

RISK ASSESSMENT: Clifton High School

Risk: COVID-19 in School

Date: 19th November 2020

Next Review Date: 19th December 2020

REF: ISBA Check List, NEU/GMB/Unison/Unite commentary and checklist (primary).

Likelihood Severity (LS) matrix: See 'Notes and References page 27, Clifton High School Health and Safety Policy.

Introduction and General Guidance

This Risk Assessment should be read in conjunction with the following government documentation in the links below. It is understood that this is a very dynamic situation with new guidance released regularly. Every effort will be made to ensure that the School acts in accordance with government guidance, following the advice from the Department for Education and Public Health England. The links to find the information which has been used to create this Risk Assessment include (but are not limited to):

Guidance for full reopening of Schools:

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

Education and childcare settings: New National Restrictions from 5th November 2020

https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020?utm_source=4%20November%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19

Pupil wellbeing and safety during coronavirus

<https://www.gov.uk/coronavirus/education-and-childcare>

Face Coverings in Education

<https://www.gov.uk/government/publications/face-coverings-in-education>

HSE guidance on Working safely during the coronavirus outbreak

<https://www.hse.gov.uk/coronavirus/working-safely/index.htm>

NHS Test and Trace

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#part-1-people-who-develop-symptoms-of-coronavirus>

How Schools can plan for tier 2 local restrictions

<https://www.gov.uk/government/publications/how-schools-can-plan-for-tier-2-local-restrictions/how-schools-can-plan-for-tier-2-local-restrictions>

Catering Arrangements during COVID

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<https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19>

NHS COVID App

<https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges>

Further Documentation - In addition to the Risk Assessment below, the Guides for reopening which have been prepared for pupils, parents and staff, show how this is all being put into practice. [They can be found on our website here.](#)

Ref.	Task/ Activity	Hazard/ Risk	Risk Before Control			Control Measures	Risk Post-Control			Actions undertaken or to be undertaken
			L	S	Risk		L	S	Risk	
001	Is government advice being regularly accessed, assessed, recorded and applied?	Virus spreads through School community.	M	H	M/H	Ms Seager, Governor with responsibility for HS&E Council of Governors Head of School monitors all new DfE updates and disseminates information accordingly. Risk assessment reviewed fortnightly and updated accordingly by Head of School DFO, Estates Manager SOCOTEC (HS&E Retained professional adviser) HS& E Committee Inc. NEU rep Termly health and safety meeting 20/05/ 20, additional meeting 04/06/20 and 08/09/20 thereafter as necessary. NEU HS&E Rep will see this update during course of the holidays last done 25 th August best practice advice from BCC, Society of Heads, NEU, NAHT, ASCL will be considered. All science, DT and Food and nutrition will follow CLEAPSS guidelines.	L	H	L/M	HS&E guidance is being followed but applied to the School setting. HS&E committee has agreed that There are 5 stages to this: 1.What are the hazards 2.Who can they harm 3.What is the risk and the mitigating actions 4.Recording those findings 5.Reviewing those Risk Assessments and adjusting the risk assessments accordingly. \neu rep confirmed no concerns reported 29/8/20 - latest government guidance from DfE on

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								reopening schools updated and changes implemented and communicated to the school community.		
002	Are changes regularly communicated to staff, pupils, parents and governors?	Assessments are not comprehensive to identify and mitigate all hazards and risks of COVID spread as is reasonably practicable	H	H	H/H	<p>HS&E is on every meeting agenda – Council is meeting fortnightly – Hive has been open since 23/03/20. Daily Senior leadership contact with Estates team on site. This experience has been vital in planning to scale the number of pupils and staff on site for 08/06/20, Low key prize giving, A level and GCSE results days</p> <p>Head of School questionnaire to parents and staff 22/05/20 has helped to identify concerns.</p> <p>Parent, Staff and phase-specific guidance sent to all members of the school community and uploaded to the school website. https://www.cliftonhigh.co.uk/returningtocliftonhigh</p> <p>School leadership met 10/07/20 and 11/08/20, 20/08/20 and will continue to do so.</p> <p>Governors met 22/07/20, 05/08/20 and will fortnightly until further notice.</p> <p>Governors inspection of site 27/08/20</p> <p>New communications sent to parents and staff on 4/11/20 on release of new advice from DfE</p>	L	M/L/M	<p>Assess feedback from Parents and staff</p> <p>Line mangers to report concerns from direct reports</p> <p>NEU reps to report concerns</p> <p>RA is on School website for parent, staff and suppliers.</p> <p>School successfully opened in Summer term for all junior years and hosted Yr.10 and 12 and results days without issues.</p>	
003	Are changes reviewed by governors?	Actions taken are not in line with Head of School's re opening plan. This could mean failure to identify, assess and mitigate all risks as is	H	H	H/H	<p>HS&E is on every agenda – Council of Governors has been meeting fortnightly during the crisis but will now revert to usual regularity.</p> <p>Lise Seager, as governor, is responsible for HS&E and sits on HS&E committee</p> <p>Council members have inspected premises and approve risk assessments before School opens.</p> <p>Head of School updated Lise Seager on 5/11/20 with new changes following government guidance for new lockdown. Lise Seager reviewed and accepted updated Risk Assessment</p>	L	H	L/H	<p>As directed by Governors</p> <p>Head of School and Bursar</p> <p>Governors visited the School site on 27/8/20, including HS committee leader Lise Seager. All governors provided with RA and sign-off on reopening of the School was</p>

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		reasonably practicable						gained. EG by HMG policy changes
004	Is access to school controlled effectively and are visitor (if allowed) details recorded	Virus spreads through School community	M	M/M	No visitors allowed on site Save for pre-booked admission tours, parents collecting poorly children or emergency contractors. School will follow: https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace Clifton High Test and trace system in place for all visitors who will also need to wear face masks if they are to tour the site. New guidance from 5/11/20 means no visitors will be permitted on site unless 'absolutely necessary'. This will be decided on a case by case basis. From 5/11/20 no more tours, no Year 7 Experience days and no visitors at all will occur.	L	M/L/M	Any visitors to the site will be decided by the Head of School on a case by case basis
005	Are Social Distancing (SD) and other hygiene rules communicated, understood and applied?	Virus spreads through School community	H	H/H	Letters to parents/staff/pupils explain the COVID secure measures. All communications stress that no one with symptoms should come to School. Friendly familiar faces on entrance duty Sanitise on entry to site Hand wash on entry to building Signage and one-way systems in place where practicable otherwise" Keep Moving; Keep Left " Senior school pupils and staff will wear masks in corridors and where told to do so when social distancing cannot be put in place and when working close to one another, when teachers instruct to do so. Staff have access to PPE if they require it. All staff are offered one Clifton High facemask if they want it.	L	H/L/M	Phase specific video made by the Head's Team showing the classroom and other preventative measures. Regular handwashing will be encouraged especially before and after lunch. Mask wearing instructions provided by tutors and monitored by all staff.

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					<p>Signage in place e.g. "Catch it, Kill it Bin it "</p> <p>5/11/20 - taped floor markings in each teaching room shows the 2m zone from the teacher's desk. All rooms re-checked for COVID security. Staff reminded about social distancing regularly.</p> <p>Staff meetings of 3 or more to move to Teams from 5/11/20 if meeting spaces do not allow for good ventilation and at least 2m from each other.</p> <p>Offices limited to low numbers to ensure social distance.</p>					
006	Are staff and pupils being reminded and checked to ensure they are complying with hygiene and SD rules?	Virus spreads through School community	H	H	H	<p>Signage and stickers around the school act as a constant reminder. Staff will be reminded of measures and policy e.g. Signage and one-way systems in place where practicable otherwise" Keep Moving, Keep Left ". Senior school pupils and staff will wear masks in corridors at CPD Pupils will be instructed to Hand wash on entry to building Sanitise on entry to building and sanitizer is available in every class room Form Tutors will instruct the correct handling of face masks – they will also provide each child with a clear plastic bag in which to keep it.</p> <p>Tape on floors in classroom indicates the 2m zone for teachers.</p>	L	H	L/H	<p>Increased cleaning provision with three janitors on site ensuring increased cleaning Sprays, tissues, sanitizers are always available in classrooms and offices. Sneeze screens fitted in all senior classrooms and available for junior school classrooms should teachers require them.</p>
007	Are there sufficient supplies of hygiene materials and are they well placed?	Virus spreads through School community	M	H	H	<p>Yes – in line with NEU/GMB/Unison/Unite commentary, CLEAPSS checklist</p> <p>Each classroom has spray sanitiser, hand gel, wipes, bin with lid. Staff and pupils instructed on regular cleaning.</p>	L	H	L/M	<p>Enhanced cleaning resources have been sourced and audited. Sanitizer throughout school Additional sinks installed throughout School grounds</p>
008	Has the cleaning regime been regularly re-	Virus spreads through School community	H	H	H/H	<p>School retains the services of a specialist cleaning company. Company will deep clean site each evening.</p>	L	H	L/H	<p>Regular daily inspection by Senior leadership and Estates team and janitors.</p>

