

## Northolt High School Covid-19 Risk Assessment for September 2020 full opening of our school

The purpose of this document is to enable us to clearly set out which actions we have taken as part of our Covid-19 risk assessment process. We have consulted with all members of staff and parents as part of this risk assessment process and our Governors have also been consulted and have inspected our compliance to the actions detailed within this document. This risk assessment has also been shared with union representatives.

The government has announced that all children should be back in school in September. The prevalence of coronavirus (Covid-19) has decreased, the NHS Test and Trace system is up and running, and it is clearer what measures need to be in place to create safer environments within schools.

Returning to school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of learning and children's future ability to learn, and therefore it is necessary to ensure all pupils can return to school sooner rather than later.

Most people who become infected with Covid-19 will experience mild symptoms, such as fever and cough and are unlikely to become severely unwell. The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school. School is also a vital point of contact for public health and safeguarding services that are critical to the wellbeing of children and families. Lower academic achievement also translates into long-term economic costs due to having a less well-qualified workforce. This affects the standard of living that today's pupils will have over the course of their entire life.

In relation to working in schools, whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics analysis on [coronavirus \(COVID-19\) related deaths linked to occupations](#) suggest that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults.

Given the improved position, the balance of risk is now overwhelmingly in favour of children returning to school. For the vast majority of children, the benefits of being back in school far outweigh the very low risk from coronavirus (Covid-19).

While coronavirus (Covid-19) remains in the community, this means making judgments at a school level about how to balance and minimise any risks from coronavirus (Covid-19) with providing a full educational experience for children and young people. We are also planning for the possibility of school closure as a last resort so that we can ensure continuity of education should the situation change.

The following actions for staff and pupils contribute to reducing the likelihood of COVID-19 transmission:

- Ensuring that if staff, pupils (or anyone in their household) develop symptoms of COVID-19, they stay at home, get [tested](#) and follow guidance on [household isolation](#), and ensuring that if staff or pupils are identified as a close contact of someone who has tested positive for COVID-19 by NHS Test and Trace, they stay at home and follow guidance for [people of contacts with confirmed coronavirus](#).
- [Washing hands](#) frequently for at least 20 seconds, using soap and water, or hand sanitiser where soap and water are not immediately available;
- Coughing or sneezing into tissues before binning them;

- Avoiding touching the eyes, nose or face;
- [Cleaning](#) and disinfecting regularly touched objects and surfaces using regular cleaning products;
- Minimising contact between individuals and maintaining social distancing wherever possible;
- Following government advice and guidance [on actions for the full opening of schools](#)

If the above advice is followed carefully, any risk of transmission in schools will be greatly reduced. This is why so much mention is made of these actions in the risk assessment which follows.

<b>School:</b> Northolt High School	<b>School address:</b> Eastcote Lane, Northolt, UB5 4HP
<b>Assessment date:</b> 14th August 2020	<b>What/who is being assessed?</b> Biological hazard- Covid-19 within educational settings
<b>Name of assessor:</b> Marion Budd	<b>Responsible person for actions:</b> Marion Budd

## How is this risk assessment organised?

The risk assessment which follows is organised under the following headings.

<b>Task / Activity Area</b>	<b>Hazard</b>	<b>Who might be harmed and how?</b>	<b>What are our existing controls?</b>	<b>Recommended Control Measures</b>	<b>Action by who/when?</b>	<b>Likelihood of occurrence after recommended controls added (L)</b>	<b>Impact (I)</b>	<b>Overall Risk (L X I) + I</b>
<i>Here we explain the particular focus for the set of actions described.</i>	<i>This is consistent throughout - the biological hazard of Covid-19.</i>	<i>Here we specify those who are potentially at risk.</i>	<i>Here we have described what we have done. This includes the actions we have taken since March 2020 including those taken for the wider reopening of our school to students during the summer term of 2020. In addition we have included the additional actions we have taken to control risk in order to be able to fully open to all students in September 2020.</i>	<i>Here we have detailed actions we have planned but which have not yet been completed. On completion these actions are transferred to the 'existing controls' column.</i>	<i>Where action is planned and has not been completed, this column details who is responsible and the deadlines we have put in place.</i>	1-Very Unlikely 2-Unlikely 3- Possible 4- Likely 5- Very Likely  <i>Likelihood = Probability of occurrence based on specific activity being assessed</i>	1-Negligible 2- Minor 3- Moderate 4- Major 5- Extreme  <i>Impact = Estimate of harm based on specific activity being assessed</i>	<b>&lt;10 = Low</b>  <b>10-19 = Medium</b>  <b>20-30 = High</b>



