

COVID-19 Risk assessment – Re- Opening Kendrick School on September 2020

Introduction

It is the government's expectation that all students in all year groups, will return to full-time school from the beginning of the autumn term. Kendrick School is working in line with [government guidance](#), which is endorsed by Public Health England (PHE) and sets out the actions schools should take to minimise the risk of transmission.

Kendrick School will reopen the school in September guided by these five key principles

1. Everyone returns in September; staff and students
2. Safety for all is the top priority
3. Focus on best quality learning and teaching
4. Mental health and well-being of all are considered and supported
5. Contingency planning and quickly becoming lock down ready

The Government published guidance on the wider opening of schools in September ([government guidance](#)). It's primary focus is to ensure that all children are back in school in the autumn with education settings working at full capacity. The Government states that the risk to children themselves of becoming severely ill with Covid-19 is very low and the risks of returning are far outweighed by the benefits of a full school re-opening.

Kendrick School will adhere to the latest government advice and guidance but continue to make judgements at a school level to balance minimising any risks from Covid-19 whilst aiming to provide a full educational experience for all students.

Kendrick School sets out to ensure that the measures introduced are sensible and proportionate by following the health and safety hierarchy of control to reduce the risk to the lowest reasonably practical level.

Preventative Action

Routine preventative measures, which will be in place at all times:

- 1) 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.
- 2) Clean hands thoroughly more often than usual.
- 3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
- 5) Minimise contacts between individuals and maintain social distancing wherever possible
- 6) Where necessary, wear appropriate personal protective equipment (PPE)
- 7) Engage with the NHS Test and Trace process
- 8) Manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) Contain any outbreak by following local health protection team advice

Personal Protective Equipment (PPE) including face covering and face masks:

Currently (<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>) the government is not recommending face coverings are necessary in education settings generally because a system of control, applicable to all education environments, provides additional mitigating measures. Schools and colleges will have the discretion to require face coverings in indoor communal areas where social distancing cannot be safely managed, if they believe that it is right in their particular circumstances.

Following this current advice, Kendrick School, wearing a face covering or facemask in school is not recommended but optional. However there may be circumstances when students are required to wear a face mask or face covering. No student will be excluded from education on the grounds they are not wearing a face covering or mask. These recommendations will be kept under regular review.

In areas of '**national government intervention**', the government **will require** adults and students to wear face coverings when moving around their school, such as in corridors and communal areas where social distancing is difficult to maintain

Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people not usually meet and where social distancing and other measures cannot be maintained. However, it is vital that they are worn correctly and appropriate procedures for putting on, removing, storing and disposing of are followed correctly. Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings. At Kendrick School, the wearing of face coverings and face masks continues to be an individual choice.

Students becoming unwell

PPE is only needed in a very small number of cases. If a student becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a facemask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. Appropriate communication to students, parents and carers on what to expect in relation to staff wearing additional PPE will be provided.

Social distancing and 'Bubbles'

All staff should avoid close face to face contact and minimise time spent within 1 metre of anyone. Staff should stay at the front of the class and away from their colleagues where possible and ideally maintain 2 metres distance from each other and from students.

Timetables have been designed so students remain in bubbles based on their year group and staff go to these bubbles.

Students should maintain their distance from staff as detailed above and stay in their bubbles and away from students outside of their bubble. Staff and students should also maintain social distancing where possible on moving around the school and continue to observe the following guidance:

- Avoiding contact with anyone with symptoms
- Frequent hand cleaning and good respiratory hygiene practices
- Regular cleaning of settings
- Minimising contact and mixing

It is still important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring students and staff where possible, **only mix in a small, consistent group** or 'bubbles' and that small **group stays away from other people** and groups. Public Health England (PHE) is clear that all schools do this, and crucially if they are also applying regular hand cleaning, hygiene and cleaning measures and handling potential cases of the virus as per the advice, then the risk of transmission will be lowered.

Where settings can keep students in those small groups, they should do so. While in general groups or 'bubbles' should be kept apart, brief, transitory contact, **such as passing in a corridor, is low risk.**

Additional considerations for re-open Kendrick School

The school will continue to consider further measures and areas during the initial period of the school being re-opened and revise the risk assessment during the daily occupation of the school as required. This includes assessing the availability of staff for all activities during the school day, including lunchtime, break supervision, and to provide support for students with special or additional needs, taking into account the following:

- Staff who have underlying medical conditions (as defined in government guidance);
- Staff who are subject to shielding or are in a household where someone is shielding;
- Staff who are self-isolating, and staff on maternity or any other form of leave, and will, therefore, not be available for work;
- The availability of supply staff to cover any vacancies or long-term absences.

Individual risk assessments for specific students will be reviewed and coordinated by the SEND Coordinator to ensure they include provision for safe practice during this time and taking into account the risk of coronavirus. This may include additional assessments of students who previously were not assessed to need one. This may include the following students:

- Students who have not previously needed a risk assessment but who in the new circumstances may pose a risk;
- Students who need specific care or specific needs, which cannot be delivered whilst ensuring social distancing.

Premises Management

The school's management and H&S Lead have been sent guidance. The premises team should refer to this information in order to ensure the school buildings are suitably managed at this time.

Covid-19 Testing

As essential workers, Support and Teaching staff can apply for a covid-19 test on the government portal or the school can arrange the test on their behalf: <https://www.gov.uk/apply-coronavirus-test>

Health and Safety Risk Assessment – Re-opening Kendrick School September 2020 COVID-19

Academy / School	Kendrick School	Assessment No.	04/09/2020
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Site	KENDRICK SCHOOL	Location	Whole school		
Subject of Assessment	Compliance to government objectives and the re-opening of all schools from September 2020.				
Assessed by	SLT	Date	September 4 th 2020	Review date	Mid/late September 2020 or sooner. This document will remain a live document and will be amended as required and in response to changes in guidance and practice
Details of workplace/activity	Students and employees partaking in school activities within the school premises, including general classroom activities, dining, break-times, , pick-up and drop off (where applicable), First aid and external visitors to the school.			Persons Affected <i>(Who may be harmed)</i>	
				Students, Employees, Contractors and Visitors.	

