

HOLLINGWORTH ACADEMY

WORKPLACE RISK ASSESSMENT

SEPTEMBER 2020
FULL SCHOOL RE-OPENING

Created	July 2020
Review Period	Live Document – updated as and when legislation and guidance changes
Version	2

Version History

Version	Date	Amendments
Version 1	20/07/2020	
Version 2	11/08/2020	Updates from SLT & SEMT review added in purple Updates from Stone King Review added in blue
Version 3	25/08/2020	Updates from LGB added in green

Document Review:

To ensure that this document has taken into account all areas to ensure the safety of all stakeholders, this document will be shared with the following groups. Any actions suggested will be considered and the document will be updated accordingly.

Reviewed By:	Date:	Action Updated:
SLT & SEMT	28/07/2020	31/07/2020
Staff Consultation	14 -19/08/2020	FAQ Document
Stone King (School Solicitors)	03/08/2020	11/08/2020
Local Governing Body	24/08/2020	25/08/2020
School Working Party	19/08/2020	FAQ Document
LA Task Force	17/08/2020	Awaiting Response
Also shared with School Contractors – Engie	w/c 24/08/2020	

Document Published to Staff:

This is a live and developing document. To ensure that staff are fully aware, updated copies of the document have been sent to staff on the following dates:

Version	Date
2	14/08/2020

Document Published on the School Website:

This is a live and developing document. To ensure that parents/carers and pupils are fully aware, updated copies of the document have been uploaded to the school website on the following dates:

Version	Date
3	28/08/2020

This is a live document. To ensure the health & safety of our school, staff, pupils and other stakeholders, this document will be continually monitored and reviewed on a regular basis OR as and when government guidance changes OR matters arise in school.

Reporting and Feedback Procedure

During the consultation period staff will be able to feedback any concerns regarding the WRA via the consultation form.

If staff have any queries, concerns or things they would like to see included regarding the WRA they can report these to:

- The Staff Working Party
- To the "Ask Darren" channel on the "All Staff" Team (Microsoft Teams App)
- Directly to Health and Safety representatives in school or to HR
- Via the FM Helpdesk

Any issues raised by staff will be discussed with the individual and relevant outcomes will be recorded on this form and fed back to the individual.

HEALTH & SAFETY RISK ASSESSMENT

School:	HOLLINGWORTH ACADEMY	Department:	All School / Workplace
Job / Role / Task:	Workplace Risk Assessment – Full Re-Opening – September 2020		
People who might be harmed, i.e. staff, pupils, members of public:	Staff, Pupils, Visitors	Assessment Date:	20/07/2020
Are there any special considerations needed for new and expectant mothers or persons under 18, etc:	Yes	Review Date:	
If YES, please specify:	Special considerations are detailed throughout the document and in the Equality Impact Assessment. New and expectant mothers are referred to/included in the vulnerable staff group as mentioned in the assessment.		
Names of all involved in the assessment process: SCO/JHA/DR/DBE/SEMT	Lead Assessor: email	Manager Authentication: email	
Information: This risk assessment has been undertaken in light of the recent Coronavirus pandemic. Hollingworth Academy are putting the measures detailed below in place for staff and pupils attending the school from September 2020. We will review this risk assessment as further government guidance is released. The risk assessment aims to ensure the health and safety of those in the building, to prevent infection and spread of the virus and to assess how we can best support staff and pupil wellbeing throughout the pandemic.			

Hazard/Risk Identified Task/Activity/Process/Stressor	Risk	Current Precautions in Place	Further Information & Actions	Action by When	Action by Whom	Date Action Completed
1. Our Employees						
1.1 Staff Awareness Staff awareness of COVID-19 symptoms and procedures in school.	Risk / Spread of Infection	<ul style="list-style-type: none"> Any employee or persons within their household that have coronavirus (COVID-19) symptoms should not attend school / setting. They should self-isolate immediately and arrange to have a test. Any employee who has tested positive for COVID-19 should not attend school/ setting for 10 days from the onset of symptoms. If the test is positive but the employee has not had symptoms, they should self-isolate for 10 days from the date of the test. Any employee who develops COVID-19 symptoms during the school day should go home as soon as possible and should arrange to have a test. Potential outbreaks (local or school based) will be treated as urgent and shared with staff at an early stage. 	<ul style="list-style-type: none"> Information regarding COVID-19 symptoms to be sent to staff on a regular basis. COVID-19 symptoms and procedures are included in posters on display in all rooms around the building. COVID Testing Procedure in place as of June 2020, to be updated and re-sent to all staff & parents at the start of the autumn term. Suspected COVID-19 procedure and testing information to be sent to all staff on return in September. Advice will always be taken from PHE and HPT about potential outbreaks and this will be communicated to staff. 	Ongoing September August September Ongoing	SCO/KLE DBE/SCO SCO/DR DR	Ongoing September September September Ongoing
1.2 Individual Risk Assessment An individual risk assessment will be completed for all staff that have protected characteristics / underlying health conditions that increase their potential risk from coronavirus (COVID-19): <ul style="list-style-type: none"> BAME Clinically Vulnerable Extremely Clinically Vulnerable 	Risk / Spread of Infection	<ul style="list-style-type: none"> An Equality Impact Assessment identifying any groups who may be at an increased risk due to the pandemic. This includes a BAME Risk Assessment; Line Managers have undertaken this with identified BAME staff prior to re-opening. A Staff survey has been completed in May 2020 to inform the school of staff health conditions. Staff were sent a second survey in July 2020 which allowed the opportunity for any further health updates to be passed on to HR/SLT. Personal risk assessments will be completed with all staff who are extremely clinically vulnerable or clinically vulnerable. The risk assessment will consider what adjustments can be put in place for individuals. For staff who are extremely clinically vulnerable, they may continue to work from home in September if appropriate risk control measures cannot be put in place for them and their role. Risk Assessments to take place with relevant individuals who have identified in the staff survey that they are vulnerable. Following government guidance the school will identify whether it is appropriate for the member of staff to be in school and make relevant adjustments to their role to ensure social distancing. 	<ul style="list-style-type: none"> Individual staff who require RA or adjustments to their role to be identified. Line Managers/H&S Team to complete RA with identified staff. Risk Assessment to be completed with identified staff and reasonable adjustments to be put in place prior to recommencing in school. To ensure staff safety, if staff have not been identified and feel they require a risk they are to contact HR for an individual risk assessment to take place. 	July/August September training day September training day	DBE LM/H&S Team LM/H&S Team	September September September Ongoing
1.3 Availability of staff The number of staff who are available is lower than that required to teach classes in school and operate effective home learning	Adequate cover of lessons Adequate support in school to ensure provisions for staff and pupils e.g. Catering/H&S/Cleaning	<ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. Staff who are self-isolating or shielding but who are well enough to teach lessons online will support any home learning provision and HOD's with planning from home. Full use is made of testing to inform staff deployment. Supply staff to support with cover requirements, as per normal staff absence and cover procedures. 	<ul style="list-style-type: none"> Review of staff absence and COVID-19 reporting system to ensure school is informed when staff are unable to work. In the event of staff being unable to attend school/sickness, the Asst. Data Manager is in school each morning to find cover as necessary. Staff who are WFH to support those pupils who are continuing with remote learning. 	July/August Ongoing August	DR/DBE DR/CR	In place for September September

Hazard/Risk Identified Task/Activity/Process/Stressor	Risk	Current Precautions in Place	Further Information & Actions	Action by When	Action by Whom	Date Action Completed
1. Our Employees						
1.4 Staff Working from Home Ensuring there is regular communication with staff working from home due to shielding/Self Isolation	Staff Wellbeing Ensuring staff have adequate resources to complete their role.	<ul style="list-style-type: none"> We regularly contact / keep in touch with colleagues who are self-isolating/ working from home and monitor / support both their physical and mental health & wellbeing. We provide suitable information and equipment to work at home safely and effectively, including those staff who require additional aids and adaptations. 	<ul style="list-style-type: none"> Line Managers to communicate regularly with those staff working from home, via email/teams/phone calls. Discussions to include wellbeing and managing workload. Wellbeing information and posters with links to the employee assistance programme to be re-sent out to those staff working from home. Line Managers/HR to ensure staff are aware of the COVID-19 Testing available. 	Ongoing Ongoing Ongoing	LM DBE LM/DBE	Ongoing Ongoing Ongoing
1.5 Staff Training Days	Risk / Spread of Infection	<ul style="list-style-type: none"> Staff training days are being planned to ensure that sessions are either delivered online or in smaller groups, to allow for social distancing and prevention of large gatherings. Staff induction for all on changes in procedures to take place as part of the September training days. 	<ul style="list-style-type: none"> Training day schedules will be sent to all staff ahead of returning in September 2020. Induction presentation to cover updated procedures for all staff as part of September training days. 	August 2020 August 2020	AS/JM/DBE DR/CR/DBE	w/c 24/08/2020 w/c 24/08/2020
1.6 Staff Dress Code	Risk / Spread of Infection	<ul style="list-style-type: none"> Staff will return to wearing their usual professional dress in the autumn term. Professional dress plays a valuable role in contributing to the ethos of Hollingworth and setting an appropriate tone. Clothing does not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. Staff who chose to wear PPE (i.e. a mask) in school will be supported 	<ul style="list-style-type: none"> Information re. Professional dress to be included in the information sent to staff prior to re-opening. Staff are to follow the professional dress code as published by HR. 	August August	DR/SEMT DR/HR	w/c 24/08/2020 w/c 24/08/2020