Task / activity area	Hazard	Who might be harmed and how	What are our existing controls?	Recommended control measures	Action by who / when?	Likelihood of occurrence after controls added	Impact	Overall risk
Entering the school	Biological hazard - Covid-19	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to severe illness and hospitalisation, and, in rare cases, even death	<p>Year Groups will enter the grounds via different gates to reduce contact between them as follows:</p> <ul style="list-style-type: none"> <li>● Year 7 - gate A</li> <li>● Year 8 - gate B</li> <li>● Year 9 - gate E</li> <li>● Year 10 - student pedestrian gate</li> <li>● Year 11 - gate C</li> <li>● Year 12 &amp; 13 - gate E</li> </ul> <p>Parents are asked to not accompany students to the school gates or onto the school site in order to reduce congestion in these areas. Designated drop off areas close to the school site are suggested as alternative drop off points for parents who are accompanying students to school.</p> <p><a href="#">Signage</a> is displayed at each gate asking those who have coronavirus symptoms, or who have someone in their household who has to not enter the school site.</p> <p>We have a clear notice on display at reception stating that those with symptoms must leave the site: see <a href="#">here</a>. This is displayed translated into the major languages spoken by the school community in the school reception area for visitors.</p> <p>On entry to school, students, staff and visitors use alcohol hand sanitiser to clean their hands.</p> <p>The door at the entrance to Gate B is propped open to increase airflow into the reception area.</p>	<p>Publish this information to parents.</p> <p>Prepare guidance for parents who wish to accompany students to school about safe drop off / meeting points which are close to but not at school gates.</p>	<p>Marion Budd by 28th August.</p> <p>Marion Budd by 28th August.</p>	2	3	9 (low)



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<b>Entering the school</b> <i>continued</i>	Biological hazard- Covid-19	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to severe illness and hospitalisation, and, in rare cases, even death	<p>2 metre markings have been put in place on pavements outside all gates being used by students to aid social distancing as students come into the school.</p> <p>Soft furnishings and books have been removed from the reception area so that it can be easily cleaned</p> <p>Free standing containers have been ordered which will be filled with hand sanitiser and placed on tables at each entrance for students to use on arrival each day.</p> <p>Face visors have been issued to duty staff as an additional protection.</p> <p>Visitors to school are only by appointment. We have ordered an electronic visitor management system which will be installed by the end of September 2020. This will enable us to have quick and easy electronic access to all visitors on the school site and enables signing in procedures to be digital, reducing transmission risk.</p> <p>A letter to parents outlining the key expectation that where a student or a household member develops coronavirus symptoms they must stay at home has been drafted. This is being translated into the main languages spoken by members of our community to ensure that everyone understands this key requirement. The letter will be sent out to parents in early September 2020.</p>	<p>Arrange for translation of letter into key languages and send out to all families by text message.</p>	<p>Lauren Weeks by 02/9/20.</p>	2	3	9 (low)



Task / activity area	Hazard	Who might be harmed and how	What are our existing controls?	Recommended control measures	Action by who / when?	Likelihood of occurrence after controls added	Impact	Overall risk
<p><b>Reducing exposure and transmission of Covid-19</b></p>	<p>Biological hazard- Covid-19</p>	<p>Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to severe illness and hospitalisation, and, in rare cases, even death</p>	<p><b>Prevention</b></p> <p>In addition to the actions in the section above taken to warn people not to enter the school site if they or a member of their household has Covid-19 symptoms, we intend to plan and deliver training for all staff, students and visitors about the importance of avoiding contact with anyone who is potentially infected.</p> <p>We have established robust procedures to be followed in the event of someone falling unwell with Covid-19 symptoms during the school day, details of which can be found later in this document.</p> <p><b>Keeping hands clean</b></p> <p>We have installed wall mounted hand sanitiser dispensers on every corridor in the school. In addition we will have mobile units with hand sanitiser at each gate for students to use when they come into school. Our training for staff and students highlights the importance of regular hand sanitising. Our <u>minimum expectation</u> is that students and staff must sanitise their hands:</p> <ul style="list-style-type: none"> <li>● On arrival to school;</li> <li>● Whenever they move to a different classroom;</li> <li>● Before eating;</li> <li>● After eating;</li> <li>● At the end of the lunch break;</li> <li>● Prior to leaving school at the end of the day.</li> </ul> <p>Frequent hand cleaning and good respiratory hygiene practices are promoted through signage at entrances and throughout the building. <a href="#">New signs have been</a> displayed to make sure that students' attention is drawn to these.</p>	<p>Plan training for staff and students about the importance of avoiding contact with anyone who is potentially infected and deliver this as part of school induction processes.</p> <p>Check that training addresses this issue.</p>	<p>Lee Mathews by 31st August 2020</p> <p>Lee Mathews by 31st August 2020.</p>	<p>2</p>	<p>3</p>	<p>9 (low)</p>



