



		LIKELIHOOD				
		VERY UNLIKELY	UNLIKELY	LIKELY	HIGH LIKELY	ALMOST CERTAIN
SEVERITY	NEGLIGIBLE	LOW	LOW	LOW	LOW	LOW
	MINOR	LOW	LOW	LOW	MEDIUM	MEDIUM
	SERIOUS	LOW	MEDIUM	MEDIUM	MEDIUM	HIGH
	SEVERE	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	VERY SEVERE	MEDIUM	MEDIUM	HIGH	HIGH	HIGH

**Aylesford School and Sixth Form College follow the most relevant advice and guidance as set out by The Department of Education (DFE)**

**Aylesford School & Sixth Form College  
Risk Assessment Form**

<b>Risk Assessment for (Activity/Process/Operation)</b>	<b>Controlled Re-Entry September 2020 following lockdown due to COVID 19</b>
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<b>Phase</b>	<b>Secondary</b>	<b>Team /Department</b>	<b>Secondary school Staff</b>	
<b>Assessment Date</b>	<b>30/07/2020</b>	<b>Review Date</b>	<b>Weekly</b>	<b>Please remember to log reviews on the last page of this document</b>

**Overview of Risk Assessment / Purpose:**

**This document acts as a temporary addendum to the Schools Main Risk Assessments, to accommodate additional risks brought about by COVID-19.**

What are the hazards	Who might be harmed and how?	Risk Level	Further Action to be taken to control the risk? (mitigations)	Risk Level	Assigned to	Completed by whom & when
Parents do not observe social-distancing when dropping off/collecting children.	Pupils, parents, staff	H	<ul style="list-style-type: none"> <li>Students often enter &amp; leave school alone under normal circumstances, it is assumed this will continue to be the norm</li> <li>Shelley Ave &amp; Main Gates will be opened at appropriate times to allow access from both sides for a staggered start and finish</li> <li>Parents have been requested not to enter School Site</li> </ul>	L	SLT  Site team	Ongoing  All staff to monitor
Students do not remain in their year bubbles when coming into the school building.	Pupils, parents, staff	H	<ul style="list-style-type: none"> <li>Letter outlining entry process issued to parents/guardians in advance</li> <li>Different entry and exits and a staggered start and finish</li> <li>Signage for entry and exits onto school site and for each year bubble zone</li> <li>Break and lunchtimes are staggered so half the school is outside for social time at any one time</li> </ul>	M	SLT/SITE/ Teaching staff	Markers in place 12/6/20  Ongoing
Students who arrive to school on a bus or in a shared car	Students, Parents	H	<ul style="list-style-type: none"> <li>Parents are encouraged to send their child into school avoiding public transport.</li> <li>Parents encouraged not to share lifts to drop off and pick up other children from school</li> <li>Hand sanitizer to be used when getting on and off the bus</li> </ul>	M  M  M/L  H/M	HDS    PYN	

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			<ul style="list-style-type: none"> <li>• School to liaise with bus company and suggest students sit in year bubble zones.</li> <li>• Students are directed in the first week back where they are to enter the school from the bus.</li> <li>• Students who arrive on an early bus are able to come onto school site and go their year bubble outside zone</li> <li>• Wearing of masks is encouraged on the bus</li> </ul>		SLT	
Students do not minimise contact between each other or do not maintain social distancing wherever possible	Pupils, parents, staff	H	<ul style="list-style-type: none"> <li>• Students are informed of the necessary changes and the reasons for the changes on their first day back in September</li> <li>• Students go to their classroom as soon as they enter school site</li> <li>• Students remain in their year bubbles throughout the day</li> <li>• Unnecessary furniture is removed from classrooms to make more room</li> <li>• Classrooms are set out so desks and chairs all face the front</li> <li>• Students to be reminded that they are to face the front and not each other</li> <li>• Group work is not to happen in a classroom</li> <li>• Students reminded not to touch staff or their peers</li> <li>• Different entry and exits into the school building for each year group</li> <li>• Staggered break times</li> </ul>	M/L	Teaching Staff/ Tutor/SITE	Environment set up prior to return  Ongoing

What are the hazards	Who might be harmed and how?	Risk Level	Further Action to be taken to control the risk? (mitigations)	Risk Level	Assigned to	Completed by whom & when
			<ul style="list-style-type: none"> <li>• Staggered Lunchtimes</li> <li>• Students allocated a year bubble zone consisting of a set of classrooms and an ICT room</li> <li>• Where an ICT room is in a different year bubble zone, the Teacher escorts the class to the relevant room</li> <li>• Students positioned appropriately on entry to the room this will vary room by room</li> <li>• A seating plan for each classroom is available on Teaching Resources</li> <li>• Staff are in position at least 10 minutes before students are due to arrive and all materials are ready for the lesson</li> <li>• Letter sent to parents with guidance to speak with their child before they come into school</li> <li>• Behaviour policy to be amended to take into consideration behaviour that increasing the risk of contamination</li> <li>• If students have PE they will wear their PE kit and blazer</li> <li>• Students being taught PE are instructed to await collection by Teacher in an allocated classroom</li> </ul>			
Students and staff do not minimise contact between each other or do not maintain social distancing wherever possible	Students, staff	H	<ul style="list-style-type: none"> <li>• Staff told to maintain 2m from students wherever possible</li> <li>• Staff to minimise time spent within 1 m of others</li> <li>• Staff to avoid face to face contact when within 2m of others</li> </ul>	M/L	All staff	Monitored by all staff and inform SLT of any concerns

