

AGSB - COVID 19 RISK ASSESSMENT – risk assessment.
Please note this is a PDF produced on 8th June of a 'live' working document.

Date: 1st June 2020.

Completed by: OF and SB

To be Reviewed: As New Government Advice is released

H&S Inspection 2nd June – attendees; HET Chair, HET H&S Chair, AGBS H&S Chair, Union Representative, Staff/union consultant, Estates Manager, H&S Manager. All very happy with plans, procedures, safeguards. Very happy with the level of details above and beyond statutory requirements. Very happy with the planning for a cautious but safe wider re-opening.

Documents referred to:

Wirehouse Reopening Work Premises – COVID-19 (V.1 – 11th May 2020)

Coronavirus (COVID-19): safer travel guidance for passengers

Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19

Ref.	Hazard/Consideration	Risk Level	Actions Taken	Further Actions Needed	By Who and When
Pre-opening.					
1	Ongoing Childcare for Vulnerable and Critical Works Children	Low	Online registration for child care, medical, transport and vulnerability considered. Deep clean completed, designated cleaner for regularly touched surfaces. Cleaning product available in Library. If Key/Struggling/Vulnerable provision requirements increase – consider use of Business studies/Latin room to maintain social distancing/low ratio If it increases further – consider use of N1/N2 to separate off yr 12 from KS3 Key workers care and yr 10 'struggling' provision	This must remain a separate provision to any increased provision after 1 st June. Safest areas to be identified for most vulnerable staff.	<i>Anonymised</i>
2	Communication and Training	Low	Emails regularly sent to staff, parents and pupils with updates on measures. 'Catch it Bin it Kill it' Posters around school	RA and Policy(s) to be made available for all to read	<i>Anonymised</i> When RA and

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			Handwash posters around school. Fire Safety Briefing updating on new muster points to be communicated to all in school.	Continue to send emails as and when procedures are updated Posters around school with general overview of information	action plans are complete When new Gov advice is announced <i>Anonymised</i> to make Posters with general info
3	Safeguarding	Low	Weekly HOY meeting. Vulnerable children (young carers, FSM, PP, LAC, mental health issues etc) identified and checked up in weekly by DSL, HOY. All staff have completed COVID-19 safeguarding training. <i>Anonymised</i> can provide specific details of this. <i>Anonymised</i> providing full Pastoral Report to SLT weekly.	Struggling student invited into school – HOY/ <i>Anonymised</i> to monitor. Plans from 1 st June – Struggling Yr 10/12 invited into school for 1:1 session <i>Anonymised</i> – now remotely administered via Teams	SLT HOY Ongoing
Health Status of Staff, Students and Wider community.					
4	Staff Welfare	Low	Fun engagement opportunities – Lip-sync/Flash mob video, Quizzes, Photo/Creative writing comp. Staff questionnaire has been distributed – 30th April SLT have contacted HOD links for them to contact member of Dept to enquire about staff wellbeing. 21st April		SLT Wellbeing committee Ongoing
5	Extremely Vulnerable or vulnerable people	Med	Follow government guidelines. https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19	If Government, Unions, Governors and HM decide it is appropriate – re-issue the year 10/12 survey with additional data collection.	SB done 18 th May.