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	assessed and, if necessary, revised to high risk areas such as toilets, door handles, switches, hand rails and regularly used hard surfaces?				Additional staff appointed to clean throughout the School day by School Staff as recommended in line with NEU/GMB/Unison/Unite commentary and checklist (primary) Newly appointed janitors walk the site throughout the day, cleaning door handles, door plates, key pads and outdoor sinks throughout the day.			All staff instructed to report any concern using existing format. All internal doors propped open – where safe to do so- external doors may be left open when staff are on duty in playgrounds. Janitor team will continue to clean surfaces.		
009	What precautions are being used to keep shared teaching equipment (e.g. keyboards, monitors and musical instruments) hygienic?	Virus spreads through School community	H	H	H/H	Heads of Departments will revise existing risk assessments to comply with social distancing guidelines. All peripatetic music teachers follow our internal guidelines. Music practice rooms ensure social distancing, screens, cleaning products, open windows. All practical equipment will either be made 'bubble-specific' or be cleaned in line with CLEAPPS guidance between bubbles. CLEAPPS rules will be followed where practicable for "wet" subjects EG Equipment will be cleaned after every use.	L	H	L/H	This will be constantly reviewed and revised as required.
010	Are high risk areas being regularly monitored) for hygiene?	Virus spreads through School community	H	H	H/H	School retains the services of a specialist cleaning company. Company will deep clean site from 1 June and each evening. Additional staff appointed to clean throughout the School day by School Staff as recommended in line with NEU/GMB/Unison/Unite commentary and checklist (primary)	L	H	L/H	Regular daily inspection by Senior leadership Estates team. 3 x janitors on duty during School day. All staff instructed to report any concern

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					<p>Fogging device used during half term to deep clean areas used by Year 12 positive case pupil.</p> <p>Door wedges placed in all rooms to prop open doors during lessons. Windows to be left open to allow ventilation in line with DfE guidance. Coats can be worn by all staff and pupils during lessons. Teachers told to remove wedges at the sound of a fire alarm and at the end of a lesson.</p>				<p>All internal doors propped open – where safe to do so-external doors may be left open when staff are on duty in playgrounds.</p> <p>Janitor team will continue to clean surfaces.</p>	
011	Are contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing decisions?	Virus spreads through School community	H	H	H/H	<p>Leadership will comply and communicate Government advice to all parties Experience throughout summer term includes opening school to all junior pupils in July.</p> <p>Contingency plans have been created should we need to return to remote learning and in line with the government’s 4-tier approach to school closure should the need arise. This will be shared with all staff so that comprehensive preparations can be made to ensure high quality learning continues.</p> <p>Contingency plans all in place and all letters written if we need to close bubbles, part-bubbles and whole school. Timetables pre-prepared for I&J and google classroom instructions and Teams instructions all on school website for parents and pupils to access.</p>	L	H	L/L	<p>Critical Incident Team, consisting of the SLT and selected others deemed relevant will convene in the event of a COVID case or a PHE-instructed lockdown or bubble closure.</p>
012	Are all the risks identified properly mitigated and regularly re-assessed?	Virus spreads through School community	H	H	H/H	<p>All risks as far as is reasonably practicable and in line with government, ISBA and NEU/GMB/Unison/Unite/ CLEAPSS commentary and checklist and other best practice guidance.</p> <p>Ms Seager and Head fully involved in preparations to make School COVID Secure. HS&E committee fully involved and will meet again on 08/09/20</p> <p>NEU rep is copied into and invited to comment on RA and attends HS&E meetings.</p>	L	H	L/H	

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		Pupils, parents and Staff RA								
013	Are communication channels working and being reviewed? Email, text, Facebook etc.	Unnecessary anxiety caused as well as potential misunderstanding leading to confusion and disinformation and ultimately virus spreads through School community	M	H	M/H	A comprehensive communications plan has been in place since School closed by Government. All stakeholders involved, Parent and Staff and NEU rep comms are fully involved, properly resourced. A comprehensive communication plan including phase videos and booklets is in place to reduce anxiety for pupils, parents and staff. Regular updates, both video and written, are sent to parents and staff with each government update/	L	M	L/M	Responses analysed and reviewed. This review process is ongoing. After opening School has competent persons and SOCOTEC specialists to conduct Dynamic RA for dealing with any issues
014	Is there a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors?	Unnecessary anxiety caused as well as potential misunderstanding leading to confusion and disinformation and ultimately virus spreads through School community	M	H	M/H	Parents and staff have been consulted and are able to share any concerns at any time. Governor, Bursar and Assistant Bursar (member of senior leadership) Staff reps are on HS&E committee as is NEU representative and HS&E specialist SOCOTEC.	L	M	L/M	The situation is constantly under review.
015	If there is a governor and / or officer for the school / department nominated to be responsible for	Unnecessary anxiety caused as well as potential misunderstanding leading to confusion and	H	H	H/H	Ms Seager is the nominated Governor for HS&E. The Head of School, The Deputy Heads and Director of Finance and Operations are responsible to Council of Governors. The Bursar has overall responsibility for monitoring Health and Safety within the School with the assistance of the Estates Manager. Together they are the Health and Safety Coordinators.	L	H	L/H	The situation is constantly under review.

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	COVID-19 matters, are their contact details known and are they on call?	disinformation and ultimately virus spreads through School community				A duty caretaker is on call 24/7 365 days a year and has access to senior leadership at all times. The number for the duty caretaker is 07770014243				
016	Is there a system to communicate with parents and staff that have not returned to school for fear of infection?	Unnecessary anxiety caused as well as potential misunderstanding leading to confusion and disinformation and ultimately virus spreads through School community	L	H	M/H	Parents and Staff have received regular updates and have been asked to complete a questionnaire. Those who have or will express concern will be contacted on a case by case basis to discuss their concerns. Staff have access to their NEU rep Staff are regularly spoken with about their concerns and encouraged to talk. MPS regularly liaises with staff. LGO constantly monitors pupil issues	L	M	L/M	Ongoing. Reasonable adjustments will be made where reasonably practicable.
017	Who has travelled where: other than home and school?	Virus spreads through School community	M	H	L/H	Parents and Staff have received and will continue to regular updates. Those who have or will express concern will be contacted on a case-by-case basis to discuss their concerns. Parents have access to their child/s tutor Increased hygiene in place. All staff and pupils expected to follow government guidance on travel to School as described on 11/08/20 Transport to School and other places of education for autumn term 2020. Staff and pupil instructed to wash hands whenever they leave and return to School site. Car sharing advice given to all families if sharing with of other households. This is in line with government guidance.	L	H	L/H	Ongoing. Reasonable adjustments will be made where reasonably practicable.
018	What are, and have the hygiene rules set by the school been adhered to by	Virus spreads through School community	H	H	H/H	Hygiene guidelines in place before 23 March 20 and which have been revised and have proved effective. We continue to respond to government guidance.	L	H	L/H	Ongoing. Reasonable adjustments will be made where reasonably practicable.

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	pupils, parents and staff?				<p>Hand washing facilities are in place (outside basins), together with hand gel, spray in each classroom etc. Masks are to be worn by pupils and staff in the Senior School.</p> <p>There is a culture of safety at Clifton High and all staff fully aware that there is no compromise on safety and that they can access competent persons who will address the issue immediately and as appropriate.</p>					
019	Are all staff trained and regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	Virus spreads through School community	M	H	M/H	<p>All pupils and staff returning to site will be reminded of the new routines, resources and behaviour expected. This has been emphasised on the CPD day (September 1 2020) and also in written staff guidance.</p> <p>Those staff who have been on furlough and any other staff who wished to, were invited to return to School W/C 24 /08/20 to have safety briefing and to familiarise themselves with new procedures.</p> <p>Pupils reminded of all our COVID precautions weekly in PowerPoint slides from LGO delivered by tutors. Pupils reminded when they returned after half term.</p> <p>Professional nursing team on site to assist as required.</p>	L	H	M/L	<p>Responses to questionnaires will be analysed and where appropriate will be investigate on a case by case basis.</p> <p>Where appropriate and in line with Government guidance; pupils' staff with symptoms or recent exposure to those who have had or are showing symptoms will be instructed not to attend School.</p>
020	Is school transport operating to reflect SD, hygiene, PPE and cleaning arrangements	Virus spreads through School community	H	H	H/H	<p>Staff briefed again on CPD 01/09/20</p> <p>All pupils will be briefed via phase video and booklet and class teachers on 03/09/20</p> <p>Masks will be worn on all school transport (year 7 and above). Social distancing between bubbles will be enforced.</p> <p>Mini bus will only be used by bubbles as necessary and then deep cleaned (or left for 72 hours) in between.</p> <p>Additional transport from Stagecoach will be made available as required to support PE on Coombe Dingle site this autumn.</p>	L	H	L/H	<p>The return of sport is being monitored by the Head of Sport and Extra-Curricular Activities. Guidance from DfE and National Governing Bodies (approved by DfE) will be followed.</p> <p>School site has MUGA, large lawn area and Gym which will be fully optimised.</p>
021	How is registration throughout the	Virus spreads through School community	H	H	H/H	<p>Letter to parents/staff explains the registration process and that no one with symptoms should come to School.</p>	L	H	L/H	<p>Existing registration procedures are more than adequate.</p>

