



School reopening: risk assessment (March 2021 Update)

This risk assessment was completed with reference to the following guidance and will be reviewed as appropriate as further guidance is published:

- [Guidance for full opening: schools](#)
- [Safe working in education settings](#)

In addition to this document, risk assessments for individual staff/students or activities, will be carried out in the normal way and updated to take into account the impact of COVID.

HAZARD / WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE TO REDUCE THE RISK TO AN ACCEPTABLE LEVEL
<p>Contact with someone suffering from coronavirus</p> <ul style="list-style-type: none">• Staff• Pupils• Visitors	<p>Everyone will be asked not to come into school if they need to self-isolate under current guidance. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated in a separate room in reception until they can be picked up. The 'sick room' will not be used for people displaying possible coronavirus symptoms.</p> <p>999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none">• If a distance of 2m can't be maintained, supervising staff will wear a face mask and visor• If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>Where we are concerned that a parent/carer may not access testing in this scenario, we have a small number of home testing PCR kits available in school, these will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if we believe that providing one will increase the likelihood of them getting tested.</p>

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	<p>Only in exceptional circumstances, when all other reasonable steps have been taken and when the risk of the child remaining in school is deemed to be greater than the risk of transporting the child home, will staff take symptomatic children home themselves. In this case the following steps will be taken:</p> <ul style="list-style-type: none"> • Use of a school minibus (i.e. the driver is in a separate compartment to the child); • The driver and child will maintain a distance of 2m from each other; • The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are able to do so. <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the PHE dedicated advice service for nurseries, schools and colleges. (0800 046 8687 ext 1). For subsequent cases, the school may need to report to the LA instead, but will follow the same advice. The team will carry out a rapid risk assessment to confirm who's been in close contact with the person, and these people will be asked to self-isolate.</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> • The pupils in each group and the staff working with them. Seating plans for each group. • Any close contact that takes place between staff or children in different bubbles. <p>Close contact means:</p> <ul style="list-style-type: none"> • Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> ○ Being coughed on, ○ A face-to-face conversation, or ○ Unprotected physical contact (skin-to-skin) • Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person • Travelling in a small car with an infected person <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p>

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	<p>Staff and students will be encouraged to complete lateral flow tests twice per week at home, following an initial 3 tests in school, to help identify asymptomatic cases and reduce the number of students with coronavirus but who are not symptomatic coming into school.</p>
<p>Contact with coronavirus when getting to and from school</p> <ul style="list-style-type: none"> • Staff • Pupils 	<p>Everyone will be encouraged to walk or cycle into school and if this is not possible to drive. We will ask everyone to avoid taking public transport if possible, but acknowledge that the nature of our location means many children have no choice but to come in to school by public or school bus.</p> <p>When pupils arrive at school they must come straight on site and gather in year group designated areas. At the end of the school day, Years 7 and 8 will be released at 2:50pm and encouraged to leave the site and surrounding area immediately, in order to reduce congestion and allow greater separation of year groups when travelling home. Pupils will be encouraged to sit with pupils in the same year group where possible, but we acknowledge that this will not always be practical.</p> <p>Anyone who needs to take public transport is expected to follow government guidance. Currently this involves wearing a face covering and distancing or facing away from other passengers where possible.</p> <p>For dedicated school buses we expect students to wear face coverings and follow the government guidance for public transport – where possible.</p> <p>Parents/carers who need to drop off and pick up pupils will be told to remain in their cars and if walking is essential, not to gather at entrance gates or enter the site unless they have a pre-arranged appointment, which will be rare.</p> <p>All students will enter and leave the school site wearing a face covering (unless exempt).</p>
<p>Spreading infection due to touch, sneezes and coughs</p> <ul style="list-style-type: none"> • Staff • Pupils • Visitors 	<p>Handwashing facilities are easily accessible throughout the school and hand sanitising stations, for use where hand washing is not possible, will be available in or just outside of all rooms.</p> <p>Everyone in school will be asked to:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly following NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands. • Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing. • Be encouraged not to touch their mouth, eyes and nose. • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste.

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	<p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Any pupils with complex needs will have additional support as necessary.</p> <p>Supplies of soap, hand sanitiser and disposable paper towels will be topped up regularly and monitored to make sure they're not close to running out. Bins for tissues are lidded with a foot pedal top open, will be monitored and emptied throughout the day as necessary.</p>
<p>Spreading infection through contact with coronavirus on surfaces</p> <ul style="list-style-type: none"> • Staff • Pupils • Visitors 	<p>Staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. detergent), including:</p> <ul style="list-style-type: none"> • Classroom desks and tables, toilet facilities (including taps and flush buttons), door/window handles and light switches (though these should not need to be routinely touched), teaching and learning aids, computer equipment (including keyboards / mice), sports equipment, telephones. <p>Every classroom will have cleaning spray and disposable paper roll to enable frequent and effective cleaning as required.</p> <p>Pupils will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunchboxes, coats, books and stationery.</p> <p>In addition to cleaning throughout the day, areas of the school that are used by pupils will be cleaned thoroughly at the start or end of each day.</p> <p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> • Cleaned frequently and meticulously, and always between different bubbles using them; or • Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different bubbles. <p>The same rules will be followed for books and other shared resources. However, unnecessary sharing will be avoided.</p> <p>Individual and very frequently used equipment, like pens and pencils, should not be shared. Pupils must ensure they come to school fully equipped and should not be loaned such items. Where this is essential to prevent a loss of learning, such items will be cleaned or kept out of use for the required time, before being used by others.</p> <p>Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use.</p> <p>Shared rooms, such as the dining area, should be cleaned between different groups using them and always between different bubbles using them.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</p>