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<p><b>Reducing exposure and transmission of Covid-19</b></p>	<p>Biological hazard- Covid-19</p>	<p>Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to severe illness and hospitalisation, and, in rare cases, even death</p>	<p><b>Enhanced cleaning measures</b></p> <p>All of our cleaning team have completed Covid-19 training. We have employed an additional member of staff to give us day time cleaning capacity. Another member of our cleaning team who is currently on maternity leave will be returning in October to work day time hours to add to this capacity.</p> <p>We have a clear cleaning schedule which ensures that frequently used areas are more commonly cleaned, for example, toilets, door handles and panels.</p> <p>We have purchased three 'fogging machines' which are used to disinfect large areas and have trained our cleaning, school midday meal supervisor and facilities teams in how to use these.</p> <p>All of our cleaning team have completed Covid-19 training. We have employed an additional member of staff to give us day time cleaning capacity. Another member of our cleaning team who is currently on maternity leave will be returning in October to work day time hours to add to this capacity.</p> <p>We have a clear cleaning schedule which ensures that frequently used areas are more commonly cleaned, for example, toilets, door handles and panels, computer keyboards, telephones.</p> <p>We have implemented a rubbish disposal system to ensure that rubbish is safely disposed of after a 72 hour period to avoid Covid-19 contamination.</p>			<p>2</p>	<p>3</p>	<p>9 (low)</p>



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<b>Reducing exposure and transmission of Covid-19</b>	Biological hazard- Covid-19	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to severe illness and hospitalisation, and, in rare cases, even death	<p><b>Enhanced cleaning measures continued</b></p> <p>We have established a stock control system so that we can be confident that we will always have sufficient cleaning supplies. We have provided disinfectant spray and Tork for all rooms to easily facilitate cleaning of surfaces by members of our community using those spaces. We are training staff to use these resources regularly including in the cleaning of classroom based resources which may need to be shared.</p> <p>We will be completing and reviewing a full risk assessment of our school library before making a decision about how to reopen it to students. We will ensure that shared books are stored for 72 hours (due to plastic covers) before being reissued to students.</p> <p>We will train staff so that any shared resources and equipment must be cleaned frequently and meticulously or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p><b>Reducing sharing of individual equipment</b></p> <p>We have informed students and parents that they must bring key equipment (pens, pencils, glue sticks etc) with them to school each day as they will not be able to borrow or share equipment with others. Parents have been informed about this through our <a href="#">Arrangements for reopening</a> Parents' Booklet.</p> <p><b>Minimising contact between individuals and maintaining social distancing whenever possible</b></p> <p>Furniture in staff rooms has been removed so that 2 metre distance is clear for staff to see. Staff will be asked to sanitise the area of the staff room that they use before and after use using disinfectant spray available in the staff room.</p>	<p>Include this in staff training for September.</p> <p>Include this in staff training for September.</p> <p>Add this to the staff training for September 2020</p>	<p>Lee Mathews by 31st August 2020</p> <p>Lee Mathews by 31st August 2020</p> <p>Lee Mathews by 31st August 2020</p>	2	3	9 (low)



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<p><b>Reducing exposure and transmission of Covid-19</b></p>	<p>Biological hazard- Covid-19</p>	<p>Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to severe illness and hospitalisation, and, in rare cases, even death</p>	<p><b><i>Minimising contact between individuals and maintaining social distancing whenever possible continued</i></b></p> <p>We have 'zoned' year groups in different areas of the school so that there are classroom spaces only used by students in that year group. Students will have all classroom based lessons in these areas, with as many as possible of these in the same room. Areas being used are as follows:</p> <ul style="list-style-type: none"> <li>● Year 7: English corridor</li> <li>● Year 8: Rooms 63, 64, 65, 39, 16, 17</li> <li>● Year 9: Humanities corridor</li> <li>● Year 10: Maths corridor</li> <li>● Year 11: Old Design and Technology corridor</li> <li>● Sixth Form: Room 115, 49, sixth form common room, Future Stars rooms being used (known once timetable is devised).</li> </ul> <p>Teachers will move between these year group 'zones' to deliver all classroom based lessons. Seating plans will be shared between groups to minimise movement within rooms.</p> <p>Given that teachers will be sharing spaces and that we also need to keep surfaces clear for easy cleaning, we will develop a 'Classroom Standard' outlining our expectations of what rooms must look like by the end of each lesson. We will train students and staff in these expectations.</p> <p>The staggered lunch time for year groups means that the only time there is contact between students will be in corridors where students are moving to lessons in practical subjects and in outside areas of the school where students pass each other on the way to do their 'Daily Mile'.</p>	<p>Create standard and share with staff and students</p> <p>We will monitor circulation carefully in September and will adjust our one way system / timetable if there are any areas which are too busy during lesson transition.</p>	<p>Lee Mathews by 3rd September 2020</p> <p>Matt Haresnape - review to be complete by 25th September 2020</p>	<p>2</p>	<p>3</p>	<p>9 (low)</p>



