

<ul style="list-style-type: none"> Reason for Risk Analysis: <p>Government guidance and announcements relating to the full reopening of schools from the start of the autumn term 2020.</p> <p>Relates to September opening and subsequent term(s). Updated to reflect UK wide Tier 5 restrictions from 00.01 on 5th January</p>	<p>Description of the Reasonably Foreseeable Risks (RFR):</p> <p>Health, safety and well-being of staff, students, visitors, contractors, other adults and all stakeholders coming onto Ellis Guilford School Academy and controlling the spread of COVID-19.</p> <p>It is recognised that a totally risk free environment is not possible but schools should document what proportionate protective measures they are putting in place to further reduce risks to health.</p>
<p>Reason for the RFR:</p> <p>Response to Gov. guidance from 5/1/21 stating Schools are to remain open in all areas of the UK only to vulnerable students and those who are children of essential or critical care workers (keyworkers). Referred to as Lockdown or Tier 5</p> <p>Updated guidance issued: 5th Feb 2021</p>	<p>Areas within which Hazards and Aspects are Considered:</p> <p>A) System of Controls:</p> <p>Prevention</p>
<p>Key Reference Documents and other useful links:</p> <ol style="list-style-type: none"> 1. Restricted attendance during lockdown (Updated 5th February 2021): https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak 2. Stay at home guidance: (updated 1st Feb 2021): https://www.gov.uk/guidance/national-lockdown-stay-at-home?utm_source=4%20January%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19#going-to-school-college-and-university 3. Gov Guidance on contingency remote education (update 17th January 2021): https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings 4. Gov. Guidance for households with possible coronavirus infection [Updated 28th January 2021]: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance 5. Gov. Guidance: safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) [14th December 2020] https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe 	<p>1. Minimise contact with positive cases by ensuring they do not attend school*</p> <p>2. Face coverings where specified*</p> <p>3. Hand cleaning regime*</p> <p>4. Respiratory Hygiene regime*</p> <p>5. Enhanced cleaning regime*</p> <p>6. Minimise contact and socially distance</p> <p>7. PPE where needed</p> <p>8. Ventilation of spaces*</p> <p>Response to any infection</p> <p>9. Engage with Test and Trace*</p>

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| <ol style="list-style-type: none"> 6. Gov. Guidance: cleaning of non-healthcare settings [16th October 2020] https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings 7. Govt guidance on Asymptomatic testing in schools (29th January 2021): https://www.gov.uk/guidance/asymptomatic-testing-in-schools-and-colleges?priority-taxonomy=b350e61d-1db9-4cc2-bb44-fab02882ac25 8. Contacts: PHE health protection teams (local) [19th November 2020]: https://www.gov.uk/guidance/contacts-phe-health-protection-teams 9. NHS: Testing and tracing for coronavirus: (30th October 2020) https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ 10. Gov advice, travelling to school (Updated 27th November 2020): https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020 11. Gov. Advice: Coronavirus: safer travel guidance for passengers [20th December 2020]: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers 12. Gov. Advice: Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 [31th December 2020] https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 13. Research document: Covid-19: review of disparities in risks and outcomes [August 2020]: https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes 14. Press release: extra mental health support for pupils and teachers [10th June 2020]: https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers 15. Mental Health support website: https://www.educationsupport.org.uk/ 16. What parents should expect [Updated 31st December 2020] https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term 17. [Gov. Guidance: School workload reduction toolkit [11th October 2019]: https://www.gov.uk/guidance/school-workload-reduction-toolkit 18. Gov. guidance: Get help with remote education [updated 12th January 2021]: https://www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19?priority-taxonomy=b350e61d-1db9-4cc2-bb44-fab02882ac25 19. Gov. Guidance: how to self-isolate when you travel to or from the UK [19th December 2020]: https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors 20. Gov. Guidance: for food businesses on coronavirus [14th December 2020]: https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19 | <ol style="list-style-type: none"> 10. Manage confirmed cases amongst the school community* 11. Contain any outbreaks* <p>B) School operations:</p> <ul style="list-style-type: none"> • Transport (wider and dedicated school transport) • Travelling from abroad • Attendance <ul style="list-style-type: none"> ○ expectations ○ Self-isolation and shielding ○ Pupils who are CEV ○ Anxiety from families ○ Actions for schools • School workforce <ul style="list-style-type: none"> ○ CEV ○ CV ○ Pregnancy ○ Increased risk ○ H and S equalities ○ Supporting staff ○ Deployment ○ Support staff/visiting specialists ○ Recruitment ○ Supply teachers ○ ITT trainees ○ Performance Management |
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21. Gov guidance on free school meals; (Updated 13th January 2021): <https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools>
22. HSE: Legionella risks during the coronavirus outbreak: <https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm>
<https://www.cieh.org/media/4208/legionella-guidance-covid-19.pdf>
23. HSE advice on Ventilation (updated 1st February 2021): <https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>
24. CIBSE: Emerging from lockdown (updated 23rd October 2020): <https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown>
25. Govt guidance on (Updated January 19th 2021): <https://www.gov.uk/government/publications/containing-and-managing-local-coronavirus-covid-19-outbreaks/covid-19-contain-framework-a-guide-for-local-decision-makers#annex-3-tiers-of-national-restriction>
26. HSE: Air conditioning and ventilation during the coronavirus outbreak (Updated 3rd December 2020): <https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>
27. Gov. Advice: Protective measures for out-of-school settings during the coronavirus outbreak [updated 31st December 2020]: <https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>
28. Gov. Advice: the phased return of sport and recreation [Updated 14th December 2020]: <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation>
<https://www.sportengland.org/how-we-can-help/coronavirus#latestgovernmentguidance>
<https://www.afpe.org.uk/physical-education/coronavirus-guidance-support/>
29. DfE Advice: Face Coverings in Education [updated 27th November 2020]: <https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education?priority-taxon=b350e61d-1db9-4cc2-bb44-fab02882ac25>
30. Govt guidance on supporting exams (updated 9th February 2021): <https://www.gov.uk/government/publications/responsibility-for-autumn-gcse-as-and-a-level-exam-series/centre-responsibility-for-autumn-gcse-as-and-a-level-exam-series-guidance>
31. Guidance on recording attendance (updated 7th January 2021): <https://www.gov.uk/government/publications/school-attendance>
32. Govt Guidance on travel to school (Updated 1st Feb 2021): <https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020>
33. Guidance on keeping children safe in education (Updated 18th January 2021): https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/954314/Keeping_children_safe_in_education_2020_Update_January_2021.pdf

- Taking leave
 - Volunteers
 - Safeguarding
 - Estates
 - Educational visits
 - School uniform
 - Extra curricular activity
- C) Curriculum behaviour and pastoral support**
- Expectations
 - Specific points for KS4 and 5
 - Music dance and Drama
 - Minimising contact
 - Performances
 - Peripatetic teachers
 - Music teaching/singing/wind/brass
 - Performance in groups
 - PE in schools
 - Catch up support
 - Behaviour expectations
 - Pupil wellbeing and support
- D) Assessment and Accountability**
- Inspection
 - Exams
 - Expectations
- E) Contingency planning for remote education**
- Expectations

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

- SEND
- Vulnerable children
- Delivering remote education safely
- Support

Other hazards considered:

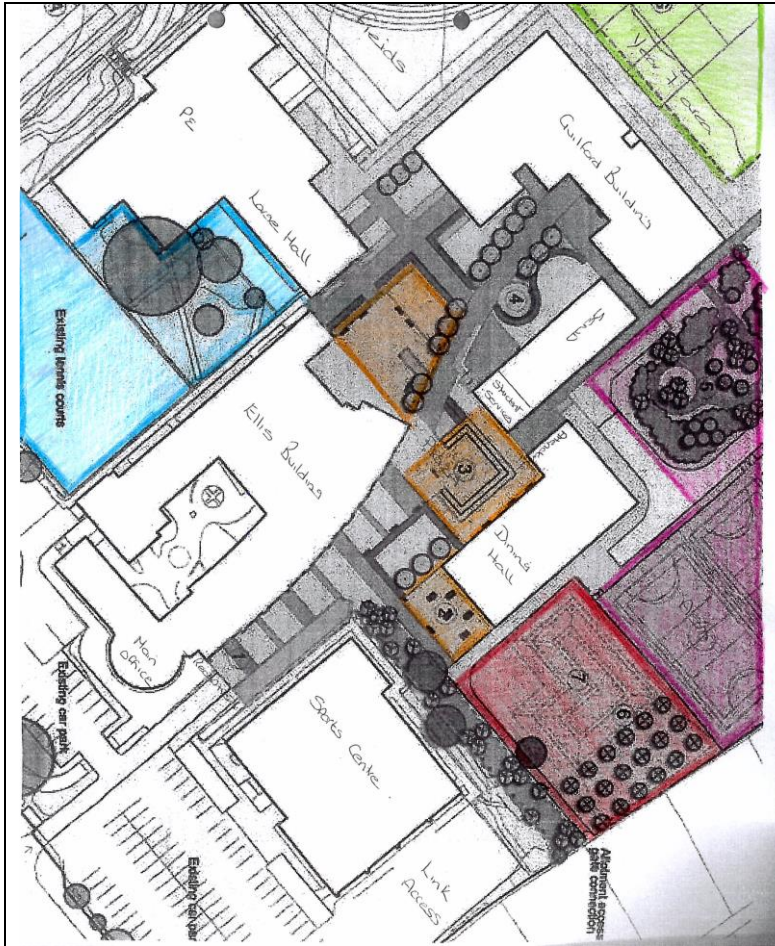
- Information sharing
- Communications
- Welfare facilities
- Biometric readers;
- Reval machines;
- Science & D & T Practical's;
- Fire Evacuation; Inadequate fire marshals';
- Adequate First Aid provision

Changes from previous guidance (V14) updates on:

staff who are pregnant
 use of face coverings
 clinically extremely vulnerable pupils
 clinically extremely vulnerable staff
 wraparound provision and extra-curricular activity
 physical activity in schools

*Denotes a legal requirement

Version	Version 17 10.02.2020		
Update:	Recommissioned to reflect new lockdown from 05.01.21 - ongoing until February half term		
School: Ellis Guilford School Bar Lane Basford Nottingham. NG6 0HT.	Additional Site Information: Number of students expected: 10-50 Year Groups: 7, 8, 9, 10, 11. Vlnerable and key worker		
Who may be harmed?	Staff, Students, visitors, contractors.	How many people:	Up to 1650 individuals: F) 1307 Students on roll G) 182 Members of staff H) Contractors & visitors as specified with main reception on a daily basis
Site Health & Safety Contacts:	Catherine Gordon Operations Manager Ellis Guilford School	Trust Contact: Health & Safety Trustee.	Mr Jon Ward (CET) 07894 535038
Risk rating for this activity:	4 (Medium)	Date of Initial Assessment:	09.09.2020
		Date of Last Review:	05.01.2021
		Date of Next Review	08.03.2021 or sooner if required



External Zoned Area:

- ❖ Green – Year 7
- ❖ Red – Year 8
- ❖ Blue – Year 9
- ❖ Pink – Year 10
- ❖ Orange – Year 11

Internal Zoned Areas:

- ❖ Year 7 – Guilford Ground Floor
- ❖ Year 8 – Ellis Building A and B Floor (Science Side) + B14
- ❖ Year 9 – Ellis Building C and D Floor (Science Side)
- ❖ Year 10 – Guilford First Floor
- ❖ Year 11 – Ellis Building B and C Floor (Design Side)

During Lockdown 05/01/21-15/01/21:
 Rooms used: G116,G220,G115,G114
 Evacuation area: Astro turf

Aspect	Hazard/Risk	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Who may be harmed	Responsible Person	Date Completed
System of Control – Prevention	Exposure to virus by contact with individuals outside of school who have been tested positive.	<p>Minimise contact with positive cases by ensuring:</p> <ul style="list-style-type: none"> • Pupils, staff and other adults who have coronavirus symptoms or have tested positive in the last 10 days must not attend site. • Staff parents and students to be regularly reminded during comms that no one should attend school site if they feel in any way unwell. • Anyone developing those symptoms during the school day will be isolated and sent home as per guidelines • Households are given correct advice on isolating - 10 days from when the symptomatic person in the house first has symptoms. 	<p>Mandatory instruction</p> <ul style="list-style-type: none"> • All parties referred to Gov. Guidance for ‘households with possible coronavirus infection’. • Communication to households must be clear and agreed in advance to include: <ul style="list-style-type: none"> “Do not attend school if you are displaying a change in taste and smell, a new persistent cough or an increased temperature” • Regular updates on website to remind parents 	All staff, students and other visitors	SLT HR Attendance	On-going
	Exposure to virus by contact with individuals in the school community who have been tested positive	<p>Minimise contact with positive cases by ensuring:</p> <ul style="list-style-type: none"> • Swift action put in place once school is aware that someone has tested positive • Do full risk assessment as per DfE advice • Ensure any identified individuals who have come into contact with a positive cases are evacuated from the school site as soon as possible 	<p>Mandatory Instruction</p> <p>Full records to be kept of any isolations of students due to a positive case in school.</p>	Students/staff	CHY	Ongoing as needed
System of Control - Prevention	Exposure to virus from someone	<ul style="list-style-type: none"> • If a member of staff F Aris/S Yeomans and line manager to be informed immediately and staff 	Mandatory instruction	All staff, students, visitors	CHY	On-going

Aspect	Hazard/Risk	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Who may be harmed	Responsible Person	Date Completed
	becoming unwell and developing symptoms during the school day.	<ul style="list-style-type: none"> member to leave site and lesson cover arranged If a student they will be moved to an internal or external covered area where they will be isolated <ul style="list-style-type: none"> With appropriate adult supervision Ideally with a window open for ventilation Separate bathroom allocated for use. Signage available displayed on the door to stop unauthorised access; Cleaning and sanitising of areas and any other identified areas will be deep cleaned immediately after the person has left site. 	<ul style="list-style-type: none"> If not possible, move them to an area that is at least 2m away from other people. PPE (Full Visor, apron, gloves) must be worn by the first aider who is caring for the symptomatic person. Usual emergency practices (999 etc) continue to apply. Routine measurement of temperature is not recommended. Staff must be trained in the correct use of PPE. 	including contractors · Cleaning and Catering teams.		
System of Control - Prevention	Failure to adhere to “Hands Face Space” advice – insufficient use of face coverings	<ul style="list-style-type: none"> Face masks should be worn in all communal areas – corridors, communal social areas, outside classrooms by staff and students, parents and visitors to school. In office spaces where 2 metre distance can be maintained or where Perspex screens are in place, face masks may be worn if desired. Masks must be clean and worn in the correct way and always be in position and not worn around the neck. Process for removing face coverings for pupils and staff on arrival: 	<p>Mandatory instruction</p> <ul style="list-style-type: none"> Govt recommends the use of face coverings in schools for students year 7 and above, usual exemptions apply School may review whether to recommend wearing of masks in classrooms depending on local area restrictions 	All staff, students, visitors including contractors · Cleaning and Catering teams.	All staff	Updated 5/01/21

