

Risk Assessment

For: Managing full opening from March 2021, during Coronavirus (COVID 19) pandemic

To be read with the existing school Full re-opening plan, Full re-opening implementation plan, Parent Handbook (additional information), Remote Education, the school’s Risk Register, Government Guidance, supplementary risk assessments or guidance (see Appendix 1) and advice from Zurich Insurance about the safe re-opening of schools from a site safety perspective.

Who might be harmed and how?	Action required and taken to reduce risk, to as low as reasonably possible	Operationalising Documents
<p>Risk 1: Exposure to Covid-19</p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. It is understood the virus is transmitted by nose, mouth or eyes.</p> <p>The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).</p>		
<p>Everyone on site.</p> <p>General and site related transmission may occur through close contact between colleagues, students and visitors and touching contaminated surfaces.</p>	<ul style="list-style-type: none"> • Anyone with COVID 19 symptoms or who has someone in their household (including in any support or childcare bubble) with symptoms must not attend school and should apply for the NHS test available to all with symptoms. Staff and students should stay at home at least until the result of the test confirms they do not have COVID 19. • Anyone who is required to quarantine having recently visited countries outside the Common Travel Area must not attend school. • Following a positive test, staff and students must stay at home for at least 10 days. If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms. Other members of the household should self-isolate for 10 days from when the symptomatic person first had symptoms. Check government guidelines before returning to school. • Make reasonable endeavours to practise social distancing wherever possible; certainly between all adults on site. Students should be encouraged to keep their distance within groups, where 	<p>Full re-opening plan (staff)</p> <p>Parent Handbook (parents and students)</p>

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	<p>possible, and are reminded not to touch their peers. Staff should remain upright (not bend over students) and teachers should remain at the front of the class as far as possible.</p> <ul style="list-style-type: none"> • Clean hands more often than usual (ie, on arrival, when changing rooms, before and after eating, and after sneezing or coughing) – students and staff should be encouraged to regularly wash their hands thoroughly for 20 seconds with running water and soap and dry them thoroughly, or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. • Hand sanitiser available in shared spaces, entrance and exit points (approx. 50 wall mounted units). • Keep under review stocks of soap, hand sanitiser, tissues. • Changes were made to the guidance on face covering in education, from Monday 17 May: "Face coverings will no longer be recommended for students in classrooms or communal areas, in all schools. Face coverings will also no longer be recommended for staff in classrooms. In all schools face coverings should however be worn by staff and visitors in situations outside of classrooms where social distancing is not possible (for example, when moving around in corridors and communal areas)." ▪ Due to the negative impact of face coverings on teaching and learning, we will therefore be asking students NOT to wear face coverings in class. Given we have set up classrooms to enable adults to maintain a 2m distance from students, adults in classrooms should also not need to wear face coverings, in line with the revised guidance. ▪ Whilst we are able to maintain year groups as separate bubbles, they are large groups and so we will encourage students to continue to wear face coverings in communal areas indoors. ▪ Staff and visitors will continue to wear face covering in communal areas. ▪ Face visors or shields should not be worn as an alternative to face coverings. ▪ Some individuals are exempt from wearing face coverings. We are sensitive to these needs, noting that some people are less able to wear face coverings and that the reasons may not be visible to others. No student will be denied education on the grounds they are not wearing a face covering. ▪ Do not touch the front of the face covering when removing it. Wash or sanitise hands before putting on and after removing your face covering. 	

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	<ul style="list-style-type: none"> • Frequent cleaning (through additional cleaning hours and availability of cleaning products to staff) of surfaces that students and staff touch often (eg desks, chairs, keyboards, door push panels, light switches, bannisters, sinks, toilets) using appropriate products such as detergents and sanitiser. • Remove any resources which are not easily washable or wipeable. • Provide disposable paper towels in toilets to replace use of hand driers. • Unnecessary items and those items hard to clean should be removed from classrooms and learning environments. • Maintain a 'clear desk and tidy classroom' policy for staff. • Thorough cleaning of rooms at the end of the day following the COVID-19: cleaning of non-healthcare settings guidance • Keep under review cleaning schedules (timing and tasks). • Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. • Disposable tissues available in classrooms. • Review lidded bins – as most of our existing bins are not flip top but open, only need to replace non-pedal lidded bins. • Water fountains only to be used for re-filling personal bottles. • Signage used to promote hygiene (respiratory and hand) and social distancing to be displayed in all classrooms, toilet areas, staff rooms and at the main reception. • Timetable and use of classrooms changed to support year groups remaining in their 'zones', as far as possible. • As far as possible, students will be seated side to side and facing forwards, rather than face on or side on. • Ventilation in the building maximised by opening windows, doors or using ventilation units. • Ensure increased ventilation measures do not compromise student or staff safety (eg fire safety). • To balance the need for increased ventilation while maintaining a comfortable temperature: <ul style="list-style-type: none"> ▪ open high level windows in colder weather in preference to low level to reduce draughts ▪ increase the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused) 	

