

Health and Safety Risk Assessment – Coronavirus (COVID-19) FULL Opening for students - H&S and Operational procedures

School	Northampton School <i>for Boys</i>			Assessment No.	011 FullOpening – REVIEW2
Site	Billing Road		Location	Full site	
Subject of Assessment	<p>This assessment will consider the risk associated with FULLY OPENING the school at the beginning of September 2020 as per the Government’s guidance: ‘Guidance for full opening: schools’ Published 2 July 2020 Updated 01 October 2020 whilst COVID-19 remains a risk. Other relevant Government and DfE COVID-19 guidance is also considered when planning the provision to fully reopen the school along with specialist guidance relevant to curriculum and operational areas and moving to fully opening the school after the partial opening for students in June 2020. This risk assessment refers to sections 1,2,3 and 5 of the defined 5 sections of the government’s ‘Guidance for full opening: schools’ document:</p> <p>Section 1: Public health advice to minimise coronavirus (COVID-19) risks Section 2: School operations Section 3: Curriculum, behaviour and pastoral support Section 4: Assessment and accountability Section 5: Contingency planning for outbreaks</p> <p>The government have decided that the risk to children becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school. Whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics’ analysis on coronavirus (COVID-19) related deaths linked to occupations suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. Given the improved position, the balance of risk is now overwhelmingly in favour of children returning to school. While coronavirus COVID-19 remains in the community, this means making judgments at a school level about how to balance and minimise any risks from COVID-19 with providing a full educational experience for children and young people.</p> <p>The Borough of Northampton is currently an ‘area of concern’. Northamptonshire was placed in Tier 1 (Medium risk) on 12 October 2020 but Public Health Northamptonshire urges residents to be cautious. The school has had a few positive cases in one year group. Robust and rapid procedures have been followed to identify close contacts and isolate to reduce transmission. Some staff are self-isolating due to external influences.</p>				
Assessed by	RMU / RBE	Date	19 October 2020	Review date	23 November 2020 or sooner if a significant change to operational procedures is required
Details of workplace/activity	FULL school reopening: Staff 1 st September 2020 Yr 7 & 12 3 rd September ALL staff & students 4 th September 2020			Persons Affected (Who may be harmed)	
				Students, staff, visitors, contractors	

Additional items and updates highlighted. Removed items are ~~striktthrough text~~

Progress through the Action Plan from 006 = completed, ongoing or still to be complete

Many procedures have been observed as having become embedded into standard practise and have been amended accordingly

Hazards and Risks	Existing Control Measures	Risk Level following application of the control measures <small>(Very High, High, Medium, Low)</small>	Further Actions Yes/No <small>(If Yes See Actions)</small>
Section 1: Public health advice to minimise coronavirus (COVID-19) risks			
	Prevention		
<p>1. Contact with individuals who are unwell or who have someone in their household who does</p> <p>Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p>	<ul style="list-style-type: none"> Students, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days Anyone developing those symptoms during the school day is sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance which sets out that they must self-isolate for at least 7 10 days and should arrange to have a test https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested to see if they have coronavirus (COVID-19) A child that is waiting collection will be isolated behind a closed door with adult supervision In the event of a student or member of staff developing COVID-19 symptoms, the medical room will be re-purposed as the isolation room and the female toilets next door will become the facility for the subject to use. If the toilet has been used by the subject, the toilet will be removed from general use until the subject has left the site and it has been cleaned. The area behind reception will be clearly marked out of bounds whilst the medical room is being used for a suspected COVID-19 case. The medical room door will be shut if the subject is coughing. Staff movement in that area will be restricted PPE will be available for the First-Aider who is dealing with the suspected COVID-19 case Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell The area around the person with symptoms will be cleaned after they have left to reduce the risk of passing the infection on to other people. This will include the classroom table and chair where the student has sat each lesson during that day COVID-19: cleaning of non-healthcare settings guidance will be followed https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings 	Low	Yes
<p>2. Hand cleaning more often than usual</p> <p>3. Clean hands thoroughly more often than usual</p>	<ul style="list-style-type: none"> A culture of hand cleaning will be has been instilled in all users of the school Students, staff, visitors, and contractors must clean their hands when they arrive at school Wall mounted hand sanitiser units are installed in each public and student entrance and outside each classroom and office Students clean their hands more regularly. This will include when they arrive at school, every time students enter a classroom, before and after eating, before and after sport and before they leave the school grounds. 	Low	Yes

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	<ul style="list-style-type: none"> Students must clean their hands before entering a toilet and they must clean their hands with hot water and soap after using the toilet. 		
3.	<p>Respiratory hygiene</p> <p>2. Use of face coverings in schools</p> <p>4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p>	Low	Yes
4.	<p>Enhanced cleaning, including cleaning frequently touched surfaces often</p>	Low	Yes

