

LOCAL Combination Risk Assessment for Complex Hazards

(To be used for activities such as; work at height, hot work, work with asbestos, work with machinery, etc.)



Activity / Task / Location: TKAT Covid-19 Risk Assessment – Return of pupils to educational settings(Secondary School settings) v4	Approved By: Headteacher
Developed by: TKAT & Hylands School (Local RA - Hylands)	Date:12/07/2020
Reviewed by: COVID-19 Health & Safety Officer	Date: 20/08/2020

Likelihood

		Unlikely	Possible	Very Likely
		1	2	3
Major <i>Eg. Kill or Permanently Maim Long term Injury or Illness</i>	3	3	6	9
Moderate <i>Eg. Medical Attention with seven days off work</i>	2	2	4	6
Minor <i>Eg. First Aid Needed</i>	1	1	2	3

Summary of Requirements

Personal Protective Equipment	For First-aid: Disposable clinical masks or dust masks to FFP1. Disposable nitrile or vinyl gloves. Disposable aprons. For personal care: Disposable clinical masks or dust masks to FFP1, Goggles, or wrap around safety glasses that are splash resistant. Disposable nitrile or vinyl gloves. Disposable aprons. For managing people with Covid-19 symptoms: Clinical masks or dust masks to FFP2, Goggles, or wrap around safety glasses that are splash resistant.
Training	All employees: 1. Coronavirus & Virus Transmission TOOLBOX TALK v2

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	<p>2. Briefing on local safety arrangements, protocols and working practices. 3. Briefing on how to manage pupil symptomatic cases</p> <p>Cleaning staff to be briefed on enhanced cleaning protocols and the need for thoroughness in their work</p> <p>First Aiders and staff completing intimate care tasks are to be provided the video training at: https://covid19ppe.org/primary-care-gps-scenario-4/</p>
Equipment	
Relevant Legislation etc.	<p>Health and Safety at Work etc. Act 1974 The Management of Health and Safety at Work Legislation 1999 The Control of Substances Hazardous to Health Regulations 2002 The Personal Protective Equipment at Work Regulations 1992 Coronavirus Act 2020 The Health Protection (Coronavirus, Restrictions) (England) Regulations 2020 The Health Protection (Coronavirus, Restrictions) (No. 2) (England) Regulations 2020</p>
Review period/date	<p>Headteacher to review on local matters after receipt and as required (RA can be added to, but no Trust control measures removed).</p> <p>Headteacher to submit any feedback on Trust measures for review to TKAT in September; after day one of use after children return, after week one of after children return, after identification of any Trust measure that is not working.</p> <p>To be reviewed by October 2020</p>
Overarching System of Controls	<p>This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection'.</p> <p>Prevention:</p> <p>1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p> <p>2) clean hands thoroughly more often than usual</p> <p>3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p>

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4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach

5) minimise contact between individuals and maintain social distancing wherever possible

6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection:

7) engage with the NHS Test and Trace process

8) manage confirmed cases of coronavirus (COVID-19) amongst the school community

9) contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

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Hazard Identification			Control		Risk
What are the steps of the activity / items of equipment	What are the potential hazards	Score	What methods will be used to reduce the likelihood and/or the consequence of an illness or injury from those hazards	What hazard remains	Residual Score
<p>General site management, access/egress and movement in and around the school. (all settings)</p>	<p>Harm to all occupants from direct and indirect contact with Covid-19</p>	<p>6</p>	<p>Students, staff and other people showing symptoms, or have tested positive for Covid-19 in the last 10 days must NOT enter the school site.</p> <p>Parents of students who are symptomatic, and staff who are symptomatic, are to arrange for a Covid-19 test as soon as possible after the onset of symptoms, or at least within 3 days of the onset. Wherever possible tests should be booked at a local testing facility to shorten the time taken to obtain results. Schools should ask parents and staff to inform them immediately of the results of a test.</p> <p>Any staff or student showing symptoms to be sent home immediately. Individuals should organise testing and communicate results to school. Must self isolate for 10 days. Any individual who has been in close contact with someone testing positive must also self isolate for 14 days from the last point of contact if test comes back as positive. Use of year group bubbles mean whole year group to self isolate.</p> <p>Any student showing symptoms and awaiting collection should be kept in a room with the door shut and window open If multiple cases of Covid 19 then Public Health will liaise and advise HT</p> <p>Where someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed</p>		<p>3</p>

