

## RISK ASSESSMENT



<b>Location/Premises/School:</b> Llantwit Major Comprehensive School	<b>Date:</b> 04.01.2022																																																				
<b>Completed by:</b> Cedric Burden, headteacher.	<b>Review date:</b> As and when required. For example, issues identified, changes in Welsh Government / Public Health advice etc																																																				
<p><b>Activity/Description/Area:</b> Opening school from 01 January 2022.</p> <p>This risk assessment takes into account the following Welsh Government operational guidance:</p> <p><a href="https://gov.wales/schools-coronavirus-guidance">https://gov.wales/schools-coronavirus-guidance</a></p> <p>The risk assessment is in line with local alert level and may be revised to match the local/National level of infection at any time.</p> <p>School is organised in such a way that good health and wellbeing is maximised and transmission of illness is minimised.</p> <p><b><u>The School Day</u></b> The School day will run between 8.30 am and 3 pm with the following timetable:</p> <p>Plan of the day:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Period</th> <th>Times</th> <th>Duration</th> <th>Notes</th> <th></th> </tr> </thead> <tbody> <tr> <td>Start of day</td> <td>08:20</td> <td></td> <td></td> <td></td> </tr> <tr> <td>1</td> <td>08:30 - 9:30</td> <td>60</td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>09:30 - 10:30</td> <td>60</td> <td></td> <td></td> </tr> <tr> <td rowspan="2">Form and Break</td> <td>10:30 - 10:45</td> <td>15</td> <td>Year 7,8 – break then pastoral</td> <td rowspan="2">(No canteen access)</td> </tr> <tr> <td>10:45 - 11:00</td> <td>15</td> <td>Years 9,10,11 – pastoral then break</td> </tr> <tr> <td>3</td> <td>11:00 - 12:00</td> <td>60</td> <td></td> <td></td> </tr> <tr> <td rowspan="2">4</td> <td>12:00 - 13:00</td> <td>60</td> <td>Years 9, 10, 11 period 4. 30 minutes canteen. Y7, Y8.</td> <td></td> </tr> <tr> <td>13:00 - 14:00</td> <td>60</td> <td>Years 7, 8 period 4. 20 minutes canteen. Y9, Y10, Y11.</td> <td></td> </tr> <tr> <td>5</td> <td>14:00 - 15:00</td> <td>60</td> <td></td> <td></td> </tr> <tr> <td>End of day</td> <td>15:00</td> <td></td> <td>All years</td> <td></td> </tr> </tbody> </table>		Period	Times	Duration	Notes		Start of day	08:20				1	08:30 - 9:30	60			2	09:30 - 10:30	60			Form and Break	10:30 - 10:45	15	Year 7,8 – break then pastoral	(No canteen access)	10:45 - 11:00	15	Years 9,10,11 – pastoral then break	3	11:00 - 12:00	60			4	12:00 - 13:00	60	Years 9, 10, 11 period 4. 30 minutes canteen. Y7, Y8.		13:00 - 14:00	60	Years 7, 8 period 4. 20 minutes canteen. Y9, Y10, Y11.		5	14:00 - 15:00	60			End of day	15:00		All years	
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**Classroom measures**

Rooms are organised to limit students facing each other in favour of students sitting side-by-side and facing forwards. Unnecessary furniture has been removed to maximise space. Teaching staff are encouraged to distance from students and each other and to make greater use of classroom technology such as visualizers to model work in order to reduce the time they are in face to face contact. However, it is recognised that this approach is not possible for students with complex needs. These learners' educational and care support should be provided as normal and the staff involved use face visors as well as masks and use LFD tests more frequently.

Face coverings must be worn in the classroom where 2m separation is not possible and must be worn in all communal indoor areas including the main hall and corridors. The exception to this is when students are eating or drinking in the canteen or undertaking indoor PE. Students and staff sanitise hands when entering the classrooms and when leaving classrooms.

For individual and very frequently used equipment, such as pencils and pens, staff and students should have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared but should be cleaned regularly. Cleaning of rooms and resources will be conducted as required for use by students.

