified cleaning materials and there is a system to identify shortages and replace them.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		Cleaning staff are required to wear disposable aprons and gloves for cleaning operations. After use they should be removed, double bagged and stored for 72 hours before disposal in general waste.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Contact with virus particles on surfaces - Effective cleaning (Continued)	Indirect transmission of virus from carriers to well individuals	The schools cleaning regime is as follows: <ul style="list-style-type: none"> Each room that is in use will receive a deep clean once per day. Each room in use will have its hand contact surfaces cleaned as frequently as necessary depending on the number of people present and use. Each room that is in use will have its high use hard surfaces cleaned frequently. Any room that becomes contaminated with bodily fluids shall be quarantined and deep cleaned as soon as possible. Hand contact surfaces in the circulation space of the buildings will be cleaned on a frequent basis. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		Complete a cleaning schedule specific to each area of the school to detail: <ul style="list-style-type: none"> What is to be cleaned, What chemicals are to be used, The frequency of cleaning, Who is to undertake the cleaning, Method of cleaning, Safety precautions to be taken. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		Identify any higher risk or new chemicals that require a separate COSHH assessment. Train cleaning staff on the findings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		Conduct a separate PPE risk assessment if a risk assessment of the particular setting identifies a higher level of virus is present. Seek advice from the local Public Health England Health Protection team on this matter if required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Contact with virus particles on surfaces - Effective cleaning (Continued)	Indirect transmission of virus from carriers to well individuals	All hard surface deep cleaning should be conducted using disposable cloths, mop heads, paper towels and/or machines using a hard surface cleaner with disinfectant.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		Ensure the school has adequate supplies of the above equipment and chemicals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		Any used equipment will be double bagged, stored for 72 hours securely and then disposed of as general waste.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		The school will assess if there is sufficient waste storage space to securely store any increase in the waste generated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
Contact with virus particles on surfaces - Toilet facilities / handwashing	Indirect transmission of virus from carriers to well individuals	All toilet facilities will be cleaned and disinfected on a regular basis as detailed above. Hand dryers have been turned off and replaced with rolls of paper or paper towels.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		Duty staff will restrict the number of students using toilet facilities at any one time, using a count in and count out arrangement to prevent overcrowding.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		Students will be regularly reminded on how to wash hands and encouraged to use the hand soap and hand sanitiser which will be provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place, although students need to improve sanitising their hands after breaks.	✓
		Ensure that all wash hand basins within the school are checked frequently to ensure they are provided with water, soap, paper towels and appropriate hand gel. Replace as frequently as necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		A significant number of extra wash basins have been installed, and additional hand sanitiser stations fixed to outdoor entrances. All stakeholders will be encouraged to use them, particularly on arrival at, and departure from school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place. Handwashing routines in the morning are much improved, although students need to be constantly reminded about the importance of washing hands by all staff.	✓

