


NSAT Risk Assessment for September 2020 Whole School Re-Opening Skipton Girls' High School

RISK ASSESSMENT DETAILS		RISK MATRIX & RATING								
Hub School/ Establishment	Skipton Girls' High School	POTENTIAL OUTCOME		LIKELIHOOD						
Location	Skipton	Catastrophic	Fatal injury/permanent disability	Highly likely	More likely to occur					
Details of activity: Whole School re-opening during Coronavirus (Covid-19) Pandemic Wider Re-opening		Major	RIDDOR reportable Specified Injury/ Disease/Dangerous Occurrence	Likely						
		Moderate	RIDDOR reportable Over 7 Day Injury	Possible						
		Minor	Minor injury (requiring first aid)	Unlikely						
		Insignificant	Minor injury	Remote	Less likely to occur					
		Date of assessment		24 August 2020 Updated 3.3.21		POTENTIAL OUTCOME				
Name of Senior Leader carrying out assessment		Joanne Busfield / Mark Turner		Catastrophic						
Senior Leader's Signature				Major						
Date				3.3.21		Moderate				
				Minor						
				Insignificant						
						Remote		Unlikely	Possible	Likely
		LIKELIHOOD								
		Risk rating		Action						
			HIGH	Urgently review/add controls & monitor (if Likely or Highly Likely – stop work, seek competent advice, notify H&S Team)						
			MEDIUM	Review/add controls (as far as reasonably practicable) & monitor						
			LOW	Monitor control measures						

Area of Concern	Persons at risk	Existing control measures	Additional Control Measures	Risk rating after existing & additional control measures (High / Medium / Low)
Policies and Procedures	Staff and pupils both in attendance at school and at home	<ul style="list-style-type: none"> • All pupils, staff and volunteers are aware of all relevant policies and procedures including but not limited to the following: <ul style="list-style-type: none"> • Health and Safety Policy • Individual pupil risk assessments • First Aid Policy with additional training for suspected Covid 19 and use of PPE • Keeping Children Safe in Education • Updated Emergency Evacuation Procedures – updated for social distancing • Child protection • Current Trust Mental Health and Wellbeing support • All staff have regard to all relevant guidance and legislation including, but not limited to the following: <ul style="list-style-type: none"> • Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013; • Health protection in schools and other childcare facilities – Public Health England, 2017; • Covid-19: Guidance for Educational Settings, DfE and PHE, 2020 • The school keeps up to date with advice issued by, but not limited to the following: <ul style="list-style-type: none"> • DfE • PHE • NHS • CLEAPS • Department of Health and Social Care • School’s local Health Protection Team (HPT) • All staff, parents and pupils are made aware of any infection control procedures and social distancing arrangements for when the school reopens. • List of which areas and rooms being used by each year groups, including where to buy their lunch and take breaks and which toilets they are using. Plan of access around school, Temporary Tutor Groups List and Staff Rotas for additional supervision. • Staff and students engage with the NHS Test and Trace process. 	<ul style="list-style-type: none"> • Cleaning & Hygiene Trust guidance (dfe) • Checked revised policies and procedures in Firefly for staff reference MKT/FAM plus <ul style="list-style-type: none"> • school specific cleaning schedule and tasks to be done daily Updated. ANF/JEB • Fire Risk Assessment amended to include change in tutor groups and the emergency evacuation plan. • PPE and Social Distancing Trust guidance (dfe) plus school specific requirement for key staff/duties FAM/MKT 	Medium

