

Risk Assessment – Covid-19 (Autumn 2020)		19 th July	[Swindon Cluster] Swindon Academy Secondary Phase
Responsible Person	Ruth Robinson		
Other Persons Involved	Strategic Business Director, Cluster Estates Manager, Headteacher Swindon Academy Secondary Phase, Trade Union Rep. Staff feedback has been sought using an on-line survey.		
Guidance Material Considered	<ul style="list-style-type: none"> DfE – Guidance for Full Opening – Schools (22 October) DfE - Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak (21 October) DfE - Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak (15 October) DfE - Coronavirus (COVID-19): guidance on isolation for residential educational settings (20 July) DfE – Face coverings in education (16 October) BEIS - Working safely during coronavirus (COVID-19) Offices and Contact Centres (15 October). NHS - Test and Trace – How it works (8 October) PHE - COVID-19: cleaning in non-healthcare settings outside the home (16 October) CLEAPSS - COVID-19 guidance re science, design and technology AfPE – Coronavirus guidance and support re school sport OEAP – Coronavirus guidance re educational visits Music Mark – Guidance for Schools and Music Providers 		

Details	Are Control Measures (Y, N, N/A)?
Covering staff and pupil H&S and completion of key compliance tasks during the Covid-19 pandemic, for the re-opening of schools in Autumn 2020 and for those staff who will continue to work from home. To minimise the risk of infection the following systems of controls have been applied by the school:	Y
1. Leaders will ensure that contact is minimised with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school	Y
2. Leaders will share the expectation that hands will be cleaned more often than usual. Staff and student will be asked to wash their hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered	Y
3. Leaders will promote good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.	Y
4. Leaders will introduce enhanced cleaning, including cleaning frequently touched surfaces more often using standard products, such as detergents and bleach. (Bleach will be used on PE equipment at SA. An additional 3 Housekeepers will be appointed at SA: 1 each for Primary and Secondary and 1 x ‘floater’.) An additional housekeep will be appointed for NHA.	Y
5. Leaders will minimise contact between individuals and ensure that social distancing is maintained wherever possible.	Y
6. Leaders will ensure that appropriate personal protective equipment (PPE) is used when necessary	Y
7. Leaders will engage with the NHS Test and Trace process	Y
8. Leaders will manage confirmed cases of coronavirus (COVID-19) amongst the school community	Y
9. Leaders will contain any outbreak by following local health protection team advice	Y

Numbers 1 to 4 are in place all the time					Y	
Number 5 is carefully considered with suitable management strategies deployed that account for the specific operating characteristics of the school, details of which are include in this risk assessment						
Details						
Covering staff and student H&S and completion of key compliance tasks during the Covid-19 pandemic, including the phased reopening process to commence 1 June and those staff who will continue to work from home.					Are Control Measures (Y, N, N/A)?	
Hazard	Who is at Risk	How Can the Hazards Cause Harm	Control Measures Currently in Place	In Place	Residual Risk Acceptable?	
Infection control (people)	Staff, pupils, visitors	Staff contracting COVID-19	1. The individual employee risk assessment is under review by central office and a revised version is due in early August to reflect the Government advice applicable at that time.	Y	Y	
			2. Any staff who are not required in school and can continue to work from home will continue to do so. (HT)	Y	Y	
			3. Health screening of staff will be carried out weekly (are you unwell, is anyone in your household unwell) with records held on employee file. (NCH) NCH will send out a weekly EMAIL reminder to staff to report absences using the Cluster protocols.	Y	Y	
			4. Any staff member with symptoms of COVID-19 will be sent home to self-isolate for 7 days and instructed to undertake a COVID-19 test. Their household members will be required to self-isolate for 14 days. (SJA)	Y	Y	
			5. To support the testing process, the school will be provided with a supply of home testing kits (Subject to kits being provided by DFE/government) (SJA)	Y	Y	
			6. If the test is positive: <ul style="list-style-type: none"> ➤ The staff member will remain off for 14 days from the onset of symptoms and after that they can return if they feel well enough. They can return if a cough or anosmia persist beyond this time. ➤ The staff member will be expected to engage with the NHS Test and Trace programme. ➤ The staff member will be expected to notify the school immediately. ➤ SJA will contact the local Health Protection Team for advice on any further action required in school. ➤ RRO/SJA and HT will review the case against the Group guidance on COVID-19 and ARMS to establish if it was likely that the infection was contracted as a result of occupational exposure. 	Y	Y	
			7. If the test is returned negative the staff member will be able to return to school when they feel well enough to do so. (HTs with SJA)	Y	Y	
			8. Where a staff member indicates an individual in their household is unwell with symptoms compatible with COVID-19, they will be expected to self-isolate for up to 14 days. Under the Test and Trace programme there is an expectation that their symptomatic household member is tested. If this test	Y	Y	