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<p>5. Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach</p>	<p>for plastics) between use by different bubbles or cleaned using supplied cleaning products</p> <ul style="list-style-type: none"> • 100% non toxic / non – allergenic fluid used to clean surfaces meets appropriate technical standards and kills 99.9% of viruses including coronaviruses • Teachers, staff or students will spray each table between lessons and at the beginning of the lesson each students will wipe the table with a cloth before taking their seat • The government (now PHE) document ‘COVID-19: cleaning of non-healthcare settings’ is used to plan the cleaning operation https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings • By the end of the summer term, Public Health England will publish revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on COVID-19, which will be incorporated, as appropriate, into the school’s hygiene management system Updated 15 July <p>Public Health England have now updated the above ‘COVID-19: cleaning in non-healthcare settings outside the home’ 16 October 2020 and remains the primary guidance document for cleaning procedures</p>		
<p>5. Contact between individuals and maintaining social distancing</p> <p>6. Minimise contact between individuals and maintain social distancing wherever possible</p>	<p>The overarching principle applied is reducing the number of contacts between children and staff while delivering a broad and balanced curriculum</p> <ul style="list-style-type: none"> • Students will be have been directed / supported to maintain a 2m distance from staff and to maintain as much distance from their peers as possible with no physical contact permitted <p>Staggered and separate entry to the school</p> <ul style="list-style-type: none"> • We will have encouraged parents, staff and students to walk or cycle to school if at all possible • Students eating breakfast will be are permitted into school through the main doors at 8am. These students must go directly to the Concourse where they will eat breakfast in year group zones before going directly to their Form Room • For all other students there will be is a segregated and partially staggered arrival to the school. Students will enter through six different entrances according to their year group <p>Student arrival</p> <ul style="list-style-type: none"> • Students will are not be permitted onto the school grounds until 8:15am where they will remain in a defined waiting area. Students will be are allowed into the school buildings at 8.30am. Students must clean their hands and make their way directly to their Form Room (without delay) where they will sit at their desk until registration at 8.45am. • Sixth Formers go direct to their designated Study Rooms if they are unavoidably early for their first lesson • Where Sixth Form students do not have a lesson period 1 they should seek have been instructed to arrive 	Low	Yes

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	<p>shortly before their first lesson of the day through the main entrance and swipe in. If they have no option but to arrive earlier than 9.40am they must go directly to the Y12 / Y13 designated study areas and work in there until it is time for their first lesson</p> <p>Timings of the school day</p> <ul style="list-style-type: none"> In order to accommodate a staggered break and lunch time the timings of the school day will have changed as per the Headmaster's briefing paper <p>Movement around the school</p> <ul style="list-style-type: none"> Contacts will be are limited by the use of one-way systems around the school where necessary to alleviate pinch points and busy corridors. <p>Staggered and zoned break and lunch times</p> <ul style="list-style-type: none"> Break and lunch time will be are staggered and students in each year group will have different zone areas for both break and lunch Each year group will have has an outdoor zone and an indoor zone <p>Staggered and separate exit</p> <ul style="list-style-type: none"> Students in Years 7/8/9/12 will leave on the 3.25pm bell through their specific exit according to their year group Students in Years 10/11/13 will leave on the 3.35pm bell through their specific exit according to their year group <p>Measures within the classroom</p> <ul style="list-style-type: none"> Teachers should aim to must maintain distance from the students by staying at the front of the class and to maintain a 2 metre distance from the students and from any other adult Space will be has been provided at the front of the classroom to facilitate this by rearranging classroom furniture as required to make the best use of the individual classroom space Teachers should must avoid close face to face contact and they should minimise time spent within 1 metre of anyone Desks will be have been spaced out as far as is possible in each classroom and almost all classrooms will have the students seated side by side and facing forwards. Where it is not possible to sit students side by side, such as in the art and music rooms, suitable shields will be have been installed and are used as desk dividers Students in the changing rooms will be are encouraged to sit as far apart as possible from each other Unnecessary furniture will be has been moved out of classrooms to make more space Students will be have been directed / supported to maintain a 2m distance from staff and to maintain as much 		

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	<p>distance from their peers as possible with no physical contact permitted</p> <p>Sixth Form Study arrangements</p> <ul style="list-style-type: none"> When Sixth Formers have finished their last lesson of the day they may leave the school site through the main entrance but will and are not be permitted to return. In order to minimise the risk of picking the virus up in the local community, Sixth Formers must not are not permitted to leave the school site unless they have finished their last timetabled lesson <p>General Computer Rooms</p> <ul style="list-style-type: none"> Computer rooms will are not be bookable <p>Assemblies</p> <ul style="list-style-type: none"> Assemblies will continue to take place for single year groups only in the Cripps Theatre (no whole Sixth Form assemblies) Sixth Form assemblies will be are only in half year groups A seat gap will be is maintained between students Staff positions during assemblies will be are managed in line with social distancing of 2m <p>ITT</p> <ul style="list-style-type: none"> NTPP training sessions will take place in the ONs clubhouse <p>Staff Briefing</p> <ul style="list-style-type: none"> Monday morning briefing will not take place face to face until further notice <p>Open Evening</p> <ul style="list-style-type: none"> This will not take place in its normal format this year (is now an on-line virtual tour) <p>Awards Evenings</p> <ul style="list-style-type: none"> These will not take place this year as an event unless DfE guidance changes <p>Library</p> <ul style="list-style-type: none"> Until the DfE guidance changes the Library will be predominantly be used for Y7/8 Accelerated Reader only with books cleaned between year bubble groups The Library will be used at lunchtime by Year 13 students only <p>Parents Evenings</p> <ul style="list-style-type: none"> These will take place remotely rather than face to face until the DfE guidance changes <p>Concerts / Productions / Shows</p> <ul style="list-style-type: none"> These will not take place live until the DfE guidance changes Any extra-curricular rehearsals will not mix year groups of students 		

