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| Description of the task/activity. | General Covid-19 | Location: | Mayfield School |
| Name of person(s) completing the assessment: | Lynn Campbell/Allison Greenwood David Drewe Antonia Edghill | Job Title(s): | Co-Headteachers Facilities Manager DSL |
| Date of this assessment: | 22 - 26 February 2021 | Date of Signing: | 26 February 2021 |
| Date of next review: | 31 March 2021 | Signed by: | <i>Lynn Campbell</i> |

| What is the hazard? | Who/what could be harmed and how? | Initial Risk Rating (H/M/L) | What effective control measures are currently in place? Enter either, or/and <ul style="list-style-type: none"> Details of recommended NHS / UK Government / FCO / WHO / etc. / General health and safety risk management controls (zoonosis) What we are currently doing | Residual Risk Rating (H/M/L) | Enter either, or/and - New control measures recommended - Why the recommended control measures are not implemented - General comments | By who and when |
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| Contact with someone suffering from coronavirus | <ul style="list-style-type: none"> Staff Students Contractors Visitors | H | <p>Everyone will be asked not to come into school if they need to self-isolate under current guidance. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be directed to access testing and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated in the identified room until they can be picked up. See guidance: this guidance. 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic student who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron | M | | <ul style="list-style-type: none"> Staff Students Contractors Visitors |
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| <p>Contact with someone suffering from coronavirus</p> | <ul style="list-style-type: none"> • Staff • Students • Contractors • Visitors | | <ul style="list-style-type: none"> • If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection <p>Supervising staff will wash their hands thoroughly for 20 seconds after the student has been picked up.</p> <p>For parents who cannot, for whatever reason, get their child to a testing centre; if home testing kits are available in school, these will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if providing one will increase the likelihood of them getting tested.</p> <p>Only in exceptional circumstances will staff take symptomatic children home themselves (the school has insurance for use of staff vehicles), and in this case one of the following steps will be taken:</p> <ul style="list-style-type: none"> • Use of a vehicle with a bulkhead (i.e. the driver is in a separate compartment to any passengers); or • The driver and passenger will maintain a distance of 2m from each other; or • The driver will use PPE (the same PPE as when supervising a symptomatic student, as explained above) and the passenger will wear a face mask if they are old enough and able to do so <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance.</p> | | | <ul style="list-style-type: none"> • Staff • Students • Contractors • Visitors |
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| <p>Contact with someone suffering from coronavirus</p> | <ul style="list-style-type: none"> • Staff • Students • Contractors • Visitors | <p>H</p> | <p>If the school becomes aware that a student or staff member has tested positive for coronavirus, the school will contact the local health protection team.</p> <p>The school will carry out a rapid risk assessment to confirm who's been in close contact with the person, and will be asked to self-isolate for 10 days. Staff will be required to continue work from home and students must access live learning during this period (providing they remain well)</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> • The students and staff in each group • Any close contact that takes place between children and staff in different groups <p>Close contact means</p> <ul style="list-style-type: none"> • infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> ○ Being coughed on, ○ A face-to-face conversation, or ○ Unprotected physical contact (skin-to-skin) • Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person • Travelling in a small car with an infected person <p>The school will continue to work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p> | <p>M</p> | | <ul style="list-style-type: none"> • Staff • Students • Contractors • Visitors |
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| | | | The Co-Headteachers will inform staff, through their weekly briefing note, of the numbers of positive cases identified through the onsite and community testing programmes. | | | |
| Contact with coronavirus when getting to and from school | <ul style="list-style-type: none"> • Staff • Students • Contractors • Visitors | H | <p>Everyone will be encouraged to walk or cycle to school, and asked to avoid taking public transport during peak times if possible.</p> <p>Anyone who needs to take public transport will be referred to government guidance.</p> <p>Parents/carers who need to drop off and pick up students will be told, through messages and signage:</p> <ul style="list-style-type: none"> • Their allocated drop off and collection times and gate • The protocols for minimising adult to adult contact – parents/carers are to drop their child(ren) at the designated gate and will not be allowed on to the school site without a pre-arranged appointment. • Face to face meetings with parents/carers will be held in a space that allows health and safety protocols to be implemented. • Only one parent/carer should drop/collect student(s) • Parents/carers will be asked not to gather at entrance gates | M | | <ul style="list-style-type: none"> • Staff • Students • Contractors • Visitors |