Hazard/Risk Identified Task/Activity/Process/Stressor	Risk	Current Precautions in Place	Further Information & Actions	Action by When	Action by Whom	Date Action Completed
2. Our Pupils						
2.1 Pupils Awareness Pupil awareness of COVID-19 Symptoms and procedures in school.	Risk / Spread of Infection	<ul style="list-style-type: none"> If a pupil or anyone within their household has coronavirus (COVID-19) symptoms, they should not attend school / setting. They should self-isolate immediately and arrange to have a test. Any pupil who has tested positive for COVID 19 should not attend school/ setting for 10 days from the onset of symptoms. If the test is positive but the pupil has not had symptoms, they should self-isolate for 10 days from the date of the test. Any pupil who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should arrange to have a test. 	<ul style="list-style-type: none"> Information regarding COVID 19 symptoms to be included in the information sent to parents/carers prior to the schools return in September 2020. COVID-19 symptoms and procedures are included in posters on display in all classrooms around the building. If a pupil develops COVID-19 symptoms, staff are to follow the school procedures and send the pupil to the School Nurse. The School Nurse/HOY will inform parents/carers on how to arrange a test, and how to keep the school up to date/informed of test results. COVID Testing Procedure in place as of June 2020, to be updated and re-sent to all staff & parents at the start of the Autumn term. 	September September Ongoing Ongoing August 2020	DR/SEMT SCO/KLE All Staff JWA/HOY DBE/SCO	w/c 24/08/2020 September Ongoing Ongoing In place for September
2.2 Individual Risk Assessment An individual risk assessment will be completed for pupils that have protected characteristics / underlying health conditions that increase their potential risk from coronavirus (COVID-19): <ul style="list-style-type: none"> BAME Clinically Vulnerable Extremely Clinically Vulnerable 	Risk / Spread of Infection	<ul style="list-style-type: none"> HOY/SEND/CO/DSL/School Nurse to identify any pupils who have increased risk from coronavirus. The Trust Equality Impact Assessment should be used as a guide, in addition to known health conditions. Risk Assessments to take place with relevant pupils and their parent/carer who have been identified as vulnerable. Following government guidance the school will identify whether it is appropriate for the pupil to be in school and make relevant adjustments to ensure social distancing. 	<ul style="list-style-type: none"> Individual pupils who require RA or adjustments to be identified. HOY/SEND/CO/DSL/School Nurse to complete RA/Healthcare plan with identified pupil and parents/carer. Risk Assessment to be completed and reasonable adjustments to be put in place prior to recommencing in school. BAME Risk Assessment to be put in place for pupils on return in September 	September September September September	HOY/EE/JBN/JWA HOY/EE/JBN/JWA HOY/EE/JBN/JWA SCO/MM	September September September September
2.3 Transition Ensuring pupils moving on to their next phase in their education feel prepared for the transition	Transition programme for Year 7 carried out virtually in Summer 2020. Pupils have not had physical induction in school.	<ul style="list-style-type: none"> The transition team and pastoral staff have spoken with pupils and their parent/carers about the next stage in their education and resolved any issues. Virtual tours of the school took place with parent/carers and pupils. Online induction days took place with pupils and parent/carers. 	<ul style="list-style-type: none"> An induction day is taking place for Year 7 on the first day of term to ensure pupils are aware of the procedures in the building. Recovery timetable and curriculum is planned for the autumn term. 	September Autumn Term	SLT/Pastoral/Transition Team SLT/CR	September In place for September
2.4 Pupil Behaviour Ensuring pupils' behaviour on return to school complies with social distancing guidance	Risk / Spread of Infection	<ul style="list-style-type: none"> Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. Staff model social distancing consistently. The movement of pupils around the school is minimised. Large gatherings are avoided. Break times and lunch times are structured to support social distancing and are closely supervised. The school's Behaviour Policy has been revised to include compliance with social distancing and is to be communicated to staff, pupils and parent/carers. SLT to monitor areas where there are breaches of social distancing measures and arrangements are reviewed. Messages to parents reinforce the importance of social distancing. 	<ul style="list-style-type: none"> Changes to the behaviour policy and guidance to be shared with staff during the September INSET days. The schools behaviour expectations to be shared with pupils during the induction days in September. Staff are to remind pupils of behaviour expectations, social distancing and hygiene procedures regularly throughout the school day. Pastoral team to look at procedures for pupils not complying with social distancing and how this is passed on to parent/carers. 	August August September/Ongoing August	MM MM All Staff MM/Pastoral	September September September September
2.5 Curriculum Catch Up	Pupils falling behind	<ul style="list-style-type: none"> As part of the school recovery plan, the curriculum is to be re-mapped so that pupils do not have gaps in their learning and that learning is well sequenced and supports progression. Intervention is one of the 6 strands of the School Recovery Plan. Further information is detailed in the School Recovery Plan. 	<ul style="list-style-type: none"> Ensure that SLT/HoD re-appraise how to deploy a blended range of approaches to support learning. Ensure that reading remains a high focus in tutor time and during curriculum time. 	August	CR/CH/BL	In place for September
2.6 Uniform	Risk / Spread of Infection	<ul style="list-style-type: none"> Hollingworth pupils will return to wearing their usual uniform in the autumn term. Uniform plays a valuable role in contributing to the ethos of Hollingworth and setting an appropriate tone. 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. 	<ul style="list-style-type: none"> Information re. School uniform to be included in the information sent to parents prior to re-opening. Information about pupil non-compliance in relation to school uniform to be included in the Behaviour Policy and be communicated to pupils/parents/carers. Hollingworth will take a mindful and considerate approach in relation to parents who may be experiencing financial pressures. 	August August August	DR/SEMT MM Pastoral	September September September
2.7 Lockers	Risk / Spread of Infection	<ul style="list-style-type: none"> To adhere to social distancing guidelines, lockers will not be used for the foreseeable future. 	<ul style="list-style-type: none"> Instructions to Parent/Carers and pupils about lockers being unavailable for the foreseeable future will be included in the information sent out prior to school reopening in September. Pupils will be asked to bring minimal resources into school. 	August September	DR/SEMT MM	w/c 24/08/2020 w/c 24/08/2020

Hazard/Risk Identified Task/Activity/Process/Stressor	Risk	Current Precautions in Place	Further Information & Actions	Action by When	Action by Whom	Date Action Completed
2. Our Pupils						
2.8 Continued Provision Ensuring that there is continued education provision for those pupils who cannot attend school due to shielding/self-isolation	Pupils falling behind	<ul style="list-style-type: none"> Online and remote learning will continue for those pupils who are unable to attend school. Refer to school recovery plan – blended learning/intervention 	<ul style="list-style-type: none"> A whole school intervention plan, which ensures that appropriate interventions impact according to the needs of each child (ranging from high quality first teaching to 1 to 1 tuition), to be created and shared with staff. 	September	DR/SEMT	September