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	day managed including temperature / health checks?				No regular temperature checks will take place as scientific advice makes it clear that it is misleading. Staff on entrance duty Hand wash on entry to site Sanitise on entry to building and classrooms Form tutors to reinforce all behaviours including social distancing and mask wearing.			Afternoon registration will now take place in period 5 to reduce the movement around the school.		
022	Is transit spaces (corridors), social zones (car parks, common rooms, playgrounds) configured to SD rules?	Virus spreads through School community	H	H	H/H	Signage has been increased Briefings in place as part of returning to school induction. Phase specific videos and booklets are in place. Separate entrance and exit points for different year group bubbles. Pupils instructed to keep left and to keep moving in all corridors. Separate playground areas allocated to each bubble. Restricted numbers in staff common rooms. Sneeze screen in every class room. Senior School pupils and Staff to wear masks at all times in corridors, buildings, when moving between lessons and to lunch. Staff room numbers restricted by numbers and social distancing rules. Outdoor classroom a staff space only PPE is available if they require it.	L	H	L/H	Staff and pupils constantly reminded of expected behaviour and control measures. Discipline and Conduct policy (Behaviour) policy has been amended.
023	Are learning and games spaces configured to SD rules?	Virus spreads through School community	H	H	H/H	Separate playground areas allocated to each bubble. The government guidance on year group "bubbles" will extend to year groups to protect pupils and staff while they are at School. Teaching will take place in fixed classrooms in so far as possible. Teachers will move and pupils will stay in rooms. Pupils will only move for practical subjects where specialist equipment is required. All teaching rooms obey DfE guidance – tables all facing forwards in lines. Teacher space at front given adequate room.	L	H	L/H	Staff and pupils constantly reminded of expected behaviour and control measures. Discipline and Conduct policy (Behaviour) policy has been amended.

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024	Are different age groups catered for in terms of timetabling, length of the school day and exposure to other age groups?	Clifton High bubbles are breached increasing risk of infection.	H	H	H/H	Yes. As far as is reasonably practicable. Government guidelines will be followed and existing year groups will see familiar and friendly staff to help explain how they can stay safe and deliver the teaching and learning relevant to their age. There is no reduction in teaching time. The end of the day in the Senior School will be increased by 5 minutes for some year groups on different days to allow for a more controlled exit from buildings.	L	H	L/H	This is under constant review
025	Is there a system in place to deal with bereavements, trauma, anxiety, behavioural issues?	Unnecessary anxiety at a time of exceptional stress.	H	H	H/H	Yes, existing processes and exceptional pastoral care are proven. Counsellor remains on call School nurse is qualified and expert in this area. School has a number of qualified Mental Health First Aiders.	L	H	L/L	This is under constant review
026	Have safeguarding, code of practice, and staff handbook policies been updated, regularly reviewed and shared?	Confusion, delay and potential aggravation of any given situation by not using proven Child Protection and Safeguarding channels within School and external agencies	H	H	H/H	Yes, existing processes are proven having been designed by specialist staff and controlled by good governance as defined by ISI.	L	H	L/H	This is under constant review
027	Is the DSL and ADSL easily contacted and their contact	Confusion, delay and potential aggravation of any given	H	H	H/H	Yes, existing processes staff and governance are proven. All staff have regular refresher training and contact details of the Child protection team including two governors are widely publicised throughout School. New KCSIE measures effective 01/09/20 are part of September CPD.	L	H	L/H	This is under constant review

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	information known to all?	situation by not using proven Child Protection and Safeguarding channels within School and external agencies				A meeting with the two governors with responsibility for Child protection and Safeguarding has taken place on 27/08/20				
028	Is there a COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, well-being etc?	Virus spreads through School community	H	H	H/H	These items comprehensively covered in re opening planning. All details can be found in pupil, parent and staff reopening guidance. Four additional lunch spaces have been created to help limit the possibilities of bubbles mixing with one another. Staff rooms have limited capacity and new refreshment areas have been created to allow staff to SD across the site from one another.	L	H	L/H	This is under constant review See separate RA for additional catering arrangements. This is in Appendix 1
029	Are class sizes reduced and kept together in their "bubble" (minimising contact with others) and properly supervised?	Virus spreads through School community.	H	H	H/H	Bubbles have been implemented throughout the school. The school day has been designed to reduce the movement of pupils and limit the opportunity they might have to come into contact with other bubbles. Government guidance is being followed. Dynamic risk assessment to deal with any situation in place. This includes access to Governors to ratify any decisions that impact on Health and Wellbeing and may require School to close to certain age groups or indeed whole School. 16/11/20 - Further work undertaken to ensure that our bubbles now split into year groups so that we are more confident that any COVID-positive case can be minimised to a year group should they be required to learn remotely.	L	H	M/M	NHS Test and Trace initiative may impact on staffing at short notice. Cover for all key positions will need to be considered carefully.
030	Should the needs of each age group and class be considered	Virus spreads through School community.	L	M	L/M	See 029 Age specific teaching and learning will be delivered to each bubble with specific adjustments in place. For example. No soft toys for our youngest children.	L	M	L/M	This will be reviewed constantly and appropriate adjustments made

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	separately in terms of support, activities and facilities?									
031	Are staff having sufficient down time / rest during the working day / week?	Unnecessary anxiety at a time of exceptional stress. This leads to mistakes which enables virus to spread through School community.	L	M	M/M	Reasonable adjustments to common room occupancy rates in place – We have four staff common rooms on site. Timetables will allow for breaks – a pop up coffee stop run by catering staff has worked well and will be continued. Additional duties have had to be implemented to ensure pupils are safe, but these will work on rotation and workloads will be monitored closely.	L	M	L/H	This will be constantly reviewed – see 029
032	How are new staff and pupils inducted and has the registration and recruit process been adapted to ensure compliance?	Accidents and potential loss of life if immediate actions on fire alarms Lockdown etc not understood. Risk of injury if specialist staff do not understand how to use power tools, laser cutters or catering equipment etc	H	H	H/H	New members of staff starting in September will continue to receive Health and Safety briefing to include COVID by a competent person on arrival. Child protection and Safeguarding training will be given before any contact with pupils takes place School has well developed procedures for friendly induction of new pupils Recruitment of new staff will continue to take place, with all visiting teachers for interview treated as any visitor. Interviewees will follow the same protocols as any staff member.	L	H	L/L	COVID -19 social distancing and site-specific measures will be explained The Year 7 bonding trip has been cancelled
033	Are sporting, play and SD rules clear to staff and pupils?	Virus to spread through School community	H	H	H/H	All pupils and staff will be briefed in writing and in person on the new site-specific rule. All sport and play will be supervised in accordance with social distancing guidance. The experience with the junior children of key workers suggests that pupils and staff will quickly be adapted to the new site-specific rules.	L	L	L/M	This will be constantly reviewed and adjustments made as required.

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					<p>Sports equipment will be sanitised before each use. Guidance created by National Governing Bodies of sports will be followed, as approved by DfE.</p> <p>Extra-curricular sport will continue after school in line with government guidance on 5/11/20 to support working parents. Before and after school clubs will all continue.</p> <p>Saturday sport will stop for the duration of the lockdown starting on 5/11/20</p>					
034	Are drama, dance and music activities applying SD rules?	Virus to spread through School community	H	H	H/H	<p>Heads of Department will review their existing departmental risk assessments and adjust to comply with social distancing guidelines and CLEAPPS</p> <p>ISBA guidance has been shared with Music and all VMTs will follow a code of conduct to ensure their and their pupils' safety.</p> <p>Government guidance was sent again to music teachers to ensure all rules are followed from 5/11/20</p>	L	H	L/H	Teaching spaces for VMTs have been RA and measures in place to reduce risk.
035	How are staff meetings and staff rooms regulated in terms of space, equipment, resources (copiers, kettles, biscuits etc) timings, SD and purpose?	Virus to spread through School community.	H	H	H/H	<p>Social distancing rules will apply to use of facilities.</p> <p>Additional hygiene precautions are in place.</p> <p>For example, electric hand dryers have been taped over to prevent use</p> <p>Meetings can take place in both of the outdoor class rooms. Staff can take refreshments in outdoor classrooms</p> <p>Staff rooms have been assessed with a maximum safe number displayed at each location. This number is not to be exceeded.</p> <p>Each staff room will be cleaned thoroughly each night.</p> <p>5/11/20 - All staff meetings of 3 or more will now take place on Teams unless in a room which is large enough for at least 2m of social distancing or when already working in a team such as catering where this is more difficult</p>	L	H	L/H	This is each individual's responsibility but will be reinforced by line managers and supported by additional resources e.g. signage sanitiser and cleaning products and specific cleaning regime.
036	Are all security, CCTV and access systems regularly checked, updated and (where necessary) re-coded?	Virus on door handles or access controls can be transferred through School community.	L	H	L/H	<p>Existing systems are in place for CCTV</p> <p>Access to and from buildings does require physical interaction with of mechanical or electric devices at certain times. Access will be restricted and hand sanitisers are in place on all doors.</p> <p>Internal and where safe to do so external doors will be left open and closed by the duty caretaker as part of lock down</p> <p>Cleaning regime will disinfect door handles and access controls see 008</p>	L	H	L/H	This will be constantly reviewed

