



COVID-19 Risk Assessment September 2020

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Introduction

The following workplace risk assessment is intended to support all London Borough of Hounslow schools and educational settings in the management of risk whilst planning for and during full reoccupation of schools in the autumn term. These resources have been created by the council's Health & Safety Team, in collaboration with colleagues in Children's Services, and in line with the latest advice, at the time of review, from the government, NHS, Public Health England and the DfE.

1 –Completing the COVID-19 Risk Assessment

When completing the risk assessment, please follow the steps outlined below:

Step 1: Identify the Hazards

The risk assessment template has been pre-populated with hazards that will hopefully cover most of the relevant topics.

However, you should ensure that the risk assessment is tailored to your situation and carefully consider if further hazards need to be added. School may, for instance wish to include other organisational risks that are not directly health and safety related, for completeness.

When attempting to identify hazards, it should be broken down into the workplace environment, on-site and off-site work activities. It may be necessary to carry out a review of the workplace and/or observe the task in order to identify where and how hazards arise in practice and how harm can occur. Staff representatives will also help identify problem areas.

When identifying hazards, the following should be considered:

- Routine and non-routine activities of all persons having access to the workplace (including staff, contractors, visitors, pupils etc.)
- Human behaviour, capabilities and other human factors
- Identified hazards originating outside of the workplace, which may adversely affect the health and safety of staff and /or service users
- Infrastructure, equipment and materials at the workplace, whether provided by the employer or others
- Changes or modifications, including temporary changes, to activities, equipment or materials. These should be assessed prior to their introduction
- Any applicable existing, new or updated legal obligations
- The design of work areas, processes, installations and operating procedures, including their adaptation to human capabilities

Step 2: Decide who is at Risk

For each hazard, you will need to be clear about who might be harmed as it will help to identify the best way of managing the risk. This doesn't mean listing everyone by name, but rather identifying groups of people and any people who may be particularly at risk; e.g. young persons, new and expectant mothers.

Step 3: Implement preventative Measures

The risk assessment template has been prepopulated with broad preventative measures, as recommended by government guidance and the council's health and safety advisory service.

You will need to consider these preventative measures carefully and amend them so that they are specific to your setting and provide the additional detail necessary to outline exactly what you will be doing to achieve the recommended outcomes. Comments have been provided on the form to help direct school where they need to add additional content.

You should amend the form by removing information that is not relevant to your setting and adding information where you feel there are gaps. If you cannot adhere to the recommended preventative measures, you should develop alternative solutions. If you cannot adhere to the recommended preventative measures and you are unable to find alternatives, this will impact the level of risk to which your staff and children are exposed.

When considering what control measures are required consider controls in the following order.

a) Elimination	Get rid of the hazard altogether
b) Substitution	Use something less hazardous, which would still do the job
c) Enclosure	Enclose/section off the work to eliminate or control the risk
d) Guarding	Segregation of the user from the hazard
e) Safe system of work	A system which reduces the risk to an acceptable level
f) Written procedures	Written safe system of work, known/understood by those affected
g) Supervision	Put in place adequate supervision Consider new/young staff
h) Information/training	Guidance notes, instruction, notices, signs, training courses
i) Personal protective Equipment (PPE)	Goggles, gloves, helmets, safety shoes

Note: Item (a) is the most effective, and item (i) the least. PPE should be used in conjunction with other control measures. It protects the individual and its effectiveness is very dependent on factors such as correct use, therefore guidance, training and supervision will be very important.

Step 4: Evaluate the level of risk

Risk is a combination of two things:

The level of harm that might be caused to a person if they were exposed to a hazard and the likelihood of that person being exposed to the hazard.

To determine the overall level of risk, the possible outcome or **severity** of harm and the **likelihood** that harm will occur, must be determined. Only tasks that present a significant risk need to be evaluated.

Possible Outcome/Severity

For each hazard (with your control measures in place) you will need to estimate how harmful the hazard could be and assign a severity of harm rating as detailed below.

Negligible	No treatment required
Minor	e.g. On site first aid treatment required, nuisance irritation; minor symptoms, sent home, observation
Moderate	e.g. further medical advice sought, isolation required
Major	e.g. requiring hospitalisation
Extreme	e.g. Fatality/disability

You will then need to enter this into the 'Possible Outcome/Severity' column of your risk assessment, using the drop-down choices.

Likelihood

For each hazard, (consider existing controls), you need to determine how likely it is that the harm will occur and assign one of the following levels:

Very Unlikely	So unlikely that probability is close to zero
Unlikely	Could happen at some time
Possible	Will probably happen at some time

Likely	Will definitely happen at some time
Very likely	Will happen, imminent

You will then need to enter this into the 'Likelihood' column of your risk assessment, using the drop-down choices.

Level of Risk

Once you have estimated a severity rating and decided how likely it is that the hazard will occur, the hazard can be assigned a risk level.

$$\text{POSSIBLE OUTCOME/SEVERITY} \times \text{LIKELIHOOD} = \text{RISK LEVEL}$$

The Council's risk matrix (below) is a simple method for estimating risk levels, which uses the above formula and will help assessors in their decision making. To estimate the level of risk, read across the top of the matrix to your chosen severity rating and then down the left-hand side to your chosen likelihood rating. The level of risk is displayed as a number in the cell where they meet (for a quantitative rating) and displayed as a combination of low, medium or high (for a qualitative rating). For example, where the likelihood is 'possible' and the worst likely outcome is 'major'; the hazard will present a risk rating of 12, which is a 'moderate' risk. A RAG rating has also been applied for better visual identification of the levels.

The numbered rating is a much more accurate means of determining risk than the 'finger in the air' approach of just choosing between low, medium or high, without any scientific foundation. It shows more clearly how much more work needs to be done to reduce the risk further and the 'levels within levels' are a great aid in prioritising your actions. However, the use of low, medium and high and the RAG rating is less complicated and more accessible to a wider audience. The matrix allows the best of both worlds.

You do not have to enter the numbers onto your risk assessment, but you can if you wish. It is acceptable to enter the descriptions instead, providing you still use the number rating shown in the matrix as the basis for the development of your preventative measures and the further reduction of risk. Ensure the matrix is made available to staff, so they can see the basis of your decision making.

		Possible Outcome/Severity				
		Negligible 1	Minor 2	Moderate 3	Major 4	Extreme 5
Likelihood	Very Unlikely 1	1 (Low)	2 (Low)	3 (Low)	4 (Low)	5 (Low)
	Unlikely 2	2 (Low)	4 (Low)	6 (Medium)	8 (Medium)	10 (Medium)
	Possible 3	3 (Low)	6 (Medium)	9 (Medium)	12 (Medium)	15 (High)
	Likely 4	4 (Low)	8 (Medium)	12 (Medium)	16 (High)	20 (High)
	Very Likely 5	5 (Low)	10 (Medium)	15 (High)	20 (High)	25 (High)

Is the level of risk tolerable?

The level of risk should be evaluated with your preventative measures in place to determine if they are suitable and sufficient to reduce, or keep, the level of risk at a tolerable level and ultimately ensure that the activity is safe to continue. If your judgement is that the preventative measures are not enough, then further preventative measures will need to be decided upon and implemented. These will need to be added to your action plan and when complete, you will then need to re-evaluate the level of risk to show that the actions have had the desired effect. Other factors, which have an impact on the likelihood of harm occurring, should also be considered, for example, unsafe acts, frequency and duration of exposure to the hazard, and failure of machinery/services.

To make it easier to determine the urgency of the action, we need to allocate an action level to each level of risk. To make things more straight-forward, the levels of risk can be categorised as either low, moderate or high and are described in figure 1 below. A RAG rating, as shown in the risk matrix and figure 1, can also be applied to make the process more intuitive.

