

Risk Assessment – Covid-19 (Autumn Term Reopening)		10/08/2020	Hull Collegiate School
Responsible Person	Alex Wilson, Headmistress		
Other Persons Involved	Chris Wainman (Senior Deputy Head), Andrew Kiddy (Business Manager), Antje Kell (Head of Prep), Carrie Smith (Deputy Head of Prep), Katherine Bloomfield (Assistant Head, Pastoral), Paul Grimwood (Chair of Local Governing Body), Elizabeth Kebbell (Employee Trade Union Rep).		
Guidance Material Considered	<ul style="list-style-type: none"> • DfE – Guidance for Full Opening – Schools (2 July - Updated 27 July) • DfE - Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak (2 July - Updated 27 July) • DfE - Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak (1 July - Updated 10 July) • BEIS - Working safely during coronavirus (COVID-19) Offices and Contact Centres (24 June - Updated 31 July) Note: this guidance covers office safety such as that carried out by support staff which is not explicitly covered in the education-focussed DfE guidance. • NHS - Test and Trace – How it works (11 June - Updated 31 July) • CLEAPSS guidance for practical work 		

Details	
<p>Covering staff and pupil H&S and completion of key compliance tasks during the Covid-19 pandemic, for the reopening of schools in Autumn 2020 and for those staff who will continue to work from home.</p> <p>To minimise the risk of infection to all persons, the following system of controls has been applied by the school</p> <ol style="list-style-type: none"> 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school 2) Clean hands thoroughly more often than usual 3) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach 4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 5) Minimise contact between individuals and maintain social distancing wherever possible 6) Where necessary, wear appropriate personal protective equipment (PPE) 7) Engage with the NHS Test and Trace process 8) Manage confirmed cases of coronavirus (COVID-19) amongst the school community 9) Contain any outbreak by following local health protection team advice <ul style="list-style-type: none"> • Numbers 1 to 4 are in place in all the time. • Number 5 is carefully considered with suitable management strategies deployed that account for the specific operating characteristics of the school. Details of which are included in this risk assessment. • Number 6 applies only in specific circumstances. • Numbers 7 to 9 are followed in every case where they are relevant. 	<p>Are Control Measures (Y, N, N/A)?</p>

Hazard	Who is at Risk	How Can the Hazards Cause Harm	Control Measures Currently in Place	In Place?	Residual Risk Acceptable?
Infection Control (people)	Staff, Pupils, Visitors	Staff contracting COVID-19	<ul style="list-style-type: none"> • The individual employee risk assessment is under review by central office and a revised version is due in early August to reflect the Government advice applicable at that time. • Health screening of staff carried out weekly (are you unwell, is anyone in your household unwell) with records held on employee file. IT to send a pre-programmed, timed, email to all employees at a regular time each week. 8.15 am Monday Morning. • Any staff member with symptoms of COVID-19 is sent home to self-isolate for 10 days and instructed to undertake a COVID-19 test. Their household members are required to self-isolate for 14 days. • To support the testing process, the school have been provided with a supply of home testing kits • If the test is positive: <ul style="list-style-type: none"> ○ The staff member remains off for 10 days from the onset of symptoms and after that they can return if they feel well enough. They can return if a cough or anosmia persist beyond this time. ○ The staff member must engage with the NHS Test and Trace programme. ○ The staff member must notify the school immediately. ○ The school contact their local Health Protection Team for advice on any further action required in school. ○ The school will review the case against the Group guidance on <i>COVID-19 and ARMS</i> to establish if it was likely that the infection was contracted as a result of occupational exposure. • If the test is returned negative the staff member can return to school when they feel well enough to do so. • Where a staff member indicates an individual in their household is unwell with symptoms compatible with COVID-19, they must self-isolate for up to 14 days. Under the Test and Trace programme there is an expectation that their symptomatic household member is tested. If this test result is negative the staff member can return to school if they do not have any COVID-19 related symptoms. 	Y	Y
		Pupils contracting COVID-19	<ul style="list-style-type: none"> • Any pupil with symptoms of Covid-19 should not attend school for 10 days and is expected to undertake a test under the NHS Test and Trace programme. The pupil/parents are instructed to notify the school immediately if a positive result is obtained. • To support the testing process, the school have been provided with a supply of home testing kits. • Where a positive result is obtained, the school will contact the local Health Protection Team for advice on any further action required. • A negative result means the pupil can return to school. • Where a pupil indicates an individual in their household is unwell with symptoms compatible with Covid-19, they must self-isolate for up to 14 days. Under the Test and Trace programme there is an expectation 	Y	Y

			<p>that their symptomatic household member is tested. If this test result is negative the pupil can return to school if they do not have any COVID-19 related symptoms.</p> <ul style="list-style-type: none"> • Where a pupil, staff member has a positive test result, parents of all children in their year group bubble(s) will be informed, advice and blanket proformas given by head office. Advice is to ask HO each time as circumstances are different each time. New guidance suggests that bubbles will be sent home in the case of 2 CASES or more. • If any pupil needs/requests an individual risk assessment, tutors should discretely arrange a suitable time for a meeting with Sara Cannell (First Aider). This might be due to previous shielding, respiratory issues, immunosuppressant medications etc. 		
		Visitors contracting COVID-19	<ul style="list-style-type: none"> • All visitors to site carefully managed and identification details recorded and held for 21 days to support the Test and Trace process if called upon. • Details of local procedures communicated to all visitors before they come to site. A standard email will be drafted and sent by A Kiddy and we will host this re-opening plan on our website. • Parents advised to drop children off alone, i.e. not to come with partners or family • Contractors attending while school is operational to be notified that the school is operational, and their access requirements reviewed on a case by case basis. • School tours to be booked by the school registrar. Visitors to be met by the school registrar on arrival. All touring parties to be asked to read the school guidance before arrival. Families asked to sanitise on arrival. Tour to be socially distanced. Questions asked of touring parties as to symptoms of Covid for them and members of the family. Tours can operate during the school day with children in the building however, where possible visitors are to avoid touching things (all doors will be opened by a member of staff. Anything a visitor touches will be cleaned). Tours should be into limited spaces (looking into a happy classroom is great, doorways are fine etc. but not in and moving around children or looking in books or over pupils' shoulders for example). • Nursery visit/ settling sessions to be discouraged at this time. If the circumstances called for it in a specific case and we could make it manageable, it may be considered. • UL guidance states that these activities are best taken virtually: Central office visits, SEND peer review, Educational Partner visits, HO Moderation Meetings, HO Pay Moderation meetings, HO Safeguarding auditing • Meetings to be taken place whilst socially distant from visitors are likely to include, but not limited to: Safeguarding meetings, return to work meetings following absence, SLT and PLT meetings, PDR, Pupil Progress Meetings, Induction, Coaching • Following the typical timeframe in prep for parents' evenings all parents should have had the opportunity to 'meet' with their child's class teacher – this should be done via Teams, but where it is felt best necessary in person, then social distancing maintained. This first meeting is often about settling back into a new school year, detail of PIRA and PuMA outcomes should also be shared to satisfy parents with any concerns due to lockdown and end of term expected outcomes and a plan created in school, with home 	Y	Y

