

# The Appleton School Risk Assessment \_ COVID 19

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<p style="text-align: center;"><b>Preparing Buildings and Facilities</b></p>	<p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> <li>• Water treatments</li> <li>• Fire alarm testing</li> <li>• Repairs</li> <li>• Grass cutting</li> <li>• PAT testing</li> <li>• Fridges and freezers</li> <li>• Boiler/ heating servicing</li> <li>• Internet services</li> <li>• Any other statutory inspections</li> <li>• Insurance covers reopening arrangements</li> </ul>	<p>Staff shortages</p> <p>Contractor shortages</p>	M	<p>H &amp; S checks continue</p> <p>Flushing undertaken on a weekly basis</p> <p>Fire alarm tested weekly and serviced</p> <p>All statutory checks continued</p> <p>Servicing continues as per our schedules</p>	Ongoing	L

	Entry and exit routes to the school are in place to allow for year group/ bubbles.	Bottlenecks likely at entrance to school as back gate will remain shut	M	Staggered start/finish times	1/9/20	L
	Consideration given to premises lettings and approach in place.	Areas such as Hall and Sports Hall needed for school use.	M	Only field lettings allowed with no entry allowed in school buildings	1/7/20	L
	Consideration given to the arrangements for any deliveries.	Deliveries left outside	M	Caretakers called when deliveries arrive and collect deliveries from outside	20/05/20	L
<b>Emergency Evacuations</b>	Evacuation routes are confirmed, and signage accurately reflects these.  Consideration given to PEEPs and any other arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.	Evacuation routes would cause multiple groups/bubbles of people to come into contact when all students return.	M	In the event of an emergency the priority is getting out of the building calmly regardless of social distancing or year group bubbles  Evacuation routes remain the same  Review PEEPS	01/09/20 L	L

<p style="text-align: center;"><b>Cleaning</b></p>	<p>Enhanced cleaning regime is in place.</p> <p>Capacity of cleaning staff is adequate to enable enhanced cleaning regime.</p> <p>Disinfectant spray and/or wipes in each classroom, so students can clean their areas and shared equipment</p>	<p>Possible staff shortages</p>	<p style="text-align: center;">M</p>	<p>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Hand towels and handwash are to be checked and replaced as needed by the caretaking team</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p> <p>Review staffing with cleaning contractor to ensure staff availability Enhance cleaning staff numbers during the day</p> <p>Each classroom to be equipped to with adequate supplies</p>	<p style="text-align: center;">Ongoing</p>	<p style="text-align: center;">L</p>
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	Adequate cleaning supplies and facilities around the school are in place.	Availability from suppliers	M	Hand sanitiser available at the school entrance, around school and in classrooms		L
	Arrangements for longer-term continual supplies are also in place.	Delivery delays	M	Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach  Stock check and ordering schedule reviewed and order made.		L
	Sufficient time is available for the enhanced cleaning regime to take place.	Extra staff needed	M	All staff advised to leave the school site by 5pm unless involved in an after school meeting	01/09/20 until further notice	L
<b>Classrooms</b>	Classrooms to be rearranged (where reasonably practicable) to ensure that students are facing the front.  Staff desks where possible to be placed with 2 metre distance from students	Problem with fixed furniture in rooms	M	Classes rearranged where possible	01/09/20	L
	Appropriate resources are available within all classrooms and resources which are easily washable or wipe able	Lack of resources for every lesson	M	Staff to ensure they have all necessary	01/09/20	L

	<p>Non-essential equipment or resources which are not easily washable or wipeable have been removed</p> <p>Students to use hand sanitisers and need to disinfect, and wipe any surfaces/chairs, equipment they use on entry and exit to classrooms</p> <p>Information posters are displayed across the school site such as regular washing of hands</p>		<p>M</p> <p>M</p>	<p>resources for their lessons.</p> <p>Staff to ensure any shared equipment or stationary and surfaces should be cleaned and disinfected by students upon entry and exit. Non-washable items to be removed.</p> <p>Signage put up across the school</p>		<p>L</p> <p>L</p>
<b>Staffing</b>	<p>Staffing numbers required for all students have been determined including teachers, support staff such as facilities, IT, midday and office/admin staff.</p> <p>Including at least one of the following:</p> <ul style="list-style-type: none"> <li>• First aider</li> </ul>	<p>Staff shortages if illness occurs</p>	<p>M</p>	<p>Staff can be used flexibly to cover if needed</p>	<p>01/09/20</p>	<p>L</p>

	<ul style="list-style-type: none"> <li>• Designated Safeguarding Lead (DSL)</li> <li>• SENCO</li> <li>• Caretaker/site member</li> <li>• Office staff member</li> </ul>					
	Flexibility in staff roles will operate with both teaching and associate staff	To cover absence and staggered start/finish times	M	Start and finish times for associate staff may need to be adjusted and associate staff will be required to do duty	01/09/20	L
	Consideration given to BAME staff on the duty rota	Identify BAME staff	M	Where possible BAME staff will be given an outdoor duty	01/09/20	L
	Approach to staff absence reporting and recording in place. All staff aware.	Staff shortage if absence unknown	M	Normal reporting lines to resume	01/09/20	L
	Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads)	Staff shortages	M	Cover arrangements in place	01/09/20	L
	Consideration given to staff clothing expectations and information shared with staff	To avoid any risk of contamination	M	Staff are required to come in professional dress however no jackets are required	01/09/20	L

	Approaches for meetings and staff training in place.	To avoid unnecessary face to face contact where possible	M	Meetings and training to be held via Zoom if face to face not possible	01/09/20	L
	Consideration given to the options for redeployment of staff to support the effective working of the school.  If redeployment is taking place, staff are aware of controls and processes in respect of tasks they are unfamiliar with.	To avoid using the same staff and staff shortages	M	All staff to work flexibly and where needed will do a different role or cover to support the students in their Year group bubbles. Some staff will temporarily work different hours to the ones they usually work.	01/09/20	L
	Approach to support wellbeing, mental health and resilience in place, including bereavement support  How staff are supported to follow this within their own situations and that of students and colleagues is clear.	To support staff	M	Staff are aware of available support  Staff also have access to the schools Employer Assistance Programme  The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements	25/03/20	L
	The approach for inducting new starters has been reviewed and updated in line with current situation.	Ensure all staff inducted	M	Induction for new starters to be completed either via zoom or face to face	01/06/20	L



	Return to school procedures are clear for all staff.	Staff asked to read regular update emails	M	Regular communication is sent to staff via email.	Ongoing	L
	Arrangements to return any furloughed staff in place.		M	Furloughed staff will be written to confirming their return date.	01/09/20	L
	Any staff contracts that need to be issued, extended or amended considering the current situation have been.	Contracts reviewed	M	This is in the process of being reviewed and staff will be contacted	01/09/20	L
	Any HR processes taking place prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.		M	All necessary HR processes have still been dealt in a timely manner and as appropriate	Ongoing	L
	Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.  NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.	School protocols may differ to the contractors	M	Check with the contractor any requirements their employer has specified before visit. Share school protocols.	Ongoing	L
	Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors. Protocols and expectations shared.		L	New DFE guidance to be followed and staff will be made aware of new school protocols	01/09/20	L

<p style="text-align: center;"><b>Students</b></p>	<ul style="list-style-type: none"> <li>• Will observe the Health and Safety and Behaviour Policies of the school, including new arrangements in response to COVID-19.</li> <li>• Report any Health and Safety concerns to a member of staff.</li> <li>• Students will follow instructions on who they can socialise with at school and remain in their year group bubble at break and lunch time</li> <li>• Students will have staggered start and finish times and should avoid coming into school earlier than their expected arrival time</li> <li>• Students will follow adult instruction on where they can go break time and lunchtime and will be expected to stay strictly within their year group bubble during these times</li> <li>• Comply with instructions about sneezing, coughing, tissues, and tissue disposal and avoiding touching their mouth, nose, and eyes with hands.</li> <li>• Students need to follow any altered times and routines for arrival and leaving from school and moving around during the school day.</li> <li>• Students will sanitise their hands with alcohol cleanser before entering and leaving the school building and at every change of lesson.</li> </ul>	<p style="text-align: center;">Students not following instruction</p>	<p style="text-align: center;">M</p>	<p>Communication has been sent home with up to date information.</p> <p>Students to ensure they follow the rules regarding their Year group bubbles and hand sanitising, washing and disinfecting items upon entry and exit in classrooms.</p>	<p style="text-align: center;">01/09/20</p>	<p style="text-align: center;">L</p>
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	<ul style="list-style-type: none"> <li>• Students must follow the school's rules on handwashing and using sanitiser, including washing hands with soap and hot water before and after using the toilets.</li> <li>• Students must meet the 'catch it, bin it, kill it' expectations.</li> <li>• Students must tell an adult if they feel unwell.</li> <li>• Students should follow the rules about sharing equipment and other items and disinfect any shared item and desks and chairs upon entry and exit in the classroom.</li> <li>• Students must not share food or drink with others.</li> </ul>					
<b>Limiting Contact</b>	<p>Arrangements for limiting contact with all students:</p> <ul style="list-style-type: none"> <li>• Staggered school start and finish times Years 7, 8, 11, 12 and 13 will be in school 8:40 – 2:45 Years 9 and 10 will be in school 9:50 – 3:45</li> <li>• Classrooms rearranged where possible so students sit facing the front</li> <li>• Break and lunch times areas are separated for each year group with a limited lunch menu being provided in those areas</li> </ul>	Try and social distance as much as possible	M	<p>Staggered start and finish times</p> <p>Year group bubbles and designated areas in place to avoid mixing</p> <p>Designated toilets with cleaning staff on duty</p>	01/09/20	L

	<p>Year 7 Quad Year 8 Lower Playground Year 9 Pod Year 10 Main Hall Year 11 Canteen Year 12 &amp; 13 6<sup>th</sup> Form Block</p> <p>SSA, detention and isolation will be held in Year group bubbles</p> <p>No duty students until further notice</p>					
	Information shared with parents regarding students travelling to school, encouraging walking and avoiding public transport as much as possible.	Travelling to school safely	M	Letter sent to all parents about travelling to school	09/07/20	L
	Parents advised not to wait at the school gates or in our car parks. No parental access to school without prior appointment	Limit unnecessary contact	M	Letter sent to parents	July 2020	L
	Approach to avoiding children and young people entering school and congregating with other students outside of their year group.	Limit students mixing outside of their Year group bubble	M	On arrival, students move straight to their designated Year group area.  Students to avoid getting to school earlier	01/09/20	L

				than their expected arrival time		
	Approach to assemblies – if still occurring, plan in place to manage social distancing.	Avoid large gatherings	M	No in person assemblies until further notice, zoom assemblies where possible with students in their tutor rooms	01/09/20	L
<b>Catering</b>	Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.	Avoid mixing the Year Groups	M	Kitchen to provide hot meals to FSM students and a limited menu of hot and/or cold to all other students	01/09/20	L
	Arrangements for all students for break and lunch in place so they do not mix with other year groups	Avoid mixing the year groups	M	Year 7 and 8 to bring in snack for break but will have a limited cold menu in the Quad for Year 7 and Lower playground for Year 8 Year 9 to have, break and lunch served in the Pod area.	01/09/20	L