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	<ul style="list-style-type: none"> • Guidance recommends that toilets should have lids. Student toilets do not have lids; H&S advisor has confirmed that we do not have to add lids – risks instead reduced by toilets being assigned to single year group ‘bubbles’ and not shared. • Discuss transport arrangements with providers, LA and parents. <i>Note that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a ‘one metre plus’ approach where this is not possible, will not apply on dedicated transport.</i> • Transport arrangements and plans revised, to minimise use of public transport as far as possible. • Make sure transport providers, as far as possible, follow hygiene rules, maintain social distancing and seat students in year groups. NB Face coverings will be required on transport provided by OCC and on public buses. • Visitors on site limited and access to buildings controlled. Visits by appointment only wherever possible. • Keep under review access points for visitors. • Arrange times that visitors, suppliers, contractors, external partners are on site to minimise numbers on site at any one time. • Review fire safety procedures to ensure that any measures put in place do not compromise evacuation routes. • Review any individual PEEPs to support any individuals with reduced mobility in the event of an evacuation. • Ensure student groups are maintained during fire drills. NOTE: in an emergency this may not be possible. • Lockdown procedures remain unchanged as immediate risk is greater than the risk of mixing bubbles/ breaching social distancing. • Inform parents of arrangements for drop off and collection procedures to reduce adult to adult contact. • Staff, parents and visitors informed of the measures in place to reduce transmission. • Individual risk assessments carried out for staff at higher risk as requested. <p>From 8 March:</p>	

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	<ul style="list-style-type: none"> ▪ Clinically extremely vulnerable staff should work from home. They should continue to shield even after they have been vaccinated ▪ Pregnant staff from 28 weeks' gestation should work from home where possible ▪ Clinically vulnerable staff can attend school ▪ People who live with those who are clinically extremely vulnerable can attend school where home-working is not possible ▪ People who live with those that are clinically vulnerable can attend school ▪ Staff who may otherwise be at increased risk from COVID 19 can attend school ▪ Some roles, such as some administrative roles, may be conducive to home working and this will be considered if feasible and appropriate. <p>From 1 April: Shielding guidance is being paused and CEV people are no longer advised to shield. CEV staff are advised to continue to work from home where possible, but if they cannot work from home, they should now attend their workplace.</p> <ul style="list-style-type: none"> • Continue to use the school's stress monitoring survey. 	
<p>Staff and students</p> <p>Transmission may occur during learning activities and behaviour management.</p>	<ul style="list-style-type: none"> • We will organise the school based on consistent groups - year group sized 'bubbles'. • We will 'zone' the school to keep year groups apart, including use of toilets. • Students will move rooms as little as possible. • Class sizes will return to normal. • Some rooms will be retained for specialist teaching and students will leave their zone for these lessons. Rooms will generally only be used by one year group per day, to allow for cleaning between uses by different bubbles. If a room, with practical equipment, is used multiple times in a day, it will be by the same year group. The Hall will be used for all drama lessons with the following additional precautions: there are no desks, no KS3 classes have chairs, Y10 and Y11 have two separate sets of chairs, Y10 and Y11 each have an individually numbered textbook, there are two hand sanitiser stations so students can be supervised to clean hands at start and end, lessons are 	<p>Full re-opening plan (staff)</p> <p>Parent Handbook (parents and students)</p>

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	<p>socially distanced in line with drama council guidance, provision of cleaner and cloths so the teacher can wipe down any surfaces as necessary.</p> <p>The 'breakout' space in X block will be used during April and May 21 for both Y11 and Y10 on reduced options with the following additional precautions: groups are small (approx. 6), Y10 to wait in Quad to be brought in by teacher, Y10 to be dismissed early, Y10 to move/to from zone via bike shed and P block, teacher to clean tables and chairs between year groups.</p> <ul style="list-style-type: none"> • All teachers and other staff will operate across year groups so we can deliver the full timetable. Staff should try to keep their distance from students and other staff as much as they can, ideally 2m. • Groups will be kept as consistent as possible whilst in school (e.g. for arrival, lunchtime, breaks and departure). • Groups will use the same area of the school throughout the day, and a record of the seating plans will be kept. • Where spaces need to be shared between year groups, eg for pastoral or behaviour support, measures will be in place to minimise contacts, eg social distancing enforced, appointment systems, limits on room capacity • Sharing of stationery and other equipment is prevented. • Students will either continue, even when in school, to work online or, as an alternative, use exercise books in class but complete most work that needs assessing online at home. If teachers collect in exercise books for marking, they will be quarantined for 48 hours. If assessments need to be done on paper, teachers should collect in but put aside for 48 hours before marking. • Teachers will minimise the use of physical resources, eg textbooks. Worksheets may be handed out and collected but they should be stored for 48 hours before re-using. • Classroom based resources that are used and shared within a year group need to be cleaned regularly. • Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles 	

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	<ul style="list-style-type: none"> • PE - outdoor sports prioritised, no contact sports. Sports whose national governing bodies have developed guidance under the principles of the government’s guidance on team sport and been approved by the government are permitted. Schools must only provide team sports on the list available at return to recreational team sport framework. Equipment cleaned thoroughly between use by different year groups. If a large indoor space is used, physical distancing must be maximised between students and natural ventilation flows maximised. No access to changing rooms as impossible to clean them every hour. Curricular and extra-curricular activities can be supported by external coaches, clubs and organisations, minimising risks by being outdoors, maintaining social distancing, regular use of hand sanitiser, and coaches not visiting multiple schools in one day • Spectators must adhere to the legal gathering limits, and social distancing should be maintained by people who do not live together (or share a support/childcare bubble). Spectators should minimise shouting or raising their voices • Teachers should take particular care in music, dance and drama lessons to observe social distancing where possible. This may limit group activity in these subjects in terms of numbers in each group. It will also prevent physical correction by teachers and contact between pupils in dance and drama. Additionally, teachers should keep any background or accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly. If possible, use microphones to reduce the need for shouting or prolonged periods of loud speaking or singing. If possible, do not share microphones. If they are shared, follow the guidance on handling equipment. Performances in front of live audiences will not take place at this time. • Music – both singing and playing wind/ brass instruments are not allowed. Avoid sharing equipment wherever possible. Place name labels on equipment to help identify the designated user. If instruments and equipment have to be shared, disinfect regularly (including any packing cases, handles, props, chairs, microphones and music stands) and always between users, following government guidance on cleaning and handling equipment available at hygiene: handwashing, sanitation facilities and toilets. • Arrangements for internal exams (Hall and other venues): <ul style="list-style-type: none"> ▪ Students will (as far as possible) sit in the same seat for all exams. ▪ Students will place their completed papers in boxes as they leave the exam and papers will not be touched for 48 hours. Invigilators will not touch completed papers. 	

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	<ul style="list-style-type: none"> ▪ Invigilators will stay 2m away from students. ▪ No equipment lent out, except a black pen being given to keep. ▪ Students with complex access arrangements (eg readers, scribes) will be in separate rooms and have 1:1 support. Invigilator and student will have separate copies of the papers and stay 2m apart. ▪ Invigilators will wear face coverings. ▪ Students will sanitise hands when entering the exam room. ▪ Phones will be placed in boxes by students when entering the room. ▪ Good ventilation will be maintained. <ul style="list-style-type: none"> • Where possible actions taken for behaviour management will not involve touching a student. • Behaviour for Learning Policy amended. 	
<p>Staff and students</p> <p>Transmission may occur through sharing spaces and equipment.</p>	<ul style="list-style-type: none"> • Breaks and lunchtimes shortened. • Lunch staggered to reduce risk of year groups mixing. • Each year group assigned a separate slot at lunchtime to access the canteen. • Students sanitise their hands on entry to and exit from the canteen. • No tables or chairs in the canteen – food is ‘take-away’ only. • Staggered use of staff rooms and offices to reduce contact with colleagues. • Storerooms and cupboards accessed by one person at a time. • To ensure staff who absolutely must socially distance themselves from colleagues remain safe, do not enter an office without first calling or emailing to check it is a suitable time/situation to do so. Signs on all office doors to remind staff of this. • We will seek to reduce the need to bring staff together for meetings and training and to conduct these remotely where possible. • Tasks organised so that the shared use and passing of work equipment is limited. Work equipment to be cleaned before and after use. • Staff to bring own crockery and cutlery. • Contractors delivering services using school facilities, such as catering and cleaning, asked to provide copies of their risk assessment for managing exposure to COVID-19. 	<p>Full re-opening plan (staff)</p> <p>Parent Handbook (parents and students)</p>

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	<ul style="list-style-type: none"> Information sharing with contracted catering and cleaning services to reduce exposure to COVID-19. 	
<p>Staff and students</p> <p>Transmission may occur when providing personal or intimate care</p>	<ul style="list-style-type: none"> PPE provided (such as mask, disposable gloves, disposable apron). Face masks for PPE purposes must be of IIR/2R specification Staff providing personal or intimate care instructed on the safe “donning and doffing” of PPE. Hand washing after providing care. Review personal care plans to assess PPE requirements based on individual circumstances. 	N/A
<p>Staff and casualty</p> <p>Transmission may occur when providing First Aid</p>	<ul style="list-style-type: none"> Wash/sanitise hands before and after treating a casualty. Wear disposable gloves, disposable apron, fluid resistant surgical mask and eye protection where there is a risk of respiratory droplets splashing into the eyes due to repeated coughing or vomit. When performing CPR phone an ambulance and use compression only CPR until the ambulance arrives. If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield where available. Review Assessment of First Aid Needs. First aiders instructed on the safe “donning and doffing” of PPE. Maintain stocks of PPE where possible <p>Resuscitation Council UK Statement: It is likely that a child having an out-of-hospital cardiac arrest will be known to you. We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child.</p>	N/A
<p>Staff</p> <p>Transmission may occur when supervising students taken ill with symptoms of COVID-19 and need direct</p>	<ul style="list-style-type: none"> Move student, if possible, to a room where they can be isolated behind a closed door, or to an area which is at least 2 metres away from other people. Increase ventilation in the room if possible. If they need 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 before being used by anyone else. PPE provided for supervising adult: 	N/A

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personal care until they return home.	Fluid resistant surgical mask if a 2-metre distance cannot be maintained. <ul style="list-style-type: none"> • Where contact with the student is needed: Fluid resistant surgical mask, disposable gloves and disposable apron. • Clean the affected area with normal household disinfectant after someone with symptoms has left. • Supervising adult instructed on the safe “donning and doffing” of PPE. • Maintain stocks of PPE where possible. • Consider using first aiders to supervise to reduce numbers of staff who need access to PPE. 	
Staff and students. Transmission may occur when staff administer medicines or supervise students who self-administer.	<ul style="list-style-type: none"> • Supervising staff to maintain 2m social distance. • Review medication plans to assess PPE requirements (if any) for staff administering medication. 	N/A
Risk 2: Detrimental effect on personal well-being		
Staff and students Mental health, anxiety, stress	<ul style="list-style-type: none"> • Workloads are carefully managed and monitored • Plans for Remote Education take into account impact on teacher workload • Regular feedback is sought on operational plans so they can be revised where beneficial • Staff are mindful and supportive to students and fellow colleagues who may have experienced loss, require time to express their feelings and, for students, make friends again • The mental health and wellbeing of all staff (including the Headteacher) and the need to implement flexible working practices in a way that promotes good work-life balance is supported where practicable. • Regular asymptomatic testing is made available to staff. • Staff are informed that access to Coronavirus (COVID-19) testing is available if showing symptoms. 	N/A
Risk 3: Impact of a confirmed case of COVID 19 on the school community		
Staff and students Health and safety	<ul style="list-style-type: none"> • Where the student or staff member tests positive, the school will contact the DfE, the local health protection team and engage actively with NHS Test and Trace. 	N/A