Dependant on the level of risk, further control measures may be needed to further reduce the risk to an acceptable level. The Health and Safety Team can be contacted for advice and guidance to assist in the identification of suitable controls. As a guide, the following actions should be taken for each level of risk.

Risk Level	Management actions required at each risk level
<p style="text-align: center;">High (15-25)</p>	<ul style="list-style-type: none"> • Urgent action/senior management attention is required to eliminate or reduce risk. • Report to relevant management committee. • Work should not be started or continued until the risk has been reduced. • If it is not possible to reduce the risk, even with unlimited resources, activities must remain prohibited.
<p style="text-align: center;">Moderate (6-12)</p>	<ul style="list-style-type: none"> • Aim to reduce the risk to 'low' if reasonably practicable to do so. If not practicable, try to reduce the risk to a lower scale of 'Moderate' • There is a greater likelihood that detailed local safe working procedures will need to be written to make existing control measures more robust for moderate risks. E.g. advanced or increased frequency of training, increased supervisions • If a control measure cannot be financed immediately it may be possible to plan for its implementation over a longer period, while other limited risk reduction measures are put in its place as an interim course of action.
<p style="text-align: center;">Low (6-10)</p>	<ul style="list-style-type: none"> • No additional controls are required, but monitoring is required to ensure that the controls are maintained, and the risk does not increase • Manage situation with routine procedures. • Implement additional controls only if easy to implement and inexpensive • Consideration may be given to a more cost-effective solution or improvement that imposes no additional cost burden.

Figure 1.

Step 5: Introduce further control measures

If you determine that the level of risk is too high to continue safely with an activity or that it is possible to reduce risk further, add additional preventative measures into this column so that the risk can be reduced to a tolerable level. Enter the proposed timescales for completion in the final column.

2 - Action Plan

Use the attached Health and Safety Action Plan to record all outstanding preventative measures that you still need to implement, stating responsible persons and timescales for completion. Regularly review and indicate when complete. Amend your risk assessment accordingly.

3 - Communication

Communication is key and there's a lot of change that your staff, parents and pupils will need to digest and consider before returning to work. Continuous communication throughout this process will demonstrate that you're putting your staff's and pupil's safety at the heart of this decision.

4 - Review

The information around COVID-19 changes on a frequent basis and you will need to monitor the latest advice for any changes that could impact your activities. Frequently review you risk assessment to take account of these and amend as necessary.

COVID-19 School Reoccupation Risk Assessment

HAZARD	AT RISK	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
			Possible Outcome/ Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale / date Completed
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
Contact with individuals who have COVID-19 symptoms or live with someone who does	Staff, Pupils, Parents, visitors, contractors	<p>To prevent contact with those who have, or may have, COVID-19, the following precautions will apply:</p> <ul style="list-style-type: none"> The school will engage with NHS Test and Trace process https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works Relevant staff (HSW, ABO, AWA, KBI, SBI) will understand it and know how to contact Bolder's local Public Health England health protection team ie PHE North West London Health Protection Team, 61 Colindale Avenue, London, NW9 5EQ phe.nwl@nhs.net Phone: 020 3326 1658 NOTE PUBLIC HEALTH ENGLAND IS BEING AXED – ADJUSTMENT REQ'D HERE WHEN NEW GUIDANCE REEASED Relevant staff (KBI and BMA) understand the HSE's role in regulating H&S / occupational health in the instance of an outbreak in the school and, advise and support the Headteacher and school community as appropriate. https://www.hse.gov.uk/coronavirus/regulating-health-and-safety/index.htm?utm_source=govdelivery&utm_medium 	Moderate	Likely	High	<p>All staff to be re-briefed on H&S during INSET (Professional Development) DAYS. Briefing will cover:</p> <ul style="list-style-type: none"> Recognising COVID-19 symptoms What to do if an individual (staff member, student, visitor) or they have symptoms ie. stay at home or go home, get priority tested Bolder may make an employer's referral, by emailing the employer referral portal portalservicedesk@dhsc.gov.uk or a test can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. Test MUST be taken within 48 hours of symptoms starting and results back within 5 days, isolate for 10 days and a further 7 days if the test returns positive. All other family members to isolate for 14 days unless result comes back negative, in which case they 	3rd Sept

HAZARD	AT RISK	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	Possible Outcome/ Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale / date Completed
		<p>=email&utm_campaign=coronavirus&utm_term=test-trace&utm_content=bulletin-18-aug-20</p> <ul style="list-style-type: none"> • Anyone with coronavirus (COVID-19) symptoms or who has tested positive in the previous 7 days will not be permitted into school. • External visitors (including parents) to the schools are via appointment only and this has been communicated to parents and suppliers via email and signage at the main entrance gates and at reception. • Visitors arriving will be asked by the school Receptionists (GKU at 390 and NME at Busch Corner) to confirm that they are not displaying signs of COVID-19 before entering the site – if visitors cannot do this they will not be permitted entry. This will be included in staff briefing. • Visitors with appointments will be directed to the H&S notice in reception which includes expectations of visitors and conduct when on site (wash hands on arrival, do not touch surfaces unnecessarily, if suffer symptoms notify staff member immediately, and must provide contact details to comply with track and trace, plus fire evac and distancing where possible). • Inventory entry system will be used by Receptionists at both sites to log visitors and data capture name address and contact details for Track and Trace in line with GDPR. • Track and Trace contact data will be kept for 28 days and deleted thereafter. • Staff will book meeting rooms at both sites via the calendar system to limit contact with and manage movement around school by visitors. • Reception staff desk positions are positioned in areas where contact with students is limited. At both sites 				<p>can return to work if well enough to do so and they no longer have a temperature)</p> <ul style="list-style-type: none"> - Process for dealing with an Individual with COVID-19 symptoms on site (wear PPE, take temperature immediately using gloves, isolate individual, send home or dial 911 in case of emergency, direct to stay at home and arrange a Test. Wash Hands) - PPE is available in the medical room and signage includes guidelines for dealing with COVID-19 symptoms. - Staff members exhibiting symptoms to notify line manager using Teams to arrange cover before leaving school. The line manager will remain in contact with staff member to confirm test result. This activity will be overseen/ monitored by the Business Manager. - If a staff member tests positive, the following protocol will be adopted – engage with NHS test and trace and contact PHE - An ‘outbreak’ is classed as 2 positive cases in 14 day period or widespread/ growing number of 	

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Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	Possible Outcome/ Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale / date Completed
		<p>distance marking is present indicating 2m safe distance. At 390 sneeze screens are used to create a physical barrier and at Busch Corner the Receptionist has an office with window/ hatch so is screened.</p> <ul style="list-style-type: none"> • 2m Floor markings are used in all classrooms on both sites to distance teaching staff from students. • Desks placed facing forward with aisle/ walkway between. • Signage is displayed at both sites inside and at the perimeter/ outside reminding all to keep a safe distance. • Staff, students and visitors will be required to wear a face covering while moving through shared areas where social distancing is not easily achieved ie. Corridors, staircases, shared facilities/ staffrooms • Contractors will be requested to visit the school outside of school hours wherever possible. • Contractors will do their own RA and COVID plans prior to arrival at the site. • Where multiple contractors are working on site, the contractors will be notified and plans in place to avoid cross over while on site by allocating staircases, toileting facilities and access/ exit to site etc. This will allow staff members on site to avoid contractor occupied areas when on site at the same time. • Deliveries do not have to be signed for by staff members. Handwashing before and after contact has been advised. • Distancing to be maintained for small items deliveries. • Where distancing in the context of receiving deliveries cannot be maintained, PPE must be worn and is provided. • Catering suppliers (ABM at 390 and Accent at Busch Corner) have developed and implemented their own Risk 				cases within the community in which case guidance from PHE will be followed.	