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037	Are drop-off and pick-up procedures, in/out routes shared, understood and applied	Virus to spread through School community.	H	H	H/H	<p>Site specific measures are in place and were inspected by Governors on 27 August. Parents, Pupils and Staff have all received written confirmation on these procedures.</p> <p>Clear signage around the school site ensures that pupils know which entrances and exits are theirs.</p> <p>Staff will be on duty to ensure a controlled entrance and exit and also that parents do not gather at entrances to the School site.</p> <p>5/11/20 - Parents written to following new release of guidance to ensure that parents do not congregate at the gates and wear masks if they do so.</p>	L	H	L/H	These procedures will be constantly reviewed and revised as necessary.
038	Is transit spaces (corridors), social zones (common rooms / playgrounds) configured to SD rules?	Virus to spread through School community.	H	H	H/H	<p>Site specific measures were inspected by Head and Deputy Head on 26/08/20 and Governors on 27/08/20.</p> <p>New rules for mask-wearing are in place in all corridors and buildings when moving between lessons or travelling to lunch/break.</p> <p>Stickers on the floor inform pupils and staff to 'keep left and keep moving'.</p>	L	H	L/H	These procedures will be constantly reviewed and revised as necessary.
039	Do classrooms reflect SD layout, PPE, screening and regular cleaning rules?	Virus to spread through School community.	H	H	H/H	<p>See 038.</p> <p>Site specific measures are in place that are compliant with guidelines- e.g. forward-facing classrooms</p> <p>All classrooms have been inspected and furniture arranged such that the teacher has 2m clearance in which to teach and can access the desk whilst maintaining a social distance on entry. 2m distance tape added to each room around the teacher desk.</p> <p>Each room is equipped with the necessary cleaning equipment.</p> <p>5/11/20 - all classrooms reinspected to ensure COVID-security</p>	L	H	L/H	These procedures will be constantly reviewed and revised as necessary.

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040	Have unnecessary items been removed from classrooms and other learning environments?	Virus to spread through School community.	H	H	H/H	Site specific measures were in place for junior pupils and children of keyworkers. Unnecessary furniture has been removed where necessary	L	H	L/H	These procedures will be constantly reviewed and revised as necessary.
041	Are soft furnishings, soft toys and toys that are hard to clean been removed	Virus to spread through School community.	H	H	H/H	Site and EYFS specific measures are in place and were inspected by Governors on 02/06/20 June and again on 27/08/20. All soft toys, bean bags and rugs in class rooms will be safely stored away from pupils and staff.	L	L	L/L	
042	Can staff manage, whilst in the transition phase, both in school and remote learning?	Unnecessary anxiety at a time of exceptional stress. This leads to mistakes which enables virus to spread through School community.	H	H	H/H	Staff are being given guidance on how to deliver remote learning. Each teaching staff member now has an iPad to use for enhanced digital learning as well as remote learning possibilities. Staff availability will be the key determinant to safety All pupils have received training on Google classroom and Teams	L	H	L/H	School has proven the ability to operate digitally and physically for juniors School has plans to revert to digital learning if so required return will need additional measures and resources and careful planning to run simultaneous digital and physical School.
043	Are assemblies, break times, drop-off and collection times sufficiently well staggered?	Unnecessary anxiety at a time of exceptional stress. This leads to mistakes which enables virus to spread through School community.	H	H	H/H	Timetables plus site specific measures including year group assemblies and no whole school assemblies are in place. The School site and size means that we do not need to stagger drop off and arrival times. Pick up times will vary by a few minutes for different year groups in the Senior School only given the number of entrances we are using. The School day will not be reduced in any way.	L	H	L/H	This will be reviewed continuously and adjustments made as required. This could include changes to arrival and drop off times.

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044	Are meal times de-conflicted, reflecting SD in the servery and dining hall whilst providing sufficient nourishment?	Virus to spread through School community.	H	H	H/H	<p>There are now 5 different areas for pupils to eat and a 6th for staff to eat in. Dining will be bubble-specific and each area will be cleaned thoroughly before a new bubble arrives.</p> <p>16/11/20 - Even within bubbles, we have now separated out year groups to be socially distanced.</p> <p>Meals will be pre-plated and handed out.</p> <p>5/11/20 - New screens in the dining hall now allow for two bubbles to eat safely together, meaning more time can be spent eating</p>	L	H	L/H	These procedures will be constantly reviewed and revised as necessary.
045	What are the risks of providing breakfast and after school clubs?	Virus to spread through School community.	H	H	H/H	Following government guidance, breakfast and after-school clubs will continue to take place. These will make efforts to socially distance those pupils in different bubbles.	L	L	L/L	Different tables to sit at, mask-wearing and social distancing will all be used to ensure bubbles do not mix in these settings.
046	Where vulnerable staff and children are in school / home, is medical advice being followed and are they properly supported?	Unnecessary anxiety at a time of exceptional stress.	H	H	H/H	EHCP pupils have specific support at home and at School. Safeguarding arrangements remain in place. Deputy Head (pastoral) is in contact with families of vulnerable children.	L	H	L/H	Reasonable and relevant adjustments are made whenever School is aware of any individual need, These situations are always under review.
047	Is pupil and staff mental health and wellbeing properly considered with individual needs identified and supported?	Unnecessary anxiety at a time of exceptional stress.	H	H	H/H	Existing measures and controls are proven to be flexible, professional and well resourced. Form Tutors to be alert to any needs of any individual.	L	H	L/H	Reasonable and relevant adjustments are made whenever School is aware of any individual need, These situations are always under review.

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048	Where activities have been re-scheduled is SD working and are the timings sufficient?	Unnecessary anxiety at a time of exceptional stress. This leads to mistakes which enables virus to spread through School community.	H	H	H/H	See 042 and 043	L	M/L/M	Staff availability will be the key determinant to safety.	
049	Is the science of risk understood e.g. less severe symptoms in adults, younger children less likely to become unwell, small class sizes will help?	Virus to spread through School community.	H	H	H/H	Government guidance is being followed. School understands as far as is reasonably practicable and as far as anyone knows the risk and impact on all members of the School Community. Staff are advised that their safety is paramount and to effect social distancing whenever possible. Governors have approved the plan and will inspect every aspect of that plan before School reopens 27/08/20 Pupils and staff who were shielding or have or develop underlying conditions that put them at greater risk will have their situations discussed with the Deputy Head (Pastoral). Under current guidance, all such children should return to school. Where it is necessary, remote learning opportunities will be made available. Review and adjust as necessary See 064	L	H	L/H	These situations are always under review Government guidance is always under review. Reasonable and relevant adjustments are made whenever School is aware of any individual need.
050	How effective are the hygiene rules? Is "catch it, bin it, kill it" still publicised and applied?	Virus to spread through School community.	H	H	H/H	School ensures pupils and staff understand and exercise exceptional personal hygiene and conform to the enhanced requirements. Pupils, parents and staff will be reminded of the need to follow new hygiene rules in all the guidance that has been released and also in the video that has been made. Staff will remind pupils of the importance of this rule. Additional signage is in place to support this activity.	L	H	L/H	Regular handwashing for pupils and staff will mitigate the risk of the virus spreading-. Pupils and staff to be reminded of Catch it, Kill it, Bin it- requirements.

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					All classrooms have a bin with a lid.			Additional signage is in place		
051	Is there anyone in addition supervising the normal medical staff	Virus to spread through School community.	H	H	H/H	The Deputy Head (Pastoral) line manages and meets regularly with the school nurses. The School nursing team are all SRN and have access to and full support of Head of School for medical resources. The wider School community has a large number of medics who are available for advice if required. Additional staff appointed to clean as recommended in line with NEU/GMB/Unison/Unite commentary and checklist (primary)	L	H	L/H	Governors to review any situation and direct the necessary response. This may mean that School has to close if the medical team feel that they are unable to safely support the School community.
052	Are there sufficient medical staff to deal with temperature testing, isolating suspect COVID-19 cases, outside appointments and normal medical issues?	Virus to spread through School community.	H	H	H	The phased re opening of School required by the Government and the controls that are being planned and will be in place by 8 th June include the provision of members of the School nursing team. This will be continued when school opens completely in September. School has a large number of first aiders and the necessary PPE should any incident that does not have COVID symptoms need to be dealt with. Should it be necessary to take temperatures this can be done safely by a nurse using digital thermometers that do not require contact with the individual School has a well-equipped medical room which has been modified to include an isolation area.	L	H	L/H	This situation will be carefully monitored and all incidents requiring a temperature to be taken will be reported. Any individual who shows symptoms of COVID will be sent home or told to stay at home and to get tested asap. Any pupil presenting with symptoms will be isolated before parents are called to collect them. They will also be advised to get a test asap. All of this is explained in the parent guidance information for reopening.
053	If temperature testing or taking other precautions that require new	Virus to spread through School community.	H	H	H/H	School will not be taking temperatures at drop off or arrival. This is based on the premise that parents and staff will be advised not to attend school if they have any symptoms of COVID including a temperature above normal, neither do we want to cause unnecessary anxiety to younger children or parents by this	L	M	L/M	Nursing team and certain first aiders will be made familiar with any new equipment and any training recorded as is custom and practice for all