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	<p>Inter school sport matches</p> <ul style="list-style-type: none"> • These will not take place until DfE guidance on school sport changes (some sports competitions are now allowed) • Any extra-curricular training will not mix year groups of students <p>Enterprise Week</p> <ul style="list-style-type: none"> • Enterprise Week will not take place this academic year (has not taken place w/b 19 Oct) <p>Shared Staff Spaces</p> <ul style="list-style-type: none"> • The communal seating area of the staff room should not be used – teachers can use their own chair and desk in their team or office base • All relevant team base areas will be are thoroughly cleaned at the end of the school day • Support Staff should take their breaks in their office at their desks • Staff should endeavour to must maximise social distancing in Team Bases at all times and to avoid face to face desk settings <p>Supply teachers and peripatetic teachers</p> <ul style="list-style-type: none"> • Supply teachers, peripatetic teachers and/or other temporary staff can move between schools and will continue to be used at NSB • Staff within these categories should ensure they minimise contact and maintain as much distance as possible from other staff • Specialists, therapists, clinicians and other support staff for students with SEND will provide interventions as usual • Staff within these categories must wear a face covering as per the current requirement <p>Visitors</p> <ul style="list-style-type: none"> • The number of visitors in school will be kept to a minimum • All visitors MUST report to reception upon arrival to the school • All visitors to the school site, such as contractors, will be given guidance on physical distancing and hygiene either on or before arrival • Staff should ensure that where visits can happen outside of school hours, they should • A record will be is kept of all visitors to the school site • Track and Trace QR code posters have been installed at each entrance and around the areas used for lettings • Supply teachers, peripatetic teachers, specialists, therapists, clinicians, contractors and any other temporary staff are informed of the revised school operation and procedures, physical distancing and hygiene 		

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	<p>requirements and issued this risk assessment during an induction session before they recommence work in the school</p> <ul style="list-style-type: none"> Visitors must wear face covering as per the current requirement <p>Alternative Provision</p> <ul style="list-style-type: none"> Where a child routinely attends NSB school and another alternative education provision on a part time basis, for example because they are dual registered at a mainstream school and an alternative provision setting then we will work through the system of controls collaboratively, identifying and taking any necessary action to minimise / eradicate any relevant risks with the aim of jointly delivering a broad and balanced curriculum for the child <p>Equipment and Resources</p> <ul style="list-style-type: none"> Students must bring their own very frequently used equipment, such as pencils, pens, calculators, rulers and other basic maths equipment. These items should not be shared Classroom based resources, such as books and paint brushes can be used and shared within a year group bubble; CTLs will have liaised with RMU to ensure that these pieces of equipment are cleaned regularly, along with all frequently touched surfaces Students will be asked to limit the amount of equipment they bring into school each day Bags are allowed but students should minimise the number of bags they bring into school Students and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to students' education and development Almost all assessment tasks for written teacher feedback will be set online through home learning tasks with the teacher feedback provided online Where assessments requiring written teacher feedback, such as the formal termly assessments or end of year exams, are completed on paper or in books there will, in line with current DfE requirements, be a 48 hour delay before marking commences 		
<p>6. Personal protective equipment (PPE)</p> <p>7. Where necessary, wear appropriate personal protective equipment (PPE)</p>	<ul style="list-style-type: none"> Appropriate COVID-19 related PPE is available in the First Aid room behind reception PPE supplies are held by the Estate team and in the First Aid office and replaced when required Other than wearing face coverings in indoor communal areas, the majority of staff will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including: where an individual child or young person becomes ill with COVID-19 symptoms while at school, and only then if a distance of 2 metres cannot be maintained; where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used 	Low	Yes

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		<ul style="list-style-type: none"> Government guidance will be followed 'Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)' Updated 21 July 2020 13 October 2020 First aiders will receive additional COVID-19 related training 		
Response to any infection				
7.	NHS Test and Trace process 8. Engage with the NHS Test and Trace process	<p>The Headmaster and Senior Leadership Team have details how to contact the Public Health England health protection team. Dedicated advice service, introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.</p> <p>PHE East Midlands Health Protection Team: Public Health England, Seaton House City Link, Nottingham, NG2 4LA. 0344 2254 524 Option 1</p> <ul style="list-style-type: none"> Staff members and parents/carers understand that they will need to be ready and willing to follow the current government Test and Trace procedures https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ 	Low	Yes
8.	Confirmed cases of coronavirus (COVID-19) amongst the school community 9. Manage confirmed cases of coronavirus (COVID-19) amongst the school community	<ul style="list-style-type: none"> The Headmaster will take swift action when he becomes aware that someone who has attended school has tested positive for COVID-19 The Public Health England health protection team will carry out a rapid risk assessment and will work with the Headmaster and Senior Leadership Team to guide us through the actions needed to be taken Records of students and staff in each group and any close contact that takes places between children and staff in different groups will be maintained 	Low	Yes
9.	COVID-19 outbreak 10. Contain any outbreak by following local health protection team advice	<ul style="list-style-type: none"> If an outbreak is confirmed (two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected) the Headmaster and Senior Leadership Team will work with the local health protection team who will be able to advise if additional action is required The Sports Hall car park has been identified to be able to house a Mobile Testing Unit (MTU) if required 	Low	No
Section 2: School operations				
	Transport			
10.	Dedicated school transport, including	<ul style="list-style-type: none"> Students should use hand sanitiser when boarding and disembarking the dedicated transport DfE are publishing new guidance to Local Authorities based on this revised framework 	Low	No