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			<p>coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms.</p> <p>Where someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating.</p> <p>Students and staff living with someone who is showing symptoms, or has tested positive in the last 10 days, must NOT attend school and are to self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>Ensure that all premises health and safety compliance checks have been undertaken before re-opening areas.</p> <p>Emergency evacuation</p> <p>Schools are to revisit their evacuation plans to ensure, as much as possible, minimum contact between bubbles during the evacuation process. Schools should consider potential choke points and resulting crowding. Wider spacing at assembly areas between bubbles will be required. A fire drill should be conducted in a timely fashion to test the plan after full reoccupation.</p> <p>During an emergency evacuation all one way systems and social distancing procedures are suspended</p> <p>A controlled and pre communciated fire drill will take place for each year group in the first two weeks of term.</p> <p>Students gather in their form groups on tennis courts and continue to maintain social distancing</p> <p>Settings are to provide adequate hand washing/sanitising facilities to prevent crowding and reduce cross contamination.</p> <p>Settings are to provide information on how to wash hands properly and display posters</p> <p>Staff and students must wash their hands for 20 seconds, or sanitise their hands using a hand sanitiser with an alcohol</p>		
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			<p>content $\geq 60\%$; on arrival at the setting, before and after eating, after sneezing or coughing.</p> <p>Schools are to have a process for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them. Students must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival, dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p> <p>A system of cleaning frequently touched communal surfaces more regularly than normal must be put in place, using an appropriate anti-viral cleaner. Items such as door pushes/handles, sinks, toilets, light switches, bannisters. These areas will need to be cleaned thoroughly several times a day. A log of the completed cleaning is to be maintained.</p> <p>Rooms should be accessed directly from outside where possible.</p> <p>The use of non-ducted air conditioning systems can be used, but fans must not be used anywhere in the building.</p> <p>The use of mobile phones, unless required for operational reasons, is discouraged, as this can add to potential cross contamination of surfaces.</p> <p>Stagger arrival times and break times (including lunch), so that all children are not moving around the school at the same time</p> <p>Staggered start times and at different entrance points for different year groups (see day plan for further details)</p> <p>Students split into groups 1,2,3 with staggered start times. Further split into group A/B. Use of different entrances to school site for different groups of students. All group A</p>		
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students will arrive through the front entrance of the school. All group B students will arrive through the rear entrance of the school nearest the lower playground (roses gate no longer in use)

Bins will be placed at all entry points for students to dispose of masks that have been worn on public transport.

Students will line up in their year groups and be met by the form tutors and HOY. They will then be escorted to their form rooms and zones.
Different year groups zoned in different areas of the school.

Year group bubbles and specific zones:
 Year 7 - Rooms 1,2,4 &5
 Year 8 - Rooms 36,37, 39 &40
 Year 9 - Rooms 30, 31, 32, 33, 34 & 35
 Year 10 - Rooms 7, 8 ,10, 11, 12, 15, 16
 Year 11 - 230, 231, 232, 25 (PD) 251, 252, 253, 3 (CS) 56 (FN) 103 (Mu)
 6th form - Science + LRC2
 Year group bubbles must not mix at any point

Dedicated water fountains signed and labeled for each YG.

No access to any other parts of school other than those allocated and used within bubbles or to access specialist lesson.

Limited service in two separate areas of the school (canteen and sports hall). Limited seating capacity etc.

All students must clean or sanitise their hands before accessing the main school site.

Student that arrive prior ti school opening will not be able to access the school site and must wait until it is their time to come into school (see day plan
 Early/late students will be held and escorted to year group zones.

