

1 - Social Distancing Practicalities

Note it is considered to be more challenging to ensure EY children comply with guidance in this section

NOTES

- All pre-populated risks / solutions are suggestions only. Please amend / add to for your setting
- All identified risks must have Current and Future risk scores completed
- Do not delete data in columns I or M as these are formulas
- Do not add rows as the formulas will not be included
- Do not enter any information below the bottom of the table
- There are blank rows added at the bottom to add additional risks in
- The Overall Risk analysis provides a count of all overall risk levels currently and following mitigating actions
- The Risk breakdown analysis provides a count of all individual risk likelihood / severity scores currently and following mitigating actions

RISK OVERALL

CURRENT:	LOW (1-4)	MEDIUM (5-12)	HIGH (13-25)	OVERALL
	3	12	0	6.60
				MEDIUM

FUTURE:

FUTURE:	LOW (1-4)	MEDIUM (5-12)	HIGH (13-25)	OVERALL
	0	0	0	

RISK BREAKDOWN

CURRENT:	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	3	7	4	1	0
Severity	0	0	15	0	0

FUTURE:

FUTURE:	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood	0	0	0	0	0
Severity	0	0	0	0	0

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What EXISTING controls or mitigations are in place today?	Considering existing controls / mitigations, please assess CURRENT Risk Level (1 - 5)		OVERALL CURRENT RISK level 1 - 25 (fills automatically)	What FURTHER actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate EXPECTED risk level (1 - 5)		Assigned person to complete further actions	Planned / Actual Completion date	RAG Status of Further Actions	Comments / Notes	Links to relevant guidance / documents / sources of support
				Likelihood / prevalence of risk occurring	Severity of Risk if it occurs			Likelihood / prevalence of risk occurring	Severity of Risk if it occurs					
Maintaining bubbles	Students within bubbles and staff	Students or Staff may be exposed to transmission of the virus from students within their class or year group. If bubbles are not maintained then there is a risk of transmission across students from different classes / year groups / bubbles	<ul style="list-style-type: none"> <li>Each Year group will be allocated their "bubbles" and have been allocated an area in the school timetable which will be taught for the majority of their lessons except for lessons that require specialised equipment or space such as Computer science, D&amp;T, Music, PE etc. Teachers will move between zones to teach different year groups. This is to reduce movement in corridors and mixing of year group bubbles.</li> <li>Each year group has been allocated their own set of toilets within close proximity to their zones.</li> <li>There will be no adjustments to the curriculum being studied with the exception of practicals being replaced with theory lessons until further notice</li> <li>Social distancing is not required between students within a year group and students should not mix with students from other year groups whilst at school.</li> </ul> <p>Zones</p> <p>Year Group Toilets Access &amp; Exit to building</p> <p>Y7/MS Floor MS toilets External entrance to the library corridor</p> <p>Y8 Hist,2, Geog 1 &amp; 2 Music/Drama Studio External entrance to Geog and History</p> <p>Y9 RE,1,2,3,4 RE toilets External RE blue doors</p> <p>Y10 English Block D&amp;T External Maths corridor doors</p> <p>Y11 Science 1,2,3, &amp; 4 Main reception Science classroom external doors</p> <p>Y12 South Form/Book South Form Old reception</p> <p>Peters Place &amp; 2 Canteen/Disabled France New reception</p> <p>Start / End of the day</p> <p>In order to stagger start and end times we have changed the school day to enable different year groups to start and finish at different times. Start and end times for the different year groups are:</p> <p>Years 7, 8 &amp; 11 Start Time: 8am. 15 minute tutor period. Finish time: 3:00pm</p> <p>Years 9, 10 &amp; 12 Start Time: 9.15am. Go direct to allocated zone. Finish Time: 3.15pm. Tutor time 3:00pm to 3.15</p> <p>Peters Place Start Time: 9.30am. Go direct to allocate zone. Finish time: 2.30 - 2.45pm</p> <p>Students not catching buses must leave site immediately. Parents must pick students up off site.</p> <p>Parking</p> <p>In order to create two designated outside social spaces for students, staff will be using parking spaces at the front of the site, next to the field, side and back of the building to free up the middle of the main car park. The main car park will become an outside playground for KS3 year groups when they have their N/A</p>	3 - Medium	3 - Medium	MEDIUM	Formulas Don't delete	3 - Medium	3 - Medium					
Travel to and from school - Dedicated school transport														
