

Queen Elizabeth's Grammar, Alford

A Selective Academy



RISK ASSESSMENT FOR PHASED OPENING OF QUEEN ELIZABETH'S GRAMMAR, ALFORD

07/07/2020 The Government have given a date of September 2020 to reopen. Meeting scheduled for 13/07/2020, all staff to be informed of procedures and updates. Assessment will be updated once start date confirmed.

RISK: COVID-19 Virus

COVID-19 is primarily transmitted from symptomatic people to others who are in close contact through respiratory droplets, by direct contact with infected persons, or by contact with contaminated objects and surfaces.

During the reopening we recognise that any and all measures will be imperfect. We are aware that there will be periods of time during full reopening where various measures will be impractical. Our overarching philosophy is to **go as far as we can when we can** to reduce contact and proximity, thereby reducing risk rather than eliminating risk. We accept that at times there will be periods within school where one measure or another will have to be relaxed temporarily for practical purposes, in order to allow the curriculum to run effectively.

While the list of measures implemented is significant, it is intended that over time as the national situation becomes more certain, we reduce the number of measures sequentially through discussion as a senior team, with further adjustments kept live on this document which can be located on the school intranet.

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Section 1						
HAZARD: Transmission of virus airborne					Risk Level: A3	
CONTROL MEASURE	Measure	FURTHER ACTION TO CONTROL RISK	ACTIONED BY	DATE IMPLEMENTED	DATE MEASURE SUSPENDED	DATE FORMALLY REVIEWED
Minimise contact and maintain social distancing as far as possible and when it is possible.	A	Monitor	All pupils and staff	10/07/2020	Still in place	See review sheet 2
Pupils and staff are encouraged to adhere to the 2 metre distancing rule where possible, reducing to 1 metre when not and in close proximity, when distancing is not practicable. This is to be monitored by staff.	B	Monitor	All pupils and staff	03/06/2020	Still in place	See review sheet 2
Pupils must meet daily at the designated and marked assembly points upon entering school for their form.	C	Monitor	All pupils and staff	03/06/2020	Still in place	See review sheet 2
Each year group will form its own bubble, with the exception of years 12 and 13 who will form their own bubbles.	D	Monitor	Staff	03/06/2020	Still in place	See review sheet 2
For the purpose of teaching, year 7 and 8 will form their own bubbles within bubbles, in the guise of form groups.	E	Monitor	All pupils and staff	10/07/2020	Still in place	See review sheet 2
Almost all of the teaching for year 7 and 8 will take place within their form rooms. With teachers moving to them, thus significantly reducing the flow of students on corridors between lessons.	F	Monitor	All pupils and staff	10/07/2020	Still in place	See review sheet 2
Year 7 and 8 will be grouped via form for the majority of their timetable. This will necessitate a reordering of some aspects of the curriculum in order to facilitate this form of teaching, eg DT to start the year with the graphics units of work.	G	Monitor	All pupils and staff	10/07/2020	Still in place	See review sheet 2
Entrance to the school will be via key stage entrances. Year 7 & 8 using the kitchen delivery entrance.	H	Monitor	All staff and pupils	03/06/2020	Still in place	See review sheet 2