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			<p>Clinically Extremely Vulnerable – work from home. Clinically extremely Vulnerable Household – work from home.</p> <p>Clinically vulnerable – work from home if possible or personal preference to come in. Clinically vulnerable Household – attend work if deemed safe to do so.</p> <p>See staff questionnaire – follow up on individuals, provide guidance to individuals.</p>	<ul style="list-style-type: none"> • Name • Consent • BAME <p>To be sent on Monday 1st June.</p> <p>Staffing rota;</p> <ul style="list-style-type: none"> • Any CV, CEV support working from home. • Support shared child care. • Support staff with anxiety concerns. <p>List produced which requires additional SLT supportive phone calls.</p>	
6	BAME	Med	Yr 10 and 12 to be resurveyed collecting BAME information. Staff e-mail to be sent to capture this information – 1 st June. Students – parents asked to tick a 'consent' box stating they have read and considered additional risks to BAME.	Staff responding to BAME e-mail – SLT 1:1 individual conversations required.	
7	3 Degrees separation, Testing, Contact tracing app	Low	<p>One degree of Separation: Anyone who has been in close contact with someone who is a confirmed case should alert the school and not attend School for 7days symptom-free, or until such time that the person has official clearance.</p> <p>Two degrees of Separation: If a pupil or member of staff has been in close contact with someone who has been in close contact with someone who is a confirmed case, then they should alert School and not attend the school site for 7</p>	<p><u>3 degrees of separation</u></p> <p>On 16th March 2020 - as a preventative measure the school suggested implemented the 3 degrees of separation rule (details still on the school website). While the logic of this concept is still sound, the more widespread testing</p>	

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			<p>days symptom-free, or until such time that the person you met is cleared.</p> <p>Three degrees of Separation: Anyone who has not been in close contact with anyone who is a confirmed case, or anyone who has been in close contact with such a person, may attend School.</p> <p>Testing track and trace Gov/NHS guidance;</p> <p><i>Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</i></p> <p>Each bubble/pod will only be in once a fortnight anyway!</p>	<p>and the governments 'track and trace' system and the isolation protocol now supersedes this primitive concept.</p> <p>If for whatever reason you cannot attend a COVID-19 test or be informed by the track and trace system then we suggest you consult back to the 3 degrees of separation rule while also engaging with NHS111.</p>	
Effective communication					
8	<p>Letters to Parents, Pupils, Staff – also posted on Website.</p> <p>Prevent bringing infection into school.</p>	Low	<p>Regular letter to all parents/carers/staff (also posted on the website). Including information on;</p> <p>COVID-19 symptoms.</p> <p>Testing.</p> <p>Track and trace.</p> <p>Safe public transports travel.</p> <p>BAME.</p> <p>Health status of staff.</p> <p>Staff/Students/Site expectations/procedures</p>	<p>This should be systematically re-shared with any amendments/updates.</p> <p>This will also keep fresh in teachers and students minds.</p>	

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	Expectations produced and shared with staff/students/parents		Curriculum plan for Remote learning (phase 1 and 2) Yr 10 – wider opening provision. Yr 12 exams – from 26 th June? Book returns day. Bubbles/Pods Timings Illness symptoms. Household Isolation procedure.	There will be more specific details to follow. Particularly relating to specific rooms, etc. E.g. Book returns day.	
Site made safe					
9	Reoccupation of a Premises	Low	Action plans in place e.g. Wirehouse document.	Checks to be completed	<i>Anonymised</i> and site staff Before 1 st June and ongoing
10	Protecting Staff	Med	One receptionist max. Glass windows kept shut. Personal hygiene kit. Enhances cleaning kit to hand in case necessary. Hand gel, spray, mask, gloves,	TBC – Drop box for delivery Do not sign for anything. Needs moving Gloves and spray.	
11	Protecting staff	Med	Personal sanitising packs to be provided – hand gel, anti-bacterial spray, wet wipes, gloves, mask. Procedural guidelines and expectations shared.	These are general concepts of procedures and protocol. Personal staff situations to be considered and specific rooms protocol to be considered.	
12	Floor markings	Low	2m gaps marked at all entrance points in case of queue for sand sanitiser. All washing facilities marked with 2m distance gaps 2m floor markings outside the toilets.	Further investigate what floor marking required and where. 2 nd June...	<i>Anonymised</i> to arrange floor markings