			result is negative the staff member can return to school if they do not have any COVID-19 related symptoms. (HTs with SJA)		
			9. For pregnant members of staff, this guidance will be adhered to.		
Infection Control (people)	Staff, Pupils, Visitors	Pupils contracting Covid-19	1. Any pupil with symptoms of Covid-19 will not be allowed not attend school for 14 days and is expected to undertake a test under the NHS Test and Trace programme. The pupil/parents will be instructed to notify the school immediately if a positive result is obtained. (HT with SJA)	Y	Y
			2. To support the testing process, the school have been provided with a supply of home testing kits. (Subject to kits being provided by DFE/government) (SJA)	Y	Y
			3. Where a positive result is obtained, SJA will contact the local Health Protection Team for advice on any further action required.	Y	Y
			4. A negative result means the pupil can return to school. (HT with SJA)	Y	Y
			5. Where a pupil indicates an individual in their household is unwell with symptoms compatible with Covid-19, they will be expected to self-isolate for up to 14 days. Under the Test and Trace programme there is an expectation that their symptomatic household member is tested. If this test result is negative the pupil can return to school if they do not have any COVID-19 related symptoms. (HT with SJA)	Y	Y
Infection Control (people)	Staff, Pupils, Visitors	Visitors contracting Covid-19	1. All visitors to site carefully will be managed. Their identification details recorded and held for 21 days to support the Test and Trace process if called upon. Any member of staff who meets with a visitor should have contact details for the visitor (e.g. email address or phone number) (HT with SJA)	Y	Y
			2. Details of local procedures will be communicated to all visitors before they come to site. (The current visitor leaflet will be adapted and copies provided for each Reception) (SJA – HT - GPO)	Y	Y
			3. Parents will be advised to drop children off alone, i.e. not to come with partners or family (HT with SJA)	Y	Y
			4. Contractors attending while school is operational will be notified that the school is operational and their access requirements will be reviewed on a case by case basis. Covid-19 work permits will be adapted and provided to all contractors. (GPO)	Y	Y
			5. All visitors to site carefully managed and identification details recorded and held for 21 days to support the Test and Trace process if called upon. (SJA with HTs and Receptionists)	Y	Y
			Local arrangements: <ul style="list-style-type: none"> The sign-in book will be used to keep an accurate record of visitors each day, Staff will be asked to keep details in their calendar of visitors they have met. (include email address or phone contact). These will be used if visitors are needed to be contacted by the Test and Trace process. 		
			1. If staff or students present with Covid symptoms, the pupil/staff member will be sent home and instructed to order a test under the NHS Test and Trace programme. The individual will be provided with a test by the school if supplies allow and where the school believe providing a testing kit may increase the likelihood of a test being completed. (HT with SJA). Guidance here	Y	Y

Confirmed / suspected case in school	Staff	Potential contamination of surfaces and for person to person spread.	2. Pupil isolated in secure area if awaiting collection in line with <u>government guidelines</u> . (HT)		
			3. Staff and pupils who were with the affected party should wash their hands thoroughly but do not need to go home unless symptomatic. (HT)	Y	Y
			4. A small quantity of PPE, i.e. disposable face masks, gloves, and apron and suitable waste streams will be required for handling suspected cases where 2m separation cannot be maintained. (SJA)	Y	Y
			5. Cleaning and disinfection carried out by cleaning staff in accordance with DfE guidance <u>COVID-19: cleaning of non-healthcare settings</u> (GPO)	Y	Y
			<p>Local arrangements (HT with SJA)</p> <p>Where will unwell pupils be held? How will waste from isolation rooms be managed?</p> <ul style="list-style-type: none"> BA –the office near the canteen/library will be used for both Primary and Secondary pupils who display symptoms of Covid-19. Dedicated disabled toilet near to PE to be used for this. Change to PE toilets for trans/bi pupils has been agreed. PPE equipment will be stored in the space. If a pupil with Covid-symptoms has received first aid in the space, the First Aider will inform cleaning team that waste needs to be disposed of. <p>What is the notification/response procedure for someone purporting to be unwell?</p> <ul style="list-style-type: none"> Staff – a tracker has been set up. For pupils SIMS will be used and attendance officer will track pupils with 'X' code to ensure they don't return to school. HTs will email SJA with the name of any member of staff who has developed symptoms. The name will be added to the spreadsheet by SJA The spreadsheet will be updated if/when evidence of a negative test has been provided 		
Infection Control (general practices)	Staff, Pupils, Visitors	Operational practices in place to minimise the risk of the spread of infection: 1. Hand and Respiratory Hygiene	Good Hand and Respiratory Hygiene (key principles that will be applied)		
			1. Soap and running water or alcohol based hand sanitiser will be readily available (SJA GPO)	Y	Y
			2. Hands will be cleaned by all pupils, staff members and visitors, using soap or sanitiser on arrival, after break, when changing rooms, and before eating (at a minimum) (HT)	Y	Y
			3. Skin friendly cleansing wipes will be provided for those who need assistance in cleaning hands(SJA GPO)	Y	Y
			4. Practices will be built into school behaviour culture. (HT and SLT)	Y	Y
			5. Catch-it, bin-it, kill-it, will be promoted throughout school. (HT and SLT)	Y	Y
			6. School will provide tissues and sufficient bins to support disposal of waste. (SJA GPO)	Y	Y
			7. School will consider support for those who may have difficulty or those who spit or use saliva as a sensory stimulant. (HT and SENCOs)	Y	Y
			8. Face coverings in school are not recommended but are required for those >11 yrs using public transport and taxis– HTs control on entry. (HTs)	Y	Y