			<ul style="list-style-type: none"> Decision making pathway in case of further infection SE LF Testing RA Updated for the student testing on return to school 	
Premises	Staff and pupils in attendance at school.	<ul style="list-style-type: none"> Site Supervisor & Letting Supervisor check all exterior windows, doors, locks and other access points to ascertain security. Facilities Manager & Site Supervisor check all areas of the school grounds, including car parks and walkways, for any potential hazards. Site Supervisor & Letting Supervisor to check all security systems for integrity and that they are in working order. Head of Academy informed the Department for Education of the opening arrangements. Any hazards found during checks on the premises are reported to the HT and SBM as soon as possible and issues are resolved asap. The Headteacher ensured the school reopened only when it was safe and advisable to do so, in line with local and national advice. The Headteacher to identify which areas of the school may be used for school activity and communicates this to staff and pupils accordingly. September re-opening plan ready. Areas of the premises which remain closed are adequately secured and clearly identifiable – (No areas not being used) The Facilities Manager and SBM arranges for any changes to the premises to be made in line with social distancing measures. Signage Staffroom, cups utensils etc – staff use own sets of. Essential maintenance/contractors allowed in areas with no pupils and if Urgent, to be done in holidays where possible. SBM to be informed of all contractors coming to site. Temporary Marquee being used to support social distancing as a larger area when required for Yr12, Staff, Drama etc, Temporary classroom being hired for use by Y12 for to support social distancing and be part of their Zone area Trailer toilets installed to provide additional toilets for year groups next to School House with 2 x 4 toilets. Additional toilets added and being used in New Extension (3 off) Testing waste can now go into normal external waste bins rather than be collected/ 	<ul style="list-style-type: none"> LA/Dfe guidance on re-opening school sites SGHS March re-opening plan and staff updated. MKT One Way Plan for whole school updated with some 2-way separation JEB/MKT Signage checked and updated JEB Classrooms emptied of any items not being used and lockers put in storage to make more space in classrooms and some shelf units. Additional external sinks fitted outside the gym, another trough for handwashing outside Cottage JET/JEB Covid-19 Cleaning of non-healthcare settings- Gov.uk 	Low

			<ul style="list-style-type: none"> • How to Guide – Rapid Testing in Schools • SGHS Lateral Flow Testing RA 	
Gas / Electrical Supply, Heating, Ventilation and Water Systems	Staff and pupils in attendance at school	<ul style="list-style-type: none"> • SBM and Facilities Manager check that all mandatory inspections are up to date and if required arrange an inspection – following Servicing Schedule • Relevant staff check that all phone and broadband connectivity is in working order (PLC/AWH) • Relevant staff adjust any thermostats to heat internal spaces and water ensuring a suitable stable temperature is reached before the school reopened and on-going checks (CNC) • All water systems were thoroughly flushed e.g. toilets, taps (CNC) • School water storage tanks cleaned prior to school re-starting and service water checks done Feb half-term (clean by IWS 28.8.20 & 16.2.21) • All equipment that uses water is run through a cycle e.g. dishwashers and washing machines, to flush limescale and bacteria build up – Facilities Team 	LA/Dfe guidance on re-opening school sites Required servicing done. Half-term servicing completed and site H&S audit check & water checks JEB	Low
Lifts and automatic doors	Staff and pupils in attendance at school	<ul style="list-style-type: none"> • Site Supervisor to check that lifts (Kone Serviced 27.7.20) and automatic doors (Record service 28.8.20) are in working order. • Facilities Manager ensures that any mandatory inspections for lifts and automatic doors are up to date - servicing completed in summer holidays – JEB • Social distancing applies, one person to use the lift at any time. If additional support required face masks can be worn and keep apart in the lift. 	<i>PPE guidelines (see above)</i>	<p>Low – our students should be able to use on their own with staff member watching – lift is glass and can see in, push button control.</p> <p>Medium risk if staff member needed to go in lift with them due to lack of social distancing if a child needs to use the lift</p>
Fire Safety and Evacuation Routes	Staff and pupils in attendance at school	<ul style="list-style-type: none"> • Lettings Supervisor to check the alarm system to ensure it is in working order - Monks serviced Security alarm 3/8/20 (Mounseys for Fire alarm April due again Easter Hols as Servicing Schedule). • All fire extinguishers checked, replaced where required - Marlow Fire serviced 3/8/20 replaced fire extinguishers 1/9/20. • Headteacher and SBM fire risk assessment updated with the new plans and apply any changes needed for people movement or access. • Headteacher and SBM to identify how social distancing measures are to be observed at evacuation points and communicates this to all staff and 	Updated policy and procedures and trained out Evacuation points changed to letter/number system	Low