Hazard/Risk Identified Task/Activity/Process/Stressor	Risk	Current Precautions in Place	Further Information & Actions	Action by When	Action by Whom	Date Action Completed
3. Infection Control : Arrangements in place to limit the spread of COVID-19						
3.1 Cleaning Ensuring there is capacity for an initial deep-clean and ongoing cleaning of surfaces are to the standards required	Level of cleaning required to prevent spread of infection cannot be met/maintained. Risk / Spread of Infection	<ul style="list-style-type: none"> An ongoing enhanced cleaning plan is agreed with the schools FM and implemented, which minimises the spread of infection. Working hours for cleaning staff are increased. A review of ENGIE Risk Assessments and Procedures was carried out by the Ops Team and liaison with LA, FM and SPV regarding any issues or concerns during the summer term. 	<ul style="list-style-type: none"> Cleaning requirements as set out by government guidance to be raised with the schools FM provider by Hollingworth and the LA. More reactive cleaning plan put in place on site during the day. This will mean toilets and circulation areas (handrails, handles) cleaned more regularly during the school day. New cleaning equipment to be purchased by the school and FM to ensure all cleaning requirements are met. Regular meetings to ensure cleaning is completed at the expected level. Staff are to report any cleaning breaches to FM helpdesk. Cleaning checks to be carried out daily. 	Ongoing	Ops Team/LA/FM	Ongoing
				Ongoing	Ops Team/LA/FM	Ongoing
				September	Ops Team/LA/FM	September
				Ongoing	Ops Team/LA/FM	Ongoing
				Ongoing Ongoing	ALL Staff Ops Team/LA/FM	Ongoing Ongoing
3.2 Hygiene and handwashing Ensuring that there is adequate supplies of soap and hand sanitiser so that pupils and staff can wash their hands with sufficient frequency Individuals forget to wash their hands regularly and frequently Individuals forget to not touch their face	Risk / Spread of Infection Risk / Spread of Infection	<ul style="list-style-type: none"> Staff and Pupils are encouraged to wash their hands on arrival in the building and regularly throughout the day. All classrooms will be provided with hygiene packs. Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day in all toilets and workrooms. Staff training includes the need to remind pupils of the need to wash/sanitise their hands regularly and frequently, and to not touch their face. Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. SLT to monitor the extent to which handwashing is taking place on a regular and frequent basis. 	<ul style="list-style-type: none"> School to work with FM provider to ensure that handwashing facilities are maintained in line with increased demand. Regular stock checks of hand wash in school and orders completed as necessary. Hygiene packs to be placed in every classroom and office throughout the building, including hand sanitiser, disinfectant spray, blue roll and tissues. Regular stock checks of hygiene packs in school and orders completed as necessary. Staff to request stock as and when needed, to be distributed in a recorded manner to ensure supplies are available. Method of how to request stock to be communicated to staff in the induction. Additional hand sanitiser stations to be ordered and put in pupil and staff entrances and exits. A designated member of staff / point of contact will be appointed as having responsibility for restocking / ordering hygiene products. Information on handwashing and hygiene to be included in the staff and pupils inductions and training on reopening the school. Handwashing posters to be placed in all toilets and workrooms. 	Ongoing	Ops Team/LA/FM	Ongoing
				Ongoing	Ops Team/LA/FM	Ongoing
				August	H&S Team	w/c 31/08/2020
				Ongoing	Technicians/other support staff	Ongoing
				Ongoing	ALL STAFF	Ongoing
				July/August	SCO/JHA	w/c 24/08/2020
				August/September	DBE	September
August	MM/SEMT	w/c 31/08/2020				
August	SCO/KLE	w/c 24/08/2020				
3.3 Uniform	Risk / Spread of Infection	<ul style="list-style-type: none"> Hollingworth pupils will return to wearing their usual uniform in the autumn term. Uniform plays a valuable role in contributing to the ethos of Hollingworth and setting an appropriate tone. 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. 	<ul style="list-style-type: none"> Information re. School uniform to be included in the information sent to parents prior to re-opening. Information about pupil non-compliance in relation to school uniform to be included in the Behaviour Policy and be communicated to pupils/parents/carers. Hollingworth will take a mindful and considerate approach in relation to parents who may be experiencing financial pressures. 	August	DR/SEMT	w/c 24/08/2020
				August	MM	September
				August	Pastoral	Ongoing
3.4 Soft Furnishings The use of fabric chairs may increase the risk of the virus spreading	Risk / Spread of Infection	<ul style="list-style-type: none"> Fabric chairs will be removed from classrooms and offices where possible. Where that is not possible, in offices, chairs are limited to single person use. 	<ul style="list-style-type: none"> Review of chairs in offices, classrooms and workrooms. Remove where possible/reduce use. Suitable areas in school to be identified and used for storage of furniture which is being taken out of use. FM to look at purchasing cleaning equipment and products suitable for use on soft furnishings for September. Fabric chairs will be allocated to Yr. 8 pupils teaching rooms where classroom movement is minimal. Seating plans to ensure pupils will have an allocated chair/single usage. 	July	SCO	August
				July/August July	SCO/JHA/FM SCO/JHA/FM	w/c 24/08/2020 August
				July/August August	FM SCO/JHA/FM	August w/c 24/08/2020
3.5 Testing and Tracing Testing to be used effectively to help manage staffing levels and support staff wellbeing	Risk / Spread of Infection	<ul style="list-style-type: none"> Government guidance on getting tested has been published. The school advice document for staff on the testing process has been created and sent out to staff. 	<ul style="list-style-type: none"> The guidance is to be included in the staff training during the September INSET days. The school advice document on the process and post testing support to be made available for staff as needed. 	September	DR/SEMT	September
				September	DBE	September

Hazard/Risk Identified Task/Activity/Process/Stressor	Risk	Current Precautions in Place	Further Information & Actions	Action by When	Action by Whom	Date Action Completed
3. Infection Control : Arrangements in place to limit the spread of COVID-19						
3.6 Infection Transmission Procedures in place to ensure the school is made aware of any suspected or confirmed cases of COVID-19 and subsequent actions to be taken.	Risk / Spread of Infection	<ul style="list-style-type: none"> A review of first aid procedures in school including alert system to deal with pupils/staff displaying symptoms of COVID-19 carried out in June 2020. Procedures have been put in place to deal with any pupil or staff displaying symptoms in school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative. Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply. A record of any COVID-19 symptoms in staff or pupils is reported to the Trust and Local Authority. Any confirmed cases are reported to the Trust, LA and HPT. 	<ul style="list-style-type: none"> A review of staff and pupil reporting procedures of COVID-19 to be carried out and any amendments to be put in place and communicated to staff/parents/carers. Communication to parent/carers/pupils/staff of what to do if they or family members are displaying symptoms – website/posters in school/social media. To be included in the information sent to parents/carers prior to reopening. Procedure to be put in place to inform staff, parents/carers of any suspected or confirmed cases within the school. Measures to be put in place to notify clinically vulnerable and extremely vulnerable groups of cases that arise in school and advice to be given. 	July / August August September August	DR/ HR/MM SEMT DR/SEMT DR/HR/MM	September Ongoing
3.7 Ensuring staff, pupils and parents/carers are aware of the school procedures of anyone displaying symptoms of or if there is a confirmed case of COVID-19	Risk / Spread of Infection	<ul style="list-style-type: none"> Staff, pupils and parents/carers have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. The Hollingworth Learning Trust COVID19 Testing Procedure (which includes information on symptoms, isolation and how to book a test) was written and shared with all staff in June 2020. This guidance will be explained to staff and pupils as part of the induction process. It will also be put on the school website and communication with parents advising them to read this. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	<ul style="list-style-type: none"> The Hollingworth Learning Trust COVID19 Testing Procedure (which includes information on symptoms, isolation and how to book a test) to be included in the information sent out to pupils, parents/carers prior to reopening in September 2020. Guidance and advice to be included and explained in the staff and pupils inductions and training for reopening. Guidance and procedures to be placed on the school social media pages and website for parents/carers to access when needed. To be updated as and when information changes and communicated to staff/pupils/parents/carers. If there is 1 confirmed positive cases in school the school will liaise with the LA, trust and local health protection team. If there are 2 confirmed positive cases in school the school will liaise with the local health protection team for guidance which will help take the responsibility for decision making away from the school. 	August August August Ongoing	DR/SEMT DR/SEMT DR/SEMT DR/SEMT	September September September Ongoing
3.8 First Aid/Designated Safeguarding Leads Ensuring that there are designated First Aiders and Designated Safeguarding Leads available.	Reduction in number of trained available staff to ensure pupil and staff safety	<ul style="list-style-type: none"> First Aid certificates extended for three months. Face to Face First Aid training courses have recommenced and relevant staff will be attending these courses during the autumn term. There are currently 6 staff in school who have completed the CP Training and are able to assist if the DSL was absent. 	<ul style="list-style-type: none"> Online training has been made available for first aiders via iHasco until they are able to attend face to faces courses in the autumn term. The School Nurse is in school daily from 8:30am to 3:30pm to deal with First Aid and Medicals. Additional staff are to complete the CP Training in the 2020-21 academic year 	Set up and available as required. Ongoing	SCO JBN	
3.9 Medical rooms Ensuring that medical rooms are adequately equipped and configured to maintain infection control	Risk / Spread of Infection	<ul style="list-style-type: none"> Social distancing provisions are in place for medical rooms. Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged, to prevent them coming into contact with others. A procedure is in place for dealing with pupils/staff who display symptoms relating to COVID-19. Procedures are in place for medical rooms/designated areas to be cleaned after suspected COVID-19 cases. Emergency PPE is available for staff to use should a pupil/member of staff fall ill, have an accident or display symptoms of C-19. Details of how and where to dispose of PPE is included in the updated first aid guidance. Used PPE is to be disposed of in specific biohazard bags, double bagged, placed in a lidded bin and FM to be informed to collect as soon as possible. 	<ul style="list-style-type: none"> Following a review of possible first aid rooms and resources, the interview rooms in the reception area will be used when pupils and staff display COVID-19 symptoms. The First Aid room will be for pupil's sickness and first aid concerns only. First Aid and COVID-19 procedures should be communicated to staff and pupils during the INSET days and pupil induction days in September. 	July September	JWA/MM/SCO/ JHA MM/SEMT	September
3.10 Personal Protective Equipment (PPE) Ensuring that there is PPE provided for staff to use as required.	Risk / Spread of Infection	<ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. PPE packs will be placed in all workrooms and offices for staff to use in emergency events. Staff are not expected/required to help/care for a child in a critical situation. It is staffs' judgement if they intervene or not. The School Nurse and First Aiders are available on site to call on in emergency situations. Staff are reminded that wearing of gloves is not a substitute for good handwashing. Staff and pupils who chose to wear PPE in school will be supported. 	<ul style="list-style-type: none"> PPE packs will be placed in all classrooms, workrooms and offices for staff to use in emergency events. Staff are not expected/required to help/care for a child in a critical situation. It is staffs' judgement if they intervene or not. The School Nurse and First Aiders are available on site to call on in emergency situations. Government guidance on wearing PPE in school to be made available to staff. The videos for how to apply PPE have been sent to all staff and will be resent upon return in September. Any queries regarding PPE to be directed to H&S and HR 	June September 2020	H&S/HR MM	

