

	Risk	Risk Controls
1. Making the site safe and healthy following partial	A. Fire Alarm and systems not fully operational due to partial closure	Fire Alarm serviced (30 th April 2020). Regular alarm and other systems tested routinely (Fire Doors, emergency Lighting/extinguishers) Statutory checks have been done in line with recommended procedures.
	B. Legionella, due to lack of use of water systems during partial closure	Regular flushing has been undertaken already. Hot and cold water re-sanitisation, chlorination and testing to be undertaken on 4 th June 2020. Statutory checks have been done in line with recommended procedures.
	C. Legionella from lack of use of washing machines/dishwashers etc	Regular running of relevant machines been undertaken by site or relevant department staff. Full cleaning cycle run. Statutory checks have been done in line with recommended procedures.
	D. Gas system not being used , build-up of gas/leaks	Gas to boilers has not been isolated during closure. Main gas boilers serviced May 2020.
	E. Damage to unused areas or external parts of the school building.	Regular observation and checking of areas around site. Detailed inspection of all rooms.
	F. Unused main kitchen equipment	Kitchen ovens serviced May 2020. Risk assessment conducted with Caterlink staff, using government guidance issued for food businesses.
2. Cleaning and hygiene	A. There is insufficient soap and warm water available throughout the day, resulting in poor student hygiene and therefore the spread of disease.	Stocks of soap are monitored and replenished before we reach the point of running out.
	B. Students do not wash their hands when arriving on site, thereby bringing infection from out of college into the college.	Parents asked to provide their child with hand sanitiser. Students told to sanitise hands a they arrive on site. External doors to buildings and classrooms are kept open to prevent the need for students to touch them. As soon as students arrive in their tutor rooms, they sanitise their hands again.
	C. Students do not wash their hands before leaving the site, thereby taking infection from college back home.	Same as above – students told to sanitise their hands when leaving the site.
	D. In the toilets, students forget to dry their hands using paper towels and use the hand dryer instead, thereby spreading infection around the toilets.	Students are told to use the paper towels provided and posters in the toilets remind them to do this. Hand dryers can be isolated in the student toilet to prevent accidental usage.
	E. Students do not place used paper towels in lidded bins.	Covered bins are positioned in the toilets; students are told to use these and posters in the toilets remind them to do so. Toilets are regularly checked by the site team. Toilets sanitised throughout the day.
	F. Students enter a classroom, having touched commonly used surfaces, and so potentially bring infection into a class.	Alcohol hand sanitiser in place at the entrance to every classroom; students will use this on entering every lesson. Room supplies will be checked at the start of each lesson by the teacher and stocks supplied for replenishment

G. Students do not have tissues with them and so sneeze or cough into the air of the classroom.	A box of tissues is placed in every classroom for students to use. Room supplies will be checked at the start of each lesson by the teacher and procedure established for replenishment Students advised to sneeze or cough into their sleeve if they do not have tissues – posters will remind them too.
H. A student accidentally sneezes or coughs on a piece of equipment or furniture.	Every classroom is provided with sets of gloves, a disinfectant spray and paper towels. Student to use this to clean the equipment they might have infected, using the PPE in the room. Students advised to sneeze or cough into their sleeve if they do not have tissues.
I. Students do not hygienically dispose of the tissues. As a result, an unknown carrier of the virus infects the others	Lidded bins are placed in classrooms.
J. Classrooms are poorly ventilated, increasing the risk of an infected person spreading the virus.	All classrooms have some natural ventilation. Doors left open to increase ventilation. Other H and S restrictions remain in place (eg restrictors on windows at 1 st and 2 nd floor height). The Fire safety risk assessment will be updated to accommodate doors being kept open.
K. Students forget the rules and protocols around hygiene. As a result, an unknown carrier of the virus infects the others.	Students are issued with a covid contract which they have read and signed This has guidance and expectations for behaviour. Posters in classrooms, corridors and toilets remind students of good hand hygiene, respiratory hygiene and distancing. Every lesson for the first week to begin with powerpoint slide to remind students of the new rules.
L. Toilets become the breeding ground for infection between the students who are on site at different times.	Toilets are cleaned as part of the enhanced cleaning to prevent the spread of the disease. Different toilet facilities have been allocated to different year groups. Staggered breaks means that there is no mixing of year groups in the toilets during break times. Toilets are cleaned between the different year groups' break time. Staggered breaks also spread the demand for toilets.
M. Areas of the college used by students are not cleaned thoroughly or regularly enough (especially surfaces most likely to be touched multiple times by multiple people, like door handles, table tops, handrails, light switches, computer mice and keyboards.)	Regular enhanced cleaning regime for all areas used by students. Duty cleaner on site during the working day, cleaning frequently touched surfaces. The college has invested in 25 additional hours of cleaning per week.
N. Surfaces that are touched by multiple teachers such as photocopiers are not cleaned sufficiently and so infection is spread.	Hand gel to be placed next to photocopiers for staff to use before and after use.
O. Students using a face covering touch germs when removing it and transmit these to others by then touching shared surfaces.	The college communicates hygiene guidance to parents, specifying that students should sanitise hand after taking a reusable mask off or putting it on, and that when removed it should be kept in a plastic bag within their college bag. Students and parents told that students should place disposable masks in lidded bins provided.
P. Some students with complex needs are not able to follow the guidance	LS team to compile a list of students who need additional, one to one training in health and safety, working in partnership with parents.

