



**SCS SPEAR**  
**RISK ASSESSMENT**  
**KMN 26 MAY 2020**  
**UPDATED 1 SEP 2020**

**Sandwell Community School**

URN: 135254

Westminster Road, West Bromwich, West Midlands, B71 2JN

Inadequate

Requires  
Improvement

**Good**

Outstanding

*CREATE EXCELLENCE By Working TOGETHER to stay SAFE*

## Risk Assessment Introduction

The cornerstone to managing any activity safely is to conduct a suitable and sufficient risk assessment to identify the hazards, plan control measures accordingly to reduce the risks arising from those hazards, and to subsequently identify if the activity can proceed safely. The following plan has been written by Mr K Morgan and the Governing Body at Sandwell Community School. The SPEAR Risk Assessment is a LIVE working document and therefore is under constant review and will be updated following Government and Public Health guidance

**The latest Government Guidance is to support full opening.** <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

## SCS approach

Initially, at the start of lockdown SCS has followed a "20 point strategy in dealing with this crisis. Following the Governments – OUR PLAN TO REBUILD, the Executive Headteacher has developed a recovery strategy for Sandwell Community School – SPEAR. This strategic plan has been updated [30Aug20] and builds on the principles and lessons learnt during lockdown.

## SCS-SPEAR KEY Principles for AUTUMN 2020

1. **SAFEGUARDING FOR ALL** by ensuring the highest regard for the SAFETY of ALL in this learning community.
2. **PROTECT AGAINST COVID-19** and to ensure that we reduce the spread of COVID-19 virus by following all of the Government and Public Health guidelines.
3. **EDUCATE SCS STUDENTS** and STAFF training
4. **ACCESS EXAMINATIONS WORKING TOWARDS LEVEL 2 FOR ALL**
5. **OFFER EDUCATION AS A RESOURCE SAFELY TO THE LA AND OTHER PARTNERS**

Government guidance has established its tiers, but these tiers indicate that SCS must remain open in Tier 2 and 3 – however SCS has the same issues as a mainstream secondary. Therefore, to ensure SCS can react to Covid levels, SCS Tier A to D has been established. This decision will be made by considering, if the school is in a lockdown area, staffing levels, well-being issues and more importantly Covid19 positives and total numbers that are self isolating.

SCS Tier A	SCS Tier B							SCS Tier C							SCS Tier D								
Full-Time all week, 9am-2.30pm (Friday 1.30pm)	Reduced hours in a day, to enable SCS to 1. Enable SCS to develop new approaches 2. Respond to Covid-19 levels							Part –time ROTA, with priority to examination groups							SCS supports Vulnerable and KeyWorkers								
	SCS TIER 2						IN@SCS	SCS TIER 3							IN@SCS	SCS TIER 4							IN@SCS
		M	t	W	T	F	✓		M	t	W	T	F	✓			M	t	W	T	F	✓	
	Y11	✓	✓	✓	✓	✓	9.00-1.30	Y11	✓	✓		✓		9.00-1.30		V	✓	✓	✓	✓	✓	9.00-2.30	
	Y10	✓	✓	✓	✓	✓	9.00-1.30	Y10			✓			9.00-11		KyW	✓	✓	✓	✓	✓	9.00-2.30	
	Y9	✓	✓	✓	✓	✓	9.00-1.30	Y9					✓	9.00-11									
	Y8	✓	✓	✓	✓	✓	9.00-1.30	Y8					✓	9.00-11									
	Y7	✓	✓	✓	✓	✓	9.00-1.30	Y7					✓	9.00-11									

