

| Risk Assessment – Covid-19 (Autumn 2020) | | 11 th January 2021 | [Swindon Cluster] Swindon Academy Secondary Phase |
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| 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 – Restricting attendance during the national lockdown: schools (7 January) • DfE - Education and childcare settings: national lockdown from 5 January 2021 (7 January) • DfE - Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak (7 January) • DfE - Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak (8 January) • DfE – Face coverings in education (8 January) • DfE - Safe working in education, childcare and children’s social care (14 December) • BEIS - Working safely during coronavirus (COVID-19) Offices and Contact Centres (6 January). • NHS - Test and Trace – How it works (11 January) • 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 • DfE Asymptomatic Testing Procedures and Guidance – available through the DfE portal | | |

| 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 |
| <ul style="list-style-type: none"> • 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 |
| <ul style="list-style-type: none"> • Leaders will ensure that face coverings are worn in school in line with guidance | |
| <ul style="list-style-type: none"> • 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 |
| <ul style="list-style-type: none"> • Leaders will promote good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach. | Y |
| <ul style="list-style-type: none"> • 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 |
| <ul style="list-style-type: none"> • Leaders will minimise contact between individuals and ensure that social distancing is maintained wherever possible. | Y |
| <ul style="list-style-type: none"> • Leaders will ensure that appropriate personal protective equipment (PPE) is used when necessary | Y |
| <ul style="list-style-type: none"> • Leaders will ensure that occupied spaces are well ventilated | |
| <ul style="list-style-type: none"> • Leaders will engage with the NHS Test and Trace process | Y |

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| <ul style="list-style-type: none"> Leaders will manage confirmed cases of coronavirus (COVID-19) amongst the school community | Y |
| <ul style="list-style-type: none"> Leaders will contain any outbreak by following local health protection team advice | Y |
| <ul style="list-style-type: none"> Numbers 1, 3,4 and 5 and number 8 are in place in all the time. Numbers 2 and 6 are carefully considered with suitable management strategies deployed that account for the specific operating characteristics of the school. Details of which are included in this risk assessment. Number 7 applies only in specific circumstances. Numbers 9 to 11 are followed in every case where they are relevant. | Y |

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. An individual RA is available for those who feel they may be at higher risk from infection. | Y | Y |
| | | | 2. Clinically extremely vulnerable (CEV) staff are not required to come to work and are supported to work from home. | Y | Y |
| | | | 3. Any staff who are not required in school and can continue to work from home will continue to do so. | Y | Y |
| | | | 4. Staff may consent to take part in the weekly asymptomatic testing programme | Y | Y |
| | | | 5. Any staff member with symptoms of COVID-19 is sent home to self-isolate for 10 full days and instructed to undertake a COVID-19 test. Their household members are also required to self-isolate for 10 days. | Y | Y |
| | | | 6. To support the testing process, the school has been provided with a supply of PCR home testing kits (SJA) | Y | Y |
| | | | 7. If the test result is positive: <ul style="list-style-type: none"> ➤ The staff member will remain off for 10 full days from the day after 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 |
| | | | 8. 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 |

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| | | | 9. 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 10 days. Alternatively, they may choose to undertake daily lateral flow testing. Under the Test and Trace programme there is an expectation that their symptomatic household member is tested. If this test result is negative the staff member can return to school if they do not have any COVID-19 related symptoms. (HTs with SJA) | Y | Y |
| | | | 10. 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 10 full 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. Pupils may consent to take part in the asymptomatic testing programme | Y | Y |
| | | | 4. Where a positive result is obtained, SJA will contact the local Health Protection Team for advice on any further action required. | Y | Y |
| | | | 5. A negative result means the pupil can return to school. (HT with SJA) | Y | Y |
| | | | 6. 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 10 days from the onset of symptoms. Alternatively, they may choose to undertake daily lateral flow testing. 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 |
| | | | 7. Clinically extremely vulnerable students should not attend. | Y | Y |
| Infection Control (people) | Staff, Pupils, Visitors | Visitors contracting Covid-19 | 1. Visitors will be restricted to those that are absolutely necessary 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 |