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Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	Possible Outcom e/ Severity	Likelihoo d	Risk rating: High Mediu m Low	Further preventative measures to control the risk	Proposed Timescale / date Comple d
		<p>Assessments and have shared these with Bolder. COVID measures are in place and their staff and their suppliers will adhere to these to minimise contact.</p> <ul style="list-style-type: none"> • Catering deliveries will be out of hours to reduce contact. • Bolder staff may not enter the kitchens without permission from the catering supplier. Contact should where possible be via email. • Visitors will be asked to submit their contact details using Inventory to support COVID track and trace. • Movement around the building will be limited through the school's meeting room booking system using the school's shared calendar plus majority of lessons will be in form rooms. • Anyone who becomes unwell in school with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell will be sent home and advised to follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ • Parents of children under 16 with symptoms will be directed not to attend their GP's surgery, walk-in centres or hospitals, but to arrange a COVID-19 test online through the NHS website as soon as they arrive home, with the aim of tests being carried out within 3 days, during which time it will be most effective. • Staff that become symptomatic will be asked to remain at home or be sent home depending on where their symptoms are first displayed. • Staff members exhibiting symptoms will notify their line manager using Teams, and arrange cover before leaving school. Line Manager will remain in contact daily with 					

HAZARD	AT RISK	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	Possible Outcome/ Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale / date Completed
		<p>staff member until test results can be confirmed and next steps agreed.</p> <ul style="list-style-type: none"> As education staff are essential workers, the school may make an employer's referral, by emailing the employer referral portal portalservicedesk@dhsc.gov.uk. Bolder has registered for this service. Once set up GKU will administer and staff will receive a unique invitation code by text, so that they can book a priority test. Tests can also be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. Tests must be taken within 48 hours of symptoms first being shown and the school will remain in daily contact with the symptomatic individual's home to ensure that the test has been arranged/taken and for confirmation of the results. This process will be overseen and information will be recorded and used in line with GDPR by the HR Manager, Penny Davies. Individuals must self-isolate for 10 days from the date when their symptoms were first displayed and will not be permitted to return to school within that period, unless their test results are negative. If the test is negative but they still have a high temperature they will be asked to stay at home until their temperature returns to normal. Other members of the individual's household (including siblings who may also attend the school) must self-isolate for 14 days from when their family member first becomes symptomatic. They will not be permitted onto 					

HAZARD	AT RISK	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	Possible Outcom e/ Severity	Likelihoo d	Risk rating: High Mediu m Low	Further preventative measures to control the risk	Proposed Timescale / date Comple d
		<p>the school premises, unless their family member’s test results are negative.</p> <ul style="list-style-type: none"> • If the test results return positive for anyone becoming ill with COVID-19 symptoms whilst at school, their class bubble will be required to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child/young person or staff member they live with in that group subsequently develops symptoms • If a child/young person or staff member tests negative, their symptoms are still indicative of another illness, e.g. cold or flu, and should not return to school until they are well. Fellow household members can end their self-isolation. • As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England’s local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. • If necessary, it may be necessary for the whole class, year group or school to self-isolate at home as a precautionary measure. • If a student is awaiting collection after displaying symptoms, they will be moved to the medical room where they can be isolated behind a closed door, depending on the needs of the child, and adult supervision if required from 2 m away. • Medical room doors will be kept shut at all times and permission must be granted to enter. Hands must be washed before entering the medical room. This is 					

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		<p>monitored by Receptionist staff at both sites (GKU, NME) to ensure child safeguarding.</p> <ul style="list-style-type: none"> • If it is not possible to isolate them, because the medical room is already occupied they will be placed in the office nearest to reception and isolated there, ensuring they are at least 2 metres away from other people and where possible the area is ventilated – opening windows and doors where it is safe to do so. • If they need to go to the bathroom while waiting to be collected, they will use the nearest bathroom. At 390 this is the Visitor/ Dis WC opposite the medical room and at Busch Corner this is the Toilet inside the Medical Room on the Ground floor. • Before being used by anyone else, the bathroom will be cleaned and disinfected following the cleaning procedures and products outlined in this risk assessment. • If two metres cannot be maintained, the member of staff caring for the child while they await collection, must wear appropriate PPE. Disposable aprons, masks and gloves and visors have been made available in both medical rooms for this purpose. • Once they have vacated the premises, the area around the person with symptoms will be cleaned to reduce the risk of passing the infection on to other people following the cleaning procedures and products outlined in this risk assessment. If cleaners are not on site at these times, the area the affected individual has occupied will be closed off – reopening only after cleaning has taken place. • In an emergency, the school will call 999 if they are seriously ill or injured or their life is at risk. 					

HAZARD	AT RISK	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
			Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale / date Completed
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
		<ul style="list-style-type: none"> If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they will not need to go home unless they develop symptoms themselves (in which case, testing is available) or the child subsequently tests positive. Staff have been advised to wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. However, they will not need to self-isolate, unless they develop COVID-19 symptoms themselves or if the symptomatic person subsequently tests positive, or they have been requested to do so by NHS Test and Trace 					

HAZARD	AT RISK	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	Possible Outcome/ Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale / date Completed
Contact between individuals and groups/ bubbles	staff, pupils, parents, visitors & contractors	<ul style="list-style-type: none"> In order to facilitate the delivery of the school timetable, teachers and support staff will operate across different classes and year groups. Where staff need to move between classes and year groups, they will keep their distance from pupils and other staff as much as possible, ideally 2 metres from other adults – at 390 two metres markings are in classrooms, staircases and corridors. Staff, students and visitors will be required to wear a face covering while moving through shared areas where social distancing is not easily achieved ie. Corridors, staircases, shared facilities/ staffrooms. The school has formed consistent year group bubbles that will not intermix to reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group and to make it quicker and easier in the event of a positive case to identify those who may need to self-isolate and keep that number as small as possible. Students will stay in their form groups for most of the time, limiting movement around the school and staggered lunch and start and end times have also been put in place. The school has taken steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. Measures have been taken to reduce the use of shared equipment to year group bubbles and Heads of Departments have risk assessed their own subject areas. Specifically, the following areas have been designated for staff use to reduce numbers in the Staff Rooms at both sites: 	Moderate	Likely	High		By 1 st -2 nd Sept

HAZARD	AT RISK	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
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		<p>390 – Staff room, pink tables and glass room on 2nd floor, rear decked area outside Busch Corner – Roof terrace on 2nd floor, staff room and Staff workroom on ground floor.</p> <ul style="list-style-type: none"> • Limits have been placed on numbers of individuals that may occupy particular shared areas as follows: <ul style="list-style-type: none"> - Medical Room – 1 person at any time unless emergency, in which case PPE to be worn - Lift – 1 person at any time - Staff Room at 390 – 2 staff members at any time - Staff Room at Busch Corner – 3 staff members at any time <p>The school has implemented the following bubbles:</p> <ul style="list-style-type: none"> • Bolder has created class and year group bubbles – there are three year groups (7, 8, 9) and six form groups per year (A-F) • This is in order that we may deliver the full range of curriculum subjects and specialist teaching and in order to fully open the school to all from September in line with Government Guidance while meeting operational and logistical challenges of operating across two sites with limited space and facilities and staff available. • Emphasis will be placed on hygiene and distancing as preventative measures. 					