HAZARD		Lead	By	Existing Control	risk	Additional Control		New Risk	Training	Review
1	General Risk from spreading Covid-19 to children, staff and EXTERNALS	1.1 GENERAL	EXHT	ongoing	<p>SCS has remained OPEN and has established fit for purpose protocols, ensuring the highest standards of safeguarding for ALL within SCS Learning Community</p> <p>SCS has had to deal with a potential risk and has successfully dealt with this, following Public Health guidance from Valerie_Unsworth@sandwell.gov.uk</p>	M	<div><b>Gov Guidance</b><div><input type="checkbox"/></div><div>ExHT constantly ensures that the latest Gov guidance is adhered to <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings">https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings</a></div><div><input type="checkbox"/></div><div><b>Public Health Guidance</b><div><input type="checkbox"/></div><div>ExHt following latest <a href="#">guidance</a>.. Public Health Team at <a href="mailto:PHCovid19.Enquiries@sandwell.gov.uk">PHCovid19.Enquiries@sandwell.gov.uk</a></div><div><input type="checkbox"/></div><div><b>Regional Guidance</b><div><input type="checkbox"/></div><div>ExHT is updated regularly by Director of Education and appropriate strategies are implemented. Furthermore, ExHT has weekly mtgs with Secondary HTs and Special HTs and weekly SIA updates</div><div><input type="checkbox"/></div><div><b>SCS Strategy</b><div><input type="checkbox"/></div><div>ExHT has established the <a href="#">SPEAR</a> strategy and all SLT and Operation staff have been briefed. Acting Chair of Gobs is fully aware of the SPEAR strategy, along with Teacher and other Governors.</div><div><input type="checkbox"/></div><div><b>SCS Communication</b><div><input type="checkbox"/></div><div>During lockdown plans have been shared with HoC, SLT and Operation team. Parents have been informed and have been contacted every two weeks. This sharing will continue following the SPEAR</div><div><input type="checkbox"/></div><div><b>Hygiene</b><div><input type="checkbox"/></div><div>SCS staff have shared and will continue to share key information about hygiene daily. Resources are 'Catch it, Bin it, Kill it' poster and handwashing video <a href="https://www.nhs.uk/live-well/healthybody/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthybody/best-way-to-wash-your-hands/</a> and explain posters <a href="https://www.who.int/qpsc/5may/How_To_HandWash_Poster.pdf?ua=1">https://www.who.int/qpsc/5may/How_To_HandWash_Poster.pdf?ua=1</a> <a href="https://www.who.int/qpsc/5may/How_To_HandRub_Poster.pdf?ua=1">https://www.who.int/qpsc/5may/How_To_HandRub_Poster.pdf?ua=1</a>. Posters and lesson plans on general hand hygiene can be found on the <a href="#">eBug website</a> <a href="https://coronavirusresources.phe.gov.uk/hand-hygiene/resources/alternative-resources/">https://coronavirusresources.phe.gov.uk/hand-hygiene/resources/alternative-resources/</a></div></div></div></div></div></div></div>	L		



## SCS - "SPEAR" Risk Assessment

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						If the students risk assessments indicate that a student cannot follow this guidance, then the HoC will contact parents and inform them that they are not safe, and that the student will stay at HOME					
	1.7 Other related POLICIES	SLT	1 Sep Then ongoing	SCS has existing policies, however those related to Covid-19 will need to be ratified by Governors	M	Other RELATED PoLICIES	<input type="checkbox"/>	L			
						Covid-19 related policies will be ratified by Governors in June20, however updated policies will be working copies					
<b>CHECKED by</b>				<b>date</b>							

HAZARD			Lead	By	Existing Control	risk	Additional Control			New Risk	Training	Review
2	Site Risk from spreading Covid-19	2.1 Heating	HoC	1 Sep Then ongoing	Checked by LA/BSF	L	Pre-OPEN	<input type="checkbox"/>	L			
							Pre-Open Check by site "is there heating?"	<input type="checkbox"/>				
							During DAY	<input type="checkbox"/>				
							Immediate Clean of Heating controls if used	<input type="checkbox"/>				
							End of DAY (EotD)	<input type="checkbox"/>				
							EotD check and report HoC if issue	<input type="checkbox"/>				
		2.2 Water systems	HoC	1 Sep Then ongoing	Checked by LA/BSF	L	Pre-OPEN	<input type="checkbox"/>	L			
							Pre-Open Check by site "is there hot water?" (alternative approaches may need to be considered, following advice from Sue Moores – Head of Service Sandwell LA) or BSF team	<input type="checkbox"/>				
							During DAY	<input type="checkbox"/>				
							Immediate Clean of Water systems if used	<input type="checkbox"/>				
							End of DAY (EotD)	<input type="checkbox"/>				
							EotD check of water temp and report HoC if issue	<input type="checkbox"/>				
		2.3 Gas Safety	HoC	1 Sep Then ongoing	Checked by LA/BSF	L	Pre-OPEN	<input type="checkbox"/>	L			
							Pre-Open Check by site....."are gas appliances working?"	<input type="checkbox"/>				
							During DAY	<input type="checkbox"/>				
							Immediate Clean of Gas controls if used	<input type="checkbox"/>				
							End of DAY (EotD)	<input type="checkbox"/>				
							EotD check and report HoC if issue	<input type="checkbox"/>				

		2.4 Kitchen areas	HoC	1 Sep Then ongoing	Daily clean	L	Pre-OPEN	<input type="checkbox"/>	L			<input type="checkbox"/>
							Pre-Open Check and clean if necessary “are kitchen areas fit for purpose and clean?”	<input type="checkbox"/>				
							During DAY	<input type="checkbox"/>				
							Immediate Clean after utensil use	<input type="checkbox"/>				
							End of DAY (EotD)	<input type="checkbox"/>				
							Heavy Clean and report HoC if issue	<input type="checkbox"/>				
		2.5 Ventilation	HoC	1 Sep Then ongoing	Daily visual check	M	Pre-OPEN	<input type="checkbox"/>	L			<input type="checkbox"/>
							<a href="#">Guidance on Ventilation</a> to identify room usage.....“are ventilations systems set-up appropriately ?” Follow the advice of LA/BSF on specific rooms and build into daily operation.	<input type="checkbox"/>				
							During DAY	<input type="checkbox"/>				
							Visual check	<input type="checkbox"/>				
							End of DAY (EotD)	<input type="checkbox"/>				
							EotD check and report HoC if issue	<input type="checkbox"/>				
		2.6 Specialist area	HoC	1 Sep Then ongoing	IDENTIFY	L	Pre-OPEN	<input type="checkbox"/>	L			<input type="checkbox"/>
							Pre-Open Check and clean.....“is specialist room fit for purpose?”	<input type="checkbox"/>				
							During DAY	<input type="checkbox"/>				
							Immediate Clean after utensil use and work surface use	<input type="checkbox"/>				
							End of DAY (EotD)	<input type="checkbox"/>				
							Heavy Clean and report HoC if issue	<input type="checkbox"/>				
CHECKED by					date	HoC						