Hazard/Risk Identified Task/Activity/Process/Stressor	Risk	Current Precautions in Place	Further Information & Actions	Action by When	Action by Whom	Date Action Completed
3. Infection Control : Arrangements in place to limit the spread of COVID-19						
3.11 Staff movement between classrooms	Risk / Spread of Infection	<ul style="list-style-type: none"> • Staff are to use their own equipment. • Board remotes are to be wiped down after each lesson using the antibacterial products available in each classroom. • Whiteboard and laptop cables are to be wiped down after each lesson using the antibacterial products available in each classroom. • Teacher chairs are to be wiped down after each lesson using the antibacterial products available in each classroom. • Procedures for cleaning desk and staff work space area in place and communicated with staff during the induction. 	<ul style="list-style-type: none"> • Antibacterial spray and cloths/towel will be included in each classroom hygiene pack. • Teacher chairs to be replaced with plastic chairs that can be wiped down after use. • Lesson change over procedures to be communicated with all staff as part of the INSET training in September, this will include hygiene procedures for staff to follow. 	September August August/September	DR/CR SCO/JHA/FM DR/MM	w/c 24/08/2020 w/c 31/08/2020

Hazard/Risk Identified Task/Activity/Process/Stressor	Risk	Current Precautions in Place	Further Information & Actions	Action by When	Action by Whom	Date Action Completed
4. School Procedures : Ensuring Social Distancing and limiting the spread of COVID-19						
4.1 The School Day Ensuring that pupils do not breach social distancing guidelines at the start and end of the school day.	Risk / Spread of Infection Social distancing cannot be maintained	<ul style="list-style-type: none"> The number of entrances and exits to be used has been maximised. There will be designated entrance and exit points to the building for each year group of pupils at the beginning and end of the school day. All pupils and staff are encouraged to wash their hands on arrival in the building. Hand sanitiser stations will be situated at all pupil entrances. Pupils will have designated areas in year group 'bubbles' for the start of day, ensuring that pupils do not congregate in the atrium. 	<ul style="list-style-type: none"> Information regarding entrance/exit of pupil to the building will be communicated to staff/pupil/parents/carers in the information sent out prior to reopening in September. Entrance and exit procedures will be explained to staff and pupils as part of the INSET and Induction days in September. Signage will be in place to identify year group entrances, exits and circulation routes around the building. Signage and markings to be placed around the building advising staff/pupils of movement and social distancing. Parents/Carers to be advised of building opening times to ensure that pupils are not dropped off at school before there is adequate supervision available in the building. 	August August August August	DR/SEMT DR/SEMT SEMT/SCO/KLE SCO/KLE DR/SEMT	w/c 24/08/2020 w/c 31/08/2020 w/c 31/08/2020 w/c 31/08/2020 w/c 24/08/2020
4.2 Planning Movement around the building Ensuring movement around the school does not breach social distancing guidelines	Risk / Spread of Infection Social distancing cannot be maintained	<ul style="list-style-type: none"> Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round. Year 7 and 8 to remain in same areas for 90% of lessons. Year 9, 10 & 11 to have limited movement to lessons. Appropriate signage is in place to clarify circulation routes. Staggered lunch sessions and release at the end of the day to limit the numbers of pupils on corridors. Pinch points and bottle necks are identified and managed accordingly. Pupils are regularly briefed regarding observing social distancing guidance. Appropriate duty rota and levels of supervision are in place. 	<ul style="list-style-type: none"> Information regarding the movement around the building to be shared with staff prior to reopening and explained during the staff INSET days. Pupils will be informed about the changes within the building during the September induction sessions as well as ongoing reminders when they are in school. Duty rotas to be reviewed to include corridor supervision during lesson changeover. Teaching staff to be present in classroom doorways, where possible, offering additional supervision during lesson changeover (for teacher/staff movement as pupils will largely remain in rooms). 	August/September September July/August Ongoing	DR/SEMT DR/SEMT DR/MM/SCO Teaching Staff	w/c 31/08/2020 w/c 31/08/2020 July Ongoing
4.3 Timetable Ensuring that pupils receive teaching from the full range of curriculum subjects.	Effects on pupils learning Risk / Spread of Infection Social distancing cannot be maintained	<ul style="list-style-type: none"> Pupil groups should be arranged to enable the school to deliver the full range of curriculum subjects and students to receive specialist teaching. In secondary schools, the groups are likely to need to be the size of a year group. Pupils are kept in their groups for the majority of the classroom time, but mixing into wider groups is allowed for specialist teaching, wraparound care and transport. 	<ul style="list-style-type: none"> Information regarding year groups and pupil bubbles to be shared with staff during the September INSET days. Year 7 will be taught in their form groups for all of their lessons. Year 8 will be taught in their form groups for nearly all their lessons. Year 9 will be in taught in their form groups for the majority of their lessons. Year 10 & 11 will be taught in wider groups to allow specialist teaching of GCSE subjects to take place. There will be 4 pupil bubbles in school which will be 1 ¼ year group in size. LPAs will be linked to a year group where possible rather than department to prevent mixing across pupil bubbles. 	September September	DR/SEMT EE/CI/AJK	w/c 31/08/2020 September
4.4 Classrooms Ensuring classrooms allow for adequate social distancing and good hygiene practices can be followed.	Risk / Spread of Infection Social distancing cannot be maintained	<ul style="list-style-type: none"> Classrooms to be re-modelled, with chairs side by side and desks facing forwards. Clear signage displayed in classrooms promoting social distancing & good hygiene procedures. Pupil's movement around the building is limited, with pupil remaining in the same classroom and teachers moving from class to class for majority of lessons. Staff to follow 2m social distancing at the front of the classroom. 	<ul style="list-style-type: none"> Posters to be placed in all classrooms, detailing social distancing guidelines, good hygiene, expectation in the building and COVID-19 symptoms. Pupil specific desks where possible. Where this is not possible, cleaning measures to be implemented between uses. Reporting system if staff feel social distancing cannot be achieved in teaching space. Clear guidance to staff about maintaining distance when supporting pupils with work. Hygiene packs to be placed in each classroom, including, hand sanitiser, disinfectant spray and tissues. 	Early June September September September September	MM/ CR SLT / H&S Team / FM/Teaching Staff CR	w/c 24/08/2020 Ongoing Ongoing w/c 31/08/2020
4.5 Break times Ensuring pupils observe social distancing at break times	Risk / Spread of Infection	<ul style="list-style-type: none"> Staggered break times are taking place within bubbles to minimise contact with others. Social distancing signage is in place around the school and in key areas. 	<ul style="list-style-type: none"> Induction & INSET sessions to take place with pupils & staff in September to inform them of the changes within the building as well as ongoing pupil reminders each day. Staff to take breaks in workrooms, or overflow workrooms if number of staff in workrooms exceeds recommended numbers. 	September	DR/MM/SEMT	w/c 31/08/2020 Ongoing
4.6 Lunch times Ensuring pupils observe social distancing at lunch times	Risk / Spread of Infection	<ul style="list-style-type: none"> Staggered lunchtime sessions will take place from September with increased lunch sittings. Reduced numbers of pupils will be on each sitting. Additional lunch sitting to allow for smaller numbers. Lunches will be organised by year group bubbles to prevent mixing of groups. 	<ul style="list-style-type: none"> Lunch time procedures are to be reviewed and communicated to staff and pupils on reopening. Queueing systems will be in place to ensure social distancing. Duty points and additional staff to be in place for September 2020. Induction & INSET sessions to take place with pupils & staff in September to inform them of the changes within the building as well as ongoing pupil reminders each day. 	July/August July/August July July/August	DR/MM/SEMT DR/MM/SEMT DR/MM/SCO DR/MM/SEMT	w/c 31/08/2020 w/c 31/08/2020 w/c 31/08/2020