			<p>support to close any gaps, should they be evident. Where pupils accessed the lockdown learning daily, in most cases, this should not be the case, but a slight dip should be expected following the Summer break.</p> <ul style="list-style-type: none"> • Prep teacher-parent welcome meetings for September 2020 are being held on Microsoft Teams (2/9/20) • Prep parent workshops via Microsoft Teams where applicable – yet to be arranged - Reception Phonics and Maths to take place as planned • Senior School Parents’ Evenings will be on Microsoft Teams for the foreseeable future. Smaller gatherings such as the Year 7 pastoral evening could be face-to-face if the risk assessment is carefully considered and adhered to. • The Uniform Shop will reopen from Monday 10 August on an appointment only basis. Appointment times are from 09:30 until 15:30, Monday to Friday. Changes to the Uniform shop operation: <ul style="list-style-type: none"> • Only one family in the shop at any one time • Face coverings must be worn when in the Uniform Shop (over 11-year-old) • Hand sanitiser will be provided for pupils and family members to use on entry to the Uniform shop • Pupils will not be able to try on uniform within the shop as the fitting rooms will be closed • Payments by card only • Alternatively, detailed uniform requirements can be e-mailed to Uniform.Shop@hullcollegiateschool.co.uk or by telephone, 01482 579126. You will be contacted to pay by card over the phone and will be given a collection time. • Distanced from staff by virtue of a counter and screen • Returned items will be held in quarantine for 72 hours before being added back into uniform stock 		
Suspected / confirmed case in school	Staff/ pupils	Potential contamination of surfaces and for person to person spread	<ul style="list-style-type: none"> • Pupil/staff member sent home and instructed to order a test under the NHS Test and Trace programme. Individual provided with a test by the school if supplies allow and where the school believe providing a testing kit may increase the likelihood of a test being completed. • Pupil isolated in secure area outside the First Aid room if awaiting collection in line with government guidelines. See point 6 in fair weather. The secure area will be screened off from passing footfall. The windows and door to the quad will be open. • Staff and pupils who were with the affected party should wash their hands thoroughly but do not need to go home unless symptomatic. • A small quantity of PPE (Available in First Aid Room), i.e. disposable face masks, gloves, and apron and suitable waste streams will be required for handling suspected cases where 2m separation cannot be maintained. • Cleaning and disinfection carried out by cleaning staff in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings • Symptomatic pupils awaiting collection will be taken to the area outside the First Aid room by their allocated teacher, they must maintain a distance of at least 2 metres from anyone else whilst awaiting collection. If already outside and weather appropriate, the bench on the front lawn will be used. Any waiting area used will be cleaned accordingly. 	Y	Y

			<ul style="list-style-type: none"> The allocated teacher will pass on details to the duty first aider (Mrs S Cannell) who will contact parents / guardian for collection. Any pupil who feels unwell or displays any symptoms of Covid-19 must remain at home. They will be able to access a test from the NHS which will tell if they have the virus. Parents / Guardians have been informed that If their child does display symptoms, they are not to send their child into school. Any potentially contaminated waste must be bagged and placed in the medical waste bin within the first aid room, this will be disposed of by the specialist waste disposal company. 		
Infection Control (practices)	Staff, Pupils, Visitors	Operational practices in place to minimise the risk of the spread of infection	<ul style="list-style-type: none"> Soap and running water or alcohol-based hand sanitiser to be readily available. FDA recommend 60-95% alcohol WHO recommend formulations are 60% and above. Hands cleaned by all pupils, staff members and visitors, using soap or sanitiser on arrival, after break, when changing rooms, and before eating (at a minimum) Skin-friendly cleansing wipes used for those who need assistance in cleaning hands (younger Nursery pupils where necessary) Practices built into school behaviour culture. 'Catch-it, bin-it, kill-it', promoted throughout school. Bins should be double lined and lidded School provides tissues and sufficient bins to support disposal of waste. Regular robust handwashing to be carried out. Signage advocating more frequent handwashing to be installed in various locations around the premises – If outside on the pavilion and in the toilets, if in the Sports Hall. Use of shared resources reviewed to limit this as far as possible and to prevent materials being taken home. NB: Reading books will be sent home in the prep school but will be quarantined for 72hrs before going back onto the bookshelves. Teachers should have their specific book band coloured books in their classrooms so that children are not necessarily needing to visit communal library spaces. Where a year group may need an overlap of books due to the spread in reading ability, new colour band book packs should be ordered by DW as needed. Limited sharing of resources in year group bubbles in Pre-Prep and Prep, for example coloured pens, pencil crayons, maths resources and for resources that the school does not have large stock of e.g. protractors, calculators. Children to be provided with a pack of individual resources at their desk including whiteboards, glue, pencils, rulers, rubbers, sharpeners, whiteboard pen, whiteboard rubber, highlighter pens (green and pink). Each child/ desk needs an age appropriate thesaurus and dictionary. DW to order to facilitate this. 	Y	Y

