

<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 compulsory return of students to school 8th March 2021 and update to guidance following step 2-3 from 17th May 2021. To include pause until 19th July before move to step 4.</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 stating that all pupils should attend school and that secondary schools should continue to make schools as safe as possible by following the guidance on assessing the risks and reviewing this regularly.</p>	<p>Areas within which Hazards and Aspects are Considered:</p> <p>System of Controls:</p> <p>Prevention</p> <ol style="list-style-type: none"> 1. Minimise contact with positive cases* 2. Face coverings (**) 3. Hand cleaning* 4. Respiratory Hygiene* 5. Enhanced cleaning regime* 6. Minimise contact and socially distance 7. Ventilation of spaces* 8. PPE <p>Response to any infection</p> <ol style="list-style-type: none"> 9. Promote Asymptomatic testing 10. Engage with Test and Trace* 11. Manage confirmed cases amongst the school community* 12. Contain any outbreaks*
<p>Key Reference Documents and other useful links:</p> <ol style="list-style-type: none"> 1. Prime ministers announcement 14/6/21: https://www.gov.uk/government/speeches/pm-statement-at-coronavirus-press-conference-14-june-2021 2. Operational Guidance on opening (updated 24th May 2021) https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance 3. Face masks in education (updated 24th May 2021) https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/984846/FINAL_Face_coverings_in_education_guidance.pdf 4. Gov. guidance for Spring 2021 – step 2 response (updated 22nd Feb 2021) https://www.gov.uk/government/publications/covid-19-response-spring-2021/covid-19-response-spring-2021 5. Face masks general guidance (updated 22nd April 2021): https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own 	<p>Other areas:</p> <ul style="list-style-type: none"> • Transport (wider and dedicated school transport)

6. Gov. Guidance: Restrictions – what you can and cant do (Updated 14th June 2021)
<https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do>
7. Gov. Guidance: households with possible coronavirus infection [Updated 11th June 2021]:
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
8. Gov. Guidance: safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) [1st March 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>
9. Gov. Guidance: cleaning of non-healthcare settings [16th October 2020]
<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>
10. Govt guidance on Asymptomatic testing in schools (updated 30th March 2021)
<https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges>
11. Contacts: PHE health protection teams (local) [20th April 2021]:
<https://www.gov.uk/guidance/contacts-phe-health-protection-teams>
12. NHS: Testing and tracing for coronavirus: (30th October 2020)
<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>
13. New measures to boost response to new variant (press release 13th May 2021)
<https://www.gov.uk/government/news/new-measures-to-boost-response-to-the-b16172-variant>
14. Engaging with the covid-19 app (updated 6th Nov 2020)
<https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges>
15. Gov advice, travelling to school (Update 12th May 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>
16. Gov. Advice: Coronavirus: safer travel guidance for passengers (3rd June 2021):
<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>
17. Gov. Advice: Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 [3rd June 2021]

- Travelling from abroad
- Attendance
 - Self-isolation and shielding
 - Pupils who are CEV
- School workforce
 - CEV
 - CV
 - Pregnancy
 - Increased risk
 - H and S equalities
 - Supporting staff
- Estates
- Educational visits
- School uniform
- Extra curricular activity

Curriculum behaviour and pastoral support

- Music dance and Drama
- Music teaching/singing/wind/brass
- Performance in groups
- PE in schools
- Catch up support
- Behaviour expectations
- Pupil wellbeing and support

Assessment and Accountability

- Inspection
- Exams
- Expectations
- Contingency planning for remote education

Other hazards considered:

- Information sharing

<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>

18. Mental Health support website: <https://www.educationsupport.org.uk/>

19. What parents should expect [Update 12th May 2021]

<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>

20. Gov. Guidance: how to self-isolate when you travel to or from the UK [8th June 2021]:

<https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors>

21. Gov. Guidance: for food businesses on coronavirus [21st May 2021]:

<https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19>

22. Gov guidance on free school meals; (Updated 5th May 2021):

<https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools>

23. 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>

24. HSE advice on Ventilation (updated 28th May 2021):

<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>

25. CIBSE: Emerging from lockdown (updated 23rd October 2020):

<https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown>

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 14th June 2021]:

<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>

- Communications
- Welfare facilities
- Biometric readers;
- Reval machines;

Changes from previous guidance (V18) updates on:

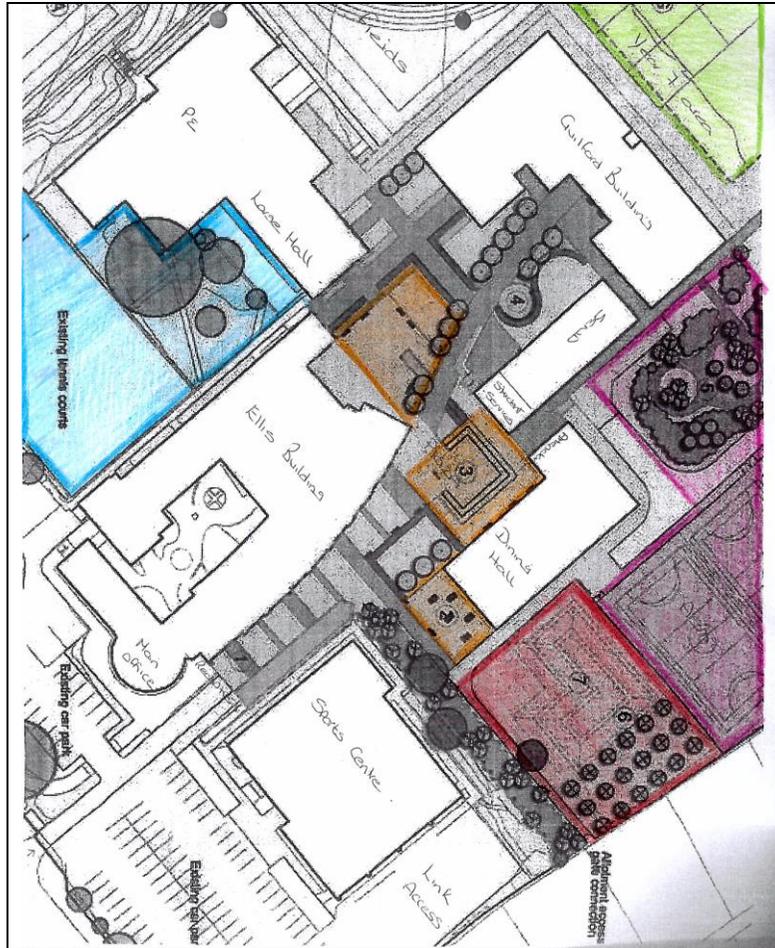
- use of face coverings
- enhanced cleaning
- clinically extremely vulnerable pupils
- clinically extremely vulnerable staff
- asymptomatic testing in schools
- physical activity in schools
- exams

*Denotes a legal requirement

(**) denotes a mandatory instruction in certain circumstances – for example shops, hospitals and public spaces. See guidance No. 2 and No.4 on the left for more details)

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| <p>28. Gov. Advice: the phased return of sport and recreation [Updated 16th May 2021]:
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/</p> <p>29. Govt guidance on supporting exams (updated 12th May 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</p> <p>30. Guidance on recording attendance (updated 5th May 2021):
https://www.gov.uk/government/publications/school-attendance</p> <p>31. 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
https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</p> | |
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Version	Version 21 15/06/21		
Update:	Reviewed in light of govt announcement that measures to remain after 21st June upto and including at least 19 th July 2021		
School: Ellis Guilford School Bar Lane Basford Nottingham. NG6 0HT.	Additional Site Information: Number of students expected: <1400 Year Groups: 7, 8, 9, 10, 11.		
Who may be harmed?	Staff, Students, visitors, contractors.	How many people:	Up to 1650 individuals: A) 1298 Students on roll B) 165 Members of staff C) Contractors & visitors as specified with main reception on a daily basis
Risk rating for activity without control measures in place:	Medium		
Risk rating for activity with control measures in place:	Low		
Site Health & Safety Contacts:	Catherine Gordon Operations Manager Ellis Guilford School.	Trust Contact: Health & Safety Trustee.	Mr Jon Ward (CET)
		Date of Initial Assessment:	09.09.2020
		Date of This Review:	15.06.2021
		Date of Next Review	19.07.2021 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)