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			South to north travel only – Floor arrows?		
13	Pupils/Staff movement	Med	One way South to North. ANY South movement has to be outside. Are there any places this is not possible? Science/Chemistry ground and first floor – N rooms? Art? Physics?	Pupils to be let out of classrooms one at a time in a controlled manner and checking the corridor is clear before leaving the room. Posters/signage on walls to remind/enforce one-way system?	SLT and teaching staff to enforce one way system <i>Anonymised</i> or Reprographics to make signage
14	Breaks	Med/Low	All outside. Staggered/ Zones/Groups. 15 th June onwards provision – no 'breaks'. Arrival staggered against year groups, and Key worker child care, and staff.	Assess areas inside and outside that breaks could be taken.	OF, SB, SY to mark out areas
15	Individual classroom risk assessment.	Med	Every room in the school assessed and coded Red/Amber/Green. Procedures and classification of rooms shared with all staff and students – this is an open working document. Unnecessary equipment – take fire escape routes into consideration when rearranging furniture.	Assess teaching rooms and list rooms against this code.	<i>Anonymised</i> completed assessment on 26 th May. Formal inspection 2 nd June.
Fire procedure					
16	Different procedure for each 'phase of opening'	Med	Additional assembly points – Yr 10 Grammar, Yr 12 South Yard Key worker care – Flag pole SLT/HOY/ Site staff act as fire marshals to sweep school.	Staff and pupils will need to be briefed on where their new muster point is. Staff muster at the location for the children they are	<i>Anonymised</i> to brief

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				dealing with. E.g. Yr 10 Grammar. Key worker Flag pole.	
17	Fire Marshals	Low	Consider fire marshals while timetabling so that fire marshals who are in school are aware of which other marshals are absent. Fire marshal could just be SLT, HOY, Site staff.	Job roles to be written for Summer 2020 wider re-opening.	
18	Fire Escape Routes	Low	As usual.		SY
Procedural changes/plans					
19	Group size and mixing of pupils (Bubble)	Low	Class sizes to be no more than 15 - DfE Pupils to stay in the same working groups. Bubbles/pods = small working groups. Separated into 25% of a year group.	AGSB have decided a ration of 1:8 works with our room sizes and class blocks. 25% = 8 x 8 pods.	<i>Anonymised</i> 26 th May done. Review 2 nd June
20	Food/ Catering facilities		No catering facilities. Drinking water raised as a query – TBC on 2 nd June.	Ensure Pupils are told to bring snacks and drink.	1 st June done.
21	Breaks and Lunch times N/A. To be reviewed for Sept. No breaks and lunches scheduled.	Low	Only applicable to Key worker provision. Only ever 10 pupils in the South Yard with SLT duty staff supervising and enforcing social distancing. If Key worker provision uptake increases as society re-open more widely. This may need to be reviewed – 15 th June review.	Idea for Sept. Outdoor zones need to be established and marked off with cones, tape, rope, chalk, spray paint.	
22	Movement around school	Med	Use external routes where possible. New COVID One-Way system planned and shared with staff and students. One-way system monitored by day duty staff and SLT.	Signage needed for one-way system – review for 15 th June.	Review 2 nd June.
23	Passing on of physical documents/letters/post	Med	Reduce the need for physical documents and share things digitally where possible.	Discussion needed about teaching resources.	22 nd June review

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			Anti bac hands after handling anything ‘shared’.		
			Staff consultation required after week 1 of wider re-opening.		
24	Visitors	Low	<p>No visitors!</p> <p>Visitors that are required to come in e.g. maintenance people, to be briefed on school measures including 3 degrees and contact tracing, one way system, stay 2m apart, avoid touching surfaces, wash hands on arrival and departure and during – shown where handwash stations are</p> <p>Where possible to arrange for visitors to come in out of school hours.</p>	<p>Document to be produced briefing visitors on measures .</p> <p>Told where to muster if fire alarm signals.</p> <p><i>Anonymised</i> /Admin to produce document to be given to them to read and sign.</p> <p>Reception/Site staff to implement.</p>	<i>Anonymised</i> , Admin
Hygiene/Cleanliness/Cleaning					
25	Hygiene	Med	<p>Additional hand sanitiser stations added at 4 main entrances. Grammar (and encourage use of toilets), Main doors/Gates, White doors, 6th form entrance.</p> <p>Floor markings/tape direct them to use it.</p> <p>Additional hand sanitiser at reception, photocopier x 2, printers,</p> <p>Staff hygiene packs (hand gel, spray, wipes, gloves, mask) provided for staff)</p> <p>Classroom/communal cleaning products – spray wipes.</p>	<p>Entrances to be marked out and locations.</p> <p>Entrance code of conduct.</p> <p>This may change through different phases.</p>	<p><i>Anonymised</i> to make up hygiene packs.</p> <p>Initially 40 packs required. Spares in boxes reception/site staff office? TBC</p>