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	statutory provision	https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020#part-b-guidance-for-dedicated-transport-to-schools-and-other-places-of-education-for-autumn-term-2020 Part B		
11.	Wider public transport	<ul style="list-style-type: none"> Students and parents are encouraged to walk or cycle to school where possible to reduce the use of public transport Parents are encouraged to refer to the 'Coronavirus (COVID-19): safer travel guidance for passengers' document for advice Any staff or student using public transport must wear a face covering 	Low	Yes
Attendance				
12.	Attendance expectations	<ul style="list-style-type: none"> Under DfE regulations school attendance will be is mandatory again from the beginning of the autumn term 	Low	No
13.	Students who are shielding or self-isolating	<ul style="list-style-type: none"> Where a student is unable to attend school because they are complying with clinical and/or public health advice, we will immediately offer them access to remote education 	Low	No
14.	Students and families who are anxious about return to school	<ul style="list-style-type: none"> If parents of students with significant risk factors are concerned, we will discuss their concerns and provide reassurance of the measures that we are putting in place to reduce the risk in school 	Low	No
School workforce				
15.	Staff who are clinically vulnerable or extremely clinically vulnerable	<ul style="list-style-type: none"> Following the reduction in the prevalence of coronavirus (COVID-19) and relaxation of shielding measures from 1 August, the government expect that most staff will attend school. Government guidance, this risk assessment process, existing control measures and the relevant action points that have been put in place, reduce the risk to all staff significantly including for those who are extremely clinically vulnerable and clinically vulnerable Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised by the government that they can return to work from 1 August as long as they maintain social distancing Advice for those who are extremely clinically vulnerable can be found in the guidance on 'shielding and protecting people who are clinically extremely vulnerable from COVID-19' https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 Advice for those who are clinically vulnerable can be found in the guidance 'Staying alert and safe (social distancing)' https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july#clinically-vulnerable-people 	Low	Yes

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		<ul style="list-style-type: none"> A specific risk assessment can be carried out with individual members of staff where necessary 		
16.	Staff who are pregnant	<ul style="list-style-type: none"> As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for clinically vulnerable people. A specific risk assessment can be carried out with individual members of staff where necessary 	Low	Yes
17.	Staff who may otherwise be at increased risk from coronavirus (COVID-19)	<ul style="list-style-type: none"> Staff with significant risk factors must discuss their concerns with the Headmaster and the school will try as far as practically possible to accommodate additional measures where appropriate, reasonable and practicable https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes A specific risk assessment can be carried out with individual members of staff where necessary 	Low	Yes
18.	Employer health and safety and equalities duties	<ul style="list-style-type: none"> The school is following the steps in the 'Guidance for full opening: schools' Published 2 July 2020 Updated 01 October 2020 therefore will are mitigating the risks of COVID-19 to students and staff and are meeting our legal duties to protect employees and others from harm This risk assessment is part of the legal obligation to protect our employees, and others, from harm and will continue to assess health and safety risks and consider how to meet equalities duties in the usual way 	Low	Yes
19.	Supporting staff	<ul style="list-style-type: none"> We will ensure that we have explained to all staff the measures that we are proposing putting have put in place and have involved staff in that process This risk assessment will be has been shared with staff Staff training will take has taken place during the September training days before students return to school Information about extra mental health support is available here https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers Staff can request one on one discussions to express and discuss through concerns and any relevant mitigating actions that can be taken to help remove them Counselling or one on one support meetings with a medical expert can be arranged for staff who feel particularly anxious about returning to school 	Low	Yes
20.	Staff deployment	<ul style="list-style-type: none"> The Headmaster to discuss and agree any changes to staff rolls with individual members of staff 	Low	Yes
21.	Deploying support staff and accommodating visiting specialists	<ul style="list-style-type: none"> The Headmaster considers regulated activity and ensures that only those who have the appropriate checks are allowed to engage in regulated activity 	Low	No
22.	Recruitment	<ul style="list-style-type: none"> From the start of the autumn term checks will revert have reverted to being carried out in person 	Low	No
23.	Supply teachers and other temporary or peripatetic teachers	<ul style="list-style-type: none"> Individuals will be are expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and students 	Low	Yes