Aspect	Hazard/Risk	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Who may be harmed	Responsible Person	Date Completed
		<ul style="list-style-type: none"> ➤ Not to touch front of face covering when removing. ➤ Wash hands immediately. ➤ Dispose of temporary covering in covered bin, or ➤ Place reusable covering in plastic bag to take home. ➤ Wash hands again. <ul style="list-style-type: none"> • As in the general approach, it will not usually be necessary to wear face coverings in the classroom 				
System of Control - Prevention	Failure to adhere to “Hands Face Space” advice and undertaking regular handwashing/ hand sanitising in line with government guidance.	<ul style="list-style-type: none"> • All stakeholders must clean their hands regularly, to include: <ul style="list-style-type: none"> ○ On arrival to school ○ returning from break/lunch ○ Any change of rooms ○ Before and after eating • This can be done with either soap and running water or hand sanitiser. • Sanitiser units installed in classrooms, and strategic areas of school. • Where stations are installed care should be taken to monitor any spillages and these should be reported to site team/cleaners immediately as a priority. 	Mandatory instruction <ul style="list-style-type: none"> • Additional hand sanitising stations in place in central locations. • Supervision and support of students with complex needs to avoid ingestion. • Posters displayed around the site on the correct procedure for washing hands. • Sanitiser units are located at each serving area. • Sufficient time built into the timetable to allow staff and students to sanitise hands (and wipe down desk area) between lesson changeover. • Staff to ensure any sanitiser spillages are reported to site team as a priority 	Staff Students Visitors Cleaning Catering Contractors	Classroom teachers/SE N	On-going.

Aspect	Hazard/Risk	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Who may be harmed	Responsible Person	Date Completed
System of Control - Prevention	Failure Failure to adhere to "Hands Face Space" advice and ensuring good respiratory hygiene by promoting the "catch it, bin it, kill it" approach	<ul style="list-style-type: none"> Tissues will be available in all areas. Pedal bins in classrooms and offices and will be identified with 'Bin It' signage. Lidded bins located in corridors and WC areas. Regular checks of classrooms at break and lunchtime by cleaning team to ensure tissues are always available. Disposable materials used for a confirmed or suspected case of COVID-19 will be labelled and kept in isolations for 72 hours prior to disposal in bin store. 	Mandatory instruction <ul style="list-style-type: none"> Support for students with complex needs Regular cleaning of bins is part of the daily cleaning specification. "Catch it, Bin it, Kill it" posters displayed throughout the premises. "Hands Face Space" posters displayed around school site Tissues available in every classroom / office for use by all stakeholders. 	Staff Students Visitors Cleaning Catering Contractors	All	On-going.
System of Control - Prevention	Ensuring clear enhanced cleaning schedule implemented including cleaning frequently touched surfaces using standard products potentially contributing to spread of virus.	<ul style="list-style-type: none"> Cleaning contractors have a detailed and robust periodic daily cleaning schedule based on the structure of the school day and room allocations. This is increased during lockdown as per schedules held by the cleaning team Increase in cleaning staff on site during the day to maintain standards and are allocated to specific areas. More frequent cleaning of frequently touched surfaces. Regular cleaning of staff and student toilets. Staff take their own resources to lessons with them, anything left 	Mandatory instruction <ul style="list-style-type: none"> PHE publish regularly revised cleaning guidance to supplement Gov Guidance (see above) Biometric stations to be clearly signed as year group specific Use of staff break-out rooms to be rationalised so that staff using these rooms are socially distanced and the rooms are cleaning-friendly. Items on the floor in these spaces must be kept to a minimum. 	Staff Students Visitors Cleaning Catering Contractors	CGO/Cleaning Contractor	On-going.

Aspect	Hazard/Risk	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Who may be harmed	Responsible Person	Date Completed
		<p>behind is to be wiped down after use with products and yellow cloths provided – these are collected in by cleaning team daily for hot washing.</p> <ul style="list-style-type: none"> • Biometric stations will be year specific and wiped down at regular points in the day particularly before and after break times • Different year groups will be allocated their own toilet blocks, and will have will focussed cleaning regime as per guidance 	<ul style="list-style-type: none"> • Staff must have a break of a reasonable length during the day. • Cleaning schedule increased to include “follow-in” after breaks and lunches, including toilets. • Cleaning schedule increased across the site. • Corridors split in half with signage displaying the expectation to walk on the right. This includes staircases. • <p>NB: Testing Stations – this area will be deep cleaned before and after use on a daily basis. During use of testing area this will be cleaned in between each test subject using bleach/hygiene solutions as listed in separate Testing risk assessment (details available on request)</p>			
System of Control - Prevention	Contact between individuals/ management of social distancing – general contributing to spread of virus	<ul style="list-style-type: none"> • Staff and students informed that no physical contact is allowed at any time. • Staggered start and end of day to reduce the number of students entering and leaving the site to maximise distancing. 	<ul style="list-style-type: none"> • Not a mandatory consideration – to be in place wherever possible to minimise spread of virus • Wherever possible limit interaction, sharing of rooms and social spaces. 	Staff Students Visitors Contractors	SLT/CGO	On-going.

Aspect	Hazard/Risk	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Who may be harmed	Responsible Person	Date Completed
	in general areas	<ul style="list-style-type: none"> • The use of Year bubbles and zoned areas implemented to minimising contact. • Years 7 and 8 should be taught in their tutor groups wherever possible • Years 9-11 should be taught in small groups and movement of students kept to a minimum. Wherever possible school will adopt the teacher to class principle rather than the students to teaching room principle. Staff should ALWAYS maintain 2m distance from both colleagues and students during teaching • Where it is not possible to maintain 2 m distance at all times, this should always be kept to a minimum of upto 15 minutes and never within 1m AT ANY TIME for teaching purposes. • Year group bubbles are not allowed to mix and should not be using stairs and corridors at the same time by the use of specific areas in school • Lesson changeover and break/lunch rotas implemented to support the management of social-distancing. • Stagger breaks and lunchtimes • Staff are instructed not to car share with other members of the school community as this would be classed 	<ul style="list-style-type: none"> • Passing briefly in the corridor is low risk. • Siblings may be in different groups. • All teachers and other staff <u>can</u> operate across different classes and year groups to facilitate the delivery of the full timetable. • Any necessary contact within 2m to be less than 15 minutes wherever possible (exceptions being personal care/first aid – see separate risk assessments for these) • Any necessary contact within 1m/face to face/touching of skin to be less than 1 minute (same exemptions apply see above) • Duty rota in place throughout the day to monitor and manage the safe access, egress and movement around the site. • Stakeholders with mobility issues require an individual risk assessment. 			