HAZARD			Lead	By	Existing Control	risk	Additional Control			New Risk	Training	Review
3	Safety System Risk from spreading Covid-19	3.1 Security System	HoC	1 Sep Then ongoing	Checked by NRA/BSF	L	Pre-OPEN	<input type="checkbox"/>	L			<input type="checkbox"/>
							Pre-Open Check.....“is the CCTV system working effectively?”	<input type="checkbox"/>				
							During DAY	<input type="checkbox"/>				
							Immediate Clean of controls if used	<input type="checkbox"/>				
							End of DAY (EotD)	<input type="checkbox"/>				
							EotD check and report HoC if issue	<input type="checkbox"/>				

	3.2 Fire Alarm	HoC	1 Sep Then ongoing	Regular tests of fire alarm	L	Pre-OPEN	<input type="checkbox"/>	L				
						Pre-Opening check....."conduct a TEST of the fire alarm <input type="checkbox"/>	<input type="checkbox"/>					
						Refresh and publish SD Fire Evacuation						
						During DAY	<input type="checkbox"/>					
						Immediate Clean of Fire core point or main panel if used	<input type="checkbox"/>					
						End of DAY (EotD)	<input type="checkbox"/>					
	3.3 First Aid Equipment	HoC	1 Sep Then ongoing	Stock checks and purchase	L	EotD check of fire alarm + clean of core points & report HoC if issue	<input type="checkbox"/>	L				
						Pre-OPEN	<input type="checkbox"/>					
						Pre-Open check....."is there adequate supplies of first-aid ?"	<input type="checkbox"/>					
						Replenish additional stocks						
						During DAY	<input type="checkbox"/>					
						Immediate Clean of First Aid equipment or disposal	<input type="checkbox"/>					
End of DAY (EotD)	<input type="checkbox"/>											
						EotD check and replenish stock and report HoC if issue	<input type="checkbox"/>					
CHECKED by				date	HoC							

HAZARD		Lead	By	Existing Control	risk	Additional Control			New Risk	Training	Review	
4	Cleaning & Hygiene Risk from spreading Covid-19	4.1 Hot water in every toilet	HoC	1 Sep Then ongoing	Checked by NRA	H	Pre-OPEN	<input type="checkbox"/>	M			<input type="checkbox"/>
							Pre-Open Check.....“is there hot water in every toilet ?”	<input type="checkbox"/>				
							During DAY	<input type="checkbox"/>				
							Visual check	<input type="checkbox"/>				
							End of DAY (EotD)	<input type="checkbox"/>				
							EotD check and report HoC if issue	<input type="checkbox"/>				
		4.2 Soap in every toilet....including staffroom	HoC	1 Sep Then ongoing	BSF checked  SCS Site team replenish end of the day	L	Pre-OPEN	<input type="checkbox"/>	L			<input type="checkbox"/>
							Pre-Opening check .....“is there soap in every toilet”	<input type="checkbox"/>				
							Replenish additional stocks	<input type="checkbox"/>				
							During DAY	<input type="checkbox"/>				
							Vsual check	<input type="checkbox"/>				
							End of DAY (EotD)	<input type="checkbox"/>				
	EotD check and replenish stock and report HoC if issue	<input type="checkbox"/>										
		4.3 Hand sanitiser	HoC	1 Sep		L	Pre-OPEN	<input type="checkbox"/>	L			<input type="checkbox"/>

			Then ongoing	Stock checks and purchase		Pre-Open check....."is there adequate supplies of sanitiser?" Purchase of hand sanitiser for reception, and GROUP rooms	<input type="checkbox"/>				
						<b>During DAY</b>	<input type="checkbox"/>				
						Visual check and replenish	<input type="checkbox"/>				
						<b>End of DAY (EotD)</b>	<input type="checkbox"/>				
						EotD check and replenish stock and report HoC if issue	<input type="checkbox"/>				
	4.4 Spillage Kits	HoC	1 Sep Then ongoing	Stock checks and purchase	H	<b>Pre-OPEN</b>	<input type="checkbox"/>		<a href="#">WHO Mod1</a>		
						Pre-Open check on spillage kits....."is there a spillage kit + PPE?" PPE (gown or boiler suit) located with spillage kits Order Spillage Kits and PPE gown/boiler suit <a href="#">Display PPE WHO course signage</a> Clear disposal of PPE and cleaning aids	<input type="checkbox"/>		<a href="#">WHO Mod2</a>	<input type="checkbox"/>	
						<b>During DAY</b>	<input type="checkbox"/>			CHECK ALL staff	
						Compulsory wearing of Full PPE kit ALL staff WHO trained RECORD spillage kit usage in SCS SPILLAGE USE LOG	<input type="checkbox"/>			<input type="checkbox"/>	
						<b>End of DAY (EotD)</b>	<input type="checkbox"/>				
						EotD check and replenish stock and report HoC if issue	<input type="checkbox"/>				
<b>CHECKED by</b>				<b>date</b>	<b>HoC</b>						