		<p>pupils. Please see guidance https://cyps.northyorks.gov.uk/sites/default/files/Emergencies,%20health%20and%20safety/Health%20and%20Safety%20advice%20for%20managing%20a%20full%20or%20partial%20school%20closure.pdf.</p>	<p>and 2m apart. Staff reminded to keep apart during an emergency evacuation and to wear masks.</p>	
First Aid	Staff and pupils in attendance at school	<ul style="list-style-type: none"> • PPE (including gloves, aprons, face masks, screen) to be provided, replenish stock as required – Student Progress Manager to be responsible for this. Face masks to be worn at all times. • Children who are isolated in the Medical/Isolation Room and waiting to go home should use the upstairs toilet in the Cottage • Train First Aiders on how to manage suspected cases (students / staff) with Covid-19 • Disposal of waste twice daily (lunch time and end of the day). Clinical bin to be provided. (Normal bins for tissues to have lids re DfE Primary Guidance). Is suspected case waste stored for 72hrs before being disposed off as procedure. • Enhanced cleaning of first aid areas on a daily basis, including the cleaning of touch points after each use – as Daily Cleaning Rota • Hand sanitiser, Clinnel surface wipes, tissues to be put in all classrooms and offices being used. Wipes next to all equipment to use before and after use of equipment, e.g. photocopiers. 	<p>Ensure school has a stock of PPE, monitor stock levels and replenish when required list done + PPE stock in place JEM/CNC</p> <p>Staff briefed on First Aid procedures if someone develops symptoms – was part of staff training 7th & 8th September.</p> <p>As part of September staff training staff and students told where new Medical Room is on the Ground floor the Cottage</p>	Medium
Cleaning	Staff and pupils in attendance at school	<ul style="list-style-type: none"> • Deep clean completed prior to opening • Business Manager with Cleaning Supervisor to arrange enhanced cleaning to be undertaken where required. • Cleaning with usual cleaning products will continue, with regular daily cleaning of highly used areas – door handles, bannisters, taps. • Where necessary, the number of rooms used by staff during working hours is limited to avoid the spread of the infection. • All areas that have been cleaned are checked to ensure they are safe to occupy and written checks kept. • All areas that remain temporarily closed or partially closed for cleaning or infection control purposes are clearly identified (all rooms being used) • Regularly check stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. and request additional supplies as 	<p><i>Cleaning and hygiene guidance (above)</i></p> <p>Cleaning capacity to support operating model checked for March</p>	Low

		<ul style="list-style-type: none"> necessary. Site Supervisor. Where practicable, PPE is available to members of staff who require it to carry out their role safely e.g. Cleaners, First Aiders Frequent cleaning of objects and surfaces that are touched regularly, such as door handles, table / counter tops, light switches, chairs, keyboards, bannisters and making sure there are adequate disposal arrangements. The checklist for each classroom/area to be signed off to say completed. Clear procedures and checklist for cleaning toilets including staff toilets throughout day 	<p>Keep inventory of cleaning products and stock and update at regular intervals, restocking as necessary.</p>	
National Lockdown reduced capacity in school for Keyworker students and Vulnerable Students		<ul style="list-style-type: none"> Staff remind students and staff of social distancing in school Bubbles agreed with smaller number of students and in each classroom 2m Apart where possible. Masks to be worn by students at all times within the internal school environment. Masks to be worn by staff in communal areas and either mask or face shield in classrooms. Use same timetable so those in school and working from home working to the same times. Arrangements in place to support pupils not attending school with remote learning from home. Assemblies, staff CPD, music lessons will be delivered remotely. Staff rotas in place for on-site attendance to support CW & V students. Shielding guidance in place for CEV colleagues and students, Home testing kits twice weekly LFT for staff to do who consent Sunday and Wednesday evenings. Students have 3 tests, 3 days apart when returning to school is consented. Regular communications with parents and pupils in place. Plans for intervention and monitoring are in place for those pupils who have fallen behind in their learning. 	<p><i>Signage around school. Staff Reminding.</i></p> <p><i>RA's shared with Staff, Parents & Governors.</i></p> <p><i>LFT RA.</i></p> <p><i>Registers taken of all live lessons, non-attendance is recorded and student progress informed to follow-up.</i></p>	Low
Infection control and social distancing	Staff and pupils in attendance at school	<ul style="list-style-type: none"> Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance. Visitors to the premises will be discouraged and all non-essential visitors will be cancelled or meeting done via Teams. Full contact details will be kept of all visitors – limited to essential only such as essential maintenance/ contractors and not in areas where students are. Parents to come to the office by invitation only and only for safeguarding reasons. Parent/carers must wear masks on entering school premises for pick-ups and drop off's. LFT will reduce the requirements for isolation. Visual aids are in use to display social distancing measures e.g. floor tape to mark distancing, arrows for one-way system. Posters in class 	<p>NSAT Visitor form used and SGHS Hygiene information followed.</p> <p>Posters are displayed throughout school reminding everyone of infection control procedures and social distancing arrangements e.g. regular hand washing</p>	Medium – review once students back they are social distancing as requested