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		<p>as 'contact' within government guidelines</p> <ul style="list-style-type: none"> • No staff car share is allowed during any lockdown period as households are not allowed to mix. • Use of lifts - Students/staff that have lift passes only will use the lift. 	<ul style="list-style-type: none"> • Cleaning regime in place to clean at regular intervals and included within the cleaning schedule. • Ellis building maglocks should be in place <p>Movement around site is kept to a minimum and designated areas assigned to year groups</p> <p>Year 7 area – bottom floor of Guilford Building</p> <p>Year 8 area – Science side of Ellis Building floors A and B</p> <p>Year 9 area – Science side of Ellis Building C and D</p> <p>Year 10 area – Upstairs in Guilford building</p> <p>Year 11 area – Art side of Guilford Building B and D</p> <p>If any communal areas are planned to be used by different year groups sufficient time must be put aside for</p>			

Aspect	Hazard/Risk	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Who may be harmed	Responsible Person	Date Completed
			these areas to be cleaned by cleaning staff in between uses.			
System of Control and Prevention	Failure to minimise contact between individuals and maintain social distancing wherever possible – arriving at and leaving school	<ul style="list-style-type: none"> Staggered start and finish times implemented. Designated times and assembly points to keep groups apart Gathering at school gates is prohibited On arrival to school students have designated areas to assemble. <ul style="list-style-type: none"> ○ 	<ul style="list-style-type: none"> Hands Face Space – wear a face covering wear social distancing cannot be maintained and where you would come into contact with those you wouldn't usually. 	Staff Students Visitors Contractors Cleaning Catering	Duty Teams	On-going.
System of Control - Prevention	Contact between individuals and failure to maintain social distancing wherever possible – within the classroom	<ul style="list-style-type: none"> No face to face work should be undertaken at any time Desks should be side by side facing forwards and seating plans MUST be adhered to in all circumstances Teaching spaces will be demarcated with tape to ensure the teaching space is 2m from student desks Small group work to be seen as the ideal unless this is not workable. Where large groups are necessary (staff shortages and multiple groups collapsed into lessons eg in the hall) control measure are particularly important – social distancing and seating plans should be adhered to in every case. Any collapsed groups 	<p>Staff to remain 2m away from each other and children at all times and covid compliance on this communicated to staff as expected at all times</p> <ul style="list-style-type: none"> Teacher instructions always followed, and expectations explained to the students Teaching staff moving out of their exclusion zone will be required to keep contact at a minimum Children to be supported to maintain distancing and not to touch staff or their peers. 	Staff Students	Class Teacher	On-going.

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		<p>should always be of the same year group</p> <ul style="list-style-type: none"> • Seating plan implemented and is non-negotiable. • Seating plans to be updated daily and logged on classcharts and adhered to at all times – staff to be made aware • Any extra students brought into classrooms (eg plan B) should be seating in a clearly marked plan B chair/area 2 metres from usual students. These students should at all times be the same year group bubble • Teaching staff should have a clear trail of students in their classrooms and have this information available to covid team in the even of a risk assessment isolation resulting from a positive case in school. • Year groups are allocated to areas of the school and will have a designated entrance • Students are not allowed to leave their chair without permission from teacher. • Students have been issued with their own stationary and sharing is prohibited. • Should students need to share a chromebook this may only be 	<ul style="list-style-type: none"> • Remove unnecessary furniture to make more space to support distancing. 			

Aspect	Hazard/Risk	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Who may be harmed	Responsible Person	Date Completed
		<p>touched by the student who own the chromebook.</p> <ul style="list-style-type: none"> Students should only mark their own work and should keep touching of equipment to a minimum. 				
System of Control - Prevention	Contact between individuals and failure to maintain social distancing wherever possible – equipment usage	<ul style="list-style-type: none"> Frequently used and individual equipment should be kept by the student/individual and not shared Classroom resources can be shared within year bubbles only and cleaned regularly along with frequently touched surfaces Art Sports and Science equipment should be cleaned meticulously in between usage and between year group bubbles wherever possible. Where this is not possible and resources have to be used across year groups equipment they should be rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between uses. Outdoor equipment should always be cleaned more thoroughly and often than inside equipment and kept within year group bubbles wherever possible due to the nature of this equipment being more difficult to clean. 	<ul style="list-style-type: none"> due to a greater understanding of the virus frequently used individual items are not subject to cleaning in between uses. Cloth and spray is available in classrooms for teachers to wipe down regularly used surfaces when they enter and leave the classroom Equipment brought into school by pupils should be kept to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Gloves are available for staff should they wish to mark 			

Aspect	Hazard/Risk	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Who may be harmed	Responsible Person	Date Completed
		<ul style="list-style-type: none"> Marking – Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources. It is recommended that marking should be done in school wherever possible and books quarantined as appropriate. 	<p>books. Strict hand washing should always be in place in any case.</p> <ul style="list-style-type: none"> Other than gloves, no PPE is necessary to mark work handled by students. Face masks do not need to be worn during marking but staff may do so if they wish. 			
System of Control - Prevention	Contact with other staff or students who may be positive for the virus but are asymptomatic	<ul style="list-style-type: none"> Asymptomatic testing programme in schools in place Staff are offered two LFT tests a week Students are offered two tests on starting school, a minimum of 3-5 days apart. Programme is not mandatory but is offered free and is encouraged. 	<ul style="list-style-type: none"> Separate risk assessment in place for test centre on site Only students who have parents providing written consent are tested <p>See https://www.gov.uk/government/publications/daily-contact-testing-in-schools-statement-from-phe-and-nhs-tt-about-next-steps/position-statement-regarding-daily-contact-testing-in-schools-from-phe-and-nhs-test-and-trace</p>	Staff Students	CHY	
System of Control - Prevention	Contact between individuals and failure to maintain social distancing	<ul style="list-style-type: none"> Library will be used as a teaching classroom initial – Only for Year 7 & 8. One year group per day and deep clean overnight before Bubble switch. 	<ul style="list-style-type: none"> Separate risk assessment for library use available on request 	Staff Students Cleaning Contractors	KDA	On-going.

Aspect	Hazard/Risk	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Who may be harmed	Responsible Person	Date Completed
	wherever possible – within the library	<ul style="list-style-type: none"> E-Library introduced to prevent students browsing. Books quarantined for 72 hours once used by an individual. 				
System of Control - Prevention	Contact between individuals and failure to maintain social distancing wherever possible - Visitors to school site including parents, SEND and specialist teachers and support	<ul style="list-style-type: none"> A log should be kept of all visitors to school Specialist teachers should still be allowed access with their own appropriate ppe and with regard to social distance guidelines in school All visitors must sign in at all times whilst on site Students who attend a number of provisions should still be allowed to do so 	<ul style="list-style-type: none"> Inventory system is accessible by ICT for a number of weeks after visitors are on site Staff working in close contact with key work/personal care student should have minimise their contact with other students and have a clear timetable of deployment in school for the purposes of test and trace 			
System of Control - Prevention	Visitors to school	<p>DURING LOCKDOWN –</p> <ul style="list-style-type: none"> From 05/01/21 up to February half term no visitors should be encouraged onto school site unless by prior appointment. School is still open to children of keyworkers and vulnerable staff only 	<p>NB Free School Meals Pick up:</p> <ul style="list-style-type: none"> Movement outside the home is allowed in order to pick up essential provisions and food. For those qualifying for FSM they may need to attend school to pick these meals up. 	Staff students and visitors	CGO	11/01/21

Aspect	Hazard/Risk	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Who may be harmed	Responsible Person	Date Completed
		<p>with minimal staff in school to provide the education of these students.</p> <ul style="list-style-type: none"> • Catering staff and cleaning staff will be on site • No other students other than those booked in to attend should do so and will be asked to leave school site if they attend with parental agreement. • Essential works staff (eg fire alarm personnel etc) should be allowed onto site with permission 	<ul style="list-style-type: none"> • In order to minimise social contact within the Systems of Control in this risk assessment this should be organised by: <ul style="list-style-type: none"> ➤ Only having FSM students access to the outside of the building as due to numbers social distance cannot be maintained. ➤ Providing a pick up stand outside the school covered by a temporary shelter ➤ Required to be buzzed in the gate ➤ Where possible a one in and one leave system ➤ Lists of student entering school premises and picking up food parcel to be manually logged 			
System of Control - Prevention	Insufficient PPE (personal protective equipment) where this may be required	<ul style="list-style-type: none"> • Teaching assistants who are working in close proximity to individual students will wear a Perspex face covering where 2m distance is not possible or practical. • Staff working in close contact with key work/personal care student should have minimise their contact with other students and have a clear 	<ul style="list-style-type: none"> • Separate risk assessment available for both First aiders and those working with personal care of students – available on request • Staff to receive training on the correct use of PPE. • Students requiring intimate care identified and risk 			