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		<ul style="list-style-type: none"> • This is supported by being built into Bolder’s daily routine and through clear and appropriate signage and floor markings. • It is expected that Year 7, 8 and 9 pupils will have the understanding and responsibility to follow the school’s hygiene, social distancing rules and updated Behaviour Policy – August 2020. • Hygiene has been built into the school day in order for it to become habitual and reinforce the message as follows: <ul style="list-style-type: none"> • Start of day • After toileting • Before and after break • Before and after lunch • Before going home • If move to a new classroom • Pupils’ adherence to the COVID-19 safety measures will be taken seriously and will be closely monitored. Failure to comply will be dealt with through the school’s updated Behaviour Policy. This can be found on the Bolder website. 					

HAZARD	AT RISK	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	Possible Outcom e/ Severity	Likelihoo d	Risk rating: High Mediu m Low	Further preventative measures to control the risk	Proposed Timescale / date Comple d
		<p>Measures within the classroom</p> <ul style="list-style-type: none"> • Staff will aim to maintain a 2-metre distance from their pupils, staying at the front of the class, and away from their colleagues where possible. • 2m Floor markings at the front of the class denote where the teacher will deliver lessons from and front facing desk arrangements (as opposed to face to face or side on) have been adopted in classrooms to support this. • Staff are aware they should avoid close face to face contact and minimise time spent within 1 metre of anyone. • It may not be possible to maintain distancing when working with pupils who have complex SEND needs. SEND staff will continue to provide the educational and care support to these children in line with their Department Risk Assessment. • Students will be encouraged to maintain distance and not to touch staff and their peers where possible. • Bolder's Being Bold sessions will be form based and focus on student wellbeing and education around COVID-19 and students will be regularly reminded to distance. • Distancing signage is displayed at both sites in all areas of the school and in every classroom. 					

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		<p>Further Measures Throughout the School</p> <ul style="list-style-type: none"> The school will avoid large gatherings and assemblies will not take place until it is deemed safe to do so. Bolder will follow guidance on this. Movement around the school site will be kept to a minimum by keeping children in one consistent classroom whenever possible and having teachers move across classrooms, rather than having large numbers of pupils changing rooms at lesson changeover. Staff, students and visitors will be required to wear a face covering while moving through shared areas where social distancing is not easily achieved ie. Corridors, staircases, shared facilities/ staffrooms. Arrival and finish times are staggered to avoid congestion outside the school and allow distancing to take place. Break times and lunch times will be staggered and in separate areas (leaving time for the cleaning of surfaces in the dining hall between groups). Lunches will be managed as follows: <p>Year 7 @ Busch Corner 2 sittings, 3 form groups per sitting. While students are in sitting 1 the others play in playground, then switch over.</p> <p>7ABC 1.00-1.25pm (canteen) 7DEF 1.25-1.50pm (canteen)</p> <p>Years 8 & 9 @ 390 London Rd 2 sittings per year group, 3 form groups per sitting</p>					

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		<p>8ABC 12.08 – 12.30pm (assembly area plus overspill) 8DEF 12.30-12.55pm (assembly area plus overspill) 9ABC 1.00-1.25pm (assembly area plus overspill) 9DEF 1.25-1.50pm (assembly area plus overspill)</p> <ul style="list-style-type: none"> • Beaktimes will be managed as follows: Year 7 @ Busch Corner 7ABC 1.00-1.25pm (playground) 7DEF 1.25-1.50pm (playground) Years 8 & 9 @ 390 London Rd 10.50- 11.10am 8ABCDEF (main playground plus ground floor toilets) 9ABCDEF (canteen area, decking area near reception, stairwell A) • For subjects such as English, maths, languages and humanities, students will remain in their form room and the subject teacher will go to them and for subjects like Food Tech, Music, Drama, Science, Art and Sport, pupils will be required to go to the specialist areas. • Pupils/students will sit at the same desk each day. • Shared staff spaces (indoor and outdoor) have been set up to help ensure staff to distance from each other. At 390 this is the staff room, workroom, glass room, rear decked area and dining hall (when not used by students). At Busch Corner, the balcony, staff room and staff workroom can be used. Extra kettles are provided. 					

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Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
		<ul style="list-style-type: none"> Use of staff rooms will be minimised, whilst still allowing staff to have a break of a reasonable length during the day. Signage is in place advising users of the staff rooms of safe behaviours and hygiene protocols as follows: Staff must observe room number limits – at 390 2 staff only at any time, at Busch corner 3 staff only at any time. If a room is at it's limit, a staff member must leave before another enters – one in one out principle. Before entering shared spaces staff must wash (390) or sanitise (Busch Corner) their hands Staff may use the fridge to store food brought in for lunch but must take it home at the end pf the day – no packaging/ Tupperware to be left on site. Cups must not be shared, must be clearly marked and washed/ stored away after use. Drop-off and collection times will be staggered to prevent overcrowding of public areas. 					
		<ul style="list-style-type: none"> Specific staircases have been designated for use at key times (break, lunch) to support student movement around school The number of students using the toilet facilities at one time will be limited to two at a time at 390 London Rd where there are multiple stalls in a gender specific facility to ensure that toilets do not become crowded. At Busch Corner toilets are unisex and single cubicles so this is not an issue. This will be managed by duty staff. Signs have been used on walls and floors and doors to mark social distancing, and highlight good hygiene practice as follows: 					

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		<p>No visitors without an appointment – Main entrance, reception desk</p> <p>Keep your distance – all classrooms, in corridors and stairwells/ areas of congestion</p> <p>Wash your hands – above sanitiser stations, in all classrooms, medical room, staff rooms</p> <p>Correct handwashing – above hand wash basins in classrooms, toilets, staff rooms. medical rooms</p> <p>Catch it Kill it Bin it - classrooms, medical room, in corridors and stairwells/ areas of congestion</p> <p>Please do not congregate / safe distancing – outside main entrance to school and perimeter fencing</p> <p>One person only – lifts, medical rooms</p> <p>Appropriate Behaviour – staff rooms</p> <p>PPE and Day to Day medical equip – Medical room cabinets</p> <p>Do not enter/ Staff only – kitchen door at 390, door to balcony at Busch Corner</p> <ul style="list-style-type: none"> To alleviate pressure on space inside, outside space has been designated for use for breaks where possible to limit transmission and more easily allow for distance between children and staff (see Break time and Lunch time routine plus use of shared spaces by staff for details) 					
Spread of coronavirus through Surface contamination	staff, pupils, parents, visitors & contractors	<ul style="list-style-type: none"> Guidance says all equipment can be used, but Classrooms have been cleared as far as possible and surfaces bare. Difficult to clean items have been removed where possible. Unnecessary items have been removed. Inventory access system – all staff have been issued with access cards, which reduce contact and Bolder is 	Major	Unlikely	High		

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			Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale / date Completed
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
		<p>planning to introduce bar codes so that signing in and out via Inventry can be contactless and there is no need to touch the screen.</p> <ul style="list-style-type: none"> Doors are propped open (this is not in line with the fire plan) however, COVID is now deemed as the higher risk and allows freedom of movement across the school while reducing surface contact and the FRA has been updated accordingly. City West have adopted a stepped up cleaning regime. As part of an enhanced cleaning regime, high frequency touch areas such as doors, sinks, toilets, switches, bannisters, are being cleaned more regularly than normal. At 390 this means that an extra 2 hours cleaning has been scheduled between break and lunch to clean high contact areas plus all toilets daily in addition to the regular evening whole school cleaning routine. At Busch Corner the school is cleaned in the morning and evening and an additional mid-day clean has been put in place to clean high contact areas and toilets. An enhanced cleaning schedule will be delivered by the school's cleaning contractors (City West at 390 and the Green's in-house cleaning team plus City West at Busch Corner), in addition classroom resources for specific subjects will be cleaned as specified in Department RA's Appropriate cleaning products (disposable antibac wipes) are provided, so that staff can clean their workstations and equipment during the day. Washing up bowls and detergent has been provided for cleaning of classroom equipment where needed. 					Inventry contactless - Oct 1st