HAZARD			Lead	By	Existing Control	risk	Additional Control			New Risk	Training	Review
5	Classroom Risk from spreading Covid-19	5.1 Classroom cleaning	HoC	1 Sep Then ongoing	Cleaned by BSF or SCS Site team	M	Pre-OPEN	<input type="checkbox"/>	L	Site team		
							Pre-Open Heavy Clean	<input type="checkbox"/>				
							During DAY	<input type="checkbox"/>				
							Room to be closed if necessary	<input type="checkbox"/>				
							End of DAY (EotD)	<input type="checkbox"/>				
							EotD Heavy Clean, especially of main contact points. EotD site team to record in DAILY CLEANING LOG	<input type="checkbox"/>				
		5.2 Classroom waste bins	HoC	1 Sep Then ongoing	Cleaned by BSF or SCS Site team at the end of a day	M	Pre-OPEN	<input type="checkbox"/>	L			
							Pre-Open deep clean PROTOCOL on infected waste Purchase bins with lids for toilets and staffrooms	<input type="checkbox"/>				
							During DAY	<input type="checkbox"/>				
							STAFF DUTY rota to check on toilets at end of lunchtime	<input type="checkbox"/>				

						<b>End of DAY (EotD)</b>	<input type="checkbox"/>		Staff informed		
						Classroom waste emptied at end of day Toilet/staffroom waste double bagged and to external bins	<input type="checkbox"/>				
	5.3 Drinking water in classrooms	HoC	1 Sep Then ongoing	Students have access to water in classrooms – shared bottle and plastic cups	M	Students cannot bring water bottles into school Water can be provided to a student in a classroom Staff (wearing gloves) and face mask [to prevent cross-contamination] to provide drink in plastic cup Plastic cup disposed of in classroom double bag bin	<input type="checkbox"/>	L			
	5.4 Classroom set-up					ALL soft furnishing, where practicable, will have been removed Pupils will be provided with their own stationary in a plastic wallet with their name on it. Chairs and tables to be positioned in order to facilitate Social Distancing at all times.  Site team to be informed of classroom usage to aid preventative cleaning  Outdoor learning space to be used where appropriate but ensure GROUP and SD.					
<b>CHECKED by</b>				<b>date</b>	<b>HoC</b>						

HAZARD	Lead	By	Existing Control	risk	Additional Control	New Risk	Training	Review
6 Corridor Risk from spreading Covid-19	6.1 Corridor Floors and Walls	HoC	1 Sep Then ongoing  Checked by BSF and SCS Site team Cleaned at end of day Heavy Clean	M	<b>Pre-OPEN</b>	<input type="checkbox"/>	L	
					Pre-Open Check "have walls and floors been cleaned ?"	<input type="checkbox"/>		
					<b>During DAY</b>	<input type="checkbox"/>		
					Immediate Clean if there is a concern	<input type="checkbox"/>		
					<b>End of DAY (EotD)</b>	<input type="checkbox"/>		
					EotD HEAVY clean and report HoC if issue	<input type="checkbox"/>		
	6.2 Door handles	HoC	1 Sep Then ongoing  Normal everyday contact, but there is no idea of exact contacts during a day	H	<b>Pre-OPEN</b>	<input type="checkbox"/>	M	
					Pre-Open deep clean "have door handles been cleaned ?" Doors to be wedged to avoid contact and Fire-Evacuation to reflect this	<input type="checkbox"/>		
					<b>During DAY</b>	<input type="checkbox"/>		

						Doors to remain with wedge, but HoC to monitor Wearing of Gloves by staff and students (ExHT advises wearing of gloves) Identify key handles that are used more and wipe down with sanitiser at end of lunch	<input type="checkbox"/>				
						<b>End of DAY (EotD)</b>	<input type="checkbox"/>				
						EotD Heavy Clean and report HoC if issue	<input type="checkbox"/>				
<b>CHECKED by</b>				<b>date</b>		<b>HoC</b>					