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Years 9, 10 and 11 using the main entrance. Sixth form utilising the Norbury entrance. Only staff vehicles will be allowed on site and the gates will be locked at 8.40 am, they will only be reopened for supervised deliveries before being re-locked, until 3.40 pm.						
Pupils should not be on site before 8.30 am.	I	Monitor	All staff and pupils	10/07/2020	Still in place	See review sheet 2
All pupils and teaching staff must be off site by 4.00 pm to allow for daily deep cleaning. This is with the exception of members of staff on bus duty.	J	Monitor	All staff and pupils	03/06/2020	Still in place	See review sheet 2
Students will have a desk and seat in their designated classroom for the duration of each lesson.	K	Monitor	All staff and pupils	03/06/2020	Still in place	See review sheet 2
Pupils will not circulate around their designated classroom.	L	Monitor	All staff and pupils	03/06/2020	Still in place	See review sheet 2
A one-way system will be in operation around school. Arrows and signage marking the way. Movement will be clockwise around the school, using in and out entrances to facilitate as much social distancing as possible.	M	Monitor	All staff and pupils	03/06/2020	Still in place	See review sheet 2
Signage in key locations both on the floor and walls, to act as a visual reminder of the distancing guidance.	N	Monitor	H Franks G Thompson	03/06/2020	Still in place	See review sheet 2
Field to be split into 3 zones for years 9, 10 and 11. Year 7 and 8 to have zones relating to the tennis and netball courts for break and lunch outside socialisation.	O	Monitor	G Smith	10/07/2020	Still in place	See review sheet 2
As much teaching as possible for post 16 will take place in Norbury.	P	Monitor.	S Hood	10/07/2020	Still in place	See review sheet 2
Year 7 and 8 will operate within their own zone comprising of six rooms: Geography, Lecture Theatre, Maths 1 and 2 and English 1 and 2.	Q	Monitor	S Hood	10/07/2020	Still in place	See review sheet 2
The KS3 bubble will have its own toilet in the DT area.	R	Monitor	All staff and pupils	10/07/2020	Still in place	See review sheet 2
Each form in year 7 and 8 will be separate and in its own room, for as much of the curriculum as is possible, whilst maintaining a curriculum, thus reducing the quantity of movement on the corridors.	S	Monitor	S Hood	10/07/2020	Still in place	See review sheet 2

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Students at break and lunch in KS3 should only utilise their own form room and designated outside areas.	T	Monitor	All staff	03/06/2020	Still in place	See review sheet 2
DT and the Science rooms, where possible, will utilise external entrances to minimise traffic in main corridors.	U	Monitor	All staff and pupils	10/07/2020	Still in place	See review sheet 2
All classrooms to use external line up points.	V	Monitor	All staff and pupils	10/07/2020	Still in place	See review sheet 2
Questions and responses will be taken from the front of a classroom only. Staff should remain at the front of the classroom all lesson.	W	Monitor	All staff and pupils	03/06/2020	Still in place	See review sheet 2
Staff room maximum of 8. Staff overflow and lunch area - CPD, Staff Work room and Staff Kitchen in the main building.	X	Monitor	Staff	03/06/2020	Still in place	See review sheet 2
Queuing for the canteen will take place outside with small numbers being released into the canteen at any one time.	Y	Monitor	Staff	10/07/2020	Still in place	See review sheet 2
Year 7 and 8 will start break time 10 minutes earlier, to reduce the flow of students through the canteen.	Z	Monitor	All staff and pupils	10/07/2020	Still in place	See review sheet 2
Urinals will not be in use until further notice.	AA	Monitor	All staff and pupils	03/06/2020	Still in place	See review sheet 2
Staff briefings will be held in the new sports hall. Entry to the new sports hall will be through the side fire escape.	AB	Monitor	Staff	03/06/2020	Still in place	See review sheet 2
Dining hall to operate a one-way system with the main hall, also in use for meals. Packed lunches will all be eaten in the outside seating area.	AC	Monitor	All staff and pupils	10/07/2020	Still in place	See review sheet 2
Assemblies and after school events will be paused until further notice.	AD	Monitor	All staff and pupils	10/07/2020	Still in place	See review sheet 2
After school meetings need to be agreed in advance with GTn, in order to co-ordinate cleaning regimes after school.	AE	Monitor	All staff and pupils	10/07/2020	Still in place	See review sheet 2
All communication by parents must be done via telephone or email. No visitors, other than essential deliveries, will be permitted on site.	AF	Monitor	Staff	03/06/2020	Still in place	See review sheet 2
Air conditioning to be deactivated.	AG	Monitor	Staff	03/06/2020	Still in place	See review sheet 2
PPE face masks are to be used by all staff and students on site where practical in order to reduce the risk of airborne particles. Visors may be worn in addition to masks if desired. This is,	AH	Monitor	Staff	03/06/2020	Still in place	See review sheet 2

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with the exception, of students and staff who have a medical condition that prevents their use, in which case evidence would be required. <i>We recommend that masks are changed daily.</i>						
Eating and drinking protocols will be implemented for use with face masks / visors.	AI	Monitor	G Thompson	10/07/2020	Still in place	See review sheet 2
Students should only bring in what is required for that day.	AJ	Monitor	All pupils	10/07/2020	Still in place	See review sheet 2
Bags should remain in the students possession at all times.	AK	Monitor	All pupils	10/07/2020	Still in place	See review sheet 2
Hand driers will be isolated.	AL	Monitor	Staff	03/06/2020	Still in place	See review sheet 2