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 1. Minimising contact by reducing attendance on site	Exposure to virus by contact with individuals outside of school who have been tested positive.	Minimise contact with positive cases by ensuring: <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. If this is from LFD they must confirmatory test with PCR within 48 hours • PCR results override those of LFD • 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 and asked to take a Covid test. • Households are given correct advice on isolating - 10 days from when the symptomatic person in the house first has symptoms or has a positive test (as above) 	Mandatory instruction <ul style="list-style-type: none"> • All parties referred to Gov. Guidance for ‘stay at home guidance for households with possible coronavirus infection’. • Visitors must be made aware of this guidance • Regular communication to households must be clear include details on symptoms such as: “Do not attend school if you are displaying Covid symptoms which include 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	Minimise contact with positive cases by ensuring: <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 	Mandatory Instruction Full records to be kept of any isolations of students due to a positive case in school.	Students/staff	CHY	Ongoing as needed

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>positive cases are evacuated from the school site as soon as possible</p> <ul style="list-style-type: none"> • Ensure that no one attends or works at school if they have been required to quarantine after returning from abroad • Staff are instructed not to car share with other members of the school community as this would be classed as 'contact' within government guidelines • No staff car share is encouraged until step 3 – at least 17th May 				
System of Control - Prevention	Exposure to virus from someone becoming unwell and developing symptoms during the school day.	<ul style="list-style-type: none"> • If a member of staff F Aris/S Yeomans/C Gordon and line manager to be informed immediately and staff 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 	<p>Mandatory instruction</p> <ul style="list-style-type: none"> • If 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. • Area will be enhanced cleaned after unwell person has gone home • Routine measurement of temperature is not recommended. • Staff must be trained in the correct use of PPE. 	All staff, students, visitors including contractors. Cleaning and Catering teams.	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
		<p>deep cleaned immediately after the person has left site.</p> <ul style="list-style-type: none"> Parent to collect student from school wherever possible – student must not use public transport. School should look to sending these students home safely where parents cannot collect and student cannot walk home safely. 	<ul style="list-style-type: none"> There is no requirement for staff or students to go home if they have been in contact with someone with symptoms unless this is later confirmed as a positive case. 			
<p>System of Control – Prevention</p> <p>2. Using Face coverings</p>	<p>Failure to adhere to “Hands Face Space” advice – insufficient use of face coverings in situations where social distancing cannot be maintained</p>	<ul style="list-style-type: none"> Face masks can continue to be worn in all communal areas – corridors, communal social areas, outside classrooms by staff and students, parents and visitors to school. Face masks do not need to be worn by pupils whilst in lessons Face masks do not need to be worn outdoors on the premises In office or teaching spaces where 2 metre distance can be maintained OR where Perspex screens are in place, face masks may be worn if desired but are not required. If worn, face coverings 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 to be regularly communicated on arrival: <ul style="list-style-type: none"> ➤ Not to touch front of face covering when removing. 	<p>Non mandatory instruction</p> <ul style="list-style-type: none"> the use of face coverings in schools for students year 7 and above are not mandatory nor expected, usual exemptions apply Masks should still be worn by staff in all situations where social distancing cannot be maintained Students may wear masks in or out of lesson should they wish to and may not be required to remove these by staff Contingency supplies are available through COVID team Transparent face covering may be worn- these are not visors but specially made face coverings designed for use with hearing/communication impaired. 	<p>All staff, students, visitors including contractors. Cleaning and Catering teams.</p>	<p>All staff</p> <p>SLT</p>	<p>Updated 15/6/21</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
		<ul style="list-style-type: none"> ➤ 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"> • Exemptions still apply in situations where a face covering must be worn in public spaces outside of the school site see guidance for further details 				
