

Risk Assessment Form

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| Department: <i>Halesbury School</i> | Service: <i>Education</i> | Reference: <i>V5</i> |
| Activity: <i>Full School Operation during COVID-19</i> | Site: <i>Halesbury School</i> | |
| People at Risk: <i>Staff, pupils and visitors</i> | Additional Information: <i>Written in respect of the Corona Virus</i> <i>MOST RECENT CHANGES IN BOLD TYPE</i> | |
| Name of Person Completing Form: <i>John Kulyk</i> Date: <i>14/01/2021</i> | Job Title: <i>Head Teacher</i> | Review Date: <i>As new guidance is released</i> |

| Hazard | Risk | Initial Rating L, M, H | Existing Control Measures | Final Rating L, M, H | Additional Action Required (action by whom and completion date – use separate Action Plan if necessary) |
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| <p><i>Staff/pupils/parents/visitors</i> <i>unaware of policies and procedures</i></p> | <p><i>Infection transmission due to poor awareness of policies and procedures implemented to reduce the risk of spread of infection.</i></p> | H | <p><i>All staff are made aware of the policies and documented procedures in place to reduce the risk of spreading the infection via email. These include:</i></p> <ul style="list-style-type: none"> - <u><i>Health and Safety Policy</i></u> - <u><i>Infection Control Policy</i></u> - <u><i>First Aid Policy</i></u> - <u><i>Coronavirus (COVID-19): Full Opening Handbook for Parents/Carers</i></u> - <u><i>Remote Learning Policy</i></u> - <u><i>Safeguarding Policy</i></u> - <u><i>Addendum – COVID-19 Halesbury COVID-19 Contingency Plan</i></u> - <u><i>DfE and DHSC (2021) ‘Mass asymptomatic testing: schools and colleges’</i></u> - <u><i>Lateral Flow Testing Risk Assessment Halesbury</i></u> <p><i>Staff receive any necessary information on measures that have been implemented that are relevant to their role, e.g. infection control and</i></p> | H | <p><i>Senior leaders should ensure they are aware of current guidance and legislation in respect of whole school operations during the COVID-19 pandemic including, but not limited to:</i></p> <ul style="list-style-type: none"> - <i>Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</i> - <i>DfE (2020) ‘Guidance for schools: coronavirus (COVID-19)’</i> - <i><u>Safe working in education, childcare and children’s social care</u></i> - <i><u>Supporting children and young people with SEND in schools and colleges</u></i> <p><i>Every manager needs to ensure that policies and procedures are being implemented and followed consistently including supply staff and visitors.</i></p> <p><i>The senior leadership team should review relevant school policies to ensure they account for new provisions.</i></p> |

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| | | | <p><i>pupil wellbeing.</i></p> <p><i>The Head Teacher keeps up-to-date with advice issued by, but not limited to, the following:</i></p> <ul style="list-style-type: none"> - <i>DfE</i> - <i>NHS</i> - <i>PHE</i> - <i>Department of Health and Social Care</i> - <i>The school's local health protection team (HPT)</i> <p><i>All staff have received a copy of the Infection Control Policy, have been asked to become familiar with their responsibilities and follow the procedures.</i></p> <p><i>Posters around school and floor markings make it clear to the school community and visitors the expectation to return home if experiencing Coronavirus symptoms, maintain social distancing and good respiratory and hand hygiene, and how to navigate the school safely.</i></p> <p><i>All the above documents as well as the Full School Operation During COVID-19 risk assessment is available on the school website, sent out to parents via ParentHub and to staff via email.</i></p> | | |

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| <p><i>Transmission of Covid19 among staff, pupils and visitors due to poor hand and respiratory hygiene</i></p> | <p><i>Infection transmission due to poor awareness and implementation of hand and respiratory hygiene</i></p> | <p>H</p> | <p><i>All pupils, staff and visitors should wash or sanitise hands on arrival and regularly throughout the day including when they arrive at school, when they return from breaks, when they change rooms, and before and after eating.</i></p> <p><i>Hand sanitiser is provided in all rooms. Pupils to be supervised by staff, where appropriate to age and/or understanding, for example when using hand sanitiser to ensure they do not ingest any.</i></p> <p><i>Younger pupils and those with complex needs are supported with hand and respiratory hygiene practices, however, these routines are capped where the constant need to maintain good hygiene would have a negative impact on learning and mental health.</i></p> <p><i>Individual risk assessments are conducted in relation to pupils with complex needs who struggle to maintain good respiratory hygiene.</i></p> <p><i>Face coverings should be worn by all staff, visitors and pupils from year 7 and above outside classrooms when moving around communal areas where social distancing cannot easily be maintained. Some individuals will be exempt from wearing face coverings, including those who:</i></p> <ul style="list-style-type: none"> <i>• Cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability.</i> | <p>H</p> | <p><i>It is the responsibility of all staff receiving visitors from outside agencies to ensure they have received the information and training to manage infection control in line with their tasks.</i></p> <p>Many of the pedal bins are broken. These are being replaced as needed.</p> |