Hazard/Risk Identified Task/Activity/Process/Stressor	Risk	Current Precautions in Place	Further Information & Actions	Action by When	Action by Whom	Date Action Completed
4. School Procedures : Ensuring Social Distancing and limiting the spread of COVID-19						
		<ul style="list-style-type: none"> Lunch sittings will take place in the Atrium and the theatre to ensure the areas can be cleaned sufficiently between sittings. <p>For further information, please see the Break and Lunchtime Risk Assessment</p>				
4.7 Assemblies	Risk / Spread of Infection	<ul style="list-style-type: none"> To avoid large gatherings in the building, full year group assemblies will not be taking place. 	<ul style="list-style-type: none"> For the autumn term, assemblies will take place virtually via teams during AM registration for the relevant year group. Assemblies and large group gatherings will be reviewed in line with relevant government updates. 	September	Pastoral Team	Ongoing
4.8 Link Room	Risk / Spread of Infection	<ul style="list-style-type: none"> The Link room will be closed for the Autumn term. HOY /SLT will be used to isolate pupils for shorter periods in the first instance. 	<ul style="list-style-type: none"> An on call system for SLT and HOY to be established to deal with behavioural issues as they occur during the school day. 	September	SLT/Pastoral Team	
4.9 Toilets Ensuring everyone follows social distancing and good hygiene practices.	Risk / Spread of Infection Social distancing cannot be maintained	<ul style="list-style-type: none"> Floor markings are in place to encourage social distancing. FM have included the toilets within their enhanced cleaning schedule. FM to monitor stock ensuring a constant supply of soap and paper towels. Bins are emptied regularly. Posters are on display in all toilets reminding staff and pupils of good handwashing techniques. Pupils know that they can only use the toilet one at a time. Pupils have designated year group toilets. 	<ul style="list-style-type: none"> Signage and floor markings to be displayed in school toilets. Toilets to be designated to year groups and appropriate signage to be put in place. Changes to toilets to be included in the staff and pupil INSET and induction days in September. Hand dryers will be still be in use, paper towels will also be available in all toilets. To ensure safeguarding of pupils, the frosted glass door on the first floor male toilet will be removed whilst this toilet is allocated to pupil use. 	August August August September August	KLE/SCO SEMT DR/SEMT FM/JHA JHA/FM	w/c 24/08/2020 w/c 24/08/2020 w/c 31/08/2020
4.10 Medical Room Ensuring that social distancing can be followed in the medical room	Risk / Spread of Infection	<ul style="list-style-type: none"> Social distancing provisions are in place in the medical room. Additional rooms are designated for pupils with suspected COVID-19 whilst collection from school is organised. Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases. 	<ul style="list-style-type: none"> See Point 3.9. Liaise with FM re the procedure for cleaning medical rooms following a suspected case. The First Aid room will be for pupil's sickness and first aid concerns only. Pupils with COVID-19 symptoms will be using the reception interview rooms whilst collection from school is organised. 	Ongoing Ongoing	JWA JWA	Ongoing ongoing
4.11 Lift Ensuring safe use of the lift and that social distancing is followed	Risk / Spread of Infection Social Distancing cannot be maintained	<ul style="list-style-type: none"> Guidance on safe use of the lift has been created. Posters, including safe use of the lift displayed on all floors and in the lift. Lift only to be used by specific staff and pupils. Only one person to use the lift at any time. FM have included the lift within their enhanced cleaning schedule 	<ul style="list-style-type: none"> Review of pupils and staff who may require use of the lift and discuss safe use of this facility in the current circumstances Information regarding use of the lift to be included in the staff and pupil INSET and induction days in September. 	September August	HOY/SEND/CO/HR DR/SEMT	w/c 31/08/2020
4.12 Reprographics Ensuring social distancing and hygiene procedures are followed when using the print room.	Risk / Spread of Infection	<ul style="list-style-type: none"> Staff are able to access the print room to collect documents from trays. Staff to follow the room guidance e.g. maximum persons. If staff require use of the photocopier, they are to use the machine in the LRC and the dedicated staff machine in Reprographics, Antibacterial wipes will be available to wipe the machines down after use (to check with manufacturers guidance to ensure this will not affect the machine – DBE/LPA) Staff to follow the floor markings regarding no access to certain areas of the print room. 	<ul style="list-style-type: none"> Guidance document on use of the print room and how to pre order printing (via email where possible) to be shared with all staff. Floor markings to be placed in the room. Information regarding the use of the print room to be included in the staff induction. 	August August September	DBE/LPA DBE/KLE DBE/SEMT	
4.13 Reception area Ensuring staff, parents, and school visitors follow social distancing guidelines	Risk / Spread of Infection Social distancing cannot be maintained	<ul style="list-style-type: none"> Social distancing points are clearly set out, using floor markings, continuing outside where necessary. A social distancing marker is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). Posters including social distancing guidance and schools expectations in the building are displayed in reception. Non-essential deliveries and visitors to school are minimised. Arrangements are in place for segregation of visitors. To ensure social distancing, use of the reception interview rooms limited to one member of staff. Visitors asked to use hand sanitiser / wash hands upon arrival. 	<ul style="list-style-type: none"> Reception markings to be replaced over the summer and to include marking outside. Posters to be placed in reception re social distancing. Staff to be reminded that only essential visitors should be coming on site, meetings should take place virtually via zoom/teams – this is to be included in the staff and pupil INSET and induction days in September. Review of visitors seating/waiting area. A track and trace system is to be put in place for any visitors to the school ensuring that data protection regulations are followed. Regular cleaning of the visitor signing in screen. 	August August August September September Ongoing	KLE/SCO KLE/SCO DR/SEMT SCO/JHA SCO Reception Staff	w/c 31/08/2020 w/c 31/08/2020 September September Ongoing

Hazard/Risk Identified Task/Activity/Process/Stressor	Risk	Current Precautions in Place	Further Information & Actions	Action by When	Action by Whom	Date Action Completed
4. School Procedures : Ensuring Social Distancing and limiting the spread of COVID-19						
4.14 Staff Workplaces Ensuring that social distancing guidelines can be observed in staff workrooms and offices.	Risk / Spread of Infection Social distancing cannot be maintained	<ul style="list-style-type: none"> Staff workrooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. Limited number of staff to use workrooms and offices at any time. Each workroom / office space will have maximum capacity door signs to ensure social distancing can take place. Staff should ensure shared facilities such as staff workroom kitchens are cleaned thoroughly after use. E.g. following lunch or hot drink preparation. Staff should ensure any communal crockery, cutlery used is thoroughly washed and where possible use their own. 	<ul style="list-style-type: none"> Door signs to be updated on office and workrooms doors. Staff will be briefed on the changes and safe use of workrooms during the staff INSET days. Room 135 (The Base) will be used as a Staff Workroom overflow to prevent overcrowding in other offices and workrooms. Use of soft furnishings in workrooms and offices to be reviewed if new FM equipment can be used to disinfect seating. Appropriate use of workroom kitchen areas, cleaning and cutlery should be communicated to staff prior to reopening and in the September INSET days. 	August August September August	SCO DR/SEMT DR/SEMT Ops Team/LA/FM	September w/c 31/08/2020 September August
4.15 Classroom Support	Risk / Spread of Infection Social distancing cannot be maintained	<ul style="list-style-type: none"> LPAs are to be linked to year groups rather than departments to prevent mixing of pupil bubbles and for support of SEN pupils to remain as consistent as possible. Technicians will support staff issues prior to lessons taking place to limit mixing as much as possible. If technicians are required to enter a classroom during a lesson, social distancing should be followed at all times, with time in the classroom kept to a minimum. 	<ul style="list-style-type: none"> Timetables of LPAs and links to year groups/pupils to be shared with staff as part of the information on INSET days in September. HOD and HR to review technician's requirements and roles in the classroom to limit time spent in lessons. Classroom and technician support to be completed prior to the lesson taking place as much as possible. 	September September September	EE/CI/AJK HOD/DBE HOD/DBE	
4.16 Post & Deliveries	Risk / Spread of Infection	<ul style="list-style-type: none"> Office staff who receive deliveries, post etc. are encouraged to wash their hands more frequently, especially after handling mail and packages. Hand sanitiser and disinfectant will be provided in all offices. 	<ul style="list-style-type: none"> Antibacterial spray and cloths/towel will be included in each office hygiene pack. 	August/September	SCO	September
4.17 End of School Day	Risk / Spread of Infection Social distancing cannot be maintained	<ul style="list-style-type: none"> Procedures in place for the start and end of the school day. Exit from the building a floor at a time via the nearest exit. Staff will be on duty at the end of the school day to ensure that pupils maintain social distancing as they leave the site. Parents to be advised to drop off/collect pupils off site and arrange collection points away from the school. For pupils using the school bus service, duty staff will ask pupils to sit in their year group bubbles when they get onto the bus at the end of the day. 	<ul style="list-style-type: none"> The transport risk assessment has been requested from the school bus companies on 21.07.2020. School will communicate with parents to strongly advise them to avoid public transport for travel to and from school where possible. Where this is not possible, pupils will need to wear a face covering (see Gov.UK: <i>Staying Safe outside your home</i>) and they will be able to carefully remove this at school and wash their hands / dispose of / store their face masks in a safe way. For parents/carers who need to come on site to collect their child, arrangements will be put in place to ensure a safe collection and prevent mixing with pupils. 	August/September September	MM/SEMT MM/EE/JBN	w/c 24/08/2020
4.18 Duty Rota	Risk / Spread of Infection Social distancing cannot be maintained	<ul style="list-style-type: none"> The school will ensure that the duty rota has appropriate levels of staff supervision in place. Staff on the duty rota are to ensure that social distancing guidelines are followed by pupils at the beginning and end of day, during break and lunch, and during any lesson movement. Staff are to model social distancing at all times especially when on duty. 	<ul style="list-style-type: none"> The duty rota and duty points are to be reviewed and resent to all staff for September. Duty Rota information and guidance will be included in the staff INSET days in September. 	July/August August	DR/MM/SCO DR/SEMT	July 2020 w/c 31/08/2020
4.19 After School Clubs	Risk / Spread of Infection	<ul style="list-style-type: none"> The school understands the importance of After School Clubs for pupils learning and wellbeing. There will be no after school clubs in September, however, this provision will be reviewed periodically throughout the autumn term, and will restart as soon as it is safe to do so. 	<ul style="list-style-type: none"> When after school clubs are safe to restart, additional information will be sent out to staff. After school clubs will be in Year groups in the first instance. 	July/August August	DR/MM/SCO DR/SEMT	
4.20 Educational Visits	Risk / Spread of Infection	<ul style="list-style-type: none"> The school understands the importance of Educational Visits for pupils learning and wellbeing. Educational Visits will not be taking place for the foreseeable future. Educational visits will be reviewed periodically and recommence when government guidance and information states that it is safe to do so. 	<ul style="list-style-type: none"> A review of educational visits will take place in September. Education visits planned for 2020/21 will be reviewed by the EVC and communication with visit leaders, trip providers, pupils and parents/carers as to whether they will remain in place/be cancelled. No new education visits will be planned for the new academic year until government guidance confirms it is safe for these to proceed. Information regarding education visits to be shared with staff on return in Septembers. 	September September September	DR/BL BL/Trip Leaders BL	