HAZARD	Lead	By	Existing Control	risk	Additional Control	New Risk	Training	Review
7 Movement Risk from spreading Covid-19	7.1 Access at PERIMETER	HoC	1 Sep Then ongoing	M	<b>Pre-OPEN</b>	<input type="checkbox"/>	L	
					Pre-Open check	<input type="checkbox"/>		
					Pre-Open clean of possible contact points	<input type="checkbox"/>		
					SD floor markings and SD signage	<input type="checkbox"/>		
					SLT and staff on am rota	<input type="checkbox"/>		
					<b>During DAY</b>	<input type="checkbox"/>		
	7.2 Access at RECEPTION	HoC	1 Sep Then ongoing	L	CLEAN of main access point at 10am	<input type="checkbox"/>	L	
					<b>End of DAY (EotD)</b>	<input type="checkbox"/>		
					EotD HEAVY clean	<input type="checkbox"/>		
					EotD review and update and share where necessary	<input type="checkbox"/>		
					<b>Pre-OPEN</b>	<input type="checkbox"/>		
					Pre-Open check	<input type="checkbox"/>		
					Pre-Open clean	<input type="checkbox"/>		
					SD floor markers	<input type="checkbox"/>		
					SD signage	<input type="checkbox"/>		
					Sanitiser station being purchased	<input type="checkbox"/>		
					<b>During DAY</b>	<input type="checkbox"/>		
					INFRARED THERMOMETERS to record temperatures of STAFF on STAFF TEMP LOG and students on STUDENT TEMPERATURE LOG. These tests will be kept only for as long as is needed. If temperature is above 37.8 or higher then follow procedures detailed in 8.3 Questionable temperature will be triple checked.	<input type="checkbox"/>		
					PROTOCOL for searching....POLICY for Searching to be established	<input type="checkbox"/>		
					<b>End of DAY (EotD)</b>	<input type="checkbox"/>		

						EotD review and update and share where necessary PROTOCOL for SEARCHING for each CoL, live updating required	<input type="checkbox"/>				
	7.3 Movement inside school	HoC	1 Sep Then ongoing	Checked by LA/BSF	L	<b>Pre-OPEN</b>	<input type="checkbox"/>	L			<input type="checkbox"/>
						Pre-open check and section off site if required	<input type="checkbox"/>				
						Pre-open plan to ensure reducing contact	<input type="checkbox"/>				
						Doors to be wedged to avoid contact	<input type="checkbox"/>				
						<b>During DAY</b>	<input type="checkbox"/>				
						Review site issues to minimise contact	<input type="checkbox"/>				
						<b>End of DAY (EotD)</b>	<input type="checkbox"/>				
						EotD review and update and share where necessary	<input type="checkbox"/>				
	7.4 Movement outside school within school perimeter	HoC	1 Sep Then ongoing	Daily clean	L	<b>Pre-OPEN</b>	<input type="checkbox"/>	L			<input type="checkbox"/>
						Pre-open check	<input type="checkbox"/>				
						Pre-open plan of usage of outside and share	<input type="checkbox"/>				
						Doors to be wedged to avoid contact	<input type="checkbox"/>				
						<b>During DAY</b>	<input type="checkbox"/>				
						Enable access to outdoors during school day	<input type="checkbox"/>				
						<b>End of DAY (EotD)</b>	<input type="checkbox"/>				
						EotD check and clean. Review, update and share where necessary	<input type="checkbox"/>				
	7.5 Fire Evacuation Plan	HoC	1 Sep Then ongoing	Approved plan and testing each term	M	<b>Pre-OPEN</b>	<input type="checkbox"/>	L	✓		<input type="checkbox"/>
						Refreshed SD Fire Evacuation Plan	<input type="checkbox"/>				
						<b>During DAY</b>	<input type="checkbox"/>				
						Practice with groups every week	<input type="checkbox"/>				
						Record Evacuation time on FIRE LOG	<input type="checkbox"/>				
						Ensure SD maintained throughout alarm/drill	<input type="checkbox"/>				
						HoC Report issues to ExHT	<input type="checkbox"/>				
						<b>End of DAY (EotD)</b>	<input type="checkbox"/>				
						Ensure all STAFF & STUDENTS know Fire Evac Plan	<input type="checkbox"/>				
						Practice with staff <input type="checkbox"/>	<input type="checkbox"/>				
						Practice with students <input type="checkbox"/>	<input type="checkbox"/>				
	7.6 Water from Staffroom	HoC	1 Sep Then ongoing	At times, students do have water from staffroom	M	No water is to be issued from the staffroom. Water can be provided only from classroom or from designated dining area.	<input type="checkbox"/>	L	✓		
						Staff informed <input type="checkbox"/>	<input type="checkbox"/>				
						Students informed <input type="checkbox"/>	<input type="checkbox"/>				

	7.7 Movement to toilet	HoC	1 Sep Then ongoing	Students are accompanied by staff	M	Students to wear face coverings for movement and in communal areas Students to be escorted to the toilets to ensure effective hand hygiene is promoted. Toilets have hand washing signage Students to be provided with hand gel upon entry to the room. Staff informed <input type="checkbox"/> Students informed <input type="checkbox"/>	<input type="checkbox"/>	L	✓		
	7.8 Movement at BREAK	HoC	1 Sep Then ongoing	General free movement around school, although access to rooms are limited	M	Students to wear face coverings for movement and in communal areas Each GROUP to be allocated appropriate area for break Students to sanitise hands on return from break  If issue or potential issue at break, then staff to inform HoC immediately	<input type="checkbox"/>	L			
	7.9 Movement at Lunch	HoC	1 Sep Then ongoing	General free movement around school, although access to rooms are limited	M	Students to wear face coverings for movement and in communal areas Each GROUP to be allocated appropriate area for lunch Students to sanitise hands on return from lunch  If issue or potential issue at break, then staff to inform HoC immediately	<input type="checkbox"/>	L			
	7.10 Movement at end of the day	HoC	1 Sep Then ongoing	At end of the day, students collect personal items then are dismissed	H	Students to wear face coverings for movement and in communal areas Each GROUP to be allocated a depart time HoC to devise PROTOCOL for students leaving site	<input type="checkbox"/>	M			
<b>CHECKED by</b>				<b>date</b>			<b>HoC</b>				