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<p><b>Reducing exposure and transmission of Covid-19</b></p>	<p>Biological hazard- Covid-19</p>	<p>Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to severe illness and hospitalisation, and, in rare cases, even death</p>	<p><b><i>Minimising contact between individuals and maintaining social distancing whenever possible continued</i></b></p> <p>To further reduce transmission risk, we have extended our one way system so that students and staff will not have face to face contact when they move around the site. Floor stickers have been placed on all corridor floors to demarcate the 2m distance which needs to be kept as people move around the site. Blue footprint markings are also in place outdoors to both indicate the route of the one way system and the 2m distance rule.</p> <p>We have reduced the numbers of lessons each day from 6 to 3. This has reduced the opportunities for contact between individuals even further.</p> <p>Classrooms have been rearranged so that:</p> <ul style="list-style-type: none"> <li>• Teachers operate within a 2m distance from students, remaining in a 'goalkeeper area' at the front of the classroom which is clearly marked out with floor tape.</li> <li>• Excess furniture is removed from classrooms to enable desks to be spaced as widely as possible.</li> <li>• Students will sit at desks in rows, all sitting side by side and facing the front of the classroom. This reduces the risk of face-to-face contact and transmission of Covid-19.</li> <li>• Students who receive additional support from our Inclusion Department will be seated at the end of rows to allow easy access by teaching assistants who are supporting them with their learning. Teaching assistants are being asked to wear masks / visors where they are working with students at a distance of less than 2 metres.</li> </ul>			<p>2</p>	<p>3</p>	<p>9 (low)</p>



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<p><b>Reducing exposure and transmission of Covid-19</b></p>			<p><b><i>Minimising contact between individuals and maintaining social distancing whenever possible continued</i></b></p> <p>Where classes cannot sit in rows, other protective measures have been planned - e.g. installation of protective screening in room 36, purchase of reusable visors for students to use in room 42.</p> <p>Students and staff are being taught about these measures and will be reminded to follow these so that social distancing is maintained throughout the school.</p> <p>Key Stage Assemblies will no longer take place. Year assemblies will be virtual and will be delivered by tutors.</p> <p>We will introduce a system enabling students to be allowed to use the toilet during lesson times so that we reduce the risk of overcrowding in the toilets.</p> <p>We will review singing / wind / brass instrumental playing as a part of music lessons and will produce a clear plan to reduce the risk of Covid-19 transmission if these occur.</p> <p>We will plan explicit training (e.g. through the use of social stories) for students with SEND to help them adapt to the changes in their school routines and to understand the need for social distancing measures to be followed.</p>	<p>Check that this is in student / staff induction training.</p> <p>Ensure that system is operational and shared with teachers and students</p> <p>Review Music Curriculum and Instrumental lesson offer.</p> <p>Plan and deliver training to support SEND students.</p>	<p>Lee Mathews by 31st August 2020.</p> <p>Andy Price by 3rd September 2020</p> <p>Andy Price and Wasiq Wasiq by 4th September 2020</p> <p>Claire Pott / Anita Nayyar by 11th September 2020</p>			



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<p><b>Reducing exposure and transmission of Covid-19</b></p>	<p>Biological hazard- Covid-19</p>	<p>Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to severe illness and hospitalisation, and, in rare cases, even death</p>	<p><b><i>Minimising contact between individuals and maintaining social distancing whenever possible continued</i></b></p> <p>We will liaise with all professionals who visit the school to work with students to ascertain whether visits could take place remotely. Where this is not possible, visits will be arranged with full cleaning / hygiene / social distancing arrangements having been planned for. For example, appointments with students may take place in free classrooms which are within the Year group zones. Alternatively, where other spaces are used, cleaning will be arranged between usage of room and the rooms will be kept well ventilated.</p> <p>Visitors to the school site will be limited and will be managed to ensure that social distancing measures can be followed in the school reception area. We have created a visitor booking system which will be adapted once our electronic Visitor Management System has been installed in September.</p> <p>We will not operate our Internal Exclusion Room in the same way from September and this space will only be open for students who have been placed there for a day as an alternative to a fixed term exclusion. Numbers in the room will be restricted to allow for social distancing and separation of year group bubbles (perspex screens have been fitted to the staff desk for added protection).</p>	<p>Liaise with external professionals who work with students to plan approaches.</p>	<p>Callie Marsh, Anita Nayyar, Claire Pott, Andy Price by 30th September.</p>	<p>2</p>	<p>3</p>	<p>9 (low)</p>