Hazard/Risk Identified Task/Activity/Process/Stressor	Risk	Current Precautions in Place	Further Information & Actions	Action by When	Action by Whom	Date Action Completed
5. Operational Issues						
5.1 Staffing in school Ensuring that the school maintains the required number of staff to teach classes and maintain daily operations in school	Adequate Lesson Cover Adequate support in school to ensure the school can operate safely.	<ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online to those pupils still shielding/self-isolating. Flexible and responsive deployment of Supply Teachers, Learning Supervisors, Learning Progress Assistants and Pastoral Staff to supervise classes is in place. The deployment of staff in these teams will be reviewed and where possible, they will support specific year group lessons. Full use is made of testing to inform staff deployment. 	<ul style="list-style-type: none"> Review of staff absence and COVID-19 reporting system to ensure school is informed when staff are unable to work. In the event of staff being unable to attend school/sickness, the Asst. Data Manager is in school each morning to find cover as necessary. Staff who are WFH to support those pupils who are continuing with remote learning. Review of staff whose workloads have increased due to C-19, e.g. as a result changes to working patterns/recovery curriculum. Review of cover staff and plan for how to allocate staff to specific year groups where possible. The school also has contingency plans for if any operational staff become unwell to ensure all required processes are completed for school to function and operate. 	July/August Ongoing Ongoing August August/September August	DBE/DR CR/SEMT SEMT BL/ZBE JHA	September Ongoing Ongoing Ongoing September September
5.2 Curriculum Organisation Ensuring that the impact of lockdown on pupils learning is reduced.	Gaps in pupil learning Pupils falling behind	<ul style="list-style-type: none"> Gaps in learning are assessed and addressed in teachers' planning. Plans for intervention are in place for those pupils who have fallen behind in their learning. HODs have re-mapped their subject curricular provision to ensure that core knowledge is delivered in the classroom HODs have completed a Learning recovery plan which considers assessment and intervention strategies, these plans have been shared with Line Managers. 				
5.3 Pupil and Staff Resources	Risk / Spread of Infection Risk of transfer if pupils are using shared or borrowed resources, such as text books/pens	<ul style="list-style-type: none"> For frequently used resources such as pens and pencils, staff and pupils should have their own items. Classroom based resources, such as books, can be used and shared within the group. They should be cleaned regularly as part of school's enhanced cleaning regime. Resources that are shared between groups, such as sports, art, and science equipment should be cleaned frequently and meticulously and always between groups, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. Pupils and teachers can take books and shared resources home, although unnecessary sharing should be avoided and rules on hand cleaning and cleaning of the resources should apply. Pupils should limit the amount of equipment they bring into school each day. This should be limited to lunch boxes, coats, bags, books, stationery and mobile phones (where applicable). 	<ul style="list-style-type: none"> The use of resources should be communicated to staff and pupils prior to reopening and included in the September INSET and Induction days. Pupils should be informed of reducing what they need to bring into school during the induction days in September / letter to parents in summer. 	August/September August/September	SEMT SEMT	September September
5.4 Policy Review Ensuring that the school policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are fit for purpose in the current circumstances	Existing policies not up to date /reflect current circumstances. Gaps in procedures and information for staff/pupils/parents/carers	<ul style="list-style-type: none"> All relevant policies have been identified and revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. Staff, pupils, parent/carers and governors to be informed once reviews are completed. 	<ul style="list-style-type: none"> Relevant policies have been identified and staff responsible for these areas have been asked to update and amend policies in line with government updates and current circumstances. Updated Policies and Procedures are going to be communicated to staff prior to school opening in September. These documents include Behaviour Policy, Safeguarding, Emergency Procedures, First Aid Procedures and relevant HR policies. 	August August	SEMT SEMT	September w/c 31/08/2020
5.5 Risk assessments Ensuring that risk assessments are completed in every area of the school in light of COVID-19, to prevent breaches of social distancing and hygiene guidance.	Risk / Spread of Infection Social distancing cannot be maintained	<ul style="list-style-type: none"> School risk assessments are to updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering: <ul style="list-style-type: none"> Different areas of the school When pupils enter and leave school During movement around school During break and lunch times Department risk assessments are to be completed in area of the curriculum where shared equipment is used or risks are increased. The Catering Department risk assessment has been updated to ensure it is reflective of changes in food production and hygiene practices for COVID19. The new practices that have been put in place for COVID19 are reflected within this document. 	<ul style="list-style-type: none"> Review of key Risk Assessments and updates to be made as necessary. Additional risk assessments to be carried out to ensure safety and social distancing in school. Department risk assessments and updates to be made, communicated to relevant staff and new practices followed in lessons. Information to be made available to staff prior to re-opening. 	July/August August August/September August	SCO/JHA SCO/JHA HOD SCO/JHA	August August w/c 31/08/2020

Hazard/Risk Identified Task/Activity/Process/Stressor	Risk	Current Precautions in Place	Further Information & Actions	Action by When	Action by Whom	Date Action Completed
5. Operational Issues						
5.6 Review of Emergency Procedures Emergency Evacuation Procedures are updated and appropriate for current circumstances	<p>Emergency evacuation procedures are not appropriate for the current school circumstances.</p> <p>Unable to apply social distancing effectively during fire drills</p> <p>Reduction in number of trained fire wardens/fire duty staff on site due to staff absence</p> <p>Risk / Spread of Infection</p>	<ul style="list-style-type: none"> Emergency evacuation procedures have been reviewed and revised to include: <ul style="list-style-type: none"> Possible absence of fire wardens Social distancing rules during evacuation and at muster points Possible need for additional muster point(s) to enable social distancing where possible Staff and pupils have been briefed on any new evacuation procedures. Additional staff to be trained as Fire Wardens. 	<ul style="list-style-type: none"> School Emergency Evacuation Procedures to be reviewed and updated for the planned return of all staff and pupils in September. Updated Emergency Evacuation Procedures to be sent out to all staff prior to starting in September and new procedures to be raised in the staff INSET days. Review of PEEPs to be carried out and amended in line with the changes to the School Evacuation Procedures. Pupils to be made aware of the changes to the evacuation procedures on their induction days. Fire posters to be updated in each room. Emergency Evacuation Drills to be carried out with each year group as part of their induction in September. 	<p>August</p> <p>August</p> <p>August</p> <p>September</p> <p>September</p> <p>September</p>	<p>SCO/JHA/RBE</p> <p>SEMT</p> <p>EE/AJK</p> <p>MM/SEMT</p> <p>SCO/JHA/RBE</p> <p>MM/DR</p>	<p>August</p> <p>w/c 31/08/2020</p> <p>w/c 31/08/2020</p>
5.7 Contingency Provision Ensuring that the school have contingency arrangements in place in case of a year group closure or local lock down	<p>Pupils falling behind</p>	<ul style="list-style-type: none"> The school has a procedure to follow should there be year group closures or local lockdowns. Remote/distance learning contingency arrangements for all pupils should be maintained in case of school/ year group closure during any local COVID 19 outbreak. 	<ul style="list-style-type: none"> Plans to be put in place for year group closures/local lockdowns to include <ul style="list-style-type: none"> Process to follow Communications to pupils, parents/carers, staff Education provision Duties for staff to complete at home 	<p>September</p>	<p>SEMT</p>	