Travel to and from school - Public transport	Students / Parents Bus Driver	Transmission from member of the general public and students from other schools or year groups. Could then be transmitted home	<ul style="list-style-type: none"> <li>Educate/inform parents and pupils about the need to recognise social distancing rules during their journey to and from school (schools can only partially control this)</li> <li>Remind that pupils must not be sent into school if they, another member of their household or someone they have been in contact with have symptoms or diagnosis of COVID-19</li> <li>Only business critical visits are allowed; all non-essential travel will be cancelled.</li> <li>When travelling for work/school, staff/pupils are instructed to travel alone and to wear a face covering on public transport</li> <li>If staff/pupils have no option but to share a vehicle, then they have been instructed to: <ul style="list-style-type: none"> <li>Share with the same individuals and with the minimum number of people at any one time</li> <li>Whenever possible maintain a distance of two metres and avoid touching their faces</li> <li>Maintain good ventilation (i.e. keeping the windows open) and face away from each other during the journey</li> <li>Wash their hands for 20 seconds using soap and water or alcohol hand sanitiser if soap and water are not available before entering and after getting out of the vehicle</li> <li>Regularly clean the vehicle using gloves and standard cleaning products, with particular emphasis on handles and other surfaces which may be touched during the journey.</li> <li>Shared school transport between NLS and Trinity - Trinity students to use the bottom level of the bus and NLS pupils use the upper level - our reasoning behind this is that Trinity get off the bus after NLS but board the bus first at the end of the day. This will enable students from different schools to stay as separate as possible whilst using the same bus.</li> </ul> </li> </ul>	3 - Medium	3 - Medium	MEDIUM	Formulas Don't delete	3 - Medium	3 - Medium					
Beginning of school day	Students and Staff	Students from different years that arrive at the same time and mix whilst waiting to enter the classroom.	<ul style="list-style-type: none"> <li>Anyone on site (students, staff and visitors) when using the corridors to move from one location to another, have been requested to wear a face mask. For example students going to the canteen at break and lunchtime have been requested to wear a mask until they are in their designated social area or classroom.</li> <li>There are designated bins for mask removal. Any students wearing reusable mask should place the mask in a sealable bag and kept in their school bag for the day. KS3 Students arriving by bicycle have been allocated the orange bicycle stands to secure bicycles. KS4 have been allocated the bicycles racks secure to the wall by Science. KS5 students arriving from Cardinal Wiseman to follow public transport guidance.</li> </ul> <p>In order to stagger start and end times we have changed the school day to enable different year groups to start and finish at different times. Start and end times for the different year groups are:</p> <p>Years 7, 8 &amp; 11 Start Time: 8am. 15 minute tutor period. Finish time: 3:00pm</p> <p>Years 9, 10 &amp; 12 Start Time: 9.15am. Go direct to allocated zone. Finish Time: 3.15pm. Tutor time 3:00pm to 3.15</p> <p>Peters Place Start Time: 9.30am. Go direct to allocate zone. Finish time: 2.30 - 2.45pm</p> <ul style="list-style-type: none"> <li>On arrival students must either wash or sanitise their hands. Hand sanitiser will be provided in each form and teaching classroom. Year groups have been provided with designated toilet facilities near to their designated locations.</li> <li>Students should have all the necessary equipment they need for lessons as equipment cannot be loaned out to students.</li> <li>Pupils to come straight into school through a range of pre-determined entrances. KS4 &amp; 5 will access their designated teaching spaces via the top green gate. KS3 via the Pedestrian green gate. Year groups will have scaffolded entrances to the school building to access their classrooms. Need to communicate this first to students before we start back</li> <li>ST Staff and Premises staff on duty at specified locations to try and maintain social distancing eg Top white barrier exit, entrance barrier, pedestrian gate, bus drop of and pick up area,</li> <li>Staff, visitors and contractors are asked to enter the school via the main entrance at reception, use an alcohol gel on arrival.</li> <li>Reception screen to be kept locked.</li> <li>Site access and egress points for staff have been planned to enable social distancing; this will be monitored regularly by management to ensure social distancing can be kept</li> </ul>	3 - Medium	3 - Medium	MEDIUM	Formulas Don't delete	3 - Medium	3 - Medium				Schools should consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school. Staggered start and finish times should not reduce the amount of overall teaching time. Pupils to come straight into school through a range of pre-determined entrances. Staff on duty to control this - Limit the gathering of pupils and/or parents on the playground. Communicate this to parents well in advance of September.	