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**Movement around the school**

Students must follow the one way system and wear face covering.

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by when	Date action completed
Safeguarding	Students	<p>All staff aware of their safeguarding duties.</p> <p>All staff and students should know how to contact the Designated Safeguarding Person (LEP/KF) and consider how students can talk privately.</p> <p>Standard procedures to be observed including consideration of older age groups.</p> <p>Appropriate site security arrangements in place.</p>				

Early detection of asymptomatic staff and students with the virus detected via lateral flow testing	All staff	<p>Anybody unwell with symptoms of Covid19 to stay at home. Symptoms include:</p> <ul style="list-style-type: none"> <li>• new continuous cough;</li> <li>• high temperature;</li> <li>• loss of / change in taste or smell;</li> <li>• for the Omicron variant flu-like symptoms may be evident.</li> </ul> <p>Staff and students to test <b>at least</b> three times per week. Staff and students should test <b>at least</b> on Monday, Wednesday and Friday mornings.</p> <p><b>Anyone who has symptoms should take a PCR test.</b></p> <p><b>Anyone who tests positive using a Lateral Flow Device test (LFD):</b></p> <ul style="list-style-type: none"> <li>• informs school and remains at home;</li> <li>• reports immediately to <a href="https://www.gov.uk/report-covid19-result">https://www.gov.uk/report-covid19-result</a>;</li> <li>• take a PCR test within 24 hours of the positive LFD;</li> <li>• the local contact tracing team will then contact the school; and</li> <li>• the person may return to school on the eighth day following negative LFD tests on days 6 and 7 with a 24 hour separation of these tests.</li> </ul> <p><b>A negative test result will also be logged via the on-line form.</b></p> <ul style="list-style-type: none"> <li>• The normal testing with LFD may be increased to an every day LFD test.</li> </ul> <p>School will reinforce government guidelines and in particular, remind all those who test negative that this does not mean they can relax their infection prevention measures and/or if they show any of the Covid19 symptoms to self-isolate immediately and book a PCR test.</p>	<p>School SLT will continue to monitor the process and will support any staff with queries.</p> <p>School staff and students are encouraged to take a Lateral Flow test just before their return to school in September.</p>	All staff	Ongoing	
Spread of Coronavirus	Staff & students	<p><b>If a student or staff member is a contact with someone who has a positive Covid19 test:</b></p> <p>A student or staff member who <b>is</b> fully vaccinated or aged 5 to 17  If you are a fully vaccinated adult or aged between 5 and 17 you do not need to self-isolate if identified as a close contact but you should take a LFD test every day for 7 days or until 10 days since your last contact with the person who tested positive for COVID-19 if this is earlier. Take this daily test before you leave the house for the first time that day and upload all tests results on GOV.UK even if negative or void.</p>	Ongoing monitoring	Staff	Ongoing	

		<p><u>A student over 18 or staff member who is <b>NOT</b> fully vaccinated</u> If you are 18 and over, and not fully vaccinated, you must self-isolate from the day you were last in contact with the person who tested positive for COVID-19 and for the next 10 days.</p> <p>You should also take a PCR test on day 2 and day 8. It is important that you take the tests even if you feel well as you may have COVID-19 even if you do not have symptoms.</p> <p>Even if these tests are negative, you should complete the isolation period. This is because if you have been infected, it can take time for symptoms to develop or to become infectious to others.</p> <p>If you are not able to be vaccinated for a clinical reason, you must self-isolate for 10 days, even if you get a negative PCR or lateral flow test result.</p> <p>Everyone should:</p> <ul style="list-style-type: none"> <li>• Follow good hand and respiratory hygiene including ventilation;</li> <li>• Continue with the increased cleaning arrangements; and</li> <li>• Actively engage with Test, Trace, Protect.</li> <li>• Consider how to reduce contacts and maximise distancing between those in school wherever possible in order to minimise potential for contamination</li> </ul>				
Prevention of Coronavirus	Staff & students	<p>Ensure regular communication with staff, parents, guardians to inform of conditions and expectations in school and in online learning.</p> <p>Minimise contact between individuals as much as possible.</p> <p>All students and staff must wear face coverings:</p> <ul style="list-style-type: none"> <li>• in classrooms unless all students are separated at a distance of at least 2m;</li> <li>• in corridors;</li> <li>• in communal indoor areas; and</li> <li>• on school transport.</li> </ul> <p>The only exceptions to this rule are when students are involved in an indoor sporting activity, when they are eating in the canteen, or if they are exempt.</p> <p>All students and school staff should use the fluid resistant surgical masks as far as reasonably practicable.</p>		All staff		Business Manager 1/9/21