<p>System of Control – Prevention</p> <p>3. Clean your hands more often</p>	<p>Failure to adhere to “Hands Face Space” advice and undertaking regular handwashing/ hand sanitising in line with government guidance.</p>	<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 for a minimum of 20 seconds • 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. 	<p>Mandatory instruction</p> <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 – bearing in mind the use of saliva as a sensory stimulant • 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. 	<p>Staff Students Visitors Cleaning Catering Contractors</p>	<p>Classroom teachers/ SEN</p>	<p>On-going.</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
			<ul style="list-style-type: none"> Staff to ensure any sanitiser spillages are reported to site team as a priority Any shortages of sanitiser or cleaning products should be reported to facilities@cetcloud.org.uk 			
System of Control – Prevention 4. Catch it Kill it Bin it	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 across all areas. Pedal bins available in classrooms and offices 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. There is no need for these to be disposed of in chemical waste facilities. 	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 	Staff Students Visitors Cleaning Catering Contractors	All	On-going.
System of Control - Prevention 5. Enhanced Cleaning	Ensuring clear enhanced cleaning schedule implemented including cleaning frequently	<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. Increase in cleaning staff on site during the day to maintain standards and are allocated to specific areas. Rooms should be 	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 	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
	touched surfaces using standard products potentially contributing to spread of virus.	<p>cleaned twice a day and one of these times should be before use in the morning</p> <ul style="list-style-type: none"> Where different bubble groups may use areas across a day an enhanced cleaning regime will be required in between times for surfaces table tops and frequently touched areas More frequent cleaning of frequently touched surfaces. Regular cleaning of staff and student toilets. Staff take year group resources to lessons with them wherever these are not provided by the departments, wipe down tables and after use with products and yellow cloths provided – these are collected in by cleaning team daily for hot washing. 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"> 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 must have a break of a reasonable length during the day but the use of staff rooms should be minimised Cleaning schedule increased to include “follow-in” after breaks and lunches, including toilets. Student toilets will be year group specific 			
System of Control - Prevention 6.	Contact between individuals/ management	<ul style="list-style-type: none"> Staff and students informed that no physical contact is allowed at any time. 	<ul style="list-style-type: none"> Not a mandatory consideration – to be in place wherever possible to minimise spread of virus 	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
Minimising contact	of social distancing – general contributing to spread of virus in general areas	<ul style="list-style-type: none"> Staggered start and end of day to reduce the number of students entering and leaving the site to maximise distancing. The use of Year bubbles and zoned areas maintained to minimise contact. Grouping should be consistent on not change unless absolutely necessary for education/specialist teaching Years 7 and 8 should be taught in their tutor groups wherever possible and small consistent groups for PE 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. Small consistent groups should be used for PE 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. 	<ul style="list-style-type: none"> Reduce contact wherever possible is the main message Passing briefly in the corridor is considered to below risk – mask will be worn All teachers and other staff <u>can</u> operate across different classes and year groups to facilitate the delivery of the full timetable as the full set of control measures will be implemented 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) PE/changing rooms separate risk assessment available on request 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. 		LKI	

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 should report any incidences of pinch points/student waiting/disruption to covid@ellisguilfordschool.org.uk • Stagger breaks and lunchtimes in place to remain • Use of lifts - Students/staff that have lift passes only will use the lift, one person at a time unless mobility issues arise/risk assessment specifies this • Waiting outside classrooms to be kept to a minimum (15 mins max) and always socially distance. • Student queues for lunch to be supervised • Assemblies should not be encouraged unless necessary. Small groupings are always preferred. Where necessary, these should <ul style="list-style-type: none"> ○ Be on chairs only strictly spaced out beforehand to maintain social distance ○ have a strict seating plan supplied to CHY/CBR ○ seat only in half year groups ○ sit in tutor group order 	<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 to prevent access where necessary <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>			