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			Educational posters around site – OF, Site staff Admin to produce and update.		
26	Commonly touched surfaces	Med	<p>Sodexo cleaning routine changed to ensure that commonly touched surfaces are regularly cleaned.</p> <p>Corridor – constant cleaning through corridors and RTS.</p> <p>Classrooms thorough cleaning once a day 3 hour normal shift. 3:30-6:30 or 1pm – 4pm. <i>Anonymised</i> sodexo to confirm.</p> <p>Additional 'on call' Sodexo cleaning staff to clean 'isolation area' after COVID symptomatic pupil has gone home. If someone with symptoms uses the toilet assigned to the isolation unit it also should be cleaned again.</p> <p>Antibacterial wipes/ spray in each classroom so teaching staff can wipe down items they deem necessary.</p>	<p>Supply of antibacterial wipes to be maintained and distributed amongst staff.</p> <p>Pupils to be reminded to avoid touching surfaces except when necessary.</p> <p>Doors to be propped open where possible.</p>	<p>Sodexo - Daily <i>Anonymised</i> – Daily</p> <p>All staff</p> <p><i>Anonymised</i> before 1st June</p>
27	Toilets	High	<p>Handwash signs in every toilet.</p> <p>Pupils use toilets 1 at a time with permission from the session teacher (max 6 pupils using toilets in the whole school).</p> <p>Tape over adjacent sinks.</p> <p>Toilets cleaned during each of the 'bubble/pod' sessions as well as a thorough clean at the end of each day.</p>	<p>2m marking by toilets and signs saying one person at a time</p>	<p>Sodexo <i>Anonymised</i></p>

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28	Corridors	Med	All handles, bannisters, ledges, shelves, to be constantly wiped by a designated and dedicated Sodexo member of staff.		
29	Classrooms	Med	To be thoroughly cleaned at the end of each 'pod/bubble' visit. Backs of chairs, table surfaces, window handles, store cupboard handles. Staff work-station cleaned once a day – teachers hygiene packs provided if they wish to supplement this cleaning. Teacher required to supplement this cleaning with 5 minutes cleaning at the start of their session and at the end of their session prior to departure.		
30	Computer rooms	High	To be thoroughly cleaned at the end of each 'bubble' visit. Backs of chairs, table surfaces, window handles, store cupboard handles. EVERY keyboard/mouse/power button/printer to be cleaned thoroughly. Consult <i>Anonymised</i> best way to ensure social distancing in S9/S10... Un-plug and move keyboards? 'Do Not Use' posters on the screen?	Computer cleaning regime N1 (if used) Library. S9 and S10 very thorough. Staffroom computers.	
31	Entrances and exits	Med	Hand sanitiser dispenser at each entrance (Grammar, Reception, White doors, 6 th form French doors). Entrance locks and key pads sprayed and cleaned regularly. Staff/Pupils briefed to wash hands.		
Community Equipment					
32	Staffroom – Amber room capacity 11 + 3 on marking tables (one per table)	Low	Staff should not use the staffroom to socialise. 2m distance should be kept. Windows and door open. Tape off seats less than 2m apart.		