			<ul style="list-style-type: none"> • Sharing of outdoor Opal play resources in year group bubbles. KW to lead. Opal sheds to be ordered x 3 (1 already) to house dry Opal items. Opal items to be zoned across 4 prep spaces identified. • No cash handling at this time, all funds via Parent Pay or School uniform shop purchases via card payments by telephone / Patricia Palmer to deal with post and adheres to good hand hygiene practice/alcohol hand gel provided. Contributions for charity etc to be thought out at this time, no cash to be handled. • Senior School Staff Meetings... are virtual on Microsoft Teams. Monday 08:30 (Whole Staff), Wednesday 08:30 (Senior Staff), Thursday 08:25 (Tutor Meeting). SLT socially distanced. Bandwidth issues will be carefully monitored; the School has been fortunate recently in that all the strain has been on Microsoft and home internet. • Prep School meetings – PLT – will take place socially distanced, in person, whole staff meetings will be virtual indoors. • Senior Assemblies... will take place on Microsoft Teams subject to bandwidth capacity. • In the prep school assemblies, whole school, phase and house will take place via Microsoft Teams as per the weekly timetable for 20/21 • Activities will not take place in the senior school during the first two weeks of term. • In the prep school enrichment and activities will take place from the second full week of term (14.09.20), these will be in year groups primarily, but some will be, under new guidance, up to 15 children from a mix of bubbles. So, Pre-prep and Prep clubs and cross phase clubs can operate with a strict limit of 15. Outdoors to be used where appropriate. Registers of groups must be kept. At this present time, clubs and enrichment to be organised over phases only, with year groups separated in classroom spaces. • Year 1 and 2, Year 3 and 4, and Year 5 and 6 can operate phonics groups across year group, but to mitigate risk, children will sit separately, for example, Year 3 on the left, Year 4 on the right. • Senior Break and Lunch times... Weather permitting, all pupils are encouraged to go outside into their designated external areas. If the fields are dry and accessible: Year 7 (front lawn), Year 8 (sports pitch to right of pavilion), Year 9 (pitch to left of pavilion), Year 10, Pre-Sixth and Sixth Form (Prep sports pitches). If the pitches are wet and inaccessible: Year 7 (Quad), Year 8 (Concrete Playground), Year 9 (1st half of Netball Courts - North), Year 10 (2nd half of Netball Courts - South), Pre-Sixth (1st half of Astro - North), Sixth Form (2nd half of Astro - South). • In the Prep school, EYFS will share the same outdoor environment. At lunchtime, the outdoor woodland at the back of the EYFS environment should also be open and staffed to allow for further space to allow children to be distanced. Year 1 and 2 will share lunch and break play times but will occupy zoned spaces. Year 3,4,5 and 6 will have zoned outdoor spaces comprising of the front lawn, concrete tarmac and perimeter hedging, lawn in front of pre-prep and the woodland area with hill. Opal resources will be organised into these zoned spaces to allow Opal play to recommence across the whole Prep school. The Opal Shed will remain out of bounds, with suitable resources spread amongst the zoned areas by the Opal play team. KW and the Opal team to lead on this. 		
--	--	--	---	--	--

- In prep, in poor weather, pupils will remain in their classrooms and teachers will supervise, planned outdoor supervision will take place along the corridor to relieve teachers needing to do go for comfort breaks as required. Indoor play toys are to be shared in year group bubbles also. 2m socially distanced space at the front of each classroom space needs to be free to facilitate this.
- In poor weather, all senior school pupils are encouraged to go to their designated internal areas. Year 7 (Old Gym), Year 8 (Drawing Room), Year 9 (Baccarat Room), Year 10 (G24), Pre-Sixth (Pre-Sixth Common Room), Sixth Form (Common Room). All these areas need good ventilation (doors and windows open). Form rooms are OK to use subject to approval from teachers and HoY.
- Break time catering... Pupils can bring their own snacks (No nuts) into school for consumption at break times only. Pupils must use the bins provided. A socially distanced refectory service will be offered to Sixth Form pupils and Year 7 (Monday), Year 8 (Tuesday), Year 9 (Wednesday), Year 10 (Thursday) and Pre-Sixth (Friday).
- In Prep, children will provide their own snacks (No nuts) for consumption at break time only.
- Lunch: Service staggered in Year Groups, any queue kept to a minimum and orderly distanced.
- Limited meal choices pre plated and collected adhering to the one-way system, there will be no self-service.
- Tables in the dining room will be spaced appropriately. 6 pupils from a year-group can sit at one table.
- 6th Form option to 'grab and go' a pre-packed hot meal or sandwich
- Cutlery will be wrapped and handed out with meals, pupils and staff will bring their own water container apart from Nursery, KS1 & 2 where drinks and cutlery will be provided at the table.
- All staff and pupils will clear their own tray, plate and cutlery away into the racks provided
- All staff and pupils will adhere to the one-way system; in at the sports hall end and leave by the DT room exit.
- The dining room will be split in to two zones (divided by a screen). One zone will be occupied with one pupil year-group and associated teachers at any one time. Once one zone is clear it will be cleaned in preparation for the next year-group to enter. Each zone will be occupied and cleared alternatively. This will speed up service and clearing times whilst adhering to distancing year-groups.
- Catering staff will always wear appropriate PPE within the kitchen (apron & gloves), serving staff will wear a visor in addition to this. Gloves and aprons will be worn by catering staff when cleaning down tables between service.
- Toilet breaks... staggered during lessons if asked for. If necessary, only one pupil per class at a time. This is especially important to consider from rooms S20, S21 and S22 (Art and IT due to the movement through lessons). Pupils will be reminded that they must not congregate in groups in and around toilets (particularly at break times).
- First aid... Routine and for those displaying symptoms Designated First Aider will deliver First Aid with PPE

			<ul style="list-style-type: none"> On arrival, senior school pupils will go to their form rooms or their designated internal areas via the clearly marked one-way system. On arrival, prep school pupils will go to their classrooms via the designated doors <p>8.20– 08:30 EYFS – EYFS doors</p> <p>08:25 – 08:35 pre-prep - drop off GFB then walk around the outside through pre-prep doors (socially-distanced)</p> <p>08:35 – 08:45 prep – drop off at drop off zone then walk to own classrooms via prep door (socially distanced, following one-way system and 2m spacing markings. Wash hands on entry)</p> <ul style="list-style-type: none"> Departure of staff... size of car park mitigates the risk. Departure of prep school: stagger timings and socially distanced pupils and staff. Parents to pick up from cars. 15.20 EFYS, 15.30 Pre-prep, 15.45 Prep Uniform for pupils will be worn. Parents informed by letter. Uniform shop opens on 10 August for pre-made appointments, one parent at a time, priority given to Year Reception, Year 7, Year 12 and new starters across the school. Existing families to order over the telephone to the main school office and to pay over the 'phone and arrange collection. Guidance updated to allow the wearing of full uniform, changed the need to wash each day to wash frequently. From September in Reception to Year 6 pupils will attend school in their PE kit on PE/Games days all day to avoid changing/ spending more than necessary time in cloakrooms in close proximity and to reduce the amount of belongings coming in and out of the school building. In inclement weather, children to have seconds/ spares of kit to change into as needed in their sports bag. 		
			<ul style="list-style-type: none"> Do all we can to minimise contacts and mixing while still delivering the curriculum. Teachers should maintain 2m distance where at all possible – particularly higher risk staff Focus to be on groups for younger children, and distancing for older children. Focus on whole year 'groups' across the full school. Early years settings no longer have limits on group size (from 20 July). EYFS will operate as ONE bubble (Explorers, Adventurers and Reception, circa 80 pupils, but will not operate as one whole unit, staff shall stay with their area of children for example, Explorers and Adventurers and Reception will sit at different dining tables etc.) Cardboard box play etc can occur – boxes to be replenished and replaced frequently. Keep groups apart as much as possible. In shared environments/equipment increase cleaning frequencies. Senior School pupils encouraged to keep 2m distance in their groups. Mixing in wider groups for specialist subjects, wraparound care, or on transport is permitted. The larger the group, the more robust the other controls need to be. 	Y	Y