Aspect	Hazard/Risk	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Who may be harmed	Responsible Person	Date Completed
		<p>timetable of deployment in school for the purposes of test and trace.</p> <ul style="list-style-type: none"> • PPE is only needed in a very small number of cases: <ul style="list-style-type: none"> ➤ Where an individual child becomes ill with coronavirus symptoms at the school. ➤ Where a child has routine intimate care needs that involves the use of PPE ➤ When any stakeholder is moving around site in communal areas (i.e. corridors) • Individuals may choose to wear a face covering outside when 2m distance is difficult. • A clear, resealable plastic bag is required for all stakeholders to store their face coverings when not in use. 	<p>assessment updated to include increased use of PPE.</p> <ul style="list-style-type: none"> • Branded face mask purchased for all staff and students. • Visors available for teaching staff if they prefer. <p>NB – face coverings are not PPE as they provide no protection for the wearere. The purpose of face covering are to prevent the wearere from spreading virus droplets as far as they would have done had they not been wearing a covering.</p> <p>PPE – this is to protect the wearer – eg apron, gloves, Perspex mask to protect eyes, or N95 respiratory face mask.</p> <p>All PPE used in school must be CE marked suitable for use as protection.</p> <p>See guidance listed above for further details.</p>			
System of Control - Prevention	Inadequate Ventilation of spaces	<ul style="list-style-type: none"> • All spaces should be well ventilated using natural ventilation (open windows) or ventilation units' • Upper windows should be opened wherever possible • Students should not be sat under open windows if at all possible and if 	<p>Mandatory consideration</p> <p>Refer to ENGIE guidance on use of air conditioning and air handling units</p> <ul style="list-style-type: none"> • Ventilation guidance updated 2021 	Staff Students Visitors Contractors Cleaning Catering	Site Team	

Aspect	Hazard/Risk	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Who may be harmed	Responsible Person	Date Completed
		<p>so there should be leeway for warm clothing if they have a pre-existing medical condition which indicates this.</p> <ul style="list-style-type: none"> • Where mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air. If mechanical ventilation systems cannot be adjusted to full fresh air these should be switched off. • All systems to remain energised in normal operating mode. • Where possible, occupied room windows should be open. • Ventilation to chemical stores should remain operational. • Good ventilation is essential at all times in classrooms, and particularly during this period. Schools should ensure all systems are working in their normal operating mode. • Fire doors should not be propped open • 				
System of Control – Response to any infection	Not engaging with the NHS Test and Trace process	<ul style="list-style-type: none"> • Engage with the NHS Test and Trace process and how to contact. • School procedures to enable track and trace of staff and students. • School based contractors have track and trace system for their staff. • Staff and parents must be ready and willing to 	<p>Mandatory instruction</p> <ul style="list-style-type: none"> • Parents and staff should inform school immediately when test results become available. • Operations and locations in school are documented to allow ease of tracing. 	Staff Students Visitors Contractors On-site Cleaning On-site Catering	CSG	On-going

Aspect	Hazard/Risk	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Who may be harmed	Responsible Person	Date Completed
		<ul style="list-style-type: none"> ○ Book a test ○ Provide details of anyone they have had contact with, if positive ○ Self-isolate if they have been in close contact with someone who develops symptoms or tests positive ● Contact local PHE as necessary 	<ul style="list-style-type: none"> ● No visitors allowed on-site without a prior appointment. ● All planned visitors must be registered on Inventory. ● Staff questionnaire to include information on sharing personal info and engaging with test and trace 			
System of Control – Response to any infection	Lack of management of confirmed cases of coronavirus amongst the school community	<ul style="list-style-type: none"> ● Positive test results will start an immediate response ● Contact local PHE ● Support and engage with PHE “rapid risk assessment” ● Record of “close contact” must be kept including consulting the seating plans of student in IE and classrooms which must always be upto date and accurate, and centrally available. ● student/staff member themselves should be contacted to ensure all potential contacts have been identified, as long as the subject is well enough to confirm these details. ● Individual who has been confirmed positive should be asked if the consent to their details being shared 	<p>Mandatory instruction</p> <ul style="list-style-type: none"> ● Close contact with an infected person defined as: <ul style="list-style-type: none"> ○ Face to face, less than 1m, for any time (including being coughed on, face to face conversation or skin-to-skin contact) ○ Proximity contacts – extended close contract within 1-2m for more than 15 mins ○ Travelling in a small vehicle (e.g. car) ● Evidence of negative tests are not to be insisted upon before the return of an individual to school site. School may suggest this but cannot insist. 	Staff Students Visitors Contractors On Site Cleaning On Site Catering	CSG	On-going.

Aspect	Hazard/Risk	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Who may be harmed	Responsible Person	Date Completed
		<p>with staff (not student) for the purposes of effectively engaging in the process of managing cases amongst the school community.</p> <ul style="list-style-type: none"> • Principal and Head Office to be immediately informed and kept updated of action being taken. • Track and trace to identify person that potentially have been in close contact with the infected person. • Full details of any isolations to be recorded and available centrally and securely <p>NB – Asymptomatic testing of students in school Programme – when this commences there will be an option for parents to choose should their child (or staff if a staff member) is identified as a potential contact of someone within the school community.</p>	See separate Asymptomatic testing Risk Assessment			
System of Control – Response to any infection	Failure to contain any outbreak by following local health protection team advice	<ul style="list-style-type: none"> • PHE/Local health protection team will advise as necessary. • Remote learning in place for continuity of business. • Health and safety contact number to be given on the track and trace form. • Log kept of all positive cases in school, procedure followed 	<p>Mandatory instruction</p> <ul style="list-style-type: none"> • Two or more confirmed cases in 10 days from the same bubble <i>may</i> be an outbreak – school will be advised • Should PHE advise that a greater number of pupils isolate at home than expected, this advice must be followed. 	Staff Students Visitors Contractors On Site Cleaning On Site Catering	Principal/AL U	On-going

Aspect	Hazard/Risk	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Who may be harmed	Responsible Person	Date Completed
		Outbreaks are classed as two or more cases from the same bubble group who have been in contact. PHE will advise if cases constitute an outbreak and advice following this must be adhered to, recorded and kept securely and centrally.	<ul style="list-style-type: none"> Onsite testing may be suggested. 			
School Operations	Appropriate use of Transport – dedicated school transport	<ul style="list-style-type: none"> Seating in bubble groups Use of hand sanitiser upon boarding and disembarking Additional cleaning of vehicles Organised queueing Distancing within vehicles where possible The mandatory use of face coverings for children over 11 (exemptions till apply) 	<ul style="list-style-type: none"> Dedicated school transport only carries school pupils. Social distancing principles do not apply to dedicated school transport. DfE has published further guidance to LAs on dedicated school transport. LAs to provide additional dedicated school transport to reduce pressure on public transport services where this is necessary. 	Students/other passengers /drivers	LKI	On-going
School Operations	Appropriate use of Transport – wider public transport	<ul style="list-style-type: none"> Use by pupils to be kept to absolute minimum. Stagger start times to avoid peak hours. Face masks must always be worn. Encourage walking, cycling or “walking buses”. Refer parents to safer travel guidance 	<ul style="list-style-type: none"> LAs asked to consider alternate arrangements, including more dedicated school transport. Staff and Parent/carers directed to guidance around safer travel. This to be detailed in the guidance to parents and in letters sent where relevant. 	Staff Students		On-going.
School Operations	Failure to appropriately assess and	<ul style="list-style-type: none"> It is expected that all students will attend as normal with exception of those who are exempt under 	<ul style="list-style-type: none"> Expectations around attendance will be shared with 	Students	KHA	On-going.

