

School Covid 19 Risk Assessment – March 2021



Name of School	Abbeyfield School
Name of Headteacher	Mr N Norgrove
Assessment completed by	Mr S Cutler
Assessment date	04/03/2021

This risk assessment template sets out the measures that may be used to maintain a safe environment for all occupants and visitors to the school/setting and to reduce the transmission risk of covid-19 coronavirus as far as is reasonably practicable. Particular attention must be given to those at greatest risk including vulnerable groups, pregnant women, and those with underlying health conditions; and to new staff, vis and pupils who may be unfamiliar with the site.

Use the template to prepare a specific risk assessment for your school/setting. It must be kept under review and updated accordingly.

Useful links:

Government guidance for full opening of schools can be found [here](#)

Government guidance for after school clubs and other out of school settings can be found [here](#)

Right Choice Coronavirus Resources are available [here](#).

Science teaching Coronavirus advice is available from CLEAPSS [here](#)

Design Technology Coronavirus advice is available from CLEAPSS [here](#)

Physical Education Coronavirus advice is available from AfPE [here](#)

Where separate risk assessments are required for specialist situations as set out in the template below, these do not need to be submitted to the local authority but should be available for scrutiny from LA or HSE enforcement officers.

RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
Symptomatic or other high-risk personnel attending school site		
	<p>Staff, pupils, contractors and visitors must not attend the school site if they have any of the Covid-19 symptoms as below or are required to be in self-isolation or travel quarantine.</p> <ul style="list-style-type: none"> • a high temperature • a new, continuous cough • a loss of, or change to, your sense of smell or taste 	<p>All Abbeyfield stakeholders have been informed of the procedure if they have any symptoms that are in line with Covid-19.</p>
1. Maintaining distancing and reducing contact – entrance and exit routes		
<p>Numbers arriving simultaneously on school transport impede the means to distance or reduce contact, and impede effectiveness of staggered start/finish times of school day</p>	<ul style="list-style-type: none"> • Arrange separate ‘holding’ areas for each group to minimise contact (ideally these should be outside if weather permits) • Encourage parents to make other arrangements for travel to/from school other than school transport. • Staff on duty to supervise • Signage at school transport pick up/drop off point 	<ul style="list-style-type: none"> • Year group bubbles are maintained all tutor groups for each year are in designated wings of the school. • KS3 students will have the flexibility to arrive at any time between 8.00 – 8.25am and should go to the outdoor canopy or into the canteen which is segregated into year group areas but must be ready for tutor at 8.40am • KS4 arrive at 8.30am for an 8.40am start. • This ‘flexible start’ will help ease some pressure on the building and public transport as well as giving parents some flexibility.
<p>Numbers of parents and children at entrances and exits impede social distancing.</p>	<ul style="list-style-type: none"> • Instructions for parents/carers on distancing rules on site. • Staggered start/finish times for different groups. • Markers on floor for children and parents to wait. Ensure markings do not create slip/trip hazard • Use of different entrances/exits for different groups. • Only one parent/carer to accompany child. • Staff on duty to supervise. • Signage. 	<ul style="list-style-type: none"> • Parent/carers (only one parent to attend school) do not need to leave their vehicle. <ul style="list-style-type: none"> ○ Students will utilise all entrances to gain access to their tutor groups/base rooms. ○ Students will use external fire staircases to access the first floor of the building.

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		<ul style="list-style-type: none"> ○ Staff will use the middle (staff entrance) to access the building. ● SLT gate duty rota will support students entering and exiting the site and ensuring that they move to the correct entrance/area. ● Additional signage at the entrance of the site to inform all stakeholders of the new measures which should include: <ul style="list-style-type: none"> ○ Parent/Carer to remain in vehicle at all times ○ Parent/Carer to drop their child off onto the site at the allotted times. ○ Enforcement of one meter plus social distancing
<p>Changes to school routine cause vehicular and pedestrian traffic management issues.</p>	<ul style="list-style-type: none"> ● Encourage parents to walk/cycle to school with children. ● Stagger drop off / pick up times. ● Minimise vehicles on site ● Review traffic management risk assessment where changes to start/end of day apply. ● Staff on duty to supervise. 	<ul style="list-style-type: none"> ● School has a one-way drop off system with the middle drop off lane being re-opened to help reduce congestion and enhance student drop off and collection. ● School to encourage students to walk or cycle to school where possible and maintain one meter plus distancing rules at all times. ● Cycle racks are to be supervised by duty staff, all users to remain socially distant when accessing bikes.