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24.	Expectation and deployment of ITT trainees	<ul style="list-style-type: none"> • NTTP training sessions have and will continue take place in the ONs clubhouse • ITT trainees will be are expected to adhere to the school's policies and operational requirements • ITT trainees will be have been given this Risk Assessment and the Headmaster's briefing paper and a detailed staff induction, before being allowed to work in the school 	Low	Yes
25.	Staff taking leave (Holiday abroad)	<ul style="list-style-type: none"> • As would usually be the case, staff will need to be available to work in school from the start of the autumn term • Staff must contact the Headmaster as soon as possible if quarantine is likely to impact their return to work start date https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk 	Low	No
26.	Other support	<ul style="list-style-type: none"> • When utilising volunteers, the school will continue to follow the checking and risk assessment process as set out in the volunteer section in Part 3 of keeping children safe in education • Mixing of volunteers across groups will be kept to a minimum, and volunteers should remain 2 metres from students and staff where possible 	Low	No
27.	Safeguarding	<ul style="list-style-type: none"> • Designated safeguarding leads (and deputies) will be have been provided with more time, especially in the first few weeks of term, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies where these are appropriate • Revised child protection policy reflect the return of more students with regards to the statutory safeguarding guidance, keeping children safe in education - refer to the coronavirus (COVID-19): safeguarding in schools, colleges and other providers guidance. 	Low	Yes
28.	Catering	<ul style="list-style-type: none"> • The kitchen must comply complies with the guidance for food businesses on coronavirus (COVID-19) https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19 	Low	Yes
29.	Estates	<ul style="list-style-type: none"> • All the usual pre-term building checks are have been undertaken to make the school safe • Ventilation in classrooms is improved by opening windows, doors where safe to do so or by using pre-installed air-conditioning • Air conditioning systems have been serviced, cleaned, tested and filters replaced and meet safety requirements to be used safely where installed 	Low	Yes
Educational visits				
30.	Domestic (UK) overnight and overseas educational	<ul style="list-style-type: none"> • Domestic (UK) overnight and overseas educational visits continue to be cancelled 	Low	No

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	visits			
31.	Non-overnight domestic educational visits	<ul style="list-style-type: none"> Educational visits must not be arranged unless approved by the Headmaster Any approved educational visits should be organised in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination As normal, full and thorough risk assessments must be carried out in relation to all educational visits to ensure they can be done safely 	Low	No
	School uniform			
32.	Wearing of school uniform	<ul style="list-style-type: none"> The government is encouraging all schools to return to their usual uniform policies in the autumn term because uniform can play a valuable role in contributing to the ethos of a school and setting an appropriate tone (this is the case at NSB) Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal Non-compliance is managed, taking a mindful and considerate approach in relation to parents who may be experiencing financial pressures 	Low	No
	Wraparound provision and Extra-curricular activity			
33.	Students on site unsupervised before school starts	<ul style="list-style-type: none"> Entrances are only opened at a specific time – refer to Briefing paper 	Low	No
34.	After school clubs and activities	<ul style="list-style-type: none"> Commencement of after school clubs and activities will be reviewed at the beginning of September – all after school clubs will not start until September 15th at the earliest https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak <ul style="list-style-type: none"> Year group based extra-curricular activities / subject interventions will be have been reintroduced in a phased manner from September 21st after school When extra-curricular activities recommence, registers will be are taken in line with the government guidance using the school procedure as outlined by IT 	Low	Yes
Section 3: Curriculum, behaviour and pastoral support				
	Curriculum expectations			
35.	Curriculum expectations	<ul style="list-style-type: none"> All pupils receive a high-quality education that promotes their development and prepares them for the opportunities, responsibilities and experiences of later life 	Low	No

Hazards and Risks		Existing Control Measures	Risk Level following application of the control measures <small>(Very High, High, Medium, Low)</small>	Further Actions Yes/No <small>(If Yes See Actions)</small>
		<ul style="list-style-type: none"> All pupils continue to be taught a wide range of subjects, maintaining their choices for further study and employment 		
36.	BLANK			
37.	Specific points for...key stage 3	<ul style="list-style-type: none"> The curriculum will remain broad from year 7 to year 9 so that the majority of students are taught a full range of subjects over the year For students in year 7, it may be necessary to continue to address gaps in English and maths by teaching essential knowledge and skills from the key stage 2 curriculum 	Low	Yes
38.	Specific points for Key Stages 4 and 5	<ul style="list-style-type: none"> Year 10 and 11 are expected to continue to study their examination subjects Discontinuing a subject is expected to be rare 	Low	No
39.	<p>Music/Dance/Drama/DT/ Food Technology/ Art/Photography/Science</p> <p>Minimising contact between individuals</p> <p>Performances</p> <p>Peripatetic teachers</p> <p>Music teaching in schools and colleges, including singing, and playing wind and brass instruments in groups</p> <p>Handling equipment and instruments</p> <p>Individual lessons and performance in groups</p>	<ul style="list-style-type: none"> When students are playing instruments or singing in small groups, risks will be reduced by employing physical distancing, playing outside wherever possible, positioning students back-to-back or side-to-side, avoiding sharing of instruments, ensuring good ventilation and screening of students where desks are unavoidably facing each other or other appropriate measures where possible, reasonable and/or practicable Singing, wind and brass playing will not can take place in larger groups, such as school choirs and ensembles, or school assemblies until the DfE guidance changes adhering to the latest guidance Further more detailed DfE guidance will be published shortly and considered/implemented as appropriate (this has been published and adhered to by relevant team areas) Peri teachers will continue to be employed by the school to teach students whilst maintaining appropriate levels of social distancing Dance and drama lessons can run practical lessons which are non-contact and which seek to maintain social distancing as far as is possible Students should perform side by side rather than facing each other Practical lessons in Science, DT, Food Technology, Art and Photography and any other relevant subject are encouraged to take place where meticulous planning, effective distancing and health protection measures can be implemented CTLs are able to have liaised with RMU to ensure that health and safety requirements appropriate to the subject are being met 	Low	Yes
40.	Physical activity in schools	<ul style="list-style-type: none"> Contact sports are to be avoided until the DfE guidance changes Sports equipment is thoroughly cleaned between each use by different individual groups 	Low	Yes