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| <p>Spreading infection due to touch, sneezes and coughs</p> | <ul style="list-style-type: none"> • Staff • Students • Contractors • Visitors | <p>H</p> | <p>On arrival to school, students must put their face covering on and sanitise their hands with the sanitising solution (70 – 80% alcohol) provided for them by SLT.</p> <p>Students must wear their face covering in lessons where social distancing measures cannot be adhered to.</p> <p>Hand sanitising units are available in every classroom and the class supervisor must direct students and other staff to sanitise their hands on entry to and exit from their classroom</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using <u>NHS guidelines</u>, or use alcohol-based hand sanitiser to cover all parts of their hands • Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste <p>Following the revised Government guidelines on 22 February:</p> <ul style="list-style-type: none"> • Face coverings must be worn by students and staff in lessons (where social distancing measures cannot be adhered to) and communal areas, both inside and outside, (including corridors, common rooms, main reception, student reception, finance and serveries in Café May and Café BEST and offices) and whilst moving around the building • Face coverings must be a mask – it is no longer acceptable to wear a face shield on its own. A face shield may be work in addition to a mask | <p>M</p> | | <ul style="list-style-type: none"> • Staff • Students • Contractors • Visitors |
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| <p>Spreading infection due to touch, sneezes and coughs</p> | | | <ul style="list-style-type: none"> • If it is necessary for any persons to be closer than 2m for any length of time, both parties are required to wear a face covering • Intervention Assistants, who work in close proximity to students and are unable to maintain social distancing, will be required to wear a medical grade face mask and will be provided with additional PPE (apron and gloves) • Safe wearing of face coverings requires the sanitising of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use • Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully <p>Staff and students exempt from wearing a face covering will be issued with a 'sunflower' lanyard.</p> <p>Students will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Help will be available for any Students who have trouble cleaning their hands independently. Skin friendly cleaning wipes can be used as an alternative.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Lidded bins and tissues will be provided in every classroom, office space and toilet and will be emptied regularly.</p> | | | |
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| <p>Spreading infection through contact with coronavirus on surfaces</p> | <ul style="list-style-type: none"> • Staff • Students • Contractors • Visitors | <p>H</p> | <p>All areas of the school will be cleaned bi-monthly using OES anti-microbial coating that creates an inhospitable environment for viruses and bacteria that lasts up to 90 days. (See Appendix 6 of Operational Plan)</p> <p>As we are using this system, the general cleaning products used do not need to be alcohol based.</p> <p>Additionally, cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> • Banisters • Bathroom facilities (including taps and flush buttons) • Door and window handles <p>Teaching staff/students will clean equipment as necessary. Including:</p> <ul style="list-style-type: none"> • Teaching and learning aids • Books and games and other classroom-based resources • Sports equipment <p>Items that need laundering (e.g. tea-towels, aprons and lab coats) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between staff and/or students between washes. In food technology, students will be encouraged to bring their own apron or will be provided with a disposable one.</p> <p>Students and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, stationery and mobile phones</p> <p>All areas of the school will continue to be cleaned thoroughly at the start or end of the day (in line with the normal cleaning routines)</p> | <p>M</p> | | <ul style="list-style-type: none"> • Staff • Students • Contractors • Visitors |
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| <p>Spreading infection through contact with coronavirus on surfaces</p> | | | <p>Areas of the school not in use will be shut off to make cleaning more manageable.</p> <p>Any resources shared between groups, such as sports, art, science equipment and library books, will be either be:</p> <ul style="list-style-type: none"> • Cleaned frequently and meticulously, and always between groups using them; or • Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups <p>The same rules will be followed for books and other shared resources that students or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to student education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared. If a student forgets their pen/pencil, they will be given one by the teacher.</p> <p>The Sensory room will be:</p> <ul style="list-style-type: none"> • Restricted to one user • Cleaned at the end of use <p>Shared rooms, such as halls and dining areas, will be sectioned off, as necessary, to prevent different groups using them mixing.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will sanitise their hands before and after handling students' books/equipment.</p> | | | <ul style="list-style-type: none"> • Staff • Students • Contractors • Visitors |
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| <p>Spreading infection due to excessive contact and mixing between students and staff in lessons</p> | <ul style="list-style-type: none"> • Staff • Students • Contractors • Visitors | <p>H</p> | <p>Students in all year groups will have staggered days, meaning the start and end of the day, break and lunch times will be staggered, along with dedicated dining and social spaces. Students will enter school site using dedicated gates. Late students will also have a separated entrance lane to ensure they are able to join their year group safely.</p> <p>All lessons before lunch will be double lessons to remove transitions and to keep students in their year groups, whilst still allowing students the opportunity to study the broad and balanced curriculum we offer at Mayfield.</p> <p>Students' work will be set aside for 48 hours before being touched or marked by staff. Or teachers should sanitise their hands before and after touching books if handling within 48 hours</p> <p>Where students are old enough and capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers.</p> <p>Students will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this.</p> <p>Lessons that involve singing, chanting, shouting or playing wind or brass instruments will not take place in at least the first half term.</p> <p>For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between students will be maximised as much as possible.</p> <p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from students and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with some students with additional needs, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> | <p>M</p> | | <ul style="list-style-type: none"> • Staff • Students • Contractors • Visitors |
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| | | | <p>Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum.</p> <p>Specialists, therapists, clinicians and other support staff for students with SEND or who are otherwise vulnerable should provide interventions as usual. These staff will be advised to be rigorous about hand washing, respiratory hygiene; where close contact with students cannot be avoided and is part of a student's EHCP, additional PPE will be provided for Intervention Assistants and other key staff.</p> <p>Supply staff, peripatetic teachers, therapists, clinicians and other support staff working directly with our students will be given a copy of the operational plan and risk assessment.</p> | | | |
| <p>Spreading infection due to excessive contact and mixing between students and staff around and outside of the school</p> | <ul style="list-style-type: none"> • Staff • Students • Contractors • Visitors | | <p>Students will be kept, wherever possible, in the same groups (Year Group) at all times each day, and be kept separate from other groups.</p> <p>For students who routinely attend other settings on a part-time basis, such as an alternative provision setting, the school will work with these other settings to work out a system to keep these students safe.</p> <p>Year groups will have staggered timetables, including for start and finish times, break and lunch times. Students will have a 10 minute window for arrival and late comers will have a separate lane to ensure they are kept apart from other cohorts. All lessons before lunch will become double lessons and the 2 week timetable will be moved to 4 week timetable to allow the school's curriculum to be maintained for all students.</p> <p>Movement around the school site will be kept to a minimum.</p> | | | <ul style="list-style-type: none"> • |