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		<ul style="list-style-type: none"> • COSHH assessments of products in use have been provided by the cleaning contractors and are in line with Government guidance. • Deliveries are contactless – staff do not have to sign for deliveries. • Cardboard packaging will where possible be removed outside before goods are brought inside. • Staff and external visitors are encouraged not to share devices/ equipment. • External visitors are encouraged to bring/ use their own electronic devices/ laptops/ equipment. • Resources that are shared between classes or bubbles, such as laptops, sports, art and science equipment will be cleaned after use and or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. • Departmental Risk Assessments have been completed by HoD's. • See Specific curriculum related hazards within this Risk Assessment for details. <p><u>General use of classroom equipment</u></p> <ul style="list-style-type: none"> • Handwashing before and after using equipment. • For individual and very frequently used equipment, such as pencils and pens, students and adults will have their own items and they will not be shared. • Spare basic equip will be kept in classrooms for students who have forgotten pens rulers etc. After use they will be left for 72 hours before being used again. • Classroom based resources, such as books and games will only be used within bubbles and will be cleaned regularly as with other surfaces if appropriate. If cleaning 					

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		<p>is not possible items will be stored for 48- 72 hours before being re-used.</p> <ul style="list-style-type: none"> • Where there are not enough books to avoid students sharing, Visualizers will be use. • Pupils will be required to limit the amount of equipment they bring into school each day. Bags will be allowed, but equipment will be limited to lunch boxes, water bottles, outside clothing, books, stationary and mobile phones. • Students will take Exercise books home and they will not be left in classrooms. • To avoid handling materials, Prep and Assessments will primarily be done online, paper Assessments will be placed in folders and left for 48 hours before marking and Homework will be set on Microsoft Teams. Those who struggle with access to IT resources at home can be provide with a paper copy. • Mini whiteboards and markers will be provided to Teaching staff to avoid sharing of equipment. • The school will keep doors to classrooms, rooms, corridors and outside open where possible to prevent the need for door handing and touch plates being handled (fire safety procedures have been amended to reflect this and specify that classroom and fire doors are closed in the event of an evacuation to prevent the spread of fire). • Basic everyday medical supplies will be made easily accessible in the medical room for self-administration by students, with direction given by staff from outside of the medical room. This allows first aiders to support from a safe distance and reduces surface contact. 					

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			Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale / date Completed
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
personal hygiene and handwashing regimes	staff, pupils, parents, visitors & contractors	<ul style="list-style-type: none"> Staff and pupils will be encouraged and prompted to clean hands more often than usual and to wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly using disposable hand towels. At 390 soap and water is preferable and should be used wherever possible. Soap dispensers and wash hand basins and signage are in all classrooms, toilets, staff room and medical room along with paper towels for drying hands. These are regularly replenished. Sanitiser stations with clear signage have also been set up for convenience in key areas to further support good personal hygiene. These are placed in reception, in main corridors where traffic is high, and the dining halls, staff room as well as at the front gates. At Busch corner sanitiser stations have been placed outside every classroom, in high traffic areas, at reception, the rear entrance and outside the staff room. The staff room, medical room and Toilets are equipped with soap dispensers and paper towels. Sanitiser can therefore be used where running water and soap is not available or impractical to access. Sanitiser has been sourced that contains at least 60-95% alcohol to be effective. As a minimum, pupils and adults will be expected to clean their hands when they arrive at school, when returning from breaks, when changing rooms, before and after eating, after toileting and after sneezing or coughing. Those who can't use sanitiser, e.g. because they have contact dermatitis or for religious reasons (i.e. because of the alcohol content) will be supervised to go to a sink to use soap and water. 	Extreme	Likely	High		

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Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
		<ul style="list-style-type: none"> Enough hand washing facilities are available in the school to allow safe controlled use, without overcrowding. Staff, parents and pupils have been advised that there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting. 					
General Hygiene standards within the building and grounds.	staff, pupils, parents, visitors & contractors	<p>For general cleaning where there has been no suspected or confirmed cases of COVID-19, the following cleaning principles will be applied:</p> <p>Cleaning and Disinfection</p> <ul style="list-style-type: none"> Appropriately competent cleaning staff have been employed and attend the site as follows: Mid-day and Eve – 390 London Road Morning, mid-day and Eve – Busch Corner Prior to re-opening both sites have had a preventive deep clean using a specialist team Ongoing Cleaning is being carried out using the school's stepped up detergent and disinfectant products. Specific attention is being paid to all surfaces but especially those that are frequently touched, such as door handles, light switches, stair rails, work surfaces, remote controls and electronic devices. When cleaning, specific attention is being paid to bathrooms and kitchens. Cleaning staff will only be required to wear the PPE that has been specified in their own Risk Assessment. <p>Kitchens and communal canteens</p> <ul style="list-style-type: none"> Bolder's catering contractors (ABM at 390 and Accent at Busch Corner) have carried out their own Risk Assessments in consultation with the school and have 	Major	Possible	High		

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		<p>shared these. Catering staff will work within the protocols agreed within these.</p> <ul style="list-style-type: none"> • Kitchens at both sites have undergone a deep clean prior to re-opening the site. • It is considered unlikely that COVID-19 is transmitted by food, but catering staff will be expected to follow the same good hygiene practice and wash their hands regularly with soap and water for at least 20 seconds before handling food. • Light equip and utensils used for cooking on site are cleaned in between use in an industrial dishwasher, guaranteeing sterilisation through temperatures in excess of 70 degrees centigrade. • Crockery has been suspended/ will not be used as all food served will be grab and go and as such pre-packed in disposable packaging. • Cutlery will be single use/ disposable and packaged. • Condiments will be served in sachets. • The school's catering contractors will continue to follow the Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation, Hazard Analysis and Critical Control Point (HACCP) processes, and preventative practices (Pre-requisite Programs (PRPs) and the School Business Manager (Kate Biant) will regularly monitor their performance. • Lunch tables will be thoroughly cleaned with detergent and disinfectant at both sites by the catering contractors before each staggered lunch group. • Thumbprint operated Cashless tills and balance checkers at both sites will be cleaned between each lunch sitting. <p>Bathrooms/Toilets</p>					

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Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
		<ul style="list-style-type: none"> Frequently touched surfaces, such as door handles and push plates, latches, toilet seats and taps, will be regularly cleaned twice a day at 390 and three times a day at Busch Corner. Suitable hand washing facilities are available including running water, liquid soap and paper towels / hand driers. These are monitored and re-stocked. <p>Waste</p> <ul style="list-style-type: none"> Routine waste does not need to be segregated or stored for a period of time unless an individual in the setting shows symptoms of or tests positive for COVID-19 and therefore will be disposed straight away and in the normal way. 					
Standards of cleaning after an individual with symptoms of, or confirmed COVID-19, has left the setting or area	staff, pupils, parents, visitors & contractors	<p>If someone with symptoms of, or confirmed (COVID-19) has been in the school, the following cleaning principles will be applied, as soon as they have vacated the area:</p> <p>Personal Protective Equipment (PPE)</p> <ul style="list-style-type: none"> As a minimum standard, cleaners will wear disposable gloves and an apron. If a higher level of virus is likely to be present (e.g. where surfaces have been visibly contaminated with body fluids) then additional PPE to protect the cleaner's eyes, mouth and nose may be used. The school will contact the local Public Health England (PHE) Health Protection Team to advise on this. <p>Cleaning and disinfection</p>	Extreme	Likely	High		

