



Task / Activity Description	Full opening of academy from September 2020
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Location	Hope Wood Academy
Persons / groups affected	Staff, Pupils, Visitors
Frequency / Date to be reviewed	Weekly - from September 2020

Assessor - Name	Adele Pearson (Head of Academy)
Assessor - Signature	A Pearson
Date completed	14/07/2020

Risk Description / Considerations / Potential Issues	Current Proposed Control Measures / Actions	Likelihood Rating (1 -5)	Impact Rating (1-5)	Risk Factor (score)	Severity (H, M, L)	Notes/Comments
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Risk Description / Considerations / Potential Issues	Current Proposed Control Measures / Actions	Likelihood Rating (1 -5)	Impact Rating (1-5)	Risk Factor (score)	Severity (H, M, L)	Notes/Comments
<b>Student capacity based on classroom/circulation space</b>						
Numbers based on classroom capacity and social distancing	all pupils returning on a phased and supported basis. Secondary pupils - 2nd September, Early Years and Primary pupils - 7th September, Sixth Form - 7th September	3	3	9	M	<a href="https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings">https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings</a>
Break out space for sensory/regulation needs	sensory room, OT room, soft play all out of bounds at the start of term due to bubble operation, reviewed weekly for pupils who require, Outdoor space available for all classes, OT plans, sensory regulation and physio to be carried out in outdoor areas or within classroom spaces	3	3	9	M	
Circulation restrictions	2 x bubbles in place on mainsite, 1 x bubble in place on Edenhill site, circulation restricted within one bubble, limited movement of pupils in line with current guidance, each bubble to be supported by member of SLT, Department Lead, members of the pastoral team. New routines taught to pupils returning onto site, new routines shared with parents, teaching to include new normal on site, visits onto site to be offered for extremely anxious pupils ahead of the start of term	3	3	9	M	
Arrivals/departures	Dedicated arrival and departure points for Early Years, Primary, Key Stage 3, Key Stage 4, Sixth Form, parent drop off points identified, new transport procedures in place to manage bubbles on site, transport procedures communicated to all transport operators and parents	3	4	12	H	significant congestion anticipated on site around transport times, Local Councillor contact made to seek support around this
Planned use of outdoor space to increase capacity	All outdoor space to be utilised as part of curriculum in line with social bubbles, renovations of Primary and Secondary outdoor space over the summer break to ensure maximum use of all outdoor space to support curriculum delivery	2	2	4	L	
<b>Transport arrangements (implications for pupil numbers)</b>						
Numbers of young people reliant on LA transport	200 out 214 (combined through 45 taxis currently) new Durham Local Authority transport procedures in place and to be shared prior to the start of term with schools and parents	3	4	12	H	
Risk assessment for arrival /departure	Dedicated arrival and departure points for Early Years, Primary, Key Stage 3, Key Stage 4, Sixth Form, parent drop off points identified, new transport procedures in place to manage bubbles on site, transport procedures communicated to all transport operators and parents. Staff to use same entry/exit point for their identified bubble	3	4	12	H	
New exits/entry points-signage	All new transport procedures to be shared with parents, colleagues and transport operators in advance of the start of term	3	3	9	M	
H&S issues	Durham transport protocol and Hope Wood transport & parent protocol to be followed by all transport providers and parents	3	3	9	M	
Sanitising transport	Durham transport protocol and Hope Wood transport & parent protocol to be followed by all transport providers and parents	3	3	9	M	
Drivers and escort training	Durham transport protocol and Hope Wood transport & parent protocol to be followed by all transport providers and parents	3	3	9	M	
Staggered entry and exit for transport/family drop offs	Dedicated arrival and departure points for Early Years, Primary, Key Stage 3, Key Stage 4, Sixth Form, parent drop off points identified, new transport procedures in place to manage bubbles on site, transport procedures communicated to all transport operators and parents	3	4	12	H	
Education and provision of PPE for independent travellers using public transport	N/A	0	0	0	0	
<b>PPE, cleaning and hand sanitisers (Requirements made through individual risk assessments)</b>						

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Current stocks and availability – including wipes for telephones/PCs/Keyboards	Stock check carried out weekly, weekly orders to be placed to ensure sufficient stock levels, rigid routines in place to ensure PPE available as and when required in each bubble	3	3	9	M	