			<p>Local arrangements</p> <ul style="list-style-type: none"> • Hand sanitiser and tissue ‘stations’ will be provided in every classroom so that all pupils and staff can clean their hands regularly • These routines will be built into school culture, supported by behaviour expectations and reinforced during Base camp Induction in September and then by regular reminders in assemblies. • A lidded bin will be provided in every classroom • A letter has been sent to parents to encourage pupils to wear face masks in corridors between lessons. They have been reminded to provide a re-sealable plastic bag for the mask when not in use. The staggered day means that corridors will be significantly less congested than normal. • Pupils will be shown how to put on, remove, store and dispose of their face coverings. • Pupils will be reminded of the requirement to wear face masks when they travel to school on public transport or in taxis. 		
Infection Control (general practices)	Staff, Pupils, Visitors	Operational practices in place to minimise the risk of the spread of infection: 2. Grouping	Grouping: The following principles will be applied:		
			1. Headteachers will do all they can to minimise contacts and mixing while still delivering the curriculum. (HTs)	Y	Y
			2. Headteachers will aim to reduce contact between staff and pupils (HTs)	Y	Y
			3. HT will recognise that there are two sides to this, distancing, and bubbles/groups. They will take a blended approach where needed. (HTs)	Y	Y
			4. The focus will be on groups for younger children, and distancing for older children. (HTs)	Y	Y
			5. KS3, KS4 and KS5 – will be treated as whole year ‘groups, especially at break and lunchtime’. HTs will make smaller groups/sets within the year group wherever possible. (HTs)	Y	Y
			6. Smaller class groups will be in place where possible – especially at KS3 (HTs)	Y	Y
			7. Our early years settings will no longer have limits on group size. (HTs)	Y	Y
			8. Headteachers will keep groups apart as much as possible. (HTs)	Y	Y
			9. SJA will ensure that, in shared environments and where equipment is shared, there will be an increase in cleaning frequencies. (SJA GPO)	Y	Y
			10. Older children (KS3, KS4 and KS5) will be encouraged to keep distance in their groups. (HTs)	Y	Y
			11. HTs will bear in mind that mixing in wider groups for specialist subjects, wraparound care (e.g. the Big A), or on transport is permitted (including taxis). (HTs)	Y	Y
			12. HTs will recognise that the larger the group, the more robust the other controls need to be. (HTs)	Y	Y
			13. HTs will understand that there is no expectation that young children distance within their groups. (HTs)	Y	Y
			14. HT will recognise that partial fulfilment of these aims is acknowledged as being of benefit. (HTs)	Y	Y

			15. HTs will understand siblings can be in different groups. (HTs)	Y	Y
			16. HTs will plan on the understanding that all staff can operate across multiple classes and year groups but should practise distancing, and 2m where possible. (HTs)	Y	Y
			17. To enable the tracing process to be work effectively, HTs will keep a comprehensive record of group/bubble composition and records of any close contact that takes place between children and staff in different groups. Close contact is defined as, <ul style="list-style-type: none"> ➤ direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) ➤ proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual ➤ travelling in a small vehicle, like a car or taxi, with an infected person 	Y	Y
			18. HT will work with SJA to agree a reliable way of identifying which group an individual is part of so that breaches of these groups can be identified. (HT with SJA)	Y	Y
			<p>Details of local arrangements:</p> <ul style="list-style-type: none"> • At Key Stage 3, leaders will keep pupils in streamed groups in their 'home classroom' for the majority of the timetabled time. Movement will only take place when students are timetabled for specialist subjects. At Key Stage 4 and 5, we will implement year group sized 'bubbles'. This will enable us to deliver the full range of curriculum subjects and for students to receive specialist teaching. • Year Group Bubbles will be kept apart from other groups where possible and children will be encouraged to keep their distance within groups and maintain social distancing with adults at all times. 		

- Leaders will take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. Where Year group bubbles are used, the other measures from the system of controls will become even more important, to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate.

	Core Lessons	Location	Specialist Lessons	Location
Year 7	En Ma Sc Hi Ge RE PSHE Sp	W Corridor	Art, DT, Mu, PART, PE	Specialist Rooms
Year 8	En Ma Sc Hi Ge RE PSHE Sp	G Corridor	Art, DT, Mu, PART, PE	Specialist Rooms
Year 9	En Ma Sc Hi Ge RE PSHE Sp	M Corridor (Maths)	Art, DT, Mu, PART, PE	Specialist Rooms
Year 10	En Ma Sc Option subjects not requiring Specialist rooms	M Corridor (Languages) and R10 R11	Options requiring specialist rooms	Specialist Rooms
Year 11	En Ma Sc Option subjects not requiring Specialist rooms	Science Rooms	Options requiring specialist rooms	Specialist Rooms
Sixth Form	Option subjects not requiring Specialist rooms	Various	Options requiring specialist rooms	Specialist Rooms

Infection Control (general practices)	Staff, Pupils, Visitors	Operational practices in place to minimise the risk of the spread of infection: 3. Measures within classrooms	Measures within classrooms (key principles applied)		
			Secondaries		
			1. HTs will set out the expectation that staff remain distanced from pupils, at the front of the class, away from colleagues, and 2m from all parties where possible. (HTs)	Y	Y
			2. HTs will set out the expectation that pupils sit side by side and facing forwards where possible. (HTs)	Y	Y
			3. HTs will set out the expectation that staff and pupils avoid face to face contact and limit time spent within 1m of anyone. (HTs)	Y	Y
			Primaries and EYFS/Nursery		
			Details of local arrangements: <ul style="list-style-type: none"> ➤ A 2m zone will be demarcated in every classroom. Staff will be expected to remain and teach from within the zone. ➤ Staff will be given additional training on approaches to adopt that mean that student work can still be monitored and assessed. ➤ Practical subjects will amend their curriculum so that, wherever possible, some 'practical' teaching can continue. This will not include the use of equipment which needs close supervision by a teacher. 		