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			<p>Staff only able to access the rear car park. No access to front of school with the exception of office and canteen staff who must park up the top of the slope.</p> <p>Use the timetable and selection of classroom or other learning environments to reduce movement around the school or building, keeping groups apart.</p> <p>Considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors.</p> <p>All students and staff must follow one way systems at all times. This includes in outdoor and indoor areas of the school. Students must move directly to their year group zones and must not cross through other areas.</p> <p>Students will enter the classroom immediately. There will be no line up.</p> <p>Clear signage and floor tape in place.</p> <p>SLT/ELT/PSMs allocated a year group zone to support movement and transitions etc.</p> <p>Specialist lessons - Teacher to collect and escort students to specialise rooms and return them to bases at the end.</p> <p>Staff and student training provided</p> <p>All doors and windows must be open at all times Wherever possible, classrooms should be entered using external doors.</p> <p>Additional risk assessment in place for students who cannot move around the school as per normal. Includes use of lift.</p> <p>Specialist rooms only for KS4 & 5</p>		
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			<p>Students will move to their next classroom in their zone during lesson changeover which will be supervised by SLT/ELT and other key staff</p> <p>Students are not to line up in the corridors but must go straight into their classroom. While students are waiting for their teacher, they will be expected to read their reading book.</p> <p>Limited toilet breaks so that children don't gather at the toilets. Schools to set clear rules around use of toilet facilities by students.</p> <p>Designated toilets for each year group bubble Toilets are only accessible to specific year group who are zoned in that area. Year 7 : SEN area toilets Year 8 : Humanities toilets Year 9 : Humanities toilets Year 10 : Maths 'staff' toilets Year 11 : English toilets 6th form : 'Staff' toilets by staffroom Students must wash hands thoroughly and use sanitiser.</p> <p>Outdoor equipment/apparatus/play equipment/climbing frames can be used but must be cleaned frequently. Cleaning must take place between bubbles if different bubbles use the equipment.</p> <p>Groups should be kept apart, meaning that schools should avoid large gatherings such as assemblies or collective worship with more than one group.</p> <p>Dining areas can be used, but group timings are to be staggered. Tables, equipment and frequently touched surfaces should be cleaned between each group.</p> <p>Settings are to put in place monitoring and supervision to make sure people are following controls put in place, eg following hygiene procedures, cleaning hands, following one-way systems.</p>		
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			<p>Year 7s will remain in the rooms for the vast majority of lessons. Specialist lessons may require movement. Additional risk assessments for some subjects. These subjects are:</p> <ul style="list-style-type: none"> PE Drama Dance Art Music <p>Specialist rooms only for KS4 & 5</p> <p>Put systems in place to keep PPE and essential cleaning supplies under review so you can take action if necessary before you run out.</p> <p>Unnecessary furniture stored Updated behaviour policy detailing new policies and practices. Communicated to staff prior to student arrival.</p> <p>The Designated COVID-19 Health & Safety Officer nominated as go to for staff needing to raise any concerns or queries</p> <p>Additional cleaning will be in place across the day. High frequency areas will be cleaned throughout the day. This will include corridors, staircases and toilets</p> <p>Hand sanitizing stations will be located around the school and in each zone. These must be used when arriving at school, before and after eating, before and after going to the toilet, after sneezing or coughing and before they leave the school.</p> <p>All areas of school that are used must be thoroughly cleaned Bin collection and cleaning procedures Toilets cleaned throughout the day all the time students are on site. Staff to support by cleaning down personal work areas post use</p>		
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		9	<p>Students must follow one way systems and will be escorted off site by their form tutor/class teacher. This is dependant upon year group. Supervised by staff and SLT Students to exit via the same part of the school they entered in the morning.</p> <p>Strategically placed duty posts for staggered arrival. Canteen:</p> <p>No lid bins One side of canteen hall to be used at any one time whilst other side is cleaned. Students to clear away their own plates and areas. Students must stand approximately 2 metres away from servers - lines marked on floor etc. Signage in place. Food packaged up to avoid contact ALL food to be consumed in the canteen only. Enter canteen via canopy entrance and exit via side door leading to tennis courts.</p> <p>Weekly meetings with SLT & Facilities Manager No one is obliged to work in a work environment that has not been risk assessed as per this risk assessment.</p>		3
<p>Offices and other non-pupil areas (all settings)</p>	<p>Harm to staff and visitors from direct contact with Covid-19</p>	9	<p>Employees that have increased vulnerability to Covid-19 and are unable to complete a student facing role due to that vulnerability will usually be office based, where they are required to attend the workplace. Consequently, it is important for schools to minimise the risk to such employees by providing as safe a working environment as possible.</p> <p>Make every reasonable effort to comply with the social distancing guidelines set out by the</p>		3