Recurrent ordering	Ordering carried out on a regular basis and when PPE stock available	3	3	9	M	
Staff training	All colleagues provided with updated guidance and training around H&S and PPE	2	2	4	L	
Availability of site and cleaning staff	Factored into current contract with external cleaning company, regular monitoring by site manager and external company manager to ensure regular and effective cleaning of bubbles, written cleaning schedules in place	2	3	6	M	
Additional cleaning time	Factored into current contract with external cleaning company, regular monitoring by site manager and external company manager to ensure regular and effective cleaning of bubbles, written cleaning schedules in place	3	3	9	M	
Classroom cleansing & use of resources within bubbles	Use of wider range of resources during full reopening, individual resources e.g. pen/pencil/book/individual sensory equipment to be used by individuals only, wider class resources can be used within bubbles	3	3	9	M	
Regular deep cleaning arrangements	Cleaning carried out daily focusing on all touch points using Seigiene	2	3	6	M	
Training for staff and pupils -hand washing, cleaning, PPE, keeping safe etc	Janitorial role to be in place during school day, stock placed in areas to minimise travel on site and checked daily and replenished if necessary, teaching of new routines and health and safety measures built into recovery curriculum, hand washing posters in place	2	3	6	M	
Additional cleaning needs for increased use of outdoor space/play equipment	Outdoors equipment to be built into higher levels of cleaning, outdoor equipment to be used by one bubble and no cross bubble use in place	2	3	6	M	
Identification of high risk areas – e.g. multi coordination rooms	sensory room, OT room, soft play all out of bounds at the start of term due to bubble operation, reviewed weekly for pupils who require, Outdoor space available for all classes, OT plans, sensory regulation and physio to be carried out in outdoor areas or within classroom spaces	2	3	6	M	
Cleaning of sensory equipment	where pupils require individual sensory equipment, additional equipment to be purchased and labelled, where individual equipment is not possible and equipment needs to be shared then equipment will be sanitised between each user	2	3	6	M	
PPE and protocols for different aspects of role, teaching, admin of meds, admin of first aid, personal care, safeguarding discussions, positive handling and assisted regulation	PPE in place in line with current guidance. Level of dysregulated pupils is likely during transition back into school, pupils to be supported effectively with all know individual strategies	3	3	9	M	
Pupils with complex medical needs requiring specialist PPE (AGP)	PPE to be sought from Durham LA and training provided, 2 pupil identified within school	3	3	9	M	
Amendments to policies including intimate care/behaviour	PPE in place in line with current guidance. Cleaning schedule in place between uses	3	3	9	M	
<b>Staffing (Including implications for pupil numbers)</b>						
Numbers of staff in 'clinically extremely vulnerable' category or in household	Staff confidential information held by HoA only	3	3	9	M	
Numbers of staff in 'clinically vulnerable category'	Staff confidential information held by HoA only	3	3	9	M	
Comms with Unions	through Trust communication	3	2	6	M	
Support for staff well-being	all usual measures in place, counselling, whats app support, review of staff list on a weekly basis, weekly supervision, worry box	2	2	4	L	
Bereavement counselling	available through NECS, Chapters usual service	2	2	4	L	
Regular comms with staff who are based at home-clear expectations for working at home	continues the same as during lockdown and closure period, whats app, department updates, weekly updates	2	2	4	L	
Pregnant or new mums	COVID 19 specific risk assessment is in place	3	3	9	M	
Staff clothing	all staff to wear clean clothing each day and bathe/shower when they return home	2	2	4	L	
Delegation of tasks and leadership to manage the physical schooling and online school run in tandem	member of SLT and member of MLT deployed to lead each bubble area and day to day management of each bubble including pupils and staffing	2	2	4	L	
<b>H&amp;S</b>						
Changes to H&S policy	Policy updated at Trust level and shared with all colleagues	3	3	9	M	
Premises risk assessments – including changed use of outdoor space	Site risk assessments in place and all available outdoor space and equipment to be used within bubbles, no cross bubble use of equipment	3	3	9	M	
First aid	policy updated and new guidance around administering first aid provided along with guidance around CPR	3	3	9	M	
Fire procedures	COVID 19 guidance does not apply should the fire alarm sound, staff and pupils make their way out of the nearest available exit. Procedures will be in place for handwashing/sanitising once returning to the building	2	2	4	L	