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<p><b>Reducing exposure and transmission of Covid-19</b></p>	<p>Biological hazard- Covid-19</p>	<p>Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to severe illness and hospitalisation, and, in rare cases, even death</p>	<p><b><i>Minimising contact between individuals and maintaining social distancing whenever possible continued</i></b></p> <p>For students who would last year have been sent to the Internal Exclusion Room for part of a lesson, this will no longer be possible. Staff will be able to seek assistance from Duty Staff who will remove the student for a short time and have a restorative conversation before returning the student to the lesson. Andy Vass will be running staff training for all staff on 2nd September so that we are all well prepared for this change.</p> <p>We will plan changes to the curriculum and to the way that we manage practical work in other subjects carefully so that our community is not put at risk through the use of shared equipment.</p> <p>Following Government guidance issued on 26/08/20 we will be encouraging staff and students to wear face coverings when they move between classrooms to reduce the risk of transmission. We will teach safe methods of removing and placing masks including hand sanitisation to everyone in our community.</p> <p><b><i>Response to any infection</i></b></p> <p>We have a clear procedure of isolation in place in case any individual develops Covid-19 symptoms whilst on the school site.</p>	<p>Plan day booking system for IER so that no more than two year groups are in the room at the same time, separated by the dividing barrier.</p> <p>Coordinate this work ensuring that SLT work with SLs who they line manage and feedback</p> <p>Emphasise this in training including need to sanitise hands after putting face coverings on <u>and</u> taking them off.</p>	<p>Andy Price by 10th September 2020</p> <p>Matt Haresnape by 15th September 2020</p> <p>Lee Mathews by 2nd September 2020</p>			





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<p><b>Reducing exposure and transmission of Covid-19</b></p> <p><b>- extra curricular</b></p>	<p>Biological hazard- Covid-19</p>	<p>Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to severe illness and hospitalisation, and, in rare cases, even death</p>	<p>We have amended the timings of the school day so extra curricular activities can take place both before and after school. This section also considers our approach to any activities which take place outside of school.</p> <p><b>Before school</b></p> <p>We will survey parents in the first week of September to ascertain levels of interest in before school access to school for home learning support clubs. We will then run these clubs in year group zoned areas. Depending on levels of interest and uptake, these may need to take place on a rota basis.</p> <p>We have liaised with our canteen who will be able to operate a pre-ordered and pre-paid breakfast service which can be delivered to year group zones. The next steps are to survey parents to gauge interest and to set up the app which parents will need to use to order and pre-pay. Access to the breakfast club may have to operate on a rota basis.</p> <p>Year 11 students are supported at Northolt High School with a well established programme of intervention to help them prepare for their GCSE examinations. This programme will take place on Tuesday and Thursday mornings before school, with students arriving at 8.35am to Gate C. These interventions will take place in the Year 11 zoned area and staffing will be organised on a rota basis. This is part of teachers' directed time.</p>	<p>Create rotas for staffing availability, prepare and issue surveys to parents.</p> <p>Create rota for Year 11 interventions and publish to staff, students and parents.</p>	<p>Matt Haresnape by 4th September 2020</p> <p>Matt Haresnape by 18th September 2020.</p>			



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<p><b>Reducing exposure and transmission of Covid-19</b></p> <p><b>- extra curricular</b></p>	Biological hazard- Covid-19	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to severe illness and hospitalisation, and, in rare cases, even death	<p><b>After school</b></p> <p>All teachers at Northolt High School offer an extracurricular club after school on one day each week. We will be asking form tutors to offer their clubs for their year groups and will be allocating teaching staff who are not form tutors to specific year groups for their clubs as well. We will be asking pastoral leaders to run a weekly year group detention during their club time.</p> <p>The Government is providing catch up support to schools to help students who may have fallen behind during the school closure period. This is expected to begin in the second half of the Autumn Term and will take place after school. We will deliver this intervention in year group bubbles.</p> <p><b>Activities which take place outside of school</b></p> <p>We will risk assess any extra-curricular activities taking place outside of school on an individual basis to ascertain whether it is safe for these to go ahead. Our facility for this will be through our weekly 'School Organisation Group' meetings. We will follow Government <a href="#">Guidance on protective measures for out of school settings</a> in risk assessing these activities, which will always take place within year group bubbles.</p> <p><b>For all activities</b></p> <p>Our InVentry visitor management system which is being installed in September has the capacity to log student attendance to extra curricular activities and we will use this to keep accurate records of student and staff involvement in these each week.</p>	<p>Create rota for after school clubs and publish to staff, students and parents</p> <p>Lead on Catch up intervention programme</p> <p>Learn how to operate extra curricular register system and train staff in this.</p>	<p>Marion Budd by 18th September 2020</p> <p>Lee Mathews, ongoing</p> <p>Lauren Weeks and Lee Mathews - within two weeks of installation</p>	2	3	9 (low)



