Risk Assessment

Activity: Transmission of COVID-19 during reopening of site.		Date Risk Assessment carried out: 22/09/2020	Review Date: 15/03/2021
Location:	Whole site		
Initial Risk Assessment carried out:	28/05/2020	**Undertaken by:**	Sarah Hewitt
Review Date:	02/06/2020	**Undertaken by:**	SHe
Review Date:	03/06/2020	**Undertaken by:**	ABe
Review Date:	04/06/2020	**Undertaken by:**	H&S Task & Finish Group
Review Date:	16/09/2020	**Undertaken by:**	IWi, HCa, ABe SHe
Review Date:	27/01/21	**Undertaken by:**	H&S Committee
Review Date:	02/02/21	**Undertaken by:**	SHe, IWi

REF NO	TASK / WORK / OPERATION	DO HAZARDS EXIST?	WHAT ARE THE HAZARDS?
01	Travelling to and from school	Y	Students unable to maintain social distancing measures and mixing of students on home to school transport / public transport.
02	Dropping off and collection of students	Y	**a)** Mixing of parents and carers / students and non-adherence of social distancing measures during the drop off and collection times **b)** Increased congestion in the car park **c)** Increased use of bikes/pedestrians on site
03	Arrival and departure of school staff	Y	Mixing of staff and non-adherence to social distancing measures during the arrival to and departure from school
04	Use of classroom space	Y	Unable to maintain social distancing measures in the classroom
05	Movement around the building	Y	Unable to maintain social distancing measures and mixing of students and staff whilst moving around the building
06	Use of shared equipment and resources	Y	Higher risk of contamination if students and staff use shared equipment and resources
07	Use of shared adult spaces	Y	Higher risk of contamination if staff use shared spaces
08	Mixing of staff in offices and meeting rooms.	Y	Higher risk of contamination if staff use shared spaces and maintaining social distancing
09	Break / lunch times	Y	Mixing of students during break and lunch times and maintenance of social distancing measures
10	Provision of school meals	Y	Mixing of staff and students whilst providing school meals

11	Catering Provision	Y	Transmission of Coronavirus from catering provision by inhalation of contaminated droplets/contaminated surfaces.
12	Use of outdoor spaces and equipment	Y	Contamination from use of outdoor play
13	Access to toilets and hand washing facilities	Y	Mixing of students/staff during visits to toilets and hand washing facilities.
14	Availability of Staff	Y	The number of staff who are available is lower than that required to teach classes in school and operate effective home learning.
15	Supporting clinically vulnerable students and staff	Y	Students and staff are at higher risk of severe illness if they do not maintain social distancing/follow medical advice
16	Managing symptomatic students and staff	Y	Risk of infecting students and staff if symptomatic students and staff are not managed in line with the guidance
17	Administration of First Aid	Y	Transmission of Coronavirus whilst administering first aid by inhalation of contaminated droplets.
18	Managing visitors and temporary staff	Y	Visitors do not adhere to social distancing measures put in place.
19	Contractors working on site	Y	Visitors do not adhere to social distancing measures put in place.
20	Delivery of inbound goods	Y	Delivery of inbound goods – ineffective infection control and increased risk of infection
21	General Cleaning	Y	Cleaning – ineffective infection control and increased risk of infection
22	Cleaning following confirmed case of COVID-19	Y	Cleaning – ineffective infection control and increased risk of infection
23	Fire Evacuation	Y	Staff and students unfamiliar with revised fire evacuation routes with risk of contamination through close contact between student and staff groupings.
24	Staff Wellbeing	Y	Staff are unsettled by COVID situation
25	Student Wellbeing	Y	Students are unsettled by COVID situation
26	Student welfare	Y	Access to drinking facilities
27	Staff welfare	Y	Access to drinking and food preparation facilities
28	Communication and training	Y	Staff and students not fully aware of the control measures.

29.	Educational Visits	Y	Transporting of students, staff and students mixing at location with members of the public.
30.	Hirers	Y	Cross contamination before and after use.