HAZARD	AT RISK	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
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Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
		<ul style="list-style-type: none"> • Areas where a symptomatic person has only passed through and spent minimal time and which are not visibly contaminated with body fluid, such as corridors, will be cleaned thoroughly as normal. • All surfaces that the person has made contact with, will be cleaned and disinfected, including all potentially contaminated and frequently touched areas, such as bathrooms, door handles, telephones, grab rails and stairwells. • Disposable cloths or paper roll and disposable mop heads will be used to clean all hard surfaces, floors, chairs, door handles and sanitary fittings. • The following cleaning and disinfectant solutions will be used: <ul style="list-style-type: none"> ○ a combined detergent and bleach disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av.cl.) ○ or ○ a household detergent followed by bleach disinfection (1000 ppm av.cl.). • Cleaning products will not be mixed together as this can create toxic fumes. • The manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants will be strictly adhered to • Cleaners will avoid creating splashes and spray when cleaning. • When visibly contaminated items cannot be cleaned using detergents for example, upholstered furniture, steam cleaning will be investigated. 					

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		<ul style="list-style-type: none"> Cleaners will wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning. After cleaning, disposable gloves and any cloths and mop heads used will be disposed of and put into waste bags as outlined below. 					
		<p>Waste Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues) will be:</p> <ul style="list-style-type: none"> put in a plastic rubbish bag and tied when full. placed in a second bin bag and tied. put in a suitable and secure place and marked for storage until the individual's test results are known. Waste will be stored safely and kept away from children. It will not be put in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours. If the individual tests negative, waste will be put in with the normal waste If the individual tests positive for COVID-19, the waste will be stored for at least 72 hours and then put in with the normal waste If an emergency occurs, in which waste needs to be removed before 72 hours has elapsed, it will be treated as Category B infectious waste and will be kept separate 					

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Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
		<p>from other waste and collection will be arranged by a specialist hazardous waste contractor.</p> <ul style="list-style-type: none"> At 390 London Road correct disposal of COVID waste will be the responsibility of BMatharu (Site Manager), at Busch Corner this will be the responsibility of RThomson (Facilities Manager) 					
Respiratory hygiene and air quality.	staff, pupils, parents, visitors & contractors	<ul style="list-style-type: none"> Staff, students and visitors will be required to wear a face covering while moving through shared areas where social distancing is not easily achieved ie. Corridors, staircases, shared facilities/ staffrooms. Children and adults are encouraged not to touch their mouth, eyes and nose. Catch it Bin it Kill it signage is clearly displayed at both school sites. This will be communicated to parents and students. Children and adults are encouraged to cough or sneeze into a tissue or elbow to and use bins for tissue waste promoting the 'catch it, bin it, kill it' approach Waste bins are lined with a plastic bag so that they can be emptied without contacting the contents or the inside of the bin. Site Staff are instructed that the emptying of bins and wastepaper baskets should be followed by hand washing. If students or staff have cold symptoms, they will be asked to remain at home, because even though typical cold symptoms such as a runny nose and sneezing are not symptoms of Coronavirus, the spread of other illnesses will lower the immune system and make people more susceptible to catching coronavirus. If someone has coronavirus and a common cold at the same time it will make it much easier for them to spread the virus. 	Extreme	Likely	High		

HAZARD	AT RISK	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	Possible Outcome/ Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale / date Completed
		<ul style="list-style-type: none"> • Proper ventilation and regular air changes are an essential element in the prevention of the spread of the virus in enclosed environments. The school will ensure that mechanical ventilation systems are maintained and running effectively. Recirculated air is not in place/ used. • At 390 Air Conditioning is not in use apart from in the server room. This is regularly maintained. AHU's have been maintained, filters cleaned and recirculated air is not used. • At Busch Corner Air Conditioning is not in use apart from in the server room. This is regularly maintained. AHU's have been maintained, filters cleaned and recirculated air is not used. • Natural ventilation is used - opening windows and propping open doors to classrooms from corridors and directly to the outside where possible in ground floor classrooms, weather and risk to site security permitting. • Fire Evac procedures have been amended to make it the responsibility of staff to close doors behind them and prevent the spread of fire in the event of an emergency evacuation. • Fans will not be used within the school to provide cooling, because they blow horizontally across the room and across faces, potentially aiding in the distribution of infected respiratory droplet over a greater distance. 					
Travelling to and from work/school on public transport	staff, pupils, parents, visitors & contractors	<ul style="list-style-type: none"> • Parents and children/young people have been encouraged to walk or cycle to their education setting where possible. • Staff have been encouraged to avoid public transport and to use alternative modes of travel where possible. • Staff, parents and pupils/young people have been advised to observe the mandatory wearing of face 	Moderate	Very Likely	Medium		

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Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
		<p>coverings/ masks when travelling on public transport. They have been advised not to touch their face or mask whilst on public transport and to use hand sanitiser as soon as they exit transport and to follow the Coronavirus (COVID-19): safer travel guidance for passengers.</p> <ul style="list-style-type: none"> • Bolder have introduced a Cycle to Work scheme to encourage staff that wish to cycle to do so. • Bolder has provided additional parking spaces for Staff close to the 390 London Rd site so that those that need to drive to work are able to do so. • Bike racks are available for use by staff and students at both sites. 					
Dedicated School Transport, Including statutory provision	Pupils Staff Visitors Parents contractors	<ul style="list-style-type: none"> • The school currently does not have dedicated school transport – when this situation changes we will adopt the appropriate guidance. 	Negligible	Very Unlikely	Low		

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<p>Those that are clinically vulnerable or extremely clinically vulnerable</p>	<p>staff, pupils, parents, visitors & contractors</p>	<p>Staff who are clinically vulnerable or extremely clinically vulnerable</p> <ul style="list-style-type: none"> Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. With the full measures outlined in this risk assessment applied, the risks to other vulnerable groups, i.e. clinically vulnerable, pregnant staff and those on the BAME community, will be mitigated sufficiently to enable staff in these categories to return to the workplace. Advice for those who are clinically vulnerable, including pregnant women, is available via the HR Manager, Penny Davies. People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. Individual risk assessments have been offered to any staff in the vulnerable categories to ensure that existing controls are satisfactory to allow them to return to work and to implement additional protective measures if necessary. The risk assessment will be completed with the individual to allow any concerns or anxieties they may have to be discussed and to provide reassurance and support. <p>Pupils who are shielding or self-isolating</p> <ul style="list-style-type: none"> As with staff in vulnerable categories, shielding advice will pause on 1 August and most pupils will be able to return to school This is subject to a continued decline in the rates of community transmission of coronavirus (COVID-19) over the summer and the school will monitor updates closely in case this advice changes or there is a local outbreak. This means that any pupils who remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Pupils that are no longer required to shield but who remain under the care of a specialist health professional should discuss their care with their health professional before returning to school (i.e. they must remain absent 	<p>Extreme</p>	<p>Possible</p>	<p>High</p>		
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		until their next planned clinical appointment). The school will accommodate these situations					
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			Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale / date Completed
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
		<ul style="list-style-type: none"> If rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore, they may be temporarily absent. If a pupil is unable to attend school because they are complying with clinical and/or public health advice, the school will offer them access to remote education. Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised. <p>Those who are anxious about returning to school</p> <ul style="list-style-type: none"> The school has support in place to address the concerns of anyone that is anxious about returning. The school will discuss student concerns and provide reassurance of the measures they are putting in place to reduce the risk in school. The school will be clear with parents that pupils of compulsory school age must be in school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc). Bolder's Attendance Policy has been updated as of August 2020 to include a COVID addendum and this can be viewed on the Bolder website. 					
Use of PPE as a protective measure	Staff and pupils	<ul style="list-style-type: none"> Government advice is that changing habits, cleaning and hygiene are still the most effective measures in controlling the spread of the virus. (Masks and face coverings can lead to a false sense of security; they can be used and fitted incorrectly: they can easily be contaminated through touch and increase the potential 	Major	Likely	Medium		