			➤ Where possible, demonstrations will be given by the teacher from the front of the class using a visualiser.																													
Infection Control (general practices)	Staff, Pupils, Visitors	Operational practices in place to minimise the risk of the spread of infection:	Measures elsewhere (key principles applied)																													
			1. HTs will ensure that groups are kept apart where possible. (HTs)	Y	Y																											
			2. HTs will ensure that assemblies/worship are held for one group at a time. (HTs)	Y	Y																											
			3. HTs will ensure that the timetable keeps groups apart and minimises movement around the site as much as possible. (HTs)	Y	Y																											
			4. HTs will recognise that passing the odd person remains low risk but consider pinch-points. HTs will introduce one-way systems where needed. (HTs)	Y	Y																											
			5. HTs will work with GPO to consider the impact on fire evacuation (though in a real fire the risk from fire takes precedence). (HTs with GPO)	Y	Y																											
			6. HTs will introduce staggered break and lunch, to minimise mixing of groups with cleaning of dining hall surfaces between groups. (HTs)	Y	Y																											
			7. HTs will work with SJA and GPO to consider staff spaces. In recognising that the staff room use may be impractical, they will consider social distancing in staff workrooms. (HTs with SJA and GPO) (SJA will refer to BEIS guidance on <i>Office and Contact Centres</i> for guidance on staff only areas)	Y	Y																											
			8. HTs will ensure that regular and thorough handwashing or use of alcohol based sanitiser carried is out by all pupils and staff members including: (HTs) ➤ On arrival and before departure ➤ Before break ➤ When groups change areas ➤ After using the bathroom	Y	Y																											
			4. Measures elsewhere	Y	Y																											
Details of local arrangements: Start of the Day: Pupils will come into the school via different entrances:																																
<table border="1"> <thead> <tr> <th>Year</th> <th>Arrival Time</th> <th>Entrance</th> <th>Year Group Zone</th> </tr> </thead> <tbody> <tr> <td>Year 7</td> <td>8.15am for 8.20am start</td> <td>Sports Hall Fire Exit</td> <td>W Corridor</td> </tr> <tr> <td>Year 8</td> <td>8.15am for 8.20am start</td> <td>Science Fire Exit</td> <td>G Corridor</td> </tr> <tr> <td>Year 9</td> <td>8.15am for 8.20am start</td> <td>M Block Fire Exit</td> <td>M Corridor (Maths)</td> </tr> <tr> <td>Year 10</td> <td>8.15am for 8.20am start</td> <td>Student Entrance</td> <td>M Corridor (MFL), R10 & R11</td> </tr> <tr> <td>Year 11</td> <td>8.15am for 8.20am start</td> <td>Science rooms</td> <td>R Corridor</td> </tr> <tr> <td>6th Form</td> <td>8.25am for 8.50am start</td> <td>S Block Fire Exit</td> <td>Various</td> </tr> </tbody> </table>			Year	Arrival Time	Entrance	Year Group Zone	Year 7	8.15am for 8.20am start	Sports Hall Fire Exit	W Corridor	Year 8	8.15am for 8.20am start	Science Fire Exit	G Corridor	Year 9	8.15am for 8.20am start	M Block Fire Exit	M Corridor (Maths)	Year 10	8.15am for 8.20am start	Student Entrance	M Corridor (MFL), R10 & R11	Year 11	8.15am for 8.20am start	Science rooms	R Corridor	6 th Form	8.25am for 8.50am start	S Block Fire Exit	Various		
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Break and Lunchtimes																																

Staggered break and lunchtimes will be in place. (This table is an indication of timings only. Different year groups will be allocated their daily break and lunch 'slot' by September. This will take into account PE lessons, so that they are not split sessions.

	Period 2 and Break				
	Lesson	Canteen	Outside	End	Lesson
Year 7		9.45	9.55	10.05	10.05 - 11.00
Year 8	09.45 - 10.00	10.00	10.10	10.20	10.20-11.00
Year 9	09.45 - 10.15	10.15	10.25	10.35	10.35 - 11.00
Year 10	09.45 - 10.30	10.30	10.40	10.50	10.50-11.00
Year 11	09.45 - 10.40	10.40	10.50	11.00	
Sixth Form	09.45 - 10.40	10.40	10.50	11.00	

	Period 4 and Lunch				
	Lesson	Diner	Outside	End	Lesson
Year 7		11.55	12.10	12.25	12.25 - 13.20
Year 8	11.55 - 12.10	12.10	12.25	12.40	12.40 - 13.20
Year 9	11.55 - 12.25	12.25	12.40	12.55	12.55 - 13.20
Year 10	11.55 - 12.40	12.40	12.50	13.10	13.10 - 13.20
Year 11	11.55 - 12.50	12.50	13.10	13.20	
Sixth Form	11.55 - 12.50	12.50	13.10	13.20	

There will be two dismissal times and pupils will leave the building through different doors.

Year	Dismissal Time	Exit
Year 7	3.30pm	Sports Hall Fire Exit
Year 8	3.30pm	Science Fire Exit
Year 9	3.35pm	M Block Fire Exit
Year 10	3.35pm	Student Entrance
Year 11	3.35pm	Science Exits
6 th Form	3.35pm	S Block Fire Exit

Other Considerations (key principles applied)

- HTs will work with SENCOs to carry out specific assessment for those with SEND needs to help with adjustments. (HTs and SENCOs)
- HTs will recognise that supply/peripatetic teachers can move between schools but should minimise contact and distance as much as possible. Specialist staff e.g. therapists work as normal.