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| | | | <ul style="list-style-type: none"> • <i>Speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate.</i> <p><i>We expect everyone in the school community, including parent and visitors, to be sensitive to these needs.</i></p> <p><i>No pupil will be excluded from education on the grounds that they are not wearing a face covering.</i></p> <p><i>Pupils in year 7+ will be educated in how to put on, remove and store face coverings safely.</i></p> <p><i>Staff have been emailed and asked to carefully read the Infection Control Policy, informing them of school procedures in line with their tasks.</i></p> <p><i>Notices are displayed in some areas of the school reminding staff and pupils to cough/sneeze into a tissue or elbow, put used tissues into a lidded bin immediately and wash hands thoroughly and regularly.</i></p> <p><i>Pupils are encouraged not to touch their faces or others, however many of our pupils are not able to manage such impulses or have any awareness of the action.</i></p> <p><i>Information is displayed in many areas of the school, listing symptoms of Covid 19, providing personal hygiene and social distancing advice.</i></p> | | |

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| | | | <p>Staff and visitors are asked to follow the 'hands, face, space' guidance.</p> <p>Hand sanitiser or soap & water, tissues and a foot operated, lidded bin are available in all areas, including entrances/exits.</p> | | |
| <p>Increased risk of infection due to difficulties maintaining social distancing.</p> | <p>Having all pupils and staff onsite makes social distancing more difficult and greatly increases risk of spread of infection.</p> <p>Pupils having little awareness of personal space and are unable to maintain social distancing independently.</p> | <p>H</p> | <p>LA risk assessments have been carried out for all pupils.</p> <p>Pupils <u>and staff</u> are separated into groups (or 'bubbles').</p> <p>Most bubbles are the size of a full class (less than 30 including staff). Secondary classes who were previously moving between classes in order to limit the spread of the virus are now keeping strictly to class and staff bubbles. Specialist subject teachers provide lessons remotely while TA support pupils within their bubbles. The school day is organised to ensure pupils remain in their own bubbles at all times.</p> <p>Where there is a requirement to deliver specialised care and treatments and social distancing is not possible, staff within the bubble have been trained. Where possible, these staff should wear a face covering unless exempt.</p> <p>Staff are asked to maintain 2 metre social distancing from each other, and pupils where possible.</p> <p>Staffing has been rearranged to prevent cover</p> | <p>H</p> | <p>Maximum person capacity limits to be clearly displayed in small staff communal areas e.g. PPA room</p> <p>Staff should maintain a two-metre distance from each other and from pupils, where possible.</p> <p>Where pupils, staff or volunteers cannot follow social distancing arrangements for a particular activity, a member of the SLT should assesses whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential.</p> <p>Social distancing measures should be explained to all contractors and visitors upon their arrival.</p> <p>Staff need to ensure that all occupied rooms are kept well ventilated throughout the school day.</p> <p>Staff should be advised to report loose marking tape as it poses a tripping hazard.</p> |

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| | | | <p>staff working across bubbles. Peripatetic staff who move between bubbles or schools must maintain social distancing <u>from staff and pupils</u>. Face coverings should be used unless teaching or exemption applies.</p> <p>Where close proximity interaction between staff and pupils or 2 adults (being less than two metres apart) cannot be avoided, managers should instruct staff and volunteers to:</p> <ul style="list-style-type: none"> • Identify beforehand which tasks must be done in close proximity to others and which tasks can be carried out at a distance or remotely. • Work facing away from each other or side-by-side, where possible, instead of face-to-face. • Where face-to-face interaction is essential, minimise the frequency and duration of the interaction. • Limit close proximity interaction to <u>15</u> minutes at a time. • Limit the number of people in close proximity interactions to no more than <u>two</u> people. <p>Staff have been asked to communicate via a digital medium e.g. Teams messaging/groups/video call or email rather than face to face where possible.</p> <p>Pupils' educational and care support plans are provided with as little disruption as possible.</p> <p>Classrooms have adapted to support social distancing in classes where this is possible. Staff have been asked to seat pupils side by side and</p> | | |

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| | | | <p><i>facing forwards, however most primary classes continue to sit in groups which favour learning and best support the often complex needs of the pupils.</i></p> <p><i>Visual aids are used to display social distancing measures.</i></p> <p><i>Pupils stay in their own classes/bubbles for lessons. Break times are staggered to reduce quantity of pupils on the playground at any one time and prevent mixing.</i></p> <p><i>Pupils are asked and encouraged to maintain social distancing at break times, with limited success, even with pupils for whom it might be achievable.</i></p> <p><i>Assemblies are held within groups/bubbles. Whole school or phase assemblies have been paused.</i></p> <p><i>Staff ensure occupied rooms are always well ventilated, and ensure classrooms are kept at the right temperature.</i></p> <p><i>Staff have been asked to limit their use of communal areas, e.g. the staff room, to avoid unnecessary group gatherings and facilitate social distancing between adults. Rooms are set up to reduce the number of places available and clearly show seating at 2 metres apart.</i></p> <p><i>Leaders and admin staff ensure teachers, peripatetic teachers and other temporary staff</i></p> | | |

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| | | | <p><i>members are aware of our requirement for them to <u>maintain social distancing from staff and pupils</u> and wear a face covering unless teaching or exempt. Consideration should be given to mitigating risks of virus transmission in these situations.</i></p> <p><i>Pupils will be collected and returned to their taxis as per the Halesbury COVID-19 Dedicated Transport Procedures. Hand sanitiser should be used upon alighting and boarding the vehicles.</i></p> <p><i>Pupils age 11 and over must wear a face covering on <u>public transport</u> and <u>dedicated school transport</u> if they are able and can handle them safely.</i></p> <p><i>Pupils, parents/carers have been encouraged to avoid using public transport where possible and to walk or cycle where appropriate.</i></p> <p><i>A record is kept of all visitors and contractors that come to the school site on our Invenry system which can be used for track and trace purposes.</i></p> <p><i>In classes where it is possible, pupils keep to their own seats and only use their own frequently touched equipment in classrooms – age and ability dependent. In our younger classes and those with more complex needs, this is not possible and children continue to mix freely to support their learning, particularly in key social and emtional areas.</i></p> | | |