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| | | | <p>Students will be supervised at all times to limit mixing between groups doesn't occur, and they will be reminded about the rules throughout the day. Students will wear a coloured lanyard and I.D. card to help identify their group and where they are permitted to be.</p> <p>Rooms will be accessed directly from outside where possible, and buildings will have one-way circulation to keep groups apart. (see floor plan)</p> <p>Where possible, all shared rooms, such as sport halls and dining areas, will be kept at half capacity to allow groups to keep apart when using them.</p> <p>Toilet use will be managed to avoid crowding.</p> <ul style="list-style-type: none"> • Students will only be allowed to use the toilet at break or lunch (unless there is an emergency or they have a medical card). • At break and lunch, students will only be able to use the toilets in their designated area: <ul style="list-style-type: none"> Year 7 – Humanities ○ Year 8 – Humanities ○ Year 9 – NTB, ground floor ○ Year 10 – Science Block ○ Year 11 – NTB, ground floor ○ Years 12 & 13 – Sixth Form Centre <p>Where possible, staff should take breaks in their teaching room; however, where this is not possible, the staffroom and offices may be used but social distancing must be maintained.</p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors.</p> | | | |
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| | | | Breakfast club will run in Café May, from 8:00 – 8:30. Students will be supervised and food served will be on a grab and go basis – to enable social distancing. | | | |
| Spreading infection due to the school environment | <ul style="list-style-type: none"> • Staff • Students • Contractors • Visitors | H | <p>Fire, first aid and emergency procedures will be reviewed as necessary and shared with staff and students.</p> <p>Ventilation</p> <ul style="list-style-type: none"> • At the earliest opportunity, staff should open classroom and office windows or turn on ventilation/heating systems to ensure adequate ventilation throughout the day. • Where feasible, open as many windows and doors as possible to allow for the flow of fresh air. • If temperatures are particularly low, windows and doors should be opened intermittently (for at least 5 minutes every 20 – 30 minutes) <p>As there is a need for increased ventilation at this time, staff and students will be allowed to wear their outdoor coat in lessons when the room is cold.</p> <p>The use of lifts will be avoided unless essential.</p> <p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space can be used for exercise and breaks.</p> | M | <ul style="list-style-type: none"> • Staff • Students • Contractors • Visitors | |

