

COVID-19 RISK ASSESSMENT

Scope: To cover the risk of covid-19 in school with the school open to all students during the pandemic.				
Assessed by: T Willmott & S.Martin				Date of Assessment: 3rd September 2021
Approved by: SLT				Last Review: June 2021
This risk assessment is based around the System of Controls advised by the DfE and PHE, grouped into Prevention and Response to any Infection.				
Ref No	Hazard Possible contamination and spread of the virus in the following circumstances	Who is at risk? (students, staff, visitors)	Control Measures	Comments and Actions
PREVENTION – OVERARCHING CONTROLS				
P1	Attendance at school	students, staff	<ul style="list-style-type: none"> • Under no circumstances should staff or students attend school if they have : <ul style="list-style-type: none"> • received a positive test result for coronavirus in the last 10 days, or • have symptoms of coronavirus, <ul style="list-style-type: none"> • a new and persistent cough, ie, this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours • temperature in excess of 37.8°C, or the individual feels hot to touch on the chest or back • loss in sense of taste or smell (anosmia) • unless they have been tested and received a negative result. • They should follow current government guidance on https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance which advises that they should self-isolate for at least 10 days and should arrange to have a PCR test to see if they have coronavirus https://www.gov.uk/get-coronavirus-test • The Headteacher may take the decision to refuse a child’s attendance if it is deemed necessary to protect pupils and staff from possible infection. • Those students and staff who are identified as close contacts of positive cases are no longer required to self –isolate but in line with government guidance should undertake a PCR test. The school will be supportive of parents’ decisions to keep 	<p>Anyone with symptoms must self-refer for a PCR test</p> <p>A small number of home test kits are held in school for students & staff unable to access a test by other means.</p> <p>A Lateral Flow Test cannot be used to confirm a negative test result in someone with symptoms.</p>

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			students at home if they are concerned about their child having Covid-19 and will set work for these students.	
P2	Identification of asymptomatic cases	Staff, students, visitors	<ul style="list-style-type: none"> • All staff and students in school are strongly encouraged to carry out twice weekly testing at home using lateral flow devices. • Any student or member of staff unable to take a test at home, will be encouraged to take a test in school, overseen by a trained member of staff. • Any student or member of staff receiving a positive result should be asked to book and take a PCR test and instructed to self-isolate at home and follow the government guidance. If necessary we can issue a Home PCR test kit, but the quickest result will be obtained through the testing sites. 	
P3	Hand hygiene	Staff, students	<ul style="list-style-type: none"> • Staff and students should wash or sanitise hands on arrival, after breaks, when they change rooms, after using tissues and before & after eating. • Signs reminding staff and students to wash hands for at least 20 seconds are displayed around school as well as in toilet facilities • Hand sanitiser is available at every entrance in every corridor and available in every room, including all classrooms, offices, meeting rooms. 	Wall mounted sanitisers have been installed at entrances and around school. Bottles are in every room.
P4	Respiratory hygiene	students, staff	<ul style="list-style-type: none"> • School promotes catch it, bag it, bin in approach to respiratory hygiene with signs displayed around school. All classrooms, offices and meetings rooms will have tissues and bins. Bins will be lined and changed daily. • Students are not required to wear facemasks in school, but can do so if desired. • All staff are asked to wear masks in communal areas where social distancing is difficult. • Teachers are not required to wear masks in classrooms where a 2m distance can be maintained, but can do so if desired. To provide further reassurance to teaching staff, face visors are available for teachers should they wish to wear them, and screens are available for teachers' desks. • Where staff are required to be in close contact with students, eg for first aid, or SEND support, face masks and visors will be made available • If students or staff choose to wear a facemask they should follow the protocol for safe use and disposal which will be displayed around school. Staff should be familiar with the government advice on how to wear facemasks https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own#how-to-wear-a-face-covering https://www.bbc.co.uk/news/world-53877292 	