Task / activity area	Hazard	Who might be harmed and how	What are our existing controls?	Recommended control measures	Action by who / when?	Likelihood of occurrence after controls added	Impact	Overall risk
<p><b>Reducing exposure and transmission of Covid-19</b></p> <p><b>- outdoor activities including use of playgrounds</b></p>	Biological hazard- Covid-19	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to severe illness and hospitalisation, and, in rare cases, even death	<p>We have staggered our lunch times which will happen during lesson 2 in five slots. Students will therefore remain in their year group 'bubbles' for lunch time and they will have access to the school canteen and any outside spaces not being used by the PE department for lessons at this time.</p> <p>We will use our day time cleaners to clean some frequently touched areas in our playgrounds such as our outdoor table tennis tables and the lock to the all weather pitch so that we reduce the risk of Covid-19 transmission.</p> <p>We are launching the <a href="#">Daily Mile</a> in September to encourage students to stay active and to enable them to have an opportunity to get fresh air and exercise each day. This is in response to the fact that we have had to cancel the 15 minute break time students previously had. Tracks are being painted on our three main playground areas for Daily Mile routes which will mark out 2 metre distance so that students can run / walk with a friend whilst maintaining social distancing. We are also risk assessing and planning two Daily Mile routes which are just outside the school.</p> <p>We are working with staff at Northolt Leisure Centre to organise the phased reopening of our Sports Hall and All Weather Pitch to external lets. We are also this year starting a partnership with the charity Future Stars, and some of our sixth form students will be working with them on an elite athlete training programme which enables them to study for a Level 3 BTEC in Sport whilst also training in basketball and volleyball at elite levels. <a href="#">We will ensure that all of these activities comply with the Government advice on the phased return of sport and recreation</a> and that activities during the school day fully comply with our school risk assessment procedures and protocols.</p>	<p>Create rota for lunch times over the two week timetable period including sixth form.</p> <p>Create a cleaning schedule.</p> <p>Launch the Daily Mile to parents, students and staff. Create rota for two week timetable of Daily Mile times and available routes for each class.</p> <p>Work with Northolt Leisure Centre and Future Stars staff to ensure full compliance to Covid-19 legislation.</p>	<p>Matt Haresnape by 4th September 2020</p> <p>Felix Greene by 4th September 2020</p> <p>Andy Price by 18th September 2020</p> <p>Tony McKee - ongoing</p>	2	3	9 (low)



Task / activity area	Hazard	Who might be harmed and how	What are our existing controls?	Recommended control measures	Action by who / when?	Likelihood of occurrence after controls added	Impact	Overall risk
<p><b>Reducing exposure and transmission of Covid-19</b></p> <p><b>- lunch</b></p>	Biological hazard- Covid-19	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to severe illness and hospitalisation, and, in rare cases, even death	<p>Our canteen provider, Innovate, will comply with Government <a href="#">guidance for food businesses on coronavirus</a>.</p> <p>Lunch times will operate in five slots staggered during lesson 2, so that students move within year group bubbles to use the canteen. Sixth form students will queue up for lunch along with another year group but will not be allowed to eat in the canteen as they will take their food to the sixth form common room to eat. Queuing in the canteen takes place at 2 metre distance which is clearly marked out with stickers on the floor. We have established a socially distanced queuing system in the back playground using barriers and footprints marked on the ground at 2 metre intervals.</p> <p>Students in each year group will queue at their designated time to get their food in the canteen and will be allocated one half of the canteen where they will be able to eat their lunch. The other half of the canteen will remain unused, allowing this space to be cleaned ready for the next cohort. Students will be required to sanitise their hands at the point they reach the front of the canteen queue and again when they leave the canteen. Wall mounted hand sanitiser dispensers have been fitted to facilitate this.</p> <p>It will be important that we consistently reinforce the message to staff and students that we should avoid touching our mouths, eyes and noses. We are placing <a href="#">posters</a> to remind people around the school site and will include this in our induction training for staff and students.</p> <p>Our one way system has been extended and will continue to be in operation during lunch time periods.</p>	<p>Ensure this is covered in our induction training for students and staff</p> <p>Ensure posters are displayed once laminated</p>	<p>Lee Mathews by 31st August 2020</p> <p>Marion Budd by 3rd September 2020</p>			