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| <p>Spreading infection due to excessive contact and mixing in meetings</p> | <ul style="list-style-type: none"> • Staff • Students • Contractors • Visitors | <p>H</p> | <p>All meetings will account for social distancing requirements or will take place over MS Teams.</p> | <p>M</p> | | <ul style="list-style-type: none"> • Staff • Students • Contractors • Visitors |
| <p>Individuals vulnerable to serious infection coming into school</p> | <ul style="list-style-type: none"> • Staff • Students • Contractors • Visitors | <p>H</p> | <p>The school will continue to follow any shielding guidance in place to decide who should come into school. https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>Staff and students can be placed in the following groups:</p> <ul style="list-style-type: none"> • People at high risk (clinically extremely vulnerable) • People at moderate risk (clinically vulnerable) • People not recognised in either of the above but due to age, gender, ethnicity or country of birth, may have an increased susceptibility to Coronavirus. <p>Staff: During the period 8 – 31 March, the Government advice is that staff who are identified as CEV:</p> <ul style="list-style-type: none"> ○ Are strongly advised to work from home; if this is not possible, they should not attend work during this time. These staff will receive a letter/email from the Government advising them of this. This should be shared with HR ○ Where this applies to a teacher, they will deliver their lessons remotely from home ○ Staff should discuss any concerns with LCA/AGR/TVO <p>Students: During the period 8 – 31 March, the Government advice is that students who are identified as CEV:</p> | <p>M</p> | | <ul style="list-style-type: none"> • Staff • Students • Contractors • Visitors |

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| | | | <ul style="list-style-type: none"> ○ Children that are classified as clinically extremely vulnerable are advised not to attend school whilst restrictions are in place ○ Students must engage with remote learning; where possible joining their 'normal lesson' via MS Teams ○ Registers for CEV students will be marked with an X code <p>Individual risk assessments will continue to be offered to all staff to complete and will be discussed with their line manager, SLT line manager or Head of HR.</p> | | | |
| Testing | <ul style="list-style-type: none"> • Students • Staff | | <p>It is our intention to continue to support and participate in the National Mass Testing Programme for staff and students in school by encouraging staff to be tested on their return to work and students before they return to school. This will commence on Monday 8 March 2021</p> <p>In summary:</p> <ul style="list-style-type: none"> • All staff will be encouraged, for the first few weeks, to take an LFD twice a week in school and will then be provided with tests to take at home • Students will be invited to take three tests in school and will, where appropriate, be given the forth test to complete at home • Any person found, in school, to have a positive result will be isolated and sent home at the earliest opportunity (where possible, avoiding public transport). They will be required to book a PCR test through the National Portal and inform the school of the result: <ul style="list-style-type: none"> ○ Negative – return to school/work ○ Positive – self-isolate for 10 days • Any person testing positive at home must inform the school immediately by emailing the result notification to: covidsupport@mayfieldschool.net. They will be required to book a PCR test through the National Portal and inform the school of the result: <ul style="list-style-type: none"> ○ Negative – return to school/work | | | <ul style="list-style-type: none"> • |