	Hazards and Risks	Existing Control Measures	Risk Level <i>(Very High, High, Medium, Low)</i>	Further Actions √/X <i>(If √ See Actions)</i>
1.	Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person	<ul style="list-style-type: none"> The school has informed parents, students, carers, employees and visitors not to enter the school if they or any member of their household are displaying any symptoms of coronavirus or are in quarantine 	low	Classrooms and staffrooms have been rearranged to reduce risk of contraction and

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<p>who may be asymptomatic or lack of information.</p>	<p>(following the COVID-19 guidance for households with possible coronavirus infection);</p> <ul style="list-style-type: none"> • Parents receive guidance on school times for their child and protocols set out for attending the school i.e. should remain in their bubbles; should follow staff members instruction and should not congregate outside the school; • Parents issued specific school protocols for school attendance for them to explain to their children; • Parents of SEN students or those with care plans are individually consulted in order that plans are reviewed to include any new safety measures; • Staff are briefed and consulted on school procedures and the plans for re-entry of students; • Employees have had sufficient training and briefing regarding infection control and school protocols; • Staff are up to date on other related guidance and support in relation to themselves and students such as stress and wellbeing including: https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak • In relation to mental health and stress support organisation, details are available to staff including confidential employee help lines and information that can be provided to students; • There are communication and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively; 		<p>interaction of stakeholder. Hygiene boxes with essential PPE and cleaning products are available in all key teaching rooms and staffing areas. Staff have available PPE equipment. These will be checked daily and replenished as required.</p> <p>The Reflection Room has been identified as the Isolation Room if someone shows symptoms.</p>

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		<ul style="list-style-type: none"> Hazard reporting mechanism are in place and easily accessible; Talks with staff about the planned changes (E.g. safety measures, timetable changes and staggered arrival and departure times), have taken place, including discussing whether additional training would be helpful. 		
2.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> Drop off / entry to the school. 	<p>Secondary school (entry to the school):</p> <ul style="list-style-type: none"> Drop-off and collection points and timings for each group have been identified, No staggering of school day has been applied. Students who are dropped off can do this in the usual way but drivers MUST NOT leave the vehicle; Students must enter via the designated entrances to the school site and designated entrance to school buildings. Students are required to complete hand washing or sanitise on entry to the school; Entrance doors are held open, reducing the number of occupants touching the doors; Sanitizer stations are located at the entrance to the school building and /or classroom. All occupants are required to wash their hands (soap/water or Hand sanitiser) on entry to the school; Good hand washing signage to instruct students how to do this effectively is displayed. 	Low/medium	Staff to enquire all students are in good health and not displaying signs of Covid symptoms. Entry permissible via East Street and departure via East Street and London Road. Students to wash or sanitise hands on entry into school and remove mask used on public transport and store in their own waste bag. A new mask may be worn in school. Protocol for safe face mask and hand washing procedures to be shared with all students. One -way system in buildings to be followed by all stakeholders. Additional

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				supervision by staff at entrances.
3.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> Pickup / leaving the school. 	<p>Secondary school (exit from school):</p> <ul style="list-style-type: none"> No change to the timings for each group have been identified. Students will leave the site from East Street and London Road. Students who are picked up can do this in the usual way but drivers MUST NOT leave the vehicle; Students must leave via the designated exit from the building; Exit doors are held open, reducing the number of occupants touching the doors; Students are reminded to wash or sanitise hands as they leave the school building; Hand-wash stations are located at the exits from the school (classroom or other); Good hand washing signage to instruct students how to do this effectively; Students are required to leave the school grounds and go straight home, not to congregate on the school grounds, nearby roads, recreational areas; With permission, Years 7 & 8 may wait in the Conservatory for parents to arrive to collect their child until 4pm. Students from the different year groups will be separated at each end of the Conservatory to ensure social distancing and bubbles do not mix. 	low	<p>Vacate building using the East Street and London Road exits. One-way systems will apply.</p> <p>Once term has started staggered leave times allocated to staff and students will be considered.</p> <p>Additional supervision by staff at main exits.</p>
4.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> Classroom use / activities. Lessons and Registration. 	<ul style="list-style-type: none"> No whole school assemblies to take place. Assemblies to be carried out remotely. Classrooms have been organised so all desks are front facing and achieve 2m distances between students and teacher. 	low	<p>Desks to be allocated to students. Staff to ensure handwashing has taken place and all present are in good health. Sanitizer</p>

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	<ul style="list-style-type: none"> • Students are managed while entering the room and are asked to sit at desks/work areas before the next student moves within the same area; • Classroom have been de-cluttered. Displays, unnecessary furniture and soft furnishings have been removed. This is designed to enable successful cleaning of all surfaces; • Students have allocated desks which they will use throughout the school day; • Students and staff use their own stationery resources. • Teaching Resources are provided in a tray or similar and are cleaned at the end of the day; • Students and staff use hand sanitiser on entry to the classroom; • Where possible classes/activities will be completed outside; • Use of external equipment is limited. Use of video will facilitate experiments and demonstrations. • Students may move around outside but stay within their specific group. Not mixing with students from other classes; • The number of teachers (and other staff) that mix with a class is restricted to as few as possible. • Any booster programme and support timetable will be prepared to allow face-to-face support for students. This includes deciding which lessons or activities can be delivered to reduce movement around the school; • Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units. 		<p>available in each classroom and office. Posters mounted in classrooms reminding of social distancing measures and hygiene measures. Classroom guidance available in all rooms detailing protocol and safe practice in rooms. FAQs on website addressing issues students and parents/carers may raise. Staff and students to bring in own resources, pens, books etc.</p> <p>Students to be assigned specific outdoor area depending on length of time in school.</p> <p>Students identified by staff needing additional pastoral, academic and IT support. Specific areas including reprographics room, General Office, Reception, Library etc will have their own routines and guidance on the number of staff</p>

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	<ul style="list-style-type: none"> • Students should clean desks on entry to a new space and equipment may be shared amongst the bubble but either thoroughly cleaned or left for 72 hours before using between bubbles. • Departments to establish safe handling of exercise books, homework, textbooks, photocopies and test papers. • Staff to establish new reward system for students. • Staff to use MintClass to enable consistent student desk allocation. • Staff are aware how registration is to take place and register students who are absent due to Covid-19 		<p>and students allowed accessed at any one time and the use of equipment and resources. Surfaces to be cleaned and no sharing of resources allowed. Desks will be cleared to avoid the inadvertent use of equipment and stationery. Students encouraged to bring in own sanitizer to speed up the process and maximise teaching time –however safety above all should not be compromised in any circumstance.</p> <p>Staff Rooms will be cleared and re-designated for certain staff to ensure social distancing. Every lesson starts with a register in which students confirm that they are present and well.</p> <p>Ideally adults to maintain two metres from each other and students, avoid face to</p>