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<p><b>Reducing exposure and transmission of Covid-19</b></p> <p><b>- lunch</b></p>	<p>Biological hazard- Covid-19</p>	<p>Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to severe illness and hospitalisation, and, in rare cases, even death</p>	<p>We will open windows, entry and exit doors and the fire door to the back playground in the canteen during lunch service periods.</p> <p>We will use our fogging machines daily as an additional measure to ensure that the canteen is sanitised.</p> <p>Staff on duty in the canteen will be trained in new routines and compliance will be closely monitored by senior staff.</p>	<p>Create and deliver training</p>	<p>Matt Haresnape by 3rd September 2020</p>	<p>2</p>	<p>3</p>	<p>9 (low)</p>



Task / activity area	Hazard	Who might be harmed and how	What are our existing controls?	Recommended control measures	Action by who / when?	Likelihood of occurrence after controls added	Impact	Overall risk
<p><b>Reducing exposure and transmission of Covid-19</b></p> <p><b>- transport</b></p>	<p>Biological hazard- Covid-19</p>	<p>Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to severe illness and hospitalisation, and, in rare cases, even death</p>	<p>We are encouraging staff to walk or cycle to school where possible or to use private vehicles in order to reduce public transport use.</p> <p>We have installed additional cycle racks at Gate D for students to use and at Gate A for staff use.</p> <p>We have launched a Cycle to Work scheme to enable members of staff to spread the cost of purchasing a new bicycle. We have also upgraded staff showers in the Sports Hall so that members of staff are able to shower after having cycled to school. These showers are located in the two disabled toilets in the Sports Hall. Members of staff who would like to use these will be provided with a key to the Sports Hall and a Radar Key to open the toilets - please see Felix Greene.</p> <p>We have amended the times of our school day so that school does not start until 9.20am for students. This means that those who still have to use public transport to get to school will not be travelling at peak times.</p>	<p>Open a September window for new cycle to work scheme applications.</p>	<p>Marion Budd by 30th September 2020</p>	<p>2</p>	<p>3</p>	<p>9 (low)</p>



Task / activity area	Hazard	Who might be harmed and how	What are our existing controls?	Recommended control measures	Action by who / when?	Likelihood of occurrence after controls added	Impact	Overall risk
<p><b>Dealing with suspected and confirmed cases of Covid-19</b></p>	<p>Biological hazard- Covid-19</p>	<p>Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to severe illness and hospitalisation, and, in rare cases, even death</p>	<p>If a child, young person or staff member develops symptoms compatible with coronavirus, they will be sent home and asked to follow <a href="#">stay at home guidance</a>. We will also ask that the symptomatic person gets a <a href="#">test</a> as soon as possible. This information is being shared with parents by letter before term starts, translated into the major languages which are spoken in our community.</p> <p>On receipt of the home testing kits which are being supplied to schools, we will provide families with tests where we feel that this will significantly increase the likelihood of symptomatic individuals getting tested.</p> <p>If a student is awaiting collection, they should be moved to an unused office space in the South Building where they can be isolated behind a closed door with appropriate adult supervision outside the room. The window will be opened for ventilation. If the student needs to go to the bathroom while waiting to be collected, s/he will use the disabled toilet opposite the room. This toilet is only to be used for this purpose and will be cleaned and disinfected using standard cleaning products before being used by anyone else. We have changed the lock code to the toilet to prevent anyone else from using it. Deep cleaning of the isolation room as well as the toilet will take place once the person has left the site.</p>			<p>2</p>	<p>3</p>	<p>9 (low)</p>



Task / activity area	Hazard	Who might be harmed and how	What are our existing controls?	Recommended control measures	Action by who / when?	Likelihood of occurrence after controls added	Impact	Overall risk
<p><b>Dealing with suspected and confirmed cases of Covid-19</b></p>	<p>Biological hazard- Covid-19</p>	<p>Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to severe illness and hospitalisation, and, in rare cases, even death</p>	<p>In the event of a potential case emerging at school, we will inform parents of students in the year group bubble that a student or staff member has developed symptoms of Covid-19 but that they are not as yet required to self isolate.</p> <p>If the staff member or young person tests positive, we will follow all actions as outlined in Ealing's guidance which is summarised in <a href="#">this flowchart</a>. This includes the requirement to alert Ealing Council and Public Health England. We will work closely with these partners and follow all advice regarding contact tracing and potential self isolation of other groups. We will also follow advice in the event of a local lockdown to make sure that any outbreak is quickly contained.</p>			<p>2</p>	<p>3</p>	<p>9 (low)</p>