Training relevant staff	Updated guidance and training in place for all colleagues	3	3	9	M	

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Induction	New staff induction to take into account new procedures	3	3	9	M	
Processes and procedural changes	Policy updated at Trust level and shared with all staff, checks to ensure policy is being adhered to effectively by all involved	3	3	9	M	
Personal care routines	Personal care takes place in identified toilet areas within the school. <ul style="list-style-type: none"> <li>- PPE readily available in toilet areas.</li> <li>- Staff wear appropriate PPE when carrying out personal care tasks.</li> <li>- Resources required to support personal care readily available.</li> <li>- Face visors available to staff where need identified.</li> <li>- Where windows are available, they are opened whilst personal care taking place.</li> <li>- Area cleaned after each use.</li> <li>- Included in the cleaning schedule for the school.</li> </ul>	3	3	9	M	
Provision for handwashing and hand sanitization	Wall mounted hand sanitisers at each entry/exit point and at other key points around the site, access to hot running water and soap in each toilet facility, routines around hand sanitisation taught and modelled to all pupils	3	3	9	M	
Respiratory hygiene	catch it, bin it, kill it approach taken taught and modelled to all pupils, lidded bins in all areas,	3	3	9	M	
General infection control to limit the spread of COVID	Guidance followed for the cleaning of non health care settings. <ul style="list-style-type: none"> <li>- Cleaning schedule in place during the school day and at the end of the school day.</li> <li>- Spillage policy in place.</li> <li>- Pupils taught how to wash their hands by staff members. Pupils that need support to wash their hands are supported by a member of staff.</li> <li>- Where need identified hand sanitiser be made available to staff and pupils.</li> <li>- Pupils are supervised throughout the school day to wash their hands for 20 seconds by staff members, throughout the school day. Staff follow the guidance provided</li> <li>- Where hand washing facilities are limited due to the number of pupils, hand sanitizer stations have been located in identified areas. Pupils are supervised when accessing the hand sanitizer.</li> <li>- Handwashing posters located in pupil and staff toilet areas and in the classroom areas.</li> <li>- Pupils and Staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school.</li> <li>- Catch it, bin it, kill it posters located in pupil, staff toilet areas and around the school site.</li> <li>- Pupils taught to cough and sneeze into their elbow and away from the direction of other pupils and staff.</li> <li>- Staff and Pupils are directed to wash their hands before and after eating and following coughing and sneezing and where additional need identified.</li> <li>- Pupils and Staff ensure that they thoroughly dry their hands.</li> <li>- Infection Control Risk assessment in place to manage other biological hazards within the school community.</li> <li>- Cleaning products readily available in the immediate area of the classroom/toilet areas for spot cleaning.</li> <li>- Pupils encouraged throughout the school day to socially distance themselves from staff and other pupils.</li> <li>- Hard surfaces and key touch point areas, such as doors, door furniture, light switches and handrails are disinfected rather than simply cleaned on a frequent basis.</li> <li>- Communal fridge doors, kettles, toasters and microwave doors etc and water cooler handles are included in the daily routine cleaning carried out by identified staff.</li> <li>- Toilet and hand washing facilities are adequately stocked with soap, hand towels, toilet rolls</li> </ul>	3	4	12	H	
Protocols for symptomatic staff/pupils	built into Covid 19 full risk assessment and in line with current Government guidance and adhering to 9 points within guidance around Prevention and Response to potential infection, potential outbreaks to be limited by bubble	3	4	12	H	
New fire procedures & Fire wardens	New fire evacuation procedures in place and to be shared with all colleagues prior to the start of term, fire drills to be carried out as part of pupil transition back to school to test new systems and revise where required	2	2	4	L	

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Managing a positive case of COVID	The school will contact the Health Protection Agency -Contact - 0300 3038596-Option1 - The Health Protection Team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school /works at the school- as identified by NHS Test and Trace. - Where need identified The Health Protection Team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.	3	3	9	M	