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| | | | <p>Local arrangements:</p> <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. | | |
| Confirmed / suspected case in school | Staff | Potential contamination of surfaces and for person to person spread. | 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 |
| | | | 2. Pupil isolated in secure area if awaiting collection in line with government guidelines . (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 COVID-19: cleaning of non-healthcare settings (GPO) | Y | Y |
| | | | 6. Leaders will collate information on bubbles/groups and other close contacts to inform decision making about who needs to self-isolate should a positive result be obtained. Seating Plans will be kept wherever possible. | 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 First Aid Room will be used for Secondary pupils who display symptoms of Covid-19. The parent will be contacted and asked to come and collect the pupil. 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: | 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 |

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| | | 1. Hand and Respiratory Hygiene | 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 |
| | | | Local arrangements <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. Pupils will sanitise their hands on the way into class as part of the entry routine • 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 • There will be wipes in each classroom that teachers can use should a student cough or sneeze over a desk. • Pupils will be expected to wear face masks in communal areas. • 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 in corridors and communal areas • Putting on face masks will become part of the ‘exit routine’ that teachers are expected to undertake at the end of every lesson. • The school will hold a small supply of disposable face coverings • Pupils will also be reminded of the expectation that they wear masks when they travel to school on public transport or in taxis. | | |
| | | | 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 to be on groups for younger children, and distancing for older children. (HTs) | Y | Y |
| Infection Control | Staff, Pupils, Visitors | Operational practices in place to minimise the | | | |

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| (general practices) | risk of the spread of infection: 2. Grouping | 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 |
| Details of local arrangements: <ul style="list-style-type: none"> • During Lockdown, Headteachers will aim to keep the numbers in Frontline School at a safe level. They will keep class numbers to 15 or below in order to support social distancing in the classroom. • From January 2021, teachers will teach in their own classroom or Faculty Area and pupils will move between classrooms every lesson. This will enable all subjects to be taught in specialist rooms. It will also enable Curriculum Leaders to support their faculty teams throughout the day. | | | | |

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| | | | <ul style="list-style-type: none"> • A revised one-way system will be introduced which will minimise extended contact in corridors where possible. • Pupils will enter the classroom as soon as they arrive for a lesson – even if the teacher is not present. This will minimise the need to line-up in corridors. • Year Group Bubbles will continue to be kept apart from other groups at break and lunchtime. • Pupils will be encouraged to maintain social distancing with adults at all time in classrooms and in corridors as much as possible. | | |
| 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 |
| | | 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 ‘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: 4. Measures elsewhere | Measures elsewhere (key principles applied) | | |
| | | | 1. HTs will ensure that year groups are kept apart at break and lunchtime. (HTs) | Y | Y |
| | | | 2. HTs will ensure that assemblies/worship are held for one group at a time. (HTs) | Y | Y |
| | | | 3. HTs will recognise that passing people on a corridor remains low risk but consider pinch-points. Movement in corridors will be managed using a one-way system where possible. (HTs) | Y | Y |
| | | | 4. 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 |
| | | | 5. HTs will introduce staggered break and lunch, to minimise mixing of groups with cleaning of dining hall surfaces between groups. (HTs) | Y | Y |
| | | 6. HTs will work with SJA and GPO to consider staff spaces. In recognising that the staff room use may be impractical, they will enforce social distancing in staff workrooms. (HTs with SJA and GPO) (SJA will refer to BEIS guidance on Office and Contact Centres for guidance on staff only areas) | Y | Y | |

7. 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
 - At the start of each lesson
 - Before break
 - When groups change areas
 - After using the bathroom

Y

Y

Details of local arrangements:

Start and End of the Day:

Pupils will come into the school via different entrances:

| | Waiting Area | Entrance/Exit | Tutor Bases |
|----------------|--|--|--------------------------|
| Year 7 | Outer M bend. | S Stair Fire Exit | W Corridor |
| Year 8 | Bike sheds. | Students enter via Pupil entrance fire exit. | G Corridor |
| Year 9 | Outer M bend. | S corridor Pupil Entrance | M Corridor |
| Year 10 | Outer M bend by the outdoor seating | Fire Exit - bottom of S corridor stairs Pupil Entrance | M Corridor R Corridor |
| Year 11 | Seating area outside the science rooms | science rooms exterior doors | R Corridor |

Y

Y

Break and Lunchtimes

Staggered break and lunchtimes will be in place.