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				face contact and minimise time spent within one metre of anyone. Rooms to be arranged with students facing forward and sitting side by side as far as possible. Teachers to be aware of students with agreed remote learning plans. Teachers to be aware of students with SEND passports.
5.	Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including: <ul style="list-style-type: none"> • Dining; • Moving around the school; • Break-time 	Secondary <ul style="list-style-type: none"> • Students are advised to clean hands before and after eating lunch in the classroom. • At break-times and lunch breaks students to remain in designated teaching groups or 'bubbles'. Students will stay in these groups during lunch and break times. • On entry into the canteen students must sanitise hands. • Lunchtime are staggered and queues formed in existing bubbles • A meal pre-order and collect system will be introduced if the demand for meals is great and the queues may compromise Covid safety. • Packed lunches can be eaten in the classrooms and designated areas. 	Low/medium	One-way signage in corridors. Classrooms are cleaned at the end of each school day. Students to return to same classroom and groups. Liaise with external cleaners and school housekeepers to ensure regular and thorough cleaning taking place. All classrooms to have open windows and doors to allow good ventilation.

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	<ul style="list-style-type: none"> • Canteen food to be eaten in dining areas in year group rotas for years 7 to 10 • Years 11,12,13 to eat all food in their areas • Students to be designated eating areas. • Lunch area cleaned before and after each group's lunch (not just at the end of break). Only one student will use a clean lunch space before it is cleaned again; • Where the Dining Room is used, seating is organised so that no person sits facing another while eating. • Tables are wiped clean with appropriate disinfectant before and after lunch; • 6th form alone have access to the canteen at first break. <p>Moving around the school:</p> <ul style="list-style-type: none"> • Movement to different areas within the schools is reduced as much as possible; • Suitable external doors are used to move students from one area to another. Effectively creating external corridors in the open air; • Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units; • Additional furniture, coats, bags are not permitted in the school corridor; • Corridors that cannot provide 2m separation (although passing in the corridor is deemed low risk) are designated one way where possible; • Corridor marked to show direction and safe distance signage; 		<p>One way system implemented in all school blocks – Maths, 6th form, Sidmouth, Main School, PE & Sports Hall .</p> <p>Use of both canteen spaces and classrooms if required to maintain throughput and social distancing.</p> <p>One way systems in all areas of the school to be followed at all times during the school day (see site maps).</p> <p>All rooms to be equipped with a hygiene box and instructions.</p> <p>Year group bubbles to be registered and mainly taught in their form rooms with teachers moving to these rooms. Students do practical lessons in specialist rooms and areas; work surfaces and equipment are cleaned on arrival of new groups by students. Staff wipe</p>

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		<p>Break-times Separate areas (at a safe distance using government guidance) are issued for each separate year group.</p> <ul style="list-style-type: none"> • Students are permitted to use the time for being away from lessons or outside. They are required to remain in their bubbles and take part in low risk exercise only. Team sports are not permitted. • Daily inspection and enhanced cleaning programs in place for external areas. 		<p>down their working areas including keyboards. Students to bring their own equipment where possible. All students and staff to receive individualised timetables including rooms. Assemblies to be delivered remotely. Supervision levels at break times are enhanced</p>
6.	Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.	<ul style="list-style-type: none"> • Staff and parents are encouraged to use education resources such as school posters, e-bug and PHE schools resources; • Hand washing/ sanitising is encouraged on a regular basis. • All those entering the school are required to wash/sanitise their hands; • Hand washing sinks are located within each toilet provision within proximity to the teaching areas and on entry to the dining hall; • Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively; • Hand washing and sanitising is recommended frequently and required at the following times: <ul style="list-style-type: none"> ➢ Entry and exit from the school; ➢ After using the toilet; 	Low/medium	Each teaching area will have a hygiene Box containing essential cleaning materials to wipe surfaces and some PPE. Students to be allocated specific toilet areas. Those using the 6 th Form block will use toilet facilities in the block. Those using the Maths block will use toilets in Cedars block. Those in Main school will use toilets near Room L.

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		<ul style="list-style-type: none"> ➤ On entry to the dining hall; ➤ Before and after eating; ➤ On entry and exit from each classroom. • Unnecessary touching of the face is discouraged. • Teachers will remind students to use tissues and bin them once used. If tissues are not readily available exactly when needed occupants are reminded to cough or sneeze into their arm; 		Regular reminders to student to wash hands. Ensure ample supplies of soap, sanitizers and handtowels available. Toilets regularly monitored and cleaned. Replenished daily by cleaning staff and regular monitoring of toilets around school.
7.	Spread/contraction of COVID-19 due to lack of adequate cleaning measures.	<ul style="list-style-type: none"> • The school has implemented additional cleaning regimes. This includes the following: <ul style="list-style-type: none"> ➤ Frequent cleaning of classrooms, Toilets, common areas and dining halls; ➤ Frequent cleaning of all touched surfaces, such as door handles, handrails, table tops, play equipment and toys. • Classrooms will be cleaned after school; • Toilets will be inspected and cleaned regularly and at the end of the day; • Common areas will be cleaned once a day; • Equipment used by the students and staff will suitably cleaned at the end of each day or before it is used by another person; • If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an occupant of a classroom), the room will be closed for 72 hours and then deep cleaned as per the guidance set on COVID-19: cleaning un non-healthcare settings. 	Low	PPE Hygiene boxes containing cleaning materials and wipes are available to wipe down surfaces regular meetings and monitoring with external cleaning contractors to ensure all surfaces are regularly wipes down. Regular monitoring of key areas and equipment. Staff take responsibility of wiping down surfaces, keyboards and equipment. Cleaning products supplied. COSHH training provided. Recommendation for

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
				regular handwashing/sanitising. All wipes and used masks to be disposed in bin bag provided by students and disposed in bins by school exits. Cleaning contractors to remove these daily to the refuse bins.
8.	Spread/contraction of COVID-19 due to lack of social distancing measures. In particular school employees.	<ul style="list-style-type: none"> • Employees are required to conform with social distancing requirements at all times; • School offices are either reduced in occupation and desks positioned in order to provide adequate separation or staff are moved to other areas to reduce contact; • Staff rooms are not to be used unless these are large enough to safely accommodate current staff numbers at safe distance from each other; • Each staff area has been assessed and adjusted for social distancing. • Staff are encouraged to bring a packed lunch and use the larger dining areas, keeping a suitable distance from other occupants; • Students will practise social distancing from staff as described in additional points of this assessment; • Employees will be provided with and wear PPE when required in accordance with government guidance. • Staff Rooms and staff common rooms have a limited of people in the room at any one time. Notices to be fixed on doors to indicate the number of staff allowed in each room. 	Low	It is not expected staff will wear masks when face-to-face with students but may do so. The school provides masks, visors, gloves and aprons for first aiders and in special cases. Staff to adapt their working environment to allow conformity to social distancing and hygiene protocols. Staff to limit number of staff in their designated work area. Staff will be re-deployed as required including SLT to cover staff shortages if required to do so.