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Section 2						
HAZARD: Transmission of virus by contact with contaminated objects					Risk Level: A3	
CONTROL MEASURE	Measure	FURTHER ACTION TO CONTROL RISK	ACTIONED BY	DATE IMPLEMENTED	DATE MEASURE SUSPENDED	DATE FORMALLY REVIEWED
Exercise books/worksheets/textbooks will have a 48 hour quarantine period between usages with groups.	A	Monitor	All staff and pupils	03/06/2020	Still in place	See review sheet 2
Books in the library will not be issued.	B	Monitor	T Elliott	10/07/2020	Still in place	See review sheet 2
The library will be accessible to sixth form students only.	C	Monitor	T Elliott	10/07/2020	Still in place	See review sheet 2
Entry into and out of the library by sixth form students, is encouraged to take place outside of break and lunchtime periods, to reduce the flow of students on the corridors.	D	Monitor	T Elliott	10/07/2020	Still in place	See review sheet 2
Resources for year 7 and 8 should be put on desks, in the classrooms being used at the end of the previous day or before the commencement of the day of teaching.	E	Monitor	All staff	10/07/2020	Still in place	See review sheet 2
Resources for years 9 to 13 should be put on desks, in the gap between lessons.	F	Monitor	All staff	10/07/2020	Still in place	See review sheet 2
Whilst books are not being transferred between staff and students, all marking will continue to be of home learning tasks submitted digitally.	G	Monitor	All staff	10/07/2020	Still in place	See review sheet 2
Staff and students must not distribute worksheets or resources during the course of the lesson.	H	Monitor	All staff and pupils	10/07/2020	Still in place	See review sheet 2
Pupils need to bring in their own stationery kit.	I	Monitor	Pupils	03/06/2020	Still in place	See review sheet 2
A stationery purchasing point will be established in main reception.	J	Monitor	D Aitkenhead	10/07/2020	Still in place	See review sheet 2
Many aspects of practical work for Science, DT and Art will be paused.	K	Monitor	S Grayson G Thompson K Johnson	10/07/2020	Still in place	See review sheet 2

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Staff will be given their own stationery pack complete with board rubber and board pens, to use and take with them to each classroom.	L	Monitor	Staff	03/06/2020	Still in place	See review sheet 2
All doors to classrooms and toilets will be wedged open, to avoid contact with doors and handles where possible. Yellow and black wedges / red and white wedges are not to be moved. Fire doors through the corridors have been installed with fire door openers, which again should be left open. In the event of a fire these will close automatically on hearing the alarm.	M	Monitor	All staff and pupils	17/07/2020	Still in place	See review sheet 2
Fire doors where possible will be held open, fitted with fire door compliant sound sensors.	N	Monitor	D Lear	10/07/2020	Still in place	See review sheet 2
No locker facilities will be available.	O	Monitor	Staff	03/06/2020	Still in place	See review sheet 2
Canteen facilities will be reduced, staff and pupils are advised to be as self-sufficient as possible, bringing in a packed lunch and suitable drinks to last them a full day.	P	Monitor	All staff and pupils	03/06/2020	Still in place	See review sheet 2
Hand sanitisation and workspace disinfecting stations are available in each room, and all entrances including the main gate.	Q	Monitor	D Lear	03/06/2020	Still in place	See review sheet 2
Water dispensers will not be available for use.	R	Monitor	D Lear	10/07/2020	Still in place	See review sheet 2
Each classroom will have hand sanitisation and cleaning equipment available.	S	Monitor	D Lear	10/07/2020	Still in place	See review sheet 2
Students and staff should enact a cleaning regime upon the classroom between taught lessons.	T	Monitor	All staff and pupils	10/07/2020	Still in place	See review sheet 2
Hand sanitisation stations will be positioned at all three main entrances to school.	U	Monitor	D Lear	10/07/2020	Still in place	See review sheet 2
Hand sanitisation stations to entrances into school will be expected to be utilised, and 'use in school' protocols will be covered in an induction period for all students on the first day of term in September.	V	Monitor	All staff and pupils	10/07/2020	Still in place	See review sheet 2