Ensure all other routine practices are in hand e.g. legionella tests, inspections of outdoor spaces daily etc	in place through site checks as usual	1	1	1	L	<a href="https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak?utm_source=e80531df-190f-4b23-b812-5b0846a10658&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=immediate">https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak?utm_source=e80531df-190f-4b23-b812-5b0846a10658&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=immediate</a>
<b>Parents/families engagement and communication</b>						
Communications on reopening	facebook, email distribution, website, parent survey, opportunity for 1:1 discussions,	2	2	4	L	
Complex pupils - medical, behavioural presentation, levels of anxiety	risk assessment completed with families to determine risks to pupil and others as well as considering support strategies which need to be adopted for successful transition back into school	2	5	10	M	
Protocol for attending school, collection, drop off	Dedicated arrival and departure points for Early Years, Primary, Key Stage 3, Key Stage 4, Sixth Form, parent drop off points identified, new transport procedures in place to manage bubbles on site, transport procedures communicated to all transport operators and parents, no pupils will access main reception or main part of the school	3	4	12	H	
Protocol for EHCPs/Annual Reviews / Meetings	virtual meeting to continue to take place moving forward where appropriate following procedures used within Summer term,	4	2	8	M	
Feedback from families	facebook, email distribution, website, parent survey, FAQ session	2	2	4	L	
Policy on choice of attendance	attendance policy reflects national guidance around school attendance from Autumn term	2	4	8	M	
<b>School meals provision</b>						
Provision of school meals under new bubble guidance	all young people to have meals within their social bubble and meals will be delivered to their bubble, disposable equipment used for first few weeks of term at least, timings of lunch servings will be increased due to delivery of food around school and preparation time	3	3	9	M	
Staggering mealtimes	mealtimes in classrooms and staggered lunch breaks	3	2	6	M	
Alternative measures	alternative measures to be sought should no kitchen staff be available or local outbreak	3	1	3	L	
Suppliers and deliveries	all available to deliver	1	1	1	L	
Cleaning of area between sittings	dining room only to be used by one identified bubble	1	1	1	L	
<b>Classroom set up</b>						
Desk facing forward guidance	guidance to be followed where appropriate and deemed necessary	3	3	9	M	
Social distancing where possible	guidance to be followed in line with pupil SEND	3	3	9	M	
Use of equipment	Pupils will have their own pencil cases and books/writing pads required for each subject. Resources that are shared between classes or bubbles, such as sports, art and science equipment are cleaned frequently and meticulously	2	2	4	L	
PE lessons	PE activities can take place in external areas of the school. - Pupils are to be kept in consistent bubbles. - Sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. - Outdoor sports prioritised where possible. - Large indoor spaces used where it is not, doors are opened to allow ventilation. - Maximize distancing between pupils - Cleaning schedule in place for PE equipment accessed during the school week.	2	2	4	L	

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Music lessons	Lessons can take place where physical distancing can be assured. - During lessons position pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. - Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.	2	2	4	L	
Swimming	Not currently permitted under current guidance documentation.	0	0	0	L	
School assemblies/large school gatherings	Continue to use digital technology within school in order to maintain a sense of community when large gatherings are not possible.	1	1	1	L	
<b>Individuals (colleagues/pupils) at increased risk of COVID</b>						
BAME colleagues or pupils	Some staff/pupils may have particular characteristics e.g. members of the BAME community that may put them at a comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report. PHE have established that people from black ethnic groups are most likely to be diagnosed with COVID19, and death rates were highest among people of Black and Asian ethnic groups. Therefore, specific assessments of risks associated with BAME employees need to be undertaken and control measures introduced where appropriate in conjunction and consultation with BAME employees. - People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace					
New and expectant mothers	Staff to inform the Head teacher if they are pregnant. - Staff to consult with their GP and Midwife. - New and Expectant mums COVID -19 risk assessment completed. - Guidance from the NHS- Pregnancy and the coronavirus and the Royal College of Obstetricians & Gynaecologists as well as the NHS Who is at Risk is followed and shared with staff members. - Shielding for all staff members is to be suspended on the 1st August 2020.					