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			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 and in between lessons for line up students have designated areas to assemble. <ul style="list-style-type: none"> Year 11 – Plaza Year 10 – Astro turf Year 9 – Tennis courts Year 8 – behind canteen/side sports centre Year 7 – back field/side of sports field Parents are not allowed into school/siblings to wait in areas not their year group to collect students unless an emergency or by prior arrangement with CGI 	<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 –	<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 	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	Staff Students	Class Teacher	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
	within the classroom	<ul style="list-style-type: none"> • Small group work to be seen as the ideal unless this is not workable for the curriculum. • Where large groups are necessary (staff shortages and multiple groups collapsed into lessons eg in the hall) control measures are particularly important – social distancing and seating plans should be adhered to in every case. Any collapsed groups should always be of the same year group • 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 information trail of students in their classrooms and have this information available to covid team in the event of a risk assessment isolation resulting from a positive 	<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. • Remove unnecessary furniture to make more space to support distancing. • Corridors split in half with signage displaying the expectation to walk on the right. This includes staircases <p>NST to be informed of corrections</p> <p>Specialist 1:1 tuition – where due to the needs of the students if social distancing cannot be maintained the TA should:</p> <ul style="list-style-type: none"> ○ Not be within 2m m for more than 15 minutes at any one time ○ Consider the use of a portable Perspex screen to minimise spread of the virus (not a visor) 			

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>case in school. This includes assemblies and any unforeseen collapsed lessons in the hall even if these are the same year groups.</p> <ul style="list-style-type: none"> • Year groups are allocated to areas of the school and will have a designated entrance. This can only be deviated from, if leaving school due to a prior appointment when students should leave through main reception. • Students are not allowed to leave their chair without permission from teacher. • Students have been issued with their own stationary and sharing is strongly discouraged • Should students need to share a chromebook this may only be touched by the student who own the chromebook. • Students should only mark their own work and should keep touching of equipment to a minimum. 	<ul style="list-style-type: none"> ○ Be wearing full PPE if social distancing cannot be maintained for personal care etc. See guidance on SEND for more details 			

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	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. • 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 	<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. 			

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"> • difficult to clean. • Marking – Pupils and teachers can take books and other shared resources home, although this should be avoided generally. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources. • Advise that marking should be done in school wherever possible and books quarantined as appropriate if in different year groups. • If equipment cannot be easily cleaned (soft furnishing/blanket/toilet hoists etc) then consider single use for these items only <p>Science Equipment – please refer to separate science risk assessment</p> <p>PE Equipment/changing facilities – please refer to separate risk assessment</p>	<ul style="list-style-type: none"> • Gloves are available for staff should they wish to mark books. Strict hand washing should always be in place in any case. • 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 between individuals and failure to maintain social distancing wherever possible –	<ul style="list-style-type: none"> • Library will be used as a teaching classroom initially. One year group per day and deep clean overnight before cross group switch. • E-Library introduced to prevent students browsing. 	<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
	within the library	<ul style="list-style-type: none"> Books quarantined for 48 hours (72 for plastics) once used by an individual before re-use. 				
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. – SEND minibus Social distancing principles do not apply to 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.
System of Control - Prevention	Contact between individuals and failure to maintain social distancing wherever possible - Visitors to	<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 	<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 			