			<ul style="list-style-type: none"> • No expectation that young children distance within their groups. • Partial fulfilment of these aims acknowledged as being of benefit. • Siblings can be in different groups. • All staff can operate across multiple classes and year groups but should practise distancing, and 2m where possible. • To enable the tracing process to work effectively, schools will need to keep a comprehensive record of group/bubble composition and records of any close contact that takes place between children and staff in different groups. Close contact is defined as, <ul style="list-style-type: none"> ○ direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) ○ proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual ○ travelling in a small vehicle, like a car, with an infected person • There will need to be a reliable way of identifying which group an individual is part of so that breaches of these groups can be identified. • Guidance UPDATED- for wrap around care children can now be in a MIXED bubble from any year group of up to 15 pupils. Registers to be kept. Prep School wrap around care to be held in the Refectory. No breakfast available from Year 1 – 6. Morning care from 07.30 and After School Care until 5.30 ONLY. In school provision. Parents to be informed in a letter. Morning Care and Wrap Around Care to be pre-booked via the Prep Office. Group capped at 30 due to staffing. 		
			<p><u>Measures within Classrooms</u></p> <ul style="list-style-type: none"> • Senior School – <ul style="list-style-type: none"> ○ Staff remain distanced from pupils, at the front of the class, away from colleagues, and 2m from all parties where possible. ○ Pupils sitting side by side and facing forwards where possible. ○ Avoid face to face contact and limit time spent within 1m of anyone. ○ Education and care support for those with complex needs to be provided as normal. <p>In the Senior School, the teacher’s desk(s) will have a clearly marked 2m box around</p> <ul style="list-style-type: none"> • No group demonstrations unless social distancing can be maintained - video demos, data projectors, digital cameras and visualizers are permitted • Teachers must keep their distance when observing the pupils as they work through practical activities. This may raise H & S concerns, as well as issues around the competency of the pupil to carry out the task without the intervention of the teacher. The teacher should risk assess the 	Y	Y

			<p>activity prior to the session and consider the competency of the pupils. This will enable them to limit the 'riskier' activities to those that the teacher feels their pupils cannot manage without intervention.</p> <ul style="list-style-type: none"> • No group work unless social distancing can be maintained • Wash practical equipment before and after and keep equipment in year groups. Refer to CLEAPSS guidance. • Tables facing front exam style • No handing out equipment or printed worksheets unless 48-hour window for decontamination. Writing / drawing paper can be handed out on a need only basis. Any unused sheets must be decontaminated for 48 hours. If a pack of sheets is printed, handling only the top and bottom sheets then discarding them should minimise the risk of transmission. • Where possible homework should be submitted on the hub but extended pieces of written work, either on paper or in books, can be collected in for marking – allowing 48 hours for decontamination if possible. If not possible, teachers should sanitise before, during and after marking. • Written pupil feedback is vitally important and however teachers choose to mark pupils' work, it simply must take place • After school homework club will operate in year group clusters with supervision between rooms by one member of staff • No group/partner work unless social distancing can be maintained, e.g. Y13 Geography has 2 pupils • Hand sanitiser will be accessible for all pupils and staff (there are 37 fixed hand sanitising stations around the school and many more pump bottles available, plus each pupil and staff member is encouraged to bring their own). • All doors/windows open where possible and safe. BOTH windows and doors need to be open to ensure ventilation • Ideally no raised voices, unless absolutely necessary for safety • Senior school pupils will be advised by letter of a kit list to include: HB pencil(s) for general use, pen(s), pencil sharpener, rubber, eraser, ruler, protractor, compasses, small pair of round tip scissors for paper, a large glue stick, calculator, alcohol-based hand sanitiser (60-95% alcohol), soft 2B, 4B and 6B drawing pencils for Art, <u>water soluble pencil crayons</u> - they need to be soluble for use in Art/DT- they can be cheap £4.00 from 'The Works'- but are essential items for Art and DT and earphones with standard jack • Staff 'on cover' might prefer to collect the class they are covering and take them back to their teaching room via the one-way system, providing this is not at a detriment to the delivery of the curriculum. • IT rooms can be booked when it is essential for the delivery of the curriculum. If teachers have an alternative, they will use it. Pupils will wash or sanitise their hands before, during and after use. iPADS must not be hired for the foreseeable future. Teachers must ring the Network Manager (Brad Ashton on 442) with any pupil password/login issues rather than send pupils to the IT office. 		
--	--	--	---	--	--