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Local Lockdown -Watford area	The local area is put into tighter measures due to increased Coronavirus cases.	If the risk level of the local area changes, as determined by the government, then the School would review the risk assessment in line with government guidelines.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
Contact between stakeholders (staff, students, volunteers and essential visitors) increasing the risk of transmission of COVID19 - Prevention	Direct transmission of the virus to well individuals	From the 8 th March an Asymptomatic Testing Site (ATS) will be established at school, which adheres to NHS guidelines. The school will offer testing to all students. Testing is voluntary and consent will be sought for all students prior to testing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		Students will be able to return to face-face education after their first negative test result. Students will be given three tests at school, 3 to 5 days apart, upon return, before commencing testing at home. Students who don't consent to testing can return to school on the 10 th March.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		Individuals with a positive LFD test result will need to self-isolate in line with the guidance for households with possible coronavirus infection. Those with a negative LFD test result can continue to attend school unless they have individually been advised otherwise by NHS Test and Trace or Public Health professionals (for example as a close contact).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		Individuals with symptoms are still expected to self-isolate and take PCR test to check if they have the virus.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		Students and staff will be supplied with LFD test kits to self-swab and test themselves twice weekly at home. Staff and students must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Staff and students should also share their result, whether void, positive or negative, with their school to help with contact tracing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Contact between stakeholders (staff, students, volunteers and essential visitors) increasing the risk of transmission of COVID19 - Prevention (continued)	Direct transmission of the virus to well individuals	Students aged 18 and over should self-test and report the result, with assistance if needed. Students aged 12 to 17 should self-test and report with adult supervision. An adult may conduct the test if necessary. Students aged 11 attending a secondary school should be tested by an adult.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	To be communicated to all students	✓
		Staff or students with a positive LFD test result will need to self-isolate in line with the stay-at-home guidance. They will also need to arrange a lab-based PCR test to confirm the result if the test was done at home. Those with a negative LFD test result can continue to attend school and use protective measures.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	To be communicated to all staff and students	✓
		Staff roles for the ATS site will be assigned and relevant training given, as per the NHS Test and Trace guidance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		Staff and volunteers to be provided with all required PPE.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place.	✓
		There will be a distance of 2 metres between testing desks and processing desks. Registration desks to be fitted with Perspex screens.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place	✓
		Testing desks to be provided with mirror, tissues, sanitiser, and disinfectant wipes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place	✓
		Registration, recording and processing desks to be provided with tissues, sanitiser, and disinfectant wipes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place	✓
		The testing area will be fogged by site staff every evening.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place	✓
		Testing site conditions will be optimal to provide the least chances of catching the virus.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place	✓
		Floor is non-porous and the site will have a good air flow, with a one way flow of traffic managed by staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place	✓
		Secure storage area for testing kit and PPE to be provided, with the approx. temp to be between 2 degrees Centigrade and 30 degrees centigrade.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place	✓

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Contact between stakeholders (staff, students, volunteers and essential visitors) increasing the risk of transmission of COVID19 - Prevention (Continued)	Direct transmission of the virus to well individuals	The test site will be no colder than 15 degrees centigrade, to ensure that the test kits function correctly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place	✓
		Asymptomatic: All stakeholders to be advised in advance not to attend school if they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) or if they have returned within 14 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place	✓
		Prominent signage reminding attending subjects of the requirement to wear face masks will be displayed at the entrance to the test site area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place	✓
		Face masks to be worn by stakeholders at all times whilst in the test area, except for a brief lowering at the time of swabbing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place	✓
		There is a requirement to wear face covering/mask and all stakeholders will be reminded of this in advance of testing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place	✓
		Compliance with wearing of face covering/mask of all subjects will be visually checked on arrival by reception staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place	✓
		Compliance with wearing of face covering/mask of all stakeholders will be visually checked throughout the testing site by queue managers and all other staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place	✓
		All subjects to use hand sanitiser provided on arrival and adherence to this will be enforced by the reception and other staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place	✓
		Two metre social distancing must be maintained between stakeholders. Measured floor markings will assist with this.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place	✓
		Markings are in place to ensure compliance, in addition to verbal reminders if necessary from reception, queue management & sampling staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place	✓

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Contact between stakeholders (staff, students, volunteers and essential visitors) increasing the risk of transmission of COVID19 - Prevention (Continued)	Direct transmission of the virus to well individuals	There should be no physical handing of documents to stakeholders except the barcodes and lateral flow test kits.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place	✓
		The test site will use chairs only on request, and the area will be kept as clear as possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place	✓
		There will be regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance and the School's Covid risk assessment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place	✓
		Contact between the sample and staff will only take place where staff are in full PPE. All samples and related waste to be disposed of as per NHS guidelines.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place	✓
Mass testing of all stakeholders (staff, students, volunteers and essential visitors) – Incorrect Test Result	Individuals are given an incorrect test result	Communication that a result is incorrect, as a consequence of wrong samples or miscoding of results, will be done as soon as the result is known. To prevent this happening the following procedures will be followed: <ul style="list-style-type: none"> Two identical barcodes are provided to stakeholder at check in The stakeholder's details will be registered to a unique ID barcode before conducting the test and uploaded to the NHS testing website. Barcodes are attached by trained staff at the sample collection bay Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place	✓
		Where a test result is incorrect due to a damaged barcode, lost Lateral Flow Device or a failed scan of barcode, and this leads to an orphaned record on registration portal, then a no result will be communicated to the individual.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place	✓
		Where a stakeholder has not received a test result within 4 hours of registration, they will be recalled for an immediate retest	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place	✓