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Hand sanitisation stations will be situated at all entrances to school buildings.	W	Monitor	All staff and pupils	10/07/2020	Still in place	See review sheet 2
Hand sanitiser should be monitored as a result of the alcohol levels and the hazard it poses.	X	Monitor	All staff and pupils	10/07/2020	Still in place	See review sheet 2
While hand sanitiser is available, students are also encouraged to bring their own supply in addition.	Y	Monitor	All staff and pupils	10/07/2020	Still in place	See review sheet 2
Sneeze screens will be situated between banks of computers that face each other.	Z	Monitor	D Lear	10/07/2020	Still in place	See review sheet 2
Classrooms to be reviewed to ensure forward facing desks where possible.	AA	Monitor	G Thompson	10/07/2020	Still in place	See review sheet 2
Group work will not take place in the first instance.	AB	Monitor	All staff and pupils	10/07/2020	Still in place	See review sheet 2
Paired work is possible, where practical and when it does not require any student movement.	AC	Monitor	All staff and pupils	10/07/2020	Still in place	See review sheet 2

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Section 3						
HAZARD: Transmission of virus by contact with contaminated objects					Risk Level: A3	
CONTROL MEASURE: MINIMISE CONTACT WITH ALL SURFACES	Measure	FURTHER ACTION TO CONTROL RISK	ACTIONED BY	DATE IMPLEMENTED	DATE MEASURE SUSPENDED	DATE FORMALLY REVIEWED
Additional cleaning regimes to be implemented within the school day.	A	Monitor	D Lear	03/06/2020	Still in place	See review sheet 2
24 hour quarantine period for all items entering the school site through main reception.	B	Monitor	D Aitkenhead S Page	03/06/2020	Still in place	See review sheet 2
In addition, as mentioned in measure 2V pupils will be instructed on how to use hand sanitising stations on entering and around school, and advised to wash their hands frequently with soap and water and for a minimum of 20 seconds.	C	Monitor	Staff	03/06/2020	Still in place	See review sheet 2
Cleaning of surfaces and all areas, will be carried out daily.	D	Monitor	D Lear Cleaning staff	03/06/2020	Still in place	See review sheet 2
Cleaners instructed to disinfect all surfaces and handles within their deep clean of each evening, starting promptly at 4.00 pm once staff and pupils are off site.	E	Monitor	D Lear Cleaning staff	03/06/2020	Still in place	See review sheet 2

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Section 4						
HAZARD: Illness / First Aid					Risk Level: A3	
CONTROL MEASURE: MINIMISE CONTACT AND USE PPE	Measure	FURTHER ACTION TO CONTROL RISK	ACTIONED BY	DATE IMPLEMENTED	DATE MEASURE SUSPENDED	DATE FORMALLY REVIEWED
Any student who is deemed too unwell to stay in school after reporting to reception, will wait in the COVID secure holding area - Careers Library - awaiting collection by a parent.	A	Monitor	Staff	03/06/2020	Still in place	See review sheet 2
The main reception waiting area will be utilised as normal for non Covid-19 suspected cases.	B	Monitor	D Aitkenhead S Page	10/07/2020	Still in place	See review sheet 2
Toilet facilities for students awaiting collection with suspected Covid-19 like symptoms, will be designated the toilets near the Humanities room. These toilets should not be used by other students.	C	Monitor	D Aitkenhead S Page	10/07/2020	Still in place	See review sheet 2
Covid-19 designated toilets should be cleaned between each usage.	D	Monitor	D Lear	10/07/2020	Still in place	See review sheet 2
When administering first aid, the first aider is to use PPE (mask, optional visor, gloves and apron).	E	Monitor	D Aitkenhead	03/06/2020	Still in place	See review sheet 2
Any student presenting Covid-19 like symptoms, should be sent home with the requirement for testing.	F	Monitor	D Aitkenhead S Page	03/06/2020	Still in place	See review sheet 2
Social distancing markers outside of main reception are to be adhered to.	G	Monitor	All staff and pupils	03/06/2020	Still in place	See review sheet 2
Main reception office to be out of bounds to all members of staff other than the staff operating reception.	H	Monitor	D Aitkenhead S Page	03/06/2020	Still in place	See review sheet 2