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		<ul style="list-style-type: none"> • SLT on duty to supervise all of these arrangements with all stakeholders.
<p>2. Maintaining distancing and reducing contact – internal areas and play areas</p>		
<p>Staff and pupils not wearing face coverings appropriately increases the risk of transmission of Covid 19.</p>	<ul style="list-style-type: none"> • Face coverings should be worn by adults and pupils (except where exempt) when moving around the premises, outside of classrooms and where distancing may not be easy to maintain. 	<ul style="list-style-type: none"> • Communication from the Headteacher to all stakeholders in regard to the wearing of face coverings at all times in all social spaces & classrooms throughout the school. • Face coverings to be worn by staff and students when meeting in offices and other spaces. • Class charts has been updated to inform staff of those students who have been exempt with authorisation from Heads of Year.
<p>Pupil numbers and room sizes impede the means to reduce contact</p>	<ul style="list-style-type: none"> • Where practical, arrangements will aim to reduce contact and maximise distancing between pupils and staff; and between staff themselves. • Pupils can reduce contact by being grouped together. For primary schools this is likely to be in class sized groups. For secondary schools this may be in upto year sized groups. • Record the names of pupils in each group, and any close contact that takes places between children and staff in different groups. • Remove excess furniture to safe storage areas to increase space. • Desks to be spaced out as far as possible but do not impede fire escape routes and exits. • All desks to face forward with pupils sat side by side. • Floor markings to illustrate 2m areas around teaching positions. • Children to remain at their desks when in the room. 	<ul style="list-style-type: none"> • Communication from the Headteacher to all stakeholders in regard to the wearing of face coverings at all times in all social spaces & classrooms throughout the school. • Face coverings to be worn by staff and students when meeting in offices and other spaces. • Class charts has been updated to inform staff of those students who have been exempt with authorisation from Heads of Year. • The overarching principle is to reduce the number of contacts between children and staff. • This will be achieved by keeping groups separate (in year group bubbles) and through maintaining distance between individuals. • Maintaining distinct groups or ‘bubbles’ that do not mix makes it quicker and easier in the

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	<ul style="list-style-type: none"> • Children to use the same desk each day. • Lessons planned for individual work as opposed to close group work. • Distancing and reducing contact to be explained to children with regular reminders. • Signage/Posters in each classroom. • Consider the use of school grounds / local environment to extend the range of teaching spaces available • Staff to supervise and enforce measures. • The wearing of any PPE is not considered a necessary control measure except where set out specifically in this risk assessment for first aid or medical attention needs. 	<p>event of a positive case to identify those who may need to self-isolate and keep that number as small as possible.</p> <p><u>Break/Lunchtimes</u></p> <p>Designated canteen outlet and social areas:</p> <ul style="list-style-type: none"> ○ Yr. 7, 9, 11 – Main canteen and Humanities courts ○ Yr. 8, 10, 12/13 – Snack canteen/Snack shack and tennis courts ○ Yr. 12 & 13 – Students are able to leave site at break time & lunchtime. ○ There will be no access to the Snack canteen & Snack shack at break (Yr12/13), however they can pre order for break and collect from the SR study room. Both outlets will be available to KS5 at lunchtime. <ul style="list-style-type: none"> • The provision of Free School Meals in school will be reinstated for the reopening (March 2021). • Encourage wherever possible students to bring their own packed lunches and snacks. The catering facilities will be cleaned down between year groups to reduce risk of cross contamination. <p><u>Tutor Groups</u></p> <ul style="list-style-type: none"> • Student tutor bases will be allocated in year group bubbles with each bubble being clustered in their own area of the school.

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		<p>KS 3&4</p> <ul style="list-style-type: none"> • Students will move around the site for their timetabled lessons. Students must don their face covering at all times when inside the school building and will be dismissed by staff when the corridors are clear. • Students will then use the one-way system to move to their next lesson or area of the school if it is break/lunch. • To reduce corridor contacts students will be directed to use external routes wherever possible or practical. <p>KS5</p> <ul style="list-style-type: none"> • Due to their age and maturity their location will largely comprise of sixth form area (SR & SF rooms). • However, there will also be a need to provide lessons in other designated classrooms around the school. • When moving from lesson to lesson the sixth form will be encouraged to use outside routes to lessons where possible and practical. • The common room has been converted into a study space. • Additional hand sanitising stations have been located in key areas across the school site.

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		<ul style="list-style-type: none"> • Classrooms are planned with the layout marked out by floor tape and signage so that it is clear where students and staff need to sit/work from. • H&S and Fire Evacuation Safety measures are met for all classrooms and areas of the school that have been rearranged. • Teaching staff to plan lessons which support social distancing and maintain group bubbles. • All classrooms to have high level windows and doors open to improve air circulation. • Perspex screens have been added to reception for additional protection with signage reminders to sanitise hands and social distance. • Perspex screens have been installed in offices as and where necessary. <p style="text-align: center;"><u>Covid-19 Behaviour for Safe Learning Code of Conduct</u></p> <p>Students are to:</p> <ul style="list-style-type: none"> ○ Wait and line up prior to the lesson/school day in the allocated area. ○ Enter and depart directly from the classroom ○ Inform staff of any challenges with their work and gain support. ○ Sanitise hands when entering the room (during if needed) and when departing the lesson.