HAZARD	AT RISK	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	Possible Outcom e/ Severity	Likelihoo d	Risk rating: High Mediu m Low	Further preventative measures to control the risk	Proposed Timescale / date Comple d
		<p>for transmission of the virus; they have a lifespan that is quickly exceeded and supplies are in high demand by those in sectors of the community that really need them).</p> <ul style="list-style-type: none"> • In addition to these measures, the government recently revised its guidance on face coverings for staff and children in Year 7 or above in England. • Nationwide, the government is NOT recommending face coverings are necessary, but schools have the discretion to require face coverings in communal areas if they believe that is right in their particular circumstances. • As such Bolder will require Staff and Students to wear face coverings when moving around the school, such as in corridors, staircases and communal areas where social distancing is difficult to maintain given the physical constraints and layout of the school and this will come into effect from 1 September. • Guidance is that additional measures should be taken in areas where the transmission of the virus is high ie where a local area is in lockdown (defined as areas of national government intervention as listed on gov.uk). • If an area is in local lockdown, the government's guidance is that face coverings should be worn by adults and pupils in secondary schools when moving around the school, such as in corridors and communal areas where social distancing is difficult to maintain. • It will not be necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and where they can inhibit learning. • If the rate of transmission increases across the whole country, it may be necessary to apply stricter guidance on face coverings in schools so we will continue to 					

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Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	Possible Outcom e/ Severity	Likelihoo d	Risk rating: High Mediu m Low	Further preventative measures to control the risk	Proposed Timescale / date Comple d
		<p>monitor Government Guidance in relation to the use of masks and PPE and remain responsive to this guidance.</p> <p>https://www.gov.uk/government/news/update-on-face-coverings-in-schools</p> <ul style="list-style-type: none"> Students whose care routinely already involves the use of PPE by staff due to their intimate or medical care needs, will continue to receive their care in the same way. If a student becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home, a fluid-resistant surgical face mask will be worn by the supervising adult, if 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves and a disposable apron will be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection (a face shield) will also be worn When PPE is used, it is essential that it is used properly. Best practise will be shared via staff briefings and student induction days and briefings. This includes hand hygiene and following guidance on how to put PPE on and take it off safely in order to reduce self-contamination. When using face masks, staff will be required to adhere to the following practice: <ul style="list-style-type: none"> cover both your nose and mouth do not allow to dangle around the neck when not in use 					

HAZARD	AT RISK	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
			Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale / date Completed
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
		<ul style="list-style-type: none"> do not touch once put on, except when carefully removed before disposal change when they become moist or damaged wear once and then discard - hands must be cleaned after disposal PPE (disposable masks, gloves, aprons and visors) are available in the medical room for staff dealing with medical emergencies and where 2m social distancing is not feasible. There are no children with intimate care needs. 					
Lack of awareness of the preventative measures and plans for reoccupation	Staff, Pupils, Parents, visitors, contractors	<ul style="list-style-type: none"> This risk assessment has been shared and consulted on with staff and staff representatives to ensure it is practicable and has been posted on the school's website for transparency. Department specific RA's and associated plans have been completed by HOD's with input from relevant staff/ teams. Bolder's RA's will be communicated, shared and workshopped at Staff Development Days / Inset Days in Sept. Bolder's H&S briefing includes a COVID measures briefing. It has been explicitly communicated to staff, children/young people, parents, carers or any visitors, such as suppliers, not to come on site if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) Parents have been informed that meetings with school staff are by appointment only. 	Moderate	Possible	Low		

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Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	Possible Outcom e/ Severity	Likelihoo d	Risk rating: High Mediu m Low	Further preventative measures to control the risk	Proposed Timescale / date Comple d
		<ul style="list-style-type: none"> Parents have been informed that if their child needs to be accompanied to the education or childcare setting, only one parent should attend wherever possible. Parents and young people have been informed of their allocated drop off and collection times and the process for doing so. Parents are directed by signage to avoid congregating at school gates at these times to minimise adult to adult contact and have been told which entrance to use (Main gates at 390 and Quaker Lane entrance at Busch Corner). It has been made explicit to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which will be conducted safely) Recommendations have been made to parents and young people on transport to and from school (including avoiding peak times) and they have been referred to Coronavirus (COVID-19): safer travel guidance for passengers 					
		<ul style="list-style-type: none"> Staff have been informed about the plans (for example, safety measures, timetable changes and staggered arrival and departure times). Contractors and suppliers have been contacted to ensure they can support the school's plans for opening, e.g. maintenance, cleaning, catering, food supplies, hygiene suppliers and have conducted their own Risk Assessments where necessary. It has been discussed and agreed with cleaning contractors/staff the additional cleaning requirements and the additional hours to allow for this. Children/young people will be encouraged to learn and practise good social distancing and hygiene habits 					

HAZARD	AT RISK	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
			Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale / date Completed
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
		through clear communication during induction, clear signage, and reminders in form time and Being Bold sessions as well as routine monitoring of behaviour by staff.					
Foreign travel during summer break	Staff, Pupils, Parents, visitors, contractors	<ul style="list-style-type: none"> It has been made explicit to staff and parents and pupils that if they are travelling abroad for the summer holidays, that they will be required to quarantine for 14 days when returning from certain counties. The latest guidance on quarantine coronavirus (COVID-19): how to self-isolate when you travel to the UK has been shared with all parties. If families are returning from foreign travel towards the end of the summer break and they are required to quarantine, they must inform the school and they must not return to school until the 14-day quarantine period has finished. Staff must be available to work in school from the start of the autumn term. Therefore, the school has discussed leave arrangements with staff before the end of the summer term to avoid this occurrence as far as is practicable. There is a risk that where a member of staff's official return date provides sufficient time for quarantine, that their travel arrangements could be disrupted due to 	Moderate	Unlikely	Low		

HAZARD	AT RISK	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
			Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale / date Completed
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
		factors arising beyond their control in relation to coronavirus (COVID-19), such as the potential for reinstatement of lockdown measures in the place they are visiting.					
		<ul style="list-style-type: none"> If it is not possible to avoid a member of staff having to quarantine during term time, the school will consider if it is possible to temporarily amend working arrangements to enable them to work from home. 					