			<ul style="list-style-type: none"> • From CLEAPSS document GL343 – 08/20: “Working in pairs or groups - The DfE guidance for September 2020 does not prevent pupils from working together on an activity, provided they are in the same bubble and maintain an appropriate social distance. This differs from the original summer term 2020 advice where pupils were expected to work individually. See management of equipment section below”. Section 4 point 2 “Management of science equipment - Equipment can be shared by pupils within the same bubble. Departments will know how the bubbles are arranged in their school and can plan practical work accordingly.” • Keyboards in shared rooms need cleaning wipes. • Primary and EYFS/Nursery– <ul style="list-style-type: none"> ○ Distancing remains unlikely to be possible. Focus remains on small group size and separation of groups as control mechanism. ○ Desks to be 1 per single table or 2 pupils at either end of double tables, facing forwards as classroom space permits. ○ SLT to be able to enter all classroom spaces at the front, spaces to be left to allow a 2m socially distant entry point, SLT unable to circulate in between desks for example. ○ Reading books to be quarantined for 72 hours. Classrooms have book banded books and also themed topic books for subjects - collated pre-start of term from the library. ○ Group work can be undertaken in the Prep School. Where distancing can be maintained, then it should be observed. ○ Children should use a range of marking techniques, self-marking, oral feedback. Teachers can collect up extended pieces of writing and quarantine them for 48 hours before marking or use other methods such as screen shot the work and use an APP to annotate the work and then print for the child’s book for example. ○ If a teacher would like to purchase a visualiser that has not already got one in place, then budgets will be made available for this. ○ All homework will be set via the Hub from Reception to Year 6. Reception to Year 4 will have homework books provided. Year 5 and 6 will submit all work electronically. Homework should be quarantined for 48hrs before marking. We must allow for these times and all maintain high expectations regarding completing and marking by teaching staff. ○ Prep pupils will use their own handwriting pen where permitted. Their pens should be named and left in their pencil cases. Children keep a separate pen at home for completing homework. 		
--	--	--	---	--	--

			<p><u>Measures Elsewhere</u></p> <ul style="list-style-type: none"> • Groups to be kept apart where possible. • Timetable to keep groups apart and minimise movement around the site as much as possible. • Passing the odd person remains low risk, but consider pinch-points – one way system likely to be needed. • Consider impact on fire evacuation (though in a real fire the risk from fire takes precedence). • Consider staggered break and lunch, to minimise mixing of groups with cleaning of dining hall surfaces between groups. • Consider staff spaces. Staff room use may be impractical. Refer to BEIS guidance on Office and Contact Centres for guidance on staff only areas • Regular and thorough handwashing or use of alcohol-based sanitiser to be carried out by all pupils and staff members including: On arrival and before departure, Before break, When groups change rooms and after using the bathroom • In the Senior School and Prep School, no movement from registrations and lessons is permitted until the bell has sounded or the teacher has announced the end of the lesson. In the Prep School children should be escorted to their next lesson. Where a younger child needs to go to the toilet during lessons or has a medical need to go, then they should go to the toilet one at a time. • Staff must be in the classroom for the start of each session promptly. Wherever possible, staff that teach in locked rooms (labs and workshops in particular) will not be used for covering other staff to avoid pupils queuing for locked rooms. If safe to do so, these staff also need to register in their teaching room, otherwise pupils will be queuing during the time it takes the member of staff to return. • Unless in an emergency, a clearly marked one-way system is in place for pupils in the Senior School – wherever possible, a clockwise direction will be used based on Refectory and Curved Corridor (12 o'clock), DT workshop and Food (3 o'clock), First Aid Room and Foyer (6 o'clock) and Wilberforce Centre and Library (9 o'clock). The Science corridor must be walked by pupils in a northerly direction i.e. from Physics to Chemistry. • Unless in an emergency, the staircases are also one-way in the Senior School. Blue Carpet from Foyer (UP), Mount Thatcher (near Sharon McEwan's office – UP), Spiral Staircase (DOWN), Boy's changing room (UP), Girl's changing room (DOWN), German to First Aid Room (DOWN). • The facilities team will ensure the clarity of the one-way system with floor and wall markings • All doors except Fire Doors without magnetic stops and Entrances/Exits will be propped open. All windows that can be safely opened will be open to increase ventilation. 			Y	Y
--	--	--	---	--	--	---	---

		<p><u>Measures for Arrival and Departure</u></p> <ul style="list-style-type: none"> • Stagger start and finish times to prevent groups mixing where possible, but without reducing the amount of teaching time. • (as above) On arrival, prep school pupils will go to their classrooms via the designated doors 08.20– 08:30 EYFS – EYFS doors 08:25 – 08:35 prep-prep - drop off GFB then walk around the outside through pre-prep doors (socially-distanced) 08:35 – 08:45 prep – drop off at drop off zone then walk to own classrooms via prep door (socially distanced, following one-way system and 2m spacing markings. Wash hands on entry) • Departure of prep school: stagger timings and socially distanced pupils and staff. Parents to pick up from cars. 15.20 EFYS, 15.30 Pre-prep, 15.45 Prep • Communicate arrangements to parents and agree a process for drop off and collection to prevent gathering at the school gates. • Process required for those arriving wearing face coverings, including safe disposal (covered bin) and wash hands before going to class (note point 2 on the system of control ‘Clean hands more often than usual’ which accepts alcohol based hand sanitiser as a suitable substitute for soap and water. • The small numbers involved in each bubble, and the use of school buses negates the need for staggered start times. • The departure times will be staggered between Prep and Senior Schools as usual (see above.) 	Y	Y
		<p><u>Other Considerations</u></p> <ul style="list-style-type: none"> • Specific assessment for those with SEND needs to help with adjustments. • Supply/peripatetic teachers can move between schools but minimise contact and distance as much as possible. Specialist staff e.g. therapists work as normal. • Contractors and other visitors on site must distance as much as possible. Mike Poskitt / Andy Kiddy to explain local processes to them before arrival. Keep a record of all visitors (sign-in books fine so long as entries as legible as schools may be required to trace persons if required to by PHE). • Dual registered children can attend, but the two settings should liaise to agree controls. JM to lead on as EYFS lead. Effects 2 children at present count. • Equipment – <ul style="list-style-type: none"> ○ Personal items, e.g. pens and pencils recommended to remain individual ○ Classroom resources – can be used freely within the bubble/group, but subject to regular cleaning ○ Where items cannot be easily cleaned i.e. wicker baskets/ natural resources they should not be re-introduced. 		