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<p>9. Spread/contraction of COVID-19 due to insufficient First aid measures. This includes:</p> <ul style="list-style-type: none"> • Dealing with general First aid; • Lack of trained first aiders; • Dealing with a suspected case of Covid-19; • Inappropriate handling / removal of clinical waste • Intimate care procedures. 	<ul style="list-style-type: none"> • A specific First aid needs assessment has been completed – see other 'First Aid Needs assessment – COVID-19; • Adequate numbers of trained staff to administer First Aid • Check First aid boxes content and facilities available • Where closer contact may be necessary, wear appropriate PPE to protect First Aider and casualty. This would include disposable gloves, disposable apron and fluid resistant surgical facemask. Eye protection is also required if the casualty is coughing, spitting or vomiting • PPE / Handwashing protocols to be followed • The FA assessment takes into account numbers and ages of students, number and training of employees; • This information forms the decision on what activities and groups can safely be managed within the school; • This includes sufficient first aiders for the school to the number of students • Qualified first aiders are in place at an appropriate ratio provision. • The school has a specific room dedicated for suspected cases of COVID-19; Reflection Room • Occupants (staff or students) who display symptoms of the virus during the school day will be isolated in the designated room until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate; • First aiders required to assist this person will wear full PPE including, apron, gloves, mask and visor; • First aiders have completed appropriate training for 'donning and doffing' PPE – NHS video / advice 	Medium/high	<p>All staff, students and visitors to be repeatedly reminded not to enter the school site if they or a household member are displaying Covid symptoms or feel unwell.</p> <p>First Aider must wear additional protective equipment. First Aiders to have received additional awareness training.</p> <p>PPE available.</p> <p>Temperature checking available. Use of Reflections Room for isolation area, next door to Medical Room. Gloves, visors, aprons and masks available for use.</p>

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	<p>https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</p> <ul style="list-style-type: none"> • PPE is disposed of in accordance with NHS COVID-19 waste management guidance; https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings • The first aid room will be cleaned frequently and after each use (when first aid care has been provided). <p>Waste disposal measures Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:</p> <ul style="list-style-type: none"> • Put in a plastic rubbish bag and tied when full; • The plastic bag is placed in a second bin bag and tied; • It is put in a suitable and secure place and marked for storage until the individual's test results are known; • Waste is stored safely and kept away from children; • Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours; • If the individual tests negative, this can be put in with the normal waste; • If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste; • If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either local waste collection authority if they currently collect your waste or otherwise by a 		

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	<p>specialist clinical waste contractor. They will supply you with orange clinical waste bags for waste bags can be sent for appropriate treatment.</p> <p>Protocol developed in line with Government Guidance to include:</p> <ul style="list-style-type: none"> • If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance. • If a student is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door (the Reflection Room), depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. • If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. • PPE should be worn by staff caring for the student while they await collection if a distance of 2 metres cannot be maintained (such as a student with complex needs) • In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital. • If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop 		

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<p>symptoms themselves (and in which case, a test is available) or the student subsequently tests positive.</p> <ul style="list-style-type: none"> They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See COVID-19: cleaning of non-healthcare settings guidance 		
10.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures for external visitors to the school, including:</p> <ul style="list-style-type: none"> Parents; Maintenance contractors; External Teachers; Inspectors; Delivery personnel Peripatetic Teachers 	<ul style="list-style-type: none"> Parents are not permitted to enter the school; Parents have been informed to call the school office or email if they have any questions or concerns; If parents need to drop off items for students, they should be left at the school main entrance for staff to collect; The SLT are able to Google Meet/Zoom (or other) parents if face to face meetings are required; For those who have to enter the school reception, screens/counter-top Perspex shields have been installed to reduce the risk to school staff; Visitors will only be permitted into the school if they have an appointment; Visitors will only be permitted at their designated time and will be asked to wait outside of the school building until their school contact is available; The school contact is required to attend reception in good time to meet their visitor; Meetings with visitors will be via video conference or phone where possible; If not possible social distancing measures will be adhered to at all times; Face to face meetings in small room or within 2m are not permitted; 	Low/medium	<p>IT remote video conferencing in place and well used. Communication with parents and stakeholders secure. Use of Weekly Information from SLT Staff briefings, SLT and ESLT meetings continue with minutes circulated to all staff. Options to remote into meetings or attend Hall but maintaining social distancing. No large gatherings allowed. Meeting of external visitors, external teachers is to be avoided if possible.</p>

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<ul style="list-style-type: none"> • Premises' contractors will be managed in accordance with a separate premises maintenance risk assessment maintaining social distancing. • Deliveries will be accepted at designated quiet times only; • Delivered items will be left outside of the school building for staff to collect. • Peripatetic music teaching delayed start and done remotely out of school if possible. 		
11.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures. This includes unsuitable use of toilets.</p> <p>Queues for toilets and handwashing risk non-compliance with social distancing measures</p>	<ul style="list-style-type: none"> • Toilet use protocols are managed by Teachers if located adjacent to classrooms; • Toilet in use signs are in use; • Toilets are cleaned throughout the day. • Students encouraged to access toilets throughout the day in their bubbles to avoid queues. • Toilets monitored to ensure supply of soap. • Bins emptied regularly • Students reminded regularly how to wash their hands in accordance with government guidelines 	Low/medium	<p>Visits to the toilets in bubbles for practical considerations, limit queuing, and delays. Specify maximum number allowed at in any one time. Rooms to be allocated a maximum capacity and may follow 'one-in , one-out' e.g. admin offices, staff rooms, reprographics. Posters and suitable markers placed around school to remind all stakeholders of social distancing and hygiene guidance. All Staff rooms assessed and re-organised to allow social distancing.</p>