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			<p>government (keeping people 2m apart wherever possible). Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, you should consider whether that activity needs to continue for the school to operate</p> <p>Staff bases created in different areas around the school. Numbers of staff allowed in these bases at any one time are limited (see Sept plan)</p> <p>Use floor tape to mark areas to help workers keep to a 2m distance.</p> <p>Take all the mitigating actions possible to reduce the risk of transmission between staff.</p> <p>Keep activity time involved as short as possible where socially distancing is difficult.</p> <p>Use back-to-back or side-to-side working (rather than face-to-face) whenever possible.</p> <p>For office based staff, reduce the number of people each person has contact with by using 'fixed teams or partnering' wherever possible (so each person works with only a few others)</p> <p>Move desks/furniture to facilitate social distancing.</p> <p>Reduce the number of office/room occupants as far as reasonable to allow for social distancing whilst working, or circulating.</p> <p>Plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day.</p>		
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			<p>Stagger arrival and departure times if required to eliminate crowding into and out of the workplace.</p> <p>Reduce movement by discouraging non-essential trips within buildings and sites.</p> <p>Set clear use and cleaning guidance for staff toilets to ensure they are kept clean and social distancing is achieved as much as possible.</p> <p>Use remote working tools to avoid in-person meetings.</p> <p>PPE should only be used for specific tasks requiring its use.</p>		
	<p>Harm to staff and visitors from indirect contact with Covid-19</p>	<p>6</p>	<p>In every area, increase the frequency of hand cleaning and surface cleaning.</p> <p>All frequently touched surfaces, equipment, door handles, and toilets, used during the day, will need to be cleaned thoroughly several times a day.</p> <p>Users should clean telephones and similar equipment regularly. All staff working areas must also be cleaned thoroughly before and after use.</p> <p>Don't share equipment where possible, or where it has to be shared, wipe it down with antiviral wipes/cleaner after each use.</p> <p>Fridges and kettles can be shared, but protocols must be in place to clean by the user after each use. School to provide antiviral wipes to do this.</p> <p>Avoid use of hot desks and spaces and, if not possible, clean and sanitise workstations between different occupants including shared equipment.</p> <p>Encourage employees to bring their own food.</p>		<p>3</p>

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		6	<p>Keep windows and doors open to encourage ventilation, where possible.</p> <p>Use signs and posters to build awareness of good handwashing technique, the need to increase hand cleaning frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.</p> <p>Provide sanitiser and antiviral sanitising wipes in each office/room.</p> <p>Provide more storage for employees for clothes and bags.</p> <p>Bins are to be emptied throughout the day.</p>		3
<p>Return of students to all year groups</p>	<p>Harm to students and staff from direct contact with Covid-19</p>	6	<p>Class sizes are limited to 35 students maximum.</p> <p>Settings are to consult 'Guidance for full opening: schools' at: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Additionally, Special Schools are to consult the guidance at: https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings</p> <p>Schools should assess their circumstances and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, they can look to implement year group sized</p>		3

