

SHS COVID SECURE RISK ASSESSMENT: **STUDENT ENTRY AND EXIT FROM THE SITE AND LOCKERS – SEPT 2021**

RA No:	Severity X Likelihood + Weighting WITHOUT control measures = Risk	S	L	W	R	(S) Severity (L) Likelihood	(W) Weighting (R) Risk	Severity X Likelihood + Weighting WITH control measures = Risk	S	L	W	R
4		4	3	5	17				2	2	5	9

Hazard: Transmission of infection

Control measures to reduce the risk:

This Risk Assessment has been updated to reflect Step 4 guidelines July 21 and **Operational Guidance for Schools**. Updates are in yellow.

Students should arrive between 8.20 and 8.55am. Those arriving between 8am and 8.20am should enter the School via the front Reception door and sanitise as they enter. Students arriving early should wait in the canteen and sit in the year group areas allocated to them. **Sixth Form may go to the Common Room or Study Room (not form rooms).**

When the 8.20am bell goes, students should make their way out of the canteen via the hall side doors by the green pedestrian gates and make their way to their form rooms. **Sixth Form may leave the common room or study room and go to their form room providing it is not a Lab. Those in labs must not enter their form rooms without a member of staff present in the room.**

At the start of the day, ALL students (including sixth form) enter the site via the green pedestrian gates (supervised) at the front of the School and use the hand sanitiser station.

ALL students (including sixth form) are to go directly to their form room using their designated entry point or their outside area. Students are not to go anywhere else on site.

Access to lockers is permitted for PE kits and coats. No other items are to be stored in lockers. Lockers are not to be locked. Students must not gather in groups at lockers.

Sixth Form:

Sixth form should enter school using the main pedestrian front and back gates but may use the front reception to leave the school. The sixth form signing in and out books are located in the English Corridor and reception. Sixth Form should not gather in groups at the signing in/out table.

At the end of the day: See Bus Queue Risk Assessment

Students who walk home will be dismissed immediately on the first bell (3.40pm). Students are to leave site immediately via the front and back gates. Students getting a school bus are to leave on the second bell (3.45pm) and must go straight to their designated Year Group lines in the bus queues. This includes Sixth Form.

Late pick-ups:

We are unable to accommodate students later than 4.30pm. Sixth form students who need to wait for collection should go to the sixth form study room and work until collected. All other students should report to the school canteen. Year groups may sit together but must ensure that there is distance between each year group table. Students should use anti-bac spray when they arrive and leave to wipe down the table and chair surfaces they have touched. Used wipes/kitchen towel must be placed in the green bin and will be disposed of according to current regulations by the contract cleaners. Staff will be on hand to assist.