		<p>When removing face coverings there must be no touching of the front of the mask, place reusable masks into a plastic bag that are disposed of in designated bins, wash hands.</p> <p>Clean hands thoroughly more often than usual with soap &amp; water/hand gel. Clean hands on arrival at school, returning from breaks, during a change of room and before/after eating</p> <p>Practise good respiratory hygiene by promoting 'catch it, bin it, kill it'</p> <p>Clean regularly, particularly frequently touched surfaces &amp; outside equipment.</p> <p>Wear appropriate PPE.</p> <p>Ensure appropriate ventilation:</p> <ul style="list-style-type: none"> <li>• Within classroom: <ul style="list-style-type: none"> <li>- Make small adaptations to the classroom to support distancing where possible, including sitting side by side and facing forwards;</li> <li>- Move unnecessary furniture out of classrooms to give more space;</li> <li>- Maintain a distance &amp; reduce the amount of time they are in face-to-face contact</li> <li>- Staff in secondary schools to be encouraged to maintain distance from students and other staff as often as possible;</li> <li>- Staff to avoid close face-to-face contact and minimise time spent within 1 metre of anyone</li> </ul> </li> <li>• Elsewhere: <ul style="list-style-type: none"> <li>- No REGULAR large gatherings such as assemblies or staff meetings;</li> <li>- Movement around the school to be kept to a minimum and only during lesson changeovers;</li> <li>- Avoid creating busy corridors, entrances and exits;</li> <li>- Staggered breaks and lunch times (time for cleaning surfaces in dining hall between groups);</li> <li>- Shared staff spaces should be used in accordance with safe distancing practices.</li> <li>- Limit the amount of equipment students bring into school each day to essentials. For example, lunch boxes, bags, hats, coats, books, stationery, mobile phones etcetera.</li> </ul> </li> </ul>	<p>Ensure sufficient hand washing/hand gel 'stations' Supplies of tissues &amp; bins to be made available. Use hand gel before entering the toilet &amp; ensure toilets are cleaned regularly</p> <p>All staff to monitor the movement of students around the school during lesson changeovers and to ensure all students are following the one-way system and wearing face coverings. All staff to ensure that there are no queues in corridors at the start of a lesson</p> <p>Ensure hands are sanitised prior to using frequent touch objects eg hot water taps, kettles, fridge doors etc and wipe as appropriate after use</p>	Staff	Ongoing	
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		<p>Staff and students should have their own individual set of very frequently used equipment such as pens and pencils which are not shared.</p> <p>Classroom-based resources such as books and games can be used and shared; they should be cleaned regularly.</p>	Resources that are shared such as sports, art and science equipment should be cleaned frequently.			
Use of PPE	Staff & students	<p>Social / physical distancing, hand hygiene and respiratory hygiene remain the most effective ways to prevent the spread of coronavirus</p> <p>If a student becomes unwell with symptoms of Covid19 and needs direct personal care, staff should wear disposable gloves, apron and fluid-resistant surgical mask; eye protection should also be worn if a risk assessment determines that there is a risk of splashing to the eyes from coughing, spitting or vomiting; gloves and aprons to be worn when cleaning areas where a symptomatic person has been.</p> <p>Face coverings are required in indoor communal areas and in classrooms.</p> <p>Visitors to the school are required to wear a face covering.</p>	<p>First Aid staff to be reminded re. putting on and removing PPE in the right order, safely disposing of the waste and use correct hand hygiene steps to reduce the risk of onward transmission of the infection</p> <p>No one who may not be able to handle face coverings (young students, ALN or disabilities) should wear them as it may inadvertently increase the risk of transmission.</p>	Business manager	3/9/21	
Use of face coverings for health purposes				Headteacher	3/9/21	
People at school who are unwell	Staff & students	<p>Students to be kept in a separate room (in the foyer) until they are collected, supervised at a distance of 2 metres where possible. If this is not possible, disposable gloves, apron &amp; IIR mask to be worn.</p> <p>Anybody with symptoms to stay at home, begin to self-isolate for 7 days and make arrangements to be tested immediately. Any positive result to be reported to the school as soon as possible so that any initial precautionary actions can be undertaken pending contact from Test, Trace, Protect.</p>	<p>Ensure surfaces that symptomatic students / staff have come into contact with are carefully and thoroughly cleaned</p> <p>If test is negative, they can return to school</p>	Staff	Ongoing	
				Staff / students	Ongoing	
				Headteacher	Ongoing	