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Section 5						
WELLBEING					Risk Level: B2	
CONTROL MEASURE: INFORM TRAIN AND REASSURE	Measure	FURTHER ACTION TO CONTROL RISK	ACTIONED BY	DATE IMPLEMENTED	DATE MEASURE SUSPENDED	DATE FORMALLY REVIEWED
SLT, JJ and MP (as union representatives in conjunction with the Governor Scrutiny Group) meet and finalise plans.	A	Hold meeting	SLT, JJ, MP Governor Scrutiny Group	21/05/2020	Still in place	Complete
Invite staff to a meeting to discuss opening. Opportunity to discuss any questions and take suggestions.	B	Hold meeting	Staff and SLT	10/07/2020	Still in place	See Review sheet 2
Implement any additional measures that are suggested post discussion, as a senior team.	C	Discuss and implement any suggestion if required	SLT	01/06/2020	Still in place	See Review sheet 2
Offer open door policy to discuss concerns or issues.	D	Hold frequent staff meetings	SLT	10/07/2020	Still in place	See Review sheet 2
Risk assessment and the following links: https://www.gov.uk/coronavirus https://www.hse.gov.uk/news/coronavirus.htm made available for staff to read. Risk assessment and accompanying documentation to be made available in its 'live' format on the school website.	E	Risk assessment available at all times	DL	03/06/2020	Still in place	See Review sheet 2

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Section 6						
HAZARD: Fire or other emergency					Risk Level: A3	
CONTROL MEASURE: EVACUATION MAINTAINING SOCIAL DISTANCE	Measure	FURTHER ACTION TO CONTROL RISK	ACTIONED BY	DATE IMPLEMENTED	DATE MEASURE SUSPENDED	DATE FORMALLY REVIEWED DL
In the event of a fire or other emergency needing evacuation of the school, during the restriction phase, fire assembly points will remain at the back of the school. Fire assembly points will however be distanced further by year group bubble.	A	Ensure all are aware of procedures	DL/Staff	03/06/2020	Still in place	See Review sheet 2
During a fire alarm or fire, the one-way system is suspended and students should leave via the nearest exit.	B	Monitor	All Staff and students	10/07/2020	Still in place	See Review sheet 2

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Section 7						
HAZARD: Buses					Risk Level:	
CONTROL MEASURE: EVACUATION MAINTAINING SOCIAL DISTANCE	Measure	FURTHER ACTION TO CONTROL RISK	ACTIONED BY	DATE IMPLEMENTED	DATE MEASURE SUSPENDED	DATE FORMALLY REVIEWED DL
Students on buses should be grouped, as far is practical, within their year group bubbles.	A	Monitor	Senior team	10/07/2020	Still in place	See Review sheet 2
At the end of the school day students will continue to line up on the industrial estate in preparation for orderly boarding. They will be in separate bus groups. In different areas of the estate rather than the year group lines that they were in previously. Each bus group will be monitored by a different member of staff.	B	Monitor	Senior team	10/07/2020	Still in place	See Review sheet 2

OUTCOME RISK: Medium

Assessment shows that by implementing the control measures, we can minimise the danger of the COVID virus to a LOW RISK.