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33	Staffroom computer room – Amber room capacity 3 on computers.	Med	Staff should not use the staffroom to socialise. 2m distance should be kept. Staffroom photo copier is to be access from the main staff room only. Windows and doors open. Floor tape marking waiting area with 2m markings. Sanitise hands before and after. Spray and wipe regularly touched surfaces.		
34	Staffroom kitchen/catering Red Rooms - Closed		Kitchens closed– bring packed lunch and eat in isolation or socially distanced outside. These are closed facilities – they will only be subject to light clearing regimes	Plan for September? <i>Staffroom use to be limited to use of kettle and fridge for milk only. Staff to maintain distance and wipe down all surfaces including communal milk bottles, kettle, taps and fridge door handle. Breaks should then be taken either in teaching room, office or outside.</i>	SLT <i>Anonymised</i>
35	Shared offices. Amber rooms – Max capacity and limited access.	Med	Where possible, desks should be 2m apart. Staff in shared offices should avoid sharing equipment such as kettles and fridges, or wipe them down after every use. Site inspection has colour coded for every room. Communal Photocopiers, printers, phones need thorough staff cleaning to supplement the Sodexo daily cleaning regime.		
36	Reprographics. Amber room – Max capacity 1. No entry to any pupil/staff member.	Med	Pupils not to be sent to reprographics. Only Reprographics Technicians to use reprographics room. Staff to leave requests for photocopies in a 'drop box' or to use the staffroom copier but must wipe down keypad before		

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			and after each use and wait 2m away from copier if someone else is using it. Drop box outside the room.		
37	Prep rooms. Amber room – Max capacity 1. No entry to any pupil/staff member.	Low	Prep rooms to be used only by one designated member of staff each day. If not staffed, other staff may use room one at a time in order to access resources and must clean any surfaces used.		
Student movement					
38	Travel to School	High	Follow Government guidance on travel https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#travel-safely-during-the-coronavirus-outbreak	Consider ordering taxis for staff who use public transport – discussion with 1:1 SLT Letter to parents outlining	SLT
39	Entering the building	Med	Everyone must wash their hands before entering the building. Handwash sanitiser stations will be placed at entrance points x 4. Yr 10 opening – 2 x sanitisation stations 2 x ques outside grammar. People will queue up 2m distance in order to wash their hands in marked zones.	Consider how to manage queues – markings on floor and staff overseeing pupils Communicate location of entrances to all.	<i>Anonymised</i> SLT
40	Regularly touched surfaces	Med	All internal doors (non-fire) are to be pinned open. All outside door (non-fire) to be pinned open. Sodexo cleaner constantly walking and wiping corridors. Teachers can supplement Sodexo cleaning inside their classroom if they wish.		
41	Toilet procedures – student	High	Capacity of the rooms – wait outside 2m apart. Use every other sink – tape off unused sinks and rotate usage?		

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			Ensure they are cleaned regularly (at every session). Wash hands at every change of venue/classroom.		
42	Toilet procedures - staff	Med	Wash hand thoroughly on entrance and departure. Sanitise hands. Dry hands. Close adjacent toilets, Tape off adjacent sinks.		
1st Aid					
43	Pupil development of symptoms on site	High	Tell Teacher straight away – sent to isolation facility and sent home. Stay minimum 2m away. Do not enter the isolation facility unless there is an emergency. If you do have to break social distancing, PPE for supervising member of staff – visor, mask, gloves, sanitiser, apron. Request Sodexo Deep clean of isolation facility after the pupil has been collected. If pupils used toilet – this will also need a Sodexo 'deep clean'	Allocate an area for person with symptoms. Gazebo at the flag pole? Maybe Hughes Hall. Both suggestions have easy access for parents and large well ventilated areas. Maybe require the hire of a portaloos. Maybe Gazebo at the Grammar?	
44	Staff development of symptoms on site	High	Class cover made available – pool of on site duty staff/HOY/SLT		
45	First aid	Med	Normal 1 st Aid situation. Usual protocol – BUT with a 'Hands off' approach. Remote triage, diagnosis and supervision from 2m or more. If emergency first aid is required (closer than 2m) full PPE to be made available.	Allocate an area for person with symptoms as current sick bay may not be suitable. Outside undercover? Gazebo?	