Hazards and Risks		Existing Control Measures	Risk Level following application of the control measures <small>(Very High, High, Medium, Low)</small>	Further Actions Yes/No <small>(If Yes See Actions)</small>
		<ul style="list-style-type: none"> Outdoor sports will be prioritised where possible Large indoor spaces used where outdoor use is not available, maximising distancing between students Scrupulous attention to cleaning and hygiene is maintained The Guidance 'Coronavirus (COVID-19): guidance on the phased return of sport and recreation: Guidance for the public, providers of outdoor sport facilities, elite athletes, personal trainers and coaches on the phased return of sport and recreation' is used to plan PE External coaches and volunteers will continue to be used to support extra-curricular sport whilst maintaining social distancing and limited contact with other adults 		
41.	Catch-up support	<ul style="list-style-type: none"> Students will continue to be identified who require access to catch-up support to address their individual needs 	Low	Yes
42.	Student wellbeing and support (Mental Health)	<ul style="list-style-type: none"> Students are supported with approaches to improving their physical and mental wellbeing More focused pastoral support where issues are identified that individual students may need help with draw on external support where necessary and possible Staff are trained to identify students that might require support and are informed how to direct students 	Low	Yes
43.	Behaviour expectations	<ul style="list-style-type: none"> Behaviour policy has been updated Staff have been trained in the new behaviour rules and expectations and how to deal with behaviour during the September Training Days Students will be have been directed / supported to maintain a 2m distance from staff and to maintain as much distance from their peers as possible with no physical contact permitted 	Low	Yes
Section 4: Assessment and accountability				
44.	Inspection	<ul style="list-style-type: none"> N/A 		
45.	Exams	<ul style="list-style-type: none"> N/A 		
46.	Accountability expectations	<ul style="list-style-type: none"> N/A 		
Section 5: Contingency planning for outbreaks				
47.	Event of local outbreak Process in the event of local outbreaks	<ul style="list-style-type: none"> The Department for Education will be involved in decisions at a local and national level affecting a geographical area, and will support appropriate authorities and individual settings to follow the health advice In the event of new local restrictions imposed by the Local Directors of Public Health working with Public Health England, the Headmaster will communicate quickly and clearly to staff, parents and students the details of the new local restrictions that affect the operation of the school 	Low	No

Hazards and Risks		Existing Control Measures	Risk Level following application of the control measures <small>(Very High, High, Medium, Low)</small>	Further Actions Yes/No <small>(If Yes See Actions)</small>
		<ul style="list-style-type: none"> The Government have implemented Local COVID alert levels a 3 Tier system of Medium, High and Very High - the Headmaster will monitor the Local COVID alert level and implement any actions relevant to this educational setting and swiftly communicate with staff, students and parents as required 		
48.	Contingency plans for outbreaks	<ul style="list-style-type: none"> In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. For individuals or groups of self-isolating students, remote education plans should be in place The school could remain open only for vulnerable children and the children of critical workers, and for providing remote education for all other students 	Low	Yes
49.	Remote education support	<ul style="list-style-type: none"> Where a class, group or small number of students need to self-isolate, or there is a local lockdown requiring students to remain at home, the government expects schools to have the capacity to offer immediate remote education (NSB is ready for this) 	Low	Yes

ACTION PLAN

(Additional Control Measures Required/Recommended Actions)

Hazards and Risks		Recommended Actions
1.	Contact with individuals who are unwell or who have someone in their household who does	<ul style="list-style-type: none"> Signage required to inform that the First Aid room is being used as a COVID-19 isolation room – RMU Completed PPE donning and doffing signage located in the First Aid room - RMU Completed Line to be placed on the floor behind reception to indicate route into reception – RMU Completed PPE to be moved from G3 to the Medical room ready for the beginning of September – RMU/First-Aider Completed