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	<ul style="list-style-type: none"> • People who have been in close contact with the person who has tested positive will be sent home and advised to self-isolate for 10 days. The other household members of those contacts that are sent home do not need to self-isolate unless the student or staff member they live with subsequently develops symptoms. • If we think we might have to close because of the number of cases, we will work with the local health protection team who will advise if additional action is required. • Classrooms(s), offices and other room(s) used by the member of staff or student with a confirmed case of Covid-19 within the previous 72 hours will be closed off for enhanced cleaning. Where cleaning and disinfecting is not required <u>immediately</u>, for instance when another room/classroom/office could be used then, and where practical to do so, the process will be delayed for 72 hours, during which time these areas will be secured with appropriate signage on the door 'Closed for Cleaning'. • Areas where the individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids, are cleaned thoroughly as normal. 	
Risk 4: Site staff absence; Effective cleaning no longer available		
All site users Health & Safety	<ul style="list-style-type: none"> • If the site cannot be cleaned, the school will seek further advice before making the decision to temporarily close on health and safety grounds. • SchoolComms service to parents to notify them of any exceptional temporary closure due to insufficient staff cover. 	N/A
Risk 5: Other staff absence		
All site users Health & Safety	<ul style="list-style-type: none"> • Staffing numbers required have been determined. • All staff are aware of the approach to staff absence reporting. • Plans to respond to increased sickness levels are in place. • Remote meeting procedures in place. • Consideration given to the redeployment of staff to support effective working of school. • Staff understand return to work guidance and arrangements for accessing testing. 	N/A
Risk 6: Unsafe Buildings; Operating in a different manner to normal operation		
All site users	<ul style="list-style-type: none"> • All statutory inspections are up to date and compliant. 	N/A

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Health & Safety	<ul style="list-style-type: none"> In addition to all regular and statutory testing, follow the checklist provided by Zurich Insurance 'School Site Reopening – Property Risk Management Guidance'. Office spaces are re-designed to allow office based staff to work safely. All school lettings are on hold. Additional cleaning fluids that are flammable (such as hand sanitiser) are correctly stored in suitably ventilated areas. 	
Risk 7: Catering: shared inside environment with regular traffic		
All site users Health & Safety	<ul style="list-style-type: none"> Students sanitise their hands on entry to and exit from the canteen, and after using biometric reader. No tables or chairs in the canteen – food is 'take-away' only. Catering contractor has shared their plan for managing Covid 19, including a risk assessment, a re-opening checklist to be completed prior to opening, health and safety induction for returning staff and daily health declaration from all members of staff. 	N/A
Risk 8: Lack of current and relevant information / guidance		
Staff, students and families Health & Safety	<ul style="list-style-type: none"> Headteacher ensures daily checks are made with Government updates. Any key changes are implemented and shared with Chair of Governors and communicated throughout the school community where relevant. In addition to the Government guidance, the school will actively monitor and review all risk mitigation processes and carry out dynamic risk assessments as part of the work to limit the spread of Covid-19. At any point, if specific advice or clarification is required in relation to health and safety contact Black Mountain, the school's Health and Safety consultant in the first instance. All staff with underlying health issues or those within vulnerable groups have been asked to make their condition known to the Headteacher. Individual risk assessments are in place for those at increased risk. All parents are sent regular updates. Updated child protection policy in place. 	N/A
Risk 9: Detrimental impact on Curriculum and the learning environment		
Staff, students and families.	<ul style="list-style-type: none"> Current learning plans, revised expectations and required adjustments have been considered. 	Full re-opening plan (staff)