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			<p>'bubbles'. Whatever the size of the group, they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups.</p> <p>Staggered start times and at different entrance points for different year groups</p> <p>Students split into groups 1,2,3 with staggered start times. Further split into group A/B. Use of different entrances to school site for different groups of students. All group A students will arrive through the front entrance of the school. All group B students will arrive through the rear entrance of the school nearest the lower playground (roses gate no longer in use)</p> <p>Students will line up in their year groups and be met by the form tutors and HOY. They will then be escorted to their form rooms and zones. Different year groups zoned in different areas of the school.</p> <p>Year group bubbles and specific zones: Year 7 - Rooms 1,2,4 &5 Year 8 - Rooms 36,37, 39 &40 Year 9 - Rooms 30, 31, 32, 33, 34 & 35 Year 10 - Rooms 7, 8 ,10, 11, 12, 15, 16 Year 11 - 230, 231, 232, 25 (PD) 251, 252, 253, 3 (CS) 56 (FN) 103 (Mu) 6th form - Science + LRC2 Year group bubbles must not mix at any point</p> <p>Organise classrooms and other learning environments such as workshops and science labs for appropriate class sizes maintaining desk spacing as far apart as possible. However, students must not be placed in situations that are detrimental to their health and safety, or learning, due to other factors, e.g. sitting too</p>	
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			<p>close to a board, or sitting in a position, that could result in eye, or neck strain. The class size in any one room will be determined by the capacity of that room to be able to teach the class safely.</p> <p>Year 7s will remain in the rooms for the vast majority of lessons. Specialist lessons may require movement.</p> <p>All classrooms cleaned on 2nd day of inset by staff member allocated to each room.</p> <p>Although 2m social distancing may not be achievable for students in classrooms contact between individuals is to be minimised and social distancing maintained wherever possible.</p> <p>Teachers need to keep 2 metres distance between other people, both students and staff both in and out of the classroom.. Where this is not possible, the distance needs to be for a limited time.</p> <p>Designated groups of students must NOT mix with other groups.</p> <p>Schools are to keep a record of students and staff in each group. They should also record where practicable, any close contact that takes place between children and staff in different groups</p> <p>All staff to provide accurate seating plans that must be followed to enable tracking and monitoring of potential cases.</p> <p>Students to be reminded to follow hygiene rules. ('catch it, bin it, kill it') and not to touch their mouth, eyes and nose.</p>		
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			<p>Staff are to maintain distance from their students, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children. Where this is not possible, the distance needs to be for a limited time.</p> <p><u>In classroom:</u></p> <p>Equipment will be provided for all students by the school. This will include a pen, pencil, ruler, miniature whiteboard and marker etc. and will be distributed each morning by the form tutor or classroom teacher. These packs must be handed in the form tutor/ classroom teacher at the end of each day.</p> <p>Focus on limited contact between students wherever possible</p> <p>Hand sanitiser in room Tissues in room Door and windows must remain open at all times Disposable gloves made available for any staff handing out resource</p> <p>Where possible, Teachers must keep 2 metres distance between other people, both students and staff both in and out of the classroom.. Where this is not possible, the shorter distance needs to be for a limited time only .</p> <p>Teachers are able to hand out resources to students. Disposable gloves will be available for staff to use. Sharing of resources is not allowed, this includes sharing between staff. Work is to be marked inline with the school policy. Disposable gloves will be available to teachers who wish to use them while marking. These must be changed if marking more than</p>	
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			<p>one group. If disposable gloves are not used, hands must be cleansed before and after marking books of each group. Exercise books and work from different groups must not be mixed and books must be kept in trays. Students can hand out books providing they are comfortable doing so and only if they are wearing gloves.</p> <p>Any class that is accessing a specialist subject will wait and remain in their 'class base' until collected by their teacher. Their teacher will escort them both to their lesson and back to their class base.</p> <p>Staff and student training provided training on their first day back on site. This will include logistics, emergency evacuation, expectations and an orientation of the school site</p> <p>Reduce movement around the school as much as possible. Wherever possible year groups should occupy a particular 'area', or 'areas' and only move from that 'area' or 'areas' where necessary to access specialist facilities. Where movement is necessary,, wherever possible to avoid groups mixing.</p> <p>Year group bubbles and specific zones: Year 7 - Rooms 1,2,4 &5 Year 8 - Rooms 36,37, 39 &40 Year 9 - Rooms 30, 31, 32, 33, 34 & 35 Year 10 - Rooms 7, 8 ,10, 11, 12, 15, 16 Year 11 - 230, 231, 232, 25 (PD) 251, 252, 253, 3 (CS) 56 (FN) 103 (Mu) 6th form - Science + LRC2 Year group bubbles must not mix at any point</p> <p>Stagger break & lunchtimes so that groups are not mixing together/moving around the school</p>		
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			<p>at the same time. (See day plan for specific entry points and start times.)</p> <p>Open windows and prop open classroom doors where possible and safe to do so (bearing in mind fire safety and safeguarding), but maintain reasonable room temperatures.</p> <p>A small number of students who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. In a very few cases some students may not be able to attend school as parents are following clinical and/or public health advice.</p> <p>Risk assessments for those students formerly shielding are to be carried out and risk assessments for clinically vulnerable students, or those students with increased risk factors, e.g. BAME, born overseas, still apply, but should be reviewed if there have been any changes to the circumstances affecting the individual. Additional risk assessment to be carried out for higher risk students with behavioural difficulties. PSMS leading on this in collaboration with HOY and other key staff.</p> <p>Additional risk assessments for some subjects. These subjects are: PE Drama Dance Art Music Specialist rooms only for KS4 & 5</p> <p>Performing Arts - Schools should note that there may be an additional risk of infection in environments where you or others are singing,</p>		
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			<p>chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. Schools should consider how to reduce the risk, particularly when students are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning students back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation.</p> <p>Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.</p> <p>PE and Sports (including extra curricular sports) - Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls.</p> <p>Students should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</p> <p>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between students and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise.</p> <p>External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.</p>		
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			<p>No student printing until further notice. to be reviewed on a daily/weekly basis.</p> <p>Strategically placed duty posts for staggered arrival.</p>		
	<p>Harm to students and staff from indirect contact with Covid-19</p>	<p>6</p>	<p>Implement a hand cleaning routine to ensure all hands are cleaned at regular intervals.</p> <p>Equipment and facilities should not be used by different groups unless it has been cleaned between groups, or has been left for 72 hours after use.</p> <p>For individual and very frequently used equipment, such as pencils and pens, students are to have their own items that are not shared.</p> <p>Main equipment (pen, pencil, ruler) to be provided to students and must not be shared throughout the day. Resources like textbooks can be shared but one person will be charged with it use/ handling.</p> <p>Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces.</p> <p>Any resources to be prepared and left on desks before students arrive.</p> <p>Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out</p>		<p>3</p>