- and throughout school and outside to reinforce key messages
- Alcohol based hand sanitisers available around school and adequately stocked.
- Adequate amounts of sanitiser, soap, tissues, bins are available in the relevant areas and are adequately stocked.
- Hand and surface wipes, tissues to be placed in every classroom / office. Wall mounted ones near equipment such as photocopiers for easy access.
- PPE to be made available to members of staff who require it to carry out their role. PPE to be disposed of appropriately after use and training given to staff using this.
- **Face masks to be worn at all times within the internal school Environment.**
 - **All pupils (excluding personal exemptions) to wear masks INSIDE school buildings.**
 - **Teachers/staff to wear masks at all times in corridors/communal areas and classroom space wherever a 2m distance cannot be maintained.**
 - **Exemptions for staff within confined office bubbles.**
 - Headteacher and SBM to identify which areas of the school are subject to high people traffic and put a plan in place to maximise infection control. Outdoor breaks to be in zones for year groups as per Year Group List.
 - Intercom fitted to Student Services Office to make sure any students/staff who are ill go straight to the Medical Room in the Cottage.
 - Cleaning procedure in place between Year Groups using zones.
 - School timings have been adjusted to keep year groups separate at break and lunchtimes
 - Lunch will be eaten in the tutor bases. Lunch times split to allow year groups to be served in year groups and a new menu to allow for this agreed before September.
 - Year groups will be kept in their own zone areas in school as per the Tutor Bases 2020 List, to minimise the mixing between student groups, including which toilets they use and break areas to minimise the mixing of year groups and staff between groups.
 - Students will remain as much as possible within class bubbles for lesson time. Years 7 to 9 and Year 10/11 for most subjects and group bubbles for break/lunches, PE and Year 10 to 13 in option subjects.

and staying at least a metre apart where possible.

LFT RA

One-way Plan followed and displayed – amended whole school plan to be completed to include movement in both directions along certain corridors to reduce the mixing of students.

Assessment is influenced by operating model (Year groups)

*PPE policy
Social distancing policy/guidance
Hygiene procedures*

Floor markings or signs are used, where necessary to indicate any two metre spacing e.g. where queues are likely to form.

Everyone is encouraged to catch coughs and sneezes in a tissue and dispose of the tissue in a bin.