HAZARD	AT RISK	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
			Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale / date Completed
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
Outbreaks of COVID-19	Staff, Pupils, Parents, visitors, contractors	<ul style="list-style-type: none"> If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, this may indicate an outbreak and we will work closely with our local health protection team who will advise if additional action is required. The school will keep their Critical Incident and School Closure (response and recovery plans) up to date in preparation for outbreaks of COVID-19. Remote education plans will be put in place in the event of another outbreak and an enforced lockdown. In the event of a school closure Bolder will return to remaining open only for vulnerable children and the children of critical workers and will provide remote education for all other pupils. In the event of a local outbreak, PHE health protection team or local authority will advise if it is necessary to close temporarily to help control transmission. 	Major	Very Likely	High		Critical Incident and School Closure (response and recovery plans) up to date in preparation for outbreaks of COVID-19 and Remote Education Plan to be created November 2020
Educational Visits	Staff, Pupils, Parents, visitors, contractors	<ul style="list-style-type: none"> The school will not organise any domestic (UK) overnight and overseas educational visits until the DFE advises that it is safe to do so coronavirus: travel guidance for educational settings In the autumn term, the school may resume non-residential domestic educational visits where it is safe to do so and based on the completion of a Risk Assessment. These trips will include any trips for pupils with SEND connected with their preparation for adulthood (e.g. workplace visits, travel training etc.). Trips will be carried out in accordance with risk assessment measures in place. 	Moderate	Unlikely	High		

HAZARD	AT RISK	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
			Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale / date Completed
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
		<ul style="list-style-type: none"> Specific protective measures in respect of COVID-19 will remain in place, e.g. keeping children within their consistent group/bubble, enhanced handwashing and respiratory hygiene, and the COVID-secure measures in place at the destination. The school will make use of outdoor spaces in the local area where possible to support delivery of the curriculum. 					
School Uniform	Pupils Parents	<ul style="list-style-type: none"> Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. The school has returned to its standard uniform policy in the Autumn Term, with the additional measure of allowing students to arrive in and stay in sports gear on PE days to reduce contact and the need for sharing confined spaces eg changing facilities. The school will monitor pupil non-compliance in line with their revised behaviour policy, but will be mindful of the fact that some families may be experiencing financial pressures and will approach the matter on a case by case basis. 	Minor	Possible	Medium		
Extra-curricular provision	Staff, Pupils, Parents, visitors, contractors	<ul style="list-style-type: none"> The school will review re-introducing breakfast facilities at the end of the Autumn Term and will seek to resume providing this service as soon as the situation allows. The school will consult the guidance produced for summer holiday childcare, available at Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak for support in planning extra-curricular provision. 	Moderate	Possible	Medium		

HAZARD	AT RISK	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
			Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale / date Completed
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
		<ul style="list-style-type: none"> The school will direct parents via it's email newsletter to follow guidance for parents and carers of children attending out-of-school settings during the coronavirus (COVID-19) outbreak 					
Specific curriculum related hazards	Staff Pupils	<p>Music</p> <p>There may be an additional risk of infection in environments where pupils are singing, chanting, playing wind or brass instruments or shouting, even when individuals are at a distance, because droplets will travel further.</p> <ul style="list-style-type: none"> The school will implement the following controls to reduce the risk: <ul style="list-style-type: none"> physical distancing singing outside where possible positioning pupils back-to-back or side-to-side avoiding sharing of instruments opening windows to ensure good ventilation singing, wind and brass playing will not take place in larger groups such as school choirs and school assemblies. Use of difficult to clean instruments will be avoided eg Ukules, percussion instruments Where they are used they will be numbered and only 1 class at a time will be allowed to use them Keyboards will be cleaned after use or left for 72 hours between uses Laptops will be used to replace instruments where possible and cleaned by students after use A Music Department risk assessment has been conducted and will be dated as required. 	Major	Likely	High		

HAZARD	AT RISK	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
			Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale / date Completed
<p>Consider: premises work, equipment, specific tasks etc.</p>	<p>People at risk</p>	<p>Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.</p>					
		<ul style="list-style-type: none"> External music providers will be asked to review their own risk assessments in respect of COVID-19 and consult on them with the school. <p>Physical Activity</p> <ul style="list-style-type: none"> Pupils will be kept in consistent groups. Outdoor equipment will not be used by more than one bubble at a time. Table tennis tables will be cleaned at mid-day by the cleaning contractors and bats cleaned by student after their own use. Antibac Wipes will be made available. Students will wear PE kit to school on days when they have PE. Sharing of PE kit will not be permitted. Students must have their own water bottle and small handtowels for PE. Sharing is not permitted. Bolder PE staff have their own allocated First Aid box. This contains PPE in case of a medical emergency where close contact is unavoidable. Students will self administer where possible. Where used, sports equipment will be thoroughly cleaned between each use by different individual groups. Contact sports will be avoided. For Autumn term Football has been replaced with Athletics. Outdoor sports will be used where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying attention to cleaning and hygiene. External facilities will be used in line with government guidance as will travel to and from such facilities. The school uses the following sources of advice: <ul style="list-style-type: none"> Guidance on the phased return of sport and recreation Guidance from Sport England on grassroots sport 					

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			Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale / date Completed
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
		<ul style="list-style-type: none"> • <u>Association for Physical Education.</u> • <u>Youth Sports Trust</u> • The school encourages making break times and lessons active and active travel to help enable pupils to be physically active while encouraging physical distancing. • A PE Department risk assessment has been conducted and will be updated as required. • The school will continue to work with external coaches, clubs and organisations for curricular and extra-curricular activities where it is safe to do so. We will consider carefully how such arrangements can operate within their wider protective measures. External providers will be asked to review their own risk assessments in respect of COVID-19 and consult on them with the school. <p>ICT</p> <ul style="list-style-type: none"> • Only one bubble will use laptops at any time. • Laptops are to remain in Form rooms and not removed to reduce and limit contact. • Laptops are the responsibility of the Form Tutor and Laptop Monitor from the form group to ensure there is clear ownership and process can be maintained. • Laptops are numbered and Students receive an allocated number which they always use to minimise the number of students interacting with individual devices. • When students use a device they must clean it themselves using antibacterial wipes before returning it to the charger when finished. • Cleaning of laptops by students is overseen by staff member. 					

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			Possible Outcome/ Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale / date Completed
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
		<ul style="list-style-type: none"> Chrome Books to be used by SEND students only to reduce contact and prevent students/ TAs going into classrooms to borrow them. <p>Science</p> <ul style="list-style-type: none"> Only 1 staff member in prep room at any one time, students not to be sent to prep room to collect equipment. There will be no practical's, only demonstrations to reduce student contact with equipment. If students assist equipment will be placed into a basin for washing before reuse. Washing/ cleaning of equipment after use will be undertaken by the Lab Technician. <p>Library</p> <ul style="list-style-type: none"> Separate book shelves will be created in separate rooms for Yr8 and Yr9 at 390 to limit and reduce contact. Staff will monitor the loan system at TGS. Only the library monitor will use the Library scanner and laptop and this will be cleaned after use. Returned books will be quarantined for 48 hours before they are re-issued. 					
Behaviour	Staff, Pupils, Parents, visitors, contractors	<ul style="list-style-type: none"> Behaviour and a breakdown of discipline can have a direct and adverse effect on safety and health and Bolder has therefore updated its Behaviour Policy – this is on the website - with new rules, setting clear, reasonable and proportionate expectations of pupil behaviour considering COVID-19. The guidelines at Behaviour and discipline in schools has been referred to in preparation of the policy. 	Major	Very Likely	High		

HAZARD	AT RISK	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
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Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
		<ul style="list-style-type: none"> The school will communicate these new rules clearly to staff, pupils and parents prior to the beginning of the autumn term, setting out clearly the consequences for poor behaviour, deliberate breaking of the rules and how those rules will be enforced, what sanctions will be in place, and how good behaviour will be rewarded. 					
Signed:		Assessment Date:	Further action required: Y/N				
Name:							

COVID-19 Health & Safety Action Plan

RA Ref:	Details of Corrective Action Required	Timescale	Responsible Person	Closed Out
	Business Continuity Plan, Emergency Response/ Recovery plan and Remote Education Plans to be created	Nov 2020	HSW/ SLT	
Additional Comments				

Signed: Kate Biant, Business Manager

Date: 26th August 2020

Signed:

Date:
