

RISK ASSESSMENT FOR THE FULL OPENING OF SCHOOLS FROM SEPTEMBER 2020		
Name of School	Date of assessment	Review date
Tytherington School	16/07/2020	30/07/2020 18/08/2020 05/11/2020 16/12/2020
Name and Position of Assessor(s):	Conducted by the Senior Leadership Team (Teaching and Operational) and Business Services team	
Headteacher's Name:	E.Botwe	
Chair of Governor's Name:	K.Gilliver (pre September); September onwards: Trevor Langston and Ed Griffen	

<u>RISK PRIORITY</u>
HIGH: Accident likely - with possibility of causing serious injury or loss
MEDIUM: Possibility of accident - causing minor injury or loss
LOW: Accident unlikely - with control measures in place

5 steps to Risk Assessment

1. Identify the hazards
2. Decide who may be harmed
3. Identify the control measure already in place
4. Evaluate the remaining risk (High, Medium, Low)
5. Identify any further action needed to reduce the risk to the lowest *reasonably practicable* level

Hazard identified	People at Risk and possible effect of hazard	Existing Control Measures in place	Risk Priority (High, Medium, Low)	Additional Controls Required to Minimize Risk
A. Responding to Someone with Symptoms				
<p><i>Risk of contracting COVID-19</i></p>	<p>Staff, students, parents, contractors, community</p> <p>Virus can be transmitted via inhalation of small droplets/aerosol expelled from nose/mouth of those infected.</p> <p>Surfaces can be contaminated and transferred to body through touching eyes/nose/mouth</p> <p>Possible effects include infection (symptomatic/asymptomatic), serious illness and death through respiratory failure/other bodily complications</p>	<p>Social distancing encouraged in all settings</p> <p>PPE acquired for when social distancing is not possible (including SEND environments/First Aid incidents)</p> <p>Social bubbles created for students to minimise cross school contact</p> <p>Desks facing front of room to avoid transfer of virus across classes</p> <p>Extra cleaning in place</p> <p>School following Government guidance including encouraging staff to quarantine post travel to relevant countries, self-isolation if symptoms developed, track and trace</p>	<p>H</p>	<p>Further PPE acquired, particularly for those who have taken part in individual risk assessments and determined to be at greater risk of infection/of possible consequences if they were to contract COVID-19.</p> <p>Extra cleaners hired to assist with increased cleaning loads, cleaners working during the day to clean toilets; sanitise door handles and other high traffic areas.</p> <p>Fewer shared resources to prevent transfer of virus, including extra mice/keyboards for teachers who travel between classes</p> <p>Home testing kits acquired and provided to symptomatic staff/students/parents if this will increase the chance of them being tested. More testing kits acquired as necessary.</p> <p>Attendance policy reviewed to ensure it is fit for purpose</p>

<p><i>Staff/students developing</i> Symptoms</p>	<p>Staff, students <i>Students and staff could be affected by COVID-19 and spread to others</i> <i>Reduced capacity to run school effectively</i></p>	<p>Staff and students have been advised not to come to school if they have coronavirus symptoms; or if they live with someone who has symptoms or who has tested positive; or if they have been advised they are a Contact</p>	<p>H</p>	<p>Infection Control policy has been updated, staff have been advised in briefings and will continue to be reminded regularly . Updated 30/07/2020 in line with Gov Guidance: https://www.gov.uk/government/news/statement-from-the-uk-chief-medical-officers-on-extension-of-self-isolation-period-30-july-2020</p>
<p><i>Outdated/lack of</i> Policies and procedures</p>	<p>Staff, students, visitors <i>Staff/students/visitor unaware of processes, potentially causing further spread of virus</i></p>	<p>School policies and procedures have been updated so that any staff and children will be sent home as soon as they develop any symptoms.</p>	<p>H</p>	<p>Infection Control policy and First Aid policies updated and approved by Governing body</p> <p>We will make appropriate ongoing adjustments to application of sickness absence policies to reflect Covid-19 related absences and issues. Student absence processes updated.</p> <p>Students/Staff not to return to school before dates specified by the Local HPT/ the HR team</p>
	<p>Staff <i>Staff unaware of processes – not sending students to appropriate room or leaving site – potentially causing virus to spread further</i></p>	<p>Staff have been trained on the school policy and procedure around those developing symptoms</p>	<p>L</p>	<p>Information has been sent out to staff via email and paper copies provided to those without access to a computer.</p> <p>Staff reminded in weekly bulletins and when a positive case is confirmed.</p>
<p><i>Inappropriate/lack of</i> Facilities</p>	<p>Staff, students, visitors <i>Students with possible symptoms could be around others in inappropriate locations</i></p>	<p>A well-ventilated room is available in the school for a child or young person to wait until collected.</p>	<p>L</p>	<p>Rooms available with toilet facilities nearby. These will be cleaned after use.</p> <p>If staff develop symptoms during the school day they are advise HR, their line manager and the Cover Manager and leave site immediately if they feel well enough to do so.</p>

	Site team <i>Uncleaned rooms may hold virus</i>	The school policy ensures the room will be cleaned after a person with symptoms has left concentrating on contact areas in line with government guidance	M	Infection Control policy details process. Site/Cleaning team available daily to clean areas as required. Classrooms/offices are closed temporarily to be cleaned immediately if a member of staff develops symptoms during the day.
Lack of First Aid provision	Staff, students, visitors <i>Inappropriate first aid provided, putting staff and casualty at risk</i>	The school level response should someone fall ill on site is in place (in line with relevant government guidance)	L	First Aiders have been provided with the updated St John's Ambulance guidance on dealing with a symptomatic person. FA looking at organizing further first aid training
	Staff, students, visitors <i>Inappropriate PPE worn, putting staff and casualty at risk</i>	The school policy is clear that if social distancing is not possible then the member of staff dealing with the symptomatic person will wear the appropriate PPE.	M	First Aiders have sufficient access to PPE. This is available in the Pastoral Office, in the Admin Office and supplies have been created for First Aiders to take away if required
Insufficient Hand washing	Staff, students, visitors <i>Poor hand-washing could increase risk of virus spread</i>	The school policy is clear that any staff or student should wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.	L	Staff briefed on hygiene process and form tutors to advise students regularly. Guidance posters are available in all toilets. Site team to check that guidance posters are still in place
Not following Testing/Track and trace	Staff, students, parents <i>Symptomatic un-tested persons could spread virus further</i>	On developing symptoms, students and members of staff will be asked to request a test.	H	Students and staffed informed to request a test if displaying symptoms. The school has access to some test-at-home kits for those who are unable to access test centres.
	Staff, students, parents <i>Symptomatic un-tested persons could spread virus further</i>	Guidance on testing has been given to staff and parents.	H	Guidance provided to staff and parents, with updates provided as necessary. Information is provided in briefings, and on correspondence to parents/staff

<i>Lack of Curriculum provision</i>	Students <i>Students may miss out on learning</i>	There is provision in place for students self-isolating or shielding	L	<p>Students not able to be in school provided with curriculum provision</p> <p>Children whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend childcare during the period this advice is in place</p> <p>Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend education or childcare.</p>
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B. Hygiene and Handwashing

<i>Lack of Infection control provision</i>	Staff, students, visitors <i>Poor hygiene could increase risk of virus spread</i>	Infection control stations are set up in classrooms using alcohol-based hand-sanitizer.	L	Hand sanitizer in wall-mounted units in every classroom, at the front of Sixth Form block and in well-used open areas e.g. outside Pastoral Office, Entrance to LINKs, Bridges, lcafe, Sixth Form study area, etc.
	Staff, students, visitors <i>Poor hygiene could increase risk of virus spread</i>	The school has sufficient hand washing or hand sanitiser 'stations' available so that all students and staff can clean their hands regularly	L	'Pupils must clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating'.
<i>Inadequate Cleaning product supplies</i>	Staff, students, visitors <i>Poor hygiene could increase risk of virus spread</i>	Adequate amounts of soap and tissues are available in the relevant areas.	L	Supplies of tissues have been procured for all classrooms being used. Alcohol sanitizer stored appropriately and safely in the storage container.
<i>Inadequate Waste provision</i>	Staff, students <i>Poor hygiene could increase risk of virus spread</i>	The school has enough bins available in the school to support students and staff to follow the enhanced hygiene routine.	L	<p>For students who use tissues, small bags are available to place used tissues in which will be sealed before going in the bin.</p> <p>Bins with lids available wherever possible</p>

<p>Poor Handwashing processes</p>	<p>Staff, students <i>Poor hygiene could increase risk of virus spread</i></p>	<p>All adults and children are aware of the required hygiene and handwashing regime, which includes:</p> <ul style="list-style-type: none"> - frequently washing hands with soap and running water for 20 seconds and drying thoroughly or hand sanitiser. - cleaning hands regularly, including arrival at school, after breaks, if they change rooms and before/after eating - embedding the 'catch it, bin it, kill it' approach - encouraging students to clean their hands thoroughly after using the toilet 	<p>L</p>	<p>Reminders sent out in letters to parents, emails to staff, and guidance posters in toilets and classrooms</p>
<p>Lack of Assistance for students with complex needs</p>	<p>Staff, students <i>Poor hygiene could increase risk of virus spread</i></p>	<p>Staff are aware of the need to supervise the use of hand sanitiser, where needed, such as for students with complex needs.</p>	<p>M</p>	<p>Please see the appendix for updated HUB worker guidelines</p>
<p>Unhygienic Drinking fountains</p>	<p>Students <i>Drinking fountains pose a hygiene risk. Poor hygiene could increase risk of virus spread</i></p>	<p>Drinking fountains out of use</p>	<p>L</p>	<p>Students encouraged to bring own water bottles Signs placed on water fountains to indicate they are not to be used</p>
<p>C. Cleaning</p>				
<p>Not following enhanced cleaning Guidance</p>	<p>Site Team <i>Poor hygiene could increase risk of virus spread</i></p>	<p>Enhanced cleaning to be undertaken where required following guidance from below https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>	<p>M</p>	<p>Cleaning guidance being followed by Cleaning team Classroom to be cleaned after a symptomatic person has left; or first thing in the morning if they call in ill with symptoms and have been in a room on the previous day</p>

<i>Inappropriate/ unnecessary Room use</i>	Staff <i>Use of unnecessary and undocumented rooms could increase the spread of infection</i>	Where necessary, the number of rooms used by staff during working hours is limited to avoid the spread of infection.	L	If a room is required that is not currently timetabled, the Site team are to be informed so that cleaning can be arranged
<i>Inadequate levels of Cleaning Checks</i>	Site team <i>Lack of checks could affect safety of students and staff</i>	All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed.	L	Rota system in place to ensure that all high-traffic areas are regularly cleaned.
<i>Poorly identified Closed rooms</i>	Site team <i>Lack of identification/signage could affect safety of students and staff</i>	All areas that remain temporarily closed or partially closed for cleaning or infection control purposes are clearly identified.	M	Site team have appropriate signage that can be put up
<i>Unnecessary use of Soft furnishings</i>	Site team <i>Virus could remain active in soft furnishings</i>	Soft furnishings cleaned regularly or taken out of use where appropriate	L	Soft furnishings in staff room taken out of use
<i>Adequate Cleaning agent supplies</i>	Site team <i>Inadequate cleaning supplies could increase spread of virus</i>	Adequate amounts of suitable cleaning agents are available	L	Finance team procuring cleaning agents as and when required
	Site team <i>Inadequate cleaning supplies could increase spread of virus</i>	Cleaning products provided in each classroom	M	Classrooms have a sufficient supply of cleaning wipes, sprays, tissues and other cleaning equipment
<i>Inadequate Deep cleaning</i>	Site team <i>Inadequate deep cleaning methods may increase spread of virus, putting staff and students at risk of infection and of injuries relating to COSHH</i>	The necessary areas of the school are deep cleaned before reopening, where required, with suitable cleaning agents and in line with the COSHH Policy.	L	A full deep cleaning programme was undertaken prior to the September reopening, with a secondary deep clean undertaken in the October half term. These will continue during each holiday period.

<i>Inappropriate use of Shared resources</i>	<p>Site team, IT, Staff, students <i>Inadequate cleaning of equipment and resources could increase spread of virus</i></p>	<p>The school's cleaning schedule includes classroom-based resources such as IT devices, which are shared within the bubble are cleaned regularly</p>	M	<p>BYOD policy in place for students</p> <p>The school aims to ensure every student has access to appropriate device through analysis and response to IT survey</p> <p>Extra equipment (computer mice/keyboards) procured for teachers moving around rooms; laptops are available for staff for when home working is required</p>
	<p>Site team, Staff, students <i>Inadequate cleaning of equipment and resources could increase spread of virus</i></p>	<p>The school's cleaning schedule includes resources that are shared between classes or bubbles, such as sports, art and science equipment are cleaned frequently and meticulously and always between bubbles 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.</p>	M	<p>Schedule frequent cleaning of resources (e.g. books, specialist equipment) shared within groups.</p>
	<p>Staff, students <i>Inadequate cleaning of equipment and resources could increase spread of virus</i></p>	<p>Where students and teachers take books and other shared resources home, similar rules on hand cleaning, cleaning of the resources and rotation apply to these resources.</p>	M	<p>BYOD encouraged, Chromebooks provided if required.</p> <p>Sanitiser wipes provided for Chromebooks and cleaned after use – guidance on cleaning provided to those using chromebooks</p>
<i>Inappropriate Practical lesson provision</i>	<p>Staff, students <i>Lack of practical lessons could affect student curriculum; however practical lessons taking place without adequate measures could put staff and students at risk</i></p>	<p>Practical lessons</p>	M	<p>As usual as long as equipment is thoroughly cleaned between use by different year group bubbles or quarantine for 48 hrs (72 hrs for plastics).</p> <p>Lessons frontloaded in Term 1 for Year 7 to ensure they understand the Firefly platform, BYOD Policy, basic word processing and use of the network.</p> <p>Students in all year groups to receive IT training via registration to access remote curriculum</p>

<i>Sharing of Stationery supplies</i>	Staff, students Inappropriate sharing of equipment and resources could increase virus spread	For individual and very frequently used equipment, such as pencils and pens, staff and students have their own items that are not shared.	L	Supplies of stationery available for students to purchase Finance will ensure sufficient stock of stationery
Unnecessary Personal supplies	Students <i>Use of unnecessary equipment that is not cleaned appropriately could increase the spread of infection</i>	Students have been advised to limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.	M	
Improper Waste disposal	Site team <i>Inappropriate disposal of contaminated waste could increase the spread of infection</i>	The school has arrangements to dispose of waste in line with government guidance, in particular in relation to a possible case	M	New procedure for the daily removal and safe disposal of rubbish
<i>Unsuitable cleaning of Toilets</i>	Site team <i>Insufficient cleaning of toilets could increase spread of infection</i>	More regular cleaning needed, especially of toilets and frequently used areas.	M	Cleaning to be conducted daily with extra cleaners available during the day for extra cleaning if required
Insufficient Cleaning Staff capacity	Site team An insufficient number of cleaning team available could prevent the site being cleaned thoroughly	More cleaning staff employed to increase cleaning capacity	M	Two members of cleaning team moved to a day shift from September and additional staff hired
Incomplete Cleaning log	Site team <i>Incomplete or poorly completed cleaning logs may cause confusion and affect cleaning standards</i>	Cleaning log to be created to track cleaning frequency	L	IW/PL to implement log to track cleaning frequency for bathrooms, classrooms and communal areas

<i>Insufficient Training</i>	Staff <i>Staff without proper training may increase risk of virus spread</i>	Provide communications and mandatory training on cleaning protocols, hygiene practices and social distancing for all staff.	L	Information provided via Infection control policy and briefings Cleaning staff provided with extra information on how to use PPE.
D. Social Distancing				
<i>Lack of processes around Bubbles</i>	Students <i>Students who do not adhere to bubble system may put themselves and others at greater risk of infection</i>	To reduce the risk of transmission, the school has agreed consistent groups or 'bubbles' of students that do not mix (these groups should be as small as possible to deliver a full curriculum depending on the controls in place).	L	Year group bubbles in place
	Students <i>Students who do not adhere to bubble system may put themselves and others at greater risk of infection</i>	Plans are in place within the school to keep groups or bubbles of children apart, including, if possible, limiting interaction, sharing of rooms and social spaces between groups.	M	Year groups separate during lunchtimes; students advised to go straight to form rooms in the morning
	Students <i>Students who do not adhere to bubble system may put themselves and others at greater risk of infection</i>	The school has identified where there may be mixing into wider groups, e.g., for specialist teaching, wraparound care and transport.	M	Social distancing is adhered to as far as possible, with students wearing appropriate PPE where this is not possible
<i>Lack of processes around Classroom layout</i>	Site team, staff, students <i>Lack of social distancing carries an increased risk of virus spread</i>	The school has made adaptations needed to the classroom to support distancing, where possible, including seating students side by side and facing forwards, and might include moving unnecessary furniture out of classrooms to make more space.	L	All desk placed in rows facing the front of the classroom where possible. Where the seating arrangements do not allow for rows, students will be discouraged from raising their voice and physical contact. 2 metre line between teacher desks and closest student desk to be marked in all classrooms Computer rooms, Science labs, D&T workshops and Food rooms, Art rooms – change seating so students aren't facing one another wherever possible.

<p><i>Lack of process for</i> Staff movement</p>	<p>Staff <i>Lack of social distancing carries an increased risk of virus spread</i></p>	<p>Those staff who need to move between classes and year groups are aware of the need to try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.</p>	<p>M</p>	<p>Review of staffing plan so we can redeploy staff to reflect changes to the school's operation and to support catch-up provision.</p>
<p><i>Lack of clear process about</i> Movement around school</p>	<p>Staff, students, visitors <i>Lack of social distancing carries an increased risk of virus spread</i></p>	<p>Systems in place around school to help students keep their distance</p>	<p>M</p>	<p>Physical barriers in place to encourage use of one-way system. Students encouraged to walk outside where possible.</p> <p>More staff on duty before/after school, lesson change-overs, etc to help ensure students are maintaining social distancing and are wearing face coverings. Staff in classrooms or supervising by 8.35am.</p> <p>At end of day stagger release of 'walkers' with bus students held back in hall. "Space out" bus pick up points.</p> <p>Year groups have designated eating/break zones. Students bring in packed lunch/Innovate deliver packed lunches to designated year group areas.</p>
<p><i>Not adhering to social distancing</i> Guidance</p>	<p>Staff, students <i>Lack of social distancing carries an increased risk of virus spread</i></p>	<p>Staff have been informed of the measures needed to socially distance within the classroom.</p>	<p>L</p>	<p>Information provided via email, information printed for those without access to a computer, and in briefings</p>
<p>Lack of information for Staff who have been shielding</p>	<p>Staff <i>Those who have previously been shielding may be more at risk of catching the virus</i></p>	<p>The school has considered any measures that are needed to ensure that staff who have been shielding can return to work, ie, to maintain social distancing or working remotely if this is possible in their role.</p>	<p>M</p>	<p>Individual Risk assessments conducted and those who are classed as Extremely Clinically Vulnerable will work from home during lockdown period</p> <p>All other staff who are not clinically extremely vulnerable should continue to attend work, including those living in a household with someone who is clinically extremely vulnerable</p>

Lack of consideration for Equality duty	Staff, students <i>Staff and students who have protected characteristics put at a disadvantage or indirectly discriminated against by any of the actions taken by the school</i>	The school considered its equalities duties in relation to health and safety risks.	L	Pregnant staff in clinically vulnerable category. Individual risk assessments held with those in this group. No specific guidance for BAME staff or students other than ‘accommodate additional measures where appropriate’ – no guidance about what these might be. We will continue to work with staff and students closely to ensure that any reasonable adjustments which can be made are done so. Individual plans for staff who are returning to work from maternity, paternity, adoption leave or long-term sickness absence.
<i>Lack of processes for addressing</i> Staff wellbeing	Staff <i>Staff wellbeing affected due to increased measures and lack of communication</i>	The school has mechanisms in place to support staff wellbeing, particularly those who are anxious about returning to school	L	PD curriculum tweaked to ensure early focus on wellbeing and mental health of students Checks on new staff joining and measures put in place to consider wellbeing and welfare of staff
<i>Lack of process for</i> Volunteers/visitors	Volunteers, visitors, staff, students <i>Volunteer and visitors not following school guidance carries an increase of virus spread, harming themselves, students and staff</i>	The school has arrangements in place to ensure that volunteers across groups are kept to a minimum and remain 2 metres from pupils and staff where possible.	L	Visitor numbers limited No parents on site without pre-booked appointment and no parents gathering at school gates
<i>Ineffective</i> Timetabling	Staff, students <i>Ineffective timetabling can prevent social bubbles from working adequately and increase chance of infection</i>	The school timetable enables groups to be kept apart and movement around the school site kept to a minimum.	M	Bubbling and rooming considerations factored into timetabling
<i>Ineffective</i> Timings of the day	Staff, students, parents <i>Ineffective timings can prevent social bubbles from working adequately and increase chance of infection</i>	The school has considered the need for any staggered start/end, break times and lunch times (and time for cleaning surfaces in the dining hall between groups).	L	

	Staff, students, parents <i>Ineffective communication around timings can prevent social bubbles from working adequately and increase chance of infection</i>	The school has communicated with parents around any staggered start/end times to and reminded them about the process that has been agreed for drop off and collection, including that gathering at the school gates and otherwise coming onto the site without an appointment is not allowed.	M	Exits to and from school site dependent upon final location of lesson, other than for those catching buses
	Staff, students, parents <i>Ineffective timings can prevent social bubbles from being adequately used, social distancing from working effectively and increase chance of infection</i>	The school is working with the local authority, other local schools and transport providers to consider adjusting start and finish times and/or staggered starts, and consider the needs of parents and carers dropping off and picking up from more than one education setting.	M	Exits to and from school site dependent upon final location of lesson, other than for those catching buses
Lack of process for use of Toilets	Students <i>Ineffective use of toilets could affect social bubbles, social distancing and increase spread of infection</i>	The school has considered access toilets for students, in line with the systems of control.	L	
Lack of processes for use of Staff spaces	Staff <i>Lack of social distancing carries an increased risk of virus spread</i>	The school has planned how shared staff spaces are set up and used to help staff to distance from each other. (Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day).	L	Socially distanced desks (2 metres) in place; perspex dividers in place in offices and at reception where staff are not working from home Bookable spaces available for staff who do not have a designated workspace

	<p>Staff <i>Lack of social distancing carries an increased risk of virus spread</i></p>	<p>Staffrooms and workrooms to be set up for 2 metre social distancing</p>	<p>L</p>	<p>Chairs removed from staffrooms to help social distancing; staff encouraged to avoid using these spaces and take part in online meetings</p> <p>W/C 09/11/2020: Tables separated in main staff room to help social distancing. Perspex dividers to be put in at each bookable computer desk to help with distancing when staff are working. Staff encouraged to clean down mice and keyboards and area before and after use.</p> <p>W/C 09/11/2020: PE staff room: bench area lowered and Perspex dividers to be put in at each computer space to help with distancing when staff are working. Staff encouraged to clean down area before and after use.</p>
<p><i>Lack of process for</i> Travel to school</p>	<p>Staff, students, parents <i>Ineffective process can prevent social bubbles from being adequately formed and increase chance of infection</i></p>	<p>Parents and students encouraged to walk, cycle or drive to school rather than take public transport</p> <ul style="list-style-type: none"> - pupil grouping: where possible this should reflect social bubbles - use of hand sanitiser upon boarding and/or disembarking - additional cleaning of vehicles - organised queuing and boarding where possible - distancing within vehicles wherever possible - the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet. 	<p>M</p>	<p>Information provided about different entrances, exits and movement around school via the school map – available on the staff intranet and school website</p> <p>The school is following the guidance contained within Transport to school and other places of education: Autumn 2020.</p> <p>Students are grouped on transport by Year bubble. Hand sanitiser is to be made available for those boarding and disembarking buses</p> <p>School transport vehicles are cleaned by the bus companies; where trips take place in school-owned minibuses, these will be cleaned thoroughly before/after use/with the disinfectant foggers.</p> <p>Queuing to take place as far as possible outside, but if in poor weather, students will queue in the refectory in their bus groups and year group bubbles</p> <p>Government guidance states a recommendation that local authorities advise people aged 11 and over to wear a face covering when travelling on dedicated school transport to secondary school or college from the start of the autumn term (unless medically exempt).</p>

<p><i>Lack of process for use of PPE</i></p>	<p>Staff, students <i>PPE worn inappropriately, putting students and staff at risk</i></p>	<p>Updated guidance for Lockdown period November 2020: Face coverings should be worn by adults and children aged 11 and above when moving around the premises, outside of classrooms or activity rooms, such as in corridors and communal areas where social distancing cannot be easily maintained</p>	<p>L</p>	<p>November 2020: Students and staff are to wear face coverings when moving around the premises, such as in corridors and communal areas.</p>
<p><i>Insufficient SEND provision</i></p>	<p>Staff, students <i>Not following procedures that are in line with the rest of the school can increase risks to students from all bubbles and staff</i></p>	<p>The school has made specific steps to help and support those pupils with SEND prepare for the changes to routine involved</p>	<p>L</p>	<p>Increased hygiene protocols are in place when working with students with complex needs</p>
<p><i>Lack of process for those attending Dual provision</i></p>	<p>Staff, students, parents <i>Lack of communication between provisions to ensure that students attending these adhere to the processes of both environments could increase risks to those attending both establishments</i></p>	<p>The school has worked through the system of controls with any setting where a child routinely attends on a part time basis to address any risks identified.</p>	<p>M</p>	<p>Students dual rolled and attending Fermain or other provision –additional risk assessments in place</p>
<p><i>Lack of process for Supply teaching provision</i></p>	<p>Supply, peripatetic, staff, students <i>Supply and peripatetic staff not following school guidance carries an increase of virus spread, harming themselves, students and staff</i></p>	<p>The school has arrangements in place to ensure that supply teachers, peripatetic teachers and/or other temporary staff who move between schools minimise contact and maintain as much distance as possible from other staff.</p>	<p>M</p>	<p>Minimal supply staff to be used</p>

<p>Lack of processes for dealing with Behaviour</p>	<p>Staff, students <i>Students who are permitted to exhibit poor behaviour may put themselves and others at risk of infection</i></p>	<p>The school has reviewed/updated its behaviour policies with any new rules/policies, and communicated these clearly and consistently to staff, students and parents, setting clear, reasonable and proportionate expectations of student behaviour.</p>	<p>L</p>	<p>Students advised about changes to behaviour SOPs in light of COVID-19 through tutor time and assemblies and letter to parents. Details re removal clarified.</p> <p>Training for staff took place in September Inset Days which is cascaded to students via tutor groups and assemblies</p>
<p><i>Taking part in Activities that do not adhere to guidelines</i></p>	<p>Staff, students, peripatetic teachers <i>Additional risks may occur to students and staff when taking part in these activities (such as where the activity creates poor air flow, or affect social distancing)</i></p>	<p>The school has considered how to reduce the risk of certain activities, particularly when pupils are playing instruments or singing in small groups such as in music lessons.</p> <p>DfE: 'Additional risk of infection through singing, chanting, playing wind or brass instruments or shouting'</p>	<p>M</p>	<p>EAB discussed with affected HODs (please see notes in the appendix section)</p>
<p><i>Poor Ventilation</i></p>	<p>Staff, students <i>Lack of ventilation can increase risk to students and staff</i></p>	<p>Classrooms to be well ventilated</p>	<p>L</p>	<p>Where possible, all teachers to teach with classroom windows and doors open (providing ventilation and avoid need to touch door)</p>
<p><i>Lack of procedures for Breakfast club/after-school provisions</i></p>	<p>Staff, students <i>Not following procedures that are in line with the rest of the school can increase risks to students from all bubbles and staff</i></p>	<p>Before resuming any breakfast and after-school provision, the school has considered how they can make such provision work alongside their wider protective measures, including keeping children within their year group bubbles where possible. If it is not possible to maintain bubbles being used during the school day then schools should use small, consistent groups.</p>	<p>L</p>	<p>Breakfast club provision reviewed. Assemblies recorded/shared online</p>

Lack of procedures in place for Visitors, contractors	Visitors, contractors <i>Visitors and contractors not following school guidance carries an increase of virus spread, harming themselves, students and staff</i>	The school has procedures in place to manage visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival.	M	Visitors to be provided with Infection Control procedure appendix, informed of the closest First Aider and asked to confirm they are not exhibiting any symptoms. The site team are to be informed what rooms are to be used to ensure appropriate cleaning can take place. Contractors expected to have their own First Aid provisions
	Contractors <i>Contractors not following school guidance carries an increase of virus spread, harming themselves, students and staff</i>	Expectations have been communicated to contractors and suppliers around for example, cleaning, catering, food supplies, hygiene supplies etc.	L	Innovate (Catering provider) has provided a risk assessment Contractors to be advised to wear masks round site; signs displayed reminding visitors of infection control
	Contractors <i>Contractors not following school guidance carries an increase of virus spread, harming themselves, students and staff</i>	The school plans for visits to happen outside of school hours, where this is possible.	L	
	Visitors, contractors <i>Visitors and Contractors not following school guidance carries an increase of virus spread, harming themselves, students and staff. Lack of records will make it difficult to contact visitors and staff who may be affected by an outbreak</i>	The school procedures ensure a record is kept of all visitors.	L	Visitors to sign in via Reception – infection control appendix on display in reception

<i>Not following Social distancing measures</i>	Staff, students, contractors, visitors <i>Lack of social distancing carries an increased risk of virus spread</i>	Visual aids are in use to display social distancing measures, e.g. floor tape to mark two-metre spacing inside the school and externally on the approach to the school	L	PHE guidance displayed
Extra-curricular clubs run without following guidance	Staff, students <i>Lack of social distancing carries an increased risk of virus spread</i>	Extra-curricular clubs to follow social distancing and bubble measures	L	To continue on year group basis to support integrity of bubbles. Music, drama and dance can still be undertaken so long as safety precautions are taken The school is offering extra-curricular activities where it is reasonably necessary to cater for vulnerable children; enable parents or carers to work, search for work, or undertake training or education; or they form part of the school's core education provision
Educational visits run without following guidance	Staff, students <i>Not following guidance, measures or information contained with risk assessments increases risk of virus spread</i>	Excursions outside of school The school plans to undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely, considering what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues.	M	No overnight trips or trips abroad from September – some day trips may still be able to go ahead.
Meetings run without following guidance	Staff, students, parents <i>Lack of social distancing carries an increased risk of virus spread</i>	Meetings such as staff briefings, parents evenings to follow social distancing measures	L	Staff meetings held via Zoom/Teams Virtual Parents events for the first term (Open Evening, Parents' Evenings)
E. Personal Protective Equipment (PPE)				
Inappropriate PPE Usage	Staff (First Aiders), staff and students (travelling via public transport) <i>Staff not wearing PPE when required could affect student and staff safety</i>	The school's policy ensures that PPE is used in line with government guidance.	L	Tytherington School will require children and staff to wear face coverings when moving around school, and communal areas where social distancing is difficult to maintained. It will not be necessary to wear face coverings in the classroom PPE provided and used by Cleaning staff

	Staff and students (travelling via public transport) <i>Students not wearing masks when required could affect student and staff safety</i>	Use of PPE when travelling via school and public transport	L	Students on school buses to wear masks and should sanitize before getting on bus and once off it. Students to sit in year groups on bus.
	Staff <i>Staff not wearing PPE when required could affect student and staff safety</i>	Staff have been trained on when and how to use PPE, including the safe removal and application of PPE masks and other equipment, in line with the DfE guidance.	L	
Insufficient Supplies	Staff <i>Insufficient supplies of PPE could put staff and students at risk</i>	Arrangements are in place to ensure that the school has sufficient supplies of PPE. Arrangements are in place to monitor supplies of PPE and order further supplies when needed	L	
Insufficient Storage	Staff <i>Insufficient storage of PPE could put staff and students at risk</i>	PPE will be stored safely when not in use.	L	Stored safely and readily available for First Aiders – stocks available in Pastoral and Admin Office
Inadequate Policies and communication	Staff, students <i>Lack of policies/lack of communication of policies relating to PPE usage could affect staff and student safety</i>	The school's policies have been updated to reflect the use of PPE.	L	Infection control policy and First Aid policy updated with use of PPE

F. Managing Symptoms, Testing and Responding to a Local Outbreak

Not following Track and Trace guidance	Staff, students, parents <i>Not following track and trace could put staff, students and the community at risk</i>	The school has ensured that all staff members and parent/carers understand the NHS Test and Trace process and how to contact their local Public Health England health protection team.	L	Reminder information is provided when there is a confirmed case in the school
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	<p>Staff, students, parents <i>Not following testing guidance could put staff, students and the community at risk</i></p>	The school has communicated to staff members and parent/carers the need to book a test if they are displaying symptoms.	H	Reminder information is provided when there is a confirmed case in the school and in weekly briefings
	<p>Staff, students, parents <i>Not following track and trace could put staff, students and the community at risk</i></p>	The school has a system to keep a record of students and staff in each group, and any close contact that takes places between children and staff in different groups. So that they can provide these details if someone who tests positive for coronavirus (COVID-19) or if asked by NHS Test & Trace.	H	Seating plans are saved on the school's One Drive and spreadsheets are used by the Attendance Officer and HR team to record those who have displayed symptoms in school and/or have tested positive, in order for the school to establish any contacts, liaise with the Local HPT and determine isolation dates.
	<p>Staff, students, parents <i>Not following testing guidance could put staff, students and the community at risk</i></p>	Once available, the school will follow government advice and give home testing kits directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested.	H	The school has access to home testing kits for parents who may not have access to a testing centre
<p><i>Inappropriate/ Inadequate Coronavirus Procedures</i></p>	<p>Staff, LA <i>Inappropriate procedures being in place could prolong the amount of time positive cases are exposed to the rest of the school population</i></p>	The school has procedures in place to ensure that they can take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19), including contact with the local health protection team when someone has tested positive for coronavirus (COVID-19).	H	Seating plans are saved on the school's One Drive and spreadsheets are used by the Attendance Officer and HR team to record those who have displayed symptoms in school and/or have tested positive, in order for the school to establish any contacts, liaise with the Local HPT and determine isolation dates.

	<p>Staff <i>Inappropriate procedures being in place could prolong the amount of time positive cases are exposed to the rest of the school population</i></p>	<p>The school's procedures include sending home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10* days since they were last in close contact with that person when they were infectious</p> <p>*Updated as per Government guidance 14/12/2020</p>	H	
	<p>Staff <i>Lack of communication can put staff and students at risk as they will be unaware of processes</i></p>	<p>The school has a template letter to send to parents and staff if needed on the advice of the health protection team.</p>	L	
Lack of Support	<p>Staff <i>Lack of communication and support could affect staff-wellbeing</i></p>	<p>Post-testing support arrangements are in place for staff.</p>	L	<p>The HR team and line managers can support staff on their return to school</p>
Outbreak contingency	<p>Staff <i>Staffing capacity too low to keep school open</i></p>	<p>The school has contingency plans and procedures in place to respond to any outbreak based on the advice from the local health protection team.</p>	L	<p>Systems to be implemented to move to providing remote education where a class, group or small number of pupils need to self-isolate, or where there is a local lockdown, as soon as you are reasonably able to.</p>

G. Risk Assessment

Guidance and Regulations	Staff, students <i>If guidance and regulations are not followed, students and staff safety could be affected, as well as potential law breaches</i>	<ul style="list-style-type: none"> • Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 • The Health Protection (Notification) Regulations 2010 • Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' • DfE and PHE (2020) 'COVID-19: guidance for educational settings' • DfE (2020) 'Education and childcare settings: New national restrictions from 5 November 2020' 	L	
<i>Lack of communication with</i> Governing Body	Governing Body <i>Lack of communication between school and GB could prevent GB from carrying out duties</i>	Governing body liaised with about arrangements for reopening the school	L	Governing body liaised with regularly and provided with up to date risk assessments and information
School closure	Staff, students <i>Lack of school closing procedures could cause confusion, affecting student learning and student and staff safety</i>	Procedure to close the school or college at short notice if staffing levels fall to levels where safety cannot be assured	L	The school will liaise with PHE and the local authority and suspend the offer of on-site education if it is no longer safe to do so
<i>Lack of Staff</i> availability	Staff <i>Low staff availability could cause staffing capacity to below, affecting student learning</i>	Staff must be available for work	L	Reminder to be sent by EAB that if staff are planning travel to countries that will require quarantine on return, they must ensure this does not interfere with return to work
<i>Threats to Vulnerable students and those with Additional needs</i>	Students <i>Slow reactions in starting processes could put students at risk</i>	Pastoral meetings used to gather quick information about vulnerable students so that support can be provided	L	

	Students <i>Procedures not being followed could put students at risk</i>	Ensure individual education plans (IEPs) and EHCPs are in place and reviewed for each child who may be at increased risk or has additional needs.	L	Individual risk assessments created for students by HOYs and quality checked by EH
	Students <i>Lack of procedures for vulnerable students and those with additional needs may put students and staff at risk</i>	Begin joint work with LAs to develop plans for re-engaging pupils at risk of disengagement, including vulnerable children, those previously persistently absent and those who have not engaged with school during lockdown.	L	
	Students <i>Procedures not being followed could put students at risk</i>	Engage with LA, agencies and the families of pupils with SEND to devise a plan to provide specific support as needed.	L	
	Students <i>Procedures not being clear to students could put them at risk</i>	Provide additional pastoral and support services, exploring how services might be delivered remotely prior to reopening. Refresh 'where to get help' posters all around school for when children and young people return and place them in prominent places.	L	
Lack of Safeguarding	Staff, students <i>Safeguarding procedures not being followed could put students at risk</i>	Ensure other updated guidance such as KCSIE is adhered to.	L	Staff updated by the DSL at the start of the Autumn term
Outdated Fire safety procedures	Staff, students <i>Fire safety procedures outdated, could leave staff and students unsafe</i>	Review of emergency procedures such as Fire drills to ensure they take into consideration the adaptations being made in order to enable the school to fully open in September.	L	

<p><i>Lack of Site checks affecting Health and Safety, lack of social distancing affecting virus spread</i></p>	<p>Site Team <i>Lack of social distancing carries an increased risk of virus spread; lack of site checks can decrease Health and Safety on site</i></p>	<p>Site checks to be carried out as normal but with social distancing and safety a high priority</p>	<p>L</p>	<p>External site inspections and property management checks continued with</p>
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APPENDICES

1) Inclusion (Hub provision) key actions – written by Liz Healey, Assistant Headteacher (SENCO) in consultation with Hub Mentors

Action	Responsibility	Initial comments	Update
HUB/Links/Bridges Classrooms table to be placed facing the front in year group bubbles.	EH/Jti/LP		All classroom have been prepared and placed in 'year' bubbles.
HUB/Bridges Time out Cards to be issued and expectations discussed with students and parents ahead of September start.	EH/LP	Bridges/HUB cards have been printed. LP/EH/JTi to decide on which students can access spaces on which days to reduce the number of students accessing the intervention	
Interventions to be run in alternative classrooms to free up HUB/Bridges for day to day class support.	EH	EH to liaise with Louisa re possible free meeting rooms/classroom timetable.	
HUB staff to work across two year group bubbles.	EH	EH to liaise with Tracey Simpson re timetable.	
HUB/Bridges to keep register/log of students they support each day.	EH	Registers to be adapted and each member of staff will be given a HUB Planner at the start of the year to record interventions/students they have supported for tracing.	
PPE to be provided to staff when they are working closer than 2metres supporting students.	EH	Visors have been purchased for member of staff as well as hand-held sanitisers to support staff moving between different students in different year groups.	
Students who are aggressive/emotionally dis-regulated to have risk assessments if required.	EH	EH to risk assess students and complete risk assessments where necessary. Behaviour Policy to reflect support for identified students. EH to liaise with DP. EH & DP to access training by Cheshire East on restraining.	
<u>Use of classroom for extra support for students from separate bubbles</u>			
Action	Responsibility	Initial comments	Update

Year 12 students and Year 11 students who require GCSE re-sit preparation or extra support in Core subjects to be taken from free periods/PE lessons and taught in small groups.	PY	The year group bubbles will be kept more than 2 metres apart within the room.	
Use of classroom for Classics society for students from separate bubbles			
Action	Responsibility	Initial comments	Update
Classics Society to be run in PA3 7 Year 7s, 3 Year 8s, 1 Year 9, 1 Year 10s Moved to PA4 on 13/11/2020	MG/GY	The year group bubbles will be kept more than 2 metres apart within the room. PA3 is a large room and can house these students. If the group gets larger, the society will run in the hall or virtually. GY/MG to update as required.	
Steel Drums lessons			
Mixed year groups playing steel drums The school is offering extra-curricular activities where it is reasonably necessary to cater for vulnerable children; enable parents or carers to work, search for work, or undertake training or education; or they form part of the school's core education provision	DL/MG	The tutor will be advised not to attend school if they experience any of the listed COVID symptoms A room will be used with as much space as possible (Performing Arts 3). Numbers will be limited to account for ventilation of space and to enable social distancing of 2 metres. Social distancing is key between year groups to avoid mixing of bubbles. Pupils who are seated will be positioned back-to-back or side-to-side rather than face-to-face wherever possible. Handwashing will take place before and after handling equipment and instruments. Sanitiser and sprays are available. Wherever possible, students will avoid sharing instruments. Where instruments have to be shared, they will be disinfected	

		regularly, by the students playing them wherever possible.	
Chess Club			
Chess Club to recommence. No mixing of bubbles	AB	<p>Passes to show to staff to prove they are there for Chess club</p> <p>Six to eight students in each room; three rooms for three different year groups</p> <p>No mixing of bubbles</p> <p>Wipe down all equipment before and after use</p> <p>Handwashing on entry</p> <p>Registers for each year group for who was there for track and trace purposes</p> <p>When students leaving room, ensuring mask use and avoiding students from different year groups all leaving at different times</p>	
Christmas play			
<p>Christmas play</p> <p>Recorded with separate year groups and shown via a weblink</p>	RF/MG	<p>Bubbles will be maintained as year groups will rehearse and film their sections separately</p> <p>Students advised not to shout or raise voices</p>	
Year 11 Mathematics plan			
<p>Reorganisation of Year 11 mathematics provision for two classes to provide them with extra support. These will take place in the Main Hall.</p> <p>Classes will be taken by DC/AB/LB</p>		The spacing that we will use with exam desks in the Main Hall will decrease the number of close contacts, compared to being in their	

	<p>Mathematics classrooms (i.e. M7 & M4, respectively).</p> <p>Cubic volume of the Main Hall (considering air flow and ventilation) is 1500m³, whereas the volumes of M4 and M7 are 168m³ and 192m³, respectively. The Main Hall has 10 large opening windows and 4 double doors for ventilation.</p> <p>To remove the chance of any students being considered as close contacts owing to any queuing outside of the Main Hall venue, they will be instructed to go straight into the Main Hall and to their allocated desks.</p>	
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FOLLOW UP ACTIONS (IF REQUIRED)

No.	Potential Hazard	Action to be Taken	By Whom	Target Completion Date	Date Action Completed
1)	Inability to track who students have interacted with in lessons.	Staff to produce seating plans for each class	All staff (overseen by MG)	08/09/20	
2)	Clinically vulnerable staff at risk of contracting covid-19	Suitable risk assessment for all potentially vulnerable staff in response to staff survey	FA/HB	08/09/20	

3)	Inability to appropriately socially distance students in practical subjects	Extra desks to be provided in classrooms where requested e.g. Resistant Materials.	IW	08/09/20	
4)	Stakeholders unclear about changes to the school day	Change the timings of the day notice on the school website	PY	15/08/2020	
5)	Pastoral staff unclear about process for managing suspected covid-19 case	EAB/DP to go over clear SOPs for this scenario during INSET Day.	EAB	08/09/20	
6)	Lack of clarity about recording absence owing to self-isolation.	LP to liaise with the LA about what code school should apply if a student is self-isolating.	LP	08/09/20	
7)	Staff interacting unnecessarily during planning periods	PY to identify areas around the school for staff to use during their PPA slots. These will need to be socially-distanced. CB to also ensure that there is a store of laptops which can be used.	PY/CB	08/09/20	
8)	Lack of classroom/planning space for LINK staff	PY to liaise with EH to ensure that LINKs staff have sufficient areas to plan.	EH/PY	08/09/20	
9)	Contamination on surfaces from different groups accessing the same room	IC to ensure that antibacterial wipes, sprays and tissues are available in each classroom. Where students may require PPE for hygiene purposes e.g. Food, this is provided.	IC	08/09/20	
10)	Fire hazards if doors are wedged open	Liaise with our Fire Officer with regards to the considerations of ventilation to help control the spread of Covid-19 versus the needs to keep fire doors shut.	FA	15/08/20	