		Engage with the Test, Trace, Protect strategy. Manage confirmed cases of Covid19 among the school community and contain any outbreak by following local health protection team advice.	when they feel well enough to do so Advise H&S Team as soon as anybody in the school tests positive.	Business Manager	Ongoing	
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Engage with the Test, Trace, Protect (TTP) Strategy	Staff & students	<p>School will remind everybody who is showing symptoms to self-isolate and book a test.</p> <p>School will review contact groups with TTP to enable tracing.</p> <p>If anybody tests positive a Contact Tracer will contact the parent of a student to help identify potential contacts. A second contact tracer will then get in touch with those contacts and advise them to self-isolate and PCR test.</p> <p>People are considered as potential contacts if they were in contact with the person who has tested positive during a period beginning up to <b>2 days</b> before symptoms started and ending when the case entered home isolation.</p> <p>A positive test on site does not require closure of the school</p> <p>Where staff have maintained social/physical distancing rules and adhered to hygiene measures during work and where required have used PPE, they would not be regarded as part of a contact tracing exercise. Staff should avoid close face to face contact and time spent within 1 metre of anyone.</p> <p>If school identifies a potential cluster or outbreak, they will contact the regional multi-agency TTP Team immediately.</p>	<p>School will be contacted by the TTP team to assist in tracing contacts</p> <p>School to maintain records of all staff / students on site, where, when etcetera.</p> <p>School to note that a contact is defined as someone who has had <b>close contact as follows:</b></p> <p>Within 1 metre of the person who has tested positive and has been coughed on, had a face-to-face conversation, had skin-to-skin physical contact, or been in other forms of contact within 1 metre for 1 minute or longer;</p> <p>Within 2 metres of the person testing positive for more than 15 minutes; and</p> <p>Having travelled in a vehicle with the person who has tested positive.</p>	Headteacher	Ongoing	
Identifying clusters and outbreaks	Staff & students	If there is more than one positive case of Covid19 associated with a school the TTP service will consider if these cases appear to be linked.	Advice based on the assessment of each individual situation will be provided to support			