Hazard/Risk Identified Task/Activity/Process/Stressor	Risk	Current Precautions in Place	Further Information & Actions	Action by When	Action by Whom	Date Action Completed
6. Enhancing Mental Health Support for Pupils and Staff						
6.1 Mental health concerns – pupils Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	Risk to pupils mental health /wellbeing	<ul style="list-style-type: none"> There are sufficient numbers of trained staff available to support pupils with mental health issues. There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings. Resources/websites to support the mental health of pupils are provided. Refer to school recovery plan. 	<ul style="list-style-type: none"> A list of trained Youth Mental Health First Aiders to be made available to all staff to contact if they have a concern about a pupil. Communication to pupils about who to go to if they wish to talk about their wellbeing/mental health or if they are concerned about another pupils. Wellbeing and Mental Health to be included in the PSE and induction sessions. Resources and websites about mental health support to be included in updates to parents/carers/pupils. 	August/September September September September	Pastoral Pastoral JBN/RK Pastoral	
6.2 Mental health concerns – staff The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	Risk to staff mental health / wellbeing	<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. Line Managers are proactive in discussing wellbeing with the staff that they manage, including their workload. Staff briefings and training have to include content on wellbeing. Staff briefings/training on wellbeing are provided. Staff have been signposted to useful websites and resources. Wellbeing information and posters have been sent out to staff regularly during the school closure, including links to the school Employee Assistance Programme. All staff have access to the confidential Simply Health Employee Assistance Programme to support with mental health and bereavement support. This includes up to 6 free talking therapy sessions. If staff require additional sessions after the 6, they can request this from HR. Staff are supported with the transition from working at home to being back in school. Refer to school recovery plan 	<ul style="list-style-type: none"> Line Managers to continue having regular catch ups with their teams, including wellbeing and managing changes to working procedures in the building. Mental Health Awareness Training is available for all staff to complete on iHasco. See Point 5.1: Review of staff workloads in relation to changes due to COVID-19 Support, risk assessments and reasonable adjustments for mental health to remain in place. Line Managers, SLT and HR have had regular updates with staff who have made the school aware of mental health concerns, Line managers have also had 1-2-1 meetings with their staff and a discussion about mental health for everyone member of staff. Wellness Action Plans are available from HR if a member of staff is experiencing mental ill health. 	September/ Ongoing Ongoing Ongoing	HR/Line Manager SCO HR/H&S/LM	
6.3 Bereavement support Pupils and staff are grieving because of loss of friends or family	Staff & Pupils unaware of support in place	<ul style="list-style-type: none"> The school has access to trained staff who can deliver bereavement counselling and support. Support is requested from other organisations when necessary. 	<ul style="list-style-type: none"> For staff Information and support is available from HR and SLT. Line Managers have had wellbeing calls with their team and advice was issued to Line managers about how to access bereavement support for anyone in their team. EAP also offers support for bereavement. For pupils Information and support is available from the Pastoral Team. Information to be made available to parents/carers. 	Ongoing Ongoing	HR/DR MM/JBN/Pastoral	

Hazard/Risk Identified Task/Activity/Process/Stressor	Risk	Current Precautions in Place	Further Information & Actions	Action by When	Action by Whom	Date Action Completed
7. Communication : Ensuring Procedures in School are communicated to all stakeholders.						
7.1 Communication strategy Ensuring that key stakeholders are fully informed about changes to policies and procedures.	Risk / Spread of Infection School procedures cannot be maintained. Effects on health & wellbeing	<ul style="list-style-type: none"> Communications strategies for the following groups are in place: <ul style="list-style-type: none"> Staff Pupils Parent/carers Governors/Trustees Local Authority FM/Contractors Visitors 	<ul style="list-style-type: none"> Regular communication has been ongoing with key stakeholders throughout the current pandemic. Communication strategies to be planned for all groups in school which will include updates, training, inductions and orientations. Communications with FM/Contractors about procedures in school. Information displayed in reception informing visitors of the changes in procedures in school. Staff and pupil inductions are key to communicating changes. Staff wellbeing newsletter will continue as a means of keeping staff updated on changes and support for wellbeing. 	Ongoing Ongoing Ongoing Ongoing September 2020 Ongoing	DR DR/SEMT JHA SCO SEMT HR/HBA	Ongoing Ongoing Ongoing Ongoing w/c 31/08/2020 Ongoing
7.2 Staff Communications To ensure staff are fully informed of new procedures.	Risk / Spread of Infection School procedures cannot be maintained. Effects on health & wellbeing	<ul style="list-style-type: none"> Staff receive regular communication and updates of changes to procedures and guidance. Revised school information is issued to all staff prior to reopening. Induction and CPD programmes are in operation for all staff prior to reopening, and include: <ul style="list-style-type: none"> Infection control Fire safety and evacuation procedures Behaviour management Safeguarding Risk management Absence reporting Briefings via teams 	<ul style="list-style-type: none"> September INSET days and training to take place with staff prior to opening to inform staff of changes within the building. Updates to relevant information to take place and sent out to all staff. The Workplace Risk Assessment to be sent out to all staff with a consultation period, giving staff the opportunity to give feedback to the procedures and control measures in place. Staff training sessions will take place online and in small groups to ensure social distancing can be followed. Sessions which take place via teams/zoom will be recorded and shared for those unable to attend, a virtual staff induction will take place. Supply Teachers will be invited to attend September training days for their induction and updates. Music Peripatetic Tutors to receive subject specific induction from Head of Music. 	September August August September September September September	DR/SLT DR/SEMT DR/SEMT AS/JM/DR/DBE AS/JM/DR/DBE BL HE	w/c 31/08/2020 w/c 31/08/2020 14/08/2020 w/c 31/08/2020 w/c 31/08/2020 w/c 31/08/2020
7.3 New staff Ensuring new staff are aware of policies and procedures prior to starting at the school	Staff not up to date with procedures in school Risk to health and wellbeing School procedures cannot be maintained.	<ul style="list-style-type: none"> Induction programmes have taken place for all new staff, either online or in-school, prior to them starting in September. Communications and department induction with Line Managers and new staff to take place in June/July. The revised staff information is issued to all new staff prior to September. No new staff will receive a confirmed start date until all Safer Recruitment pre-employment checks have been completed and confirmed as satisfactory, as per normal policy and practice. 	<ul style="list-style-type: none"> Updates to relevant information to be sent out to all new staff during the summer holidays. Copies of relevant Risk Assessment and procedures to be sent out to all staff. Access to iHasco training to be made available prior to starting in school where possible. 	August August August/September	Line Manager/HR Line Manager/HR SCO	
7.4 Pupil Communication To ensure pupils are fully informed of new procedures.	Risk / Spread of Infection School procedures cannot be maintained.	<ul style="list-style-type: none"> Pupils receive and Induction/Information session on their first day in September to cover the schools expectations of pupils and changes within the building. The sessions will cover: <ul style="list-style-type: none"> Behaviour expectations Changes to the timetable Changes to procedures in the building Social distancing and hygiene procedures Wellbeing 	<ul style="list-style-type: none"> Pupil Induction sessions are planned for September Pupil induction sessions to be carried out via teams in tutor rooms for First hour on return in September. Pupil guidance videos to be released prior to school return with information on entry procedures. 	September	DR/MM	w/c 31/08/2020 w/c 24/08/2020
7.5 Parent Communication To ensure pupils are fully informed of new procedures	School procedures cannot be maintained.	<ul style="list-style-type: none"> Parents/Carers to receive information about the schools expectations and changes to school procedures before pupils return in September. 	<ul style="list-style-type: none"> Pupil guidance videos to be released prior to school return with information on pupil's arrival at school, entry procedures and the end of the school day. 	August/September	MM/SEMT	w/c 24/08/2020