Aspect	Hazard/Risk	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Who may be harmed	Responsible Person	Date Completed
	monitor the attendance of pupils and specify which students should be attending and in which circumstances	<p>“clinically Extremely Vulnerable” guidance for areas in level 4. Letter to be supplied to attendance of confirmation through clinician/NHS letter of CEV status</p> <ul style="list-style-type: none"> Extremely Vulnerable students to attend as normal. <p>NB – update Lockdown from 05/01/21 – The only student currently attending are those who are children of essential or key workers or vulnerable students. Students must book a place or have this agreed with LK or SLT prior to attending school.</p>	<p>parent/carers via letter/information booklet.</p> <ul style="list-style-type: none"> Risk assessment should be available on school website to allay fears of student/parents who may be anxious about coming to school, in order to view control measures in place. <p>All other students will be classed as being X coded until further notice.</p>			
School Operations	Appropriate communication of systems re school Workforce – general attendance and who should be on site working	<ul style="list-style-type: none"> Equalities Impact Assessment has been undertaken to ascertain if identified staff will require a risk assessment and ensure there are suitable and sufficient control measures implemented. Staff identified have had a risk assessment put into place Staff identified will have a COVID-19 risk assessment to support their return. Staff with existing risk assessments will undergo a review and any changes will be updated. 	<ul style="list-style-type: none"> Expectation that most staff will attend school unless exempt – Clinically Extremely Vulnerable staff may have received a letter strongly advising them not to work. If this is supplied to school these members of staff should consider working from home in liaison with CGO unless GP or clinic has deemed that they can work in school. Schools to accommodate additional measures where appropriate to reflect staff who may otherwise be at risk 	Staff	HR	On-going.

Aspect	Hazard/Risk	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Who may be harmed	Responsible Person	Date Completed
		<ul style="list-style-type: none"> • Staff identified as clinically vulnerable are to take particular care. • Staff who are pregnant or who are identified as Clinically extremely vulnerable as advised not to attend work and work from home • People who live with those identified above can attend the workplace unless full lockdown is in place • Flexible deployment of those identified above should be implemented, including remote working and opportunities that allow social distancing. • Staggered work start times to avoid mixing <p>NB – full lockdown from 5/01/21 – only staff who have indicated they may work in school due to teaching of keyworker of vulnerable students should do so.</p> <p>Other staff should work from home and liaise with line manager regarding workload and curriculum offer for students.</p> <p>Staff rota in place to ensure equal workload is distributed.</p>	<ul style="list-style-type: none"> • Staff working from home if required should liaise with line manager and FAR regarding workload • Where staff are required to come within 1m of individuals in order to treat casualties, this should be the priority. See separate first aid risk assessment for more details 		<p>CHY</p> <p>FAR/AFU</p>	

Aspect	Hazard/Risk	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Who may be harmed	Responsible Person	Date Completed
		All staff attending school are offered Lateral Flow Testing on site.				
School Operations	Appropriate and sufficient Support for Staff	<ul style="list-style-type: none"> Leadership should give regard to work-life balance and wellbeing of all staff. Measures for supporting explained to all staff. Duty of care to staff mental health must be supported. Employee Assistance Programme at CET is available for staff who want more support 	<ul style="list-style-type: none"> Staff aware of HR support if required. External support available. Risk assessment available to all staff to view and raise concerns on <p>General welfare concerns should be raised with line management or EAR.</p> <p>Covid concerns should be raised with covid@ellisguilfordschool.org.uk</p>	Staff	Line Managers/C GO	On-going.
School Operations	Appropriate and sufficient Staff deployment	<ul style="list-style-type: none"> Workload is discussed in line management meetings and any concerns shared with HR. Appropriate support is in place for SEND students and co-ordinated by LKI Recruitment is continuing as usual. Supply teachers will be used if required. The use of supply teachers can occur but is not encouraged and staff in school will be used wherever possible Specialist teaching and SEND support should continue as far as 	<ul style="list-style-type: none"> Use school workload reduction toolkit and case studies to support actions taken. Staff taking holidays abroad need to be available for work and consult any guidelines on countries where 2 week isolation on return rule applies – staff not available for work should discuss this immediately with HR regarding contractual differences 	Staff	SLT/HR	On-going.

Aspect	Hazard/Risk	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Who may be harmed	Responsible Person	Date Completed
		<p>possible and during Tier 4 or 5 where required.</p> <ul style="list-style-type: none"> • Training for ITTs can continue as normal. • Recruitment should continue as normal during Tier 4 and should be reviewed during Tier 5 (lockdown). • Volunteers should not be in school during Tier 5 				
School Operations	Harm to students from Inadequate Safeguarding	<ul style="list-style-type: none"> • Revise CP policy to reflect return of more pupils. • DSLs and deputies will be provided with more time to support staff and children. 	<ul style="list-style-type: none"> • Provision is in place to support students with bereavement, isolation, mental health • Review systems to track attendance of Vulnerable students who are X coded to ensure their safety out of school - JWI 	Students	JWI	On-going.
School Operations	Harm to staff or students from inappropriate use of welfare facilities	<ul style="list-style-type: none"> • List of students with a medical pass and likely to be out of lessons has been shared with staff. • Medical need students will be escorted by duty team. • Toilets cleaned after break, lunch at regular intervals throughout the day and stocks replenished. • Each bubble to have its own specific WC provision. 	<ul style="list-style-type: none"> • Year group bubbles will be allocated specific toilet facilities and have targeted cleaning. 	Staff Students Visitors Contractors	Cleaning Contractor	On-going.
School Operations	Harm caused by insufficient estate management	<ul style="list-style-type: none"> • Other off building sites are not in use on a daily basis apart from Ellis and Guilford buildings 	<ul style="list-style-type: none"> • Separate risk assessment in place available on request CHY • Full building records checks should be made 	Staff Students Visitors Contractors	Site Teams	6/1/21

Aspect	Hazard/Risk	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Who may be harmed	Responsible Person	Date Completed
		<ul style="list-style-type: none"> Sports centre will be used for Asymptomatic testing Usual full building checks should be in place should areas of the building be unused for some time – see legionella checks and safety issues regarding building laying idle. 	<ul style="list-style-type: none"> Trust Audit Compliance Assessment has been completed on Smartlog and submitted to Head of Estates and Facilities. 	Catering Cleaning		Beginning of each term
School Operations	Increased spread of virus by enabling school trips	<ul style="list-style-type: none"> No school trips of any kind are to take place until further notice including any sports fixtures 		Staff/Students	CGO	4/1/21
School Operations	Issues affecting students arising from changes in school uniform	<ul style="list-style-type: none"> No changes to School uniform during tier 4 or lockdown tier 5 Student should wear PE kit on days when they have PE to avoid thus use of changing rooms on site Some consideration may be needed regarding increased ventilation Uniforms do not need to be cleaned more often than usual. Items of school uniform which are shared in school should only be done with appropriate quarantine (as specified as per shared equipment): Where this is not possible and resources have to be used across year groups equipment they should be rotated to allow them to be left unused and out of reach for a period 	<ul style="list-style-type: none"> Teachers should apply discretion regarding extra items of clothing (black school jumpers or cardigans etc under blazers) The wearing of coats in classrooms should be avoided unless the student has a designated medical need which may preclude this. 	Students	SLT	4/1/21