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			<ul style="list-style-type: none"> <li>• Staff to teach from the front of the classroom, 2m away from students</li> <li>• Staff supporting students from less than 2m to wear visor or mask</li> <li>• Assemblies are avoided wherever possible</li> <li>• Assemblies if they occur are with one year group bubble only and in the sports hall</li> <li>• Students &amp; Staff to wear facemasks whilst moving around internal areas of school</li> </ul>			
Students will not adhere to social distancing around school.	Pupils, staff	H	<ul style="list-style-type: none"> <li>• Students made aware of permitted locations to access (Their year bubble zones plus designated toilets)</li> <li>• Students to follow a one-way system whilst moving around the school site</li> <li>• Students have an allocated outside social space</li> <li>• Tutors to deliver PowerPoint on importance of social distancing</li> <li>• Staff on duty remind students and monitor movement of year groups during break and lunch</li> </ul>	M/L	Teaching Staff Duty staff Tutors	Monitored by all staff and inform SLT of any concerns
Cross-contamination of the virus on Students clothing.	Pupils, staff, families	H	<ul style="list-style-type: none"> <li>• Students to wear school uniform</li> <li>• Students to wear PE kit and blazer on the days they have PE</li> </ul>	L	Teaching Staff	ongoing
Cross-contamination of the virus from Students hands.	Pupils, staff, families	H	<ul style="list-style-type: none"> <li>• Students made aware of safe movement around the classroom on arrival to lesson, and reminded of</li> </ul>	M/L	Teaching staff	Ongoing

What are the hazards	Who might be harmed and how?	Risk Level	Further Action to be taken to control the risk? (mitigations)	Risk Level	Assigned to	Completed by whom & when
			<p>importance of not making physical contact with others.</p> <ul style="list-style-type: none"> <li>• Designated year bubble toilets made available with soap, hot water and hand sanitizer</li> <li>• Toilets are cleaned throughout the day</li> <li>• Hand washing posters installed to remind of importance of correct hand washing procedure</li> <li>• Hand sanitizer is available in every classroom and students are reminded to use this on entry to the classroom</li> <li>• Hand sanitizer is available at key areas around the school</li> <li>• Textbooks are only shared within the year bubble when needed.</li> <li>• Projector and computers are working in every room so work can be projected onto the white board / screen.</li> <li>• Lockers cannot be used if they are not in the same year bubble zone</li> <li>• <b>Students are encouraged to bring their own hand sanitizer and use it</b></li> </ul>		Site	Environment set up prior to return
Adults spread the virus through their clothes, hands.	Pupils, staff, families	H	<ul style="list-style-type: none"> <li>• Teaching staff already aware of good practice</li> <li>• PPE available for use if necessary – please study Appendix 1 where PPE is covered in greater detail</li> <li>• Hand sanitizer available in the classroom.</li> </ul>	L	All staff	ongoing

What are the hazards	Who might be harmed and how?	Risk Level	Further Action to be taken to control the risk? (mitigations)	Risk Level	Assigned to	Completed by whom & when
			<ul style="list-style-type: none"> <li>Staff regularly wipe down the desk. Wipes and spray are available in every classroom</li> <li>All classrooms and shared used areas are cleaned once a day</li> </ul>			
Spread of virus due to poor pupil hygiene.	Pupils, staff, families	H	<ul style="list-style-type: none"> <li>Catch it – bin it – kill it to be promoted in the classrooms. Posters in every classroom</li> <li>Plentiful supply of paper tissues to be available in the classroom.</li> <li>Tissues to have one-use only</li> <li>To keep a healthy fresh-air flow around the classrooms, doors and windows will be left open where-ever possible.</li> <li>Regular hand sanitizing encouraged</li> </ul>	M/L	Class teachers Site	Ongoing
Cross-contamination between objects and furniture.	Pupils, staff	H	<ul style="list-style-type: none"> <li>Students only to use their allocated stationary / equipment</li> <li>Equipment available for year bubble in each classroom.</li> <li>Equipment is only shared within the year bubble</li> <li>Practical lessons i.e. Technology, Art, Music and Drama will occur where necessary and in the specialist classrooms, which are timetabled.</li> <li>When a practical lesson is happening different year bubbles will be in different specialist classrooms, unless cleaning of desks, chairs and shared equipment occurs between different year bubble lessons</li> </ul>	L	Class teachers, Site, Cleaning staff	Ongoing