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| | | | <p><i>There is a tight rota for moving around the school with the recognition of the 'bubble' to minimise contacts between groups.</i></p> <p><i>A one way system is marked out in some corridors to enable social distancing when moving around school.</i></p> | | |
| | <i>Gatherings of pupils at any time including lunch, break times and toileting.</i> | | <p><i>Classes or bubbles will have staggered breaks and eat in class.</i></p> <p><i>Pupils and some staff eat in their bubbles.</i></p> <p><i>The school kitchen is providing grab bags for Free School Meals pupils on site during lockdown which are delivered to classes in disposable containers. Pupils who bring packed lunches are also required to eat in their class bubbles. Vouchers will be sent out to those learning remotely as soon as they become available.</i></p> <p><i>Staff have been asked to monitor pupil toileting where support may be required with hygiene routines to mitigate risk of mixing between bubbles.</i></p> <p><i>Pupils are required to wash or sanitise their hands before and after eating and when changing rooms or returning from break.</i></p> | | <i>Staff may be unaware of pupils mixing with those from other bubbles when they are sent to the toilet unaccompanied. This should be reviewed by school leaders and line managers with class staff.</i> |
| <i>Transmission of Covid19 in staff only areas.</i> | <i>Adults working closely</i> | H | <p><i>Adults have been asked to reduce contacts and <u>maximise distancing from other staff</u> as much as possible.</i></p> <p><i>Face coverings do not have to be worn by adults</i></p> | M | |

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| | | | <i>who are working within their own class bubble, but must be worn in communal areas unless exemptions apply.</i> | | |
| | <i>Lunch times and breaks, rooms where staff previously met to socialise.</i> | H | <p><i>Staff break areas have soap & water or hand sanitiser available.</i></p> <p><i>Staff are asked not to share lunches and to use only their own cutlery, cups and utensils, or use the dishwashers provided.</i></p> <p><i>Staffroom and shared areas to be kept well ventilated.</i></p> <p><i>Cleaning spray or wipes are provided in the staff room. Staff have been asked to clean their space before and after use.</i></p> <p><i>Face coverings should be worn by all adults in communal areas of the school unless eating, drinking or exempt.</i></p> | M | <p><i>Staff lunch breaks are not co-ordinated across the school to allow for social distancing in the staff room. This should be looked at to ensure staff are getting breaks and are able to social distance.</i></p> <p><i>Managers should be reminded to ensure staff are using only their own cutlery, cups and utensils, and any shared items are cleaned in the dishwashers provided.</i></p> <p><i>Signage should be placed in staff areas to notify of the procedures in place.</i></p> <p><i>Kitchenette areas in mobile classrooms are to have electrics installed to facilitate staff breaks.</i></p> |
| | <i>Transmission of virus during staff Meetings</i> | H | <i>Staff meetings will be held via Teams.</i> | L | <i>Staff in all classes should be reminded to maintain social distancing in classes during Teams meetings. IT equipment should be wiped clean between each change of user.</i> |
| | <i>Transmission of virus in reprographics areas</i> | H | <p><i>Only one person at a time should use the reprographics areas and should wear a face covering unless exempt. Others waiting to use the equipment must wait outside the room.</i></p> <p><i>Photocopiers must be cleaned and hands washed/sanitised after use.</i></p> | L | <p><i>Ensure sanitising wipes are always available by photocopiers.</i></p> <p><i>Visual reminders to wipe equipment before and after use should be displayed.</i></p> |

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| <p><i>Transmission of virus in intimate care and First Aid situations.</i></p> | <p><i>Intimate care procedures put staff and pupils at greatly increased of viral transmission through close contact and managing waste contaminated with bodily fluids/solids.</i></p> | <p>H</p> | <p><i>Pupils are encouraged to manage their own personal care.</i></p> <p><i>The Infection Control Policy has been emailed to all staff and is available on the shared area of the school network and on the school website.</i></p> <p><i>Where first aid treatment is required and social distancing cannot be maintained, gloves and a surgical mask provided by school may be worn but are not required unless the pupil displays coronavirus symptoms. A visor may be worn if the pupil is known to spit. PPE must be removed and disposed of in accordance with guidance. Hands must be washed thoroughly with soap and running water for at least 20 seconds. The first aid room should be cleaned with wipes after use.</i></p> <p><i>Frequently touched areas much be cleaned and disinfected between each use.</i></p> <p><i>PPE is available for staff to use and following process should be adhered to:</i></p> <ul style="list-style-type: none"> • <i>Type IIR surgical mask – not a ‘face covering’</i> • <i>Visor/goggles</i> • <i>Apron</i> • <i>Gloves</i> <p><i>All touched surfaces and items should be disinfected after use.</i></p> <p><i>PPE should be removed safely following the procedure in the displayed PHE poster in care rooms and the first aid room.</i></p> | <p>M</p> | <p><i>A regular repeat order of all required PPE, hygiene and cleaning solutions will be maintained by the office.</i></p> <p><i>Training on the Infection Control Policy should be delivered to all staff.</i></p> <p><i>Regular checks should be organised to ensure posters displaying the safe removal of PPE are prominently displayed in areas where PPE is stored.</i></p> <p><i>Managers should check that staff are aware of how to put on and remove PPE safely.</i></p> |