		If there are multiple cases of Covid19 in a school that appear to be linked this may trigger support to the school.	the school in preventing further spread through the use of additional tailored interventions.			
Students & staff with underlying health conditions	Staff & students	<p><b>The Welsh Government has advised that in light of the change of context, the Chief Medical Officer has recommended that the advice to the clinically extremely vulnerable in the 11-17 age group need not isolate.</b></p> <p><b>Risk assessments already completed on staff in the clinically vulnerable group</b></p> <p>Staff and student well-being is a primary concern for the school.</p> <p>Support mechanisms for staff include:</p> <ul style="list-style-type: none"> <li>- Talking to line manager;</li> <li>- Employee Assistance Programme (Care First) available 24/7 on 0800 174 319;</li> <li>- Occupational Health Service can be contacted on 07894 326948 or 07714 397521.</li> </ul> <p>Staff to positively reinforce behaviours around mask wearing and hygiene as opposed to stigmatising mistakes.</p> <p>Staff to be alert to identify and support learners who exhibit signs of distress.</p>	<p>Monitor Welsh Government advice for any additional action to be taken in relation to those that were shielding.</p> <p>Support can be obtained from the H&amp;S Team and / or the OH Service</p> <p>Staff to use the Covid19 Workforce Risk Assessment (self-assessment) to consider their own health and well-being status to see if they are at higher risk of development more serious symptoms if they come into contact with the Covid19 virus – result will be either low, high or very high. Result to be discussed with line manager and a personal risk assessment undertaken.</p>	Headteacher  Any staff that choose to	Ongoing	Students & staff with underlying health conditions
Students with symptoms	Staff & students	Parents/guardians will be responsible for monitoring symptoms prior to sending students to school.	Monitor for symptoms developing. Any child showing symptoms on	Staff	Ongoing	Students with symptoms

entering the school	Spreading symptoms to others	Parents/guardians to remind students of their responsibility to abide by current guidelines on hand washing, wearing masks & staying safe at home.  Students to use hand gel on entering the school which will be available in classrooms.	arrival will not be admitted to the school.			entering the school
Transport	Staff & students	Face coverings to be worn on public transport.  LA transport provision has been risk assessed by Transport Services.				
Lack of First Aid provision	All staff & Students	Low risk environment. Administrative and support staff trained to the expected level.  Supervision ratios to be adhered to with a minimum of emergency first aid staff on site at all times.  First aid equipment available and adequately stocked.  Corporate accident / incident form to be completed where appropriate.				
Administering prescription medication	Students  Incorrect medication or dosage given; medication not available.	School policy to be followed by staff				
On-site Traffic	All staff & students	See separate traffic risk assessment for the school.				
Fire	All staff & students  Burns, smoke inhalation, asphyxiation	Fire alarm checks to be carried out as normal.  Fire doors should not be wedged open unless done so with an appropriate hold open device that is connected to the fire alarm system.  Headteacher will ensure fire risk assessment is up-to-date and any outstanding work undertaken.	Fire safety advice is available from the Vale of Glamorgan Fire safety officer			

Safeguarding	Students	<p>All staff aware of their safeguarding duties. All staff and students should know how to contact the Designated Safeguarding Person (LEP/KF) and consider how students can talk privately.</p> <p>Standard procedures to be observed including consideration of older age groups.</p> <p>Appropriate site security arrangements in place.</p>				
Building & property maintenance	<p>All staff &amp; students</p> <p>Legionella, defects in property, faults, electric shock etcetera.</p>	<p>All routine inspections &amp; tests must be maintained. For example, legionella water monitoring, hand wash water temperatures.</p> <p>Statutory inspections &amp; servicing to continue.</p> <p>Defects to be reported for remedial action.</p> <p>Any areas presenting increased risk to students to be locked when not in use.</p> <p>All doors to chemical and cleaning storage, electrical distribution cupboards, high risk areas etcetera to be kept locked.</p> <p>Good housekeeping to be maintained.</p> <p>All outdoor building maintenance must be coordinated with the headteacher to ensure segregation from students and staff. For example, grass cutting.</p> <p>All contractors to report to reception prior to the start of any work.</p>	<p>There will be a balance at the school between ventilation and thermal comfort. Advice is available from David Powell and the Energy team at Vale of Glamorgan if there are concerns.</p>			
Cleaning activities	All staff & students	<p>Cleaning of high contact areas throughout the day.</p> <p>Staff to assist with cleaning where appropriate. In particular to clean desks at the end of lessons.</p> <p>Wash hands following any cleaning activity.</p>	<p>Deep cleaning is available from the Vale of Glamorgan cleaning.</p>			