What are the hazards	Who might be harmed and how?	Risk Level	Further Action to be taken to control the risk? (mitigations)	Risk Level	Assigned to	Completed by whom & when
			<ul style="list-style-type: none"> <li>• Science practical's will be led by the teacher</li> <li>• Equipment used by students is cleaned or left for 72 hours before students use it again</li> <li>• If stationary is borrowed it is kept for the same student or it is cleaned or left for 72 hours</li> <li>• Students to bring their own stationary and reminded not to share</li> <li>• Meet with cleaning services, cleaner on site during the day</li> <li>• Work that is collected is placed in a tray / box and handed out by the teacher.</li> <li>• Work that is to be marked is collected in and left in a tray / box for 72 hours or marked wearing gloves</li> <li>• Homework wherever possible is marked online using SMHW</li> </ul>			
Visitors on site	Pupils and staff		<ul style="list-style-type: none"> <li>• Wherever possible visitors should not be on the school site. Meetings are to take place via zoom or another virtual program ie Microsoft Teams.</li> <li>• If visitors are on site they must go straight to reception and be collected by the member of staff.</li> <li>• Visitors must stay in the room they have been allocated, unless following the one way system upon entering, leaving or going to the toilet.</li> <li>• Visitors sign in with contact information for track and trace'</li> </ul>	L	Member of staff arranging the visit	

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			<ul style="list-style-type: none"> <li>• Visitors to use hand sanitizer before entering school from reception.</li> <li>• Visitors must wear a face mask when attending site</li> <li>• Staff must wear a face mask / visor when interacting with visitors</li> <li>• Visitors are to sign out from reception on leaving.</li> <li>• If a visitor has tested positive for COVID they must contact the school immediately</li> </ul>			
Break times- Cross-contamination between Students	H		<ul style="list-style-type: none"> <li>• Staggered break and lunchtimes so only three years' groups are out at any one time.</li> <li>• Refectory will not be open at break time</li> <li>• Refectory tables wiped between sessions</li> <li>• Tables set out at diagonal opposite seating, no more than two per table</li> <li>• Designated outdoor spaces for year bubbles during break and lunchtime</li> <li>• Designated lunchtime refectory zones for year bubbles</li> <li>• Dismissal from classrooms to be managed by staff.</li> <li>• Students follow one-way system to refectory or outdoor social space</li> <li>• Duty staff to monitor year bubbles</li> <li>• Lessons are taught in approved rooms to minimise traffic around the school</li> <li>• The Students are encouraged to keep social distance</li> </ul>	M/L	Duty staff, Class teachers	Ongoing

What are the hazards	Who might be harmed and how?	Risk Level	Further Action to be taken to control the risk? (mitigations)	Risk Level	Assigned to	Completed by whom & when
			<ul style="list-style-type: none"> <li>• Students &amp; adults encouraged to use hand sanitizer before leaving and entering</li> <li>• Lunchtimes are monitored by staff on duty</li> </ul>			
Cross-contamination between children in the toilet.	Pupils	H	<ul style="list-style-type: none"> <li>• Toilets are set up for year bubbles.</li> <li>• Only two years sharing a toilet at any one time and at different times due to staggered break and lunch.</li> <li>• Appropriate signage in situ in toilets</li> <li>• Year bubbles to be informed which toilet they are assigned to</li> <li>• Cleaned before break and lunch and at the end of the day</li> <li>• Toilets integrated to daily cleaning rota</li> <li>• Levels of soap, water and paper to be monitored routinely by site staff</li> <li>• Immediate area near toilets will contain hand sanitizer</li> <li>• Hand sanitizer available in classroom kits for staff &amp; students</li> </ul>	M/L	Class teachers, Cleaning staff	Ongoing
Eating- Cross-contamination between children	Pupils	H	<ul style="list-style-type: none"> <li>• Students to bring their own water bottles</li> <li>• Refectory only open at lunch time</li> <li>• Refectory minimal food preparation and distribution</li> <li>• Students reminded of the importance of not sharing food products</li> <li>• Students monitored during lunch time</li> <li>• Fingerprint technology will NOT be used</li> </ul>	L	Duty staff, Parents	Ongoing

What are the hazards	Who might be harmed and how?	Risk Level	Further Action to be taken to control the risk? (mitigations)	Risk Level	Assigned to	Completed by whom & when
			<ul style="list-style-type: none"> <li>• Students to have a card with their name and tutor on to ensure quick movement in the refectory</li> <li>• Reference to student timetables to be used if required</li> <li>• Students encouraged to put their litter in the bin.</li> </ul>			
Unclean hard surfaces can increase the risk of the virus spreading.	Staff, pupils, families	H	<ul style="list-style-type: none"> <li>• Cleaners are given specific instructions for rooms in use to clean door handles, tables, toilets, etc., thoroughly using anti-bacterial spray during allocated cleaning times</li> <li>• Cleaner onsite during the day to clean toilets, banisters and door handles</li> <li>• Adults in classrooms are given extra cleaning equipment so they can continue to wipe down the teacher table</li> <li>• Key external doors to be opened during the day. Fire Doors in corridors remain closed, with heightened cleaning</li> <li>• Doors to be propped open when in class to reduce the amount of times door handles and push plates are used by children and adults. They can be closed when classrooms are empty.</li> <li>• Any room used outside of designated teaching classrooms must only be done with prior arrangement with SLT &amp; PVR to accommodate cleaning</li> </ul>	L	Teaching staff, cleaning staff, PVR, Site	ongoing