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12.	Lack of staffing / insufficient staff ratios	<ul style="list-style-type: none"> Adequate ratio of staff to students will be maintained and to be assessed on a regularly based on potential staff illness or self-isolation; Students are suitably supervised at all times; 	Low/medium	Additional staff and re-deployment of staff required to ensure adequate levels of supervision. Staff to inform if they are in a vulnerable category. Deployment of SLT.
13.	Lack of suitable premises management	<ul style="list-style-type: none"> The school adheres to the government guidance on managing buildings The school has applied the series of guidance documents and advice regarding continued premises management at all times. Premises staff levels are maintained and suitable for the use of the building; Appropriate cleaning and premises staffing levels are in place; Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste; Contingency in place for sudden premises staff absence; Managing Premises and facilities have separate risk assessment 	Low/medium	RA for premises to be carried out or available to amendment. Premises staff have PPE available and understand the social distancing measures. Premises Team led by GRH have been briefed with Premises Management and RAs and checks carried out to comply with H&S regulations. Contingency in place for sudden premises staff absence to be identified. Managing Premises and facilities to have separate risk assessments carried out.
14.	Hazardous substance management, unsuitable COSHH management and	<ul style="list-style-type: none"> Suitable storage and management of flammable hand sanitizer is in place; 	Low/ Medium	Additional training and awareness required to

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	use of chemicals leading to ill-health or fire.	<ul style="list-style-type: none"> All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately; Material safety data sheets are held for all chemicals and readily available to all staff; All cleaning chemicals are stored safely and securely in accordance with requirements; COSHH safety training has been completed by all those using chemicals for cleaning; Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment. 		ensure staff are confident with cleaning procedures and the safe use of cleaning substances and sanitizer. ToolBox Talk information sheet provided to all staff as part of their training when handling chemicals such as cleaning substances.
15.	Fire and evacuation procedures being inadequate at this time due to lack of trained staff or occupants being spread around the building without suitable procedures in place.	<ul style="list-style-type: none"> Evacuation plans including the following have been reviewed: <ul style="list-style-type: none"> Safe assembly of occupants following social distancing requirements where reasonably practicable Safe exit via the nearest final exit; Training occupants of any changes to evacuation; Ensuring there are enough staff on site with the ability to sweep all used areas of the school All other fire system testing and maintenance has continued as normal. Fire drill to be undertaken as soon as possible in the Autumn Term 2020. 	Low	Fire evacuation procedures apply. All staff, students and visitors to assemble on lawn in their specified groups. Registers to taken. SLT on site to manage and supervise Fire evacuation procedures. Staff students and Contractors to practice fire assembly with social distancing in mind but must be practicably reasonable.
16	Risk to clinically vulnerable groups from COVID	<ul style="list-style-type: none"> Government guidance on clinically vulnerable people to be followed. J:\Admin\COVID-19 (2020)\Reopening of School\September 2020 	Low/medium	Staff identified as being clinically vulnerable have undertaken a risk assessment with their

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		<ul style="list-style-type: none"> From August 1st 2020 students who have been classed as clinically extremely vulnerable due to pre-existing medical conditions no longer need to shield. From August 1st 2020 clinically extremely vulnerable individuals (including persons over the age of 70, those with serious underlying health conditions) no longer need to shield. 		line managers and processes have been put in place to mitigate any risks. These will be reviewed regularly. TLCs to identify students who are clinically vulnerable and carry out RAs in conjunction with parents.
17	Contact Points Contagion - Equipment use printers, workstations, apparatus, machinery etc - - non-compliance with Covid - 19 government guidelines	<ul style="list-style-type: none"> Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks). Activities and resources All equipment to be properly cleaned after use. All shared resources to be thoroughly cleaned by the member of staff who has just used it after use (including computers, mouse, keyboard equipment etc.). This must be built into end of each activity routines including use of the classroom computers. This is the responsibility of all classroom practitioners. Try to reduce working with paper/other materials that are shared in a way that may aid transmission, i.e. consideration to be given to photocopying, etc. IT Suites used as little as possible. All keyboards to be wiped down with appropriate wipes. The booking of IT Suites will be monitored and timetabled to allow cleaning between visits 	Low/medium	PPE Hygiene boxes placed in each classroom area containing wipes and cleaning materials to wipe equipment after use. Protocols and classroom guidance provided in all rooms. Students handling of equipment will be minimised and experiments and demonstrations carried out by staff remotely. Hand sanitizer located near equipment.
18	Covid-19 Outbreaks on site	<ul style="list-style-type: none"> If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell 	low	School will comply with government guidance.

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
	<p>(anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets, out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).</p> <ul style="list-style-type: none"> • Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms • All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario. • If someone tests negative, they can return to their setting and the fellow household members can end their self-isolation. • if someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. • This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days • Kendrick must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). The school will 		<p>Staff informed of measures school will carry out in relation to contact tracing and identifying individuals that have been in close contact and proximity contact.</p> <p>Staff have contact details for relevant organisations – file in J:\Admin\COVID-19 (2020)\Reopening of School\September 2020</p>

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<p>contact the local health protection team. This team will also contact the school directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <ul style="list-style-type: none"> • 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. • The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Where settings are adhering to guidance to reduce risk of transmission, closure of the whole setting will not generally be necessary. 		
19	Testing and contact tracing- – non-compliance with Covid-19 government guidelines	<ul style="list-style-type: none"> • Kendrick School will must understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. • Staff members and parents/carers understand that they will need to be ready and willing to: • book a test if they are displaying symptoms. Staff and students must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace 	low	School will comply with government guidance Staff have contact details for relevant organisations – file in J:\Admin\COVID-19 (2020)\Reopening of School\September 2020

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<ul style="list-style-type: none"> • self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) • Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. • By the September 2020, all schools will be provided with a small number of home testing kits that they can give directly to staff or parents/carers collecting a child who has developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits. 		
20	Access and egress onto school premise and around the school site – non-compliance with Covid-19 government guidelines	<ul style="list-style-type: none"> • Entry into building must be controlled by staff. • Particular consideration given where queuing areas are introduced. • Pictorial reminders & posters for social distancing to be displayed • Supervision of queues by nominated staff members • Staggered start times not necessary as arrival times by students are spread over a long time. Information provided to students and parents/carers. • Staff supervising entry to school to follow social distancing guidelines • Hand washing / sanitization (ideally soap and water to minimise possible adverse dermatological effects) 	low	Staff to be notified of additional supervision responsibilities. Lunchtime rotas extended to allow staggered lunch break and students to social distance. More staff on duty to support and guide students around the school.