P5	Reducing the number of contacts between children and staff	students, staff	<ul style="list-style-type: none"> • Students will sit in a directed seating plan which the school retains a copy of to follow up any cases. • Students to be encouraged to maintain distance from each other as much as possible • Staff should maintain a 2m distance from students and other staff as much as possible 	
P6	Cleaning	students, staff	<ul style="list-style-type: none"> • Teachers will spray desks, and students will be asked to wipe desks and chairs in their classroom at the end of each lesson. Cleaning solution and paper towels will be provided in each classroom for this purpose. • Cleaning of all touchpoints outside of classrooms around the school will be done during Session 2 each day, including but not limited to toilets, handrails, door handles, staff room, library etc • Cleaning of teacher desks and equipment (mouse, keyboard and w-whiteboard pen) to be done at the start of a session by the member of staff, if moving to a different classroom. 	One daytime cleaner will be onsite between 12:00-14:30
PREVENTION – SPECIFIC RISKS OF TRANSMISSION:				
P7	Transport to and from school	students, staff, transport provider	<ul style="list-style-type: none"> • Students/staff should be encouraged to walk or cycle to and from school where possible. • Students arriving by car must be dropped off in the Leisure Centre Car Park • Students travelling to school by bus should wash or sanitise their hands before boarding and on arrival at school. • Students travelling to school should wear a face covering, when travelling by dedicated school transport or by public transport, and sit with the same group of students each day. On arrival at school they should remove their face mask and put it in a plastic bag in their school bag, before washing or sanitising their hands. • Where possible staff should not to travel to work via public transport unless social distancing can be achieved • Staff should not transport children in personal vehicles (unless they are from the same family) • Where school mini buses are used, students should sit apart from others outside of their class groups if possible, and touchpoints should be cleaned before and after use. • School cycle racks to be cleaned daily 	Further guidance issued by SCC
P8	Arrival at school		<ul style="list-style-type: none"> • Students are to arrive through the covered way and go directly to their form room where possible from 8.45am • Hand sanitiser dispensers will be near all entrances to the school, and should be used on arrival. 	
P9	Moving around school		<ul style="list-style-type: none"> • Corridors marked with keep left signs and reminders of to maintain distancing around school • One way systems in place for corridors and stairways 	Keep left and one way signs put up

			<ul style="list-style-type: none"> • The doors from the new covered way have been removed to reduce congestion 	
P10	Classroom	students, staff,	<ul style="list-style-type: none"> • Where possible teachers to remain 2m away from students at the front of the room. • Classrooms have been set up for all desks to face front with sufficient room between the front desks and the teachers' desks and white boards/interactive screens to enable the teacher to maintain a 2m gap. Screens to be provided for teachers' desks. • Staff to assist students with their work but to keep a reasonable distance and not spend long with each student if possible. Those working closely with pupils are encouraged to wear a mask, if a reasonable distance cannot be maintained, and may also choose to wear a visor. A range of masks, including transparent masks, and visors are available in school. • Learning Support staff should try to minimise the length of time they are seated or standing next to a student • Where Learning Support staff need to work at close proximity to a child to support with their work, face masks and visors will be provided. The visor should be wiped at the end of the lesson and must not be shared between staff. • Student seating plans to be established for all lessons to record closest contacts to assist with contact tracing. The seating plans for all classes should fill from the back of the room, thereby leaving any spare seats at the front. • Rooms are to be kept ventilated, leaving doors and windows open when the room is occupied. Door wedges have been provided for this, but for fire safety should be removed when the room is not in use. • Any air conditioning or ventilation system that recirculates air between more than one room must be switched to a fresh air setting or turned off. • Where possible, stationery and equipment loans should be kept to a minimum. Pens loaned should be kept by the student and not returned to the member of staff. Students must avoid sharing stationery and equipment. • All hard surfaces and computers in classrooms to be cleaned at the end of each day. • Teachers to spray desks and students to wipe desks at the end of each lesson. • If laptops or the ICT suites have been used, each student must wipe the keyboard mouse and screen of the device they have been using. Wipes will be provided in each classroom for this purpose. • Staff should follow the normal behaviour policy but should focus on strategies that avoid close contact with students or moving students. If a student must be moved within the classroom they should be moved to a "clean" space or the space must be cleaned using wipes available. Staff should show a preference for strategies such as removal from the lessons for short periods instead of moving where possible. 	