Task / activity area	Hazard	Who might be harmed and how	What are our existing controls?	Recommended control measures	Action by who / when?	Likelihood of occurrence after controls added	Impact	Overall risk
Use of PPE	Biological hazard- Covid-19	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to severe illness and hospitalisation, and, in rare cases, even death	<p>We have no young people with complex SEND needs including direct personal or intimate care at a distance of less than 2 metres so do not need to provide gloves, aprons, surgical masks and eye protection for staff.</p> <p>Disposable aprons, masks and gloves are available for cleaning staff use when deep cleans are required. We have established a stock control system so that we do not run out of this equipment.</p> <p>We have provided face visors and reusable cloth masks for each member of staff. These are reusable and can be washed / disinfected after each use. We are requiring that visors are used by everyone on duty at the school gates and staff in our Inclusion Team if they have to work at a distance which is less than 2m away from a student. Individual staff risk assessments may also require that face visors and/ or masks are used. We are encouraging staff and students to wear a face covering on transition between lessons around the school.</p> <p>We have provided individual bottles of hand sanitiser for each member of staff and have created 'refill stations' in each staffroom so that these can be refilled.</p> <p>Our first aid staff have been provided with fluid resistant (type IIR) surgical masks and disposable gloves / aprons and have been trained in how to use these, including in safe disposal of PPE.</p> <p>Individual student risk assessments have been completed and are being updated ready for the beginning of the new term.</p>	<p>Check that we have the cleaners' masks on the stock control system.</p> <p>Check that all have been completed</p>	<p>Matt Haresnape by 5th September 2020</p> <p>Claire Pott by 3rd September 2020</p>	2	3	9 (low)



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Use of PPE	Biological hazard- Covid-19	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to severe illness and hospitalisation, and, in rare cases, even death	Staff have all been trained and will be reminded in September training about safe use of PPE including disposal. Staff and students will be required to remove face coverings worn on the journey to school and to store these in a sealable plastic bag whilst in school. They will be instructed not to touch the front of their face covering during use or when removing it and to sanitise their hands immediately after removing the face covering. This requirement will be shared in letters to families in August and in staff and student training in September.	Check that this is mentioned in training in September for staff and students.	Lee Mathews by 31st August 2020	2	3	9 (low)



Task / activity area	Hazard	Who might be harmed and how	What are our existing controls?	Recommended control measures.	Action by who / when?	Likelihood of occurrence after controls added	Impact	Overall risk
<b>First aid / medication</b>	Biological hazard- Covid-19	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to severe illness and hospitalisation, and, in rare cases, even death	<p>We have trained more staff in first aid so have an expanded team.</p> <p>We have reviewed and updated our first aid risk assessment and medication policy in the light of the Covid-19 pandemic. It can be seen here.</p> <p>We have purchased distance thermometers for the Medical Room.</p> <p>We have developed new protocols for First Aid room use and have trained staff in these as well as signposted these in the room.</p> <p>We have updated the <a href="#">medical log</a> to ensure information about students is up to date and essential actions regarding suspected COVID-19 cases are clearly flagged.</p> <p>We have reviewed our stocks of emergency medication such as asthma inhalers and epi-pens.</p>	Add the link to the policy	Claire Pott by 2nd September 2020	2	3	9 (low)



Task / activity area	Hazard	Who might be harmed and how	What are our existing controls?	Recommended control measures	Action by who / when?	Likelihood of occurrence after controls added	Impact	Overall risk
Leaving school	Biological hazard- Covid-19	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to severe illness and hospitalisation, and, in rare cases, even death	<p>It will not be practical for students to leave school through the same gate they enter each morning as their final lesson could be in a different place in the school. For example, students who have Science or PE as their final lesson of the day will leave through gate E on the South Side of the site. Therefore one of the first actions we will take in September is to provide students with clear guidance which will be written into their timetables about which gates they will use to exit the school each day. This will aid parents who are meeting students in being able to plan collection points for their children,</p> <p>We will slightly stagger dismissal times for year groups at the end of the day as follows to help to keep students in their year group bubbles:</p> <ul style="list-style-type: none"> <li>• Years 7&amp;8 will be dismissed at 3pm (Mondays - Thursdays and 2.10pm on Fridays);</li> <li>• Years 9 &amp;10 will be dismissed at 3.05pm (Mondays - Thursdays) and 2.15pm on Fridays;</li> <li>• Years 11, 12 and 13 will be dismissed at 3.10pm (Mondays - Thursdays) and 2.20pm on Fridays.</li> </ul> <p>Parents will not be allowed to gather at the school gates to collect their children and have been advised of safe spaces close to the school where they can wait for their children after school.</p> <p>Prior to leaving the school site, students will be asked to sanitise their hands.</p>	<p>Create an 'end of the day gate exit' plan for each tutor group and share with Key Stage Leaders - ensure that this information is written onto timetable (space has been left for this in planners).</p> <p>Create a duty rota for dismissal which incorporates these times.</p>	<p>Andy Price by 2nd September 2020</p> <p>Matt Haresnape by 3rd September 2020</p>	2	3	9 (low)