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<p>at point of entry to school. All people entering the school must sanitise hands prior to entry- sanitizers are available at each several areas around school point.</p> <ul style="list-style-type: none"> • Staff informed on hygiene protocols to eliminate cross-infection risks. • Age appropriate instruction provided to students on hand washing methods • Any disposable face coverings that staff or students arrive wearing should be placed in a refuse bag and can be disposed of as normal domestic waste unless the wearer has symptoms of coronavirus, in line with the guidance on cleaning for non-healthcare settings. • Any homemade non-disposable face coverings that staff or students are wearing when they arrive at their setting must be removed by the wearer and placed into a plastic bag that the wearer has brought with them in order to take it home. The wearer must then clean their hands. 		
21	Reception areas- – non-compliance with Covid-19 government guidelines	<ul style="list-style-type: none"> • Telephone appointments/emails to office where possible to minimise queues at reception • Screens remain in place to separate staff and/or demarcation in place to maintain adequate social distancing • Notices to maintain social distancing displayed • Sanitisation / hand washing protocols to be observed when handling deliveries. • Enhanced cleaning regime in place at reception and all school settings in line with COVID-19: cleaning of non-healthcare settings guidance • Visitors : • Only essential visitors are allowed onto the school site. 	low	External visitors to be discouraged. Reception staff to be confident with visitors and the use of PPE.

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		<ul style="list-style-type: none"> • Ensure all visitors / building users are aware of expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school. • Signage in reception regarding good hygiene. • A record should be kept of all visitors 		
22	Corridors / staircases- - non-compliance with government guidelines	<ul style="list-style-type: none"> • While passing briefly in the corridor or outside on the school site is low risk, Kendrick will avoid creating busy corridors, entrances and exits. • Reminders and signage placed for adequate social distancing where queuing is expected. • Posters to maintain social distancing displayed • One-way systems introduced where reasonably practicable • Increased natural ventilation by opening windows • Reduce need for children to regularly leave the classroom where possible (containment/non mixing) • Where corridor use is required, consider release of a classroom at a time and stagger to reduce traffic and avoid spread of infection. 	low	Students and staff permitted to wear masks along corridor if they wish to do so. SLT to monitor and review situation regularly. Protocols and procedures remind staff and students to handle surfaces as little as possible.
23	Classrooms and teaching areas-cannot maintain and allow adequate social distancing and effective teaching within government guidelines	<ul style="list-style-type: none"> • Classrooms configured and rearranged so students are facing in one direction and are de-cluttered. • Teacher at the front of the classroom will be 2 meters away from the front row of desks. • Clear signage in all rooms. • Students to remain in 'bubbles' to reduce the amount of mixing and social contact. Students to remain in classrooms as much as possible to maintain integrity of the bubble. • Rooms have been de-cluttered to remove as many surfaces which may harbor the virus, as much as possible. 	low	Resources to be prepared in advance to reduce the risk of contagion. Practical lessons devised to allow students to view demonstrations. Sharing of equipment minimised and cleaned after usage.

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		<ul style="list-style-type: none"> Teachers to provide broad and balanced curriculum with appropriate resources. Whiteboards provided to all students to avoid social contact and movement amongst the students 		Large gatherings prohibited. Staff provided personal PPE packs.
24	School Kitchens / school meal provision at lunchtimes and breaktimes – social distancing measures cannot be adequately maintained	<ul style="list-style-type: none"> SLT have liaised with external catering provider to ensure RAs have been carried out and a system of pre-ordering lunch has been established. Staggered entrance and exit strategy into the canteen area. Hand cleaning must take place before and after all food and drink taken. Hand sanitized upon entry into canteen area. Masks may be worn when queuing in corridor areas. Contactless payment arrangements in place. Communal eating areas- tables and chairs configured to achieve social distancing and limited number of students only and which belong to the same bubble. At breaktimes/lunchtimes students to remain in the bubbles and designated areas. Supervision enhanced and students reminded of social distancing and hand cleaning at the start of all breaks. 	Low	All students to clean hand before eating. 6 th form exclusive access to canteen area at first break. 6 th form students not allowed to leave the site to purchase food elsewhere. Students encouraged to bring in packed lunches in disposable. Students allowed to eat in classroom areas. Desks must be cleaned before and after use. Additional staff supervision to ensure students maintain social distancing.
25	Staff Mental Well-being and workload – has been adversely affected during the period of lockdown and by the Covid-19 crisis in general	<ul style="list-style-type: none"> Staff are encouraged to focus on their well being Line managers are proactive in discussing wellbeing and workload with staff Staff have an opportunity to meet with the school counsellor for advice and guidance Staff advised of wellbeing resources and websites. Key staff are notified of any family bereavement, allowed compassionate leave and sensitivity from other colleagues 	medium	Line managers to meet more regularly with staff for a catch-up. Support plan to be arranged if required. INSET days to schedule an element of well-being or time for

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
				personal issues and exercise.
26	School Trips – non compliance with Covid-19 government policy and advice.	<ul style="list-style-type: none"> School residential trips currently suspended. 	Low	Essential educational day trips may go ahead on the basis full risk assessments are complete prior to booking confirmations and with SLT agreement.
27	Business Continuity- school closure due to outbreak – unsure of procedures and action to take.	<ul style="list-style-type: none"> Contingency planning and business continuity plan re-established and remote learning to become the default position. Schools Business Continuity Plan reviewed to include COVID-19 related risks School will take swift action if a positive test result for Covid19 is confirmed. School to contact Local Health Protection Team and follow their advice. Keep governors informed.(see Section 18) Schools to keep records 	Low/medium	All departments to review their schemes of work to be aware of future lockdown, e.g. all groups to teach the same topics at the same time where possible to support whole year group teaching. Google or Microsoft virtual classes to be set up at the start of term for all classes. IT support for staff and students to ensure remote access for all. SEND passports to be updated to support SEND students when remote learning.