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
	school site including parents, SEND and specialist teachers and support	<ul style="list-style-type: none"> Students who attend a number of provisions should still be allowed to do so 	school for the purposes of test and trace			
System of Control - Prevention	Visitors to school	<ul style="list-style-type: none"> Visitors should be discouraged onto school site unless by prior appointment. Catering staff and cleaning staff will be on site Essential works staff (eg fire alarm personnel etc) should be allowed onto site with permission If site works need doing these should be done by site staff OUTSIDE of school hours wherever possible School nurses and specialist workers are classed as essential visitors Immunisations should take place as usual wherever possible If a pupil attends two places the provisions should work together to ensure safety of pupils and staff (see SYE for details) 	<ul style="list-style-type: none"> Parents are not to congregate by the school gates or come up to school without an appointment or first speaking to school to confirm 	Staff students and visitors	CGO/Reception/ACR	15/6/21
System of Control – Prevention 7.	Inadequate Ventilation of spaces	<ul style="list-style-type: none"> All spaces should be well ventilated using natural ventilation (open windows) or ventilation units' 	<p>Mandatory consideration</p> <p>Refer to ENGIE guidance on use of air conditioning and air handling units</p>	Staff Students Visitors Contractors	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
Good ventilation		<ul style="list-style-type: none"> • Upper windows should be opened wherever possible • Students should not be sat under open windows if at all possible and if so there should be leeway for warm clothing if they have a pre-existing medical condition which indicates this. • 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. • Outside fire doors should not be propped open 	<ul style="list-style-type: none"> • Ventilation guidance updated 2021 	Cleaning Catering		
System of Control – Prevention 8.	Insufficient PPE (personal protective equipment)	<ul style="list-style-type: none"> • 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 			

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
Appropriate PPE	where this may be required	<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) • A clear, resealable plastic bag is required for all stakeholders to store their face coverings when not in use. 	<p>personal care of students – available on request</p> <ul style="list-style-type: none"> • Staff to receive training on the correct use of PPE. • Students requiring intimate care identified and risk assessment updated to include increased use of PPE. • Branded face mask purchased for all staff and students. • Visors are not a substitute for masks – masks should be worn by Tas and comfort support staff. <p>NB – face coverings are not PPE as they provide no protection for the wearer. The purpose of face covering are to prevent the wearer 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>			

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
			See guidance listed above for further details.			
System of control – engage with 9. Asymptomatic testing	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 In school testing has now finished other than in exceptional circumstances of whenever a student does not have the environment to test at home Students are offered home testing kits to test twice a week at home They must report results to both school and NHS test and trace Programme is not mandatory but is offered free and is encouraged. 	<ul style="list-style-type: none"> Separate risk assessment in place for any exceptional testing on site Full details for parents are available on school website: https://www.ellisguilfordschool.org.uk/wp-content/uploads/2021/03/LFD-Tests-at-Home-Letter-16.03.2021.pdf <p>Parents and staff must inform school immediately of any positive LFD results. These must be confirmed by PCR (lab) test within 48 hours.</p> <p>How to book a PCR test:</p> <p>https://www.gov.uk/get-coronavirus-test</p>	Staff students Staff Students	CHY	ongoing
System of Control – Response to any infection 10. Test and Trace	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 <ul style="list-style-type: none"> Book a test 	<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. No visitors allowed on-site without a prior appointment. 	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"> ○ 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 ● Covid-19 app – a QR code is available for those over 16 who wish to use this. 	<ul style="list-style-type: none"> ● All planned visitors must be registered on Inventory. ● Staff questionnaire to include information on sharing personal info and engaging with test and trace <p>PCR testing kits are available from school only if there are barriers to accessing a test - These are for symptomatic staff and students only</p> <p>See: https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges </p>			
<p>System of Control – Response to any infection</p> <p>11. Managing COVID cases in the community</p>	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 	<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) 	<p>Staff</p> <p>Students</p> <p>Visitors</p> <p>Contractors</p> <p>On Site Cleaning</p> <p>On Site Catering</p>	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>well enough to confirm these details.</p> <ul style="list-style-type: none"> Individual who has been confirmed positive should be asked if the consent to their details being shared with staff (not student) for the purposes of effectively engaging in the process of managing cases amongst the school community. 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 	<ul style="list-style-type: none"> 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. 			
System of Control – Response to any infection	Spread of new variant in local and school community	<ul style="list-style-type: none"> Engage fully with PHE measures to offer on site surge testing - PCR Work with PHE and NHS to provide students staff and parents with full access to MTU's (mobile testing units) onsite where this has been recommended Continue to only test students aged 12-15 inclusive with parental consent Keep parents, staff and students informed of advent of surge testing via: 	<ul style="list-style-type: none"> MTU's and staff are provided through the local authority Regular review and meetings with Covid team and local authority Variant testing subgroup Press/Comms through LA and PHE Students aged 11 and under can only be tested by their parent – time slots are being made available for this 	Staff Students Parents	CGO CKE CHY CBR	From 24/5/21-28/5/21 To remain on risk assessment in case of return visit