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		<ul style="list-style-type: none"> ○ Remain in their seat and designated area at all times. ○ Use their own equipment and not to share. ○ To not share any books or work with any other student or member of staff. ○ Adhere to social distancing/COVID-19 social distancing guidance 1M+ ○ Bring only what they will need for their lessons and any coats or bags must be kept with them at all times. ○ Wear a face covering at all times when in the school building (this does not apply to those who are exempt).
<p>Number of pupils and staff moving around the school impede the means to distance and reduce contact in corridors and other communal spaces</p>	<ul style="list-style-type: none"> ● Minimise movements of whole groups and individuals outside of the classroom. ● Use of a one-way system around the school. ● A 'walk on the left' policy if one-way not practicable. ● Consider using the pathways around the perimeter of the building to assist with circulation (weather and site layout dependent). ● Lane markings on floor and distancing markings in areas where queuing is likely. ● Areas not in use to be closed off (not escape routes). ● Children to keep coats, bags, lunchboxes etc with them in the classroom (under desks) or in suitable storage area. ● Signage. ● School assemblies to be completed electronically ● Acts of worship and other typically communal events to take place in groups (not whole school) ● Face coverings to be worn by adults in Primary schools in areas where distancing cannot be maintained indoors but outside of the classroom. 	<p style="text-align: center;"><u>In-School one-way system principles</u> <u>'Water and Fire'</u></p> <ul style="list-style-type: none"> ○ Main building all internal stairs are 'DOWN' descending stairs (<i>water flows down</i>). ○ All 'UP' ascending stairs are the external staircases. ○ Admin staircase and 6th form staircase will be bi-directional. ○ Ground floor classrooms will all disperse out via the external doors (<i>Staff to direct students out as in a fire evacuation</i>). ○ All first-floor classrooms will disperse via internal stairs/stairwells (<i>Staff to direct to nearest stairs</i>). ○ Exceptions apply to those students who are physically impaired (including temporary) are exempt from the one-way system to

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	<ul style="list-style-type: none"> • Face coverings to be worn by staff and students in Secondary schools where distancing cannot be maintained indoors. 	<p>enable them to safely move to their next lesson and make use of the lifts.</p> <ul style="list-style-type: none"> ○ Staff are also exempt from the one-way system and can move around the building as is safe to do so. This is due to the amount of movement required with no personal classrooms. ○ Assemblies will be conducted via Microsoft Teams and delivered electronically to base/tutor rooms. <p>Teachers/Staff</p> <ul style="list-style-type: none"> • Staff will remain in their teaching rooms; they will end their class when they believe the time is correct (<i>No bells to signify change over</i>) this will stagger movement around the site. • Staff will be provided with disposable gloves (additional PPE is available should it be requested) to reduce risk of cross contamination when teaching in different rooms. • Each classroom will have sanitiser/wipes available so that the teacher area can be wiped down/sanitized before starting the lesson. • Staff will have cleaning equipment for their classroom. Biocidal (disinfectant) spray and wipes/cloth to clean the desks of the room; once a day. <ul style="list-style-type: none"> 1. Before School

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		<ul style="list-style-type: none"> • Staff to wear face coverings at all times when in the building apart from when delivering lessons and being able to socially distance.
<p>Number of pupils and size of space impede the means to distance and reduce contact when using toilets</p>	<ul style="list-style-type: none"> • Apply a maximum number of pupils in toilet rule to maintain distancing and reduce contact. • Where practicable avoid different groups using the same facilities at the same time. • Distance markings on floor in queuing area 	<ul style="list-style-type: none"> • Toilets and wash facilities have signage to ensure social distancing with maximum number of students. • There will be additional cleaning of toilets throughout the school day and sanitiser stations for students outside of entry points. • Posters raising importance of hand washing and 20 seconds will be in all toilet facilities • Additional toilets have been reinstated. <p>SLT on duty will monitor student movements during the day.</p>
<p>Number of pupils and available space impede the means to distance and reduce contact at breaktime and lunchtime</p>	<ul style="list-style-type: none"> • Staggered break and lunch times. • Allocated play areas for each group. • Consider zoning of play areas using markings / cones to reinforce distancing. • Limit use of outdoor play equipment to designated groups at fixed periods • Games which encourage distancing and reduce contact. • Staff supervision to maintain standards. • Catering contractors and other food provision has been subject to specific risk assessment. 	
<p>Number of pupils and available space impede social distancing at breaktime and lunchtime</p>	<ul style="list-style-type: none"> • Staggered break and lunch times. • Allocated play areas for each group. 	<ul style="list-style-type: none"> • In order to maintain bubbles in school (of year groups) break and lunch periods will be

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	<ul style="list-style-type: none"> • Consider zoning of play areas using markings / cones to reinforce distancing. • Limit use of outdoor play equipment to designated groups at fixed periods • Games which encourage social distancing. • Staff supervision to maintain standards. • Catering contractors and other food provision has been subject to specific risk assessment. 	<p>staggered to reduce the number of students on break at any one time.</p> <ul style="list-style-type: none"> • The cleaning staff in the canteen will have a 5-10 minute window in which they can clean the facilities prior to the next cohort of students entering. • To minimise the impact on the timetable additional arrangements have been established and can be seen in the Lunch/Break Timetable. • All lunch tables have Perspex screens so that students can use them safely. • Students will be encouraged to stay in groups no larger than 6, to go outside wherever possible (this is an expectation) and to maintain social distance as much as possible. • Students can play ball games within their year group bubble. • Break Duty - Staff will cover break time in accordance with the break duty rota. With additional staff (MDSA's) required to support lunch time supervision. • SLT will be on duty and will support lunchtime. • Outdoor benching has been amended with floor markings to enforce social distancing. <p>G4S – Catering undergone internal risk assessment to ensure all staff and catering provision adheres to COVID-19 safety code.</p>