Different year groups will be allocated their daily break and lunch 'slot'. This will take into account PE lessons, so that they are not split sessions.

| Break | | | | | |
|-------------|-------|-------|-------|-------|-------|
| | Mon | Tues | Wed | Thurs | Fri |
| 09.45-10.05 | Yr 7 | Yr 11 | Yr 8 | Yr 7 | Yr 7 |
| 10.00-10.20 | Yr 10 | Yr 8 | Yr 10 | Yr 10 | Yr 10 |
| 10.15-10.35 | Yr 8 | Yr 9 | Yr 9 | Yr 8 | Yr 8 |
| 10.30-10.50 | Yr 11 | Yr 10 | Yr 11 | Yr 11 | Yr 11 |
| 10.40-11.00 | Yr 9 | Yr 7 | Yr 7 | Yr 9 | Yr 9 |

| Lunch | | | | | |
|-------------|-------|-------|-------|-------|-------|
| | Mon | Tues | Wed | Thurs | Fri |
| 11.55-12.25 | Yr 7 | Yr 8 | Yr 8 | Yr 7 | Yr 7 |
| 12.10-12.40 | Yr 10 | Yr 7 | Yr 10 | Yr 10 | Yr 10 |
| 12.25-12.55 | Yr 9 |
| 12.40-13.10 | Yr 11 | Yr 11 | Yr 11 | Yr 11 | Yr 8 |
| 12.50-13.20 | Yr 8 | Yr 10 | Yr 7 | Yr 8 | Yr 11 |

During Lockdown, vulnerable pupils and the children of key workers will be able to attend Frontline School. The following measures will be in place:

- Each year group will arrive and leave at a dedicated entrance/exit.
- Groups will be taught in bubbles arranged by phases or year groups.
- Break and lunchtime will be staggered for bubbles.
- Pupils will take break and lunchtime with their phase/year groups

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| Infection Control (general practices) | Staff, Pupils, Visitors | Operational practices in place to minimise the risk of the spread of infection: | Other Considerations (key principles applied) | | |
| | | | 1. HTs will work with SENCOs to carry out specific assessment for those with SEND needs to help with adjustments. (HTs and SENCOs) | Y | Y |
| | | | 2. 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. | Y | Y |
| | | | 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 | Y | Y |

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| | | <p>5. Other Considerations</p> | <ul style="list-style-type: none"> ➤ 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. | | |
| | | | <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 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 will have their own mini-whiteboard and will take it to lessons with them. ➤ 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 ➤ At times, RZone will be located in the Main Hall with Cover Classes. ➤ 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 | | |
| | | | Taxis (Grammar Stream) | | |

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| Infection Control (general practices) | Staff, Pupils, Visitors | Operational practices in place to minimise the risk of the spread of infection: 6. Transport | 1. Grammar Stream taxis are not public transport and so 2m or 1m+ social distancing won't apply. (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: ➤ 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. | | |
| Infection Control (premises) | Staff, Pupils, Visitors | Changes to or introduction of physical control measure to minimise the risk of the spread of infection | 1. Any unnecessary furniture will be removed to aid distancing between groups (HTs with GPO) | Y | Y |
| | | | 2. A one-way system will be implemented in corridors and on stairwells (HTs with GPO) One Way Systems: ➤ A revised one-way system will be put in place for January 2021. ➤ New carpet markings will be installed to indicate the direction of travel in each corridor. ➤ The Street will be clearly divided to encourage students to keep to the Left. | Y | Y |
| | | | 3. If needed, playground spaces will be demarcated to help with group management (HTs with GPO) ➤ Each year group will spend allocated time in the canteen and in the new covered area outside the canteen. ➤ There will be no mixing of year groups. ➤ Year groups will be identified by wearing different coloured lanyards. | Y | Y |
| | | | 4. Staff rooms, workrooms or other areas where adult may congregate will be demarcated. Two metre tape will be added where needed. (HTs with GPO) ➤ 2m distancing will be demarcated in staff workrooms and in the staffroom ➤ The Conference Room will be used for meetings including SLT Briefings and Meetings. ➤ A timetable of free classrooms will be published so that staff can work in a room near to their base if their classroom is being used. ➤ 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. ➤ Staff will be instructed to find another space where they can eat if the staff room or their workroom is full. | Y | Y |
| | | | 5. HTs will work with GPO/SJA to review access to print rooms/photocopiers ideally limiting to one person. ➤ Anti-bac wipes will be provided. ➤ For very small spaces, notices limiting number of staff to occupy will be put up. | Y | Y |