Infection Control (general practices)	Staff, Pupils, Visitors	Operational practices in place to minimise the risk of the spread of infection: 5. Other Considerations	3. HTs, SJA and GPO will consider contractors and other visitors to site to ensure that they distance as much as possible: <ul style="list-style-type: none"> ➤ They will explain local processes to them before arrival. ➤ They will keep a record of all visitors (sign-in books fine so long as entries as legible as schools may be required to trace persons if required to by PHE). 	Y	Y
			4. If there are dual registered children in school, HTs and SENCs will ensure that the two settings liaise to agree controls.	Y	Y
			5. HTs will work with SJA/GPO to ensure that the following controls are in place for equipment: <ul style="list-style-type: none"> ➤ Personal items, e.g. pens and pencils recommended to remain individual ➤ Classroom resources – can be used freely within the bubble/group, but subject to regular cleaning ➤ Resources shared between groups will require frequent meticulous cleaning, i.e. always before being used by another group, or quarantined for 48 hours between use (72 hours for plastic items). ➤ Outdoor play equipment cleaned more regularly (refer to the previous point). ➤ Pupils should limit the amount of equipment they bring to school ➤ Resources can be taken home where it contributes to education and development and subject to the same rules re cleaning and rotation as above. 	Y	Y
			<p>Details of local arrangements:</p> <p>Equipment and Resources</p> <ul style="list-style-type: none"> ➤ Students will bring their fully equipped pencil cases to school each day. These will be checked as part of our Daily Roll Call. Students will be expected to bring a larger than A4 bag to school each day as they will not be able to access their lockers. ➤ Pupils can take books and other shared resources home, although unnecessary sharing will be avoided. Similar rules on hand cleaning, cleaning of the resources and rotation will apply to these resources. ➤ Classroom based resources, such as books, can be used and shared within the bubble; these will be cleaned regularly, along with all frequently touched surfaces. ➤ Resources that are shared between classes or bubbles, such as sports, art, music and science equipment will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. <p>Cover lessons</p> <ul style="list-style-type: none"> ➤ Cover lessons will take place in the Hall rather than in the canteen ➤ Desks will be arranged to ensure social distancing is in place. ➤ Large 2m Perspex dividers will be placed between columns of pupils from different year groups ➤ Each bubble will use a separate entrance and exit. ➤ Additional consideration taken to reduce the number of bubbles being taught in the large cover area. Where different bubbles need to be in the same large area-the area will be zoned <p>RZone and Detention</p>		

			<ul style="list-style-type: none"> ➤ RZone desks will be arranged to ensure social distancing is in place. ➤ Large 2m Perspex dividers will be placed between columns of pupils from different year groups ➤ College Managers will have a Perspex screen around the desk ➤ Detention will take place in the hall if needed. ➤ Year groups will be separated by 2m Perspex screens. – or in IT classrooms that are socially distanced 		
Infection Control (general practices)	Staff, Pupils, Visitors	Operational practices in place to minimise the risk of the spread of infection: 6. Transport	Taxis (Grammar Stream)		
			1. Grammar Stream taxis are not public transport and so 2m or 1m+ social distancing won't apply in Autumn term. (SJA and JGR)	Y	Y
			2. Emphasis on maintaining groups where possible(SJA and JGR)	Y	Y
			3. Because maintaining groups is not possible in a taxi, pupils will be asked to wear masks (SJA and JGR)	Y	Y
			Public Transport		
			4. HTs should take steps to depress demand at peak times (Stagger start/finish times) (HTs)	Y	Y
			5. HTs should promote walking/cycling to school if possible (HTs)	Y	Y
			6. HTs should explain to staff and pupils that face coverings are required on public transport for all over 11 years old. Schools need to plan for how to manage safe arrival of these students (See above) (HTs)	Y	Y
		Details of local arrangements:			
		<ul style="list-style-type: none"> ➤ Grammar Stream pupils in year 11 that arrive via taxi will be expected to wear face masks and sit facing forwards. They will travel with other students in their year group bubble. 			
		1. Any unnecessary furniture will be removed to aid distancing between groups (HTs with GPO)	Y	Y	
		2. If needed, a one way system will be implemented in corridors and on stairwells (HTs with GPO)	Y	Y	
		One Way Systems:			
		<ul style="list-style-type: none"> ➤ The one way system on the M, W and G corridors will remain in place. ➤ The Street will be clearly divided to encourage students to keep to the Left. 			
		3. If needed, playground spaces will be demarcated to help with group management (HTs with GPO)	Y	Y	
		<ul style="list-style-type: none"> ➤ Each year group will spend allocated time in the canteen and in the quad. ➤ There will be no mixing of year groups. ➤ Year groups will be identified by wearing different coloured lanyards. 			
		4. If needed, staff rooms, workrooms or other areas where adult may congregate will be demarcated. Two metre tape will be added where needed. (HTs with GPO)	Y	Y	
		<ul style="list-style-type: none"> ➤ 2m distancing will be demarcated in staff workrooms and in the staffroom ➤ An additional 'hot desk' workroom has been set up in the conference room so that staff have somewhere to work if their Faculty Workroom is 'full'. ➤ Staff have been instructed not to work in a room where 2m social distancing cannot be maintained ➤ The staffroom has been demarcated to guarantee social distancing. 			

Infection Control (premises)	Staff, Pupils, Visitors	Changes to or introduction of physical control measure to minimise the risk of the spread of infection	<ul style="list-style-type: none"> ➤ Staff will be instructed to find another space where they can eat if the staff room or their workroom is full. ➤ At lunchtime, staff will pre-order food from the canteen and will be able to collect it from an agreed place rather than queue with pupils 		
			<p>5. HTs will work with GPO/SJA to review access to print rooms/photocopiers ideally limiting to one person. (HTs with SJA/GPO)</p> <ul style="list-style-type: none"> ➤ Anti-bac wipes will be provided. ➤ For very small spaces, notices limiting number of staff to occupy will be put up. 	Y	Y
			<p>6. If needed, the HVAC system will switched to fresh air model. (GPO and SJA)</p> <ul style="list-style-type: none"> ➤ At BA, the 'purge' system will be in operation to aid ventilation. ➤ New ventilation will be installed in the drama room 	Y	Y
			<p>7. HTs will work with GPO/SJA publish plans to reduce occupancy for lifts.</p> <ul style="list-style-type: none"> ➤ All lifts already have notices in place. (HT,GPO and SJA) 	Y	Y
			<p>8. GPO will work with HTs to ensure that windows are opened where possible, where temperature allows it, and without creating undue risks. (HT with GPO)</p>	Y	Y
			<p>9. GPO and HTs will ensure that non-fire doors propped open to remove need for hand contact (HT with GPO)</p> <ul style="list-style-type: none"> ➤ The main 'entrance' doors will be propped open in the morning and closed as soon as lessons start. This is for security reasons. ➤ Classroom doors will be propped open unless the noise created by the staggered break and lunch disturbs learning. Where this happens, doors may be closed. 	Y	Y
			<p>10. GPO and Head of PE will ensure that PE equipment is thoroughly cleaned between groups.</p> <ul style="list-style-type: none"> ➤ A pressurised spray has been purchased to quickly clean PE equipment between lessons. ➤ A faculty timetable has been produced and all staff will be trained to ensure that this is in place. (DBO with GPO). 	Y	Y
			<p>11. Where multiple staff have to occupy a single office and 2m separation is not possible, SJA will ensure that appropriate controls are in place from this menu: (SJA and GPO)</p> <ul style="list-style-type: none"> ➤ Work back-to-back ➤ Install screens between workstations ➤ Develop a rota so that staff don't have to work together ➤ Option to wear a mask ➤ A screen will be provided for support staff who work in larger offices and have previously been classed as clinically vulnerable, especially where other staff regularly 'visit' the office for queries etc. 	Y	Y