HAZARD	Lead	By	Existing Control	risk	Additional Control	New Risk	Training	Review
8 Reducing Risk from spreading Covid-19	8.1 GROUPS	HoC	1 Sep Then ongoing	H	<b>Pre-OPEN</b>	<input type="checkbox"/>	L	
					Students organised into groups	<input type="checkbox"/>		
					Staff support organisation set-up	<input type="checkbox"/>		
					HoC to identify and allocate group zones for BREAK and LUNCH	<input type="checkbox"/>		
					<b>During DAY</b>	<input type="checkbox"/>		

						Groups will learn, eat and socialise together Other groups will not mix Siblings will be in the same group Group staff will not be expected to swap (only by HoC when there is a serious safeguarding or welfare issue or to limit the spread of Covid-19)	<input type="checkbox"/>				
						<b>End of DAY (EotD)</b>	<input type="checkbox"/>				
						EotD Review	<input type="checkbox"/>				
	8.2 Searching	HoC	1 Sep Then ongoing	Students are searched and items are stored	H	<b>Pre-OPEN</b>	<input type="checkbox"/>	M			
						PROTOCOL Searching No items to be taken into school – no food, no bottles Students allowed own face coverings Box with lid to store valuables Lockers to be used for coats	<input type="checkbox"/>				
						<b>During DAY</b>	<input type="checkbox"/>				
						No access to personal belongings	<input type="checkbox"/>				
						<b>End of DAY (EotD)</b>	<input type="checkbox"/>				
						HoC to organise for a SD depart for each group at different times by using a rota EotD check and review	<input type="checkbox"/>				
	8.3 Transport	HoC	1 Sep Then ongoing	Students make own way to school and from home. Some parents do transport, others walk, with the majority on public transport	H	<b>Pre-OPEN</b>	<input type="checkbox"/>	H			
						Students allocated to closest CoL SPEAR Individual Risk Assessment completed No bus-passes to be issued Ensure 2 students on minibus and 1 in car Consider paying parental mileage	<input type="checkbox"/>				
						<b>During DAY</b>	<input type="checkbox"/>				
						SCS Minibus to be used to support risk on SPEAR Indiv Stdnt RA Taxis may be booked with approval of ExHT	<input type="checkbox"/>				
						<b>End of DAY (EotD)</b>	<input type="checkbox"/>				
						EotD check and review	<input type="checkbox"/>				
	<b>CHECKED by</b>				<b>date</b>	<b>HoC</b>					
	<b>HAZARD</b>		Lead	By	Existing Control	risk	Additional Control	New Risk	Training	Review	
9	Illness during the day	9.1 RECOVERY room	HoC	1 Sep Then ongoing	Student waits for collection in reception area, this is a general area	H	<b>Pre-OPEN</b>	<input type="checkbox"/>	M		<input type="checkbox"/>
							Identify RECOVERY ROOM for illness Hand sanitiser, bin and tissues to be obtained for designated RECOVERY room.	<input type="checkbox"/>			

						<b>During DAY</b>	<input type="checkbox"/>				
						If used HoC to be informed	<input type="checkbox"/>				
						<b>End of DAY (EotD)</b>	<input type="checkbox"/>				
						EotD Heavy Clean and report HoC if issue	<input type="checkbox"/>				
						<b>ILLNESS PROTOCOL</b>	<input type="checkbox"/>				
	9.2 Student ILLNESS during the day (non-Covid-19 symptoms)	HoC	1 Sep Then ongoing	Student waits for collection in reception area, this is a general area	H	1 Parents to be called immediately		M			<input type="checkbox"/>
						2 Accompanying staff to wear PPE					
						3 Student moved to RECOVERY room, ventilate, ask them to avoid unnecessary contact with surfaces, check on them, close door and monitor from other side of door and update re:parents					
						4 Staff monitor if displaying Covid-19 symptoms, then advise them and inform parents to follow the staying at home guidance.					
						5 Staff to inform HoC...HoC to inform Operation Team to ensure it is logged.					
						6 Call 999 if students is seriously ill or injured or their life is at risk					
						7 Student to use tissue and dispose in bin, staff monitor					
						8 If students needs toilet, then nearest toilet to be used, remind them of the need for personal hygiene.					
						9 RECOVER room to be HEAVY cleaned					
						10 HoC to communicate with PARENT to evaluate risks					
		HoC	1 Sep		H	<b>ILLNESS PROTOCOL</b>	<input type="checkbox"/>	M			<input type="checkbox"/>