Everyone is encouraged to frequently wash their hands with soap

<ul style="list-style-type: none"> • With the exception of PE, Option subjects for Years 10/11 and 6th form lessons, teachers will go to the class base to deliver their lessons rather than students moving. • Students will sit in the same seating positions for all of their lessons, in their base rooms during any one day (See Tutor Bases 2020) • Specialist rooms such as Technology and Science workshops which need to be shared by all groups and will be on the cleaning rota to be cleaned and disinfected between lessons, on cleaning rota. • Vertical tutor groups will be changed to horizontal tutor groups. Whole school gathering vertical via teams. • Agency Staff – no new agency/external temporary staffing to be used. Existing agency staff already in place, and only supporting our school, are exempt and can remain. • Music Lessons – all peri services to be conducted remotely. • Trips – no trips that require group transport (local walking outdoor trips allowed for KW/Vulnerable children). • Invigilators – use existing staff or require LFT and visitor declaration on arrival) • Windows will be used for ventilation to rooms. • Start and end of school day moved forwards/back to allow a slower entrance and exit from school – see timetable in staff re-opening information • Class changes will be staggered under supervision, each year group will be kept separate from the rest of the school wherever possible. • Pupils have their own personal equipment. • Teachers have their own box of any equipment they need for their lesson, any class equipment will be kept to a minimum and cleaned before and after using. • The use of the staff room will be limited to avoid unnecessary group gatherings with a small number of tables & chairs distanced. • Where pupils and staff cannot follow social distancing arrangements for a particular activity, the Headteacher assesses whether the activity needs to continue - mitigating actions are put in place if continuing the activity is essential. • Staff who display symptoms of Coronavirus are managed in line with government guidance and the Test & Trace system, will be sent home as soon as possible. • Vulnerable Staff will have a risk assessment in place with details of any work changes needing to be followed and agreed with their Line Manager. • SLT to consider requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety • The Headteacher to ensure that the school can be adequately and safely staffed 	<p>or alcohol based sanitiser. Will be directed to wash their on arrival to school and before leaving as well as before lunch and after.</p> <p>Different school entrances for year groups at the start and end of day. <i>Parents will be asked to ensure students arrive between 8.45 and 8.55. If students arrive before this time they will be asked to go to their Tutor Base rooms.</i></p> <p><i>At the end of the school day students will be dismissed from each base area, one class at a time. To minimise students on site if Y12/13 students do not have a lesson P1 they may come into school later ready for P2. Likewise, if they do not have a lesson P4 they may leave school after tutor time.</i></p>
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		<ul style="list-style-type: none"> • The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss any alternative arrangements, where required. • Student(s) who display symptoms of Coronavirus will be assessed by a first aider and will wait in the Isolation room in the Cottage with adult supervision to be collected by their parents from outside Reception. • Where a member of staff must accompany or supervise a pupil showing symptoms, infection control procedures and social distancing arrangements are adhered to at all times. • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are to be cleaned up immediately using PPE at all times and the body fluid cleaning kits. • The Headteacher and SENCO identify pupils with additional needs and put provision in place to ensure their needs are adequately and safely e.g. the relevant staff are available. • The Headteacher communicate the Trust well-being plan to help protect wellbeing and mental health, and ensure all staff have access to support when the school reopens (Employee Assistance Programme). • Clear rules for staff and children around social distancing and hygiene. Pupils explicitly taught this. Return to school must be in year groups. • Where possible adults maintain a 2 metre distance from each other and from students. • 4 Students from Ermysteds' School will be in 6th form classes for lessons. They will follow the school policies and RA's be sat 2m from SGHS students. • Staff avoid close face to face contact and limit time spent within 1 metre of anyone to less than 15 minutes duration. A 2m line is at the front of each classroom and desks spacing checked regularly for any movement. • Pupils will be seated facing forwards rather than face to face. • Within the classroom a distance between people in maintained so far as reasonably practical • Face to face contact time is reduced and limited to no more than 15 minutes duration. 		
Safeguarding & Wellbeing	Staff and pupils both at home and in school	<ul style="list-style-type: none"> • Key telephone numbers of all available members of the Leadership Team to be provided to staff. • Headteacher and DSLs liaise with the necessary staff and parents to manage and address any new and ongoing safeguarding concerns relating to the temporary closure and / or school reopening. • DSLs to ensure that adequate pastoral care is in place to support pupils and staff who require it. • Healthcare Plans and Individual Risk assessments should be readily accessible for staff – SBM/HR • Staff and pupil bereavement is managed in line with the Trust Bereavement Policy. 	Stress and anxiety may increase susceptibility to infection e.g. lack of sleep, becoming run down, etc. Send out regular communication	Medium