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	equipment, do operators have the appropriate training and has it been recorded?				process. The scientific evidence does not support the taking of temperatures in a school setting as it is unreliable.				continuous professional development	
054	Have medical policy, procedures and appropriate response to spectrum of medical issues been revised and shared?	Virus to spread through School community.	H	H	H/H	School nursing team have updated their procedures to reflect the current crisis This has been shared with the Head of School. Increased hygiene regime is in place already to support the children of the Hive.	L	H	L/H	The situation will be under constant review and procedures adjusted as necessary.
055	Is the medical room properly equipped?	Virus to spread through School community.	H	H	H/H	Yes. Additional PPE (Visors) has been procured. An isolation room has been created adjacent to the medical room.	L	H	L/H	
056	What has the school decided is the level of PPE required for pupils and staff and are they trained as to their purpose, use, care and disposal?	Virus to spread through School community.	H	H	H/H	DfE guidance is that pupils do not require PPE for normal school activities. Government advice changes but School has decided that masks will be worn outside the class room. Masks are to be provided by pupils and form tutors will instruct on their use. Plastic bags will be issued to pupils to store their masks safely during lessons. PPE (disposable face masks gloves and aprons) has been made available to staff should they require it. This includes "Sneeze Screens "for teachers and school office reception counters. Everyone on site will be advised of how to dispose of this equipment which will be into double bagged bins with lids which will be in every class room or into a designated yellow bin by the Main gate.	L	H	L/H	Staff and pupils advised to wear face coverings when moving around the school site. E.g. corridors PPE available for Staff should they need it. Parents informed that all pupils require face mask each day.
057	Do the sickness management rules need to be re-stated and the	Virus to spread through School community.	H	H	H/H	We believe that parents and staff understand the seriousness of the crisis and the risks to the School and wider community. All parents and staff will be reminded by video and in writing that they must not come to School if they are unwell.	L	M	L/M	This has been reinforced in the guidance sent out to all stakeholders.

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	"don't come to work if you are ill" understood?								
058	As different age groups have different risk profiles is each group (staff and pupils) risk assessed?	Virus to spread through School community.	H	H	H/H	Senior leadership is working closely with Junior and EYFS specialist teachers to plan and revise existing risk assessments to ensure compliance with Government guidelines. These plans will be reviewed and revised as necessary. The School Health and Safety committee is also being consulted. 5/11/20 - new guidance allows schools to decide if masks are worn by primary years. At this time, we have decided to continue as we are.	L	M/L/M	These plans will be reviewed and revised as necessary. The School Health and Safety committee is also being consulted. Masks for primary children under review pending advice from government.
059	Is the school aware of all pre-existing medical conditions?	Pupils and members of staff or their immediate families who have existing conditions that might make them more vulnerable to the virus.	H	H	H/H	As far as is reasonably practicable School being aware of all existing conditions. Parents are already required to inform School of any existing conditions that might require an adjustment for the pupil or put others at risk. Staff are obliged to sign a medical declaration form after a job offer is made and are asked to update School of any condition that might put them or others at risk.	L	M/L/M	Pupil or member of staff who are at risk and are self-isolating will not be allowed to come to School, as well as those awaiting the outcome of a test. Reasonable and relevant adjustments are made whenever School is aware of any individual need, These situations are always under review
060	What happens if someone tests positive for COVID-19 and is it recorded? (for elimination purposes)?	Virus to spread through School community.	H	H	H/H	Those individuals who have had COVID confirmed by the NHS and have notified School will be recorded as having done so. This information will be kept secure and the school will ensure it collects and retains personal data relating to any COVID-related illnesses in line with its policies and current ICO guidance. An assessment of the individual situation including discharge date if admitted to hospital will be made before that individual can return to School.	L	M/L/M	Follow the School's contingency plans in the event of suspected cases, actual cases, as well as PHE advice.

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					<p>PHE will be contacted and the School's contingency plan will be followed. PHE will advise on the next steps the school must take.</p> <p>The School has extensive contingency plans prepared for every scenario including how pupils can be collected from the site safely during the school day, letters home, access to school comms text system, and remote learning provision.</p>			
061	What if anyone comes into contact with anyone testing positive to COVID-19 and is it recorded?	Virus to spread through School community.	M	M/M	<p>An assessment of an individual situation including discharge date if admitted to hospital with COVID will be made before that individual can return to School.</p> <p>At all times, PHE will be contacted and professional advice taken. Names will be recorded throughout</p>	L	M/L/M	<p>Staff to be asked if they have been contacted by NHS Track and Trace initiative.</p> <p>An assessment of the individual situation including discharge date if admitted to hospital will be made before that individual can return to School.</p>
062	Will pupils and staff be sent home with COVID-19 symptoms a cough, high temperature or shortness of breath or loss of taste, smell	Virus to spread through School community.	H	H/H	<p>Pupils and staff have been told repeatedly to either not come to school or to see the school nurse if they should have any symptoms.</p>	L	M/L/M	<p>Any one showing any sign of the symptoms of COVID will be expected to remain at home. Anyone presenting with any of the symptoms of COVID whilst at School will be sent home or isolated pending collection by a parent.</p>
063	Is there regular dialogue with those that have suffered from COVID-19 and / or are isolated at home?	Virus to spread through School community.	M	M/M	<p>School would support any individual as far as is reasonably practicable.</p> <p>If a pupil is well enough they can access online remote learning.</p>	L	L/L	<p>An assessment of the individual situation including discharge date if admitted to hospital will be made before that individual can return to School.</p>

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064	Who is shielding another family member and/or who has a condition that precludes their attendance at school?	Unnecessary anxiety at a time of exceptional stress. Placing a vulnerable person at unnecessary risk Virus to spread through School community.	H	H	H/H	School is aware of anyone shielding or who has an underlying condition. https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19	L	M/L/H	The number of staff in this category and the nature of their skill set does not represent a risk to the School re opening on 01/09/20at this time. The situation will be continually monitored.	
065	Is proof required for shielding and of individual conditions	Virus to spread through School community.	L	H	L/H	An assessment of the individual situation will be made if the individual cannot return to School by September 2020. Under DfE guidance, proof should not be asked of family health conditions nor proof of any negative (or positive) test result.	L	L	L/M	This will be reviewed on a case by case basis.
066	If there is a separate area for temperature testing, holding and isolation areas and are they easily identified and regularly cleaned?	Virus to spread through School community.	H	H	H/H	The medical room will be used for temperature testing. The location is known to all of the School community. The cleaning regime has been upgraded to mitigate the risk of the virus spreading. A separate isolation room is set up for anyone displaying symptoms	L	H	L/H	
067	Is temperature testing safe, reflecting SD rules, recorded and kept appropriately?	Virus to spread through School community.	H	H	H/H	Should it be necessary to take temperatures this can be done safely by a nurse using digital thermometers that do not require contact with the individual. This event will be recorded and this private information retained as per our policy and GDPR regulations	L	L	L/L	

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068	If emergency services are called is there a (revised?) well understood procedure, RV and cleared routes in and out?	Virus to spread through School community.	L	L	H/H	The existing procedure has been reviewed and does not need to be changed.	L	L	L/L	A dynamic RA by a competent person will be conducted as determined by each individual event.
069	Are staff and pupils regularly supervised and checked to ensure they are complying with hygiene rules and the use of PPE?		H	H	H/H	The re – opening plan that has been approved by governors requires upgraded hygiene regime. All staff and pupils will be instructed on what is expected of them See 008.	L	H	L/H	The situation will be constantly reviewed and adjustments made as required. Any individual failing to comply or wilfully ignoring these rules will be sanctioned in accordance with the relevant behavioural policy or discipline procedure.
070	If essential work is required on site are contractors properly registered, inducted supervised and temperature checked?	Virus to spread through School community.	H	H	H/H	All essential maintenance has been completed during shut down. Should additional essential work be required that will be subject to RAMS revised for COVID and will be conducted out of School hours wherever possible. We will not be temperature checking contractors. School has long standing relationship with key contractors conducting essential maintenance. They will be asked if they have symptoms or have had symptoms. If they have, they will not be permitted on site. 5/11/20 - Contractors onsite from now will only be if absolutely necessary and judged on a case by case basis.	L	L	L/M	Any contractor who School believe is a risk to the themselves or members of the School community will not be admitted.
071	Do medical staff have the appropriate PPE, cleaning	Virus to spread through School community.	H	H	H/H	The School nursing team have been consulted throughout the planning process and all their requirements for PPE and additional cleaning have been addressed to their satisfaction.	L	H	L/H	The situation will be constantly reviewed and additional resources made

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	materials and training?								available as is reasonably practicable.	
072	What is the policy on washing school clothes so as to prevent infection?	Virus to spread through School community.	L	H	L/H	Current guidance does not require the need for additional cleaning of clothes. Normal clothe washing can take place.	L	L	L/L	
		Business Support Staff Risk Assessment								
073	Are Business support staff briefed on changes regularly?	Virus to spread through School community.	M	H	H/H	All staff at Clifton High have had and will continue to receive exactly the same communications from School with regard to Health and Safety. Business support staff are represented on the School Health and Safety Committee.	L	L	L/L	
074	Do Business support staff have the appropriate PPE, cleaning materials and training?	Virus to spread through School community.	H	H	H/H	All staff at Clifton High are treated exactly the same with regard to Health and Safety and have access to PPE cleaning materials and training. Business support staff are represented on the School Health and Safety Committee.	L	H	L/H	
075	Are cleaning regimes reviewed and inspected regularly and conforming to revised hygiene rules?	Virus to spread through School community.	H	H	H/H	See 008	L	H	L/H	The situation will be constantly monitored and revised and resourced as far is reasonably practicable.