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<p>Number of staff and size of staff rest spaces impede the means to distance and reduce contact</p>	<ul style="list-style-type: none"> • Removal of furniture to create more space. • Removal of communal equipment (mugs etc) • Staggered break times for staff. • Repurpose unused spaces for additional staff rooms. • Staff toilets to enforce 2m distancing. 	<ul style="list-style-type: none"> • Classroom furniture rearranged to support social distancing and be H&S compliant with all desks facing forward & a staff two metre zone still in place. • Staff to have hand sanitizer and antibacterial cleaning product in their classroom/work area. • An area within the creative department will be allocated as an additional staff work room/area. • Staff/Departmental offices without windows will be limited to one member of staff at a time. • Staff using workroom facilities across the school must sanitise the computers prior to using them and when finished. • Staff room has additional workstations provided. <p>6th Form upstairs toilets to be adopted to staff toilets as an addition to the other facilities.</p>
<p>Other</p>	<ul style="list-style-type: none"> • All teachers and other staff can operate across different groups but must continue to maintain distance from pupils and other staff as much as possible. • Mixing of volunteers across groups should be kept to a minimum, and they should remain two metres from pupils and staff where possible. • Schools should work closely with any external wraparound providers which pupils may use, to ensure as far as possible, children can be kept in a group with other 	

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	<p>children from the same group they are in during the school day.</p> <ul style="list-style-type: none"> • Schools should not host any performances with an audience and follow latest guidance for music, dance and drama (within the main guidance for schools Feb 2021). 	
3. Hygiene and Cleaning	Guidance on cleaning non-healthcare settings	
<p>Cleaning staff levels are insufficient to deliver enhanced cleaning regime.</p>	<ul style="list-style-type: none"> • Confirm available cleaning staffing levels before wider opening. • Use of contractors or other school staff for additional cleaning. • Agree the new cleaning requirements and additional hours for this. • PPE to be worn by cleaning staff as dictated by risk assessment. 	<ul style="list-style-type: none"> • Additional cleaners employed to work specifically on cleaning and sanitising classrooms and areas of the school. This will include all touch points across the school being cleaned throughout the school day. • Increased cleaning, including during the day. • Rooms must be ventilated, with windows and doors open. • Cleaning packs/wipes available in each room, for more frequent wiping down of surfaces. • Biofoggers – support speed gleaning & sanitisation of equipment in practical subjects.

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<p>Insufficient handwashing and hygiene facilities increase the risk of transmission.</p>	<ul style="list-style-type: none"> • Children to handwash on entry to school, before and after each break and lunch, on changing classrooms, leaving school and after using toilet. • Ensure supplies of suitable soap. Skin friendly cleaning wipes can be used as an alternative • Extra signage to encourage washing hands. • Ensure help is available for children who cannot clean their hands independently. • Hand gel dispensers at strategic locations around the site to complement handwashing facilities. • Supplies of tissues and lidded bins in each teaching space and classroom. • Promotion of the 'Catch it, Bin it, Kill it' campaign to pupils and staff. 	<ul style="list-style-type: none"> • Hand wash stations have been added to a number of entrances to the school to enhance hand hygiene. • Hand sanitizer stations have been added at a range of points around the building at all entrances, corridors and social areas. • Staff and peers to remind students and throughout the day to have good hand hygiene, staff to model this. • Keep hand sanitisers and soap topped up. • Use of hand dryers or single use hand towels for drying hands. • Additional signage for hand washing and sanitising to be implemented across the school. • Catch it, bin it – use of specific bins in each room, solely for disposal of wipes and tissues, which will be emptied daily. • School uniform –students to wear school uniform apart from blazer, to allow for more frequent washing. • Students are allowed to wear a plain black V neck jumper under their blazers as an additional layer for the colder months. • Parents/carers to follow the guidance on appropriate wear, as set out in the uniform policy.

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		<ul style="list-style-type: none"> • Staff to continue to wear smart business dress for work. • School resources are to be kept for year group bubbles. • All main doors on corridors adjusted so they remain open to reduce touch points and have been fitted with noise sensitive sensors; fire alarm ready (discussed with G4S in regard to H&S/Fire Regulations).
Exposure to new hazardous substances (products)	<ul style="list-style-type: none"> • COSHH assessment to be carried out for any new cleaning/sanitising products in use. • Additional cleaning staff to be made aware of the COSHH risk assessments. • Appropriate storage of hazardous substances. • Material data sheets to be made available for new and existing products. 	<ul style="list-style-type: none"> • G4S to manage all COSHH plans/changes/concerns with a view to share them with the school leadership. • Microsafe (Nanocyn) Disinfectant & Sanitiser for Bio Fogger. Safety Data Sheet and other Certificates required.
4. Site and Buildings		
Visitors/contractors/suppliers on site increase the risk of transmission.	<ul style="list-style-type: none"> • Site visits only by pre-arrangement. • A record of some visitors must be kept for 21 days specific guidance • 2m exclusion zones/markings in Reception areas. • Information/signage for visitors informing them of the infection control procedures. • Deliveries and visits outside of school opening hours where possible. • Provision of hand sanitiser at main school entrance. • Process for the acceptance of deliveries required i.e. area where deliveries can be safely left. • Adult visitors to wear face covering unless exempt. 	<ul style="list-style-type: none"> • Contractors to not attend school unless emergency repair or procedure whilst students on the school site. • G4S to manage deliveries and services out of school hours. • Maintenance to be carried out, out of school hours where possible and preferably during school holiday.