				<p>Year 10 to have lunch and break served in the Main Hall</p> <p>Year 11 to have lunch and break served the canteen</p> <p>FSM to have hot lunch served in canteen away from Year 11 in their own Year group</p>		
<b>PPE</b>	<p>PPE requirements understood and appropriate supplies in place.</p> <p>PPE in classrooms in place.</p> <p>Students to disinfect their work spaces in every lesson upon entry and exit and any shared equipment/resources</p>		M	<p>Although PPE is not required, it is available to every member of school staff if they want it. Each staff member will have 2 washable facemasks and one face shield each.</p> <p>All classrooms will have tissues, keyboard wipes (where applicable), hand sanitisers and disinfectant spray.</p> <p>Hand towels are available for handwashing after using the toilets.</p> <p>Hand sanitisers are also available around the school site.</p>	01/06/20	L

				Disinfectant spray available in each classroom		
<b>Response to suspected/ confirmed case of COVID19 in school</b>	<p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> <li>• Which staff member/s should be informed/ take action</li> <li>• Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated</li> </ul> <ul style="list-style-type: none"> <li>• Arrangements for informing Local Authority/ parent community in place</li> <li>• Cleaning procedure in place</li> </ul>		M	<p>Head teacher informed and nurse contacted to deal with student.</p> <p>Child isolated from class, parents called and child placed in the separate medical room next to the nurse's room. If a member of staff has symptoms they should be sent home</p> <p>Parent/ staff member to book a test online via the NHS testing system or call NHS 119 and notify the school with the results as soon as possible. If results are negative, they are to return to work. If positive, the individual must isolate for 7 days from onset of</p>	01/06/20	L

			<p>symptoms unless they still have a high temperature. Other symptoms such as a cough and/or loss of taste/smell can last longer but should not prevent them coming back to work. If positive members of their household should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>Headteacher to contact the local Health Protection Team if a test is positive and provide them with a list of those who have been in contact with the individual. The Health Protection Team will advise the school in the next steps to take depending on the circumstances and parents and staff will</p>		
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				be sent a letter accordingly.  Deep clean of area		
<b>Student Reorientation</b> (After a period of closure)	Approach and expectations around school uniform determined and communicated with parents.		M	Students to wear school uniform. Staff professional dress	01/09/20	L
	Changes to the school day/timetables shared with parents.	Staggered start and finish times	M	Communication sent to parents regarding the staggered start and finish time	01/09/20	L
	All students instructed to bring water/ drink each day. Water fountains not in use until further notice		M	Water fountains not in use, letters sent home Drinks can be bought at lunch time	01/09/20	L
<b>Remote Education Contingency Plan</b>	All students have access to technology and remote learning offer is available to be switched on as a contingency when and if needed	If there is need for students to self-isolate	M	Lesson will be taught via Zoom if necessary	01/09/20	L
<b>Transition into new year group</b>	Plan for transitions between school years taking into account. What needs to be different due to bubbles at social times, staggered opening,		M	Zoom meetings have taken place with new Year 7 parents.	01/06/20	L

	<ul style="list-style-type: none"> <li>• Primary to Secondary</li> <li>• Vulnerable children</li> <li>• Children with SEND</li> <li>• Primary Road Shows</li> <li>• Open evening and 6<sup>th</sup> form Open evening</li> </ul>		M	<p>Tours of the school have taken place for new Year 7 SEND students.</p> <p>Road Shows will be virtual</p> <p>A decision about Open evenings for main school and 6<sup>th</sup> form will be taken in September and they will either be in person or virtual</p>		
<b>Safeguarding</b>	Consideration has been given to any CYP who may need support with their return to school	Family or CYP anxious about returning to school	M	Review risk assessments for children to ensure they reflect any changes due to full reopening	01/09/20	L
	Staff are prepared for supporting wellbeing of students and receiving any potential disclosures.		M	New staff trained on safeguarding procedures and all staff receive refresher training when needed.	Ongoing	L
	Updated Child Protection Policy in place.		M	Adopted most recent Child Protection Policy	Ongoing	L
	Where appropriate work with other agencies, such as social care has been undertaken to support vulnerable CYP to return to school		M	Communication with social workers and other agencies	Ongoing	L
	Consideration given to the safe use of physical contact in context of		M	Review individual consistent	Ongoing	L