Ref.	Hazard	Risk H/M/L	Persons at risk:	Actions we have taken	Revised risk H/M/L	Additional Control Measures
1. Travelling to and from school	Students unable to maintain social distancing measures on home to school/public transport	H	Students	• Ensure parents and students are aware of the recommendations set out in the Coronavirus (COVID-19): safer travel guidance for passengers (including avoiding peak times) when planning their travel. • Advise students to follow DfE guidance and use designated school buses if available. • School exit times have been staggered to avoid congestion on site. Staggered loading onto the school bus. All students to sanitise on exiting after period 5 • Provide further guidance and training for students on how to use school transport. • Google questionnaire gives us lists of who boards buses to support communication.	L	Communication with bus companies to find out what information has been issued to their staff and the enforcement of face coverings and adequate ventilation.
2. Dropping off and collection of students	Mixing of parents and carers/ students and non-adherence of social distancing measures during the drop off and collection times. Increased congestion in the car park. Increased use of bikes/pedestrians on site. Contaminated masks, unclean hands from transport.	H	Staff and Students	Students to clean their hands-on arrival and use sanitiser throughout the day. Different entrance /exit points and registration areas for designated year groups of students. • The number of hygiene stations maximises entrances. • Different entrances for different year groups. • Late arrivals will be registered outside of reception. Students will be directed to their designated outside of indoor spaces from 8:15am Information will be shared with parents/carers to drop and collect students in walking distance of school to reduce congestion on site. Staff briefed and duty colleagues in place. When using public transport students to dispose of disposable masks on arrival in a lidded bin. Non-disposable masks to be bagged and put in student bags.	L	Signage checked and NHS updated information used – March '21

3. Arrival and departure of school staff	Mixing of staff and non-adherence to social distancing measures during the arrival to and departure from school	H	Staff	• Staff to wash their hands-on arrival and prior to leaving the school. Sanitiser stations located at the biometric system in reception and B block. • Staff to adhere to the social distancing measures and always remain 2 meters apart including when entering and exiting the building with cleaning station next to it. Staff must go through reception or B block in order to utilise the santising station available. Staff must use the biometric system to sign in and out and sanitise. • INSET, briefing messages and signage prompt 2m social distancing on site for adults at all times	L	Feb – '21 additional sanitizers installed B and W block
4. Use of classroom space	Unable to maintain social distancing measures in the classroom. Class movement between bubbles.	H	Staff and Students	• Rearrange classrooms to ensure that the teaching station is 2m from students. Zone taped off where possible to indicate 2m zone. • Rearrange all classrooms to ensure desks are in rows where possible. • Large spaces reset for teaching e.g. Library • Windows to be opened as per briefing messages. • Different year bubbles have timetables to minimise mixing. • Year 7 to use C Block • Year 8 to use W Block • Year 9 to use B Block – downstairs and L Block • Year 10 to use S/D Block. Bubbles have consistent rooms and self-clean/ cleaning schedule where facilities are shared. • Year 11 to use S/D Block • Year 12/13 to use Upstairs B and specialist rooms. • Adequate supervision at all times with 5-minute movement bells to allow staff to move to different bubbles • Unnecessary items removed from classrooms and other learning environments where there is space to store it elsewhere to aid cleaning. • Remove soft furnishings and resources that are difficult to clean (e.g. class sets of texts/ reference books). • Hygiene station on entry and in each room used. • Wall mounted hand sanitiser units located in each classroom and bins provided at entrance/exit points, in classrooms, and packed lunch areas.	L	Relocate the sanitiser unit in D8 to the fire exit side of the classroom. Signage checked and NHS updated information used – March '21 LFT available to all adults twice weekly – Spring Term '21

				• The DfE advice is children do not need to use PPE in the classroom. Students' with individual risk assessments may choose to wear PPE. A face covering to be worn by all in communal inside spaces. • Adults can choose to wear PPE in the classroom. • PPE will be available for first aiders and staff members who need to support students if social distancing cannot be adhered too. • Whole year groups cannot meet or hold assembly in one venue. Large ventilated and distanced spaces may be used by part year groups. • When class movement between bubbles, additional cleaning will take place. • Lidded bins available in every classroom.		
5. Movement around the buildings	Unable to maintain social distancing measures and mixing of students and staff whilst moving around the building	H	Staff and Students	• Directional map to instruct one-way flow system between and within buildings. Signage checked and NHS updated information used – March '21 • Each student bubble will have its own timetable for staggered break and lunch times and allocated areas around school e.g. to toilets/ external areas - see map. • Assemblies will not take place. • Staggered break and lunch times to ensure limited large group movement around the site – duty staff asked to move any groups to their rooms. • Students to bring a packed lunch and eat in designated indoor or outdoor space to reduce movement around the school. • For lunches provided by canteen staff – grab bags will be delivered to designated area. • Timetable and rooming designed to reduce movement around the school or building (limited sessions per day, teachers move not students). • Ensure as far as possible that students and staff remain two meters apart whilst moving around the building. • Reminder posters about social distancing on display. • Regular cleaning of door handles and surfaces in communal areas. • Appropriate duty rota and levels of supervision.	L	Transient and time limited.
6. Curriculum equipment and	Higher risk of contamination if students and staff use shared equipment and resources	H	Staff and Students	• Prevent sharing by students bringing in their own stationery and do not share. • Clean shared surfaces more frequently and between use by different student bubbles. • Take-home resources will be shared electronically to all students, physical sheets can be given out	L	