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"> ○ Students – assemblies and letters to send home 21/5/21 ○ Parents – text and e-link to information and consent forms 20/5/21 ○ Staff – EGM staff briefings 20/5/21 ● Ensure parents engage and process any PCR test kits sent home for students as per government/NHS guidelines ● Where specific guidance is not published on surge testing, control measures/consent templates etc. to be based on LFT asymptomatic testing information and google platform documents, in association and working with PHE, Nottingham City Council and the NHS at all times by the Ellis Guilford Covid Strategy Team ● Any staff on site are suitable checked regarding DBS ● Press enquiries to be controlled through the main office (JBU/CGO) 	<ul style="list-style-type: none"> ● Students aged 16 and over can give their own consent for this process <p>Currently there is no provision available through the MTU's for testing in the wider community or visitors to school site who are not households with families and students</p>			
System of Control – Response to any infection	Failure to contain any outbreak by following local health	<ul style="list-style-type: none"> ● PHE/Local health protection team will advise as necessary. ● Remote learning in place for continuity of business. 	<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 	Staff Students Visitors Contractors On Site Cleaning	CSG/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
	protection team advice	<ul style="list-style-type: none"> 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>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.</p>	<ul style="list-style-type: none"> Should PHE advise that a greater number of pupils isolate at home than expected, this advice must be followed. Onsite testing may be suggested. 	On Site Catering		
13. Attendance	Lack of attendance	<ul style="list-style-type: none"> All students should attend school unless: <ul style="list-style-type: none"> They have had a positive PCR result and are isolating Live with someone who has had a positive PCR result and are isolating Are a close contact of someone who has had a positive PCR test and needs to isolate Sanctions should apply where this is not the case Previously CEV students are advised they can attend school until further notice unless advice provided to the contrary 	<ul style="list-style-type: none"> Attendance on school is mandatory. Any student stating they cannot attend for medical reasons should provide evidence to school. Input from GP or a specific doctors note should only be sought where there are complex health needs or a persistent absence issue Anyone vaccinated does not need to continue to shield Remote education and pastoral support should be provided to any student shielding 		SJA	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"> Where staff are Clinically Vulnerable they should continue to attend school as normal following the systems of controls set out above to minimise transmission 	<ul style="list-style-type: none"> Any staff who may otherwise be at increased risk will be identified as so by EIA/NHS 			
		<ul style="list-style-type: none"> Where staff are pregnant <ul style="list-style-type: none"> Classed as CEV Should have a workplace assessment Can continue work if safe to do so Classed as CEV if any underlying health conditions Systems of control listed above should apply 	<ul style="list-style-type: none"> See guidance for those who are pregnant https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees No new risks to women of childbearing age are apparent over and above this workplace assessment 			
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 /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
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 possible Training for ITTs can continue as normal. Recruitment should continue as normal 	<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.
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 	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. 	<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.

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"> Toilets cleaned after break, lunch at regular intervals throughout the day and stocks replenished. Each bubble to have its own specific WC provision. 				
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 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"> Separate risk assessment in place available on request CHY Full building records checks should be made Trust Audit Compliance Assessment has been completed on Smartlog and submitted to Head of Estates and Facilities. 	Staff Students Visitors Contractors Catering Cleaning	Site Teams	6/1/21 Beginnin g 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	15/6/21
School Operations	Issues affecting students arising from changes in school uniform	<ul style="list-style-type: none"> No changes to School uniform 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): 	<ul style="list-style-type: none"> Teachers should apply discretion regarding extra items of clothing The wearing of coats in classrooms should be avoided unless the student has a designated medical need which may preclude this. 	Students	SLT	15/6/21

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"> 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. 				
School Operations	Increased spread of virus by enabling extra curricular activity	<ul style="list-style-type: none"> Breakfast clubs and wrap around provision should continue After school clubs will be controlled and measures put in place to reduce spread <ul style="list-style-type: none"> Limited size groups Registration only Keeping mixing of year groups to a workable minimum Dynamic risk assessment to be done by supervisory teacher out of school provision will be available 	See govt updated guidance on Extra curricular clubs see number 27 of guidance section	Staff/Students	SLT	15/6/21
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.