Colleagues or pupils with identified underlying health needs at risk of COVID transmission	Some staff/pupils may have particular characteristics e.g. members of the BAME community that may put them at a comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report. PHE have established that people from black ethnic groups are most likely to be diagnosed with COVID19, and death rates were highest among people of Black and Asian ethnic groups. Therefore, specific assessments of risks associated with BAME employees need to be undertaken and control measures introduced where appropriate in conjunction and consultation with BAME employees. - People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace. Where need identified the Head teacher is to discuss Parent/ Carers or Staff members concerns and explain the measures the school has in place to reduce risks of COVID-19 transmitting in the school community.	3	3	9	M	
Staff/Pupils who are clinically vulnerable (Moderate risk) or extremely clinically vulnerable (High risk)	Staff/Pupils who were 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. - Guidance for those who are clinically-vulnerable, including pregnant women, is available. - The Head teacher has flexibility regarding Staff members medical needs and work activities that they are able to undertake within the school. - People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. Where need identified-Staff individual Medical/III-Health risk assessment to be completed. - Where need identified staff referred to Occupational Health Service. - Individual cases to be discussed with HR. - Pupils EHCP's reviewed and discussions to take place with their GP's/Consultants etc. prior to them returning to school.	3	3	9	M	
<b>Students</b>						
Surveyed student responses to return	to be collected mid August in preparation for Sept return	3	3	9	M	

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Managing anxiety and concerns	focus of curriculum work around anxiety and concerns, phased transition to support and manage anxieties	3	3	9	M	
Pupils displaying challenging behaviour	Pupils with challenging behaviours identified. - Where need identified individual risk, assessments/behaviour plans are in place for pupils who demonstrate challenging behaviours. - Relevant staff are Team Teach Trained (all appropriate strategies in place prior to use of Team Teach) Where behaviours exhibited by pupils potentially exposes staff to sputum/bodily fluids staff are advised to change into alternative clothing when arriving at work each day and changing clothing before they leave work. Placing soiled clothing in a pillowcase and washing the clothing when they return home. Staff are advised to shower when they return home from work each day. - Where need identified face visors be made available to Staff. - Where need identified support be sought from the DCC SEND Team and Educational Psychologist Team. Pastoral plan and risk assessment reviewed with parents	3	4	12	H	
Establishing new routines	teaching of new routines built into curriculum at appropriate level to meet pupil need, modelling and coaching from all staff	3	3	9	M	
Transition	limited transitions within bubbles, only to and from classrooms, toilets and outdoor space, no cross bubble movement unless deemed necessary by a member of SLT to support the safe and effective running of a bubble.	3	3	9	M	
Updated pastoral plans	all plans have been updated during Summer 1 and will continue to be reviewed as all pupils return to school, new pupil pastoral plans to be in place by end of September at latest	1	1	1	L	
Teaching social distancing	training and reminders around social distancing constantly built in throughout school day, guidance recognises that social distancing is not possible for all pupils with SEND settings and appropriate adjustments and measures should be adopted	4	3	12	H	
Continued remote learning provision	support via remote learning to continue to be offered for pupils unable to access school site, in discussion with a member of SLT	3	3	9	M	
Pupils refusing or unable to engage in social distancing/hand washing	Parents/Carers advised prior to the pupils returning to the school that all pupils will need to adhere to hand washing and social distancing measures to ensure pupil and staff safety. - Hand sanitiser made available where pupils refuse to wash hands. - Pupils are supervised when using hand sanitizer considering risks around ingestion. - EYFS/Key Stage 1 pupils and pupils with complex needs are helped to clean their hands properly. - Where pupils refuse to wash their hands or use hand sanitizer skin friendly skin cleaning wipes are used as an alternative - Individual needs of pupils identified and managed where need identified. - Cleaning schedule in place for the whole school. - Where possible social distancing to be maintained. - Staff supporting pupil continue to adhere to regular hand washing.	3	4	12	H	
Numbers shielding due to being clinically vulnerable	latest shielding advice followed and adopted, it is not anticipated that any pupils will be required to shield from September, continually following updated guidance	3	3	9	M	<a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a>
Safeguarding our young people who are in school and those who remain at home	follow same procedures as during school closure, SLT member in each bubble to dynamic risk assess in liaison with safeguarding team	2	3	6	M	
<b>Curriculum for full reopening</b>						
Recovery curriculum in place until October half term	regulation opportunities, core subjects (English, maths, Science, PSHE, PE & Outdoor, Independence), focus on EHCP outcomes.	2	3	6	M	