organisation	Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened.			• Limit the amount of shared resources in use. Boxes for exercise books to be stored in classrooms. • Texts (including reading books) can be shared in bubbles but extracts/electronic is encouraged. • Staff to have their own equipment and stationery. • Portable keyboards, mouse and visualiser to be assigned to staff members and kept with that staff member as they move around the site. • Sanitise wipes available to wipe down keyboards and desks/worksurfaces between bubbles and between different staff in all classroom and staff working areas. • Gaps in learning are assessed and addressed in teachers' planning. • Home and remote learning will take place should there be another part or full closure • Exam syllabus are covered. • Plans for intervention are in place for those pupils who have fallen behind in their learning. • New funding available for catch up – each school will have an individual plan in place. • Signage checked and NHS updated information used – March '21 • Books from the library loaned out to students whilst in school only for reading during form time -All reading materials is to be quarantined in a separate box for 72hrs either on return from form or in between users.	M	
7. Use of shared adult spaces	Staff rooms and offices do not allow for observation of social distancing guidelines.	H	Staff	• All staff to have access to W Block rooms and staffroom but asked to maintain distance - packed lunch/flask encouraged. • Staffroom should only be used when social distancing is possible. Staff to take responsibility for ensuring rooms are not overcrowded and that 2m is maintained and self sanitisation routines in place • Staff can access departmental office spaces with their own keyboard and mouse. • Social distancing measures in place, floor reminder stickers, reminder posters on display, wall mounted hand sanitiser available in communal areas, cleaning of doors, handles and surfaces in communal are washed regularly.	L	Signage prescribing the number of users installed.

				• Use of kitchen areas to be limited to preparation of hot drinks, cleaning of cups/ mugs etc. Employees to use own/designated cup or mug. • If staff bring in their own food if this should require heating or additional preparation in staff room areas, then this needs to be done in compliance with hygiene recommendations. Must be wiped down afterwards.		
8. Mixing of staff in offices and meeting rooms.	Maintaining social distance	H	Staff	• Restricted numbers in offices, encourage staff to communicate by phone or email, signs show maximum numbers within toilet, staffroom and office spaces where Spring Term H&S questionnaire indicated need. • Staff encouraged to utilise Microsoft Teams' rather than meetings rooms. • A face covering/visor is required for indoor communal spaces. • If a physical meeting room is necessary staff must use the Room Booking system in place and use self sanitisation routines to wipe down surfaces afterwards. if more comprehensive cleaning required staff to alert SHE on booking system notes.	L	
9. Break / lunch times	Mixing of students during break and lunch times and maintenance of social distancing measures	H	Staff and Students	• Break and lunch times to be staggered. • If students need to move around the building during lunch and break times, students guided to do so in the bubbles they are already in. • Students to clean their hands regularly including when they return from breaks and when they change rooms and before and after eating. • Adequate supervision afforded at all times -see rota • Outdoor equipment is prohibited from use and clearly marked 'out of use' due to difficulty of cleaning • Picnic benches prohibited from use with adequate signage in place.Students to bring in their own filled water bottles to use the water fountains. Signage on fountains to guide safe use.	L	Red line to be repainted on the fence. "Snack Shack" used to maintain bubbles at lunchtime while providing a hot food option.
10. Provision of school meals	Mixing of staff and students whilst providing school meals	H	Students	• Students will eat lunch within their set indoor or designated outdoor space. • Students and staff will be expected to bring their own pack lunches - with the addition of sixth form and year 11 limited food options available within bubble. • Students entitled to free schools' meal will be provided a free packed lunch. • Food preparation hygiene practices followed.	L	
11 Face coverings and visor not worn		H	Staff and Students	• All young people will be required to bring a face covering to school each day. The covering must not be attached to clothing e.g. Hoodies (which are of course banned) and must not be of the snood/pull up variety. • Parents will asked to support their child by washing their face covering.	M	H&S questionnaire Spring term '21 – request to resend medical exemption list.