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076	Are all security and access systems regularly checked, updated and re-coded?	Virus on door handles or access controls can be transferred through School community.	L	H	L/H	Existing systems are in place for CCTV Access to and from buildings does require physical interaction with of mechanical or electric devices. Access will be restricted and hand sanitisers are in place. Internal doors will be left open and closed by the duty caretaker as part of lock down Cleaning regime will disinfect door handles	L	H	L/H	This will be constantly reviewed.
077	Have reconfigured areas, zones and routes hampered fire exits and routes?	Virus to spread through School community.	H	H	H/H	The re – opening plan for September is based on the previous model and has been upgraded in line with HMG advice. The plan has been approved by governors includes advice and recommendations from SOCOTEC, the Estates manager and the assessment of a governor who is a practicing architect. Pupils have been told that all one-way systems are suspended in an emergency, when the building must be evacuated; instead the nearest exit must be found. A successful fire drill was held in September and was in-line with COVID rules – arrangements have been created to line up form groups outside with consideration of COVID-security.	L	H	L/H	In the event of the need to respond to the alarms sounding the existing plans will be followed. Social distancing of greatly reduced numbers on site will be safe and compliant with the 1 m plus if 2 m is not available rule.
078	Are fire and other emergency procedures reconfigured, routes clear and regularly inspected?	Virus to spread through School community.	H	H	H/H	The current fire risk assessment has been reviewed and will remain in place in the event of an emergency. Estates staff, fire marshals will continue to monitor all exits and report any concerns with regard to fire safety -e.g. blocked exits, missing fire extinguishers.	L	H	L/H	
		Facilities Management Risk Assessment								
079	Heating system including fuel levels sufficient?	Risk of legionella if water not at	H	H	H/H	Heating is by natural gas or electric wall heaters. Legionella inspections continue out of School hours by a specialist contractor Inspection was held on 27/08/20	L	M	L/M	

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		correct temperature								
080	Gas supply, venting and valves?	Risk of explosion or hazardous discharge of gas	H	H	H/H	A specialist engineering company services all our gas boilers in accordance with the manufacturer's specifications and servicing requirements	L	H	L/H	
081	Have air conditioning ducts and units been checked and reviewed?	Risk of virus being spread by air conditioning units.	H	H	H/H	Normal maintenance schedules in accordance with the manufacturer's specifications apply. AC was serviced 25/08/20 Only the air conditioning to the main server room will be functioning as this is essential. This vents to atmosphere by School Green the immediate area is already out of bounds to all.	L	H	L/H	Area where AC fans enter to atmosphere has been taped off.
082	Electrical tests up-to-date including emergency lighting and PAT?	Risk of injury or death by electrocution if these controls not in place.	H	H	H/H	Electricians contracted to conduct testing to ensure compliance with all in force regulations.	L	H	L/H	
083	Water testing for temperature, flow and legionella in date for test?	Risk of legionella and School closure if these controls not in place.	H	H	H/H	Specialist contractors conduct testing to ensure compliance with all in force regulations. School Estates team has been Running taps and showers throughout lockdown in accordance with best practice for legionella management.	L	H	L/H	
084	What is the status of the swimming pool and are appropriate measures in force?	Virus spread through School community.	H	H	L/H	Pool and changing rooms have been re-opened in accordance with Government policy. Pool is available for pupils in their bubbles only. Timetabling is such that a bubble will swim in one week and then do other sports in other weeks.	L	L	L/L	Timetable and changing regime have been revised and will be reviewed
085	Fire alarm panel, system and extinguishers in date and serviced?	Alarm system fails to detect fire or smoke. Extinguishers	H	H	H/H	Normal weekly testing of alarm system at 09:30 each Tuesday continues. A specialist contractor inspects and maintains fire panel and extinguishers.	L	H	L/H	

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		her fails at point of need								
089	Laundry washers and dryers serviceable, able to cope with demand, temperature requirements and have sufficient washing products?	Virus spread through School community.	L	H	L/H	School washes certain items of PE lost property and dish cloths in Food and Nutrition and Main Kitchen. Washing machines and dryers are serviced and maintained as per manufacturers specifications. Usage will be significantly less with reduced numbers of pupils and staff. Estates team to inspect and confirm that 60 degree" hot" wash possible. If not, then machine will be disabled.	M	M	M/M	Estates team to inspect each washing machine and dryer.
090	Have waste procedures been reviewed?	Virus to spread through School community.	H	H	H/H	The School plan determines the class room or other rooms including toilets to be used. Each room will have a lidded bin and be double bagged for paper towel waste after wiping down services. Bins will be emptied by janitors or contracted cleaning company or School Estates team. Waste will be centralised for collection by BCC refuse collection. Other cleaning requirements including food and general waste remain as normal. A staff common room adjacent to a staff kitchen (with dishwasher) is equipped with food waste disposal bins	L	H	L/H	This situation will be constantly monitored and adjustments made as necessary. For example, if staff do not remove crockery and cutlery the additional eating facility will removed and staff will have to use central dining services.
091	Are pest control services recorded, deficiencies identified and actioned?	Risk of infestation through School community.	M	M	M/M	School retains the service of a professional vermin control company who regularly inspect containment measures. Estates team monitor the site for sign of vermin.	M	M	M/M	Existing procedures are COVID secure.
092	School vehicles fully registered, insured,	Virus to spread through School community.	H	H	H/H	School retains the services of a professional mechanic who maintains the fleet in line with manufacturers recommendations. Estates manager maintains records of faults reported and MOT (where relevant) and insurance renewal dates.	L	H	L/H	

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	maintained and stocked with appropriate hygiene materials if they are to be used?				The nature of the virus and 2m social distancing guidelines is such that mini bus fleet with soft furnishings can only be used for transportation of pupils when they are in bubbles. Mini-buses must be cleaned between bubbles and/or left for 72 hours. School is liaising with our Coach company and has agreed that masks will be worn on all buses. Pupils will wash hands before boarding any coach. Year groups will sit separately on the bus, even when in the same bubble.				
093	What if there is a requirement to catch coughs and sneezes?	Virus to spread through School community.	H	H	H/H	Every class room has sanitizer, spray, tissues and bin with a lid. Every class room is laid out so all pupils face the front of class. Every class room in Senior School has a sneeze screen. Every junior School teacher has the option to have a sneeze screen if they so wish. Every classroom/work room/office have sanitizer, spray, and tissues supplied "Catch it, Bin it, Kill it" is a policy school wide. 2m taping is down around every teacher desk.	L	H	L/H
094	Contamination of bin contents onto pupil/staff	Virus to spread through School community.	H	H	H/H	Every classroom has a bin with a lid and the bin is double bagged. Every class room has sanitizer, spray, and tissues. Every class room is laid out so all pupils face the front of class. Every class room in Senior School has a sneeze screen. Every junior School teacher has the option to have a sneeze screen if they so wish.	L	M	L/H
094	Contamination from drinking water fountains	Virus to spread through School community.	H	H	H/H	All water fountains have been put out of use except to fill water bottles. Pupils have been asked to bring their own water bottle. Water fountains will not be allowed to be drunk direct into the mouth.	L	M	L/H
096	Not enough ventilation in a room	Virus to spread through School community.	H	H	H/H	Classroom windows to be open	L	M	L/H
097	What are the actions required of a member of staff who sees a pupil or colleague feeling un well?	Virus to spread through School community.	H	H	H/H	Colleague or pupil to be referred or taken (within social distancing rules) to School Nurse for temperature testing by member of the nursing team and isolation. Parents family member to be contacted and advised to collect and of potential symptoms and to contact NHS Track and Trace service. Thereafter individual to follow NHS guidance and School requirement not to return to School.	L	H	L/H

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098	How will the library be managed	Virus spread between bubbles and individuals through objects	M	H	<p>M/H No pupil allowed in the fiction library without a member of staff (usually the librarian) or as part of an English lesson</p> <p>Any books touched will be placed into the returns bin and stored for 72 hours before returning to the shelf</p> <p>All returns to be placed into the returns bin and stored for 72 hours before returning to the shelves</p>	M	M	M	M	<p>Pupils to be encouraged to peruse the online library catalogue and to order books with the librarian online. The librarian will then deliver these.</p>
099	How will the swimming pool lettings be managed for the Clifton High club	Virus spread through community	H	H	<p>H/H Henleaze swimming club currently the only external user to use the pool on a staggered reopening.</p> <p>Clifton High Club - First club after school only for Clifton High Pupils. Pupils will arrive changed in tracksuits and swimwear under. They will enter through the external door onto Clifton Park Road, remove shoes and go straight onto pool side. Pupils will follow one-way, clockwise, around the pool to a bench. They will disrobe, be allocated a bench. Benches around the side will be bubble specific to maintain the school bubble structure. Lanes in the pool will be structured around the bubbles and numbers of pupils in each lane limited to 6. At end of swim, pupils will dry poolside, put on robes/tracksuits, and exit the same way as they entered to their parents' cars.</p> <p>5/11/20 - All external children stopped from using pool for duration of lockdown. Only CHS pupils permitted.</p> <p>Changing for CHS pupils – this will be done in the School Green changing rooms. They will be unlocked at 4:15 and relocked once finished. The two changing rooms will be put onto the cleaning rota to be deep cleaned daily. They will change into swim wear and tracksuits and then make their way to the pool as described above.</p>	M	M	M	M	<p>Review after two weeks</p> <p>M.Lane notified of the need to add these two rooms to the cleaning rota daily.</p> <p>Replenish the cleaning supplies as required.</p>