Covid-19 Risk Assessment 2020 5 January 2021
Last review July 2020

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REVIEW SHEET

DATE	REVIEW SHEET	CHECKED AND SIGNED
01/06/2020	Staff meeting held. All staff given information and instructions, including PPE and stationary packs. Government delayed opening of secondary schools, will update assessment with correct dates once confirmed.	01/06/2020
10/06/2020	Governors approved risk assessment, they will formally review again in July.	10/06/2020
11/06/2020	Risk assessment placed on staffshare s:\Covid-19 Re-Opening. Folder contains all paperwork relating to the school re-opening, including parent communication and restrictions as discussed at the staff meeting held on 01/06/2020.	
15/06/2020	Revised opening dates: Phase 1 Wednesday 17 June 2020 – Y10 pupils Form S Thursday 18 June 2020 – Y10 pupils Form C Friday 19 June 2020 – Y10 pupils Form T Phase 2 Rota basis Y12 academic mentoring Phase 3 Y10 mentoring – all Phase 4 Y12 pupils – all Additional capacity for children of key workers at all phases. All control measures checked and in place.	15/06/2020
17/06/2020	Fire drill held. DL out of the office highlighted the need for back-up for operation. CW informed	17/06/2020
18/06/2020	Fire drill held. No issues with drill but highlighted fault on radio link from sports hall. Radio link still work, all alarms sounded but fault needs checking. Freedom Fire called.	18/06/2020
22/06/2020	Freedom Fire came and checked fault. All working but will replace part when in stock. Fire drill held. No issues found. Procedures for alarm checked with Freedom Fire and rewritten.	22/06/2020
22/06/2020	All staff are to sign in at reception on arrival at to school, and subsequently sign out when they leave. Whether this is during or at the end of the school day. The signing in sheet will be used in the event of an emergency, such as fire alarm being activated, and must be an accurate record of who is present on the school site at all times of the day.	22/06/2020
23/06/2020	A potential Covid-19 contact linked to one of our “bubbles”. A keyworker parent has presented with Covid like symptoms, and came and collected the pupil straight away. The child has not shown any symptoms. We have closed that pod and it will remain closed until the test results come back – we expect to have the results within the next 48 hours. The time frame in this case mean that the year 10 bubbles remain secure. We have isolated all areas that they key worker pupils have used – they will receive a	23/06/2020

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	deep clean once all of the pupils have left at the end of the day and will remain locked for the next 48 hours. There is no movement of staff between bubbles, therefore, we will proceed with the year 10 pupils coming in as planned this week. This will be reviewed once the test results are through.	
24/06/2020	COVID test result from the parent involved yesterday has come back NEGATIVE. All staff informed. Will resume use of the room from next week – 29 June.	24/06/2020
07/07/2020	Government guidelines issued for full reopening in September.	
10/07/2020	SLT and MP meet to discuss and implement new procedures.	
13/07/2020	Staff meeting held to inform all of procedures.	
17/07/2020	Risk assessment reviewed by DL and fire door open and closing systems implemented on fire doors in corridors.	16/07/2020
24/07/2020	Fire alarm tested to test fire door closures working correctly. All door closures closed automatically on the sound of the alarm.	24/07/2020
01/09/2020	Bus companies and taxi firms provided guidance on transport requirements. All parties confirmed arrangements in place.	
03/09/2020	Pupils returned to school, risk assessment reviewed. All safety systems in place and working well. The Fire alarm was activated and the whole school evacuated. The fire door closures worked well and the pupils and staff left the buildings in an orderly and calm manner.	
08/09/2020	We are now in a position to accept students onto site before 8.30 am, however regrettably students will not yet be able to go inside the school buildings before form time at 8.55 am	
08/09/2020	Students from Wednesday will be able to make use of the afterschool provision of BSM (that we operated last year), provision is by pre-arrangement only, to undertake work while they are awaiting collection by parents. All other students should still leave site at the end of the school day.	
08/09/2020	Now that we are operational and we know that our systems are working well, it is possible for us to accept an increased number of students to take advantage of our hot food facilities.	
11/09/2020	Drop boxes for the marking of worksheets and tests to be introduced, with a 48 hour quarantine period. Detentions to start on 11/09/20 with Y11, then from 14/09/20 for Y7 in IT room. Rota basis for staff. Staff to use ICT room up to 5.30 pm for working. Staff room reduced to 6 members of staff at any one time, with face coverings to be worn at all times.	
15/09/2020	The school canteen is now running a normal service. Detentions will restart with immediate effect, for one year group only each day.	
02/10/2020	- Collecting work in from students for marking: I am pleased that after some experimentation, we have developed a system of collection and distribution of books involving drop boxes, and appropriate quarantine periods for work, that will allow normal marking practices to resume moving forward.	