What are the hazards	Who might be harmed and how?	Risk Level	Further Action to be taken to control the risk? (mitigations)	Risk Level	Assigned to	Completed by whom & when
Any student or adult showing symptoms (or members of their household) may spread the virus	Pupils, staff, families	H	<ul style="list-style-type: none"> <li>• Inform parents that if their child is feeling unwell they must not come into school</li> <li>• The common symptoms of Covid-19 are a dry cough and/or a high temperature. Any student who shows symptoms of the virus (coughing, <b>loss of sense of taste / smell</b>, temperature, etc.) will be isolated from the group and taken to a private room. Their parents will be telephoned for them to be collected and told to take the child to be tested. This child will be feeling unwell they must not come into school</li> <li>• Any adult showing symptoms of the virus should go home straight away. They will arrange an NHS test and stay away from school until the result is known. For positive results, the adult must stay in self-isolation for <b>10 days</b> and only to return to work when they are not displaying any COVID symptoms. Proof of negative result means they can come back to school once they are feeling better.</li> <li>• <b>Parents are instructed to inform school immediately if a person in their family shows symptoms of the virus and their children will isolate for 14 days</b></li> <li>• If someone who has attended the school tests positive a member of SLT must inform the local health protection team</li> </ul>	L	Teaching staff SLT Office staff HUG CLF	Ongoing

What are the hazards	Who might be harmed and how?	Risk Level	Further Action to be taken to control the risk? (mitigations)	Risk Level	Assigned to	Completed by whom & when
			<ul style="list-style-type: none"> <li>• The school will work with the health protection team and take further action if needed.</li> <li>• Students who have been in close contact with the person who has tested positive will be sent home immediately, advising them to self-isolate for 14 days.</li> <li>• Seating plan for each group available on Teaching Resources so that the close contact can be identified</li> <li>• Students who suffer from hay-fever may show symptoms of sneezing and coughing. If this happens, the pupil will be isolated and a phone call made to parents to establish the most probable reason for the symptoms.</li> <li>• Disposable tissues are to be available in the classrooms that should be disposed of in the bin after every use. The bins will be emptied daily</li> </ul>			
Cross-contamination of virus from school to home.	Pupils, families	H	<ul style="list-style-type: none"> <li>• Students will be encouraged to sanitize / wash hands before leaving site</li> <li>• Hand sanitisers available close to year zones</li> <li>• Feedback to parents will be in the form of a written note, email, zoom or phone call. There will be no face-to-face discussions.</li> </ul>	L	All staff	Ongoing
Staff gathering in the staff room and moving around the school so	Staff	H	<ul style="list-style-type: none"> <li>• Staffroom laid out in a manner that encourages social distancing</li> </ul>	L	All staff	Ongoing

What are the hazards	Who might be harmed and how?	Risk Level	Further Action to be taken to control the risk? (mitigations)	Risk Level	Assigned to	Completed by whom & when
spreading the virus. Staff needing a break.			<ul style="list-style-type: none"> <li>• Signage present to remind staff of Social distancing</li> <li>• Staff encouraged to use department staff room</li> <li>• Staff to have work place areas as classroom is likely to be used during non-teaching time</li> <li>• More areas available with tea and coffee making facilities</li> </ul>			
Pupil may become anxious or distressed and not be able to follow instructions given by adults.	Pupil	H	<ul style="list-style-type: none"> <li>• Students who are not able to follow adult instructions and therefore putting others at risk through contamination, will be collected by their parents.</li> <li>• Students who are showing signs of anxiety and distress will be instructed to attend the bungalow to discuss issues of concern with MTT or other member of staff</li> </ul>	L	SLT, teaching staff	Ongoing
Pupils behaviour puts the health of other at risk	All	H	<ul style="list-style-type: none"> <li>• Behaviours Policy amended to ensure the safety of all</li> </ul>	L	All Staff	Ongoing
Communal gathering is a risk to the virus spreading.	Staff, pupils, families	H	<ul style="list-style-type: none"> <li>• Assemblies to take place via Zoom</li> <li>• Year assemblies only which will take place in the sports hall (if it is not a wet day)</li> </ul>	L	SLT, HoSP	Ongoing
Students may feel anxious about the Covid-19 lockdown experience or leaving their parents.	Pupils	H	<ul style="list-style-type: none"> <li>• Students are invited into school and any concerns can be dealt with via the HoSP/HoD/Teacher or SLT</li> </ul>	L	All staff	