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			<p>of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>All frequently touched surfaces, equipment, and door handles, used during the day, will need to be cleaned thoroughly several times a day. This will need to be planned to occur at break times, lunchtimes, where classrooms become unoccupied and at the end of the day. Similarly, frequently touched surfaces in washing facilities and toilets will need to be cleaned after break times, lunchtimes and at the end of the day.</p> <p>Exercise books from different groups should not be mixed and disposable gloves should be available to teachers who wish to use them when marking. These should be changed if marking more than one group. If disposable gloves are not used hands must be cleansed before and after marking books of each group.</p> <p>Each class will have a box for each classroom they are taught in it. The box will be kept at the front of the classroom. At the end of the lesson, students will be expected to put their books in the tray.</p> <p>Hand sanitiser to be provided in all classrooms.</p> <p>Antiviral wipes to be provided to staff in all classrooms.</p> <p>Ensure that there is a system for reporting low quantities of essential items and regularly replenishing stock.</p> <p>Bins are to be emptied throughout the day.</p>		
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	<p>Harm to children from mental health issues</p>	<p>6</p>	<p>Schools are to ensure that measures are put in place to identify and support students who may experience mental health issues as a result of Covid-19, or the return to the learning environment.</p> <p>PSMs focusing on pastoral support and MH within their bubbles. staff receiving specific training in delivery of this and school also buying into externally delivered training.</p>		<p>2</p>
<p>Pupil drop off, collection and use of public transport</p>	<p>Harm to users from direct and indirect contact with Covid-19</p>	<p>9</p>	<p>Stagger arrival/departure times – bubbles to arrive/leave at different times.</p> <p>Staggered start times and at different entrance points for different year groups</p> <p>Students split into groups 1,2,3 with staggered start times. Further split into group A/B. Use of different entrances to school site for different groups of students. All group A students will arrive through the front entrance of the school. All group B students will arrive through the rear entrance of the school nearest the lower playground (roses gate no longer in use)</p> <p>Students will line up in their year groups and be met by the form tutors and HOY. They will then be escorted to their form rooms and zones. Different year groups zoned in different areas of the school. (see day plan for specific on entry points and times)</p> <p>Drop-off and collection times – protocols for adult to adult contact needs to be minimal. A plan needs to be in place for timings for each group.</p> <p>Parents / carers cannot come on site. New barrier installed meaning students cannot be</p>		<p>3</p>

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			<p>dropped off at the turning circle. Exceptions for students meeting specific criteria.</p> <p>Schools should consider how students travel to and from school. Students should be encouraged to walk or cycle to school where possible.</p> <p>Where dedicated school transport is used schools are to consider the following;</p> <ul style="list-style-type: none"> ● how students are grouped together on transport, wherever possible this should reflect the bubbles that are adopted within school, ● if hand sanitiser can be used upon boarding and/or disembarking, ● additional cleaning of vehicles, ● organised queuing and boarding where possible, ● distancing within vehicles wherever possible. <p>All students encourage to walk or cycle to school and avoid public transport. Where this is not possible then guidance will be sent to parents and carers.</p> <p>Additional bike racks installed to meet increased numbers of students riding to school. Wipes provided to ensure bikes are clean if riding to school</p> <p>Students and staff must wear face masks on public transport - this must be removed and disposed of or stored safely prior to entering school.</p> <p>Any student travelling on the school bus that is not in group A and would therefore have to use back entrance to school will be escorted to the</p>		
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		9	<p>alternative entrance by a member of staff upon arrival.</p> <p>Schools should ensure that the use of public transport to travel to and from school is minimised as far as possible.</p> <p>Where the use of public transport is unavoidable, schools should do what they can to stagger start times to avoid peak travel times as much as possible.</p> <p>Face coverings for children over the age of 11 are to be used for travel on public transport, or dedicated school transport.</p> <p>Bin at school entrances for any students arriving using public transport. Masks must be disposed of.</p> <p>Wet weather line up procedures in place. Use of gymnasium and sports hall.</p>		3
<p>Carrying out first aid and administering medicines in all settings</p>	<p>Harm to first-aiders and injured people from direct contact with Covid-19</p>	9	<p>First-aid procedures should be carried out as normal, but with the use of additional appropriate Personal Protective Equipment (PPE) by the First-aiders, when requested by the first-aiders, where they are unable to maintain a 2 metre distance from the injured person.</p> <p>Administering medicines should be carried out as normal. PPE should only be used where it would normally be required, or where a 2m distance cannot be observed.</p> <p>Where possible, first aid should be carried out at student location. Where this is not possible students will use the first aid room located in the English block.</p>		3