Aspect	Hazard/Risk	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Who may be harmed	Responsible Person	Date Completed
		of 48 hours (72 hours for plastics) between uses.				
School Operations	Increased spread of virus by enabling extra curricular activity	<ul style="list-style-type: none"> • For Tiers 1-4 <ul style="list-style-type: none"> ➤ Breakfast clubs and wrap around provision should continue ➤ Year 11 tutor sessions should continue ➤ There are no restrictions on sports clubs although these are not being provided in school at this current time. • Tier 5 – no out of school provision will be available 		Staff/Students	SLT	4/1/21
School Operations	Spread of virus by use of Reval Machines/Bio metric readers	<ul style="list-style-type: none"> • Included in the ICT Risk Assessment • Students and staff to wash hands and sanitise before and after each use • Communication home to emphasise the use of ParentPay 	<ul style="list-style-type: none"> • Reval machines strategically placed within a year zone to prevent cross bubble use. 		Staff Students Cleaning Catering Contractors	On-going.
School Operations	Shared catering facilities contributing to spread of virus	<ul style="list-style-type: none"> • Kitchens to be fully open and specific bubble areas to supply food to specific year groups only. • Food huts to be accessible in the specific year group areas • Hand sanitiser to be available at food areas • Students instructed to wash hands for at least 20 seconds prior to accessing food areas 	<ul style="list-style-type: none"> • Compliance to guidance required • Any Breakfast provision provided within in year group zones. • IE for to be pre-ordered and fetched by a nominated member of staff in each case on a daily basis. 	Staff Students Visitors	Catering Academy SLT	4/1/21

Aspect	Hazard/Risk	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Who may be harmed	Responsible Person	Date Completed
		<ul style="list-style-type: none"> • Strict cleaning systems to be in place in the main kitchen areas • Staff to source school food from canteen only wherever possible <p>During tier 5 lockdown – food available from canteen in all cases. All individuals should appropriately socially distance – 2m - and be brought in one year group at a time. Students should sit at 2-3 max to a table and only from the same bubble.</p> <p>Groups should not mix under any circumstances</p> <p>At least three members of staff should be on duty in the canteen from 12-7pm to ensure control measures are in place</p>				
School Operations	Estates	<ul style="list-style-type: none"> • Legal compliance testing has been undertaken and is up to date. • No additional off-site provision needed. • Pre-term checklists to be undertaken as normal. 		Staff Students Visitors Contractors Catering Cleaning	Site Team	
School Operations	Lack of instruction around fire evacuation to include Fire Marshals	<ul style="list-style-type: none"> • The fire evacuation procedure has been reviewed and amended and shared with staff. • Communicated to staff via email at the beginning of term prior to the fire evacuation 	<ul style="list-style-type: none"> • Roles adjusted to reflect staffing levels; • New signage and social distancing marked out on field (assembly points) 	Staff Students Visitors Contractors Catering Cleaning	JWI	6/1/21

Aspect	Hazard/Risk	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Who may be harmed	Responsible Person	Date Completed
		NB - -Lockdown Tier 5 instruction is to use the Astroturf area for fire evacuation. Staff member in charge of Evacuation LKI	Communicated to staff			
School Operations	Lack of control of visitors to site	<ul style="list-style-type: none"> Staff will inform reception of any visitors expected. This to include time of visit, name and company. Intercom on the front entrance to the school. Automatic sliding doors are controlled by the receptionist to enable management of area. Reception areas re-configured to ensure that social distancing is always in place. Sanitiser available on entry. 	<ul style="list-style-type: none"> Inventory system to be used to book all visits. Wipes – to be used before signing in. Only essential visitors will be given access Meetings with parents should take place by telephone call wherever possible Layout of Main Reception to observe social distancing. Non essential visitor meetings to be rescheduled. 	Reception Staff	ZDA	
Emergency Processes	Fire Evacuation	<ul style="list-style-type: none"> Fire evacuation remains unchanged Slight adjustment to assembly points to support bubbles. 	<ul style="list-style-type: none"> Staff received training during INSET (01.09 & 02.09.20) Students completed a walk-through WC: 07.09.20 Full evacuation October 2020 	All		On-going
Emergency Processes	Critical Incident	<ul style="list-style-type: none"> Critical-Incident (lockdown) procedure remains unchanged 	<ul style="list-style-type: none"> See separate document 	All	JWI	On-going
Curriculum, behaviour and pastoral support	Physical activity	<ul style="list-style-type: none"> Consistent year groups bubbles are maintained. 	<ul style="list-style-type: none"> Students will arrive in PE kit so will not need to use the changing rooms; 	Students	GWE	ongoing

Aspect	Hazard/Risk	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Who may be harmed	Responsible Person	Date Completed
		<ul style="list-style-type: none"> Cleaning regime for areas and equipment in place Contact sports will not be undertaken, Outdoor sports areas will be used unless the weather is poor then the Sports Hall will be used, or classroom-based lessons will take place. <p>Lockdown Tier 5 –</p> <ul style="list-style-type: none"> Small groups of exercise outside are allowed Football is allowed as long as teacher can ensure no contact is taking place Equipment to be thoroughly cleaned as quarantines as stated above. 	<ul style="list-style-type: none"> Belongings will be kept locked in their bubble classroom. Teacher to escort the students to their lesson. 			
Curriculum, behaviour and pastoral support	<p>Students education affected by inadequate provision</p> <p>Spread of virus by inadequate support in place</p>	<p>Exams</p> <ul style="list-style-type: none"> separate risk assessment in place provision for exams 2021 to be confirmed in guidance January 2021 	<ul style="list-style-type: none"> Available on request 	Students/staff/invisilators		
		<p>Music Dance and drama</p> <ul style="list-style-type: none"> Contact between students must be minimised as much as possible 	<ul style="list-style-type: none"> Lowering voice will minimise airborne spread of virus There is a particular risk of airborne viruses in 	Student/staff	KSA	4/1/21

Aspect	Hazard/Risk	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Who may be harmed	Responsible Person	Date Completed
		<ul style="list-style-type: none"> • Group activity should be small groups only • No physical touching between students • No physical corrective activity • Whilst moving between groups staff should maintain 2m distance • Teachers should only have music on at low level – to discourage other teachers to have to raise their voice • Spaces should be more well ventilated than standard classrooms • No sharing of microphones – follow guidance on equipment should these need to be shared within groups • No performances should take place in tier 3 or 4, or during lockdown tier 5 • Peripatetic teachers may come into school with strict guidelines in place – individual lessons can continue • Singing and playing of instruments should happen outdoors wherever possible • If inside, rooms must be large and students placed at least 2m apart • No singing/wind/brass in large groups or choirs – in smaller groups 2m social distancing should be in place at all times between all 	<p>environments where cardio exercise is likely</p> <ul style="list-style-type: none"> • Ventilation is key • Avoid and equipment wherever possible. Place name labels on equipment to help identify the designated user, for example, percussionists' own sticks and mallets. • If instruments and equipment have to be shared, disinfect regularly (including any packing cases, handles, props, chairs, microphones and music stands) and always between users, following government guidance on cleaning and handling equipment available at hygiene: handwashing, sanitation facilities and toilets. • Instruments should be cleaned by the pupils playing them, where possible. • Scores should be handled minimally 			