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			Basic principle is to call parents/or emergency services and safely supervise from 2m.	Teaching room that isn't being used?	
46	Isolation facility	High	(Not sick bay) - TBC – Gazebo or Hughes Hall.		
47	Designated 1 st aider required.	High	Willing and dedicated	Training needed on dealing with symptomatic person. Training on how to use PPE effectively and safely.	Who? 1 st aid rota. 2 first aid per day?
48	Fire briefing	Low	Students, staff, fire marshal.	Muster points communicated in the staff/students expectations doc.	
Job Roles					
49	Classroom Teacher	Med	Leave door open, open windows. Teacher cleaner kit in each room (spray, wet wipes, gloves, hand gel, mask???). Floor markings – teacher zone. Room capacity known and green dots to indicate pupils seating. Pupils arrive and immediately enter fill room from furthest point from the door. Dismissed from closest point to the door.		
50	Duty Staff - corridors	High	Supervise (wearing PPE) arrival and departure of pupils. Ensuring pupils sanitise upon arrival. Supervise any corridor movement. Social distancing is maintained throughout the day. Drop into toilet facilities to check capacity.	Stand in open well ventilated areas to supervise pupil movement. Walk the full one way system to ensure no students are congregating. Walk 2m distance from pupils. Monitor toilet use/.	

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51	Outside Duty	Low	Normal break duty responsibility/position. Ensure pupils aren't breaking social distancing		
52	1 st aid - General	High	Usual 1 st aid procedure. With these additions; Avoid contact wherever possible, communicate, assess, diagnose and decide on plan from minimum 2m distance. If 2m social distances need to be broken – for critical emergency – wear PPE. Mask, Visor, gloves, apron, etc.		
53	1 st aid - COVID	V High	Supervise in a well-ventilated area, outside if possible. Supervise (remotely) toilet use. PPE – mask, visor, apron, gloves available. Supervise from outside the isolation facility if possible, keeping visual contact.		
54	Admin	Low	Do not exceed office capacity. Monitor and maintain hygiene of personal work station to supplement Sodexo daily thorough clean. Open windows, doors and wash hands regularly.		
55	Reception	Med	1 person in the room ONLY!!! NO staff/students/visitors to enter Reception. Keep glass windows shut. Staff cleaning kit. Drop box for deliveries/post – 48 hour 'holding area'? No signing in (NO VISITORS) – essential visitors needs discussing.		
56	Technicians	Low	Maybe come in at some point if science classrooms and offices are not being used, in order to complete stock, equipment and safety checks. To be confirmed.		
57	Estates Manager	Med	PPM (Planned Preventative Maintenance) work continues to be delivered for critical building systems (Life-Safety) including: <ul style="list-style-type: none"> • Fire Alarm and Detection • Powered Doors / Gates • Legionella and Water Testing 		

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			<ul style="list-style-type: none"> • Electrical Safety • Gas Safety • PAT Testing • Asbestos Management 		
58	Key Worker Supervision	Low	<p>Library</p> <p>Ensure social distancing. Wipes, spray available.</p> <p>Huge space with limited pupils.</p> <p>Thorough cleaning once a day.</p>	<p>If numbers grow.</p> <p>Sub-divide Key Worker, Vulnerable, Struggling, interventions groups down by year. Yr 12 – N1/2 Yr 10 BS/Lat rooms, KS3 Library</p>	
59	Student	Med	<p>Walk 2m apart down corridor and outside.</p> <p>Inside South – north movement ONLY.</p> <p>All North to South movement MUST be outside.</p> <p>Arrival at classroom go inside and sit at designated desk – fill the room from the furthest available seat to avoid walking past people.</p> <p>Bring own hygiene kits – Hand gel, tissues, masks (optional)</p> <p>Wash hands at EVERY change of venue – staff to remind, students responsibility.</p> <p>Do NOT move around the classroom.</p> <p>Do NOT share equipment.</p>		
Phase 1 – From 3rd June – ‘Struggling pupils invited into school’ – Additional specific risk assessment details (Procedural and Communication)					
			<i>Reviewed on 24th May – now taking place remotely via Microsoft Teams.</i>		
Book returns day – 8th – 10th June					
60	Admin staff, students, HOY 13/11,	Low	<p>Clear rota for attendance – max 60 pupils in a 2 hour time slot.</p> <p>Safe journey for public transport shared with parents/students information shared.</p> <p>2m social distance que outside main gates.</p>		