	on respiratory hygiene and therefore sneeze or cough on others.	
	Q. Students from different year groups use the library at the same time and/or library resources are touched by students from different year groups.	The library is open but access is restricted to one year group bubble per day. A book ordering service will operate. Non-fiction book will be available upon request and not through browsing. Students can browse fiction but when they have finished looking at a book, it will be isolated and sanitised. Magazines and newspapers will be removed from use. Students can order books online with a “click and collect” approach.
3. Movement around the school	A. Students are unable to socially distance in corridors as they move between lessons, thereby spreading infection to each other.	One way systems for corridors remove the risk of students facing a large number of other students in the corridors. Students all facing the same way, walking behind others. Where classrooms have doors that open straight onto the playground, teachers should supervise students’ entry and exit to the room through these doors, rather than through the corridors. Staggered breaks also mean that corridor use is spread over a longer period of time. The wearing of face coverings is encouraged when moving around the College in crowded areas.
	B. Students do not adhere to the new rules about corridor movement between lessons.	For the first few days of term each lesson ends with the map of one way corridors to help students correctly navigate their way to their next lesson.
	C. Large numbers of students are in the corridors, mixing with students from other year groups.	Corridor flow likely to be quicker as a result. Some lesson changeovers are staggered due to the staggered break systems – year 7 and 10 will go to periods 2 and 4 when years 8, 9 and 11 are already in lessons. Years 8,9 and 11 will leave periods 2 and 4 when years 7 and 10 are in lessons. Warning bell for the end of break to be reduced from 5mins to 2 mins to avoid students queuing to get into classrooms which have classes in. Teachers to assess which periods have a congestion problem and release classes at the early warning bell.
	D. Equipment and resources are moved between classrooms for different sessions, increasing the likelihood infection will spread.	Teacher protocols established: equipment is allocated to a classroom or year group and not moved. Parents and students told explicitly that students must bring their own equipment – equipment should not be lent to students or shared between them.
4. Minimising Contact between Individuals	A. Students have daily contact with dozens of other students within and across year groups, increasing the likelihood that covid-19 is spread between them.	In line with government guidance, students are kept within the social bubble of their year group in order to balance the need for social bubbles with the need for students to receive their full, broad and ambitious curriculum. Students will be taught in their year group bubbles; they will be contained within these at break times (due to the staggering of breaks and the zoning of the site). These arrangements will make it possible for toilet facilities and catering services to be allocated by year group within cleaning between year group use.
	B. Members of staff transmit the covid-19 infection between the different social bubbles (year groups) they come into contact with.	Staff guidance will make clear they need to maintain a distance of 2m between them and their students. Where staff need to work more closely with students, they will wear face shields which will be provided by the college. This guidance will also make clear that staff-to-staff contact must be 2m apart and that use of shared facilities like staff rooms should be minimised.
	C. Wyvern classrooms cannot accommodate all students facing forward with a 2m distance between staff and students.	Teachers instructed to redesign the classroom layout so that there is a gap between the teacher and the students and to ensure all students face forward or, where students are sat face to face or side on, a gap of at least 2m exists. Teachers to report to their CL the repairs to windows or the removal/addition of furniture needed to ensure classrooms are well ventilated and provide social distancing between teacher and class. CLs to report this to MW.