			12. HTs, SJA and GPO will prohibit shared workstations if robust cleaning cannot be ensured between users (HTs, SJA and GPO)	Y	Y
			13. SJA and GPO will ensure that the Covid-19 Secure in 2020 poster is displayed prominently in each school (SJA and GPO)	Y	Y
			Details of local arrangements (<i>see above against each heading</i>)		
Anxiety, stress and worry	Staff, pupils (parents indirectly)	Those coming back to work or school may be anxious, worried or stressed.	1. RRO will work with HTs to involve the workforce in the development of this risk assessment and control measures. (RRO HTs)	Y	Y
			2. HTs will communicate this risk assessment and its findings to staff and potentially pupils/parents. (HTs)	Y	Y
			3. HTs will feed the 'determined' approach into the communication strategy. (HTs)	Y	Y
			4. SJA will ensure that staff have access to Group's <u>occupational health and counselling service</u> . (SJA)	Y	Y
			5. HTs will publish the findings of this risk assessment on the school website. (HTs)	Y	Y
			Details of local arrangements: <ul style="list-style-type: none"> ➤ The risk assessment will be shared with the union rep, and queries raised will be addressed. ➤ The re-opening plan will be shared with staff ➤ 60 staff have taken part in an anonymous survey to give feedback ➤ Concerns and questions have been addressed during July TD Days 		
Cleaning	Staff, Pupils, Visitors	General hygiene to interrupt transmission from contact surfaces.	1. SJA/GPO will ensure that cleaning frequency is increased with a focus on areas used by multiple groups and hand-contact surfaces in line with normal procedures and cleaning risk assessment. (No requirement for additional PPE to be worn.) (SJA/GPO)	Y	Y
			2. SJA/GPO will ensure that cleaning staff are reminded to be mindful to minimise face contact and the need for regular handwashing. (SJA/GPO)	Y	Y
			3. SJA/GPO will ensure that cleaning following confirmed/suspected case is in accordance with DfE guidance <u>COVID-19: cleaning of non-healthcare settings</u> (SJA/GPO)	Y	Y
			4. Because Nursery staff, TAs and PE teachers will provide an element of cleaning then training will be provided. (SJA and HTs).	Y	Y
			Insert details of local arrangements e.g. frequency for cleaning furniture, contact surfaces, toys, play equipment etc <ul style="list-style-type: none"> ➤ Additional daytime cleaning staff are in place at all sites. ➤ GPO has comprehensive schedules for each site. 		
Delivery of 'higher risk' subjects	Staff, Pupils	Delivery of lessons such as science, D&T, Drama and PE require pupils and	1. HTs to work with GPO to ensure that all Subject Leads review their risk assessments for the planned activities and update accordingly. (HTs and GPO)	Y	Y
			2. HT/GPO should refer staff to specialist advisory bodies for latest guidance on required controls. (CLEAPSS, AfPE). (HTs and GPO)	Y	Y

		<p>staff to work in close proximity thereby increasing the risk of infection</p> <p>Educational visits</p>	<p>3. HTs will work with GPO to review approach to support staff e.g. technicians and the capability of practical lessons to be delivered while maintaining social distancing. (HTs and GPO)</p> <p>Amend/add to show details of local arrangements.</p> <ul style="list-style-type: none"> ➤ Curriculum Leaders that teach practical subjects have been asked to carry out risk assessments for all practical lessons. ➤ Schemes of work have been significantly amended to teach projects that don't require close supervision by the teacher ➤ For Science, teacher demonstration will be mainly used, with visualisers. ➤ A comprehensive plan for PE has been put in place. Equipment has been allocated to specific year groups and a rota of cleaning equipment has been adopted by the PE team. ➤ Schemes of work have been amended to include non-contact sports and a range of different activities. ➤ All those involved in teaching Music, Dance and Drama will follow the detailed guidance provided by the DFE here <p>(See Section 11 of the re-opening plan for full details)</p>	Y	Y
Intimate Care/Higher Dependency Pupils	Staff, Pupils	Intimate care brings people within close proximity of each other thereby increasing the risk of infection	1. SJA will work with First Aid leads at each site to ensure that staff providing intimate care to use PPE as they would do normally for providing care in line with children's needs (SJA)	Y	Y
			2. SJA will ensure that First Aid staff understand that no specific PPE required unless the child in question is symptomatic (see Suspected/confirmed case in school section. (SJA)	Y	Y
			<p><i>Provide details of local arrangements as appropriate.</i></p> <ul style="list-style-type: none"> ➤ <i>Staff providing intimate care will receive additional training where needed</i> 		
Failure to follow local rules	Staff, Pupil, Visitors	<p>Persons fail to follow local rules due to lack of awareness.</p> <p>Persons violate local rules</p>	1. RRO will work with HTs to agree details of each school's communications strategy and engagement with worker representatives and LGB (RRO and HTs)	Y	Y
			2. HTs will confirm details of how staff/pupils will be trained in the new arrangements (HTs)	Y	Y
			3. HTs will plan how compliance with this risk assessment and associated procedures will be monitored e.g. checklists, observations, interviews, audits etc. (HTs)	Y	Y
			<p>Details of how transgressions of this nature will be handled. May require disciplinary/exclusion. Behaviour policy likely to require review/ update.</p> <ul style="list-style-type: none"> ➤ The academy Code of Conduct will be updated ➤ Staff will be trained in the new code in September ➤ Each year group will be trained during their Induction Days at the start of term 		