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Students feel worried about death of a relative or themselves, or suffering from a bereavement within their close circle.	Pupils	H	<ul style="list-style-type: none"> <li>Parents will provide information about their child's family to help school support the whole family in the best way possible.</li> </ul>	L	All staff	Ongoing
Fire Risk Assessment Amendments						
Cross contamination during evacuation of school during fire, bomb threat or other scare	Pupils, Staff, Visitors	H	<ul style="list-style-type: none"> <li>Assembly points relocated to allow more direct route to assembly point</li> <li>Fire Evacuation Practice to be undertaken early in term</li> <li>All year groups informed of new assembly point on first day back</li> <li></li> </ul>	L	All Staff	Ongoing
Fire spreads faster due to doors being held open	Pupils, Staff, Visitors	H	<ul style="list-style-type: none"> <li>Fire Wardens will ensure doors are closed during fire alarm scenario when conducting sweep</li> <li>Doors closed at end of day during lock up routine</li> </ul>	L	Fire Wardens, Teaching Staff, Site Staff, Cleaners,	Ongoing
Practical lessons in Science						
Dealing with an emergency arising from a practical requires breach of social distancing.	Pupils, Staff, Technicians	H	<ul style="list-style-type: none"> <li>Normal Immediate Remedial Measures as outlined by CLEAPSS and exemplified by E-cards must be followed.</li> <li>Each lab provided with PPE including: Disposable gloves, fluid resistant face mask, disposable plastic apron, Eye protection including face shield, goggles</li> </ul>	L	Staff, Technicians	ongoing



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			and cover specs, paper towels and plastic bags.			
Cross-contamination of people from equipment	Pupils, Staff, Technicians	H	<ul style="list-style-type: none"> <li>All equipment will be quarantined for 72 hours before use with classes outside of the year group bubble or between different staff.</li> <li>Card monitoring system in place to manage quarantine</li> <li>Meticulous cleaning will be used to supplement quarantine for some apparatus</li> </ul> <p>All text books are preassigned to classrooms and MUST not be moved from their designated room without a minimum of 72 hours quarantine when moving between bubbles</p>	L	Staff, Technicians	ongoing
Risk to technical staff from moving across bubbles.	Technicians	H	<ul style="list-style-type: none"> <li>Activity and practical orders will be provided in F20 and staff collect and return it.</li> <li>No staff access to F15 preparation room Technicians will not be required to conduct demos or assist with practical's in class.</li> </ul>	L	Technicians	ongoing
Untrained staff using laboratory spaces	Pupils, Staff, Technicians	H	<ul style="list-style-type: none"> <li>Each lab will be made safe for general use. Where available equipment cupboards will be locked.</li> <li>Water in labs will remain on to provide additional hand washing facilities.</li> <li>Gas taps will be turned off as standard. In rooms where there is not a gas safe system the gas taps will be secured. Every room will have a list of instructions/guidelines for non-science</li> </ul>	L	Staff, Technicians	ongoing

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			teaching staff using that room making them aware of issues in the room they may not normally consider.			
Selection of practical's that may breach social distancing or good hygiene practice	Pupils, Staff, Technicians	H	<ul style="list-style-type: none"> <li>All staff will consider COVID as part of their normal risk assessment carried out for each lesson</li> <li>Practical's involving any body fluids, any physical activity inside the classroom and any listed by CLEAPSS are banned.</li> <li>All requests to technical staff will be reviewed for suitability</li> </ul>	L	Staff, Technicians	ongoing
Students within a bubble moving around each other and around a lab risking COVID transfer	Pupils, Staff, Technicians	H	<ul style="list-style-type: none"> <li>Staff have a demarked 2m buffer zone from pupils. PPE should be used if that distance is decreased.</li> <li>Pupils should be encouraged to remain seated for the duration of the lesson. Where practical's are conducted group sizes should be no larger than pairs and the class must be managed in the collection and returning of equipment to minimise pupil interaction.</li> </ul>	L	Staff, Technicians	ongoing
Cross-Bubble use of rooms risks COVID transfer	Pupils, Staff, Technicians	H	<ul style="list-style-type: none"> <li>Bubbles are restricted to single classrooms where possible. Only F12 has more than one bubble using it (Year 9 and Sixth Form) in this case the room must be deep cleaned every Monday and Thursday night.</li> </ul>	L	Cleaners	ongoing
Conducting demos and practical's in non-laboratory rooms risks injury to students and inadequate safety facilities	Pupils, Staff, Technicians	H	<ul style="list-style-type: none"> <li>No practical using chemicals requiring a HazCard will be conducted.</li> <li>No practical requiring a standard laboratory risk assessment will be conducted</li> </ul>	L	Staff, Technicians	