	D. Students taking part in large group activities like assembly and fire drill involves students arriving face to face in close proximity.	Assemblies will be delivered remotely Fire drill we revert back to usual procedures with students lining up in Tutor groups, facing the same way. Year groups will be separated more, using the tennis courts.
	E. The volume of students coming onto the college site at the same time results in infection being spread.	Staggering the start and end of the day is not possible as we have already got in place the staggering of start and end times between the nursery, infant school, junior school and Wyvern. By staggering Wyvern year groups start times, the danger is that students mix more with those from other schools. Instead, each year group will be given its own holding zone to use while waiting for the start of the day. In conjunction with the other schools on the campus we have developed dedicate entrances and exits for different users and instigated a one-way system at the front of campus. (Map available on website)
	F. Social distancing not maintained in car park	Car park users will be given instructions on how to socially distance in the car park.
	G. Students coming onto the college site and leaving it encounter students and parents from the junior school, the infant school and/or the nursery.	External rear gates kept locked to avoid mixing with Infant/Junior parents. Timings for movement around site will be discussed and staggered with all campus users As above- map shows dedicated entrances and route through the campus
	H. Silly student behaviour leads to breaches of social distancing rules.	Clear behaviour contract issued to all students coming into College and their parents. Behaviour policy appendix created to set out clearly sanctions for behaviour – shared with parents/students via email and key messages on A3 posters in all classrooms.
	I. Visitors, including volunteers, contractors, visiting staff and supply staff, bring the infection with them and as a result it spreads throughout the Wyvern community.	Visitors are provided with the hygiene and distancing guidance on arrival. A record of visitors' name and contact number is kept to facilitate any need for track and trace. Hand sanitiser will be placed at reception for visitors to use.
	J. Students catch covid-19 on public transport and bring it into the college.	Parents are advised to use cycling and walking as their child's method of transport to and from college. The college communicates to parents the government guidance about the precautions that students need to take when using public transport.
5. Controlling the transmission of the disease	A. Suitably qualified staff are not available to respond to a student or member of staff being unwell.	College will be fully staffed with all required roles covered.
	B. Students or staff who have Covid-19 symptoms (or who live with someone who does) come into college and infect other people.	Parents have been told not to send their child into college if they are any member of their family is self-isolating or is awaiting a test result. The updated list of symptoms has been circulated to parents, along with guidance on the NHS test and trace scheme. Procedures for managing and responding to infection will be summarised on Flow charts and communicated through the parent and staff Stay Alert documents.
	C. Member of staff or student becoming unwell during the day; college contacted by parent who has been told to self-isolate due to having symptoms.	Procedures for managing and responding to infection will be summarised on Flow charts and communicated through the parent and staff Stay Alert documents. These include guidance on the NHS test and trace scheme.

	Cleaning of illness related situations (body fluids etc)	Clear protocols established. PPE available. Conditions of any symptoms to be identified (where possible) e.g. high temperature/general feeling unwell.
	D. Overuse of staff rest room/facilities, social distancing not maintained: staff inadvertently spread the virus. Unrestricted staff use of the buildings, rooms and facilities places undue strain on the cleaning team which cannot clean effectively the areas used for education.	Staff room protocols, signage and tape established and communicated to ensure social distancing of staff. Monday briefings to be done in the sports' hall where social distancing can be maintained. Briefings for Tues-Fri to take place in a large classrooms with teachers socially distancing. In departmental work rooms, work stations are distanced.
	A. Students or staff some into college with covid-19 and infect other students and staff.	Stay Alert documents for staff and students will communicate the updated list of symptoms, together with the clear expectations that students/staff with symptoms must not come into college. Regular updates will be given. If students or staff do come into college with these symptoms, they will be sent home and advised to follow government guidance, including arranging to have a test. If the college has tests, staff will give these to the parent as they pick up their child. Students or staff who are in college with symptoms will be moved to Windows where they will be isolated behind a closed door with an open window. A flow chart of procedures make clear and visual the steps that staff need to take when managing a colleague or student with symptoms. The college will undertake a thorough cleaning of the rooms where the infected person has been.
6. Protecting those most at risk of serious illness	A. Staff who are extremely vulnerable to covid-19 catch it and are seriously ill or die.	Staff have been contacted individually to ascertain current situation with regards to working; leaders have asked these staff members for the measures they would like the college to put in place to overcome any concerns they have. HT's weekly update to staff has invited other staff who fear they might be in a risk category (due to ethnicity, disability etc) to request an individual risk assessment if they feel they need one.
	B. Students who are extremely vulnerable to covid-19 catch it and are seriously ill or die.	Government guidance is being followed which is that students who have been shielding are able to come back to college. In the parental Stay Alert document, the college has told parents it recognises that for some of these students, the medical advice might be that they should stay at home and the college has encouraged parents of these students to take further medical advice about a return to college.
	C. A member of staff lives in a house with someone who is extremely vulnerable. The member of staff catches the virus in college, transmits it at home and as a result, a family member becomes seriously ill or dies.	College leaders will include in its staff Stay Alert pack links to the latest Government guidelines surrounding controlling the virus and engaging with track and trace
	D. Students live in a house with someone who is extremely vulnerable. The student catches it in college and transmits it at home, resulting in a family member becoming seriously ill or dying.	Government guidance is being followed which is that students living with those who have been shielding are able to come back to college. In the parental Stay Alert document, the college has told parents it recognises that for some of these students, the medical advice might be that they should stay at home and the college has asked parents to tell us if this is the case, with suitable medical evidence.

	E. Staff with a condition that makes them clinically vulnerable come into college and catch the virus, resulting in serious illness.	Government guidance is that staff should come into work. Staff are being consulted on this risk assessment and invited to comment on how it can be improved to address their concerns. Systems are in place for minimising contact with infected colleagues or students – see flow charts.
	F. Students with a condition that makes them clinically vulnerable come into college and catch the virus, resulting in serious illness.	Government guidance is that students should come into work. Parents have been notified of the health and safety measures being put in place for all students. Students have been asked to complete a survey to indicate if they are uneasy about returning to college. Systems are in place for minimising contact with infected staff or students – see flow charts.