			<ul style="list-style-type: none"> ○ Resources shared between groups will require frequent and meticulous cleaning, i.e. always before being used by another group, or quarantined for 48 hours between use (72 hours for plastic items). ○ Pupils should limit the amount of equipment they bring to school. Prep limited to coats, reading books in book bags, snack boxes, spare clothes where needed. No show and tell items or items for play to be brought from home. ○ Resources can be taken home where it contributes to education and development and subject to the same rules re cleaning and rotation as above. 		
			<p><u>Dedicated school transport</u></p> <ul style="list-style-type: none"> ● Is not public transport and so 2m or 1m+ social distancing will not apply in Autumn term. ● Principles outlined above should be carried over, with emphasis on maintaining groups where possible ● Clear seating plans with individual seats for each pupil will be held by Acklams and driver will assist pupils to the correct seat. Some seats will not be used to allow appropriate distancing. ● Face coverings will need to be worn by the required aged pupils (younger children may not have to). ● Acklams regularly disinfect their vehicles ● Hand sanitiser available on each bus for use on entry ● When disembarking, pupils will leave from the front ● DfE to publish further guidance for LA provided transport (which Acklams will adhere to). ● All information shared with parents and pupils prior to the start of term 	Y	Y
			<p><u>Public Transport (key principles applied)</u></p> <ul style="list-style-type: none"> ● Promote walking/cycling to school if possible ● Face coverings are required on public transport for all over 11 years old. Schools need to plan for how to manage safe arrival of these students (See above) <p>Details of local arrangements: Very few, if any pupils using public transport due to location of school.</p>		

			<u>Boarding Schools</u>	n/a	n/a
Infection Control (premises)	Staff, Pupils, Visitors	Changes to or introduction of physical control measure to minimise the risk of the spread of infection	<ul style="list-style-type: none"> • Any unnecessary furniture removed to aid distancing between groups • One-way system implemented in corridors and on stairwells • Demarcating playground space to help with group management. • Demarcating staff rooms or other areas where adult may congregate. • Print rooms/photocopiers limited to one person within the room or within 2 metres if copier is within a larger room. Hand sanitiser will be available at each area. Pupils must not congregate in the bag rooms especially the copier room near English. • HVAC system switched to fresh air mode where possible and present. A/C units should be switched off, unless used for cooling IT equipment. • Reduce occupancy for lifts - lift use must be restricted to facilities team and in the case of injury where mobility is impaired - limited to 2 people. • Windows opened where possible, where temperature allows it, and without creating undue risks. • Non-fire doors propped open to remove need for hand contact – providing the associated noise does not adversely affect teaching • Outdoor play equipment thoroughly cleaned between groups - not necessary if we zone the areas with their own pod of play resources. • Removal of soft toys as appropriate, those which can be steam cleaned routinely can remain. • Where multiple staff must occupy a single office and 2m separation is not possible: <ul style="list-style-type: none"> ○ Work back-to-back ○ Install screens between workstations ○ Developing a rota so that staff don't have to work together • Prohibit shared workstations if robust cleaning cannot be ensured between users - encourage use of classroom device over staff workroom where possible • Complete and display the <i>Covid-19 Secure in 2020</i> poster • <i>Staff workroom, shared offices and Science prep room clearly demarcated to encourage social distancing</i> • <i>Seating removed from Senior staff room to allow for social distancing before school and at break and lunch time. Not used for meetings. Staff tea/coffee - staff to bring their own flasks and use hand sanitiser before</i> 	Y	Y

			<p><i>touching hot water dispenser tap. Preparation of food and drink fine but area must be regularly cleaned. Staff use their own mugs/cups/tea/coffee. Use of dishwasher is fine. Sanitiser near door.</i></p> <ul style="list-style-type: none"> <i>All in-person meetings will be avoided outside Senior Team and PLT unless numbers and rooms allow for strict 2 metre social distancing to be maintained throughout and all parties are content with the arrangements. Every interaction which can be virtual should be - because every interaction carries a risk of transmission. All teaching rooms need cameras and microphones to enable meetings to be virtual.</i> <i>Prep staff room seating to be changed to allow for 2m spacing/ chairs removed as necessary by facilities team. Limit use of the staff room to only necessary occupancy. Promote own classroom spaces or outside. Meetings, where social distancing can be adhered to, in smaller groups e.g. teaching staff only or support staff only. Whole staff prep meetings on Microsoft Teams.</i> <i>Prep staff CPD will continue. This may be organised by breaking staff into smaller groups or by meeting in a larger space, so that distancing can be maintained. It may be a blended approach of face-to-face training and activities/ reading circulated based on whole school improvement requirements. Staff may be asked to post outcomes of study, research and actions for the group for review. Continued use of Teams as appropriate and as the primary way to meet.</i> 		
Anxiety, stress and worry	Staff, pupils (parents indirectly)	Those coming back to work or school may be anxious, worried or stressed	<ul style="list-style-type: none"> Involve the workforce in the development of this risk assessment and control measures (refer to Group Consultation (HS) Policy for guidance). Communicate this risk assessment and its findings to staff and potentially pupils/parents. Feed the determined approach into the communication strategy. Staff have access to Group's occupational health and counselling service Publish the findings of this risk assessment on the school website. <i>The plan will be shared on our website for staff, parents and pupils. Webinar to take place to provide reassurance re safety and control measures.</i> 	Y	Y
Cleaning	Staff, Pupils, Visitors	General hygiene to interrupt transmission from contact surfaces	<ul style="list-style-type: none"> Frequency to be increased with focus on areas used by multiple groups and hand-contact surfaces in line with normal procedures and cleaning risk assessment. No requirement for additional PPE to be worn. Cleaning staff reminded to be mindful to minimise face contact and the need for regular handwashing. Cleaning following confirmed/suspected case in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings Hull Collegiate School building cleaning is contracted out to Greens Commercial Cleaning, the school has a record of what enhanced processes have been implemented and carry out audits of cleaning to ensure quality. See Method statement produced by GCC as evidence that the contractor is operating in line with Govt guidance and not just carrying out business as usual. <i>Staff should clear classrooms by 4.30 p.m. (where possible), to allow cleaning staff access to classrooms.</i> 	Y	Y