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			No chemicals bearing GHS labelling will be permitted outside of laboratory spaces			
<b>Practical Lessons in Music</b>						
<p><b>Year 7 – Drumming on tables</b></p> <ul style="list-style-type: none"> <li>• Beaters and laminate A3 will be used for this practical unit.</li> </ul> <p><b>Year 8 – African Drumming</b></p> <ul style="list-style-type: none"> <li>• African Drums will be used</li> </ul> <p><b>Year 9 – Ukulele</b></p> <ul style="list-style-type: none"> <li>• Ukulele and plectrums will be used.</li> </ul>	<ul style="list-style-type: none"> <li>• Students and staff due to COVID</li> <li>• Students and staff due to COVID</li> <li>• Students and staff due to COVID</li> </ul>	<ul style="list-style-type: none"> <li>• High due to COVID</li> <li>• High due to COVID</li> <li>• High due to COVID</li> </ul>	<ul style="list-style-type: none"> <li>• Beaters and A3 laminated sheet will be wiped at the end of each lesson and stored away. Students will be asked to hand sanitise as they start and finish the lesson. Instruments will be kept within the year 7 bubble zone to minimise cross-over.</li> <li>• Each student will have their own African drum that they use every lesson. This will be wiped at the end of each lesson and stored away. Students will be asked to hand sanitise as they start and finish the lesson. Instruments will be kept within the year 8 bubble zone to minimise cross-over.</li> </ul>	<ul style="list-style-type: none"> <li>• Low</li> <li>• Low</li> <li>• Low</li> </ul>	<ul style="list-style-type: none"> <li>• BNS &amp; VSY</li> <li>• BNS &amp; VSY</li> <li>• BNS &amp; VSY</li> <li>• BNS</li> </ul>	<ul style="list-style-type: none"> <li>• On-going, monitored by BNS</li> <li>• On-going, monitored by BNS</li> <li>• On-going, monitored by BNS</li> </ul>

What are the hazards	Who might be harmed and how?	Risk Level	Further Action to be taken to control the risk? (mitigations)	Risk Level	Assigned to	Completed by whom & when
<p>Year 10, 11 &amp; 13 – Performance unit</p> <ul style="list-style-type: none"> <li>Students will be performing on a variety of instruments or singing.</li> </ul>	<ul style="list-style-type: none"> <li>Students and staff due to COVID</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>High due to COVID</li> </ul>	<ul style="list-style-type: none"> <li>Each student will have their own Ukulele that they use every lesson. This will be wiped at the end of each lesson and stored away. Students will be asked to hand sanitise as they start and finish the lesson. Instruments will be kept within the year 9 bubble zone to minimise cross-over.</li> <li>For the immediate future, all students will be performing on keyboards. Each keyboard will be wiped/sprayed down at the end of the lesson. Students will be asked to hand sanitise as they start and finish the lesson.</li> <li>Moving forward, any student performing on a woodwind instrument or singing will need to have their own space so not to spray on other students. Students could be placed (at least 2m apart) in the open corridor outside G28 or 1 person could use the recording studio.</li> <li>Students bring in their own brass or woodwind instrument</li> </ul>	<ul style="list-style-type: none"> <li>Low</li> </ul>		<ul style="list-style-type: none"> <li>On-going, monitored by BNS</li> </ul>

What are the hazards	Who might be harmed and how?	Risk Level	Further Action to be taken to control the risk? (mitigations)	Risk Level	Assigned to	Completed by whom & when
Practical lessons in (Food, Preparation and Nutrition)						
Possibility of student bubble groups crossing paths with other bubbles as move from their bubble area to food rooms.	Students	High	Teacher to collect students from classroom, students not to move to food rooms independently. Movement occurs after lessons have started and before lessons end to ensure other bubbles are already in classrooms.	Low	Teaching staff	Ongoing
Limited amounts of practical rooms and equipment available, different bubbles accessing practical food rooms and using same equipment	Students	High	Different food practical rooms will be used by different year group bubbles each day. Different year groups will only use room and equipment used by a different year group after thorough cleaning of the room and equipment. Timetable allows for different bubbles to access rooms and equipment on different days for sufficient deep cleaning to take place every evening.	Low	SLT & Teaching staff	Ongoing
Students from different year bubbles needing to drop off ingredients before the start of the school day.	Students	High	There will only ever be 2 different year group bubbles cooking on the same day. However, the different year group bubbles start at different times of the day, so will have specific times to bring ingredients to the practical food rooms.	Medium	Teaching staff	Ongoing
Ensuring students maintain social distance when waiting to enter the food room and entering the food room.	Students	High	Students must wait outside the practical food room standing on the socially distanced marking. Students will enter the room with the person at the front of the line going to the kitchen space furthest away from the door, and then all other students	Low	Teaching staff	Ongoing

