

Area / Activity Assessed	Staff and Students				Date	3 rd January 2021
Assessment Completed by	Headteacher (verified by external consultant and Trade Unions)				Persons Consulted	LGB/MAT/Unions

Probability	5	Very Likely	4	Likely	3	Quite possible	2	Possible	1	Unlikely
Severity	5	Catastrophic	4	Major	3	Moderate	2	Minor	1	Insignificant

Overall risk rating								
0-8	Low risk. No action required		9-15	Medium risk. Ensure adequate controls are in use		16-25	High risk. Stop and implement adequate control measures	

No	Hazard	Initial			Existing Control Measures	Residual			Further Controls
		Sev	Prob	Risk		Sev	Prob	Risk	
1.1	Staff or students showing signs of COVID-19 when not in school	4	2	8	Parents will be instructed not to make their child attend school if they are symptomatic or have tested positive in the past 7 days. Parents are advised to follow the advice of the NHS and 111 and should isolate themselves for 7 days and their household for 14 days. We will actively engage in the NHS Test and Trace program as per the guidance. Student must be tested during this period before returning to school and if they receive a negative result can return to school immediately.	4	1	4	No

No	Hazard	Initial			Existing Control Measures	Residual			Further Controls
		Sev	Prob	Risk		Sev	Prob	Risk	
1.2	Staff or students displaying symptoms during school hours	4	3	12	<p>The Headteacher and/or SLT will need to be notified immediately. Symptomatic staff and students will be isolated and then sent home at the earliest possible opportunity.</p> <p>Cleaning and personal hygiene measures will be undertaken for people and areas that may have been contaminated by the person.</p> <p>A 'suspected coronavirus' letter will be sent home for parents. Parents have been instructed not to make their child attend school if they are symptomatic.</p> <p>Staff are instructed not to attend school if they are symptomatic.</p> <p>Parents are advised to follow the advice of the NHS and 111 and should isolate themselves as per the guidance from the NHS. We will actively engage in the NHS Track and Trace program as per the guidance.</p> <p>Students must be tested during this period before returning to school or a period of 7 days has passed since they first became symptomatic. If they receive a negative result, they can return to school immediately, unless instructed to do differently by NHS 111.</p> <p>The school has repurposed rooms to make a new medical room and isolation room for the purpose of dealing with COVID-19 symptomatic staff and students in school.</p>	4	2	8	No

No	Hazard	Initial			Existing Control Measures	Residual			Further Controls
		Sev	Prob	Risk		Sev	Prob	Risk	
1.3	Distancing in the school	4	4	16	<p>General School Operation</p> <p>Distancing rules have been created in all areas of school and these are clearly identified and labelled.</p> <p>Start and end times for the school day have been staggered to reduce contact between groups of students. The front of school is an 'all students' area while the safe and timed entry to school is achieved and not subject to the zoning in school. Reorganisation of some of the entry queues to avoid congestion.</p> <p>Students wear face coverings and follow a queuing system for bus queues at the end of the day.</p> <p>Students have been grouped by year (Years 12/13 together) and teaching remains in distinct zones of school per group, except for some specialist rooms at KS4. Movement between zones must be strictly limited and students will not be permitted to move between zones unaccompanied.</p> <p>We will actively discourage gatherings of students outside of the year groups on the journey to/from school.</p> <p>Appropriate monitoring and supervision will take place to ensure compliance.</p> <p>School access, egress and circulation routes have been amended to ensure that the zones remain secure.</p>	4	2	8	No
1.3	Distancing in the school	4	4	16	<p>Breaks and Lunchtimes</p> <p>Break and lunchtimes arrangements have been organised in zones to keep distinct student groups separate while dining and socialising.</p> <p>There are designated toilets for each year group, within their zone.</p> <p>Appropriate monitoring and supervision will take place to ensure compliance.</p>	4	2	8	No
1.3	Distancing in the school	4	4	16	<p>Classrooms, workrooms, offices and other teachings spaces</p> <p>Classrooms have been arranged to allow distancing between staff and students. This is being constantly reviewed due to the varying sizes and layouts of the classrooms.</p> <p>In all other areas of school, a valid risk assessment that has assessed the occupancy and distancing of people has been undertaken.</p> <p>Face coverings are mandatory at all times, except for eating, drinking and washing. This will be reviewed weekly.</p> <p>Appropriate monitoring and supervision will take place to ensure compliance.</p>	4	2	8	No