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| | | | <ul style="list-style-type: none"> ○ Positive – self-isolate for 10 days ● Close and proximity contacts will be identified and informed immediately; <p>Full details of this can be found on our website.</p> <p>The Co-Headteachers will inform staff, through their weekly briefing note, of the numbers of positive cases identified through the onsite and community testing programmes.</p> | | | |
| Confirmed case of coronavirus in school | <ul style="list-style-type: none"> ● Students ● Staff | | <ul style="list-style-type: none"> ● Any person found to have a positive result will be isolated and sent home at the earliest opportunity (where possible, avoiding public transport). They will be required to book a PCR test through the National Portal and inform the school of the result: <ul style="list-style-type: none"> ○ Negative – return to school/work ○ Positive – self-isolate for 10 days <p>Close and proximity contacts will be identified and informed immediately; they will be sent home to self-isolate for 10 days and will be required to continue work from home/access online learning during this period (providing they remain well)</p> | | | <ul style="list-style-type: none"> ● Staff ● Students |
| Staffing is insufficient to open the school fully due to self-isolation. | <ul style="list-style-type: none"> ● Staff ● Students | | <ul style="list-style-type: none"> ● Employ supply teachers and cover supervisor to cover classes where possible ● Staff who are self-isolating but remain well will be expected to deliver 'live lessons' via MA Teams. ● Staff who are currently under allocation may be use to cover absent staff ● | | | <ul style="list-style-type: none"> ● Staff ● Students ● |

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| <p>Staff and students are anxious about a return to school due to the prolonged closure, bereavement, trauma</p> | <ul style="list-style-type: none"> • Staff • Students | <p>M</p> | <ul style="list-style-type: none"> • Staff allowed access to the school site during the week on Monday 1 March • Inset day Monday 8 March – time given to Faculty and Subject areas and individuals to prepare for phased return • Well-being recovery plan shared with staff at start of Inset day • Phased return of students to enable testing programme to be implemented • Staff not expected to deliver live lessons at this time – work may be set on Satchel:One <p>Students:</p> <ul style="list-style-type: none"> • Well-being recovery plan implemented on return to school • Monitoring of students by form tutor, class teacher, AYGL & YGL • Referrals will continue to be made to the school counsellor and where appropriate, CAMHS <p>Staff:</p> <ul style="list-style-type: none"> • Individual risk assessments available to any member of staff, including those who are clinically vulnerable and clinically extremely vulnerable • Open door policy. Should any member of staff wish to discuss a concern regarding their wellbeing they can speak to their line manager, HR or anyone in SLT | <p>L</p> | <ul style="list-style-type: none"> • Staff • Students • Parent/Carer |
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| | | | <ul style="list-style-type: none"> • There are a range of support materials available to all staff on the shared drive, including useful websites and helplines for advice and strategies: <ul style="list-style-type: none"> ○ L ○ Shared documents ○ Staff wellbeing resources • The full range of wellbeing support services will continue to be available as usual, including the Employee Assistance Programme (EAP), counselling referrals to Sharon Eden, referrals to Occupational Health. Further information on all of these services can be obtained from HR or from the above folder on the shared drive. | | | |
| Student behaviour | <ul style="list-style-type: none"> • Students • Staff • Parent/Carer | M | <ul style="list-style-type: none"> • Behaviour for Learning Policy has been reviewed to reflect the current situation • Students persistently not following the Behaviour for Learning policy, in school, will be sent home • Members of SLT or Pastoral Team on walkabout in each area throughout the day to oversee and support the implementation of the health and safety protocols • Students reminded of Engagement Threshold expectations in relation to remote learning • Unacceptable student behaviour whilst on MS Teams will be addressed and escalated as necessary/appropriate | L | | <ul style="list-style-type: none"> • Staff • Students • Parent/Carer |