		<ul style="list-style-type: none"> • Ensure a record is kept of all staff on site on a daily basis. • Ensure regular contact with any staff who are unable to work for health reasons. • Follow normal procedures on administration of medication (See Guidance for Safeguarding Children and Young People with Medical Conditions in Schools) • See FAQs Safeguarding (coronavirus) and Addendum to Child Protection Policy Covid-19 school closure arrangements for Safeguarding & Child Protection at school on website: • https://cyps.northyorks.gov.uk/covid-19. • See Health & Safety Guidance – Full or Partial School Closure https://cyps.northyorks.gov.uk/sites/default/files/Emergencies,%20health%20and%20safety/Health%20and%20Safety%20advice%20for%20managing%20a%20full%20or%20partial%20school%20closure.pdf. 	<p>as to whether staff can find wellbeing support</p> <p>Individual RA's reviewed on return to school and check if any new ones required.</p> <p>Review student RA's/plans</p>	
Communication	Staff and pupils both at home and in school	<ul style="list-style-type: none"> • Up-to-date LA communications based on Government advice. • School's website to be kept up to date with any information regarding reopening e.g. dates and local arrangements. • Staff are informed about the relevant information regarding reopening, including any changes to the workday e.g. staggered lunchtimes and social distancing. • Staff are informed of who they can turn to for support (work commitments and workload, health, mental wellbeing) and there are several avenues they can follow e.g. line manager, other senior staff, colleagues, HR. • All staff and pupils are made aware of the symptoms of coronavirus, what to do if they display symptoms and if others display symptoms. • Parents and pupils are contacted via email or telephone. All parents informed about the relevant information regarding the September Start e.g. social distancing measures and the days their children will start back at school. • SBM/Bursar communicated with suppliers regarding reopening the school and reinstating or suspending the supply of any required goods. • Staff informed about the arrangements for meetings that would ordinarily take place in person and how these will be carried out in line with social distancing guidance when school reopens. • All staff members' emergency contact details are up to date, including alternative emergency contact details, where required. 	<p>Student Bulletin at Tutor time</p> <p>Return to school updates sent to parents and staff</p> <p>Virtual staff briefings on Mondays 4pm, any required updates in between emailed or through Line Managers. Student information shared via tutor groups and parents emailed with updated information as needed</p>	<p style="text-align: center;">Low</p>

ACTION PLAN (insert additional rows if required)		To be actioned by:			Action completed:	
Additional control measures to reduce risks so far as is reasonably practicable		Name	Position	Date	Signature	Date
1	<i>Update signage, posters, markers and screens to be ordered/printed, put up and agreed amended whole school one-way system plan with some 2-way in certain corridors. Room layouts agreed to be put in place over the summer holidays.</i>	JoanneBusfield/Colin Cooper/Allison Firth Mark Turner	Site Supervisor,Business Managerand Head of Academy	5.3.21	JEB	
2	<i>Update Fire RA and Emergency Evac procedures with changes – checked all ok just added wear masks</i>	Joanne Busfield	Business Manager	5.3.21	JEB	3.3.21
3	<i>Cleaning rota to be amended for March return –In-house Cleaning and Updated Covid 19 Procedures</i>	Joanne Busfield	Business Manager	5.3.21	JEB	
4	<i>Monitor stock (soap, toilet rolls, alcohol gel) and PPE. Stock sheet now used and updated weekly. Sanitiser ordered in advance to keep stock in place.</i>	Joseph Cooper	Cleaning Supervisor	On-going	JEB	3.3.21
5	<i>Cottage Medical Room/First Aid: Additional Covid 19 First Aid training was given in June 20. Update if legislation changes prior to March 21</i>	Fiona McMillan/JoanneBusfield	Deputy Head Teacher/Business Manager	5.3.21	FAM	3.3.21
6	<i>Arrange all classrooms with new layout of desks all facing forward and teacher area at the front near door, layouts for social distancing and class changeover routines. All room checks for spacing and ready with resources</i>	Mark Turner Fiona McMillan Joanne Busfield	Head of Academy, Deputy and Business Manager	5.3.21	JEB	3.3.21
7	<i>Include in Staff Rota list of areas of possible congestion which need supervision and when, such as entrances and toilets.</i>	Mark Turner Fiona McMillan Joanne Busfield	Head of Academy, Deputy and Business Manager	5.3.21	JER	3.3.21
8	<i>Catering plan in place with areas as Tutor Base List 2020. New menu being done so each serving area the same for each year group. To communicated to students and staff.</i>	Mark Turner Joanne Busfield	Head of Academy and Business Manager	5.3.21	JEB	3.3.21