Recovery curriculum for wellbeing etc what should be taught – EHCP outcomes being met	timetable in place	2	3	6	M	
Outdoor learning arrangements	All classes to have access to Outdoor learning time	2	2	4	L	
Counselling/support for individuals	emotion coaching for students, dependent on student need and cognition levels to assess most appropriate route of support	3	3	9	M	
PHSE	core focus on feelings and emotions, circle time activities, pre-emptive with social stories	3	3	9	M	
CPD/ Training for staff on curriculum delivery	timetable to be explained to all staff, to be shared through zoom staff meeting, resource issues, regular review of recovery curriculum	2	2	4	L	

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<b>Other</b>						
Staff overall training around Covid response full reopening	Guide for staff on new ways of working - COVID staff handbook	2	2	4	L	
Visitors onto site	<p>signage at the main school reception area ensuring social distancing.</p> <ul style="list-style-type: none"> <li>- Direction Floor and wall signs in place around the school.L113</li> <li>- social distancing markers in place in large corridor areas.</li> <li>- Posters/notices clearly displayed and reference handwashing/hand sanitizing and social distancing procedures in place at the school</li> <li>- Visitors to the school are by appointment only.</li> <li>- Where possible Contractors to carry out activities outside of school hours.</li> <li>- hand sanitiser station located at the main entrance.</li> <li>- All Visitors sanitise their hands prior to entering the school building.</li> <li>- A register of All Visitors/Contractors /Agency Staff and Support Agencies maintained, including their contact details.</li> <li>- Dedicated areas identified for use by Support Agencies.</li> <li>- Where possible areas allocated to Support Agencies as close to the main entrance, to reduce movement around the building.</li> <li>- Where Agencies supporting the school, Where possible it is the same member of Staff each time.</li> <li>- All Visitors are accompanied when moving about the building.</li> <li>- Parents/Carers discouraged to access the main reception area without an appointment.</li> <li>- main reception area spot cleaned throughout the school day.</li> <li>- Tissues located at the main reception area with A lidded waste bin.</li> <li>- waste bins emptied at the end of the school day.</li> <li>- Face coverings not to be worn in the school building.</li> </ul>	3	3	9	M	
Managing COVID symptoms onsite	Isolation room in place and isolation procedures in place for pupils and colleagues	3	3	9	M	
Face coverings	Pupils who wish to wear face coverings on transport will be supported to remove them safely upon entry into school and immediately wash their hands following removal of face covering	3	3	9	M	
School minibus transport	Thoroughly cleaned prior to the start of the Autumn term e.g. seating, seatbelts hand holds. Hand sanitizer, tissues and waste bags located in the vehicle. School minibuses are identified in this instance as dedicated transport.Vehicle inspected prior to each use and findings recorded. Windows are opened when transporting pupils. Vehicle thoroughly cleaned after each use.	2	2	4	L	
Community visits	To take place with authorisation of HoA considering all risk factors and with parental permission, no large groups to access areas of the community, community visits and engagement to take place predominantly within open spaces	3	3	9	M	
Independent travel training via public transport	To take place where appropriate in line with public transport and community measures in place, age appropriate response to COVID to support young adults when in the wider community outside of school hours	3	3	9	M	
Access to welfare facilities for colleagues and pupils	<p>Staff supervise pupils when washing their hands in the toilet areas/sink areas.</p> <ul style="list-style-type: none"> <li>- Cubicles in place.</li> <li>- Toilet facilities cleaned at regular intervals throughout the school day (door handles, toilet cubicle locking mechanisms and flushers).</li> <li>- Staff and pupil toilet facilities cleaned following break and lunch periods.</li> <li>- Lunch time and breaktime rota in place for staff accessing the staff room area. - Consideration be given to additional eating spaces created within the school e.g. library, activity hall.</li> <li>- Windows are opened in the staff room when it is occupied by staff members.</li> <li>- Position of furniture within staff room areas reviewed to ensure social distancing.</li> </ul>	3	3	9	M	
Staff travelling abroad over the summer break	Guidance shared with colleagues, all colleagues to ensure they have appropriate quarantine where required ready to be available for work at the start of term	2	2	4	L	
Staff travelling to work	Current guidance of travelling and the use of public transport should be followed at all times, any concerns over the travel to work should be discussed with the head teacher	3	3	9	M	
Use of pupil equipment, standers, side lyers, hoist etc	Wiped down between users and where possible only one person use	3	3	9	M	

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Use of lift	<ul style="list-style-type: none"> <li>- Lift to be operational only where necessary</li> <li>- Reduce maximum occupancy to two people.</li> <li>- Occupants to stand next to each other but ensuring that they are not touching.</li> <li>- Hand sanitizer station located at the entrance/exit points of the lift.</li> <li>- Lift entrance/exit points have a demarcation area on the floor, so that social distancing can be maintained when accessing the lift</li> </ul>	2	2	4	L	<a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a>