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28	Student Mental Well-being and Behaviour- students adversely affected by pandemic, lockdown and isolation and disruption to the next phase of education transition	<ul style="list-style-type: none"> • There are sufficient numbers of staff available to support students with mental health issues and provide the necessary advice and guidance • There is access to professional nurses and counsellors for students to talk to someone about wellbeing/mental health • Wellbeing and mental health is discussed in the PHSCE curriculum programme and remote assemblies • Resources and websites to support mental health of students. • Bereavement folder updated and support can be provided. • Staff recognize the impact of lockdown and social distancing measures on students' mental health and well-being. 	medium	Additional counsellor sessions can be made available. Staff to be extra vigilant regarding student behaviour and apply therapeutic training techniques at all times. Staff to be aware of family bereavement due to Covid-19 and the traumatising effect on the student and family.
29	School Uniform – belief that unclean uniform may increase the risk of spreading the virus	<ul style="list-style-type: none"> • Uniform policy in place. • Government guidance states the washing of uniforms each day is unnecessary. • PE kits may be worn to school if PE lessons timetabled. Black track suit bottoms must be worn when travelling to and from school. 	Low	Expectations and guidance are communicated to parents/carers.
30	COSHH Cleaning / Sanitisation products- adverse effects arising from the increased use of cleaning and sanitising products	<ul style="list-style-type: none"> • Manufacturers Safety Data Sheet provided to users of chemical outlining safe use, storage, emergency arrangements and PPE to be used. • Premises and cleaning staff keep cleaning and sanitisation products stored and secured and out of reach of children at all times Cleaning staff and the school's external cleaning provider ensure safe systems and protocols for use and storage are in place. 	Low	Chemical Inventory and COSHH risk assessment updated. Each Covid Hygiene box to have a laminated protocol/instruction leaflet. Students instructed not to use items without the supervision of staff for their protection.

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				All hygiene boxes have lids.
31	SEND Students & BAME- increased risk due to prevalence of Covid-19 in community or care requiring closer contact affecting social distancing guidelines.	<ul style="list-style-type: none"> Individual risk assessments for specific students will be reviewed and coordinated by the SEND Coordinator. This will include students who have not previously needed a risk assessment but who in the new circumstances may pose a risk e.g. BAME students Students who need specific care or specific needs, which cannot be delivered whilst ensuring social distancing e.g. SEND students 	low	SEND Coordinator and TLCs review RA measures and communicate effectively with students, parents and carers.
32	Pregnant Staff and other staff with underlying health conditions- have not been identified and measures have not been put in place	<ul style="list-style-type: none"> All pregnant staff or those with underlying health conditions must make their conditions and circumstances known to the school. Pregnant staff must seek and act on the advice of their GP/consultant/midwife. Pregnant staff must carry out a RA with their line manager to mitigate any risks Follow the RCOG advice published, including advice for women from 28 weeks gestation or with underlying health conditions who are at greater risk. 	Low/medium	SLT to be informed ASAP in order to minimise risks to staff and child and put in place staff cover measures for any absence. Monitor for future updates.
33	Transport – public –use of bikes- public transport adversely affects student and staff attendance and punctuality	<ul style="list-style-type: none"> Transport survey of staff and students carried out. Liaison between LA and public transport companies have taken place. Stakeholders encouraged to walk or cycle to school. Cycle policy and agreement revised and updated. Students to sign Cycle Agreement and adhere to regulations. 	Low/medium	Expected increase of car use and dropping off students at school. Supervision of entrance/exits to ensure H&S concerns addressed and public access not impeded leading to complaints by local residents.

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34	Extra Curriculum Provision- including music lessons to reduce the risk of contagion - School Calendar- too full with programme of events including educational visits, residential, concerts and meetings	<ul style="list-style-type: none"> • All clubs, activities, evening events and House Events to be reviewed and to go ahead only with discussion and agreement by SLT. • Information and welcome events to be conducted remotely. • Parent teacher consultations to be reviewed and may be conducted remotely. • Temporary suspension of residential trips, all day trips to be proposed and agreed with the Headteacher. • All meetings of staff and students to be conducted under social distancing guidelines or remotely as appropriate. • Music assemblies will resume late September/October to provide opportunity to assess the situation and current measures in school. • Peripatetic music teachers delayed start and conduct music instruction remotely • Supply staff allowed on site if required and advised of Covid- safe practices in school. • Events and concerts suspended until larger gatherings are permissible and when government regulations allow. 	Low	There is no expectation to run extracurricular activities. The start of these may be delayed to allow priority to the teaching and learning procedures to be implemented and secured first. Concerts and events have not been put into the yearly school calendar to ease the return of school and reduce expectations, workloads on staff and students. Risk assessments received from Berkshire Maestros.
35	Curriculum Expectations - Students have fallen behind in their learning and understanding especially PPG students and the achievement gaps widens	<ul style="list-style-type: none"> • Gaps in learning of PPG students to be assessed and addressed in teachers' planning • Intervention available for students who have fallen behind once teacher assessments are complete • Exam syllabi for 2020/21 established and expected to be fully covered. • Remote learning will be the default position if lockdown required. 	Low	Intervention plans put in place. Monitoring and assessment data scrutinized regularly. Catch-up funds to be used and tuition/booster classes to be arranged as required.

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				SLT and teachers to provide assurance to students and parents/carers that 2020/21 curriculum needs to be met.
36	Hirers and Lettings Facilities –non compliance of social distancing and enhance hygiene controls	<ul style="list-style-type: none"> • Clubs to provide sport appropriate risk assessment. • School procedures and protocols regarding social distancing, enhanced cleaning, and hygiene have been put in place. • Communication with hirers to explain Covid-19 safe measures taken place advising of the school protocols e.g. avoidance of changing facilities, no spectators, one-way system etc • Contactless payment system to be introduced from September 2020 to reduce the amount of cash handling. 	Low/medium	<p>School procedures and protocols to be monitored and reviewed once lettings facilities are fully in use.</p> <p>Additional leisure attendants on shift to ensure sufficient personnel available to clean sport areas and equipment after use.</p> <p>One way systems in place to minimize contact.</p> <p>Any infringement of school COVID- 19 procedures and protocol by hirers will be acted upon with club management and the SBM.</p>
37	Available capacity- the number of available staff is lower than required to teach in school and operate effective remote school learning.– new Timetable	<ul style="list-style-type: none"> • The health and availability of all staff members is known and regularly updated so that deployment can be planned and initiated effectively. 		Staff who are BAME or aged 50 plus and may be susceptible to risk of poor health should they contact COVID-19 have