P11	Science	students, staff,	<ul style="list-style-type: none"> • Students should sanitise their hands before entering the lab. • Specific risk assessments should be carried for any practical lesson. • All students should wash their hands with soap and water in the lab before taking part in any practical work involving chemicals, flames or heat. • • Where possible equipment should be cleaned before use by another student or member of staff. Anti-Viral wipes are provided in all class rooms. • Where it is not possible for students to carry out required practical lessons, teacher demonstrations may be used as an alternative. 	
P12	DT	students, staff,	<ul style="list-style-type: none"> • Students should sanitise their hands before entering the classroom • Specific risk assessments should be carried for any practical lesson. • All students should wash their hands with soap and water in the classroom before taking part in any practical work involving food, chemicals, flames or heat. • Where possible equipment should be cleaned before use by another student or member of staff. Anti-Viral wipes are provided in all class rooms. 	
P13	Music and drama	students, staff,	<ul style="list-style-type: none"> • Where possible equipment should be cleaned before use by another student or member of staff. Anti-Viral wipes are provided in all class rooms. • Music lessons for all instruments, including those which involve the expulsion of air e.g brass and woodwind may take place in music practice rooms which are well ventilated and safety equipment is used to reduce transmission of airborne particles. Social distancing must be maintained as close to 2m as possible, with the door open, and the teacher wearing a mask. The student and teacher should be positioned side by side if possible. • Singing lessons will continue to take place in a large ventilated room, currently using the squash courts in the Leisure Centre. • Resources, eg, scripts and music scores, should not be shared, and handling limited to the person using them. • Social distancing should continue to be observed in music and drama, for example by limiting group numbers when carrying out group activity, and avoiding contact between pupils where possible. • Movement during drama lessons must avoid close face to face work between students that would otherwise not be allowed in a classroom setting. • Where possible, audiences for performances should be seated with distance between individuals. 	
P14	PE	students, staff,	<ul style="list-style-type: none"> • Students should come into school wearing PE kit on PE days to avoid the use of changing rooms and students should leave bags under the canopy next to the Catering pod. 	

			<ul style="list-style-type: none"> • PE lessons should refer to the following guidance : https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation https://www.afpe.org.uk/coronavirus-guidance-support/ • All PE should be outside wherever possible. Where not possible due to adverse weather, the sports hall at the Leisure Centre can be used. • Team sports and competition between schools should only be considered in line with guidance from the national governing bodies of those sports. • Where possible equipment should be cleaned before use by another student or member of staff. Anti-Viral wipes are provided in all class rooms. • Students needing to use toilets during a lesson at the Leisure Centre should be sent to use toilets at school. • Sports clubs taking place must still be within year groups where possible, and contact between students should be limited. 	
P15	Use of IT	students, staff,	<ul style="list-style-type: none"> • Students must wash or sanitise hands before using any computer or laptop, or before collecting a laptop from the trolley, using sanitiser provided at the IT suite doors or laptop trolleys. • When using the ICT rooms (9, 15, 20) students must not be seated at the desks closest to the front the room, to ensure the required distancing from staff. • Students must be asked to wipe the screen, switches, keyboard and mouse of any computer or laptop used at the end of a lesson • If the IT team are called to assist at a student’s workstation, PPE will be made available. Students should be asked to step aside to enable social distancing. 	
P16	Break and lunchtime arrangements	students, staff,	<ul style="list-style-type: none"> • Students to go outside for breaks and lunch to reduce the likelihood of transmission, except in extreme weather • Cleaning staff will be allocated to the dining hall at lunch time to wipe down tables between students sitting down. • Students to remain supervised over social time to ensure social distancing is maintained, avoiding any group activities that requires pupils to be in close physical contact with each other. 	
P17	Staff breaks	Staff	<ul style="list-style-type: none"> • Staff are discouraged from congregating to ensure 2m social distancing can be maintained. Staff room layout modified to facilitate social distancing. Door to remain propped open (closed in the evening). • Staff to maintain 2m distance in the staff room and kitchen area • Coffee and tea to be prepared for staff to be served in the staff room. Staff should leave the area and must not congregate in this or any space indoors • Staff kitchen area to be cleaned daily, including all handles/buttons used 	