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| | | | <p><i>Staff routinely wash their hands for more than 20 seconds with soap and water after supporting pupils with intimate care.</i></p> <p><i>On exit the handle of the door will be wiped clean.</i></p> <p><i>Any soiled clothing should be double bagged and sent home.</i></p> | | |
| <i>Transmission of virus in music lessons</i> | <i>Singing/blowing into instruments increasing virus spread</i> | | Singing or playing wind instruments should only take place in large, well ventilated spaces with high ceilings where social distancing can be strictly adhered to. Such lessons should take place outdoors wherever possible. | | <i>SLT should remind staff of the requirements for carrying out music lessons.</i> |
| <i>Cross infection due to lack of PPE for staff.</i> | <i>Staff/pupils not protected in close contact situations from transmission of the virus.</i> | H | <p><i>Stocks of PPE held by the school are checked weekly by admin staff and reordered as necessary. All school staff should report shortages of stock immediately. PPE includes:</i></p> <ul style="list-style-type: none"> <i>Type IIR fluid repellent face masks</i> <i>Visors</i> <i>Gloves</i> <i>Aprons</i> <i>Protective glasses</i> <i>Hand sanitiser no less than 60% alcohol based</i> <i>Cleaning products including disinfectant, virucidal wipes and disposable cloths. Where wipes become unavailable, Esteem and paper towels will be used and stored in an area inaccessible to pupils.</i> | L | <i>All staff should be reminded of the need to report PPE shortages immediately to the admin team.</i> |

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| Improper use of PPE. | <i>PPE providing inadequate protection due to improper use.</i> | H | <p><i>PPE is provided for use by all staff as needed.</i></p> <p><i>Posters with guidance for putting on/ taking off PPE are on display in areas where PPE is available.</i></p> <p><i>Face masks must:</i></p> <ul style="list-style-type: none"> <i>• cover both nose and mouth</i> <i>• not be allowed to dangle around the neck</i> <i>• not be touched once put on, except when carefully removed before disposal</i> <i>• be changed when they become moist or damaged</i> <i>• be worn once and then discarded - hands must be cleaned after disposal</i> <p><i>Only masks labelled Type IIR (2R) and a bacterial filtration efficiency (BFE 98%) are fluid repellent and should be used when staff are within 2 metres of any pupil with any symptoms of coronavirus. This is not the same as a ‘face covering’ which are not to be used as PPE. If the pupil requires physical assistance, apron, visor/goggles and gloves should be worn in addition to a mask.</i></p> | L | <i>Managers to check staff understanding of how to safely put on and remove PPE – see donning and doffing procedures. (click on link)</i> |
| Poor social distancing and gatherings at the start of the day. | <i>Pupils, staff and visitors arriving at the same time makes it difficult to maintain social distancing.</i> | H | <p><i>Staff and pupils arrive at their usual time and have been asked to maintain social distancing.</i></p> <p><i>Face coverings are to be worn by all staff, visitors and pupils in Yr7 + in communal areas until they reach their class bubble, unless exempt.</i></p> <p><i>Visual reminders around school are a reminder to</i></p> | M | <i>Support and alternative arrangements will be put in place for families who need extra help due to the needs of their children.</i> |

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| | <p><i>Transport taxis gathering in the car park.</i></p> | | <p><i>maintain social distancing.</i></p> <p><i>Parents have been asked to maintain social distancing when dropping off children, using the floor markings as a guide.</i></p> <p><i>Contractors and visitors are given different arrival times where possible.</i></p> <p><i>Pupils arriving at the rear of the school on dedicated school transport (taxis) alight vehicles following the Halesbury COVID-19 Dedicated Transport Procedure. Pupils wearing face coverings on transport must keep them on until they reach their class bubble.</i></p> | | |
| <p><i>Pupils and staff leaving school at the end of the day.</i></p> | <p><i>Pupils and staff gathering at the front entrance, mixing bubbles without social distancing.</i></p> <p><i>Staff queuing to log out.</i></p> | H | <p><i>Parents have been asked to socially distance and wear a face covering when collecting or dropping off pupils at the front entrance.</i></p> <p><i>Pupils collected by parents/carers are taken to the front entrance to await their arrival.</i></p> <p><i>Parents/carers are required to take pupils offsite immediately after collection to avoid gatherings.</i></p> <p><i>Staff and parents have been asked to exchange information by email or phone to avoid gatherings at the front door.</i></p> <p><i>Staff have been asked to maintain social distancing and wear a face covering unless exempt when queuing to log out.</i></p> | M | <p><i>Staff should be reminded not to converse with parents at the doorway but encourage parents to call or send an email if they need to share information.</i></p> <p><i>Social distancing must be maintained</i> <i>The original plan to bring out pupils to the parent at the front of the queue, one at a time or in family groups, has not been maintained since the return of all pupils in September. This may need to be reintroduced, or SLT to devise a new plan.</i></p> |