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	- Indoor sports facilities: We have now developed a system and choice of sport in the sports hall that will allow us to utilise the two indoor areas, predominantly as a wet weather alternative.	
20/10/2020	Y7 and Y8 DT and Science practical sessions will now be undertaken within DT and Science workshops to enable practical demonstrations. Please note that Y7 and Y8 classrooms will not be used by other year groups.	
05/11/2020	Sixth form pupils will not be permitted to leave site at lunchtime from Monday 9 November until the national lockdown ends up to and inclusive of 2 December 2020.	
09/11/2020	As a result of localised Covid-19 cases, we have had to regrettably close Y10, 8S and 7S bubbles. Y10, 8S and 7S bubbles have been closed until Wednesday 18 November. All other bubbles remain open.	
12/11/2020	Letter emailed to all Y13 parents advising of a Y13 partial closure, 2 nd letter emailed to those affected advising them to self isolate up to and including 22 November 2020.	
13/11/2020	Letter emailed to Y9 parents advising of a Y9 closure, advising self isolation up to and including 23 November 2020.	
15/11/2020	Letter emailed to Y13 2 nd bubble (remainder) closure, advising self isolation up to and including 25 November 2020.	
08/12/2020	We are instigating a cold weather protocol in line with our wet weather protocol in terms of use of form rooms at break and lunch.	
18/12/2020	Letters emailed to advise of staggered New Year start dates: Y7-10 11 January and Y11-13 5 January & Lateral Flow Testing Consent Form.	
31/12/2020	Letter emailed to advise of revised staggered New Year start dates: Y7-10 18 January and Y11-13 11 January & Lateral Flow Testing How to Do Your Test Guide.	
05/01/2021	National Lockdown, schools closed with provision only for vulnerable and key worker's children. Notice on the intranet.	

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The Management of Health & Safety at Work Act 1992 (regulation (3)) requires every employer and self-employed person to identify the measures they need to take, to comply with the requirements and prohibitions imposed on them by or under the relevant statutory provisions. Employers must therefore make a suitable and sufficient assessment of:

- (a) the risks to the health & safety of their employees to which they are exposed whilst they are at work; and
- (b) the risks to the health & safety of persons not in their employment arising out of, or in connection with, the conduct by them of their undertaking:

Where there are five or more persons employed, the significant findings of any assessment must be recorded.

The management regulations (or MHSWR) were introduced to implement the European framework directive (89/4391/EEC) and also the Temporary Workers Directive (91/383/EEC), and came into force on 1 January 1993. They cover all work activities to which the Health & Safety at Work Act 1974 apply.

The regulations should be regarded as an extension to basic duties on employers, self-employed and employees.

The need for risk assessment is also implicit in other regulations made under the Health & Safety at Work Act (such as, for example, COSHH, and the PPE regulations).

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Establishing the level of risk. A level of risk (description) posed by a particular hazard can be given a rating of High, Medium or Low risk. Most common situations are likely to be classed as having a High or Medium risk. The level of risk index is a combination of the severity of the hazard and the likelihood of the hazard occurring, and allows the Level of Risk description to be applied.

LEVEL OF RISK (Index) has two components:

1. Severity of Hazard (A-C)

2. Likelihood (1-3)

The Severity of the hazard is categorized below:		
SEVERITY	DESCRIPTION	Index
CATASTROPHIC or CRITICAL	can result in serious/major injuries or fatalities. Also includes serious damage or loss of personal property.	A
MARGINAL	can cause injury/illness requiring first aid, out-patient treatment, counselling, absence from work. This may well include 'serious or persistent verbal abuse'. Also includes some significant damage or loss of personal property.	B
NEGLIGIBLE	will not result in injury/illness but could lead to a feeling of being at risk or distressed. Some minor damage or loss of personal property.	C

The Likelihood of the hazard is categorized below:		
LIKILHOOD	DESCRIPTION	Index
EXTREMELY LIKELY	likely to occur immediately	1
LIKELY	likely to occur at sometime	2
UNLIKELY	unlikely to occur	3

Levels of risk (indices) are described as A1/A2/A3 or B1/B2/B3 or C1/C2/C3. The Level of Risk will indicate the likely Control Procedures and Review Frequency:			
Level of Risk (Description)	Level of Risk (Index)	Control Action	Review Frequency (at least)
High	A1	Take immediate action, e.g. withdraw equipment from use, change procedures or personnel, etc.	Termly (4 months)
	B1/A2	Plan to quickly reduce the level of risk. Use judgement to assess priorities.	
Medium	A3/B2/C1	Plan to reduce the level of risk even further if this is possible. Monitor standards and procedures regularly.	Annually
Low	B3/C2/C3	Monitor standards and procedures biennially to ensure that risk level does not increase.	2 years