			<ul style="list-style-type: none"> • Staff briefings to be held by email, and via Teams 	
P18	Food preparation	Students, staff, kitchen staff	<ul style="list-style-type: none"> • Kitchen hygiene & infection prevention procedures to be continued, amended to ensure covid compliant. • Food to be provided pre-packaged except for meals served in the dining hall. • Food will be paid using the cashless biometric fingerprint system. As students sanitise their hands before collecting their food, the reader will be cleaned periodically throughout the service, but not between each student. 	
P19	Toilets and washing facilities	Students, staff, visitors	<ul style="list-style-type: none"> • Staff and students should use sanitiser before entering toilets and wash hands with soap and water. Sanitiser dispensers to be installed outside all staff and student toilets • Students will not normally be allowed to use the accessible toilet in the main corridor as this is reserved for use for anyone suffering covid symptoms, should it be needed while they are waiting to be collected from school. There may be exception to this based on specific student need. • The number of student in the toilets at any time should be limited to avoid congestion/congregation – to be monitored by the member of staff on duty . External doors to the boys’ and girls’ toilets in the main block have been removed. • Use of staff toilets to be restricted to two at any one time, staff to return later if occupied. • The touch surfaces in all toilets will be cleaned during lesson 2 each day, and again each evening. 	
P20	First Aid (non-COVID related, eg, injuries)	Students, staff	<ul style="list-style-type: none"> • Students requiring medical assistance where covid is not suspected, eg, injury, to be treated in the medical room • First aiders to wear face masks and gloves 	
P21	Cleaning	cleaning staff, students, staff,	<ul style="list-style-type: none"> • Cleaners to wash hands on arrival and departure, and to wear disposable gloves while working. • Cleaning teams to clean communal areas and touch points around school during lesson 2 and each evening • Cleaners to use Cleaning in Progress signs while working in rooms • All staff involved in cleaning have received training. 	Ensure adequate supplies of gloves/aprons are available Review cleaning protocol
P22	Meetings and visitors	students, staff, visitors	<ul style="list-style-type: none"> • Where possible and still effective, meetings with third parties should continue to be held remotely, eg, using Zoom or MS Teams, • If necessary, in-person meetings can be held if in appropriately sized, ventilated rooms where 2m social distancing can be maintained. • Visitors requiring admission must use hand sanitiser at reception, and must wear a mask while in school. Staff meeting external visitors should also wear a face covering and follow the protocol for removal afterwards. • Staff should not shake hands with visitors. 	

			<ul style="list-style-type: none"> • All visitors to be signed in by a member of staff and issued with a lanyard • Used lanyards to be placed in a quarantine tub and left for 72 hours before reuse. • Visitors to be escorted by a member of staff at all times, maintaining a distance of 2m where possible, except in certain circumstances, where reasonable and appropriate , eg, where certain visitors are required to see students unaccompanied. • Where a meeting room is used this should be notified so that it can be subsequently cleaned before next use. 	
P23	Contractors	students, staff, contractors	<ul style="list-style-type: none"> • Contractors only to be admitted by prior arrangement with site team • Site team to ensure that the employing contractor has appropriate COVID safety procedures in place • Contractors will be required to sanitise hands on arrival and wear masks while in school • Contractors must be signed in by a member of staff and issued with a lanyard • Used lanyards to be placed in a quarantine tub and left for 72 hours before reuse. • Caretaker to ensure that areas attended by contractors are thoroughly cleaned after their departure. 	
P24	Ad hoc visitors, eg, parents or students collecting or delivering work or resources	staff, visitors	<ul style="list-style-type: none"> • Keep glass partition shut as much as possible while visitors present • Only one person should be in the external reception area at a time • Maintain a distance of 2m where possible • Parents are discouraged from calling in to see staff without a prior appointment • The reception area and glass partition will be cleaned during and at the end of each day. 	
P25	Office working at close proximity	Staff	<ul style="list-style-type: none"> • Staff can now work together in offices but should maintain social distancing and avoid face-to-face conversations if less than 2m apart. • Staff to notify SLT if they feel their office space is not covid-safe. • A distance of 2m should be maintained unless to not do so would present a risk to a child's safety. Any other location used should be notified to the caretaking team so the area can be cleaned. • Office doors where staff are working to remain open throughout the day, to avoid contact on handles and aid ventilation, unless private telephone conversations need to take place. • Conversations/meetings between staff may be held in an appropriately sized, ventilated indoor space provided 2m distancing can be maintained. 	
P26	Emergency evacuation	Staff, students, visitors	<ul style="list-style-type: none"> • All staff, students and visitors should maintain social distancing whilst carrying out an emergency evacuation and maintain this distance while standing at the evacuation point, which will be on the school field. 	