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| | | | <p>6. The HVAC system will switch 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 are 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 staff:</p> <ul style="list-style-type: none"> ➤ Work on a rota where possible ➤ 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 |
| | | | <p>12. HTs, SJA and GPO will prohibit shared workstations if robust cleaning cannot be ensured between users (HTs, SJA and GPO)</p> | Y | Y |
| | | | <p>13. SJA and GPO will ensure that the Covid-19 Secure in 2020 poster is displayed prominently in each school (SJA and GPO)</p> | Y | Y |
| | | | <p>Details of local arrangements (<i>see above against each heading</i>)</p> | | |
| Asymptomatic Testing Programme | Staff, Pupils | Additional measures required to support the routine weekly and | <p>1. All testing will be carried out in strict adherence to the procedures contained in the "NHS How to Guide: Rapid Testing in Schools and Colleges".</p> | Y | Y |
| | | | <p>2. Training – The school have followed the "NHS Training Guide for Rapid Testing in Schools and Colleges". All staff involved in the mass testing programme have completed the online training programme relevant</p> | Y | Y |

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| | | daily contacts testing programme from January 2021. | to their assigned role(s) and have been signed off as competent by the using the competency assessment templates provided by DfE/PHE. | | |
| | | | 3. Premises – The Sports Hall has been set up in compliance with the “NHS How to Guide Rapid Testing in Schools and Colleges”. The school have made provision for all materials required as detailed in the same. Testing areas will be cleaned down before being returned to normal use. General safety of the premises, e.g. condition, slips and trips, is already covered in other existing school risk assessments. | Y | Y |
| | | | 4. Signage – the testing area has been clearly demarcated to support flow and to prevent unauthorised entry. | Y | Y |
| | | | 5. Logistics: <ul style="list-style-type: none"> Asymptomatic testing will be carried out weekly for the staff and students that are in Frontline School. Close contacts will be able to continue attending school if they take part in daily testing for 7 days. Pupils will be collected and brought to the Sports Hall by SLT or a College Manager who will oversee the queue. Pupils will complete their own test and bring it to the processing desk. Pupils will line up ready to be escorted back to their classroom. If there is a positive result, the pupil will be collected by a member of SLT and taken to the First Aid Room where they will wait to be collected by a parent. | Y | Y |
| | | | 6. PPE – PPE requirements vary by role but will be provided in line with the DfE/PHE guidance. All testing staff will be training in correct donning and doffing procedures. PPE will be changed in line with the frequencies detailed in the “NHS How to Guide: Rapid Testing in Schools and Colleges” | Y | Y |
| | | | 7. Storage of materials – testing kits are stored securely at a temperature between 2C and 30C. Prior to use all reagents will be brought up to 15C if necessary. Deliveries will be handled in accordance with the school’s existing manual handling procedures. | Y | Y |
| | | | 8. Waste – Clinical waste contracts have been established and the Premises Manager will ensure that waste streams are not contaminated. | Y | Y |
| | | | 9. Cleaning – Cleaning is carried out in line with the requirements and frequencies detailed in the <i>How to Guide</i> and the linked training modules. | Y | Y |
| | | | 10. First Aid – the school will ensure that access to first aid provision is possible at all times that asymptomatic testing is being carried out. | Y | Y |
| | | | 11. Monitoring – the school’s Quality Lead/Team Leader will verify the school is ready to start testing and carry out periodic monitoring to verify that the requirement standards are being maintained. | Y | Y |
| | | | 12. Testing – tests will be self-administered under direction of the testing team. Where additional assistance is required, a College manager or Teaching Assistant will support the pupil. | Y | Y |