Date	Year Group Return
Thursday 3 rd September	Year 7
Friday 4 th September	Year 11 &12
Monday 7 th September	Year 10 &13
Tuesday 8 th September	Year 9
Wednesday 9 th September	Year 8

Maintaining a compliant premises	Pupils, Staff	Loss of site staff and access to contractors resulting in PPM and other compliance checks lapsing.	1. GPO will ensure that the premises compliance status has been reviewed prior to reopening and provide a briefing to the school's Head (GPO and HTs)	Y	Y
			2. GPO will ensure that there is contractor access to site for PPM/compliance inspections. GPO will ensure that a legible record of all contractor details is held for 21 days (to support Test and Trace process if necessary) (GPO)	Y	Y
			Amend/add to show details of local arrangements <ul style="list-style-type: none"> ➤ Building compliance and contractor issues are covered in weekly Line Management Meetings between the Executive Principal and the Strategic Director of Finance and Business Support. 		
The school lapses in following national/group guidelines and advice	Staff, Pupil, Visitors	Lack of awareness leads to potential contamination of the premises or an outbreak spreads rapidly through the school and wider community	1. Central office will ensure that Coronavirus pages on the Hub are kept updated	Y	Y
			2. Important updates/changes will be included in Jon Cole's Heads Bulletins.	Y	Y
			3. Headteachers will ensure that all relevant guidance is followed and communicated <ul style="list-style-type: none"> ➤ This will be a standing item on the agenda for the weekly Secondary Headteacher Cluster Briefings chaired by the Executive Principal. 	Y	Y
			4. RRO and SJA will ensure that Senior Leaders are kept up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE. HTs will review this risk assessment accordingly <ul style="list-style-type: none"> ➤ This will be a standing item on the agenda for the weekly Secondary Headteacher Cluster Briefings chaired by the Executive Principal. (SJA RRO and HTs) 	Y	Y
			5. RRO and NEW will ensure that information on the school website will be updated. Those responsible for the website will ensure that the parent tab has a dedicated menu item for information relevant to parents. (RRO NEW JJO BFR) <ul style="list-style-type: none"> ➤ This will be a standing item on the agenda RRO LMGT meetings with Strategic Leadership and Marketing Manager (SJA RRO and HTs) 	Y	Y
			6. Headteachers will ensure that Parents/Pupils are updated via ePraise/email/parent text as necessary. <ul style="list-style-type: none"> ➤ This will be a standing item on the agenda for the weekly Secondary Headteacher Cluster Briefings chaired by the Executive Principal. (HTs) 	Y	Y
			7. RRO and HTs will ensure that significant changes in information are shared with Chair of Governors	Y	Y

			<ul style="list-style-type: none"> ➤ A section of the termly Principal's Report for Governors will share changes in guidance. (RRO and HTs) 		
Other Risk Assessments	Staff, Pupils	Other risk assessment that aren't updated and therefore become invalid	1. HTs will put in place risk assessments for Extra-curricular provision that is developed with reference to DFE Guidance on <u>Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak</u> (HTs)	Y	Y
			2. SJA and GPO will ensure that the fire risk assessment is reviewed and communicate this to HTs (SJA GPO HTs)	Y	Y
			3. SJA and GPO will ensure fire safety procedures are amended to support COVID-19 arrangements and communicate this to HTs (SJA GPO HTs)	Y	Y
			4. SJA will work with HTs to ensure that staff training is scheduled and monitored and any slippage identified (SJA, HTs)	Y	Y
			5. GPO will ensure that the premises risk assessments are reviewed to ensure they remain valid, e.g. fire risk assessment, manual handling, COSHH if new chemicals are brought in. (GPO)	Y	Y
			Amend/add to show details of local arrangements <ul style="list-style-type: none"> ➤ New fire evacuation routes have been published and will be communicated to staff and students during Training Days and Induction Days in September. ➤ Additional fire escape routes and doors have been identified to minimise congestions in the case of fire evacuations. ➤ Fire drills will take place for year groups at agreed times in September. 		
Display Screen Equipment (temporary home workers)	Staff	Staff working from home not having access to a fully compliant DSE workstations giving rise to musculo-skeletal issues.	1. HTs and SJA will ensure staff know that they are allowed to take home peripherals and chairs from office (SJA, HTs)	Y	Y
			2. UL will ensure that guidance on setting up a suitable workstation is provided on Hub coronavirus pages	Y	Y
			3. HTs and SJA will ensure that additional equipment needs are reviewed on a case-by-case basis (SJA, HTs)	Y	Y
			Amend/add to show details of local arrangements <ul style="list-style-type: none"> ➤ In the event of lockdown, a communication will be sent to staff to invite them to take home computer chairs if needed 		
First Aid (tem home workers)	Staff	Staff suffering injury at home	1. Low-risk, office-style work. No specific controls required.	N/A	Y
			2. SJA will ensure that any accidents are logged onto ARMS. (SJA)	Y	Y
Wellbeing/ Stress (temporary)	Staff	Social isolation leading to issues with wellbeing	1. UL will ensure that guidance on wellbeing is provided on Hub coronavirus pages – dedicated wellbeing section	Y	Y
			2. HTs will provide guidance to managers on supporting their teams and reasonable expectations during this period. (SJA, HTs)	Y	Y

home workers)		Unusual working environment arrangements contributing to stress	3. SJA/Headteachers will ensure that managers maintain regular contact with their employees, preferably by video link. (SJA, HTs)	Y	Y
			Amend/add to show details of local arrangements <ul style="list-style-type: none"> ➤ Meetings have been held with middle leaders to identify the successes and challenges for staff during lockdown. ➤ Findings from these meetings will be used to plan the approach to any future lockdown and to ensure that lessons are learnt. 		