P27		Staff, students, visitors	<ul style="list-style-type: none"> • All staff and students in school are strongly encouraged to carry out twice weekly testing at home using lateral flow devices. • Any student or member of staff unable to take a test at home, will be encouraged to take a test in school, overseen by a trained member of staff. • Any student or member of staff receiving a positive result should be asked to book and take a PCR test and instructed to self-isolate at home and follow the government guidance. If necessary we can issue a Home PCR test kit, but the quickest result will be obtained through the testing sites. • All existing advice to remain in place – handwashing, distancing, face coverings when outside of classrooms • Remote learning to be in place via MS Teams 	
P28	Home working	Staff	<ul style="list-style-type: none"> • Where staff are working from home for protracted periods, eg during a school closure, or self-isolation, care should be taken setting up a workstation at home. Guidance to staff on setting up a temporary home workstation is on this link : https://www.youtube.com/watch?v=Af7q5j14muc&feature=emb_title 	
P29	Lettings	Staff, students, hirers and attendees of hirers'	<ul style="list-style-type: none"> • Hirers are to be given a copy of the school's additional conditions of hire in place during covid-19, to be appended to the Lettings Policy • Rooms to be let out will be cleaned after school use, prior to the letting, however the hirers are to take responsibility for ensuring that the rooms are compliant with measures identified in their own risk assessment. • The hirers will clean all tables, chairs and touch points at the end of the hire • The school site team will ensure areas have been cleaned before they are returned to school use • Hirers are only to access those areas of the school identified and agreed prior to the hire, to avoid any unintentional contamination between the school and the hirer • The hirers will ensure the rooms hired are ventilated during use, and that doors and windows will be closed at the end of the hire • The hirers are requested to ensure that no one with symptoms of covid-19, or a positive test within the previous 10 days attends the event. 	

RESPONSE TO COVID INFECTION OR SUSPECTED INFECTION:				
R1	Managing suspected cases of Covid-19	Staff, students	<ul style="list-style-type: none"> • Staff and students recording a positive Lateral Flow Test, must stay home and arrange a PCR test in line with NHS advice. • For any confirmed or suspected case, the protocol issued by PHE will be followed. • When a student or staff member either registers a positive test result from the asymptomatic testing or develops symptoms compatible with coronavirus, they should be sent home and advised to take a PCR test and self-isolate in line with government guidance. • Where the child, young person or staff member tests negative, they can return to their setting once well, • To assist with contact tracing above, a record should be kept of close contact between students where possible, eg, by the use of, and adherence to seating plans. It is noted that it will not be possible to record all contacts throughout the day, eg, at breaks. • The area used by someone who has developed symptoms in school must be closed off until it has been thoroughly cleaned, including all frequently touched areas. • All disposable PPE and tissues to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish. 	
R2	First Aid and caring for a child with symptoms of Covid-19 awaiting collection	students, staff,	<ul style="list-style-type: none"> • First aid staff to wear a face mask, apron and gloves when treating staff and pupils who present symptoms of Covid-19 • First aider to avoid contact if possible. • First aiders to be encouraged to wear PPE for any treatment at close quarters • Where students presents symptoms of Covid-19, they should be sent to the main office. If safe to do so they should be sent unaccompanied. If not safe to do so a 2m distance should be maintained, unless other risks are greater. • From here they will be moved to the conference room until parents or carers come to collect them, ideally with the door, and window open for ventilation. Before further use the room should be cleaned. • If required, the student should use the accessible toilet which should remain closed until cleaned. • Detailed cleaning guidelines are in place to clean an area after use by someone with suspected coronavirus symptoms 	PPE sourced
R3	Shielded and Clinically Vulnerable Staff and students	Staff	<ul style="list-style-type: none"> • Clinically vulnerable (or extremely vulnerable) staff must make a member of SLT aware that they are clinically vulnerable, and of any specific concerns, so that any adjustments to working practices can be made if in school. They must follow all hand and respiratory hygiene, and social distancing measures. • Staff who are pregnant must notify a member of SLT in confidence, so that any adjustments to working practices can be made if in school and must follow all hand 	

			<p>and respiratory hygiene, and social distancing measures. Further guidance has been published by the Royal College of Obstetrics and Gynaecology on https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/ for women from 28 weeks gestation or with underlying health conditions.</p> <ul style="list-style-type: none">• Staff who live with someone who is clinically extremely vulnerable or clinically vulnerable can attend work, but should make a member of SLT aware of any specific concerns.• Clinically vulnerable students and staff may be advised to shield if the rates of infection rise locally.	
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