	9.3 Student ILLNESS during the day <b>Covid-19 symptoms</b>		Then ongoing	Student waits for collection in reception area, this is a general area		1 Parents to be called immediately 2 GROUP STAFF to be sent home once GROUP have left site 3 Accompanying staff to wear PPE, but avoid risk if possible 4 Student moved to RECOVERY room, ventilate, ask them to avoid unnecessary contact with surfaces, check on them, close door and monitor from other side of door and update re:parents 5 Staff monitor Covid-19 symptoms, then advise them and inform parents to follow the staying at home guidance. 6 Call 999 if students is seriously ill or injured or their life at risk 7 HoC to inform ExHT.. ExHT contact Public Health for guidance and consider closing Centre. 8 Staff to inform HoC...HoC to inform ExHT and Operation Team to ensure it is logged. 9 Student to use tissue and dispose in bin, staff monitor 10 If students needs toilet, then nearest toilet to be used, remind them of the need for personal hygiene. 11 ExHT to decide on CLOSING CoL or keep OPEN...[The key is the GROUP and whether there is a risk of cross-contamination. ExHT to inform HoC and Operations Team 12 ExHT communicate to parents via Operation Team 13 EXHT to order a DEEP CLEAN room to be deep cleaned 14 Staff and students to be advise to go for a Covid-19 test, isolate for 14 days until test results 15 HoC to communicate with PARENT to evaluate risks						
		ExHT	1 Sep		H	<b>ILLNESS PROTOCOL</b>	<input type="checkbox"/>	H				<input type="checkbox"/>

	9.4 A case of <b>Covid-19 is confirmed</b> – student or adult		Then ongoing	SCS has not had a confirmed case	<ul style="list-style-type: none"> <li>▪Contact with the local Public Health England Protection Team will be made to discuss the case, identify people who have been in contact with them and to advise on any actions or precautions that should be taken. An assessment of each education setting will be undertaken by the Health Protection Team with relevant staff. Advice on the management of pupils or students and staff will be based on this assessment.</li> <li>▪The Health Protection Team will also be in contact with the patient directly to advise on isolation and identifying other contacts, and will be in touch with any contacts of the patient to provide them with appropriate advice. Advice on cleaning of communal areas such as classrooms, changing rooms and toilets will be given by the Health Protection Team.</li> <li>▪If there is a confirmed case, a risk assessment will be undertaken by the educational establishment with advice from the local Health Protection Team. In most cases, closure of the education setting will be unnecessary but this will be a local decision based on various factors such as establishment size and pupil mixing.</li> <li>▪The ExHT and governing body reserve the right to make this decision of school closure or Centre of Learning closure based on knowledge of the unique setting and risk to pupils and staff.</li> </ul>					
<b>CHECKED by</b>				<b>date</b>	<b>HoC</b>					

HAZARD			Lead	By	Existing Control	risk	Additional Control		New Risk	Training	Review
10	RISK of students missing education	10.1 Students	HoC	1 Sep Then ongoing	SCS has provided learning activities.  NOTE: Remote Learning will be established if there is a closure of a Centre or SCS	H	SCS has established student rotas for F2F	<input type="checkbox"/>	M		
							F2F SCS Tiers established in SPEAR strategy	<input type="checkbox"/>			
							SCS has established a Remote Learning Hub	<input type="checkbox"/>			
							SCS staff can enhance learning through the following: 1. Set Paper based work that can be completed at school or posted home 2. Direct our students to existing Online resources – referred to as WEB learning 3. Use SCS VLE to share resources – referred to as REMOTE LEARNING HUB 4. Use SCS LIVE LEARNING using TEAMS for SCS Learners and non-SCS 5. Use SCS LIVE MENTORING using TEAMS for SCS Learners and non-SCS 6. Use SCS LIVE iNTERVENTION using TEAMS for SCS Learners and non-SCS 7. Use other platforms to enable SCS students to receive support from EXTERNALS 8. Signpost students to other support agencies, as and when required. 9. Signpost parents/carers to other support agencies, as and when required.				
CHECKED by	date			HoC							

HAZARD			Lead	By	Existing Control	risk	Additional Control	New Risk	Training	Review		
11	Risk to a students' emotional well-being	11.1Students well-being	HoC	1 Sep Then ongoing	SCS has established effective working practices	M	<b>SCS SPEAR Individual Student Risk Assessment</b>	<input type="checkbox"/>	L			<input type="checkbox"/>
								<input type="checkbox"/>				
							Current Risk Assessment analysis and from conversations with parents/carers during this period of lockdown, some of our students are and will struggle with the new routines of the school in order to protect staff and pupils. These measures are essential to keep everyone safe. ExHT has introduced a SPEAR Individual Student Risk Assessment, to identify current risks, and if students are too distressed, then ExHT will temporarily remove or reduce provision for individual pupils. If a student's behaviour and wellbeing is compromised to a point where they are spitting, being violent or not adhering effectively to social distancing, the HoC will temporarily remove or reduce provision for individual students until it is safe to return. ExHT will evaluate the risk and may prevent that student from returning during SPEAR. Students who require physical intervention throughout SPEAR will not be able to come into school due to the risks of close contact with other people. Physical intervention will be avoided wherever possible. In the instance where it is the case Level3 PPE must be used. All other MAPA policies and procedures will be adhered to as will de-escalation strategies.					
CHECKED by		date			HoC							