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
		<ul style="list-style-type: none"> Clinically vulnerable staff have been identified and Health Risk Assessment carried out. Staff to contact headteacher. Adaptations made as required and as practically reasonable. Staff who are self-isolating but well enough to teach and work remotely will continue to do so. 		<p>been identified and spoken with their line manager. Risk assessments to be carried out. Contingency timetables are available for reduced numbers of staff. Technicians redeployed for cover if required. Contingency cover for SLT members in place in case of sickness or self-isolation.</p>
38	Governance & oversight- Governors are not fully informed or involves in the key decision making	<ul style="list-style-type: none"> On line meetings and face-to-face meeting scheduled throughout the academic year to ensure statutory requirements are met. Governing body informed and involved in the re-opening of the school Governors are briefed regularly on the latest government guidelines 	Low	<p>SLT and Chair of governors in regular communication. Remote conference meetings to continue.</p>
39	Communication Strategy- Key stakeholders are not fully informed about changes in procedures and protocols due to Covid -19	<ul style="list-style-type: none"> Communication strategies for all key stakeholder groups are in place: Staff Students Parents/Carers Governors Outside agencies, contractors and hirers 	Low	<p>SLT have planned communications with all stakeholders starting from July. Communication and key messages in line with government guidelines are reinforced regularly. Website has</p>

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				been adapted to include a Covid-19 section. Complete Risk assessment has been uploaded onto the website. SLT weekly newsletters to be maintained. Hirers have been contacted.
40	CPD & INSET- staff are not trained in new procedures and unsure how to comply with guidance leading to increase in health and safety risks	<ul style="list-style-type: none"> • Week 1 of the 2020/21 academic year is for staff only to become familiar with the new arrangements and hygiene measures. • INSET day programme on Covid-19 and PPE and risk assessments • Induction for all staff on infection control , Fire Evacuation, safeguarding • New staff to undertake induction programmes and liaise with assigned mentor, maintaining social distancing guidelines. 	Low	Handbook to be revised to include Covid-19 infection control measures and the use of PPE. In year INSET programme reviewed and revised to provide Covid safe procedures. Use of Therapeutic Behavioural strategies to be reinforced to help students affected by lockdown.
41	Free School Meals (FSM)- PPG-BURSARY- students eligible for Free School Meals and additional support do not receive adequate financial assistance and FSM	<ul style="list-style-type: none"> • School Admin procedures to ensure all FSM entitled students receive free school meals under the new canteen pre-ordering system without stigma. • Financial help for transport, uniform and educational resources is provided. • Liaison with external catering company to ensure hot meals available for FSM eligible students. 	Low	Communication with parents/carers to ensure FSM applications are completed, to be robust.

Hazards and Risks		Existing Control Measures	Risk Level <i>(Very High, High, Medium, Low)</i>	Further Actions √/X <i>(If √ See Actions)</i>
42	Finance –cost of Covid-19 control measures and enhanced facilities places an additional financial strain	<ul style="list-style-type: none"> • Key budget lines for additional caretaking and hygiene costs have been augmented to allow the purchase of sanitizers, soap, PPE etc. • Additional Covid-19 costs closely monitored due to the additional cost pressures • Monitor the Lettings income stream to check budget target will be met. • Track PPE and hygiene supplies to ensure use for school purposes only. Stock control measures in place. 	Medium/high	School will comply with government Covid19 claim requirements and where possible claim for additional funding. Potential savings will be highlighted to off- set additional spending on Covid19 related safeguarding measures. SLT and governors to communicate with ESFA and government the additional cost of Covid safe measures on staffing and resources costs.
43	Staff workplaces- staff rooms do not allow observation of social distancing	<ul style="list-style-type: none"> • Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow social distancing • Social distancing and hand sanitization guidelines apply. • Increased cleaning of hard surfaces. • Minimise sharing of items and resources and items sanitized before sharing/re-use 	Low	Staff have been briefed on the use of the rooms and will be sensitive to the need of individuals. Maximum room capacity limits to be established for all rooms and placed externally.
44	Wearing of face masks and face coverings increases the risk of spreading Covid-19	<ul style="list-style-type: none"> • Students will be instructed how to wear face coverings safely – avoid face touching, wash hands before and after when putting masks on and off. • School has a process and instructions for students wearing face coverings and masks when they arrive in school. 	Low/medium	Staff have been briefed how to instruct students on the wearing and safe storage and removal of masks.

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		<ul style="list-style-type: none"> School has allowed the wearing of face coverings and masks by staff and students as optional but may have to be worn in certain circumstances. Students supported if they have medical or other reasons why they cannot wear masks. 		
45	Attendance of staff and students is low due to anxiety of catching Covid -19 affecting the education of children and wider development	<ul style="list-style-type: none"> School to communicate with parents/carers that it is their duty to secure regular attendance at school from September 2020. All students must attend school. School will record attendance and follow up absences. School can impose sanctions, including fixed penalty notices. School to ensure details of staff and students having to self-isolate are known and monitored. Shielding advice from August 1st 2020 means that only a small number of staff and students are expected to remain shielding. School to have due regard and sensitivity for staff and students for concerns about the comparative risk from coronavirus especially from BAME backgrounds or who have certain conditions such as obesity and diabetes 	Low/medium	Line managers supported by SLT to undertake individual risk assessments and put in additional reasonably practical measures if required. Governors and SLT to provide additional reassurance of the measures in place to reduce the risk in school. Effective communication with parents/carers that students should be school unless statutory reasons apply. SLT will explain to staff the measures in school to reduce risk to provide the necessary reassurance. Individual concerns can be discussed with SLT.

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
46	New appointments cannot take place due to the effects of Covid-19 and social distancing regulations	<ul style="list-style-type: none"> Practice of appointing staff using of remote interviews is now well established. Application forms are distributed to the interviewing panel electronically. 	Low	SLT and governors will continue to appoint new staff using remote video conferencing methods. Enhance DBS checks and safeguarding procedures will remain rigorous and robust to ensure only suitable candidates are appointed.
47	Staff appraisals cannot take place due to Covid-19 and lack of suitable evidence	<ul style="list-style-type: none"> SLT will follow the government guidelines and details in the STPCD. 		SLT and governors will continue to work to the October 31 st 2020 deadlines. Changes in scale and performance related pay will be applied.

ACTION PLAN
(Additional Control Measures Required/Recommended Actions)

Hazards and Risks		<i>Recommended Actions</i>
	Change in government guidance and lack of consistency in approach	Kendrick will continue to receive daily government guidance notifications and advice from ASCL and will react and act to minimise the threat of infection but maximising the teaching and learning in school or remotely.
	Safeguarding	Level 1 training update for all staff in September 2020 has taken place. Temporary appointments of more DSLs to make a team.

Please note:

All controls are subject to change should government guidance change due to changes to the 'R' rate. This could change on a daily basis. Government and DfE guidance MUST be regularly reviewed. Risk assessment must be reviewed if there is a significant change.

Any further actions identified should be completed before the assessed task is carried out.