9	<i>Wellbeing information given to all staff and students to support them and RA's carried out for student/staff confirmed to be at risk. To review weekly and get Staff feedback. Review risk assessments prior staff starting back to update with any changes in legislation/health.</i>	Mark Turner Fiona McMillan Joanne Busfield ChristineSimmonite	Head of Academy, Deputy, Business Manager, HR Manager	21.8.20 & 7.9.20 & 8.3.21	MKT	21.8.20 & 7.9.20 & 8.3.21
10	<i>Final review of who will need to use the lift and if student can they use of their own with member of staff supervising from the outside of lift.</i>	Mark Turner Fiona McMillan Joanne Busfield	Head of Academy, Deputy and Business Manager	5.3.21	FAM	5.3.21
11	<i>Complete individual student risk assessments for students at higher risk of Covid – 19. Will keep being reviewed.</i>	Fiona McMillan	Deputy Head	12.3.21	FAM	
12	<i>New/Updated Covid-19 Procedures and Policies to be trained to staff and pupil when returning to school in September and then followed. Training logs will be kept.</i>	Mark Turner Fiona McMillan Joanne Busfield	Head of Academy, Deputy and Business Manager	Staff 7 & 8.9.20 Students 9 & 10.9.20	Staff 7 & 8.9.20 Students 9 & 10.9.20	MKT
13	<i>Updated Covid 19 Procedures due to new Covid variance and March return to school.</i>	Mark Turner Fiona McMillan Joanne Busfield	Head of Academy, Deputy and Business Manager	5.3.21	JEB	5.3.21

COMMENTS AND INFORMATION

Use this section to record how the risk assessment & control measures have been communicated to relevant people, and any other comments and information

This revised Whole School RA shared with staff via email and updates emailed to staff and parent for starting back on 8th March 2021 and information about lateral Flow Testing. Head of Academy updated staff via Staff Briefing Tuesday 2.3.21.

<p>Scheduled date of next review</p> <p><i>Minimum annually, or if there are any significant changes, or following an incident or near miss</i></p>	<p>Are there any changes to the activity since the last review?</p> <p><i>Clarify that all the controls are still in place and how monitored on a regular basis</i></p>	<p>Signature of manager</p>	<p>Date of review</p>
<p><i>Review with Governors 14.7.20</i></p> <p><i>Then review week before return to school in September to check controls all in place ready, Friday 28.8.20</i></p>	<p><i>September staff information on full re-opening and tutor bases shared Friday 10th July 20</i></p>	<p><i>MKT</i></p>	<p><i>14.7.20</i></p>
<p><i>Final Covid-19 Whole School RA Review Governors Meeting 1.9.20</i></p>	<p><i>Revised Staff information sent out to all staff and parents. Training Days arranged for training all Staff 7 & 8 September 2020.</i></p>	<p><i>MKT</i></p>	<p><i>1.9.20</i></p>
<p><i>Governors Meeting review.</i></p>	<p><i>Revised information to parents emailed.</i></p> <p><i>Revised RA after start of term.</i></p>	<p><i>MKT</i></p>	<p><i>11.9.20</i></p> <p><i>6.10.20</i></p>
<p><i>Change of Covid Variant and Lockdown Jan 20.</i></p>	<p><i>Revised RA for review.</i></p>	<p><i>MKT</i></p>	<p><i>5.1.20</i></p>
<p><i>Changes for return to school on Monday 8th March 21</i></p>	<p><i>Revised RA for return to school starting on 8th March 21.</i></p>	<p><i>MKT</i></p>	<p><i>3.3.21</i></p>