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| | | | <p><u>Results</u></p> <ul style="list-style-type: none"> For routine weekly testing, participants may return to work or class while awaiting their result. For daily contact testing, participants will be held in a holding space at the back of the Sports Hall, with a separate space for each group of close contacts that is cleaned once each group leaves. Anyone in receipt of a positive result will self-isolate and take a confirmatory PCR test. Schools will be supplied with PCR kits for participants to use at home. | Y | Y |
| Anxiety, stress and worry | Staff, pupils (parents indirectly) | Those coming back to work or school may be anxious, worried our 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 occupational health and counselling service (SJA) | Y | Y |
| | | | 5. HTs will publish the findings of this risk assessment on the school website. (HTs) | Y | Y |
| | | | <p>Details of local arrangements:</p> <ul style="list-style-type: none"> The risk assessment will be shared with the union rep, and queries raised will be addressed. Teaching staff were consulted, and 67 teachers took part in a survey about the decision for teachers to teach in their own rooms from January 2021. | | |
| 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 COVID-19: cleaning of non-healthcare settings (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 |
| | | | <p>Local arrangements:</p> <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 staff to work in close proximity | 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 |
| | | | 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) | Y | Y |

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| | | thereby increasing the risk of infection Educational visits | 4. Inter-school sport will not take place while Swindon is in Tier 4. | Y | Y |
| | | | 5. Performances with an audience will not take place at this time. | Y | Y |
| | | | Local arrangements: <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 | 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 |
| | | | Local arrangements: <ul style="list-style-type: none"> ➤ Staff providing intimate care will receive additional training where needed | | |
| Failure to follow local rules | Staff, Pupil, Visitors | Persons fail to follow local rules due to lack of awareness. Persons violate local rules | 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 |
| | | | Details of how transgressions of this nature will be handled. May require disciplinary/exclusion. Behaviour policy likely to require review/ update. <ul style="list-style-type: none"> ➤ The academy Code of Conduct has been updated ➤ Staff were trained in the new code in September ➤ Each year group has been 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 |

In preparation for the return of teachers to their own classrooms, Year 7 will have a 'Step Up' Day when they will be trained to move from class to class quickly and safely. This was due to take place on 6th January 2021. It will now be scheduled once Lockdown is ended and pupils return to school.

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| 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 |
| | | | Local arrangements: ➤ 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 ➤ 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 ➤ 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) ➤ This will be a standing item on the agenda RRO LMGMT 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. ➤ This will be a standing item on the agenda for the weekly Secondary Headteacher Cluster Briefings chaired by the Executive Principal. (HTs) | Y | Y |

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| | | | 7. RRO will ensure that significant changes in information are shared with Chair of Governors ➤ A section of the termly Principal's Report for Governors will share changes in guidance. (RRO and HTs) | Y | Y |
| 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 Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak (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 |
| | | | Local arrangements: ➤ Updated Fire Evacuation procedures will be published when pupils return to school after Lockdown. These will be and communicated to all staff and students. ➤ 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 |
| | | | Local arrangements ➤ In the event of lockdown, a communication will be sent to staff to invite them to take home computer chairs and monitors 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 |

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| 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 |
| | | | 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. ➤ The Cluster Teaching and Learning Strategy Group will be convened to share good practice and problem solve any issues that staff are facing. ➤ Findings from these meetings will be used to plan the approach to any future lockdown and to ensure that lessons are learnt. | | |

The Approach to escalation strategies and the Five Tier Scenarios – Following the Prime Minister’s announcement on 23 November, education settings in England will remain open in all tiers.

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| 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 |
| Review Schedule | Ruth Robinson, Sam Jadeja and Karen Stokes | Date: | Friday 2 nd October | Date of next review: | Monday 14 th Dec |
| Review Schedule | Ruth Robinson, Sam Jadeja and Karen Stokes | Date: | Thursday 14 th January | Date of next review: | Wc 22 nd February |

Risk Assessment updated on 13/12/2020