				• All students should bring a sealable sandwich bag into school in which to store their covering • The wearing of face coverings is compulsory on all public transport • Students will be asked to remove their face covering when entering the classroom, before sanitising their hands. • Our communal spaces at break and lunch time are either outdoors or designated indoor spaces where a face covering is required. • Staff are able to wear a comfortable face covering of their choosing – all staff have been provided with a mask & filter pack - Visors are available for staff on request. • Staff and pupils should wear a face covering in all communal areas of school in corridors, dining rooms (until inside and seated), and offices where there is more than one person in the space • Emergency face coverings are available if staff or pupils forget their covering. • Failure to wear or remember face coverings/visor will be dealt with under the schools behaviour policy. • A list of pupils who are medically exempt. This will be shared with staff and the students carry a card.		
12. Physical education lessons and contact sports	Unable to maintain social distancing measures during contact sport and physical education lessons	H	Staff and Students	• Regulations on practical PE lessons will be followed and limited numbers of lessons taking place. • Wall mounted hand sanitiser available at both entrances and exits of the changing rooms. • PE equipment to be cleaned after use by PE staff. • Changing rooms segregated and cleaned between bubbles.	L	
13. Access to toilets and hand washing facilities	Mixing of students/staff during visits to toilets and hand washing facilities	H	Staff and Students	• Each block benefits from its own toilet facilities. Students should only use designated toilets in their designated area to ensure there is no overcrowding. • Additional porta toilets hired for students in B and L block. • Toilets are supervised at breaktimes and lunchtimes • Signage checked and NHS updated information used – March ‘21 • Antibacterial hand washing soap available in all the hand washing areas. • Additional outdoor sanitising stations will be available near year groups designated lunch/break zones.	L	Particularly noted in the Spring Term H&S questionnaire to all staff – checked.

14. Availability of staff and class sizes	The number of staff who are available is lower than that required to teach classes in school and operate effective home learning.	H	Staff and Students	• The health statues and availability of every member of staff is known and is regularly updated so that deployment can be planned • Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online • Flexible and responsive use of teaching assistants to supervise classes is in place • LFT available twice weekly for all adults – aids staff deployment • A blended model of home learning and attendance at school is utilised if staffing levels are significantly reduced • TPA and L-M will stay up to date on the situation with staff guidelines in place. • Available individual RA plans for those deemed as clinically vulnerable (not critically) and staff who are BAME where additional support outside of the whole school RA is required. • If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss or, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).	M	
16. First aid/ Designated Safeguarding Leads	The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk. Bubbles mixing within the medical room	H M	Staff	• First Aid certificates extended for three months. • A programme for training additional staff is in place. • Careful monitoring of staff daily attendance- FA identified daily in a central place and contactable at all times. • First Aiders complete medical assessments on suspected COVID – 19 cases in school • Pastoral support officers staffing Sanctuary throughout the day to ensure on hand support for pastoral and safeguarding concerns • Additional space has been provided for the area by moving deliveries to other location. • Social distancing points are clearly set out, using flexibarrier and signage • Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk).		Improved signage outside reception. Gazebo to be ordered and placed outside reception – ordered 16/09/2020 Table to go outside under

Reception area	Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines. Parents and visitors arriving with no appointment.			• Non-essential deliveries and visitors to school are minimised • Arrangements are in place for segregation of visitors • Sanitisers are in place • Face coverings/visors can be worn and screens in place (screen extended on request Feb '21) • Signs at entry to school • Visitors must sanitise upon arrival • Signage checked and NHS updated information used – March '21 • Visitors will be asked to wear a face covering • Communication to parents about the non-essential visits to school highlighting other means of communication	L L	gazebo for masks distribution, late register and phone collections Six A frame's to be ordered – Ordered 17/09/2020. LFT available to all adults twice weekly – Spring Term '21
17. Managing symptomatic students and staff	Risk of infecting students and staff if symptomatic students and staff are not managed in line with the guidance	H	Staff and Students	• Staff, students and parents reminded about the government guidance when symptoms apparent or when living with someone who has symptoms. COVID-19: guidance for households with possible coronavirus infection guidance. • School protocol and Rota has taken into consideration track and trace protocol and has risk assessed level of contact within each of the year bubbles • School protocol in place If staff or students become unwell with a new, continuous cough, loss of taste or smell or a high temperature and is set out in COVID – 19 processes. Relevant staff trained in processes. • If a child is awaiting collection move them to the designated holding area (Blue Coat Room) where they can be isolated behind a closed door and open windows for ventilation. If too many students in this space should use outside space for students awaiting collection • The designated room (Blue Coat Room) will be set up with plastic chairs and PPE will be available, (aprons, gloves, masks). • Digital thermometer available for First Aid staff. • If a student needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products after use. • PPE should be worn by staff caring for the student while they await collection, if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).	L	