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		<ul style="list-style-type: none"> • Visitors will be restricted and only if needed with a record kept of all visitors to the site for 21 days or more. • Meetings with parents/professionals will take place over the phone or Teams /Online where possible or necessary. If a student needs to be present, then appropriate measures are taken in order to meet safely. • Hand sanitiser and additional hand wash in place at all entrances of the building
<p>Changes affect normal emergency procedures.</p>	<p>Fire safety management plans should be reviewed and checked in line with operational changes. Schools should check:</p> <ul style="list-style-type: none"> • All fire doors are operational at all times • Fire alarm system and emergency lights have been tested and are fully operational. • Review of fire assembly points to accommodate reduced contact and distancing where practicable. • Fire drill practice to train new arrangements. • Other contingency emergency plans to be reviewed including lockdown procedures, major disruption through loss of services, gas leak etc. 	<ul style="list-style-type: none"> • Fire Evacuation & Lockdown Procedures have been reviewed, amended and practised maintaining current protocols and procedures with social distancing. • Students on the first floor requiring assistance to leave the building must go to a designated refuge area. • SIMS registration in tutor group will be required. • Fire assembly points are marked in Year groups rather than Houses. • Noise effected door openers to be fitted to all contact point doorways (corridors and stairwells) to reduce transmission of COVID-19 and allow airflow through the building.

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		<ul style="list-style-type: none"> External fire doors are Bi-directional to allow students access to all parts of the building and reduce congestion.
Site security is compromised by new arrangements.	<ul style="list-style-type: none"> Normal security standards will apply and careful consideration given to the balance for security and the need for enhanced ventilation. 	<ul style="list-style-type: none"> All site access doors will be closed during the school day and whilst students are in school. Access door will be supervised by SLT upon student entry to the building. Windows (high level windows) to be opened to allow for ventilation in all classrooms and parts of the building that will allow to do so safely.
Building checks not taken place	<ul style="list-style-type: none"> All usual building checks are to be undertaken as normal including flushing of water outlets, schedules of preventative maintenance, portable appliance testing and asbestos monitoring. 	<ul style="list-style-type: none"> G4S maintenance schedule to ensure all building checks are up to date.
Inadequate ventilation increases the risk of transmission of Covid 19	<ul style="list-style-type: none"> Make use of existing mechanical ventilation systems preferably drawing on fresh air. Make use of natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air (but not Fire Doors) Opening external doors may also be used provided security is not unduly compromised Additional ventilation via open doors and windows should not occur in unoccupied parts of the site. 	<ul style="list-style-type: none"> All air conditioning units in school are externally fed so are in use to circulate fresh air. All internal doors are kept open at all points and times. Windows open to allow good air circulation. External vents in ceiling of main street areas to be opened each day and remain open throughout.
5. Equipment and furniture		
Shared play equipment increases the risk of transmission.	<ul style="list-style-type: none"> Individual items of play equipment and other shared items used for teaching are to be cleaned between each use by each group. 	<ul style="list-style-type: none"> There will not be any play equipment accessible for students during social times.

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	<ul style="list-style-type: none"> • Outdoor equipment should be cleaned more frequently than normal. • Resources are rotated or left to de-contaminate for 48 hours (or 72 hours if plastic) if being used by different groups. • Resources that are shared between groups, such as sports, art and science equipment should be cleaned frequently and meticulously. 	<ul style="list-style-type: none"> • Students will be advised not to bring any sports equipment with them. • PE Department/Staff have devised a curriculum that is non-contact and any equipment that is used is frequently and meticulously cleaned/sanitised after each session/lesson. • Subjects which require equipment in order to conduct their curriculum will receive additional cleaning supplies in order to maintain hygiene standards.
<p>Shared equipment, fittings and resources increase the risk of transmission.</p>	<ul style="list-style-type: none"> • Handwashing before and after each lesson. • Remove unnecessary items from the classrooms and store elsewhere. • Cleaning regime for door handles, press to enter/exit buttons, communal surfaces and touchpoints. • Children asked to bring in own stationery or have allocated, named, packs of stationery per child. • Resources and surfaces to be cleaned each night. • Lessons planned so sharing of resources is minimised. • Any crockery/cutlery used must be cleaned thoroughly. 	<ul style="list-style-type: none"> • Staff will have a 2m exclusion zone marked out in the classroom; to maintain social distancing. There will be 2m distance from the edge of the teacher's zone to the student side of their desk; ensuring correct distancing is in place. • All doors to be kept open. • Frequent cleaning of door handles. • Each classroom will be supplied with wipes and hand sanitiser to allow for wiping of any surfaces touched. • Unused areas of the room should be taped off, with signage to indicate 'do not touch'.