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				Registers of pupils – All names of pupils attending the club will be kept by Henleaze and shared with the school in the case of any positive test for COVID to support NHS Test and Trace.		
				Toilet use – only the upstairs single toilet will be used and only in emergency. It will be cleaned by the Henleaze coaches in line with their own risk assessment, with disinfectant spray and all tissues used into a lidded bin.		
100	How will the swimming pool lettings be managed for external customers	Virus spread through the community	H H H/H	<p>Pupils will arrive changed, enter through the external door onto Clifton Park Road, remove shoes and go straight onto pool side.</p> <p>Pupils will follow one-way, clockwise, around the pool to a bench.</p> <p>They will disrobe, be allocated a bench.</p> <p>There will be a mix of Clifton High pupils and externals. The Clifton High Pupils will be kept together and then within their school bubbles.</p> <p>Benches around the side will be bubble specific to maintain the school bubble structure. External children will not share a bench with a clifton high pupil.</p> <p>Lanes in the pool will be structured around the bubbles and numbers of pupils in each lane limited to 6.</p> <p>Clifton High pupils will not share lanes with non-clifton high pupils.</p> <p>At end of swim, pupils will dry poolside, put on robes/tracksuits, and exit the same way as they entered to their parents' cars.</p> <p>Toilet use – only the upstairs single toilet will be used and only in emergency. It will be cleaned by the Henleaze coaches in line with their own risk assessment, with disinfectant spray and all tissues used into a lidded bin.</p> <p>Registers of pupils – All names of pupils attending the club will be kept by Henleaze and shared with the school in the case of any positive test for COVID to support NHS Test and Trace.</p> <p>5/11/20 - All non-CHS usage stopped for the duration of the new lockdown.</p> <p>Bristol Henleaze Swimming Club have their own Risk Assessment found here:</p>	M M M/M	<p>Review after two weeks.</p> <p>Replenish the cleaning supplies as required.</p> <p>Pool currently only open (14/9/20) onwards for Henleaze swimming club for their CHS club and the Elite Swimmers club until reviewed. This is part of a staggered start, our partnership with them, and that the children are of an age where parents are not required to be present.</p>

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					https://cliftonhigh-my.sharepoint.com/:b:/g/personal/mbennett_cliftonhigh_co_uk/ESVnhHjQ1FRDhmFCAv5chmsB0-Ny5SGjL4OUFGAAI5y9VQ?e=H1c8Wq					
101	NHS COVID App	Creates anxiety, and alerts individuals to exposure without school knowledge	H	H	H/H	Educate all pupils over 16 to the uses of this new app No one under the age of 16 should download it Pupils to be educated to switch off the contact tracing element when their phone is not in their possession Pupils told that if their phone alerts them to self isolate, they should go straight to the nurse and notify them. Danger of pupil abuse of the app - we should be mindful of this end educate pupils appropriately.	L	L	L/L	All Senior school pupils will be educated through form time assembly
102	Wet weather use of changing rooms	Risk of transmission in the community	H	H	H/H	With the winter wet weather, pupils will train at Coombe Dingle and if they have games periods 3 and 4, could potentially be sat in wet kit all afternoon. Therefore, years 7-10 (who have games at these times), will be able to use the School Green Changing rooms. They will arrive at school in uniform and change there. This will be monitored at break by games staff to ensure low numbers use it at any one time. The rooms will be cleaned thoroughly at the end of each day. On returning to school, prior to lunch, if wet, pupils will need to change back into uniform. If not wet, they can remain in kit until the end of the school day.	M	M	M/M	Staffing will need to remain high in these areas throughout break to prevent overcrowding. A one-way system should be put in affect. In through the main doors that lead onto the drive and out via the covered walkway. Games staff to monitor numbers in rooms to limit to 10 at any one time in any room.
103	Sending pupils home in the event of a positive case	Risk of transmissions Mental Health	H	H	H/H	Protocols have been created to contact parents, staff and pupils. Please see COVID Contingency shared folder. Parents will collect pupils on site – they will drive onto the site using a one-way system – from college road through to Clifton park road. This will be monitored by maintenance staff and the senior team.	M	M	M/M	See protocols prepared.

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					Affected pupils will be held in their form rooms until such time that they can be collected. All other pupils will remain their rooms with their class teachers to ensure their safety from the bubble that is closing and also the cars on site. Pupils walking home alone will require permission from parents to do so. They will not be allowed to take public transport. Assemblies, videos, letters home will all follow in line with our guidance protocols.				
104	Sixth Form pupils staying on site	Risk of transmission	M	M	5/11/20 - start of new national lockdown – all sixth formers told to no longer leave school site during the school day other than to return home if lessons have finished.	L	L	L/L	
105	Staff Access to COVID tests	Risk of transmission	M	M	The school is now registered with the PHE and can use its unique number to access faster testing for staff so that tests can be carried out quickly, reassurance given and a faster return to work can be actioned.	L	L	L/L	

Notes and references:

Clifton High School Health and Safety Policy

Independent Schools Bursars Association (ISBA)

Planning guide for primary Schools NEU/ GMB/ Unison/ UNITE Commentary and Work Place Checklist

Table to show Likelihood and Severity matrix

Likelihood	H/L	H/M	H/H	Key: H – High M – Medium L – Low Red: Do not proceed – risk must be reduced to a lower level Amber: Proceed only if specific controls will not allow the risk to increase Green: Risk controlled effectively. Proceed with operation and monitor for changes
	M/L	M/M	M/H	
	L/L	L/M	L/H	
	Severity			

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Appendix 1: RA for additional Catering arrangements

Clifton High School

RISK ASSESSMENT – Transporting Food from Satellite Kitchen

Date prepared 1st August 2020

Next review date July 2021

Prepared by

Tim Fletcher and Keith Sellick

The government guidance followed is found here: <https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19>

and highlights the need for the same high food standards which are followed normally, the majority of which will reduce the risk that COVID presents.

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Ref.	Task/ Activity	Hazard/ Risk	Risk Before Control			Control Measures	Risk Post Control			Actions to be undertaken
			L	S	Risk		L	S	Risk	
001	Lifting and moving objects or objects that are difficult to grasp	Staff risk injuries or back pain from handling heavy/bulky objects. E.g. trays crockery or boxes of ingredients by improper lifting techniques which include; Holding loads away from trunk of body Twisting and stooping Reaching upwards Large vertical movement Long carrying distances Strenuous pushing or pulling of loads Unpredictable movement of loads Repetitive handling	M	H	M/H	Operatives to perform good Manual Handling techniques when manual handling cannot be avoided. Operatives to be trained in the effects of manual handling disorders and guidance on the correct techniques to avoid injury whilst handling heavy/awkward loads Ingredients are bought in package sizes that are light enough for easy handling wherever possible. The sink is at an appropriate height to prevent stooping. Floor area is kept free of obstructions and potential slip and trip hazards	L	H	L/M	Manager to ensure Manual Handling techniques are carried out in the correct and proper manner. Mechanical means for lifting/transporting equipment/ingredients to be provided when possible. Staff are reminded that deliveries and stock that cannot be easily handled should be moved with the aid of a trolley. Kitchen cleaning schedule has been introduced. Spillages are immediately cleaned up.

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002	Poor standard of food preparation	Risk of food poisoning.	M	M	M/M	Employ rigorous food hygiene standards and comply with all legislative and best practises in food processing. Hand wash stations are provided as required. Separate equipment is used for raw and cooked meats. Raw and cooked meats are stored in the correct manner. Fridge thermometers are provided.	L	M	L/M	All kitchen staff are certificated in basic food hygiene. Staff are encouraged to report any infringement of good food hygiene practises. A colour coding system is used for utensils.
003	Fire Faulty electrics, arson	Risk of fire spreading throughout the kitchen into other sections of the school. If trapped, staff and others could suffer fatal injuries from smoke inhalation or burns.	M	M	M/M	A fire risk assessment has been done. Maintain equipment in good order. Regular inspections of kitchen equipment. Maintain fire extinguisher points and comply with emergency evacuation procedures. A fire suppressant system R102 is installed over the deep fat fryer.	L	M	L/M	Manager to ensure inspection/test regimes are maintained. General Fire Awareness training is provided for all kitchen staff to ensure all are aware of the Fire Plan and its contents. Kitchen staff are shown how to operate the fire suppressant system.