	managing behaviour, ensure appropriate hygiene measures in place to mitigate any risk of transmission			management plans to ensure they include protective measures.		
<b>Communication</b>	Information shared with staff around the re-opening plan, returning to site, amendments to usual working patterns/practices and groups.	Staggered start/finish times Flexible working	M	Ongoing communication with staff	Ongoing	L
	Re-opening plans shared with governors.		M	Regular communication with chair of governors	Ongoing	L
	Communications with parents: <ul style="list-style-type: none"> <li>• Plan for full re-opening</li> <li>• Staggered start and finish</li> <li>• Social time Year group bubbles</li> <li>• Dining facilities</li> </ul>			Parents have all been written to	01/07/20	L
	Student communications around: <ul style="list-style-type: none"> <li>• Changes to timetable</li> <li>• Social time Year group bubbles</li> <li>• Staggered start and finish times</li> <li>• Expectations when in school</li> <li>• Travelling to and from school safely</li> </ul>		M	As above	Ongoing	L
	On-going regular communication plans determined to ensure parents are kept well-informed		M	Regular Letters, website updates		L

<b>Governors/ Governance</b>	Meetings and decisions that need to be taken prioritised.		M	Governing body meetings held in bigger rooms to allow social distancing or remotely	Ongoing	L
	Governors are clear on their role in the planning and re-opening of the school, including support to leaders.  Approach to communication between Leaders and governors is clear and understood.		M	Regular communication	Ongoing	L
<b>Curriculum / learning environment</b>	Current learning plans, revised expectations and required adjustments have been considered. Recovery Curriculum planned		M	Areas Advisors have planned a recovery curriculum for lost learning and catch up Summer school in place for Year 7 & 8		L
	Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place.  Each activity should be risk assessed and should not be run unless the risks can be mitigated <ul style="list-style-type: none"> <li>PE – including no contact sport</li> </ul>		M	PE to be outside as much as possible		L

	<ul style="list-style-type: none"> <li>• Practical science lessons</li> <li>• DT/ FT</li> <li>• Music</li> <li>• Drama and Dance</li> </ul> <p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> <li>• The recovery Curriculum</li> <li>• Wellbeing curriculum</li> <li>• recognising 'non-curriculum' learning that has been done</li> <li>• capturing student achievements/ outcomes</li> <li>• utilising the DFE 'catch-up' funding and programmes</li> </ul> <p>Student Behaviour Policy reviewed and reflects the current circumstances.</p>		M	<p>All equipment to be cleaned before and after every lesson No wind instruments Solo performances</p> <p>Staff are aware of expectations of the recovery curriculum</p>		L
			M	Updated Behaviour policy in place		L

<b>Attendance</b>	<p>Approach to promoting and supporting attendance for all students determined, including those who may be anxious.</p> <p>Approach to support for parents where rates of persistent absence were high before closure.</p>		M	Attendance Team to contact parents and if needed tours of the school will take place with anxious students		L
<b>CYP with SEND</b>	<p>Approach to provision of the elements of the EHCP including health in place, annual reviews completed.</p> <p>Consider an CYP who may need support with their return to school and consult with family and other agencies involved</p>		M	<p>Annual reviews taking place and EHCP provision reviewed</p> <p>Attendance to monitor</p>	<p>Ongoing</p> <p>Ongoing</p>	L
<b>School events, including trips</b>	The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.		M	Most trips cancelled following government and Foreign Office advice, parents and students advised. No further trips planned.	Ongoing	L
<b>Finance</b>	<p>Additional costs incurred due to COVID19 are understood and clearly documented.</p> <p>Claims submitted for reimbursement for example, increased premises related costs;</p>		M	Governors and Trustees updated regularly on the financial impact.		L

	<p>additional cleaning; support for FSM</p> <p>Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.</p> <p>Insurance claims, including visits/trips booked previously. Reintroduction or re-contracting services, such as:</p> <ul style="list-style-type: none"> <li>• Cleaning</li> <li>• IT support</li> <li>• Catering</li> </ul> <p>Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.</p>					
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