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		<ul style="list-style-type: none"> • Excess furniture or equipment should be identified and removed from the room. • Soft furnishings to be removed and stored. • Home resources will be limited to avoid equipment going home. • Students and parents will be reminded about bringing the correct equipment into school, and teachers will not loan out equipment
Increased manual handling tasks increase the risk of musculoskeletal injuries.	<ul style="list-style-type: none"> • Staff must not attempt to move large or heavy items unless they are fit and competent to do so. 	<ul style="list-style-type: none"> • Staff to inform line managers/HoD/SLT/G4S to discuss manual handling of furniture or heavy objects.
6. Health and Wellbeing		
Inadequate staffing levels create supervision or safeguarding issues.	<ul style="list-style-type: none"> • Carry out an audit of all staff availability and review it regularly. • Introduce a process for staff to inform you if their health situation changes. • If there is a shortage of teachers consider use of suitably qualified TAs to lead a group and maintain ratios. • Use of staff from other schools (by agreement). 	<ul style="list-style-type: none"> • Regular staff survey/questionnaire, analysis required to raise awareness of staff well-being. • Staff in school need designated meeting space with meets social distancing guidelines. • Staff room seating adjusted so that there are no grouping formations and that staff have a limit of 15 minutes in the room. • Staffroom also sanitized/Bio fogged each day

RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
		<ul style="list-style-type: none"> • Staff to continue to meet in line management in the best capacity. This can be using meeting rooms or via Microsoft teams. • Teaching assistants need to support their students in the Zone. • Additional cover supervisor employed to support staff absence.
<p>Vulnerable / Extremely vulnerable children at higher risk of infection.</p>	<ul style="list-style-type: none"> • Parents should follow current medical/government advice if their child is in this category. 	<ul style="list-style-type: none"> • School to follow LA & Government guidance – children in this category should continue to work at home. • If staff, consider themselves as having a vulnerability that the school are not aware of, they should inform the School Business Manager for further individual risk assessment.
<p>Person becomes unwell with Covid-19 symptoms in school</p>	<ul style="list-style-type: none"> • Move to a pre-designated room where person can be isolated, with adult supervision if a child. • Ventilate the room if possible. • PPE should be worn if contact is required. • Inform parent/carer to arrange collection. • Cleaning regime after each usage of the space. • Follow the advice from health protection team 	<ul style="list-style-type: none"> • If symptoms occur in school, they must be immediately sent home and must be referred for testing. • They should not return until a negative test result or 10 days isolation is undertaken in case of a positive result (as a minimum depending on severity). • If a test is positive, the person in question must complete the remainder of their 10-day self-

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		<p>isolation. Anyone in their household must also self-isolate for 14 days from when the symptoms started. If their test is negative, they no longer need to self-isolate.</p> <ul style="list-style-type: none"> • Deep clean of their work area. • Symptomatic staff/children should not attend school/work. If a family member is symptomatic, the staff/child should not attend school, until there is a negative test result. • If they are in school and symptoms arise, staff should On-Call (if in a lesson) where they must be escorted at a 2 meter distance to the 'Medical Room' which is opposite the First Aid room <i>(it is essential that all staff are aware that any Covid related issues are not sent to First Aid under any circumstance).</i> • Parents should be immediately notified to collect their child, and their child should be tested, and must be kept off school until a negative result is issued, or 10 days of isolation has occurred. • Staff attending to anybody with Covid-19 symptoms will wear PPE and follow safety guidelines for the correct use of this. • Any other incidents requiring first aid should be sent to First Aid for treatment.

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		<ul style="list-style-type: none"> • In the case of a positive test result in a student or member of staff, those who have been in contact should undertake a test and stay away from school if waiting for an appointment or test result. <p>Close contact means:</p> <ul style="list-style-type: none"> • anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19) • anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test: <ul style="list-style-type: none"> a. face-to-face contact including being coughed b. on or having a face-to face conversation within 1 metre c. been within 1 metre for 1 minute or longer without face-to-face contact d. sexual contacts o been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) e. travelled in the same vehicle or a plane

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		<ul style="list-style-type: none"> • Household members of those contacts who are sent home do not need to self-isolate themselves unless the pupil or staff member who is self-isolating subsequently develops symptoms, unless they have been told to self-isolate by NHS Test and Trace or their public health protection team, in which case they must self-isolate. • If someone in a class or group that has been asked to self-isolate develops symptoms themselves within the 10 days from the day after contact with the individual who tested positive, they should follow guidance for households with possible or confirmed coronavirus (COVID-19) infection. They should get a test, and: <ul style="list-style-type: none"> a. if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop coronavirus (COVID-19) within the remaining days. b. if the test result is positive, they should inform their school immediately, and 27 should isolate from the day of onset of their symptoms and at least the following 10 full days. c. Their household should self-isolate starting from when the

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		<p>symptomatic person in their household first had symptoms and the next 10 full days, following guidance for households with possible or confirmed coronavirus (COVID-19) infection.</p>
<p>Outbreak of Covid-19 within the school (defined as more than two confirmed cases within a fortnight)</p>	<ul style="list-style-type: none"> • Senior leaders have awareness of the PHE “local outbreak management plan” • Local school management plan is in place and relevant staff have been made aware • Remote education plans in place • Engage fully with NHS Test & Trace. 	<ul style="list-style-type: none"> • School to follow guidance & direction from PHE SW. • Use of the school register and seating plans for every lesson throughout the school day and understanding of which students and staff have been in contact. • Students who are within an isolation bubble are to access online learning and staff to adjust their teaching accordingly.
<p>Staff wellbeing affected by the working experience.</p>	<ul style="list-style-type: none"> • Staff risk assessment tool being used to assess those in higher risk groups. • Staff aware of risk assessment process and able to contribute. • Staff meetings and communication. • Defined wellbeing support measures for staff. • Designated staff rest areas. 	<ul style="list-style-type: none"> • Staff training for using PPE for those who will need it. • Senior team to acknowledge concerns and dilemmas for all staff. • Identify staff who are vulnerable and need additional support e.g. those with pre-existing physical and mental health needs, recent bereavements, BAME etc. Put individual risk assessments in place as appropriate for these staff.

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		<ul style="list-style-type: none"> • Support for new norms and the new teaching and learning environment to include trolleys to carry belongings, support staff to help get rooms ready. • Identify and line manager check in weekly with staff involved in supporting wellbeing and emotions of students – supervision buddy – group meeting. • Maintain the Abbeyfield supportive environment, Heroes of the week etc. • Clinically vulnerable staff – if feasible, these staff will be given the option to work from home, and if required in school, to work in a role or a way which has minimum risk, e.g. in isolation, designated room, staggered start time. • These staff will be the last to be used on a rota, and if teachers, will only be required to come to school when they are required to work face to face with students, as the numbers in school increase. • Social distancing must be observed, and staff will be advised to take extra care with hand washing and minimise contact with people and surfaces.

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Volunteer wellbeing affected by the working experience	<ul style="list-style-type: none"> Volunteers will be treated in the same way as school staff and provided with the same information, instruction, training and equipment. Volunteers will be included in regular communications and be given the opportunity to feedback any concerns. 	<ul style="list-style-type: none"> All staff regardless of position will receive the same training in regard to Covid-19 and the updated operational systems that have been introduced.
<p>Pupil wellbeing is impacted by the current situation causing physical and mental ill health.</p> <p>School Effectiveness guidance on Right Choice</p>	<ul style="list-style-type: none"> Children to have allocated teacher and TA where possible. Reduced time in school to ensure transition from home to school is successful. Curriculum to support children's well-being. Provide opportunities to talk about their experiences/concerns. Pastoral activities. 	<ul style="list-style-type: none"> Student well-being will be of prime importance to all staff in school. Pastoral staff to arrange opportunity to meet/check in safely with students who are considered a concern. Pastoral drop 'ins' can be arranged for the start of lessons to give live updates. Identified students with Pre-Covid mental Health issues will be spoken to by their HoY or Pastoral Lead about how they can be supported during T1&2. Adapted behaviour policy to manage any issues of behaviour in class which is supported by the Covid-19 Code of Conduct. All students to have return to school lesson/s that covers the new norms in our new learning environment and explores the last 5 months of not being in school, the ups and downs and sign posting for further support.
First aid provision	<ul style="list-style-type: none"> Ensure all staff know First Aiders on site if less coverage than normal. If provision is less than usual, minimise hazardous activities which may result in injury. 	<ul style="list-style-type: none"> First Aid staff are in place. Children, young people or learners who require first aid should continue to receive care in the

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	<ul style="list-style-type: none"> • Ensure a supply of PPE is available for provision of first aid and use and dispose of accordingly. • Paediatric First Aid provision is available for under 5's. 	<p>same way. No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms.</p> <ul style="list-style-type: none"> • First Aid is only for serious cases or injuries. • Any student/s who are unwell and have symptoms of Covid-19 will be sent to the Medical Room and parents called to collect their son/daughter. • The PPE that should be used in the following situations when caring for someone with symptoms of coronavirus (COVID-19) is: <ul style="list-style-type: none"> ○ a face mask should be worn if a distance of 2 metres cannot be maintained ○ if contact is necessary, then gloves, an apron and a face mask should be worn ○ eye protection if a risk assessment determines that there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting • Consideration of First Aid Rota/Duty. • Ensure First-Aid practices meet with HSE COVID19 Guidance • https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm

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Pupils with special medical needs (administering medication)	<ul style="list-style-type: none"> • Required number of competent staff on site • Staff training up to date • Alternative arrangements in place if staff training/competence has lapsed. 	<ul style="list-style-type: none"> • Students who have additional needs have specific TA support and will need physio at various times throughout the week. • Room changes are in place to accommodate those students who require physio – this will now happen in the First Aid room (rear). • Hand wash facilities have been added to the First Aid room.
1:1 teaching, physical restraint and children with SEND or EHC plans are adversely affected by the current situation.	<ul style="list-style-type: none"> • Individual risk assessments of children with behavioural difficulties. • Ensure a supply of PPE is available based on need. • Reduced timetable or consideration of other solutions if child’s behaviour puts staff at risk. • 1:1 teaching to be done with reduced contact. 	<ul style="list-style-type: none"> • Staff working with children who require restraint as part of their care plan or EHCP. Will need access to PPE and further guidance. • Students in Alternative Provision (SWaS) will need the same measure put in place as the remainder of the school and any staff working in close vicinity to the students will need to wear the appropriate PPE.
7. Risk assessments and Policies		
Standard risk assessments do not take account of additional covid-19 risks	<ul style="list-style-type: none"> • Ensure all work environments and teaching/learning activities have been subjected to risk assessments in line with conventional H&S requirements. • Review and where necessary update all risk assessments with additional control measures to counter any significant covid-19 infection transmission risk. • Pay particular attention to curriculum areas and activities being resumed for the first time since school restrictions were introduced 	<ul style="list-style-type: none"> • G4S to ensure that the school lifts are regularly cleaned. • Plan created for those staff/students requiring this facility. • Student/s who requires the use of the school lift can continue to do so, on their own.