		<p>Cleaners to wear appropriate PPE in line with current arrangements. For example, gloves, apron etcetera. Wear goggles if decanting chemicals where there is a risk of splashing in the eyes.</p> <p>If there is a confirmed case in the school a deep clean of the immediate area will continue to be helpful in reducing transmission.</p>	COSHH assessments and presentation is available for cleaning materials provided to staff and students			
Lack of staff, reduction in supervision	<p>Staff &amp; students</p> <p>Lack of supervision, increase in accidents, increase contact</p>	<p>Maintain supervision levels as far as practicable at all times.</p> <p>Identify back-up staff</p> <p>Utilise rotas to cover access times including premises staff / cleaners. Consider redeploying staff where necessary.</p>				
<p>Verbal/physical abuse</p> <p>Loss of control</p>	<p>Staff &amp; students</p> <p>Physical/psychological injury</p>	<p>Maintain adequate staff supervision.</p> <p>Staff familiar with children to be present.</p> <p>Staff with additional training employed where appropriate.</p>				
Catering	Staff and students	<p>Kitchens will be fully opened.</p> <p>Canteen facilities</p> <p>At break time no food will be served in the canteen. Students will be asked to bring their own snacks and drinks.</p> <p>At lunchtime year groups will have their own allocated time in the canteen as described above.</p>	Further information and guidance provided by Welsh Government to cover any potential issues with the provision of free school meals, if the need arises			
Educational visits	Students	<p>Welsh Government supports the guidance produced by a partnership of experts to help ensure that educational visits and activities are safe: <a href="https://oeapng.info/">https://oeapng.info/</a></p> <p>A risk assessment will be undertaken for any trip agreed by the headteacher. This is to include arrangements for any staff/student developing symptoms during the visit.</p>		Headteacher and staff organising the trip	Ongoing	
School uniform		All students to wear school uniform as normal.				

PE lessons	Staff and students	PE lessons can take place indoors and outdoors; outdoor lessons should be prioritized where possible. School should take note of any guidance published by the relevant National Governing body for the Sport with regard to safe operation in respect of Covid19. Efforts should be made to limit contact with others. Shared equipment should be cleaned between use.  Changing rooms should be ventilated as well as possible, and surfaces must be cleaned after use.  Ensure no cross contamination with school/community use of the pitch.		PE department staff	Ongoing	
3G Pitch	Staff and students	PE staff to supervise students during lessons.  Duty staff to supervise students during break and lunch.  No food to be taken on to the 3G pitch. Daily cleaning of the 3G pitch.	PE staff  Duty staff  LMT, WJ and GP	Business Manager	Ongoing	
Contingency planning	Staff and students	Plan in place for the possibility of a further lockdown	SLT  Welsh Government will work closely with Public Health Wales and Councils, in the case of potential localised outbreaks.			

## Appendix 1: Sporting Fixture

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>What further action is necessary?</b>	<b>Action by whom</b>	<b>Action by when</b>	<b>Date action completed</b>
Injury	Student	<ul style="list-style-type: none"> <li>• Training for the sport.</li> <li>• Advice for good behaviour.</li> <li>• Monitoring good behaviour</li> <li>• First aid training for staff</li> <li>• Collection of contact details and medical conditions for students</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor and improve practice</li> </ul>	JC and LMT	Ongoing	Ongoing
Stray students	Student	<ul style="list-style-type: none"> <li>• Advice for good behaviour.</li> <li>• Monitoring good behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor and improve practice</li> </ul>	JC and LMT	Ongoing	Ongoing
Covid19 transmission within the team	Students and teachers	<ul style="list-style-type: none"> <li>• Students to complete LFT thrice weekly</li> <li>• Students to wear masks on buses</li> <li>• Team to be assembled out of doors as much as possible</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor and improve practice</li> </ul>	JC and LMT	Ongoing	Ongoing
Covid19 transmission between the teams	Students and teachers	<ul style="list-style-type: none"> <li>• Schools to communicate concerning the incidence of Covid19 transmission</li> <li>• Cancellation of fixtures if Covid19 transmission cases reach 10% of the year group</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor and improve practice</li> </ul>	JC and LMT	Ongoing	Ongoing