What are the hazards	Who might be harmed and how?	Risk Level	Further Action to be taken to control the risk? (mitigations)	Risk Level	Assigned to	Completed by whom & when
			filling the remaining gaps furthest from them until all spaces are filled.			
Students maintaining social distance in the food room during practical lessons.	Students and staff	High	Room to be set up in advance so that equipment students require that is not usually kept in each kitchen unit is ready for use without students leaving their practical working place. (Students to be advised at start of year/rotation that this will not be tolerated and that after one (or two, so effectively once get to C3 or first warning miss one practical lesson, ignore rule again miss practicals indefinitely) verbal reminder they will miss practical lessons.	Low	Teaching staff	Ongoing
Students sharing equipment during a practical lesson causing a risk of transmission of any infections.	Students	High	Where practically possible all students will have their own piece of every equipment needed to carry out the practical lesson. Where high cost equipment is not practical to have in quantities to allow one per student (such as microwaves, food processors and deep fat fryers), teaching staff will operate the equipment to avoid use by multiple persons.	Low	Teaching staff	Ongoing
Support for students struggling with practical skills, meaning social distancing cannot be maintained.	Students and staff	High	To help a student who is incorrectly carrying out a practical skill or who has injured themselves during a practical lesson. This will require teaching staff to be close to students. Staff use of a visor during practical lessons will be useful to minimise contact/possible transmission between staff and students.	Med	Teaching staff	Ongoing

What are the hazards	Who might be harmed and how?	Risk Level	Further Action to be taken to control the risk? (mitigations)	Risk Level	Assigned to	Completed by whom & when
Support for SEN students which means social distancing cannot be maintained.	Students and staff	High	JE 10RBB has limited experience of preparing and cooking food, as well as poor dexterity and often needs to be shown and guided in what to do. In some instances, this requires close contact. A dedicated member of staff will work with JE or other SEN and not mix with other students.	Low	Teaching staff	Ongoing
Ventilation of room to provide best protection against spread of germs	Students and staff	High	Ensure that while students are in the practical food rooms, all windows are open, extractor fans are on and door into the office which connects F2 and F3 is open and the fire exit door in F3 is open to allow as much	Low	Teaching staff	Ongoing
Collecting high risk food at the end of the school day which needed to be kept refrigerated after cooking.	Students	High	The different year group bubbles cooking each day have different finish times, so there will not be an issue with different bubbles collecting at the same time. No year group should need to collect at a time when a different year group is in the food rooms.	Low	SLT & Teaching staff	Practical timetable resolved by 1/9/20

What are the hazards	Who might be harmed and how?	Risk Level	Further Action to be taken to control the risk? (mitigations)	Risk Level	Assigned to	Completed by whom & when
<b>Physical Education</b>						
Practical lessons in Physical Education can cause crowded areas on arrival	Students/ Staff	H	<ul style="list-style-type: none"> <li>Groups will be collected from the wet weather classroom and returned at the end.</li> <li>If bad weather students may have to be taught in the classroom.</li> <li>Pupils to follow one-way system to and from their activity</li> <li>Any bags/additional equipment are not to be brought into the PE Department. Students to leave belongings in their classroom (teachers will collect valuables and lock away).</li> </ul>	M	PE Staff	Ongoing All PE staff to monitor
Practical lessons in Physical Education will be confined space if changing rooms are used.	Students/ Staff	H	<ul style="list-style-type: none"> <li>On PE days pupils to wear PE kit to School.</li> <li>Changing rooms only to be used briefly for changing footwear after lessons on the grass if wet/muddy.</li> <li>Changing room toilets not currently available. Use Year group toilets at the normal times.</li> </ul>	L	PE Staff	Ongoing GRN/SLT
Practical PE lessons pose different risks of transmission depending on the type of activity taking place	Students/ Staff	H	<ul style="list-style-type: none"> <li>PE staff to keep well-informed about the latest guidance from National Governing Bodies (NGB).</li> <li>Lessons to be adapted accordingly to minimise the risk.</li> </ul>	M	PE Staff	Ongoing All PE staff to monitor
Indoor Practical lessons in Physical Education pose a risk due to heavier breathing and sweating.	Students/ Staff	H	<ul style="list-style-type: none"> <li>Lessons to be taught outdoors where possible – indoor spaces only used where permitted e.g. sports hall for badminton.</li> </ul>	M	PE Staff	Ongoing All PE staff to monitor



