



<p><b>Guide for secondary schools</b>  <a href="https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools">https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools</a></p> <p><b>Initial planning framework</b>  <a href="https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england">https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england</a></p>	<p>25 May [updated 15 June]</p> <p>12 May [updated 16 June]</p>	<p>S Fletcher B Sussex SMT</p> <p>S Fletcher B Sussex SMT</p>
<p><b>Coronavirus (Covid-19): implementing protective measures in education and childcare settings</b>  <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></p>	<p>12 May [updated 1 June]</p>	<p>S Fletcher B Sussex SMT</p>
<p><b>Safe working in education etc</b>  <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></p>	<p>14 May [updated 16 June]</p>	<p>S Fletcher / B Sussex / S Paillaise / medical staff / Mark Vernon</p>
<p><b>Working safely during coronavirus (offices)</b>  <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres</a></p> <p><a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely</a></p>	<p>11 May [updated 15 June]</p> <p>25 May</p>	<p>S Fletcher / B Sussex / Helen Semple / Mark Vernon / Jane Lemon</p>

<p><b>Stay at home guidance for those with symptoms</b>  <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p>	<p>28 April 2020 [updated 18 June]</p>	<p>All – needs to be communicated to staff and pupils in guidance / letters</p>
<p><b>Cleaning in non-healthcare settings</b>  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p>	<p>15 May</p>	<p>Mark Vernon / Zibby Wasak</p>
<p><b>For guides on using PPE safely:</b>  <a href="https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures">https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</a></p>		<p>Medical team / Mark Vernon / Zibby Wasak / cleaners (see quick guide poster)</p>
<p><b>Testing</b>  This is the current portal page for essential workers  <a href="https://www.gov.uk/apply-coronavirus-test">https://www.gov.uk/apply-coronavirus-test</a></p> <p>NHS testing for general public  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/</a></p>		<p>Parents will need to be made aware. Any student who attends school and is displaying coronavirus symptoms is eligible for a test, as are people in their household (if they display symptoms)</p> <p>Staff are eligible for a test if displaying symptoms</p>
<p><b>Transport</b>  <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-safer-transport-guidance-for-operators/coronavirus-covid-19-safer-transport-guidance-for-operators">https://www.gov.uk/government/publications/coronavirus-covid-19-safer-transport-guidance-for-operators/coronavirus-covid-19-safer-transport-guidance-for-operators</a></p> <p><a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></p>	<p>12 May [updated 14 June]</p>	<p>Review for school buses</p> <p>Guidance for staff, parents and pupils</p>

<b>Construction</b> <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-other-outdoor-work">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-other-outdoor-work</a>	11 May [updated 15 June]	J Lemon / B Sussex
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### Risk assessment

[also refer to: *SPGS Detailed site operating plan – June 2020, Safeguarding risk assessment and Procedures for non-teaching staff working on site*]

The Government guidance for schools refers to a **hierarchy of controls** that need to be addressed when assessing the risks and planning for an ‘inherently safer system’. The controls are:

1. Minimising contacts with anyone who has coronavirus symptoms by ensuring that they isolate and do not attend school, and also do not attend if someone in their household has symptoms.
2. Cleaning hands often
3. Ensuring good respiratory hygiene – ‘catch it, bin it, kill it’
4. Cleaning frequently touched surfaces regularly
5. Minimising contact and mixing as much as possible

Measures to address these controls are detailed below, along with other risks that we have identified.

	<b>Risk</b>	<b>Control measures</b>	<b>Action required</b>	<b>Responsibility</b>	<b>Status</b>
<b>Communication and awareness</b>	Not aware of latest guidance and requirements	Ensure that govt guidance is regularly accessed latest version logged on the risk assessment.  Regular review and communication at SMT.  Keep RA live and review regularly Update relevant staff with key changes.	Guidance regularly checked by those responsible.  Compliance group to monitor RA at key stages	SMT  B Sussex (ensure site team aware)  Ongoing by those responsible as guidance is updated and school opens	Done and ongoing
	Governors not kept aware of procedures and any changes to policy	Governors updated through High Mistress to the Chair and through SMT to designated governors	Governors to review and approve risk assessment and operating plan prior to re-opening to pupils.	S Fletcher / Chair of Governors	Governors approved procedures and risk assessment