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		6	<p>First Aider and person seeking first aid only allowed in the medical room at any one time</p> <p>First Aider to be supplied PPE which includes: Face shield Disposable Gloves Disposable Face Masks Disposable Aprons</p> <p>First aid to be carried out by specific staff. Training video must be watched.</p> <p>First Aid room to be cleaned after every treatment using the correct antiviral cleaning products, any used PPE and cleaning equipment to be thrown in the medical waste bin provided</p>		3
	Harm to first-aiders, injured people and cleaning staff from indirect contact with Covid-19	6	<p>All used disposable PPE is to be double bagged on disposal.</p> <p>Non disposable PPE is to be cleaned thoroughly with an anti-viral cleaner immediately after use.</p> <p>First-aiders are to be provided training on using PPE.</p>		3
Staff in the workplace	Harm to staff from direct contact with Covid-19	9	<p>Where it is unnecessary for staff to be in the workplace to carry out their duties, schools are to make arrangements for such staff to be able to work from home safely.</p> <p>Designated staff toilets (see sept plans doc) Staff encouraged to bring their own food to school Designated staff bases (see day plan) for staff PPA, lunch and break etc.</p> <p>Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that</p>		3

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			<p>they can return to work from 1 August as long as they maintain social distancing.</p> <p>Headteachers are to arrange for an OH referral where appropriate and complete an individual risk assessment before a clinically extremely vulnerable member of staff returns to the workplace.</p> <p>School leaders should be flexible in how clinically extremely vulnerable members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing. Schools should take every possible step to enable such workers to work from home.</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace, but schools should explain what will be done to protect them.</p> <p>Some pregnant workers will be at greater risk of severe illness from coronavirus. They should have received a shielding letter from the NHS. If the school cannot put the necessary control measures in place, such as adjustments to the job to allow for strict social distancing, or working from home, the pregnant employee should be suspended on paid leave.</p> <p>Risk assessments for clinically vulnerable employees, or those employees with increased risk factors, e.g. BAME, born overseas, male and over 50, still apply, but should be reviewed if there have been any changes to the work the individual is being asked to carry out.</p> <p>All employees must be provided a hard copy of the relevant COVID-19 Risk Assessment/s and</p>	
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			<p>briefed on their return on local arrangements, procedures and protocols.</p> <p>All employees must be given a verbal Coronavirus & Virus Transmission Toolbox Talk version 2, as supplied to Headteachers by the Trust. To be carried out of first day back - inset on Tuesday 1st Sept.</p> <p>All staff completing cleaning duties must receive a clear training briefing on the cleaning protocols they are expected to follow. Similarly, where contract services are used cleaning protocols are to be agreed with the contractor and enhanced training must be provided by the contractor to their employees working on the premises.</p> <p>As part of the training programme, all employees must be provided with instruction on the Government guidance on what to do if someone is showing, or experiencing, COVID-19 symptoms.</p> <p>Senior leaders must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team https://www.gov.uk/guidance/contacts-phe-health-protection-teams).</p> <p>Schools are to keep a log of staff who work between bubbles, or sites, in respect of their working pattern, Individual staff can do this, but the log must be accessible by management for Test and Trace purposes.</p> <p>Senior leaders must ensure that staff members and parents/carers understand what they will</p>		
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			<p>need to be ready and willing to do in the event of a suspected case.</p> <p>Staff identification should be continued to be worn. Where lanyards and ties need to be worn, as they cannot be washed, they should be kept remote from other items when at home to avoid cross contamination.</p> <p>Stagger, or avoid, the use of the staff room if possible. Use additional space if practicable.</p>		
	Harm to staff from indirect contact with Covid-19	6	<p>Staff only to take thing to and from school that are necessary in respect of their work.</p> <p>Don't share stationery or resources. Shared areas and surfaces need cleaning after use.</p>		3
	Harm to staff from mental health issues	6	<p>Share information and advice with employees about mental health and wellbeing, whether working in school, or remotely.</p> <p>Consider an occupational health referral if personal stress and anxiety issues are identified.</p> <p>Where employees are experiencing problems encourage the use of the staff counselling service on 0117 934 2112 and talk through supportive strategies with employees. Signpost employees to the wellbeing page at: https://insight.tkat.org/3970/wellbeing-1</p>		2
Managing symptomatic cases (all settings)	Harm to staff and others from direct and indirect contact with Covid-19	9	<p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</p>	The likelihood of a positive case of Covid-19 in a school has reduced overall, given the reduced numbers of new cases throughout the UK. However, the residual risk in helping someone who is	6