## Appendix 2: Choir

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>What further action is necessary?</b>	<b>Action by whom</b>	<b>Action by when</b>	<b>Date action completed</b>
Injury	Student	<ul style="list-style-type: none"> <li>• Warm up to sing</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor and improve practice</li> </ul>	HAT and LMT	Ongoing	Ongoing
Stray students	Student	<ul style="list-style-type: none"> <li>• Advice for good behaviour.</li> <li>• Monitoring good behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor and improve practice</li> </ul>	HAT and LMT	Ongoing	Ongoing
Covid19 transmission within the Choir	Students and teachers	<ul style="list-style-type: none"> <li>• Students to complete LFT thrice weekly</li> <li>• Choir to space during practice</li> <li>• Practices conducted in well ventilated spaces</li> <li>• Students to wear masks on buses</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor and improve practice</li> </ul>	HAT and LMT	Ongoing	Ongoing
Covid19 transmission between the Choir and audience	Students and teachers	<ul style="list-style-type: none"> <li>• Communicate with SLT concerning the incidence of Covid19 transmission</li> <li>• Cancellation of events if Covid19 transmission cases reach 10% of the year group or choir group</li> <li>• Audience separated by 2m between each home grouping</li> <li>• Audience at 4m from the choir</li> <li>• Audience with to take LFT before attending</li> <li>• Audience with Covid19 not allowed to attend</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor and improve practice</li> </ul>	HAT and LMT	Ongoing	Ongoing

## Appendix 3: School Show

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>What further action is necessary?</b>	<b>Action by whom</b>	<b>Action by when</b>	<b>Date action completed</b>
Injury	Student	<ul style="list-style-type: none"> <li>• Warm up to sing</li> <li>• Warm up to dance</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor and improve practice</li> </ul>	HAT and LMT	Ongoing	Ongoing
Stray students	Student	<ul style="list-style-type: none"> <li>• Advice for good behaviour.</li> <li>• Monitoring good behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor and improve practice</li> </ul>	HAT and LMT	Ongoing	Ongoing
Covid19 transmission within the Choir	Students and teachers	<ul style="list-style-type: none"> <li>• Students to complete LFT thrice weekly</li> <li>• Show cast to space during practice</li> <li>• Practices conducted in well ventilated spaces</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor and improve practice</li> </ul>	HAT and LMT	Ongoing	Ongoing
Covid19 transmission between the Choir and audience	Students and teachers	<ul style="list-style-type: none"> <li>• Communicate with SLT concerning the incidence of Covid19 transmission</li> <li>• Cancellation of events if Covid19 transmission cases reach 10% of the year group or choir group</li> <li>• Audience separated by 2m between each home grouping</li> <li>• Audience at 4m from the performance</li> <li>• Audience with to take LFT before attending</li> <li>• Audience with Covid19 not allowed to attend</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor and improve practice</li> </ul>	HAT and LMT	Ongoing	Ongoing



## Appendix 4: School trips by bus

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>What further action is necessary?</b>	<b>Action by whom</b>	<b>Action by when</b>	<b>Date action completed</b>
Injury	Student	<ul style="list-style-type: none"> <li>• Training for the event.</li> <li>• Advice for good behaviour.</li> <li>• Monitoring good behaviour</li> <li>• First aid training for staff</li> <li>• Collection of contact details and medical conditions for students</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor and improve practice</li> </ul>	LMT	Ongoing	Ongoing
Stray students	Student	<ul style="list-style-type: none"> <li>• Advice for good behaviour.</li> <li>• Monitoring good behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor and improve practice</li> </ul>	LMT	Ongoing	Ongoing
Covid19 transmission within the trip attendees	Students and teachers	<ul style="list-style-type: none"> <li>• Students to complete LFT thrice weekly</li> <li>• Students to wear masks on buses</li> <li>• Trip attendees to be assembled out of doors as much as possible</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor and improve practice</li> </ul>	LMT	Ongoing	Ongoing
Covid19 transmission between the teams and the hosts at the venue	Students and teachers	<ul style="list-style-type: none"> <li>• School to consider the incidence of Covid19 transmission</li> <li>• Cancellation of trip if Covid19 transmission cases reach 10% of the year group</li> <li>• Covid19 cases at the venue will result in the cancellation of the trip</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor and improve practice</li> </ul>	LMT	Ongoing	Ongoing