No	Hazard	Initial			Existing Control Measures	Residual			Further Controls
		Sev	Prob	Risk		Sev	Prob	Risk	
1.3	Distancing in the school	4	4	16	<p>Other school operations</p> <p>There will be no formal gatherings (i.e. assemblies) at this point as per the guidance. This will be reviewed every 3-4 weeks.</p> <p>There will be no extra-curricular activities at this point, due to the consistent secure grouping of students, distancing measures and lack of available cleaning between uses by different groups. This will be reviewed every 3-4 weeks.</p> <p>There will be no trips or residential until further notice as per the guidance. This will be reviewed every 3-4 weeks.</p> <p>Appropriate monitoring and supervision will take place to ensure compliance. Mixed use specialist rooms will only be used if sufficient cleaning can occur in between uses.</p> <p>Machinery will not be used where face coverings or extra PPE is required until an individual risk assessment has taken place.</p> <p>Open Evenings, Information Evenings, Parents Evenings, and all other events for people other than students and parents will take place remotely and likely by virtual or video platforms.</p>	4	2	8	No
1.4	Getting or spreading COVID-19 from high-use and communal areas	4	3	12	<p>Staggered start and end times have been implemented to reduce the coincidence of students from different year groups.</p> <p>Enhanced cleaning is in place for many of the most touched areas in each area of the school (handles, handrails, doors etc.)</p> <p>Classrooms have been zoned per year group.</p> <p>Outdoor areas require distancing between staff and students.</p>	4	1	4	

No	Hazard	Initial			Existing Control Measures	Residual			Further Controls
		Sev	Prob	Risk		Sev	Prob	Risk	
1.5	Getting or spreading COVID-19 by not cleaning surfaces, and equipment	4	3	12	Surfaces that are frequently touched have been identified and are subject to an enhanced cleaning regime (door handles, push plates, handrails). Shared equipment can be used outside of the year group, without cleaning between uses. ICT equipment can be used if cleaned, daily and/or between bubbles. Personal equipment must not be shared but can be used. In the classroom this is with the permission of the teacher. Shared equipment may be used within a bubble, without cleaning, but wherever possible will be cleaned daily. If shared equipment is used between bubbles, it will either be cleaned sufficiently or quarantined for 72 hours. Areas that need to be used by different year groups have been identified (canteen, social spaces etc.) and will be cleaned between uses.	4	1	4	No
1.6	Personal hygiene	4	3	12	Handwashing is one of the most important ways of controlling the spread of infection. It is best done with soap and warm water and regularly, although the use of hand sanitisers is a suitable alternative. This is particularly important: - on arrival to school and each teaching space - before eating - before and after using the toilet Follow the catch-it, bin-it, kill-it approach as per the guidance. Spitting and coughing at people is strictly not allowed would be recorded as a 'near-miss' reportable incident. Face coverings are mandatory in classroom zones until reassessed (first 48 hours), in corridors and other circulation areas inside buildings. They are optional at all other times.	4	1	4	No
1.7	School uniform and workwear	4	3	12	School uniform and workwear does not need extra cleaning or changing outside of that normally needed to maintain a high standard of hygiene (as per the guidance for uniform).	4	1	4	No
1.8	Stress and anxiety	3	3	9	Students will receive regular wellbeing check-ups and appropriate content will be delivered by teaching and PSHE content.	3	1	3	No

No	Hazard	Initial			Existing Control Measures	Residual			Further Controls
		Sev	Prob	Risk		Sev	Prob	Risk	
1.9	Regular and Mass testing of staff and students	4	4	16	This section will be update after training and planning w/c 4.1.21				

Area / Activity Assessed	Visitors, Contractors and Community Users	Date	3 rd January 2021
Assessment Completed by	Headteacher (verified by external consultant and Trade Unions)	Persons Consulted	LGB/MAT/Unions

Frequency of exposure	Continually	Hourly	Daily <input checked="" type="checkbox"/>	Weekly	Monthly	Annually
Duration of exposure	Less than 1 hour	1-2 hours <input checked="" type="checkbox"/>	3-4 hours	5-6 hours	7-8 hours	More than 8 hours

Probability	5	Very Likely	4	Likely	3	Quite possible	2	Possible	1	Unlikely
Severity	5	Catastrophic	4	Major	3	Moderate	2	Minor	1	Insignificant

Overall risk rating								
0-8	Low risk. No action required		9-15	Medium risk. Ensure adequate controls are in use		16-25	High risk. Stop and implement adequate control measures	

No	Hazard	Initial			Existing Control Measures	Residual			Further Controls
		Sev	Prob	Risk		Sev	Prob	Risk	
2.1	Visitors and contractors showing signs of COVID-19 when not in school	4	2	8	Visitors are instructed not to arrive at school for their appointment if they are symptomatic. This also applies to parents who should not attend school unless invited to a pre-arranged appointment.	4	1	4	No