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Social contact on Site whilst test is being conducted – Management	Direct transmission of virus from carriers to well individuals	For students normal safeguarding measures remain in force, and they should be supervised in an appropriate manner by a member of staff maintaining a distance of at least 2m.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place	✓
		Staff in direct contact with the students should be members of staff with DBS checks - other volunteers are exempt from this but will not be left alone with students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measures in place	✓

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Failure to adhere to COSHH requirements	Injury to individual through incorrect use of chemicals	<p>The extraction solution which comes with the lab test kit contains the following components:</p> <ul style="list-style-type: none"> i) Na_2HPO_4 (disodium hydrogen phosphate) ii) NaH_2PO_4 (sodium phosphate monobasic) iii) NaCl (Sodium Chloride) <p>These components do not have any hazard labels associated with them, and the manufacturer states that there are no hazards anticipated under conditions of use as described in other product literature. This is the case for exposure to: eye, skin, inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure.</p> <ul style="list-style-type: none"> • PPE: nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution. Safety glasses with side shields which are tested and approved under appropriate government standards to be worn at all times when handling the extraction solution. Impervious clothing to be worn to protect the body from splashes or spillages. • Environmental: do not let product enter drains • Spillages: wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures • Do not use if the solution has expired • Training to be provided in handling potentially biohazardous samples, chemicals and good lab practice. Adhere to guidelines in these training procedures to prevent improper handling. • Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals. • Students to be supervised and will be given the agent and must not pour it out themselves (from the Pan 36 of 18) 				Measure in place	✓

Whilst aiming to be comprehensive, this risk assessment may not be exhaustive and there may be particular circumstances which necessitates the consideration of factors not covered here.

The risk assessment has been written using the following guidance:

- **Coronavirus (COVID -19): implementing protective measures in education and childcare settings.**
- **Supporting vulnerable children and young people during the coronavirus (COVID – 19) outbreak.**
- **COVID-19: cleaning of non-healthcare settings**
- **COVID-19: guidance for households with possible coronavirus infection**
- **COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable**
- **COVID-19: Staying Alert and safe (social distancing)**
- **COVID-19: Guidance for full opening: schools**
- **Checklist for September NEU/GMB/UNISON/Unite commentary and checklist**
- **'How to Guide' - Rapid testing in Schools and Colleges produced by NHS Test and trace (30th December 2020)**
- **NHS Test & Trace Template for Risk Assessment**

Sign Off Sheet

Assessor Details:

Assessor(s) name:	Assessor(s) signature:	Date:
Stephen Nokes (Chair of Governors) Milan Bavisi (Chair of Estates Committee)	Approved electronically	14/05/2021

Headmaster to sign below to accept the assessment

Headmaster's name:	Headmaster's signature:	Date:
Ian Cooksey	Approved electronically	14/05/2021

A review of this risk assessment is to be undertaken annually or else if any changes occur that affect the facts given above

Date of review:	Reviewed by (Name):	Comments:
10/07/2020	Kevin Thorold	The risk assessment has been updated to reflect the government's "Guidance for full opening: schools" published on the 2 nd July 2020. It will be shared with all stakeholders for further comment.
14/08/2020	Senior Leadership Team	The risk assessment has been reviewed and updated by the SLT, following consultation with staff. It will be shared for further comment before being issued to all stakeholders.
31/08/2020	Governors	The risk assessment has been reviewed and updated following consultation with governors. It will be issued to all stakeholders.
07/10/2020	SafetyMark and Senior Leadership Team	The risk assessment has been reviewed and updated by the SLT, following comments from a SafetyMark assessor. Agreed by governors.
04/11/2020	Senior Leadership Team	Updated to reflect change in requirement for face coverings, and discussed in light of forthcoming national lockdown.

24/02/2021	Senior Leadership Team	Updated to reflect the change in use of face coverings, attendance expectations and mass asymptomatic testing before 8 th March return. Staff consulted and agreed by governors.
14/04/2021	Senior Leadership Team	Updated to include easing of restrictions on outdoor staff area, extra-curricular activities, day trips and assemblies.
14/05/2021	Senior Leadership Team	Updated to include easing of restrictions on face coverings and changes to the road map after May 17th 2021.

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