				• If a member of staff has helped someone who was unwell with a new, continuous cough, loss of smell or taste or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. • Clean the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance		LFT available to all adults twice weekly – Spring Term '21
18. Administration of First Aid	Transmission of coronavirus whilst administrating first aid by inhalation of contaminated droplets.	H	Staff	• COVID – 19 processes l in place and shared with staff. • Digital Thermometers available to first aiders. There is designated first aid room and separate COVID-19 symptom room (Blue Coat Room) and PPE must always be worn in both areas. • Any staff administering first aid, must wear the appropriate PPE. Gloves, masks and aprons available. • Room to be cleaned after every use in accordance with cleaning guidelines. • Medical assessment completed, parents contacted, and data is recorded in central spreadsheet	L	
19. Managing visitors and temporary staff	Visitors do not adhere to social distancing measures put in place	H	Staff, Visitors	• Parents/carers/contractors informed of restrictions on site, no one can come to site without a prior agreed essential appointment. • Meetings on site to be agreed with Safeguarding Team or Headteacher • Parents encouraged to contact the school via email or telephone. • Visitors enter and exit the school site through the Reception entrance. Visitors will be asked to wait at a designated point and cannot approach the reception desk. Only those with appointments will be admitted. • Visitors will be asked to use sanitiser upon arrival. • Reception staff to maintain visitor record completing the manual. (Including contact details for Track and Trace measures) • Limit the number of visitors at any one time - make arrangements at reception to keep staff and visitors distanced – screens and barriers in place at reception. Visitor waiting area by at least 2 metres. • Visitor stickers to be given out by reception staff ensuring 2 metre distance is maintained at all times. • Safeguarding leaflet updated to include COVID – 19 procedures	L	Improve signage around reception area. Investigate fob, intercom and buzzer for the reception area.

20. Contractors working on site	Contractors do not adhere to social distancing measures put in place	H	Visitors	• Works to only take place if social distancing permits. • Contractors informed of school provisions on site which must be adhered to at all times.	L	
21. Delivery of inbound goods	Delivery of inbound good - ineffective infection control and increased risk of infection	H	Staff	• Designated area for post (Bishops' room) and deliveries (loading bay or Bishops' room). Parcels cleaned, as appropriate. • No personal deliveries to site.	L	
22. General Cleaning	Cleaning - ineffective infection control and increased risk of infection	H	Staff and students	• Clear cleaning regimes in place, to include: Cleaning of doors, toilet handles and surfaces in communal areas regularly. • Classrooms to be cleaned at the end of every day. • Additional daytime and before and after cleaning staff employed. • Cleaning between bubbles – self clean routine and cleaning rota inclusion where possible. • Spaces are well ventilated using natural ventilation (opening windows) • Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.	L	LFT available to all adults twice weekly – Spring Term '21
23. Cleaning following confirmed case of COVID-19	Cleaning - ineffective infection control and increased risk of infection	H	Staff and students	• Waste should be put in a plastic rubbish bag and tied when full. The plastic bag should be placed in a second bin bag and tied. • It should be stored in a suitable and secure place, marked (including details of date and time) for storage until the individuals test results are known. • It should be stored safety and kept away from students. Waste should not be placed in general waste until a negative test result is known or that the waste has been stored for at least 72 hours.	L	
24. Fire Evacuation	Staff and students unfamiliar with revised fire evacuation routes with risk of contamination	H	Staff, students, visitors.	• The fire alarm is zoned, allowing only the affected building to evacuate to the building check point (tennis courts), whilst a building check is completed. • Induction for staff and students returning to school to include briefing on new fire evacuation plans including partial and full evacuation. • If full evacuation triggered students to assemble on school field in their designated student bubbles.	L	Reminder, all staff, 4th January