		Committees formally review policies	Finance and Estates (health and safety responsibility) to review policies and procedures as they are developed	B Sussex	prior to re-opening  Ongoing as procedures developed
	Non-teaching staff not properly briefed on requirements to get the site ready or not clear on expectations	Director of Operations working closely with Estate Manager and General Services Manager on plans for return.  Ongoing review and feedback during opening so that procedures can be updated as required.	Managers responsible must read latest guidance and brief their teams.  Procedures for non teaching staff working on site circulated.	B Sussex	Done  Done  Done and ongoing
	Teaching staff due to attend not properly briefed on guidance and site operating procedures	Issue timely and clear communication for staff  Opportunity to comment and review on detailed site operating plan  Share risk assessment measures  Provide opportunity to raise concerns before return and while on site so that procedures are continuously reviewed.	Agree when it is safe and possible to have a phased return (from 15 June)  Meetings with HoDs and teachers coming to site  Staff communication and procedure to be developed from timetable (June transition in first instance) and detailed site operating procedures  Clear signage and markings throughout the site to	SMT/ Governors  SMT  B Sussex  B Sussex / J Lemon	Done  Done  Done  Done

			control any queuing, washing hands, cleaning own spaces, areas not in use.		
	Pupils attending site not aware of expectations	Issue timely and clear communication including site procedures	<p>Agree when it is safe and possible to have a phased return (from 15 June)</p> <p>Communication plan for pupils</p> <p>Pupil communication and procedure to be developed from timetable (June transition in first instance) and detailed site operating procedures</p> <p>Clear signage and markings throughout the site to control any queuing, washing hands, cleaning own spaces, areas not in use.</p>	<p>SMT / Governors</p> <p>SMT</p> <p>SMT</p> <p>B Sussex</p>	<p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p>
	Parents of pupils attending site not aware of expectations		<p>Agree when it is safe and possible to have a phased return (from 15 June)</p> <p>Agree how and when information will be sent to pupils / parents</p> <p>Issue clear procedures based on timetable and site operating procedures.</p>	<p>SMT / Governors</p> <p>SMT</p> <p>SMT</p>	<p>Done</p> <p>Done</p> <p>Done</p>
<b>Minimise risk of contact with anyone</b>	Pupils, staff or anyone else permitted to attend site has coronavirus symptoms and infects others	Procedures issued state that anyone displaying symptoms should not attend site and also do not attend if anyone in their household is displaying symptoms:	<p>Include in all communication</p> <p>Ensure that staff are clear on what to do if someone becomes unwell.</p>	SMT	<p>Done</p> <p>Done</p>

<b>who has symptoms</b>		<ul style="list-style-type: none"> <li>- Staff</li> <li>- Pupils</li> <li>- Contractors (restricted to certain areas)</li> </ul> <p>Follow procedure for what to do if someone becomes unwell while on site.</p> <p>PPE for medical team</p> <p>Absence and cover procedure if staff is unable to attend</p>	<p>Establish space for isolation and management</p> <p>Follow guidance on use of PPE for those who need to come into close contact with pupil displaying symptoms</p> <p>Purchase required PPE</p>	<p>Medical team</p> <p>Medical team</p> <p>Mark Vernon / medical team</p> <p>A Ellams</p>	<p>Done</p> <p>Done</p> <p>Done</p> <p>Procedures agreed and ongoing</p>
<b>Cleaning hands often to reduce risk of infection</b>	Staff and pupils do not regularly follow handwashing routines	<p>Signage is posted in all toilets and at entry points.</p> <p>External handwash station in car park for staff and any contractors on site – wash hands on arrival and departure and regularly while on site.</p> <p>Pupils wash hands on arrival in pupil toilets and on departure (staff supervise). Teachers remind pupils to wash hands regularly.</p> <p>Signage in toilets to remind users to wash hands before and after using facilities.</p> <p>Hand sanitizer in common areas, all classrooms in use, all offices in use.</p>	<p>Check signage still in place and add at entry points</p> <p>Signage in toilets must state to wash hands before and after using facilities</p> <p>Ensure we have lots of soap and hand sanitizer, and paper towels</p> <p>Washing hands is part of detailed operating procedure</p>	<p>B Sussex / J Lemon</p> <p>M Vernon</p> <p>M Vernon</p> <p>M Vernon</p> <p>M Vernon</p>	<p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p>

		Cleaners all briefed on required handwashing		M Vernon / Z Wasak	Done
<b>Cath it, bin it, kill it</b>	Staff and pupils do not regularly follow good respiratory hygiene and risk of infection is increased	Signage in all areas is use	Check signage in place throughout the site	M Vernon	Done
		Tissues in offices, classrooms, toilets and other areas in use	Ensure plentiful supply of tissues in all areas in use	M Vernon	Done
		Use pedal bins in classrooms, toilets, any other common areas	Order pedal bins with lids for all areas in use.		Done
		Teachers remind pupils			Ongoing
<b>Cleaning schedule</b>	Heightened risk of infection as key areas are not cleaned regularly	Clean areas to be used before pupils and staff return	Cleaning schedule in place, reviewed regularly and focuses on areas in use.	M Vernon / Z Wasak	Done
		Cleaning schedule for all areas in use including door handles, bannisters, keypads, any shared computers.	Brief cleaners on schedule and procedures in guidance 'decontamination in non healthcare settings'	M Vernon / Z Wasak	Done
		Clean classrooms <b>between each group</b> including desks, chairs, light switches and in room temp controls	Ensure cleaners have PPE if required and know how to use it safely. Agree risk assessment	M Vernon / B Sussex	Done
		Clean office areas in use	Provide sanitizing wipes/hand gel in all classrooms in use and offices in use	M Vernon	Done
			Provide hand- gel at entry points so that it is used when doors / keypads are touched	M Vernon	Done