Aspect	Hazard/Risk	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Who may be harmed	Responsible Person	Date Completed
		<p>individuals, and always back to back or side to side not face to face.</p> <ul style="list-style-type: none"> • Microphones should be encouraged but not shared, and thoroughly cleaned and quarantined in between uses as stated in next column. • Hire equipment should not be used for sharing purposes until further notice <p>During Tier 5 any musica activity will not be singing, wnd or brass instruments. Alternative musical activity should be found in small groups at least 2m apart</p>				
		<p>PE in schools</p> <ul style="list-style-type: none"> • Only team sports listed are allowed • These should be outdoor lessons wherever possible then in large indoor spaces • If s[paces are not available classroom activities should be provided • Groups should always be consistent • No physical contact is permitted • Equipment should be thoroughly cleaned in between uses • No competitions to take place in between schools • 	<p>https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation</p>			
		<p>Behaviour expectations</p> <ul style="list-style-type: none"> • Any breach of health and safety rules will be dealt with seriously 	High expectations of behaviour are expected from all students	Student/staff	CGI	4/1/21

Aspect	Hazard/Risk	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Who may be harmed	Responsible Person	Date Completed
		<ul style="list-style-type: none"> Any student putting others safety at risk will be dealt with seriously Staff should be aware of all behaviour processes and how to correctly identify, report and log a breach of health and safety regulations. Any regulations which are law are marked in this document as “mandatory instruction”. 	Breaches of health and safety regarding COVID should be immediately reported ad per other behavioural sanctions			
		Pupil wellbeing <ul style="list-style-type: none"> Staff should be aware of all resources available to support student well being and make appropriate use of these resources 	https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools	students	All staff	4/1/21
	Management of practical lessons.	<ul style="list-style-type: none"> Practical lessons will have their own supporting risk assessments. CLEAPPS guidance will be referenced. 	No science practical lessons taking place at this current time	Staff Students	HoD	4/1/21
Contingency planning for remote education NB Tier 5 from 5/1/21	Inadequate provision of education to students not attending school	<ul style="list-style-type: none"> Full provision of remote education planned Google classrooms lessons work as per students timetables. Active interactive remote teaching not currently undertaken 	<ul style="list-style-type: none"> Students have access to chromebooks Those not having access to internet are being provided wok home - posted 	students	AFU	ongoing
Information Sharing	Stakeholder are informed / aware of the contents of this risk assessments.	<ul style="list-style-type: none"> Risk Assessment shared with all stakeholders. Regular reminders to internal staff with copy saved in central area. Stakeholders aware of who to contact to discuss questions or 	<ul style="list-style-type: none"> GDPR compliant risk assessment will be published on the Ellis Guilford School website for all stakeholders to view. Staff training on INSET (01.09 & 02.09.20) Further training planned 04.01.21 and 05/01/21 			5/1/2021 Ongoing for new starters – as part of

Aspect	Hazard/Risk	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Who may be harmed	Responsible Person	Date Completed
		queries regarding this risk assessment.	<ul style="list-style-type: none"> Student training WC 07.09.20 – ongoing tutor information to ensure standards kept high Updates listed on website regularly as risk assessment is updated 		Website - CHY	general induction weekly
Communications	Lack of induction/training for staff and students	<ul style="list-style-type: none"> All staff and students coming onto the premises will have undertaken a health and safety briefing. This details the controls measures and procedure in place around the school site. Increased signage at entrance and in identified teaching spaces to include: Update (amended) fire evacuation procedure; COVID-19 safety procedures, expectations and responsibility. Clear communication with parent/carers regarding expectations - to, at and from school. 	<ul style="list-style-type: none"> Planned health and safety briefings to include: <ul style="list-style-type: none"> Planned tours showing classroom layout (this can be done remotely in event of lockdown) Social distancing management; Covid Compliance Fire Evacuation procedure; Changes made to Behaviour Policy outlining sanctions for non-compliance and poor behaviour. <p>New staff induction to include COVID safety briefing and details of where risk assessment can be found: EGS Staff Shared Tile/Covid-19 Information</p>	All staff, students, visitors including contractors Cleaning and Catering teams.	SLT CGO/CHY CHY	03.09.2020 On-going for new starters Weekly

Aspect	Hazard/Risk	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Who may be harmed	Responsible Person	Date Completed
			<ul style="list-style-type: none"> <li data-bbox="1137 277 1568 371">Website updates with attendance information/visiting school 			

Ellis Guilford School – Timings of the school day

EGS		Year 7	Year 8	Year 9	Year 10	Year 11
		G104, 105, 106, 107, 109, 110, 111, 112, 113, 114	A2, A4, A5, B1, B2, B3, B4, B5, B6, B14	C1, C2, C3, C4, C5, D1, D2, D3, D4 & D5	G204, 205, 206, 207, 210, 211, 212, 213, 214, 215	A6, A7, B13, B9, B10, B8, C6, C7, C8, C9
Lesson	Normal Time	Time	Time	Time	Time	Time
Breakfast club all year groups invite only 8-8:30am in the canteen. For all other students breakfast will be available from the eating pods situated in their zones						
Arrival site	08:30	08:10-8:25	08:20-8:35	08:30-08:45	08:30-8:45	08:10-08:25
Late Time	08:50	08:30	08:40	08:50	08:50	08:30
Line up & Tutor time	08:50-09:10	08:35-09:10	08:45 -09:10	08:45-09:10	08:45-09:10	08:35-09:10
P1	09:10-10:10	09:10-10:10	09:10-10:10	09:10-10:10	09:10-10:10	09:10-10:10
P2	10:10-11:10	10:10-11:05	10:10-11:05	10:10-11:10	10:10-11:10	10:10-11:10
Break (bell at 11.35)	11:10-11:35	11:10-11:40	11:10-11:40	11:10-11:40	11:10-11:40	11:10-11:40
Break stagger		11.05	11.05	11.10	11.10	11.10
Dismissed from zone		4	5	3	2	1
P3	11:40-12:40	11:40-12:40	11:40-12:40	11:40-12:40	11:40-12:40	11:40-12:40
P4	12:40-13:40	12:40-13:35	12:40-13:35	12:40-13:40	12:40-13:40	12:40-13:40
Lunch stagger (bell at 14.00)	13:40-14:10	13:35	13:35	13:40	13:40	13: 40
Dismissed from zone		4	5	3	2	1
P5	14:10-15:10	14:10-15:00	14:10-15:05	14:10-15:10	14:10-15:15	14:10-15:20
Leave site	15:10	15:00	15:05	15:10	15:15	15:20
Entrance / Exit	Rear = Stockhill Lane Front = Bar Lane	Rear of school STOCKHILL LANE	Front of school – Main Gate BAR LANE	Front of school – Alley way entrance straight to tennis courts BAR LANE	Rear of school STOCKHILL LANE	Front of school BAR LANE

Supplementary information available – See Z Davies

1. Amended Behaviour Policy;
2. Fire evacuation procedure;
3. ICT Arrangements
4. Protocol for Contractors on site;
5. First Aid risk assessment and procedures;
6. Letters sent to staff and students;
7. Staffing timetables and rooming's
8. Staffing duty rota
9. Student timetable; detailing staggered daily timings;
10. Cleaning rota and cleaning procedures;
11. High risk departmental risk assessments;
12. Management of the school day.