<p>Delivery of 'higher risk' subjects</p>	<p>Staff, Pupils</p>	<p>Delivery of lessons such as science, D&T, Drama and PE require pupils and staff to work in close proximity thereby increasing the risk of infection</p> <p>Educational visits</p>	<ul style="list-style-type: none"> • Subject leads to review their risk assessments for the planned activities and update accordingly with reference to CLEAPSS 344. • Reference to specialist advisory bodies for latest guidance on required controls. (CLEAPSS, AfPE). • Consideration required for availability of support staff e.g. technicians and the capability of practical lessons to be delivered while maintaining social distancing. • Domestic, non-residential educational visits are permitted. Schools to refer to OEAP National Guidance when planning. The risk/benefit ratio of each proposed visit will be carefully analysed by the EVC and all visits are subject to approval by the Senior Team/PLT <p><i>AN produced detailed document for both DT and Games in line with PADSIS advice for prep.</i></p> <p><i>In precis, pupils kept in class groups for PE. Staff to agree the learning that is appropriate, agree curriculum priorities, face-to-face, revised expectations, required adjustments in practical lessons. Continuous and ongoing discussions through the access of PADSIS/IAPS/HMC/UL discussion forums, extensive discussion with faculty colleagues regarding Michaelmas term programme. Rugby moved to the Lent Term. Michaelmas Term to continue with some skills-based rugby sessions, following advice from the RFU.</i></p> <p><i>On Games and PE days, Prep children to come to school in PE Kit. Wet weather arrangements to be established when children return, namely, extra kit in Games bags. Use of outdoor spaces as far as possible for both PE and Games.</i></p> <p><i>All Games and PE equipment will be stored in phased bubble groups, Year 3 and 4/ 5 and 6. Equipment will be cleaned by faculty staff after each session, balls dunked in Milton for 15 minutes, then left to air dry. CLEAPSS 344 has the recommended concentration. Other equipment will be sprayed with a solution to mitigate virus transmission. Spraying is unlikely to be as effective unless the solution remains in contact for 15 minutes. See other whole school hygiene measures e.g. hand washing.</i></p> <p><i>Prep DT, in precis, advice less thorough, suggested reasonable adjustments include: The increase in classroom space, the new Prep DT room is 50% larger than the previous room allocation. There is more room to move around safely and fewer pinch points for congestion. Ventilation in this new space is also good. Demonstrations will take place but using a blended approach for example, some demonstrations may be pre-filmed and shown through the whiteboard.</i></p> <p><i>Equipment has been re-housed where necessary for each bubble. Pupils will have reduced access to equipment, by teacher prepping on the items needed for that group at that time. Equipment such as goggles to be sterilised after each use, (15 minutes in Milton, then air dried) no concurrent lessons taking place on the 20/21 timetable so this can occur, with support staff support, between lessons.</i></p>	<p>Y</p>	<p>Y</p>
<p>Intimate Care/Higher</p>	<p>Staff, Pupils</p>	<p>Intimate care brings people within close</p>	<ul style="list-style-type: none"> • Staff providing intimate care to use PPE as they would do normally for providing care in line with children's need 	<p>Y</p>	<p>Y</p>

Dependency Pupils		proximity of each other thereby increasing the risk of infection	<ul style="list-style-type: none"> No specific PPE required unless the child in question is symptomatic (see <i>Suspected/confirmed case in school</i> section. PPE available from First Aid Room When changing nappies in Nursery/ Reception, gloves, wipes and sanitiser are provided. 		
Failure to follow local rules	Staff, Pupil, Visitors	Persons fail to follow local rules due to lack of awareness. Persons violate local rules	<ul style="list-style-type: none"> AW to share details of risk assessment and re-opening plan with staff, parents, pupils and LGB Microsoft Teams used during INSET to familiarise staff with arrangements compliance with this risk assessment and associated procedures will be monitored by the Collegiate Leadership Team with checklists, casual procedure observations, interviews and audits. Transgressions of this nature will be handled as a safeguarding matter by the DSL, Headmistress, Senior Deputy Head and Headteacher of the Prep School. Transgressions may require disciplinary action/exclusion. Behaviour policy updated. iSAMS notifications 'Society' or 'Respect' will be used. This is communicated home via FireFly. 	Y	Y
Maintaining a compliant premises	Pupils, Staff	Loss of site staff and access to contractors resulting in PPM and other compliance checks lapsing.	<ul style="list-style-type: none"> Premises compliance status to be reviewed by Business/Facilities Manager, to be reviewed prior to reopening and briefing provided to the school's Head after a walk through with the Employee trade union rep. Contractor access to site for PPM/compliance inspections is continuing. Legible record of all contractor details to be held for 21 days (to support Test and Trace process if necessary). 	Y	Y
The school lapses in following national/ group guidelines and advice	Staff, Pupil, Visitors	Lack of awareness leads to potential contamination of the premises or an outbreak spreads rapidly through the school and wider community	<ul style="list-style-type: none"> Central office to ensure that Coronavirus pages on the Hub are kept updated Important updates/changes to be included in Jon Cole's Heads Bulletins. Headmistress to ensure that all relevant guidance is followed and communicated Senior Leaders to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review this risk assessment accordingly Information on the school website is updated. Parent tab has dedicated menu item for information relevant to parents. Parents/Pupils updated via classrooms/email/parent text as necessary. Any change in information to be shared with Chair of Governors and passed on to parents by Parentmail and staff by email 	Y	Y
Other Risk Assessments	Staff, Pupils	Other risk assessment that aren't updated and therefore become invalid	<ul style="list-style-type: none"> Extra-curricular provision subject to specific risk assessment developed with reference to DFE Guidance on Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak Fire risk assessment reviewed Fire safety procedures amended to support COVID-19 arrangements; Fire Alarm testing to continue. Staff training scheduled monitored and any slippage identified 	Y	Y

			<ul style="list-style-type: none"> Key premises risk assessments reviewed to ensure they remain valid, e.g. fire risk assessment, manual handling, COSHH if new chemicals are brought in. Safety data sheets in place for new hand sanitiser 		
Display Screen Equipment (temporary home workers)	Staff	Staff working from home not having access to a workstation fully compliant DSE workstations giving rise to musculoskeletal issues.	<ul style="list-style-type: none"> Staff allowed to take home peripherals and chairs from office Guidance on setting up a suitable workstation provided on Hub coronavirus pages Additional equipment needs to be reviewed on a case-by-case basis <i>Reviewed on a case by case basis; as and when staff need to self-isolate. Staff will continue to teach and meet from home via Microsoft Teams unless too unwell to do so.</i> 		
First Aid (temporary home workers)	Staff	Staff suffering injury at home	<ul style="list-style-type: none"> Low-risk, office-style work. No specific controls required. Any accidents to be logged onto ARMS. 		
Wellbeing/ Stress (temporary home workers)	Staff	Social isolation leading to issues with wellbeing Unusual working environment arrangements contributing to stress	<ul style="list-style-type: none"> Guidance on wellbeing provided on Hub coronavirus pages – dedicated wellbeing section Guidance provided to managers on supporting their teams and reasonable expectations during this period. Managers to maintain regular contact with their employees, preferably by video link. Furloughed staff to have keep in touch days with their line manager <i>Reviewed on a case by case basis; as and when staff need to self-isolate.</i> 		
Joint Union Checklist	Staff	Proposed questions for union reps to ask about different aspects of plans for reopening with the overall aim of making the plans as safe as they can be.	<ul style="list-style-type: none"> Has your school met its legal requirement to update its risk assessments to include additional/revised control measures needed for a return to full opening in September? Has your school adopted satisfactory control measures to minimise contact with those who are unwell? Has your school adopted satisfactory control measures to clean hands more often than usual? Has your school adopted satisfactory control measures to ensure good respiratory hygiene? Has your school adopted satisfactory control measures to introduce enhanced cleaning including for frequently touched surfaces? Has your school adopted satisfactory control measures for wearing PPE? Has your school adopted satisfactory control measures to engage with the NHS Test & Trace process? Has your school adopted satisfactory control measures to manage confirmed COVID-19 cases in the school community? Has your school adopted satisfactory control measures to contain any outbreak by following local health protection team advice? Has your school adopted satisfactory control measures for social distancing when grouping students? Has your school adopted satisfactory control measures for social distancing within the classroom? Has your school adopted satisfactory control measures for social distancing elsewhere in the school? Has your school adopted satisfactory control measures for social distancing on arrival and departure? Has your school made satisfactory plans to address vulnerable and higher risk individuals? Has your school made satisfactory plans to address well-being and workload? 	Y	Y