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| Emergency Evacuation | <ul style="list-style-type: none"> • Staff • Students • Visitors | M | <p>The emergency evacuation alarm will only sound in the event of a real emergency; therefore:</p> <ul style="list-style-type: none"> • Where practicable maintain social distancing on evacuation routes. • If we have students on site with a PEEP, these will be highlighted on the register and will follow normal emergency evacuation procedures. | L | | <ul style="list-style-type: none"> • Staff • Students • Visitors |
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| Staff working from home | <p>Staff</p> <p>Breaks</p> <p>Work station arrangements</p> | M | <ul style="list-style-type: none"> • Staff advised via Remote Learning/ Working from Home Guidance and this risk assessment to ensure that regular breaks are taken from screens throughout the day in order to maintain well-being • The remote learning timing of the school day reverts to 'normal' times to ensure that all staff have a 20 minute morning break and 45 minute lunch break – associate staff should take appropriate breaks in accordance with their work patterns • Staff advised to ensure appropriate seating and desk support whilst working – if there are any issues with this, staff may work from school or contact their line manager to discuss • Clarity re: work expectations sent via email and collaboration encouraged in teams to reduce the staff workload • Time given on Inset day for faculties to discuss and plan the best way to structure and deliver remote learning – ongoing through CPD and faculty meeting times | L | <p>Additional equipment continues to be provided where necessary and possible.</p> <p>Regular emails re expectations and well-being sent by SLT.</p> <p>Time given to development and planning of revised distance learning procedures.</p> | Staff |
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| Lack of accurate information/a failure to disseminate information | Staff (<i>including those considered at increased risk</i>) Staff are not aware of the risks from CV19 and become infected due to lack of awareness of control measures. | M | <ul style="list-style-type: none"> Updated Operational Plan shared with all staff – staff are required to confirm that they have read and understood this Co-Headteachers provide relevant information, DfE guidance and updates as and when provided by either the Government and/or the Local Authority | L | Advice is timely and designed not to overload staff. | Staff |
| The control measures in this risk assessment are not implemented because staff are unaware of them. | Staff – on or off site | M | <ul style="list-style-type: none"> All staff emailed a copy of this risk assessment, operational plan and homeworking policy which are also available on the common drive and website – invite comments and questions to be directed to SLT. Issue regular updates to all staff working in school and at home via email and briefings (on MS Teams). Clear message that implementation of this risk assessment and operational plan is a management instruction. | L | | Staff |

Risk Rating Matrix

| | | Impact | | | | |
|--------------------|-------------------|-------------|--------|-------------|---------|--------------|
| | | 1. Very Low | 2. Low | 3. Moderate | 4. High | 5. Very High |
| Likelihood of Harm | 5. Almost Certain | 5 | 10 | 15 | 20 | 25 |
| | 4. Likely | 4 | 8 | 12 | 16 | 20 |
| | 3. Possible | 3 | 6 | 9 | 12 | 15 |
| | 2. Unlikely | 2 | 4 | 6 | 8 | 10 |
| | 1. Rare | 1 | 2 | 3 | 4 | 5 |

Matrix to calculate the likelihood and impact should the hazard be realised.

RAG Rating Matrix

| Risk Rating | Possible Action to be Taken |
|-------------------------|---|
| LOW (<4) | <ul style="list-style-type: none"> Department manager may accept risk Manage by routine processes Any costs to be funded within Directorate Hazard to be reviewed and updated at least annually. |
| MEDIUM (5-10) | <ul style="list-style-type: none"> Management action required to control risk as soon as reasonably practicable Monitor any action taken to ensure it has been effective in reducing the risk to an acceptable level Reviewed and updated at least every 6 months to ensure controls remain effective May necessitate bids for central funding. |
| HIGH (>12) | <ul style="list-style-type: none"> Immediate senior management action required to further control risk May halt work/task while additional controls are applied Copy of the risk assessment sent to Risk and Insurance Manager for inclusion on to the Corporate Risk Register Responsible Director to give priority for action/funding Monitor any action taken to ensure it has been effective in reducing the risk to an acceptable level To be reviewed and updated at least every month to ensure controls remain effective. |