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| <p>Physical contact through TEAM TEACH and any other physical intervention.</p> | <p>Close contact of TEAM TEACH physical interventions is needed to manage behaviours which may harm the pupil themselves or others around them.</p> | <p>H</p> | <p><i>Pupils requiring physical intervention to meet their needs will be supported to access education in accordance with their risk assessment, IBP, care plan and the school's Behaviour Policy.</i></p> <p><i>If non-symptomatic children present behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing, spitting, coughing or vomiting) or require care that cannot be provided without close hands-on contact, they will continue to receive care in the same way, including any existing routine use of PPE. Staff are advised to refer to the Infection Control Policy where no care plan exists.</i></p> <p><i>The government have not produced guidelines to mitigate risk posed by potentially asymptomatic staff/pupils in these situations, therefore PPE is available for staff to use if they feel they need to, and where the wearing of PPE will not cause a hazard e.g. when working with a pupils who have been identified as clinically extremely vulnerable or if they have underlying health conditions themselves.</i></p> <p><i>Pupils and staff are organised into groups/bubbles in order to minimise the spread of infection. Staff and pupils do not mix with other bubbles.</i></p> <p><i>Frequency of handwashing may be increased for pupils who spit uncontrollably, who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it'.</i></p> | <p>H</p> | <p><i>SLT will update the Behaviour Policy and parental agreement to reflect changes to safe working practices due to COVID-19.</i></p> <p><i>Parents to be notified of incidents in the usual way.</i></p> <p><i>Staff should wash hands thoroughly for more than 20 seconds after any physical intervention.</i></p> |

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| | | | <p><i>Thorough handwashing/cleansing for staff and pupils will take place after physical intervention (and before where intervention is planned).</i></p> <p><i>All accidents, injuries and behaviour incidents are to be recorded in the usual way in the medical book, staff accident forms, CPOMS and the Bound and Numbered Book.</i></p> | | |
| Use of shared equipment and furniture. | Transmission of the virus on small, large equipment, furniture and surfaces in shared rooms. | H | <p><i>Regular cleaning of surfaces and equipment in classrooms by staff on duty.</i></p> <p><i>Staff have been asked to ensure cutlery, cups and utensils are only used by one person. Where items are shared they should be washed in a dishwasher. Pupils and staff will not share food unless cut up into portions and shared out with all hygiene protocols adhered to, as in sharing out a birthday cake for example.</i></p> <p><i>ICT equipment including computer keyboards and iPads will be thoroughly sanitised before use.</i></p> <p><i>Equipment shared between bubbles will be thoroughly cleaned before use or set aside for 48 hours (72 hours for plastics).</i></p> <p><i>Where possible in subjects such as art, the class will have their own set of items which are regularly used e.g. Paintbrushes, colouring pencils, crayons.</i></p> | M | <i>Pupils should be encouraged to bring in their own drinks bottles.</i> |
| Anxiety and distress caused by poor communication | Poor pupil attendance and limited access to support for pupils and | H | <p><i>Parents are able to contact the school via telephone or class teachers via email.</i></p> <p><i>A Full School Opening Handbook and letters outlining safe procedures have been created and</i></p> | M | <i>Following Guidance from DfE, PHE and other professional bodies, pupils with existing respiratory infections will follow infection control policies in line with other pupils a written communication will be sent to all parents/carers</i> |

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| <i>on with parents and carers.</i> | <i>families. Increased anxiety levels for pupils returning to school.</i> | | <p><i>distributed to all parents/carers.</i></p> <p><i>Regular updates are sent out to parents/carers via ParentHub.</i></p> <p><i>The school website is kept up to date with new information as it becomes available.</i></p> <p><i>Parents are advised to read the risk assessment on the school website.</i></p> <p><i>All staff, pupils and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms.</i></p> <p><i>Regular updates to be sent to parents to try to reduce FAQs</i></p> | | <p><i>and an email to staff reinforcing this.</i></p> <p><i>Arrange support as necessary.</i></p> |
| <i>Inadequate staffing levels</i> | <i>Pupil safety may be compromised due to low staffing levels.</i> | <i>H</i> | <p><i>All staff have been asked to make known to SLT if they are clinically vulnerable, clinically extremely vulnerable, shielding a member of their household, or part of the BAME community. These staff have individual risk assessments detailing arrangements for social distancing and reasonable adjustments made to minimise risks.</i></p> <p>Clinically extremely vulnerable pupils are currently advised not to attend school but should continue with remote learning.</p> <p>Clinically extremely vulnerable staff are currently not on site but advised to work from home.</p> <p><i>Staff are required to phone in before start of school</i></p> | <i>M</i> | <p><i>Managers should ensure that lists of clinically vulnerable, clinically extremely vulnerable, shielding a member of their household and members of the BAME community are up to date and available in lockdown.</i></p> <p><i>The HR Officer and Head Teacher should ensure all staff risk assessments are kept up to date.</i></p> |

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| | | | <p>day if they cannot attend, following the staff absence procedure.</p> <p>Supply staff will be brought into school where needed to maintain staffing levels and are required to maintain social distancing and be aware of Infection Control Policy</p> | | |
| <p>Insufficient cleaning</p> | <p>Virus can remain on items for a number of days, enabling it to spread.</p> <p>Any absences among cleaning staff could prevent thorough cleaning.</p> | <p>H</p> | <p>Cleaning is enhanced with at least one member of the cleaning team onsite from 10am onwards and includes:</p> <ul style="list-style-type: none"> • More frequent cleaning of rooms and shared areas (including specialist classrooms, communal areas, offices, eating areas) that are used by different groups. • Frequently touched surfaces being cleaned more often than normal. • Toilets cleaned throughout the day. <p>Where shared classrooms are used, they are cleaned between use by different bubbles.</p> <p>All areas that remain temporarily closed or partially closed, for cleaning or infection control purposes, are clearly identified.</p> <p>Adequate amounts of suitable cleaning agents are available.</p> <p>PPE is to be worn for deep cleaning, in areas where someone has experienced symptoms of coronavirus or in instances where body fluids/solids may be present. Cleaning staff are informed where symptomatic cases have been cared for.</p> | <p>M</p> | <p>Cleaners should complete daily record sheets to create a cleaning log.</p> <p>Outdoor play equipment should be cleaned as part of the cleaning schedule as per the Local Authority cleaning schedule.</p> |