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			<p>(https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance), which sets out that they must self isolate for at least 10 days and should arrange to have a test (https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. Schools are to make these arrangements in advance and wherever possible choose a room/area that would be straightforward to clean.</p> <p>If a symptomatic student needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected before being used by anyone else.</p> <p>Students will have access to the downstairs disabled toilet in the English block. Following this it will be unusable until it has been fully cleaned and disinfected.</p> <p>Face masks can be used by staff that are supervising children that are ill/showing symptoms in school while we wait for parents to collect. 2m distancing should be observed</p>	<p>symptomatic must remain high, as the likelihood of infection in a symptomatic person is higher than someone who is not symptomatic.</p>	
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			<p>wherever possible and PPE must be used if 2m distancing cannot be achieved.</p> <p>As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>Any members of staff who have helped someone with symptoms and any students who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test & Trace.</p> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.</p> <p>The room/area around the person with symptoms must be cleaned after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance (https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings).</p> <p>Senior leaders must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team.</p>		
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			<p>The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms.</p>		
<p>Permitting contractors on site (all settings)</p>	<p>Harm to contractors, staff and students from direct contact with Covid-19</p>	<p>9</p>	<p>All contractors must provide their own risk assessment for approval by Headteacher/Facilities Manager to set protocols and communicate this to all necessary parties</p> <p>Contractors will be allowed on site if works will allow individual workers to be able to socially distance whilst completing the works, or be suitably protected using PPE if social distancing is not possible, and it's possible to access parts</p>		<p>3</p>

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			<p>of premises that are out of use currently by alternative entrances than those used by public/existing occupants. Contractors are to be confined to those areas.</p> <p>All contractors to provide their own risk assessments for viewing and go ahead by the headteacher.</p> <p>No contractors can enter the site if they have symptoms.</p> <p>Contact all contractors (food, cleaning, maintenance etc) to ensure they are aware of protocols.</p> <p>Contractors must not access areas already in use by others.</p> <p>Contractors must have procedures for maintaining social distancing/protecting each other and ensuring proper hygiene (HSE requirements), as well as a mechanism for reporting any potential COVID-19 cases to us. This should be in the form of an additional Risk Assessment and additional Method Statement (RAMS).</p> <p>No contractors can enter the site if they have symptoms.</p> <p>Contact all contractors (food, cleaning, maintenance etc) to ensure they are aware of school protocols.</p> <p>The normal safeguarding arrangements apply.</p> <p>Individual contract workers must be able to socially distance whilst completing the work, or be suitably protected using PPE if social</p>		
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		6	<p>distancing is not possible. Contact with staff and students must be controlled.</p> <p>Contractors must have procedures for maintaining social distancing/protecting each other and ensuring proper hygiene (HSE requirements), as well as a mechanism for reporting any potential COVID-19 cases to the school. This should be in the form of an additional Coronavirus Risk Assessment and additional Method Statement where applicable.</p>		3
	Harm to contractors, staff and students from indirect contact with Covid-19	6	<p>Discuss any additional cleaning requirements with cleaning contractors/cleaning staff and put in place.</p>		3
Permitting visitors/parents/carers on site (all settings)	Harm to visitors staff and students from direct contact with Covid-19	9	<p>No visitors/parents/carers can enter the site if they have symptoms.</p> <p>Wherever possible parents need to arrange appointments if they need to meet with school staff. Phone appointments should be the preferred option. Where face to face meetings are unavoidable appointments must be staggered to avoid congestion and effective social distancing must be implemented.</p> <p>Limit numbers of people in reception areas and where required implement queueing protocols the same as shops.</p> <p>Install a sneeze screen on the reception desk if it is required.</p>		3
	Harm to visitors, staff and students from indirect contact with Covid-19	6	<p>Ensure that entrance doors are cleaned several times daily and at least after the start of school, after lunchtime and after school, as a minimum.</p>		3

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			Hand sanitiser is to be provided in all reception areas.		
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Risk Control

Risk control is a method of managing the risk with the primary emphasis on controlling the hazards at source. For a risk that is assessed as “high”, steps should be taken immediately to minimize risk of injury. The method of ensuring that risks are controlled effectively is by using the “hierarchy of controls”. The Hierarchy of Controls are:

Order No.	Control	Example
Firstly	Eliminate	Removing the hazard, eg taking a hazardous piece of equipment out of service.
Secondly	Substitute	Replacing a hazardous substance or process with a less hazardous one, eg substituting a hazardous substance with a non-hazardous substance.
Thirdly	Isolation	Isolating the hazard from the person at risk, eg using a guard or barrier.
Fourthly	Engineering	Redesign a process or piece of equipment to make it less hazardous.
Fifthly	Administrative	Adopting safe work practices or providing appropriate training, instruction or information.
Sixthly	Personal Protective Equipment	The use of personal protective equipment could include using gloves, glasses, earmuffs, aprons, safety footwear, dust masks. NOTE: This is a last resort control and should be for interim periods only, while higher level control is developed or implemented.