No	Hazard	Initial			Existing Control Measures	Residual			Further Controls
		Sev	Prob	Risk		Sev	Prob	Risk	
2.2	Visitors displaying symptoms during school hours	4	3	12	The Headteacher and/or SLT will need to be notified immediately. Symptomatic visitors will be isolated and then sent home at the earliest possible opportunity. Cleaning and personal hygiene measures will be implemented with people and areas that may be contaminated. Visitors are told to follow the advice of the NHS and 111 and should isolate themselves as per the NHS guidance. We will actively engage in the NHS Track and Trace program as per the guidance.	4	2	8	No
2.3	Distancing in school	4	3	12	Visitors must only come to school with an appointment. All visitors will be accompanied whilst in school and will operate in the same way as staff regarding distancing. In the case of contractors working within a designated compound will be subject to their own risk assessment which will be approved by the school. While transferring to the compound they will be treated as visitors. In all other cases, contractors will be treated as visitors. Rentals, lettings and community use will only take place after individual risk assessments and will only be considered outside of normal school operation and cleaning times to support normal school operation. These may not be possible dependent upon the Tiered system of restrictions and other guidance.	4	2	8	No

No	Hazard	Initial			Existing Control Measures	Residual			Further Controls
		Sev	Prob	Risk		Sev	Prob	Risk	
2.4	Personal hygiene	4	3	12	<p>Handwashing is one of the most important ways of controlling the spread of infection. It is best done with soap and warm water and regularly, although the use of hand sanitisers is a suitable alternative. This is particularly important:</p> <ul style="list-style-type: none"> - on arrival to school and each teaching space - before eating - before and after using the toilet <p>Follow the catch-it, bin-it, kill-it approach as per the guidance. Spitting and coughing at people is strictly not allowed would be recorded as a 'near-miss' reportable incident.</p> <p>Face coverings are mandatory in classroom zones until reassessed (first 48 hours), in corridors and other circulation areas inside buildings. They are also mandatory in bus queues and on dedicated school transport (bus or taxi). They are optional at all other times.</p>	4	1	4	No
2.5	All other workplace issues	5	3	5	<p>All of the items listed below already have risk assessments in place and they are still valid:</p> <ul style="list-style-type: none"> - Fire drills and evacuation procedures - Safe use of equipment - Manual handling - COSHH - Environmental hazards 	3-5	1	5	No
2.6	Regular and Mass testing of staff and students	4	4	16	This section will be update after training and planning w/c 4.1.21				

ACTION ARISING FROM RISK ASSESSMENT

No	Risk Rating	Actions Required	Person(s) Responsible	Target Date	Date Completed
1.3	8 (16)	<p>Classrooms - The varying size and layouts of our teaching rooms and the variance in occupancy (quantity and age) and ventilation means that each zone and occupancy need to be assessed individually.</p> <p>Year 7 Zone Age (11/12 years old), Group size (245 students) Classroom occupancy (20-32 students), size (39-73 square metres) Outcome: Optional wearing of face coverings by staff and students.</p> <p>Year 8 Zone Age (12/13 years old), Group size (242 students) Classroom occupancy (21-33 students), size (37-54 square metres) Outcome: Optional wearing of face coverings by staff and students.</p> <p>Year 9 Zone Age (13/14 years old), Group size (220 students) Classroom occupancy (22-34 students), size (42-67 square metres) Outcome: Optional wearing of face coverings by staff and students.</p> <p>Year 10 Zone Age (14/15 years old), Group size (221 students) Classroom occupancy (18-34 students), size (46-74 square metres) Outcome: Optional wearing of face coverings by staff and students.</p> <p>Year 11 Zone Age (15/16 years old), Group size (219 students) Classroom occupancy (16-34 students), size (58-76 square metres) Outcome: Optional wearing of face coverings by staff and students.</p> <p>Year 12/13 Zone Age (16-18 years old), Group size (317 students) Classroom occupancy (20-32 students), size (41-73 square metres) Outcome: Optional wearing of face coverings by staff and students.</p> <p>Each zone will be reviewed each month. Children of Critical Workers and Vulnerable Children Provision (Tier 4) Age (11-18 years old), Group size (150-250 students) Classroom occupancy (16-34 students), size (58-76 square metres) Outcome: Mandatory wearing of face coverings by staff and students.</p>	DCE, PWD, KB, JE	8 th January 2021	

ACTION ARISING FROM RISK ASSESSMENT

No	Risk Rating	Actions Required	Person(s) Responsible	Target Date	Date Completed
1.3	8 (16)	<p>Corridors In areas of circulation and corridors it will be necessary for staff and students to wear a face covering due to the low probability of maintaining distancing measures between staff and students, in line with the Tier 4 status and guidance for Cheshire East. Review needed every 3-4 weeks.</p>	DCE, KB, JE	8 th January 2021	
1.9 2.6	16	DfE Webinars 4/5.1.21 LA Training 4/5.1.21 Equipment expected 4.1.21 Support from military to be arranged Volunteers and paid staff employed from 4.1.21	DCE, KB, PWD, EBY, JE	6 th January 2021	

N.B. Must be further reviewed before exam group students return (currently w/c 11.2.21) and all students return (currently w/c 18.1.21)

Links to guidance

[Guidance for full opening: schools](#)