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| | | | <p><i>Classroom resources, e.g. books and games, are permitted to be shared within a bubble. These resources are cleaned regularly by class staff.</i></p> <p><i>Resources that are shared between bubbles, e.g. sports equipment, are thoroughly cleaned before they are shared between bubbles. Some resources are rotated to allow them to be left unused and out of reach between use by different bubbles for a period of 48 hours (or 72 hours for plastics).</i></p> <p><i>Staff in each bubble will be responsible for cleaning frequently touched or used items and surfaces in their areas while in use throughout the day.</i></p> <p><i>Cleaning staff are kept up to date with LA guidelines by the Operations Administration Officer during the absence of the Site Manager.</i></p> <p><i>For further information on government guidance ('COVID-19: cleaning of non-healthcare settings')</i></p> | | |
| <p><i>Pupils/staff bringing potentially contaminated items into school.</i></p> | <p><i>Risk to the whole school community through introduction/spread of infection from unnecessary items being brought into school.</i></p> | H | <p><i>Pupils are permitted to bring bags to school.</i></p> <p><i>Pupils only bring essential items to school each day, e.g. lunch boxes, hats, coats, books, stationery (and mobile phones for independent travellers in KS4 only).</i></p> <p><i>Any shared resources that need to be taken home by pupils and staff are appropriately cleaned or a rotation is put in place.</i></p> <p><i>Parents will be advised of the need for pupils to bring in essential items only.</i></p> | L | |

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| | | | <i>Face coverings should be clean every day and kept in a plastic re-sealable bag when not in use.</i> | | |
| <i>Poor ventilation</i> | <i>Increased risk of infection due to poor ventilation.</i> | H | <p><i>A minimum of 2 windows should be kept open in classrooms to increase ventilation where room temperatures can be maintained. A flexible approach will be taken to allow additional indoor clothing to be worn as the colder weather sets in.</i></p> <p><i>Some lessons may take place outside, weather permitting e.g. in the secondary outside classroom</i></p> | M | <i>Areas with no external ventilation should be assessed in their suitability for use and adjustments made where necessary. HT</i> |
| <i>Staff or pupil showing symptoms of Covid19</i> | <p><i>Virus could be spread among school community posing a high health risk.</i></p> <p><i>Pupils experiencing symptoms but not able to identify or communicate how they are feeling.</i></p> | H | <p><i>Anyone who displays symptoms of coronavirus, or who has tested positive in the last 10 days, will not be permitted entry to the school grounds.</i></p> <p><i>Notices at entrance clearly state those with symptoms should go straight home and get a test.</i></p> <p><i>Staff and parents/carers must inform school of any absence following the usual school procedures.</i></p> <p><i>COVID-19 Standard Operating Procedure for Dudley is followed where any member of the school community, or someone in their household, reports illness.</i></p> <p><i>Positive cases should be reported to Dudley Council at cypsteam@dudley.gov.uk using a template email and table included in the latest version of the school and special school SOPs (Appendix 3), which are available within the COVID-19 information resource page on the Revolution portal.</i></p> | H | <p><i>Parents and visitors to be kept up to date with school policies and procedures.</i></p> <p><i>All staff, including cleaning team, should be regularly reminded of how to manage symptomatic cases in school.</i></p> <p><i>SLT and admin must have access to latest version of COVID-19 SOP.</i></p> <p><i>Leaders should check staff knowledge of the procedure for dealing with a symptomatic staff member/visitor/pupil and how to safely manage waste.</i></p> <p><i>The letter referred to in the Dudley COVID-19 Standard Operating Procedure is to be sent or emailed home to all those who are experiencing coronavirus symptoms.</i></p> <p><i>Managers should allocate a room in the school to be used for those isolating with coronavirus symptoms while awaiting collection by</i></p> |

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| | | | <p><i>Any adult experiencing the onset of symptoms while onsite are required to:</i></p> <ul style="list-style-type: none"> • <i>Inform SLT</i> • <i>Go straight home</i> • <i>Isolate with their household</i> • <i>Get a test</i> • <i>Inform school of results</i> <p><i>Procedure for staff members working with an ill pupil are as follows:</i></p> <ul style="list-style-type: none"> • <i>Isolate the pupil away from others, preferably in a separate, well ventilated room, and near a toilet. The medical room should not be used for holding symptomatic pupils.</i> • <i>Parents/carers are contacted to request collection as soon as possible.</i> • <i>A member of staff will supervise the pupil until collected by parent/carer.</i> • <i>Any rooms use by isolating pupil are made as being out of use by anyone else until cleaned and disinfected.</i> • <i>Staff are required to wear PPE: gloves, apron, mask (type 2R BFE98%) and visor if 2 metres distance from the pupil cannot be maintained. As a minimum staff should use PPE in accordance with the Intimate care Policy and pupil's Care Plan if they have one.</i> • <i>Staff will call for emergency assistance immediately (9 for outside line, followed by 999) if the pupil's symptoms worsen significantly.</i> • <i>Contaminated fabrics belonging to the pupil which cannot be worn (due to spillages of</i> | | <p><i>parent/carers.</i></p> |