## Appendix 5: School trips by walking

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>What further action is necessary?</b>	<b>Action by whom</b>	<b>Action by when</b>	<b>Date action completed</b>
Injury	Student	<ul style="list-style-type: none"> <li>• Training for the event.</li> <li>• Advice for good behaviour.</li> <li>• Monitoring good behaviour</li> <li>• First aid training for staff</li> <li>• Collection of contact details and medical conditions for students</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor and improve practice</li> </ul>	LMT	Ongoing	Ongoing
Stray students	Student	<ul style="list-style-type: none"> <li>• Advice for good behaviour</li> <li>• Monitoring good behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor and improve practice</li> </ul>	LMT	Ongoing	Ongoing
Covid19 transmission within the trip attendees	Students and teachers	<ul style="list-style-type: none"> <li>• Students to complete LFT thrice weekly</li> <li>• Students to wear masks for indoor spaces</li> <li>• Trip attendees to be assembled out of doors as much as possible</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor and improve practice</li> </ul>	LMT	Ongoing	Ongoing
Covid19 transmission between the teams and the hosts at the venue	Students and teachers	<ul style="list-style-type: none"> <li>• School to consider the incidence of Covid19 transmission in the school and the venue</li> <li>• Cancellation of trip if Covid19 transmission cases reach 10% of the year group</li> <li>• Covid19 cases at the venue will result in the cancellation of the trip</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor and improve practice</li> </ul>	LMT	Ongoing	Ongoing

## Appendix 6: Peer Mentoring

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>What further action is necessary?</b>	<b>Action by whom</b>	<b>Action by when</b>	<b>Date action completed</b>
Injury	Student	<ul style="list-style-type: none"> <li>• Training for the mentors and mentees.</li> <li>• Advice for good behaviour.</li> <li>• Monitoring good behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor and improve practice</li> </ul>	LMT	Ongoing	Ongoing
Stray students	Student	<ul style="list-style-type: none"> <li>• Advice for good behaviour.</li> <li>• Monitoring good behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor and improve practice</li> </ul>	LMT	Ongoing	Ongoing
Covid19 transmission between students	Students and teachers	<ul style="list-style-type: none"> <li>• Students to complete LFT thrice weekly</li> <li>• Mentors to wear masks for indoor spaces</li> <li>• Mentor and mentee to distance as much as possible</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor and improve practice</li> </ul>	LMT	Ongoing	Ongoing
Covid19 transmission between the teams and the hosts at the venue	Students and teachers	<ul style="list-style-type: none"> <li>• School to consider the incidence of Covid19 transmission</li> <li>• Cancellation of mentoring if Covid19 cases reach 10% of the year group</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor and improve practice</li> </ul>	LMT	Ongoing	Ongoing

## Appendix 7: Covid19 Transmission During Trips

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>What further action is necessary?</b>	<b>Action by whom</b>	<b>Action by when</b>	<b>Date action completed</b>
Transmission of Covid19 to a member of the party.	Students and staff involved in the event	LFD test before event and only attend if negative result.  Follow good hand and respiratory hygiene.		Staff and students		
Danger from members of the party	Students and staff involved in the event	LFD test before event and only attend if negative result.				
Travel	Students and staff involved in the event	Wear masks, sanitise and follow the seating plan.				
Danger from member of the public	Students and staff involved in the event	Distance from members of the public and wear masks. Clean hands thoroughly following interactions with property.				
Danger from the environment	Students and staff involved in the event	Wear masks, limit time in doors and use outdoor spaces. Wash hands and or sanitise regularly.				