<b>Minimising contact between pupils and between pupils and staff as much as possible</b>	Risk of pupils infecting each other and staff that they come into contact with in lesson time	<p>Pupils kept in small groups of no more than 15</p> <p>Desks spread out as much as possible and to 2m if possible. 2 m distance from teacher desk maintained.</p> <p>Pupils face forward and don't face each other in class.</p> <p>Pupils stay in the same group throughout the day.</p> <p>Staff retain distance from pupils as much as possible.</p> <p>Pupils stay in same class for their sessions (teachers move)</p> <p>Keep rooms well ventilated – open doors and windows</p> <p>No shared materials</p> <p>Any book loans from the library tightly controlled</p>	<p>Devise timetable which limits contact between pupils as much as possible. Set up in each room to be used – desks spaced out and marked so not moved</p> <p>Rooms to be checked each morning and before pm session – set up, supplies, well ventilated</p>	<p>A Ellams</p> <p>J Lemon</p> <p>J Lemon / M Vernon</p> <p>L Kelly</p>	<p>Done</p> <p>Done</p> <p>Ongoing monitoring</p> <p>Done</p>
	Risk of transmission between pupils at break times	<p>No break time required for June return. Review arrangements for September.</p> <p>Pupils should not all use the toilets at the same time. There are sufficient toilets in the Garden Building. Signage and queuing system in place</p>	<p>Include in briefing for teachers and pupils.</p> <p>Clear signage and queuing markers</p>	<p>J Lemon</p>	<p>Done</p> <p>Done</p>

		Water fountains not in use. Pupils to bring in own filled water bottles and refreshments.	Disinfectant spray in toilets	M Vernon	Done
	Risk of transmission between staff attending site	<p>Limited teaching staff on site. Staff to remain socially distanced from each other</p> <p>Staff room not in use other than work areas. Work areas allocated so no mixed use.</p> <p>For June return, only those that have to be on site should return. Other staff should continue to work remotely</p> <p>Single / distanced use of offices for non teaching staff who need to be on site</p> <p>Staff tea / coffee making facilities restricted and individually wrapped produce provided.</p> <p>Staff to bring in own filled water bottle and refreshments</p> <p>Teachers bring their own devices so that there is no shared use of computers in classrooms.</p> <p>Sanitizing wipes near photocopiers that have to be used (eg business</p>	<p>Ensure staff who are attending site are briefed (site procedure for staff)</p> <p>Small stock of water bottles</p> <p>Signage on photocopiers and provide wipes</p>	B Sussex	<p>Done</p> <p>Done</p> <p>Done</p>

		<p>directorate, Garden Building). Restrict use</p> <p>Clear procedure for non-teaching staff on site based on government guidance</p>	Issue to non teaching staff working on site	B Sussex	
	Risk of transmission if someone taken ill	Follow site operating plan procedure for what to do in the event that someone is taken ill	<p>Include procedure in detailed site operating plan</p> <p>Ensure staff on site are briefed on what to do</p> <p>Procedures in place and briefing for first aiders on site who may need to respond to any injury. PPE kits available</p>	<p>B Sussex</p> <p>Medical team</p>	<p>Done</p> <p>Done</p> <p>Done</p>
	Risk posed by visitors on site or contractors	<p>No face to face meetings with external visitors on site – all meetings to continue remotely.</p> <p>Contractors – any contractors on site escorted by a member of staff in common areas and restricted to contained areas away from teaching staff and pupils.</p> <p>Staff keep 2m distance from contractors</p> <p>Contractors follow coronavirus procedures for construction industry and agreed with school.</p>	Any contractor attendance on site between 15 June and end of term must be approved by B Sussex	B Sussex / J Lemon	Done