2.	Hand cleaning more often than usual	<ul style="list-style-type: none"> Hand cleaning posters located in prominent areas of the school including all toilets to reinforce the culture of hand hygiene - RMU Completed Wall mounted hand sanitiser units to be installed outside all classrooms and offices where practicable – Estates Completed Hand cleaning guidance posters located close to wall mounted sanitisers - RMU Completed Alcohol-based hand sanitiser risk assessment and data sheets required – RMU Completed Students to be informed about the benefits of using hand sanitiser and the risk to health if used inappropriately (ingestion) during the initial student briefing and communicated to parents in the Headmaster's parent briefing paper – MKN, HOYs, Headmaster Completed
3.	Respiratory hygiene	<ul style="list-style-type: none"> Students need to be informed during the initial student briefing and communicated to parents in the Headmaster's parent briefing paper about: the 'catch it, bin it, kill it' approach and instructed to use a tissue to blow their nose and when sneezing and that the tissue must be placed in the bin; that they must not spit at any time; that face coverings must be removed and placed in a sealed bag before entering the school buildings, that they must not handle it until they have left the school buildings – MKN, HOYs, Headmaster Completed Check that every classroom has a suitable bin that can be used for general waste and tissues – COD/RMU Completed Box of tissues available on the teacher's desk in every classroom - COD Completed Cleaners to be instructed to check and replace tissues each evening - COD Completed Estates need stocks of tissues available for replacement during the day - MPO Completed Identify individual students with complex needs that may spit uncontrollably to conduct risk assessment – MKN/MIN/RMU Completed Continuous monitoring of face covering use - SS Ongoing
4.	Enhanced cleaning, including cleaning frequently touched surfaces often	<ul style="list-style-type: none"> Enhanced cleaning schedule required based on final operational decisions - COD/MPO/RMU Completed Additional cleaning staff may be required to be employed during the day - MPO/RMU/MED Completed Cleaning equipment located in every classroom - RMU/MPO/COD Ongoing Classroom cleaning equipment check by cleaners every night - COD/Cleaning team Ongoing Install new cleaning fluid manufacturing equipment – MPO Completed Keep a watching brief for the revised government guidance (not yet published as of 15/07/2020) - RMU Ongoing (no update)
5.	Contact between individuals and maintaining social distancing	<ul style="list-style-type: none"> Gate unlocking opening and closing / door schedule required – MKN/RMU/Estates Completed Hand sanitiser stations required at each entrance – RMU/MPO Completed Outside zones to be identified and marked out as necessary- MKN/CAR/RMU Completed Rear of Cripps theatre requires cleansing - PCA Ongoing Reset classroom changeover bell timings as necessary – RMU Completed All classrooms to be assessed and furniture moved where possible to enable 2M distance for teacher and students sitting side by side – RMU/MKN Completed

		<ul style="list-style-type: none"> Shields to be manufactured to act as desk dividers for some rooms – MHA/RMU Completed Supply teachers, peripatetic teachers, specialists, therapists, clinicians, contractors and any other temporary staff require a planned induction session – LPA/ODR/Senior Staff/MPO Ongoing Ensure staff maintain 2m distancing during assemblies - YTL Ongoing Single seat gap between students during assemblies – YTL/FTs Ongoing
6.	Personal protective equipment (PPE)	<ul style="list-style-type: none"> First-aiders need additional COVID-19 training including on the safe use of PPE during the September training days - JTI/JKN Completed Ongoing
7.	NHS Test and Trace process	<ul style="list-style-type: none"> Parents need to be informed that they must agree to abide by the NHS Test and Trace process and immediately inform the Headmaster of any test results – Parent Briefing paper - Headmaster Completed
8.	Confirmed cases of coronavirus (COVID-19) amongst the school community	<ul style="list-style-type: none"> Recording system of all groups and staff who have taught in the groups and any close contact that takes places between children and staff in different groups will be maintained – RTA/Timetable/MKN Completed
11.	Wider public transport	<ul style="list-style-type: none"> Parent communication regarding reducing use of public transport - parent briefing paper – Headmaster Completed
15.	Staff who are clinically vulnerable or extremely clinically vulnerable	<ul style="list-style-type: none"> Individual risk assessment to be carried out with specific staff – LPA/RMU Ongoing
16.	Staff who are pregnant	<ul style="list-style-type: none"> Individual risk assessment to be carried out with specific staff – LPA/RMU Ongoing
17.	Staff who may otherwise be at increased risk from coronavirus (COVID-19)	<ul style="list-style-type: none"> Individual risk assessment to be carried out with specific staff – LPA/RMU Ongoing
18.	Employer health and safety and equalities duties	<ul style="list-style-type: none"> Continue to assess health and safety risks and consider how to meet equalities duties in the usual way – Headmaster/RMU/LGR Ongoing
19.	Supporting staff	<ul style="list-style-type: none"> This risk assessment to be shared with staff for consultation - Headmaster Completed Staff training planned to take place during the September training days – MRO Completed
20.	Staff deployment	<ul style="list-style-type: none"> Discuss and agree any changes to staff rolls with individual members of staff - Headmaster Ongoing
23.	Supply teachers and other temporary or peripatetic teachers	<ul style="list-style-type: none"> System required to inform supply teachers and other temporary or peripatetic teachers of the school's expectations - MKN Ongoing
24.	Expectation and deployment of ITT trainees	<ul style="list-style-type: none"> Trainees to be given a detailed induction before commencing work at NSB – JTA/KJW Completed
27.	Safeguarding	<ul style="list-style-type: none"> Designated safeguarding leads (and deputies) provided with more time, especially in the first few weeks of term – RTA/MKN/Timetable Ongoing Child Protection Policy to be revised - MKN Completed
28.	Catering	<ul style="list-style-type: none"> Check that catering is complying with the guidance for food businesses on coronavirus (COVID-19) - CBA Completed
29.	Estates	<ul style="list-style-type: none"> Check that the usual pre-term building checks are undertaken - RMU Completed Classroom ventilation improvements identified and actioned where reasonable and practicable meeting appropriate Ongoing legislation including Fire Safety - MPO/RMU Completed
34.	After school clubs and activities	<ul style="list-style-type: none"> Provision for after school clubs and activities to be reviewed within the first two weeks of September 2020 - Headmaster