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
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 Strict cleaning systems to be in place in the main kitchen areas Staff to source school food from canteen only wherever possible (not pods) 	<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 SLT	15/6/21
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	15/6/21

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
Curriculum, behaviour and pastoral support	Physical activity	<ul style="list-style-type: none"> Consistent year groups bubbles are maintained. 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>Football is allowed as long as teacher can ensure no contact is taking place</p> <ul style="list-style-type: none"> Equipment to be thoroughly cleaned as quarantines as stated above. 	<ul style="list-style-type: none"> Full PE timetable and use of changing rooms risk assessment available separately 	Students	KHO	ongoing
		<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 spaces 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>			

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
Curriculum, behaviour and pastoral support	Students education affected by inadequate provision Spread of virus by inadequate support in place	Exams <ul style="list-style-type: none"> • separate risk assessment in place • No full exam provision to take place Spring 2021 – GCSEs to be centre assessed 	<ul style="list-style-type: none"> • Available on request • Ongoing assessments will take place in classrooms 	Students/staff		
		Music Dance and drama <ul style="list-style-type: none"> • Contact between students must be minimised as much as possible • 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 • Peripatetic teachers may come into school with strict guidelines in place – individual lessons can continue 	<ul style="list-style-type: none"> • Lowering voice will minimise airborne spread of virus • There is a particular risk of airborne viruses in environments where cardio exercise is likely • 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) 	Student/staff	KSA	4/1/21 – ongoing 15/6/21

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"> 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 individuals, and always back to back or side to side not face to face. 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>and always between users, following government guidance on cleaning and handling equipment available at hygiene: handwashing, sanitation facilities and toilets.</p> <ul style="list-style-type: none"> Instruments should be cleaned by the pupils playing them, where possible. Scores should be handled minimally 			
		<p>Behaviour expectations</p> <ul style="list-style-type: none"> Any breach of health and safety rules will be dealt with seriously 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”. 	<p>High expectations of behaviour are expected from all students</p> <p>Breaches of health and safety regarding COVID should be immediately reported ad per other behavioural sanctions</p>	Student/staff	CGI	15/6/21
		Pupil wellbeing		students	All staff	15/6/21

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"> Staff should be aware of all resources available to support student well being and make appropriate use of these resources 				
Contingency planning for remote education	Inadequate provision of education to students not attending school	<ul style="list-style-type: none"> For students unable to return to school because they are isolating Google classrooms lessons work as per students timetables. Active interactive remote teaching is available 	<ul style="list-style-type: none"> Students have access to chromebooks Those not having access to internet are being provided work home - posted 	students	GJO	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 queries regarding this risk assessment. 	<ul style="list-style-type: none"> GDPR compliant risk assessment will be published on the Ellis Guilford School website for all stakeholders to view. Ongoing tutor information to ensure standards kept high Updates listed on website regularly as risk assessment is updated 		Website - CHY	15/6/21
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; 	<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; 	All staff, students, visitors including contractors Cleaning and Catering teams.	SLT	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"> • 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"> ○ 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>		SJC/CHY	

Ellis Guilford School – Timings of the school day

EGS		Year 7 G104, 105, 106, 107, 109, 110, 111, 112, 113, 114	Year 8 A2, A4, A5, B1, B2, B3, B4, B5, B6, B14	Year 9 C1, C2, C3, C4, C5, D1, D2, D3, D4 & D5	Year 10 G204, 205, 206, 207, 210, 211, 212, 213, 214, 215	Year 11 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 C Hyde/C Gordon/L Kirkham

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 roomings
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.