	through close contact between student and staff groupings					
25. Staff Wellbeing	Staff are unsettled by the COVID-19 situation	H	Staff	• Staff training on 20th July 2020, 1st September 2020 and 2nd September 2020 to support re-opening. • Staff working from home due to self-isolation have regular contact with colleagues and L-M • Counselling support available through unions and school • Staff handbook available on Teams, induction and CPD programmes in operation • Timetable, staff recruitment and duties completed for September 2020 • Individual risk assessments for staff identified as clinically vulnerable available. • School Chaplain, Rev. North, available to speak with staff members. • Staff encouraged to take a break in W block or staff room at a social distance: 2 meters at all times. • Facilities considered in this space. Flasks of hot water provided with tea and coffee provision in designated staff locations. • Resources and support shared with staff via Headteacher communications • School calendar assessed for safety with some meetings moved to electronic e.g. Parents Evening. • When not working with students, staff have access to designated working spaces and should work in that space following guidance. • Staff meetings and briefings are virtual and flexi style	L	Feb 9th '21 Nurture day.
26. Student Wellbeing **Governance and Policy**	Students are unsettled by the COVID -19 situation	H	Students	• Wellbeing resources shared with all students via school comms and on the school website under Summer Information. • Sanctuary space staffed throughout the day • A plan is in place for pastoral/ career information to be available • Behaviour policy appendix references student wellbeing and transition. Bishops' Expected Standards reflect this. • Regular transition and admission information available through the school website. • Online meetings are held regularly with governors/trustees. • Governing bodies/ trusties are involved in key proposals on reopening		Feb 9th '21 Nurture Day

	Governors/ Trustees are not fully informed or involved inmaking key decisions	H		• Trustees are the decision makers • Governors. Trustees are briefed regularly on the latest government guidance and its implications for the school. • Trustees are aware of liabilities and can comment and change the Trust's COVID-19 Risk Assessment. • Regular updates to all stakeholders when government guidance changes through H.T and National Governors Association	L	
27. Communication and training	Lack of information to staff, students and parents – not fully aware of control measures	L	Staff and students	• Training delivered to all staff. • Regular briefing updates staff on information • Regular school comms to parents. • Risk assessments to Governors and published on school website. • Form time and assemblies used to support student notifications • Signage checked and NHS updated information used – March '21	L	
28. Costs of the school's response to COVID-19	The costs of additional measures and enhanced services to address COVID-19 places the school in financial difficulties	H	Governors, Headteacher, Business Manager.	• Additional cost pressures due to COVID-19 identified and an end of year forecast which factors them in has been produced. Costs consist of facilities 30%, additional cleaning 40%, consumables e.g. sanitiser 30% • Identify potential savings/work towards lowering a projected £100k cost. • Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review • Additional sources of income are under exploration. • The school's projected financial position has been shared with governors. Government schemes used where possible to recoup expenditure.	H	
29. Educational Visits	Mixing with members of the public from different areas	H	Staff and students	• Educational visits restricted to only to necessary trips that are part of the curriculum courses. • Prior approval of trip gained from the Headteacher. • Educational Visits Risk Assessment undertaken.	L	
30. Hirers	Hirers crossing with school bubbles and areas. Uncleaned/unsanitised areas	H	Staff and students	• Hirers to provide a copy of their own risk assessment. • All areas cleaned before hirers use and after use by the Bishops' cleaning team. • Areas available to hirers are restricted to minimum areas to reduce the risk to a minimum. • Areas for hirers are separate to prevent crossing of bubbles. • No spectators are permitted to on to site.	L	

	before and after use. Hirers walking around school. Spectators/parents on school site			• No parents permitted to collect from inside the building, drop off and collection points are located outside. • Hirers can contact the caretaker via the caretaker's mobile phone to locate them on site. Contact number passed to all hirers. • For hirers using the sports area, the timer has been amended to allow them access to the area at required times.		

Signed: Sarah Hewitt
Dated: 28th May 2020

Reviewed by:
Health & Safety Task & Finish Group
Dated: 2nd June 2020

Reviewed by:
Business Manager – Alison Beasley
Dated: 3rd June 2020

Reviewed by:
Health & Safety Task & Finish Group
Dated: 4th June 2020

Reviewed by:
SLT 16th July, 22 Sept 2020 for website publication

Reviewed by:
SLT 16th September 2020

Reviewed by:
Ian Wilson & Sarah Hewitt
Dated: 3rd February 2021