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004	Poor Housekeeping	Slips, trips and falls. Doorways (rain) spillages, uneven surfaces. Staff may be injured if they trip over objects or slip on spillages.	M	M	M/M	Kitchen equipment is well maintained and any leaks/spillages are promptly reported and cleaned up. Drainage channels and drip trays are provided where spills are likely. Staff clean up spillages immediately and leave the floor dry. There are no trailing cables or obstructions in walkways. Steps are clearly defined.	L	M	L/M	Manager to give briefing on risk assessment. Regular inspections of work areas and removal of redundant materials and equipment. Staff to wear non-slip safety footwear.
005	Electric equipment and installation. Kitchen equipment fans and sockets	Staff could get shocks or burns from faulty equipment. Electrical faults can also lead to fires.	M	H	M/H	Plugs and sockets are suitable for a kitchen environment. Residual current devices (RCDs) are installed on electricity supplies to hand held and portable appliances. Staff are trained in basic electrical safety and do pre-use visual checks. Any defective equipment, plugs, discoloured sockets, damaged cables and on/off switches are promptly reported. Any faulty equipment is removed from use immediately. Staff know where the circuit board is and how to turn off the electricity in an emergency. Safety checks of the electrical equipment and installations are carried out to ensure that the equipment continues to be safe for use. Where necessary this is done by a competent electrician.	L	M	L/M	Manager to ensure that regular tests are being carried out by a competent person on the RCD trip buttons and electrical equipment in accordance with the manufacturer's instructions.

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006	Contact with heat. Steam, hot water, hot oil and hot surfaces	Staff may suffer scalds or burns when they are handling hot substances or come into contact with hot surfaces.	M	H	M/H	Staff are trained how to handle hot oils and to safely use, empty and clean the fryers. Water mixer taps are provided Heat resistant gloves, cloths and aprons are provided. All staff wear long sleeves. Staff know about the risk of steam.	L	S	L/M	Display hot water signs at the sinks and hot surface signs at the hot plates. Maintain pan handles in good condition. Make sure that staff familiarise themselves on how to use equipment safely and to report any defects immediately.
007	Knives Cuts and penetration injury	Staff preparing food risk injuries from contact with the blade.	M	H	M/H	Staff are provided with and use the correct knife for the job. Staff are trained in the safe use, maintenance and storage of knives.	L	S	L/M	Remind staff that they must only use suitable cutters for opening packages and must not use knives.
008	Food Handling	Staff risk skin irritation or dermatitis from frequent hand washing and some can develop skin allergies from handling certain foods.	M	H	M/H	Whenever possible and sensible, staff use tools (cutlery, tongs scoops etc) to handle food rather than their hands. Food grade, single use, non-latex gloves are used for tasks that can cause skin problems e.g. salad washing, vegetable peeling and fish filleting. Where handling cannot be avoided hands are rinsed promptly after finishing the task.	L	S	L/M	Manager to remind staff to thoroughly dry their hands after washing them.

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009	Contact with cleaning chemicals Bleach and washing chemicals	Staff risk skin irritation or eye damage from direct contact with cleaning chemicals. Vapour from cleaning chemicals may cause breathing problems.	M	H	MH	Where possible, cleaning products marked 'irritant' are avoided and milder alternatives are used instead. A dishwasher is used. Staff are shown how to use and store cleaning products safely and never to transfer chemicals to an unmarked container or to mix incompatible chemicals. Mops, brushes and protective gloves are provided and used. Staff rinse gloves after using them and store them in a clean place.	L	S	L/M	Manager to obtain product data sheets and produce COSHH Assessments for chemicals being used. Make staff aware of the COSHH assessment and to implement its findings.
010	Gas Appliances	Staff and visitors could suffer serious /fatal injuries as a result of an explosion or release of gas.	M	H	M/H	Gas appliances/flues, pipe work and safety devices are serviced and maintained by a 'Gas Safe' registered engineer on an annual basis in accordance with the manufacturer's instructions. Records are kept of these services /inspections. Staff know where the main isolation tap is and how to safely turn off the gas supply in an emergency.	L	S	L/M	Flame failure devices are installed on oven(s).

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011	Machines	Staff risk serious injury from contact with dangerous / moving parts on machines.	M	H	M/H	All new equipment is checked before first use to make sure that there are no obvious accessible dangerous moving parts. Staff are trained on how to assemble, operate and clean machines and to report any defective equipment. Any dangerous machinery parts are suitably guarded and are checked daily. Safety critical repairs are carried out by a competent person.	L	S	L/M	Manager to remind staff to always switch off appliance and isolate power source by removing the plug from the power source before cleaning or carrying out maintenance.
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012	Working at height. Placing stock on high shelves use of steps to gain access to height	Fall from any height can cause bruising and fractures. Being struck by displaced stock Collapse of Step ladders Poor quality of equipment Steps Incorrectly used	M	H	M/H	<p>Do not use Step ladders behind doorways, unless a door is locked with warning sign warning of obstruction is displayed.</p> <p>Ensure Step ladders are regularly inspected for defects and records kept. The stay or brace must be fully extended and locked into position and step ladder based on firm, level and dry floor.</p> <p>Do not stand above the 3rd tread from the top. Do not over reach. Naval must be within the sides of the step ladder. Ensure step ladder treads are free from contaminates.</p> <p>Do not impose side loadings such as leaning or stretching over one side causing the steps to be unbalanced and toppling.</p> <p>Use step ladders to class 1 or EN131.</p> <p>Never use DIY Class 3 with red label</p>	L	S	L/M	<p>Ladder can only be used in short durations not exceeding 30 minutes. Inspect and check the condition of all access equipment used.</p> <p>If there is a risk of anything being dislodged or falling make sure no unauthorised person comes into the area until the risk is removed.</p> <p>Employees to be trained in the safe use of Step ladders.</p> <p>Items which are used frequently are stored in accessible places.</p> <p>Use of podium steps instead of step ladders to used if possible.</p>
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Risk: COVID-19 in School

Date: 19th November 2020

Next Review Date: 19th December 2020

REF: ISBA Check List, NEU/GMB/Unison/Unite commentary and checklist (primary).

Likelihood Severity (LS) matrix: See 'Notes and References page 27, Clifton High School Health and Safety Policy.

013	Pest control	Risk of food contamination and Weil's disease and Leptospirosis. Control measures include intrusion by Mice, rats, birds, cock roaches, fly's other insects	M	H	MH	Food waste is kept in sealed containers. Containers are emptied on a regular basis and are not allowed to spill over. Regular cleaning of floors and yard areas is implemented. Pest control measures are in place from a recognised contractor. Bird netting is installed where required Gaps in walls are sealed to prevent entry points for vermin Doorways and windows are fitted with close grill covering when left open. Drainage lines are checked for breakages and blockages on a regular basis.	L	S	L/M	Manager to remind staff of these control measures and ensure good working practises are maintained. Regular maintenance of buildings and exterior areas form part of these control measures. Also refer to the Leptospirosis COSHH Assessment
014	Work place temperatures	Staff may suffer ill health in hot conditions.	M	H	MH	Fans and extractors are provided to control the air temperature.	L	S	L/M	Staff are allowed to take rest breaks in cooler locations when required.

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Packaging & Transporting Food	<p>Cross contamination of food</p> <p>Food Poisoning: Food must be kept at correct temperature.</p> <p>Injury: When transporting food there is a risk of injury or back pain from handling heavy/bulky objects.</p>	M	H	M/H	<p>Food must be covered appropriately in suitably sized containers to avoid cross contamination.</p> <p>Smaller containers will be easier to carry.</p> <p>Employ rigorous food hygiene standards and comply with all legislative and best practises in food processing.</p> <p>Ensure food thermometers are working & calibrated.</p> <p>Food temperatures are recorded.</p> <p>Operatives to be trained in the effects of manual handling disorders and guidance on the correct techniques to avoid injury whilst handling heavy loads.</p> <p>Particular care must be taken when moving up or down stairs.</p>	L	M	L/M	<p>Manager to ensure Manual Handling techniques are carried out in the correct and proper manner.</p> <p>Where possible food should be moved with the aid of a trolley.</p> <p>All kitchen staff are certificated in basic food hygiene.</p> <p>Staff are encouraged to report any infringement of good food hygiene practises.</p>
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015	COVID precautions	Prevention of spreading the virus in the food preparation	M	H	M/H	<p>Hand washing with soap and water to take place regularly by all kitchen staff for at least 20 seconds:</p> <ul style="list-style-type: none"> • Before and after handling food • Before handling clean cutlery, dishes glasses or other items to be used by the customer • After handling dirty or used items, such as collecting used dishes from customer tables • After touching high-contact surfaces, such as door handles • When moving between different areas of the workplace • After being in a public place • After blowing nose, coughing or sneezing. 	L	M	L/M	Guidance to be reinforced at each catering staff meeting
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016	COVID precautions	Prevention of spreading the virus in food preparation	M	H	M/H	All meals pre-plated and cutlery handed to each child to avoid cross contamination. There will be no salad bar or self-serve option other than picking up a dessert. Pupils will eat in bubbles	L	M	L/M
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017	COVID Precautions	Additional cleaning to prevent spread of virus	M	H	M/H	All tables and chairs will be deep cleaned after each bubble sitting before any new bubble arrives.	L	M	L/M
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