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	<ul style="list-style-type: none"> • Consideration has been given to what activity is more difficult/not possible to be undertaken with social distancing in place. • Whole school approach to adapting the curriculum in the short/medium/long term to include a well-being curriculum, recognising 'non-curriculum' learning that has been achieved and capturing student achievements. • Plans for Remote Education are in place, where a class, group or small number of pupils need to self-isolate, or there is a local or national lockdown requiring pupils to remain at home. All teachers have a school owned i-Pad; all Y7-11 students have a device for their sole use which can also be brought to school 	Remote Education plan
Risk 10: Communication not reaching all parties		
Staff, students, parents	<ul style="list-style-type: none"> • Information shared with staff around the reopening, returning to site, amendments to usual working patterns/practices and groups, with opportunity for staff to comment and raise questions. • Re-opening plan shared with governors. • Parents advised of plans for re-opening, health and safety measures and wellbeing/pastoral support. • Students advised about health and safety measures, change in timings for the day, expectations when in school and travelling safely to/from school. 	Full re-opening plan (staff) Parent Handbook (parents and students)
Risk 11 Inability to social distance on Home to School transport		
Students. Unable to sufficiently social distance.	<ul style="list-style-type: none"> • OCC risk assessment provided. • Regular contact with OCC school transport department. • Regular contact with OCC provided school transport and with local public bus companies. 	OCC Home to School transport RA
Risk 12: School events and trips may not be able to take place		
Staff, students. Unable to run trips whilst adhering to guidance	<ul style="list-style-type: none"> • DfE guidance: Educational day visits resumed from 12 April and domestic residential visits from 17 May; both to take place in line with relevant COVID-19 guidance (including the system of controls) and subject to a full and thorough risk assessment. International visits are not recommended up to and including 5 September <p>No off site school events are planned for 2020/21 academic year. Remote events may be considered. The school's calendar is being kept under review and decisions being made as to whether remote events should go ahead in the immediate/short term.</p>	N/A
Risk 13: Finance – risk of additional costs or reduced income		

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	<ul style="list-style-type: none"> Additional costs incurred due to COVID 19 are understood and documented. Any loss of income is understood, including lettings and the financial implications of possibly not restarting. 	N/A
Risk 14: Visitors to site increase number of contacts for the school community		
All site users. Unable to monitor visitors in the same way as staff and students. Visitors do not adhere to school's control measures.	<ul style="list-style-type: none"> The number of visitors to site must be kept to a minimum, eg only those for whom face to face contact is essential, and only those with prior authorisation and an appointment will be allowed to access the site. Where possible appointments will be made for out of school hours rather than during school hours. Staff to obtain clearance from the Headteacher before inviting a visitor to the school. Essential visits from OCC services should be planned in advance and OCC staff to follow their risk assessment and be aware of the school's. All visitors to wear a mask when entering reception and whilst moving around the site. Once in the room designated for the meeting/service provision, and if appropriate social distancing can be achieved, masks can be removed. Visitors may be asked to wait outside if the reception foyer is at capacity. The exit from the adjacent Leisure Centre, necessitated by their own one-way system, results in a crossover of students and Leisure Centre users (adults). This is more a safeguarding issue than a health risk. This is mitigated by students arriving and leaving at the beginning and end of the day being supervised by school staff. During the day, only Y11 students have to use the route. The land being used for Leisure Centre clients belongs to the Leisure Centre but the school will investigate a possible alternative route with them, which will remove the cross over during the day. 	
Risk 15: Governors unable to engage in governance role		
	<ul style="list-style-type: none"> Governors' role in supporting leaders in the planning and re-opening of the school is clear. Approach to communication between Leaders and governors is clear and understood. Remote governor meetings are established. 	N/A

Appendix I

Supplementary Risk Assessments or guidance are available from the following and are to be read in conjunction with this risk assessment as necessary:

- Oxfordshire Educational Psychology Service (Letter re mitigations and requirements of schools)
- Henley Music School (Guidance)
- Oxfordshire Music Service (Risk assessment, letter, guidance and offer of services, risk assessment)
- Exam Access Arrangements (Sally Eccleston, Risk assessment and school protocols)
- Oxfordshire Advisory Service (RA) version 3 22.09.20
- Gillotts supplement to Fire Risk Assessment
- Oxfordshire CC Home School Transport RA
- Oxfordshire CC SENSS advisory staff visits (V2)
- Pabulum
- Haywards
- Adviza

Copies are held by the Business Manager

Completed by (print and sign).....**Date**.....

This risk assessment should be communicated to all employees and relevant persons who may come into contact with the Risks being assessed. The assessment must be reviewed regularly or following a significant change or incident.

Relevant participants who need to be informed of this risk assessment (to sign when they have read):
All staff, all parents – to be shared by email and, for staff, a Google form completed to confirm they have read it.