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			<p>Outside space used. Non-contact book returns process. Books collected in a cardboard box with a lid for movement, and storage. Enter via main gates, leave via adjacent gates. Have hygiene packs available at the returns desk for staff. Desk up wind.</p>		
Phase 2 – Yr 10 invited into school for face to face tutorials... 15th June.					
61	Isolated pupils still given work	Low	When setting work for pupils in school, staff should ensure that pupils isolating at home have access to the same resources and aren't being forgotten.		
Phase 3 – Yr 12 exams 3rd - 10th July					
	Pre-return preparation	Low	<p>Medical status of pupils and households collected and processed. Whole school risk assessment completed and ratified. Infrastructure purchased and installed.</p>		
	Arrival procedures		<p>Pupils will arrive at a designated entrance close to their exam hall. Complete the hygiene protocol upon entry. Social distanced queue outside. Peel Hall exam = Grammar entrance. Coleman Hall exam = Reception entrance Stamford/D5 exam = 6th form entrance. There will be staggered arrival times for different exam pods/rooms.</p>		
	Student Briefing		<p>Student procedures and expectations will be shared prior to the first exam. They must bring hand sanitiser, tissues. Pupils should turn off phones and smart watch, and they must be placed on the floor in front of their desk.</p>		

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			The room will be well ventilated, bring something warm to wear.		
	Exam procedures		Wash/Sanitise hand upon arrival. Once you are invited in, go straight to your exam desk. Fill up the exam hall from the furthest chair ~ (this will avoid walking past people). Pupils will be dismissed one at a time from the front. Pupils will be encouraged to use different doors to exit.		
	Toilets		Each pod will arrive at a different time. Toilets have been 'social distanced' - (adjacent sinks taped off, adjacent toilets closed off.) Max capacity of the toilet will be shared. Each pod will have access to different toilet facilities.		
	Invigilators		All available doors and windows will be opened Invigilators will not circulate the room. They will invigilate from the front. If accompanying a pupils to then toilet they must remain a minimum of 2ms away. When invigilators are collecting exam papers, mask and gloves should be worn.		
	PPE		PPE is not compulsory, but can be worn if staff/students wish. Pupils must bring hand sanitiser and tissues. They must bring drinking water bottle. There will be a lidded bin for 'catch, bin' kill' tissue protocol. Pupils may wish to bring anti-bacterial wipes to clean their exam desk and chair (if they wish). Anyone with any kind of persistent cough (or other COVID-19 symptoms) will immediately, and without hesitation be removed from the exam.		

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			The will be put in isolation until they are collected by a parent/carer.		
	Hygiene cleaning		No exam room will be used on the same day for different pods/exams. Sodexo have been briefed about the expectation and standards for an 'enhanced' or 'deep' clean of facilities. Each exam hall will have a robust and thorough sanitising clean prior to the exam the next day.		

Outcome from 2nd June Inspection. - Actions					
	General outcome and comments		Very happy. No concerns raised. Everyone very happy with the level of detail. A 'walk through' of a typical student/staff day was effective in testing procedural expectations worked.		
	Essential actions		Site staff and contractors must revert back to gate and site access arrangements prior to closure. This is to access Physics block. Pupils have right of way so keep the gates closed. Electric gate must be shut and a call system re-instated. Drinking water – pupils briefed to bring their own drinking water for the day. If they run out – floor markings required at the Water fountains. Spare stationary supply – to prevent sharing.		
	Suggested actions		Lost property procedure – HET suggested immediate disposal or all items left over night. App/Phone policy to consider track and trace. Yr 12 exam? Summer uniform – but consecutive days must have a clean new set of clothes each day.		

AGSB - COVID 19 RISK ASSESSMENT – risk assessment.
Please note this is a PDF produced on 8th June of a 'live' working document.

			Hand driers. Is it safer to dry hands in a drier, or shut the drier off		
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