		<p>Contractors enter via car park and do not need to access reception. Registered in Forum and arrive before teaching staff or pupils.</p> <p>Deep clean of all areas after contract completion.</p> <p><b>Charity kitchen access</b> – enter via car park for collection of meals [approx. 11.30 - 12.30] Charity staff supervised by our staff at all times and only required to access kitchen / dining area.</p> <p>Protective screen in reception and limit amount of people traffic through reception which is a constrained area</p> <p>Drop box for deliveries</p>	<p>Clear procedures in place for contractors – registration, access to areas, access to welfare.</p> <p>Safeguarding risk assessments in place for main contract areas including areas in use and access restrictions</p>	<p>J Lemon</p> <p>J Lemon</p>	<p>Done</p> <p>Done</p> <p>Delivery procedures in place – further review for autumn term</p> <p>Done</p>
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<p><b>Clinically vulnerable or extremely clinically vulnerable staff and pupils</b></p>	<p>Risk to pupils who are clinically vulnerable or extremely clinically vulnerable</p>	<p>In the period June to end of term, attendance on site is not compulsory and pupils can continue to access remote learning. As per government guidance, pupils who are 'clinically extremely vulnerable' and who are shielding at home should <b>not</b> come to site.</p> <p>Guidance states that parents should follow medical advice if their child is 'clinically vulnerable'.</p>	<p>Identify if we have any pupils who are extremely clinically vulnerable (and any clinically vulnerable category) and plan for Sept</p> <p>Communicate to parents what guidance is</p>	<p>SMT</p>	<p>Ongoing – guidance issued for June return in parent communication</p>
	<p>Risk to staff who are clinically vulnerable or extremely clinically vulnerable</p>	<p>For teaching staff: - extremely clinically vulnerable – should not come in (as per guidance) - clinically vulnerable – should work from home where possible. Teacher attendance is voluntary for June return and therefore no requirement to attend site.</p> <p>Non-teaching staff: -Staff should continue to work from home if extremely clinically vulnerable. For clinically vulnerable, work from home if possible. If on site attendance is absolutely needed, review situation with staff member and should not come to site currently unless risk assessment is clear that safety procedures can be put in place include distance from others.</p>	<p>For September, collate list of staff who are more at risk and develop risk assessments as required.</p>	<p>H Semple</p> <p>H Semple</p>	<p>Ongoing</p> <p>Ongoing</p>
	<p>Risk to pupil / staff household if someone is extremely clinically vulnerable or clinically vulnerable</p>	<p>Pupils who are living with someone who is 'clinically extremely vulnerable' should <b>not</b> come to site as they can continue to access remote learning at home (guidance is</p>	<p>Communicate to parents</p>	<p>SMT</p>	<p>Ongoing – guidance issued for June return in parent communication</p>

		<p>that they can if strict SD can be maintained)</p> <p>The guidance states that pupils who are living with someone who is clinically vulnerable (eg someone who is pregnant) are able to come to school.</p> <p>For staff – guidance is the same for staff living with someone who is shielding. Our position is that currently they should not attend site.</p> <p>If they live with someone clinically vulnerable then guidance states that they can attend work – if they are required on site, undertake risk assessment and discuss any concerns with staff</p>	<p>Inform parents and pupils that they are not required to attend site during this period and that they should make the decision based on their household circumstances</p> <p>Staff advised to contacted H Semple with any concerns. Keep updated record of staff in this situation</p>	H Semple	Ongoing for September –
<b>Travel</b>	Risk of pupils, staff or visitors travelling on public transport or on buses	<p>School bus not in operation during June and July</p> <p>Staff advised to drive, walk or cycle if possible. Can speak to SMT if concerned about travel.</p> <p>Teaching sessions scheduled to avoid morning and afternoon rush hour.</p> <p>Encourage pupils to walk, cycle or parents can drive and drop off.</p>	<p>Communicate to parents</p> <p>Communicate to staff</p>		<p>Done</p> <p>Done</p>

<b>Site health and safety</b>	Inadequate first aid cover on site as limited staff.	First aid cover provided by site team at other times (limited staff on site).  Nurse to be on site during teaching hours.  PPE needs to be made available for first aiders with procedures	Ensure staff understand how they can summon help – via reception during teaching hours. Non teaching staff can use radios to summon help.  Create PPE emergency packs and procedures	Nurse	Done  Done
	Fire safety systems not operational	Normal evacuation procedures apply List of pupils and staff on site kept at reception and used at assembly point. Pupils line up in groups with their teacher. SMT i/c coordinates roll call at assembly point.  Fire alarm tested throughout lockdown period.  Set up sweeping and reporting procedures for areas in use.	Communicate procedures to staff and pupils on site.	B Sussex	Ongoing as part of site procedures
	Other health and safety checks not completed due to site lockdown	Premises have been regularly checked during lockdown.  Detailed building and room check prior to use.  Risk of legionella due to unoccupied buildings – water checks are up to date and taps run regularly during lockdown	Further water check scheduled prior to any wider re-opening	J Lemon	Done and ongoing as part of management of facilities