			<ul style="list-style-type: none"> <li>• No double groups indoors.</li> <li>• PE staff to refer to the latest National Governing Body (NGB) guidelines.</li> <li>• All PE facilities in use must always be well ventilated – Gym windows and doors open. Sports Hall doors open. If these areas are deemed suitable for use.</li> <li>• PE staff may have to deliver a theory-based curriculum – e.g. NCFE Health &amp; Fitness to all students. Classrooms will be made available for all practical groups.</li> </ul>			
Handling equipment in Practical Physical Education lessons could lead to risk of transmission	Students/ Staff	H	<ul style="list-style-type: none"> <li>• Hand washing and/or sanitizing is the first level of protection.</li> <li>• Sharing to be kept to a minimum (No sharing across bubbles).</li> <li>• Teacher should handle main items that are shared and don't need to be handled by students e.g. cones, posts, storage boxes/containers.</li> <li>• Equipment used by students is to be cleaned before use by another bubble, or quarantined for 48 hours (72 hours for plastics).</li> <li>• Students encouraged to have their own equipment where possible e.g. Tennis rackets.</li> <li>• No equipment that requires handling or contact with the head/face should be shared in lessons and must be for individual use only (e.g. cricket/hockey helmet).</li> <li>• Bibs must be washed after use due to sweating and possible increased</li> </ul>	M	PE Staff	Ongoing  All PE staff to monitor

			risk of passing virus on. PE staff to use suitable alternatives (e.g. reversible shirts or wristbands).			
First Aid issues may arise in Practical PE lessons and can increase the risk of the virus spreading.	Students/ Staff	H	<ul style="list-style-type: none"> <li>If any First Aid incident occurs PE staff will contact reception/send student to Student Services to ask for First Aider in the normal way. The staff that are first aiders to deal with minor incidents and encourage students to help with their own First Aid as much as possible by giving instructions. Staff should use gloves, sanitizer, and facemasks when dealing with first aid incidents.</li> </ul>	M	PE Staff	Ongoing  All PE staff to monitor
Workshop sessions (DT) G1 and G2						
Possibility of student bubble groups crossing paths with other bubbles as move from their bubble area to food rooms.	Students	High	Students would have to enter and exit through the fire escape in G2 to avoid any interaction with students in other year groups potentially in the area outside G1/2..	Low	Teaching staff	Ongoing
Limited amounts of practical rooms and equipment available, different bubbles accessing practical food rooms and using same equipment	Students	High	<p>Practical sessions will only be available for Years 10. 11. 12 and 13. Year groups will be assigned specific days of the week.</p> <p>If Sixth Form practical lessons fall on the same day as KS4 then tools and equipment will be sanitized in between sessions. However we will aim to avoid this situation</p> <p>Timetable allows for different bubbles to access rooms and equipment on different days for sufficient deep cleaning to take place every evening.</p>	Low	SLT & Teaching staff	Ongoing

Students from different year bubbles needing to drop off ingredients before the start of the school day.	Students	High	Not an issue.	Medium	Teaching staff	Ongoing
Ensuring students maintain social distance when waiting to enter the workshops.	Students	High	Students would have to enter and exit through the fire escape in G2 to avoid any interaction with students in other year groups potentially in the area outside G1/2.. Seating Plans will be written to support entering the room and settling quickly. Masks will need to be worn by staff and students when practical sessions are taking place.	Medium	Teaching staff	Ongoing
Students maintaining social distance in the workshops during practical lessons.	Students and staff	High	Room to be set up in advance so that equipment students require. Tool cupboards open Stools away Coats and bags in the rack Aprons on. C2's will automatically mean missing next practical session.	medium	Teaching staff	Ongoing
Students sharing equipment during a practical lesson causing a risk of transmission of any infections.	Students	High	Where practically possible all students will have their own piece of every equipment/tools needed to carry out the practical lesson. All tools and machinery will be cleaned at the end of every day. Where possible, tools used with high frequency will be sterilized overnight.	Low	Teaching staff	Ongoing

Support for students struggling with practical skills, meaning social distancing cannot be maintained.	Students and staff	High	To help a student who is incorrectly carrying out a practical skill or who has injured themselves during a practical lesson. This will require teaching staff to be close to students. Staff use of a visor during practical lessons will be useful to minimise contact/possible transmission between staff and students.	Med	Teaching staff	Ongoing
Support for SEN students which means social distancing cannot be maintained.	Students and staff	High	Jaspal will be in attendance for most lessons so he will be available to aid and assist SEN students. TA's present will bring their own masks/visors	Low	Teaching staff	Ongoing
Ventilation of room to provide best protection against spread of germs	Students and staff	High	Ensure that while students are in the workshops windows and doors will be open, the extraction will be on when practicals are taking place, not when class discussions are instruction are being given.	Low	Teaching staff	Ongoing

Name of Assessor	Constructed by Leadership Team, Premises Manager & appropriate Heads of Department / Department Technicians	Signature	
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**Appendices & Supporting Documentation:**

Appendix 1:-

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#personal-protective-equipment-ppe-including-face-coverings-and-face-masks>

Risk Assessment Review Log
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Review Date	25/09/2020		
Reviewed By:	SCP, PVR		

Review Date	23/10/2020		
Reviewed By:	SCP, PVR		

Review Date			
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Review Date			
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Risk Assessment(s) for (Activity/Process/Operation)	
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*This form can be used to record and demonstrate that the above risk assessment(s) has been provided to relevant employees (as below) to inform them of the risk assessment findings (i.e. the hazards, risks, and control measures associated with their work).*

Name of Persons involved in the Activity/ Process/ Operation	Signature	Date