Scenario	Curriculum Content	Pedagogy
<p>Tier 1: Swindon is declared to be an area in national government intervention.</p> <p>Schools are fully open.</p> <p>Face coverings are worn by adults and pupils when moving around the school, outside of classrooms, such as in corridors and communal areas.</p>	<ul style="list-style-type: none"> • Threshold concepts will be a key focus. • Most of the year 11 and year 13 specifications will be covered with a huge effort, rigorous pacing plans, and after school catch up sessions. • Teachers will speedily assess students learning gaps and plan to address them. 	<ul style="list-style-type: none"> • The normal school timetable allows for 100% face to face teaching. In order to recover the last learning suffered during lockdown. Teachers will employ direct instruction approaches. • They will use TLaC strategies and Rosenshine principles to maximise learning in lessons.
<p>Tier 2: Swindon is declared an 'area of national government intervention'. Local restrictions are implemented.</p> <p>Secondary schools adopt a one-week-in school and one-week-at home rota system.</p> <p>Primary schools remain fully open.</p>	<ul style="list-style-type: none"> • The face to face teaching will focus upon threshold concepts. • The final lesson of the week for each subject will be focused upon ensuring the students are familiar with the work that will be set for them to learn remotely in the next week. 	<ul style="list-style-type: none"> • With only half of the pupils in school at one time, school will operate a two-week cycles. • 1/2 of the pupils will be taught in school while the other half is at home, learning remotely. • There will be no live teaching for pupils who are working at home as the full teaching staff will be required all week every week.
<p>Tier 3: Local restrictions are escalated.</p> <p>Secondary schools limit on- site attendance to</p> <ul style="list-style-type: none"> • Vulnerable pupils • The children of critical workers • Year 11 and 6th Form (Or Year 10 and 11 for NHA). • Other selected year groups on a rota basis of one week in four. <p>All other secondary age pupils are educated at home for three weeks in four.</p> <p>Primary schools remain fully open</p>	<ul style="list-style-type: none"> • For peoples that receive face-to-face teaching for one week in four the teaching will focus on key threshold concepts. • Teachers will unpick what pupils have and have not learnt whilst they have been at home. • Teachers will ensure that pupils are prepared for the next stint of remote learning 	<ul style="list-style-type: none"> • There will be a clear focus on ensuring that Year 11 and 6th Form students continue to attend school and make good progress. • Pupils in Years 7,8, 9 and 10 will attend school for one week in four. • There will be published schedule of 'live teaching' lessons for pupils at home, using Microsoft Teams. • For other home learning lessons, teachers will set a blend of work using Voice-Over-PowerPoints and Oak National Academy lessons.
<p>Tier 4: Local restrictions are escalated further.</p> <p>Attendance in primary and secondary schools is limited to vulnerable pupils and the children of critical workers. All other pupils are educated at home</p>	<ul style="list-style-type: none"> • All content will be delivered online with all the limitations remote teaching and learning drink. 	<ul style="list-style-type: none"> • There will be published schedule of 'live teaching' lessons for pupils at home, using Microsoft Teams. • For other home learning lessons, teachers will set a blend of work using Voice-Over-PowerPoints and Oak National Academy lessons.
<p>Additional Tier (5)</p> <p>One year group is required to be educated at home due to a number of confirmed positive Covid- 19 cases.</p>	<ul style="list-style-type: none"> • Content for the year group that all being educated at home is delivered online with a blend of live-teaching and home-learning 	<ul style="list-style-type: none"> • For pupils working at home, Live Teaching using Microsoft teams will take place for a schedule of lessons each week. • For other home learning lessons, teachers will set a blend of work using Voice-Over-PowerPoints and Oak National Academy lessons.

Tier 2 Rota:

	Years 7, 9, 11 and 13	Years 8, 10 and 12
Week 1	Face-to-face teaching in school	Home Learning.
Week 2	Home Learning.	Face-to-face teaching in school
Week 3	Face-to-face teaching in school	Home Learning.
Week 4	Home Learning.	Face-to-face teaching in school

Tier 3 Rota

	Band A Sets 1 & 8 from Y7,8,9 and 10	Band B (Sets 2 & 7) from Y7,8,9 and 10	Band C (Sets 3 & 6) <u>from</u> Y7,8,9 and 10	Band D (Sets 4 & 5) <u>from</u> Y7,8,9 and 10
Week 1	In School	Home Learning	Home Learning	Home Learning
Week 2	Home Learning	In School	Home Learning	Home Learning
Week 3	Home Learning	Home Learning	In School	Home Learning
Week 4	Home Learning	Home Learning	Home Learning	In School

Details of any additional control measures for consideration	Target for completion	Date of completion	Completed By
N/A			

Cluster Assessment completed by:	Ruth Robinson	Date:	15 th July 2020	Date of next review:	Thursday 10 th September
Site Specific Assessment completed by:	Ruth Robinson, Sam Jadeja and Karen Stokes	Date:	23 rd July 2020	Date of next review:	Thursday 10 th September
Review Schedule	Ruth Robinson, Sam Jadeja and Karen Stokes	Date:	Thursday 10 th September	Date of next review:	Friday 2 nd October

Risk Assessment updated on 03/09/2020 to include latest government guidance on face coverings and Tiers of Escalation