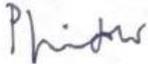
RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
	<ul style="list-style-type: none"> • One -off activities such as PTA and other fundraising events, firework displays etc will be subject to separate risk assessment. • Lettings of facilities will be subject to separate risk assessment. • School clubs, Breakfast clubs and after-school provision will be subject to a separate risk assessment. • Behaviour policy amended to reflect covid-19 protocols. • Off-site learning outside of the classroom activities and events are suspended. 	<ul style="list-style-type: none"> • Practical subjects to risk assess their individual areas and activities to ensure safer working practice. • Science – all science rooms apart from S7 will be decommissioned as practical rooms for term 1 in the first instance. This will allow other science rooms to be operational for broader use (in line with advice from CLEAPS). • Events, lettings and external activities such as community events will be on hold until/ further notice. • Educational Visits are avoided at this time • Behaviour for Learning Policy updated to reflect the Covid-19 constraints and the changes in school procedures the needs of the children, staff and site. <p><u>Behaviour</u></p> <ul style="list-style-type: none"> • Government guidance makes clear that ‘teachers must prepare for an increase in bad behaviour’ among children who may have suffered adversity, trauma or a lack of routine during lockdown and that ‘consequences need to be adapted’. • With this in mind, allied to the fact that we face the challenge of managing students within their bubbles we have had to make some changes to

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		<p>the Abbeyfield Behaviour for Learning in September.</p> <ul style="list-style-type: none"> • As always, we encourage staff to recognise and reward positive and good behaviour using the current systems in place. • However, when behaviour does fall below our expectations, we will continue to use our staged approach “First Warning’ & Final Warning. If a student should behave in a manner which would lead to a department safety net, they will be removed to RESET for the remainder of the lesson with the usual follow up and after school detention. • If a student’s behaviour deteriorates further, they will be removed from the classroom/situation for the remainder of the day and possibly fixed term excluded the following day. • The RESET room has moved to the library to facilitate all bubbles. <p>After School Detentions</p> <ul style="list-style-type: none"> • Detentions will run on a Tuesday/Wednesday/Thursday and will be based in the library from 3.00 -3.30pm. (Ks3 & 4) • HoD & HoY will facilitate the detentions • SLT detention for those students who miss standard After School Detentions will be on a Thursday until 4.00pm.

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		<p>Behaviour for Safe Learning Outside of the Classroom</p> <ul style="list-style-type: none"> Everyone attending Abbeyfield must employ a 'common sense' approach and do all they can to abide by the principle of social distancing 1+ meters apart from others.
8. Monitoring		
<p>Control measures set out in this risk assessment do not prove effective</p> <p>Levels of compliance are inadequate</p>	<ul style="list-style-type: none"> Named school staff will monitor the application and effectiveness of the control measures set out within this risk assessment, and the level of compliance by staff, visitors and pupils Non-compliance will be addressed immediately Regular communication with staff on the outcomes of the monitoring LA H&S Advisers are able to visit the school site to assess compliance 	<ul style="list-style-type: none"> H&S Group meet weekly to discuss the RA and issues that have arisen. DHT & Business Manager update and implement the RA. Any aspect of non-compliance or inadequate provision should be picked up and discussed in H&S weekly meetings and/or reported to DHT/BM in the first instance.
9. Other risks – specific to your school		
<p>Please add details of any other relevant covid-19 risks presented by circumstances that are relevant to your school site and activities but are not covered by Items 1-8.</p> <p>These may include:</p> <ul style="list-style-type: none"> Lateral Flow testing procedures Swimming 	<ul style="list-style-type: none"> Offsite Provision Safe storage and handling of test kits Suitable instruction to staff and pupils about safe use Parental consent procedure for <16 year olds Supervision of pupils administering tests themselves Maintenance of safe distances during supervision or intervention Disposal of waste materials Emergency response measures 	<ul style="list-style-type: none"> Students attending Wiltshire College for Pre 16 experience and other offsite providers in September 2020. Understand how students will be kept safe under the Covid-19 regulations.

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<ul style="list-style-type: none"> • Indoor gyms • Trips and events • Recruitment procedures 		<ul style="list-style-type: none"> • Mass Testing for LFT set up with all staff trained • Mass testing facility is locked and secure with all test kits in a secure place. • Parental liaison via school comms to gain consent and relevant information sharing. • Staff trained to instruct and support the student body throughout the testing procedure • Staff trained to ensure all members of the school community are at safe distances during the testing procedure. • Safer working practice is applied in accordance with the NHS LFTD training to ensure that all products are disposed of in the correct manner. • Staff trained to respond to any emergency needs throughout the LFTD process

I confirm that the above is a suitable and sufficient risk assessment based on current information. The risk assessment will be reviewed on a regular basis and whenever anything significant changes. All relevant parties will be informed of the outcomes of this risk assessment.

Name of Headteacher	Mr N Norgrove	
Signature of Headteacher		Date: 05/03/2021
Name of Chair of Governors / Trustees	Mr P Wintour	
Signature of Chair of Governors / Trustees		Date: 05/03/2021
Date of review	April 1 st 2021	