HAZARD			Lead	By	Existing Control	risk	Additional Control		New Risk	Training	Review	
12	Risk to a member of Staffs” emotional well-being	12.1 STAFFS well-being	ExHT	1 Sep Then ongoing	SCS has established effective working practices with the ever changing landscape	M	<b>SPEAR and STAFF Risk Assessment</b>	<input type="checkbox"/>	L			<input type="checkbox"/>
							ExHT has been in constant communication with HoC, SLT, and Operation Team. ExHT has supported staff well-being throughout. A staff survey has been completed and further surveys will be used to support SPEAR, especially when the guidance remains consistent. Virtual staff meetings and briefings have been regularly conducted. This provides an opportunity for staff to seek clarification or ask questions. STAFF risk assessments will be used to support individuals.	<input type="checkbox"/>				
							ExHT Headteacher has been in direct communication with staff when the need has arisen and will continue to support individuals					
CHECKED by					date		HoC					

<p>Other sources have been used</p> <p>Sandwell LA – Guidance document to support schools informing their approach to social distancing - Version 1 18.5.20</p> <p>SSAT - <a href="https://www.ssatuk.co.uk/?s=covid-19">https://www.ssatuk.co.uk/?s=covid-19</a></p> <p>UNION GUIDANCE</p> <p>NASUWT - <a href="https://www.nasuwt.org.uk/advice/health-safety/coronavirus-guidance/requirements-for-reopening-of-schools.html">https://www.nasuwt.org.uk/advice/health-safety/coronavirus-guidance/requirements-for-reopening-of-schools.html</a></p> <p>TUC - <a href="https://learning.elucidat.com/course/5eb42594092f7-5ebc26efb60ce?mailt=256%400MZfjTXziwFDgdJka2z4dw7NJ2Xis1knuONJVeoEtVQ%40475329">https://learning.elucidat.com/course/5eb42594092f7-5ebc26efb60ce?mailt=256%400MZfjTXziwFDgdJka2z4dw7NJ2Xis1knuONJVeoEtVQ%40475329</a></p> <p>NEU - <a href="https://neu.org.uk/neu-five-tests-government-schools-can-re-open">https://neu.org.uk/neu-five-tests-government-schools-can-re-open</a></p> <p>NAHT guidance - <a href="https://www.naht.org.uk/advice-and-support/coronavirus-news-and-guidance-for-school-leaders/advice-for-school-leaders-on-phased-returns/">https://www.naht.org.uk/advice-and-support/coronavirus-news-and-guidance-for-school-leaders/advice-for-school-leaders-on-phased-returns/</a></p> <p>ASCL - <a href="https://www.ascl.org.uk/coronavirus">https://www.ascl.org.uk/coronavirus</a></p> <p>GMB - <a href="https://www.gmb.org.uk/checklist-gmb-reps-coronavirus-covid-19">https://www.gmb.org.uk/checklist-gmb-reps-coronavirus-covid-19</a></p> <p>Further information</p> <p>The Government recovery strategy - OUR PLAN TO REBUILD <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/884760/Our_plan_to_rebuild_The_UK_Government_s_COVID-19_recovery_strategy.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/884760/Our_plan_to_rebuild_The_UK_Government_s_COVID-19_recovery_strategy.pdf</a></p> <p>Government advice on coronavirus - <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></p> <p>Coronavirus outbreak FAQs: what you can and can't do <a href="https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do">https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do</a></p> <p>Guidance and advice about coronavirus (COVID-19) in educational settings for staff, parents and carers, pupils and students. - <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings">https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings</a></p> <p>Public Health</p> <p>Public Health Team at <a href="mailto:PHCovid19.Enquiries@sandwell.gov.uk">PHCovid19.Enquiries@sandwell.gov.uk</a></p> <p>SIPS</p> <p>COVID-19: TOOLKIT FOR SCHOOLS – FACILITATING A SAFE RETURN</p> <p>Staff Considerations Extended Opening – Covid 19</p> <p>DfE helpline:</p> <p>Phone: 0800 046 8687 (and for reporting a positive case – select the relevant option)</p> <p>Email: <a href="mailto:DfE.coronavirushelpline@education.gov.uk">DfE.coronavirushelpline@education.gov.uk</a> Opening hours: 8am to 6pm (Monday to Friday), 10am – 4pm (Saturday to Sunday)</p>			
Signed	<i>Kevin Morgan</i>	date	22.9.20

SPEAR Risk Assessment Review			
DATE	SIGNATURE	COMMENTS	ACTIONS