

<b>Department:</b> <i>General</i>	<b>Service:</b> <i>Education</i>	<b>Reference:</b> <i>1.1</i>
<b>Activity:</b> <i>Pupils attending school for lessons during partial opening</i>		<b>Site:</b> <i>CL</i>
<b>People at Risk:</b> <i>Staff and pupils</i>		<b>Additional Information:</b> <i>Check government guidelines on hygiene and social distancing</i>
<b>Name of Person Completing Form:</b> <i>MDA</i>		<b>Job Title:</b> <i>H&amp;S</i>
		<b>Date:</b> <i>27/06/20</i>
		<b>Review Date:</b> <i>Aug 2020</i>

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
Drop off and pick up causing high volumes of people	<i>Possible spread of covid - 19</i>	M	<p>Parents to remain in cars, when dropping pupils off</p> <p>On exit from school bus walk immediately to line-up area</p> <p>Pupils to immediately line up in sets in designated 2m distance queues in the playground at front of school in front of the chapel</p>	L	
Not following social distancing and hygiene	<i>Possible spread of covid - 19</i>	H	<p>Parents to encourage good hygiene:</p> <p>Make sure their child knows they need to wash their hands with soap and water or hand sanitiser for at least 20 seconds across the school day, particularly:</p> <ul style="list-style-type: none"> <li>• After coming into school</li> <li>• After sneezing or coughing</li> <li>• Before and after handling or eating food</li> <li>• After going to the toilet</li> <li>• Encourage pupils to avoid touching their face with unwashed hands..</li> <li>• Parents encourage their children to be vigilant of the 2m social distancing rule, and to avoid touching hard surfaces unnecessarily, and touching their faces.</li> </ul> <p>We are using the 2metre distancing rule throughout school at least until the end of term.</p>	L	

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			<p>We will have stringent guidelines in place in school; However, we cannot guarantee that your child will always be socially distanced from others.</p> <p>School will have hand sanitisers around the school building and in classrooms.</p> <p>We will also have supplies of tissues and alcohol wipes if required.</p>		
School cleaning not in place	<i>Possible spread of covid - 19</i>	H	Cleaning will take place across school on a regular basis throughout the day following government guidelines. This includes areas used frequently, such as door handles, banister rails, and toilets.	L	
Clothes not suitable for daily cleaning	<i>Possible spread of covid - 19</i>	H	It is recommended that clothes are washed daily. As school blazers and ties are not suitable for this, we recommend school shirts and a fleece jumper or similar. Staff will also wear smart clothing other than suits and ties.	L	
Pupils unequipped for lessons	<i>Possible spread of covid - 19</i>	M	<p>Parents should ensure pupils come in to school with supplies of the following</p> <ul style="list-style-type: none"> <li>• Water bottle</li> <li>• Packed lunch</li> <li>• Tissues</li> <li>• Personal Hand Sanitser, if possible</li> <li>• Writing equipment</li> <li>• Other school equipment e.g. calculator</li> </ul> <p>They should be discouraged from lending equipment to each other</p>	L	

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Walking around school without systems in place	<i>Possible spread of covid - 19</i>	H	<p>Year 10 pupils will be placed in zones in school where they will mix with a maximum of up to 3 groups</p> <p>Each group will have a maximum of 10 pupils</p> <p>There will be a one way system in place where necessary to help ensure social distancing</p> <p>Pupils will have separate break areas within their zone</p> <p>Pupils within each zone will use separate exits from the building</p>	L	
Classroom set up not following guidelines	<i>Possible spread of covid - 19</i>	H	<p>There will be a one way system in place where necessary in the school to get to classrooms</p> <p>Classrooms will be set up to allow 2m distances between each pupil and staff. There will be a maximum of 10 pupils per classroom.</p> <p>Pupils must follow instructions carefully to enable this to work effectively</p> <p>The teacher will have a sneeze screen on their desk if required.</p> <p>Masks or face coverings are not required with social distancing in place, If however, you wish your child to use one, they must keep it in a sealed bag when not in use and it must be washed thoroughly in hot soapy water at the end of the day.</p> <p>Any water bottles or masks or equipment left in the classroom at the end of the day will be disposed of.</p>	L	
Break times causing meeting of large groups of pupils	<i>Possible spread of covid - 19</i>	H	<p>Year 10 pupils will be kept in zones throughout the school day. There will be no more than 30 pupils in any zone. Each zone will have its own exit route and break area</p> <p>Lunch-time breaks will be staggered to help keep pupils apart.</p> <p>Staff will be on duty throughout lunch break to help pupils keep pupils safe</p>	L	

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
If a pupil is ill with covid-19 symptoms	Possible spread of covid - 19	H	<p>Children should stay at home if they are unwell with a new, continuous cough or a high temperature to avoid spreading infection to others. Parents/carers the need to follow the advice on coronavirus (COVID-19), including the whole household entering 14 days of self-isolation if anyone in the household develops a fever or a new, continuous cough. They are advised to follow the staying at home guidance.</p> <p>If a child falls ill after attending school please inform school immediately</p> <p>If a child falls ill during the school day parents will be contacted immediately and the pupil will be attended to in an isolation room. Please ensure school has an up to date emergency contact number</p> <p>We have trained staff for the use of PPE should it be required.</p>	L	
Poor ventilation	Possible spread of covid - 19	M	Rooms will be kept well ventilated by keeping doors, (other than fire doors), ajar, and windows open.	L	