			<ul style="list-style-type: none"> • Has your school made satisfactory plans for dedicated school transport including statutory provision? • Has your school made satisfactory plans for wider public transport? • Has your school made satisfactory plans for student attendance? • Has your school made satisfactory plans for educational visits? • Has your school made satisfactory plans for school uniform policy in order to make it easier for everyone to wear clean clothes? • Has your school made satisfactory plans for extra-curricular provision? • Has your school made satisfactory plans to address curriculum expectations? • Has your school reviewed its behaviour policy and pastoral systems to make them relevant and appropriate for the Coronavirus period? • Has your school made satisfactory plans to address assessment and accountability? • Has your school made satisfactory contingency plans for responding to Covid-19 outbreaks? 		
--	--	--	--	--	--

Details of any additional control measures for consideration	Target for completion	Date of completion	Completed By
Check equipment list with HoDs	W/b 10 th August	11.08.2020	CW
The individual employee risk assessment must be completed (a self-assessed score) and returned to HH as soon as UL release it.	W/b 10 th August	14.08.2020	All staff -> HH
Communication of risk assessment and reopening plan to staff, parents and pupils	W/b 10 th August	14.08.2020	AW / HH
Demarcate one-way system and staircase plan	W/b 17 th August	21.08.2020	MP
Shared space demarcation and staff room preparation	W/b 17 th August	21.08.2020	MP
Sixth Form common room demarcation and preparation. Registration / form times also reconsidered.	W/b 17 th August	21.08.2020	MP / AR / JWW
All classrooms to be arranged with desks facing the front.	W/b 17 th August	21.08.2020	MP
Where are our home testing kits?	End of August	31.08.2020	A Kiddy / HH

Ensure all our sanitiser is alcohol based > 60% alcohol concentration. It is: a) medicinal in nature and b) contains additional chemicals that render it undrinkable.	End of August	31.08.2020	MA / MP
Signage advocating more frequent handwashing and Catch-it, bin-it, kill-it to be installed in various locations around the premises.	End of August	31.08.2020	MA / MP
Order and install face tissues, spray and tissue paper in every room	End of August	31.08.2020	MA / MP
Microphones and cameras installed in all teaching rooms for Teams Meetings	End of August	31.08.2020	BA
Subject leads to review their risk assessments for the planned activities and update accordingly.	End of August	31.08.2020	HoDs
PPE available from first aid room	End of August	31.08.2020	MA / SC
Behaviour and Safeguarding Policies updated	End of August	31.08.2020	KB
Health screening of staff carried out weekly in response to a standard email (are you unwell, is anyone in your household unwell?). Positive replies only (i.e. from those feeling unwell only).	Weekly from Start of Term	Ongoing	All -> HH

Assessment completed by:	Chris Wainman / Antje Kell	Date:	03.09.2020	Date of next review:	04.09.2020
---------------------------------	-----------------------------------	--------------	------------	-----------------------------	------------

Guidance on completing the form

This form may be used to record the risk assessment for any activity. Only complete a risk assessment if you have a good understanding of the activity being assessed and the principles of carrying out a risk assessment.

Risk Assessment Title and Responsible Person

Give the risk assessment a logical and clear title and date. The manager who is responsible for the activity being undertaken should carry out the risk assessment detailing the hazard and controls and any additional action required. Those employees to whom the risk assessment relates should be consulted in its development. It should then be signed and dated and stored securely in department and made available to employees, e.g. through communication on induction and following review.

Details

Provide a brief description of the activities to which the risk assessment relates. The short title detailed above may not make it clear what is in and/or out of scope of the assessment.

What are the hazards and Who is at Risk?

In the Hazards column, list the hazards (something with the potential to cause harm) which could reasonably be expected to result in significant harm.

Identify individuals or groups of people who might be affected by the Hazard. Besides staff and pupils consider visitors, members of the public, volunteers and others who could be affected.

What harm is associated with the hazard?

For each hazard, there may be one or more types of harm that could occur and each is likely to require different control measures to be implemented. It is recommended each is given a separate line on the form.

What control measures are, or will be put, in place?

List what is, or will be put in place to reduce the likelihood of harm or make any harm less serious. These precautions should meet legal standards, represent good practice and reduce risk as far as reasonably practicable. A hierarchy of control such as below may help in determining suitable controls, preference should be given to controls higher up the hierarchy where possible.

- Eliminate or avoid the risk at its source
- Reduce the risk at its source
- Contain the risk
- Remove employees/pupils (as applicable)
- Reduce exposure to the risk
- Utilise personnel protective equipment

Evaluation of Adequacy

The application of and consideration of the adequacy of the controls in place needs to be determined. This is a subjective judgement to be made by the responsible person. Where the response to the question of adequacy is 'no' this indicates an area requiring additional control (see below). An alternative way to think of this question would be 'is the residual risk acceptable'?

Areas of additional control for consideration

Areas for additional control can include items where the judgement in the evaluation of adequacy section was negative. It can also relate to developmental or goal-setting objectives in support of the journey of continuous improvement.

Review Period

United Learning's Risk Management (HS) Policy requires that all risk assessments are reviewed every two years to ensure validity. For activities undergoing regular change, consider a shorter timeframe for review.