Hazard/Risk Identified Task/Activity/Process/Stressor	Risk	Current Precautions in Place	Further Information & Actions	Action by When	Action by Whom	Date Action Completed
8. Building and FM Arrangements						
8.1 Managing premises on reopening after lengthy closure Ensuring all systems are operational	Maintenance of premises not kept up to date during partial closure period	<ul style="list-style-type: none"> Government guidance is being implemented where appropriate. All systems have been recommissioned. 	<ul style="list-style-type: none"> School Ops team to liaise with FM, SPV and LA on a regular basis regarding any systems that may not be up to date. Review of ENGIE RA, Building checklist and Procedures of the building to ensure statutory checks have continued. Review of ENGIE cleaning procedures to ensure that this is updated in line with COVID-19 changes and up to standards required. 	Ongoing Ongoing Ongoing	JHA/LA/FM JHA/LA/FM JHA/LA/FM	
8.2 Ensuring Statutory compliance has been completed prior to the school reopening.	Maintenance of premises not kept up to date during partial closure period	<ul style="list-style-type: none"> All statutory compliance is up to date. Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. 	<ul style="list-style-type: none"> School Ops team to liaise with FM and LA regarding any areas that may not be compliant. 	August	JHA/LA/FM	
8.3 Contractors working on the school site Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	Additional persons on site raising the risk / spread of Infection	<ul style="list-style-type: none"> Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. Assurances will be sought by FM from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. Social distancing must be maintained by contractors visiting the site, any such works where this is not possible should be reviewed. In addition to arrangements for COVID-19, normal contractor procedures are being applied and these will be updated by FM in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). 	<ul style="list-style-type: none"> Only essential works and maintenance are to be carried out in the building during the school day. These essential works must be approved by the School Ops team prior to contractor's arrival. FM to be asked to inform their staff and any contractors or visitors, that they must be well and free from any COVID-19 symptoms. Anyone displaying symptoms will not be granted entry and be asked to leave the site. FM to be asked to inform their staff and any contractors or visitors prior to their scheduled visit that they must follow the hygiene and social distancing guidelines that are in place in the school and around the building. Hollingworth to pass expectations on to FM to forward to contractors and staff prior to arrival in the building. An assessment to be carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. Alternative arrangements to be considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. FM are to ask visiting contractors to report to the school reception to sign in and will be directed to the external FM entrance to meet with Engie staff. 	Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing September	JHA/LA/FM JHA/LA/FM JHA/LA/FM JHA/LA/FM JHA/LA/FM JHA/LA/FM JHA/LA/FM JHA/LA/FM JHA/LA/FM JHA/LA/FM/Reception	
8.4 Cleaning	Level of cleaning required to prevent spread of infection cannot be met/maintained. Risk / Spread of Infection	<ul style="list-style-type: none"> An ongoing enhanced cleaning plan is agreed with the schools FM and implemented which minimises the spread of infection. Working hours for cleaning staff are increased A review of ENGIE Risk Assessments and Procedures was carried out by the Ops Team and liaison with LA, FM and SPV regarding any issues or concerns during the summer term. 	<ul style="list-style-type: none"> Cleaning requirements as set out by government guidance to be raised with the schools FM provider by Hollingworth and the LA. More reactive cleaning plan put in place on site during the day. This will mean toilets and circulation areas (handrails, handles) cleaned more regularly during the school day. New cleaning equipment to be purchased by the school and FM to ensure all cleaning requirements are met. Regular meetings to ensure cleaning is completed at the expected level. Staff are to report any cleaning breaches to FM helpdesk Cleaning checks to be carried out daily 	Ongoing Ongoing September Ongoing Ongoing Ongoing Ongoing	Ops Team/LA/FM Ops Team/LA/FM Ops Team/LA/FM Ops Team/LA/FM ALL Staff Ops Team/LA/FM	
8.5 Ventilation & Doors		<ul style="list-style-type: none"> All windows to be opened each day to aid ventilation. Staff to keep doors propped open when a classroom/room is in use where possible. Doors must be closed when rooms are not in use. In the Staff toilets, the first door will be propped open at to ensure staff can exit toilets after washing hands without needing to touch the handles. The school will regularly review risk assessments in relation to ventilation and the use of air conditioning systems in the building following the guidance published by the relevant safety bodies and manufacturing information. 	<ul style="list-style-type: none"> School to liaise with FM, SPV and LA regarding the safe use of air conditioning and ventilation units in the school building. 	Ongoing	Ops Team/LA/FM	

Hazard/Risk Identified Task/Activity/Process/Stressor	Risk	Current Precautions in Place	Further Information & Actions	Action by When	Action by Whom	Date Action Completed
9. Finance						
9.1 Costs of the school's response to COVID-19 Ensuring the costs of additional measures and enhanced services to address COVID-19 when reopening are fully communicated to Senior Team to and does not place the school in financial difficulties	Effects on school budgets and funding	<ul style="list-style-type: none"> Additional cost pressures due to COVID-19 identified and forecast which factors them in has been produced. Trust finance team has been consulted to identify potential savings in order to work towards a balanced budget. Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. Additional sources of income are under exploration. The school's projected financial position has been shared with governors and LA or Trust. 	<p>To be produced by Finance</p> <p>To be reviewed by SLT and Finance</p> <p>To be produced by Finance and SLT</p> <p>To be reviewed by SLT and Finance</p> <p>To be produced by Finance and SLT</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>JCR/JHA</p> <p>JCR/JHA/DR</p> <p>JCR/JHA/DR</p> <p>JCR/JHA/DR</p> <p>JCR/JHA/DR</p>	

Hazard/Risk Identified Task/Activity/Process/Stressor	Risk	Current Precautions in Place	Further Information & Actions	Action by When	Action by Whom	Date Action Completed
10. Governance						
10.1 Governance and policy Governors are kept fully informed and involved in making key decisions		<ul style="list-style-type: none"> Governors are briefed regularly on the latest government guidance and its implications for the school. Governing bodies are involved in key decisions on reopening. Governors have overall responsibility for health and safety and will be kept informed of developments and be aware of significant decisions that have been made and issues that have arisen. 	<ul style="list-style-type: none"> Governing Body meetings are being held via Microsoft Teams. Minutes are recorded, as per the usual compliance measures and responsibilities of the LGB. 	Ongoing	DR	
10.2 Oversight of the governing body Ensuring the Trustees and the School Governors are kept fully informed to make sure the school meets statutory requirements		<ul style="list-style-type: none"> The Governing Body continues to meet regularly via online platforms. The Governing Body agendas are structured to ensure all statutory requirements are discussed and SLT are held to account for their implementation. The Head teachers Report to Governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's recovery response to COVID-19. Regular dialogue with the Chair of Trustees and Governors as well those governors with designated responsibilities is in place. Minutes of Governing Body meetings are reviewed to ensure that they accurately record Governors' oversight and holding SLT to account for areas of statutory responsibility. 	<ul style="list-style-type: none"> Governing Body meetings are being held via Microsoft Teams. Minutes kept, as per the usual compliance measures and responsibilities of the LGB. 	Ongoing	DR/Trustees/LGB	

Hazard/Risk Identified Task/Activity/Process/Stressor	Risk	Current Precautions in Place	Further Information & Actions	Action by When	Action by Whom	Date Action Completed
11. Additional site-specific issues and risks						
Marking and Assessments	Risk/Spread of Infection	<ul style="list-style-type: none"> Marking of pupil books will not take place for the foreseeable future. There will be limited marking in the autumn term, further details to be sent out to staff prior to re-opening in September. Pupil Assessments are to be submitted on paper sheets rather than in pupil books to allow marking to take place. Assessments to be marked will be stored for 48-72 hours after being submitted by pupils. Teachers will mark the work after this timeframe. 	<ul style="list-style-type: none"> Full details of marking and assessment to be sent out to staff prior to reopening in September. Information is to be included in the September INSET days. Review of how teaching staff will feedback to pupils on their performance in the absence of marking, to help rebuild pupils self confidence in their work 	September	SLT	
Department Risk Assessments	Risk/Spread of Infection	<ul style="list-style-type: none"> In subject departments where there is a higher risk of transmission of the virus, e.g. Music and PE, the departments are to review their procedures and produce department risk assessments. This is to be shared with members of the departments and followed in lessons. 	<ul style="list-style-type: none"> All HOD to review procedures and process in lessons they increase the risk of transmission within lesson. When risk is increased necessary adjustments must be put in place to reduce the risks. Where HOD require support, H&S and SLT will be available to offer advice and recommendations. Updated procedures and risk assessments are to be shared with H&S and department staff. 	September	HOD	
CLEAPSS		<ul style="list-style-type: none"> Review of Back to school guidance from CLEAPSS 	<ul style="list-style-type: none"> Head of Science and Senior Science Technician to review guidance and procedures. 	September	NT/SHA/DBE	
Catering and Food Safety		<ul style="list-style-type: none"> Review of HACCP to consider impact on food safety & FSA guidance for food businesses re COVID19 (catering department) 	<ul style="list-style-type: none"> Chef has reviewed catering procedures prior to phased reopening in June. Chef to re-review guidance and update procedures prior to full return in September 	September	PED/JCR/SCO	
Staff Pay Progression		<ul style="list-style-type: none"> The school agreed to not link pay progression to pupil progress in 2020 – 2021. 	<ul style="list-style-type: none"> Further information about performance management and pay progression will be shared with staff in September. 	September	DR/SLT	

Additional Risk Assessments written to support the Hollingworth Workplace Risk Assessment:

These can be found in K/School Information/Health and Safety/Risk Assessments/COVID-19 Risk Assessments

- BAME Risk Assessment – Staff
- BAME Risk Assessment - Pupils
- Individual Staff Risk Assessment
- Safe Use of Lift Risk Assessment
- Results Day 2020 Risk Assessment
- School Communal Areas Risk Assessment
- Lunchtime and Duty Staff Risk Assessment
- Office and Admin Staff Risk Assessment
- Teachers, LPAs and Learning Supervisor Risk Assessment
- Break & Lunchtime Risk Assessment

- Departmental Risk Assessments are to be completed for Practical subjects and other high risk areas such as Music and PE
- Individual Pupil risk assessments have been completed by the SEND Teams for pupils on EHC Plans.
- Individual Pupil risk assessments/updates to care plans for other pupils identified as Clinically or Extremely Clinically Vulnerable to be completed by the School Nurse and HOY.

Documents used to Support Risk Assessment

Guidance for Full Opening: Schools

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

Checklist for September: NEU/GMB/UNISON/Unite commentary and checklist

<https://neu.org.uk>

Guidance: Staying safe outside your home

https://www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-your-home/?utm_campaign=coronavirus_ess&utm_medium=paid_search&utm_source=google&gclid=Cj0KCQjwvIT5BRCqARIsAAwwD-Rl8-2jhW9kvDe-tvYHcJNoN4D-aGaXPsVqarFMr0URSUiCtBIAfxYaAmYVEALw_wcB