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| | | | <p><i>bodily fluids for example) will be double bagged and sent home with the pupil.</i></p> <ul style="list-style-type: none"> • <i>Parents/carers collecting the pupil will be given information sheet regarding isolating and testing.</i> • <i>Staff member/duty cleaner will wear PPE to thoroughly clean and disinfect all equipment, surfaces and door/window handles used before the room or area can be used by others.</i> • <i>Contaminated fabrics belonging to the school are to be bagged, transported to washing machine and laundered at a min of 60 degrees.</i> • <i>Staff member will remove and dispose of all PPE used into the yellow bag provided in accordance with guidance.</i> • <i>Strict handwashing for 20 seconds under running water should be undertaken before leaving the room.</i> <p><i>If a test returns a positive result, the school will act swiftly in contacting the DfE Helpline on 0800 046 8687 to report a detected case and seek further guidance. The school will act in accordance with guidance received.</i></p> <p><i>The school will follow advice from the DfE and PHE on how to communicate the confirmed case to the school community.</i></p> <p><i>Government guidance does not recommend taking temperatures of pupils routinely as this is not a reliable method for detecting coronavirus, however, staff are advised they should continue to monitor</i></p> | | |

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| | | | <p><i>the temperature of any pupils who exhibit a change in behaviour indicating they may be feeling unwell.</i></p> <p><i>All symptomatic cases are recorded in line with guidance.</i></p> | | |
| <p><i>Spread of infection due to staff/ pupils/ parents/ visitors not engaging with NHS Test and Trace</i></p> | <p><i>Widening spread of infection throughout the school due to those with symptoms not being tested or following guidance.</i></p> | <p>H</p> | <p><i>Staff members and parents are informed of the need to engage with the NHS Test and Trace programme, meaning they need to be ready and willing to:</i></p> <ul style="list-style-type: none"> <i>• Self-isolate then book a test for anyone in their household experiencing symptoms.</i> <i>• Provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace.</i> <i>• Self-isolate for 10 days if they have been in close contact with someone who tests positive.</i> <i>• Follow the guidance provided by NHS Test and Trace or school.</i> <i>• Parents and staff are asked to inform the school immediately of test results.</i> <i>• If an individual tests negative and nobody else in the household is experiencing symptoms, they can stop self-isolating immediately and return to school.</i> <i>• If an individual tests positive, they are required to self-isolate for at least 10 days from the onset of symptoms and then return to school only if they do not have symptoms other than a cough or loss of sense of smell/taste. Other members of their household are required to continue self-isolating for 10 days.</i> | <p>M</p> | |

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| Asymptomatic transmission of virus | Pupils/staff with no symptoms passing on the virus. | | <ul style="list-style-type: none"> • All rapid-result testing is carried out in line with the PHE and government guidance. • Staff, pupils and parents are informed of the testing programme and what testing they are eligible for. • Testing is only conducted on pupils and staff after consent has been given. • Testing takes place on the designated test site, which has been set up in line with NHS guidance. • Only trained personnel administer tests or supervise self-administered tests. • Weekly routine testing is conducted on staff who have provided their consent. • Serial testing is conducted on staff and pupils, who have provided their consent, who are classified as close contacts of a confirmed case. • Serial testing will take place in the morning for 7 consecutive school days. Any new positive cases during serial testing will reset the clock for daily testing to the start of 7 days. • If a close contact does not consent to serial testing, they are required to self-isolate for 10 days from the day the individual tested positive for coronavirus. PPE is worn at all times by staff involved in overseeing the testing process, in line with government guidance. • School complies with the Halesbury Lateral Flow Testing Risk Assessment on the school website. <p>Individuals who test positive following a rapid</p> | | |

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| | | | test must self-isolate and are instructed to take a confirmatory polymerase chain reaction (PCR) test. | | |
| Transmission of virus to pupils/staff and their family members at high risk or extremely clinically vulnerable. | Pupils/staff may contract the virus in school, putting themselves or family members at risk. | H | Shielding guidance has been reinstated by the government for all those who are clinically extremely vulnerable. Staff and pupils should not attend school if they have received a recent letter advising them to continue shielding. For pupils who are clinically vulnerable (but not clinically extremely vulnerable), parents should seek and follow medical advice if their child is in this category. Staff who are clinically vulnerable will have an individual risk assessment containing advice and support for mitigating risks (this includes those who are pregnant). | M | Individual staff risk assessments to be updated in line with review dates. Risk assessment advice should be followed. Opportunities for home working should be identified and encouraged where possible (e.g. PPA) |
| Mental health difficulties arising from changes or isolation | Staff mental health - In these difficult times staff finding it hard to cope with the current situation. | H | Head Teacher is a current Mental Health First Aider along with several trained members of staff. Staff will use the Mental Health First Aiders as point of contact to discuss anything they are worried about or is affecting them. | M | Staff to be encouraged to contact the-Mental Health First Aiders to discuss any mental health concerns. |
| | Pupils and families' mental health | | Pupils and families will continue to have access to our Family Outreach team. All pupils will be supported by teams of staff experienced in supporting pupil's mental health and wellbeing. | | |