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	<p>Cleaning supplies will be topped up regularly and monitored daily by maintenance/cleaners to make sure they're not close to running out. Staff should take responsibility to inform maintenance should they require supplies during the day.</p> <p>Teachers will still be able to mark work, but will wash their hands and surfaces before and after handling pupils' books.</p>
<p>Spreading infection due to excessive contact and mixing between pupils and staff in lessons</p> <ul style="list-style-type: none"> • Staff • Pupils 	<p>Face coverings are mandatory for all staff and students in lessons, unless social distancing can be maintained by the teacher in which case they have discretion. Visors should not be worn instead of a face covering, but in cases where a person is exempt, but able to wear a visor, this would be encouraged. Similarly, where a face covering is not suitable, for example when interacting with a student with hearing impairment, a visor may be used rather than no protection. <i>This will not apply to practical PE/Dance. This will be kept under review.</i></p> <p>All students will be taught within their own year group 'bubble' (Year 12 & 13 will be considered one P16 'bubble'). In addition:</p> <p>Pupils in Key Stage 3 will be kept in same class groups for all lessons initially, including during tutor time. We acknowledge that this is not ideal for practical lessons where groups would ideally be smaller or where pupils might normally be organised differently (Eg by choice of activities in PE or setting in Maths) so will be kept under review.</p> <p>Pupils in Key Stage 4 and Key Stage 5 will be kept in their year groups but it is unavoidable that class groups will vary in order to maintain the breadth of curriculum offered as part of their options choices.</p> <p>Pupils will be reminded to maintain their distance and not touch staff or peers. Pupils must maintain social distancing (currently 2m, or 1m with a face covering) from staff. Where social distancing from staff is not possible, eg personal care needs of an individual pupil, staff will wear appropriate PPE.</p> <p>Pupils will be seated side-by-side, facing forwards and in a consistent seating plan where possible, and unnecessary furniture will be moved out of classrooms to allow for this.</p> <p>Practical activities will take place outside where practical and possible for example: Dance, Drama, singing.</p> <p>For PE, current guidance will be followed, for example at the moment this means contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between pupils will be maximised as much as possible.</p> <p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart, or 1m with a face covering). Each classroom will have a dedicated teacher area at the front of the room in which pupils must not enter in order to prevent inadvertent contact.</p> <p>Where staff are required to come into contact with a student, (for example with complex needs), mitigations will be put in place such as PPE.</p>

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	<p>Pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about PPE, hand washing and respiratory hygiene.</p>
<p>Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school</p>	<p>Face coverings are compulsory for all students in communal areas on site, unless exempt where they will be given a blue card or when eating or drinking.</p> <p>Face coverings are compulsory for all staff (unless exempt) in communal areas on site unless teaching or eating or drinking, outside of school hours where social distancing can be easily maintained or when in an office/classroom and social distancing can be maintained.</p> <p>We acknowledge that some people are unable to wear face coverings for a variety of reasons and will support these individuals.</p> <p>Pupils will be kept within their year group bubbles at all times each day, and be kept separate from other groups, but will move around the school to different lessons. Movement around the school site will be strictly controlled via a new one-way system designed to ease congestion. Passing briefly in the corridor or playground is considered low risk.</p> <p>Pupil groups will have staggered break and lunch times with at most two year groups on break or lunch at the same time. When two year groups are on, they will have separate outdoor spaces to avoid mixing. Students will be expected to be outside during break and lunchtimes unless they are eating a hot meal in the canteen, where they will be sat in year group areas. Most food will be packaged to 'take away' and eat outside.</p> <p>Each outdoor space will have a covered area to allow for the system to be maintained during 'wet breaks' or the canteen can be used for one year group.</p> <p>Assemblies can be carried out in year group bubbles, but these will be minimised, online technology will be used to allow whole school assemblies while pupils remain in different areas of the school.</p> <p>Staff on duty must maintain social distancing, marked areas will support this in some high density areas. Staff should use open areas and empty classrooms to work rather than staffrooms where this is possible and allows better distancing</p> <p>Staff will be unable to eat lunch in the canteen other than in specified staff areas, but will be able to takeaway to other areas and encouraged to eat outside. The catering practical area will be set aside for staff to eat a hot meal where this is necessary.</p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors.</p> <p>Only the most essential school trips will take place and all risk assessments for trips will include an assessment of the risks of coronavirus at and getting to the venue.</p> <p>For pupils who routinely attend TAC4 measures will be in place to ensure consistency with the main site.</p>

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	<p>After school activities will be reduced and where provision continues, (eg homework club or detentions) pupils will be expected to remain in separated year groups.</p> <p>When students arrive at school they must come straight on site and stay within designated year group areas. If using the canteen during this period, they will need to collect food and then move to their year group area.</p>
Spreading infection due to the school environment	<p>Fire, first aid and emergency procedures will be regularly reviewed to make sure they can still be followed with changes to how the school site is being used.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>The use of lifts will be avoided unless essential.</p> <p>Lidded pedal operated bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p>
Spreading infection due to excessive contact and mixing in meetings	<p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors. Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.</p>
Individuals vulnerable to serious infection coming into school	<p>The school will continue to follow any shielding guidance in place to decide who should come into school. Current guidance says that all staff and pupils are expected to come into school.</p> <p>Staff who are clinically vulnerable or clinically extremely vulnerable must identify themselves and an individual risk assessment will be completed.</p>