		Completed
37.	Specific points for...key stage 3	<ul style="list-style-type: none"> Identify Yr7 students to address gaps in English and maths by teaching essential knowledge and skills from the key stage 2 curriculum – CMO/MMI/JRU/HTS Ongoing
39.	Music/Dance/Drama/DT/Food Technology/ Art/Photography/Science	<ul style="list-style-type: none"> Ensure more detailed DfE guidance for music is considered when published – ODR Ongoing CTLs to implement appropriate risk reduction measures when planning the delivery of practical lessons - CTLs Ongoing CTLs to liaise with RMU where required - CTLs Ongoing
40.	Physical activity	<ul style="list-style-type: none"> Cleaning system to be developed to ensure that sports / other relevant subject equipment is thoroughly cleaned between each use by different individual groups – GBU Completed Keep a watching brief for revised government guidance – GBU/JWI Ongoing
41.	Catch-up support	<ul style="list-style-type: none"> Identify students that require catch-up support to address their individual needs – MIN/MKN Ongoing
42.	Student wellbeing and support (Mental Health)	<ul style="list-style-type: none"> Students supported to improve their physical and mental wellbeing - LGR Ongoing Staff are trained to identify students that might require support and are informed how to direct students during the September training days – LGR Completed
43.	Behaviour expectations	<ul style="list-style-type: none"> Behaviour policy updated – MKN/Headmaster Completed Staff trained in the new behaviour rules and expectations and how to deal with behaviours during the September training days – MRO/MKN/Headmaster Completed Students informed of the revised behaviour rules and expectations during the initial student briefing and communicated to parents in the Parent Briefing paper – MKN, HOYs, Headmaster Completed
48.	Contingency plans for outbreaks	<ul style="list-style-type: none"> Curriculum teams should have remote learning packages prepared ready to deploy in the event of an outbreak and given time to develop these during the September training days – MRO/CTLs Ongoing Completed
49.	Remote education support	<ul style="list-style-type: none"> Curriculum Teams given opportunity to prepare contingency plans for remote learning during the September training days – MRO/MKN Completed

Government guidance and research documents used when considering this risk assessment:

Guidance for full opening: schools Updated 01 October 2020

<https://www.hse.gov.uk/risk/controlling-risks.htm>

Guidance COVID-19: cleaning in non-healthcare settings Updated 16 October 2020

Guidance: Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) Updated 13 October 2020

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>

Guidance: Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak Updated 15 October 2020

Guidance: Coronavirus (COVID-19): safer travel guidance for passengers: Walking, cycling, and travelling in vehicles or on public transport during the coronavirus outbreak Updated 14 October 2020

<https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020#part-b-guidance-for-dedicated-transport-to-schools-and-other-places-of-education-for-autumn-term-2020>

Guidance: Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 Updated 15 October 2020

Guidance: Staying alert and safe (social distancing) Updated 12 October 2020

Research and analysis COVID-19: review of disparities in risks and outcomes: Review into how different factors have affected COVID-19 risk and outcomes Updated 11 August 2020

<https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk>

Statutory guidance: Keeping children safe in education: Statutory guidance for schools and colleges on safeguarding children and safer recruitment Updated 1 September 2020

<https://www.gov.uk/government/publications/healthy-child-programme-0-to-19-health-visitor-and-school-nurse-commissioning>

Guidance: Guidance for food businesses on coronavirus (COVID-19) Updated 5 October 2020

Guidance: Health and safety on educational visits Published 26 November 2018 (still no update)

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

Guidance: Coronavirus (COVID-19): guidance on the phased return of sport and recreation: Guidance for the public, providers of outdoor sport facilities, elite athletes, personal trainers and coaches on the phased return of sport and recreation Updated 1 October 2020

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>

<https://www.gov.uk/government/collections/local-restrictions-areas-with-an-outbreak-of-coronavirus-covid-19>

<https://www.gov.uk/government/publications/containing-and-managing-local-coronavirus-covid-19-outbreaks>

<https://www.afpe.org.uk/>

<https://www.youthsporttrust.org/coronavirus-support-schools>

<https://www.swimming.org/swimengland/pool-return-guidance-documents/>

<http://www.cleapss.org.uk/>

<https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm>

<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>

<https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown>

<https://www.gov.uk/government/publications/staying-covid-19-secure-in-2020-notice> Updated 23 July 2020

<https://www.data.org.uk/>