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| <p><i>Safeguarding and wellbeing of pupils at home if self-isolating.</i></p> | <p><i>Tensions arising in families causing stress and anxiety as a result of isolation, home schooling or coping with the transition back to school.</i></p> <p><i>Staff less able to monitor pupil safety and wellbeing in order to provide support or report incidents.</i></p> | H | <p><i>Welfare checks by staff and by the Family Outreach Team take place to keep in touch with pupils during periods of lockdown.</i></p> <p><i>Staff are to follow our updated child protection and safeguarding guidance including recording incidents on CPOMS.</i></p> <p><i>Further guidance has been provided by school in the COVID-19 Addendum to the Safeguarding Policy and Remote Learning Policy to address the difficulties posed as a result of distance learning.</i></p> <p><i>A recording/reporting system is in place for welfare calls and other support provided for the pupil/family, including remote lessons, facilitating targeted support and a joined-up approach for all pupils.</i></p> | M | <p><i>Family Outreach to contact specialist staff to provide increased support if there are issues to be dealt with.</i></p> |
| <p><i>Limited in access to learning during self-isolation and periods of lockdown</i></p> | <p><i>Lack of continuity causes pupils to become disengaged with school and learning, fall behind in their education and experience mental health and wellbeing issues.</i></p> | H | <p><i>Halesbury school remains open to all pupils/families requiring a place during all levels of local/national lockdown, provided safe premises and levels of staffing can be maintained. In the event of an outbreak the school will follow guidance received.</i></p> <p><i>A COVID-19 Contingency Plan is in place and shared with all stakeholders.</i></p> <p><i>Remote education is provided for all pupils who have chosen to learn remotely during this period of lockdown or who are well enough to engage with learning but required to self-isolate. Lesson content</i></p> | M | <p><i>If the class teacher is absent, SLT will monitor resources and work provided for pupils who are learning remotely.</i></p> <p><i>All minibus drivers are responsible for ensuring the minibus is sanitised before use.</i></p> <p><i>Continue to ensure the government's catch-up funding is utilised to ensure pupils receive the support they need to catch-up on learning lost due to the coronavirus pandemic.</i></p> |

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| | | | <p><i>is provided digitally, via Teams, Class Dojo or in the form of printed work packs.</i></p> <p><i>Teaching staff deliver all remote education in line with the expectations set out in the <u>Pupil Remote Learning Policy</u>.</i></p> <p><i>PE lessons take place outside where possible and pupils are kept in consistent groups.</i></p> <p><i>Daytime offsite educational trips are encouraged where reasonably practicable, adhering to local and national restrictions, and with the risks posed by coronavirus included in the offsite risk assessments and actions put in place to minimise them.</i></p> | | |
| <p><i>Poor attendance</i></p> | <p><i>Poor attendance of pupils gives rise to safeguarding concerns and lack of access to education, interventions and wider family where needed.</i></p> | <p>H</p> | <p><i>All pupils whose families have requested a place during lockdown are required to attend as arranged. Parents/carers are required to follow the school absence procedure for non attendance.</i></p> <p><i>The attendance register is taken as normal and absences are followed up, in line with the <u>Attendance Policy</u>.</i></p> <p><i>Where a family has chosen for their child to be educated remotely during the lockdown, or is unable to attend the site because they are complying with clinical and/or public health advice, access to remote education is provided immediately.</i></p> | <p>L</p> | |

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| | | | <p><i>Where a pupil is unable to attend school due following clinical and/or public health advice, their non-attendance is recorded, but not penalised.</i></p> <p><i>Class teachers complete a log of all remote education provided for pupils learning remotely.</i></p> <p><i>Pupils who are reluctant or anxious about attending school are identified and relevant staff members develop plans to re-engage these pupils.</i></p> | | |
| <p><i>Staff and pupils unaware of emergency evacuation procedure</i></p> | <p><i>Infection transmission due to pinch points becoming overcrowded.</i></p> <p><i>Large gathering of pupils and staff enabling virus to spread.</i></p> | H | <p><i>A successful full evacuation has taken place since pupils transitioned to their new classes. The standard school procedure was followed and the evacuation was completed in a safe and timely manner.</i></p> | M | <p><i>Practical arrangements for emergency evacuation assembly point to be written and circulated to staff.</i></p> |
| <p><i>Contractors, deliveries and visitors, including school governors, increasing the risk of infection.</i></p> | <p><i>Extra visitors/ contractors onsite increasing the amount of people and broadening the sources of infection from outside the school</i></p> | H | <p><i>Visitors, including school governors, must be deemed to be on essential business.</i></p> <p><i>Governing body meetings will continue to take place remotely via Teams.</i></p> <p><i>Governor monitoring visits will be undertaken remotely where possible, except in cases where a physical visit is essential to fulfil their role/duties.</i></p> <p><i>Arrival and departure times must be agreed to</i></p> | M | <p><i>Admin staff to manage deliveries and visitors to site, advising of processes in place prior to entry.</i></p> <p><i>Areas where contractors have been working should be cleaned after completion.</i></p> |

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| | <i>community.</i> | | <p><i>minimise risk of contact with staff/pupils.</i></p> <p><i>Visitors to use hand gel provided at entrance.</i></p> <p><i>Admin staff maintain social distancing and wear a face covering at reception window.</i></p> <p><i>Staff receiving deliveries wash hands and clean surfaces after handling items.</i></p> <p><i>All visitors are required to wear a face covering unless exempt and <u>must</u> maintain 2 metre social distancing.</i></p> <p><i>Contractors bring own food/drink/utensils.</i></p> <p><i>Deliveries must be made to a safe place to maintain social distancing.</i></p> | | |
| <i>Out of hours use of school causing virus spread</i> | <i>Spread of infection to/from those using the school outside school hours</i> | | <p><i>All use of the school during by the local community outside hours has been temporarily put on hold.</i></p> <p><i>There are no out of hours extra-curricular activities on site at present.</i></p> | | |