

Purpose	Covid-19 School Re-opening Risk Assessment.
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This risk assessment should be produced in conjunction with the current government guidance as highlighted below:

www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings

Salendine Nook High School	Assessed by: Darren Christian	Date of Assessment: 16.09.20
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Hazard	Risks	Control Measures	Actions Required	Person Responsible and Target Date
Schools Premise	Mental health and wellbeing for staff	<ul style="list-style-type: none"> Employee Healthcare Referral available to all staff 	Inform all staff of the support within school (SLW) and beyond school (EHC). 15.09.20	DC
	Personal injury	<ul style="list-style-type: none"> Undertake a workplace inspection to ensure adequate working environment, equipment, fire safety and emergency arrangements are in place. 	All actions complete by 31.08.20	VW
	Fire	<ul style="list-style-type: none"> Fire Risk Assessment to be reviewed and the Fire log-book is up to date. Legionella checks are to be up to date. 		
	Legionella	<ul style="list-style-type: none"> Electrical, gas and ventilation systems checks are up to date. 		
	Infection of coronavirus	<ul style="list-style-type: none"> Increased cleaning regime. 		

<p>Infection Control</p>	<p>Infection of coronavirus</p> <p>Dealing with direct transmission (e.g. close contact with those sneezing/coughing) and indirect transmission (e.g. touching contaminated surfaces)</p>	<ul style="list-style-type: none"> • Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges. • Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. • Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach. • Cleaning frequently touched surfaces often using standard products (such as detergents and bleach). • Minimise contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times, start, finish and lunch times.) • Communicate expectations around what to do in event of a case. Seek advice from Public Health England on actions to be taken in the ‘contact of a contact scenario. 	<p>DC to communicate expectations of parents and daily register check for student declarations. Students with symptoms – isolated in spare office and returned home. Staff with symptoms – return home immediately. School Medical Officer to manage response to any suspected cases.</p> <p>Hand sanitisers to be used regularly per day as well as encouraging hand washing, including at the dining hall before using fingerprint technology.</p> <p>Tissues / alcohol based cleaner and sanitiser available in all classrooms.</p> <p>SPIE daily deep clean of all rooms used.</p> <p>Room layout changed. All classrooms visited and assessed. Teacher - 2 metres away at all times. Teaching styles altered. Half year group bubbles for curriculum. Staggered lunch in bubbles. Break in classrooms. One way system introduced.</p> <p>All pastoral staff / relevant admin staff advised to inform parents to keep children off school if symptomatic. Same for confirmed cases of family members – must isolate for 14 days.</p>	<p>DC</p> <p>VSM</p> <p>VW</p> <p>VW</p> <p>DC</p>
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PPE (including face masks/coverings)	Spread of infection (coronavirus)	<p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.</p> <p>PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> • Children whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way. • If a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eye e.g. from coughing, spitting, or vomiting, then eye protection should also be worn. • A face mask will be worn on all lesson changes by all people at school. • Masks and visors may be used by staff and students in lessons especially where closer contact is required e.g. in Technology lessons. • Training for students required on how to put on and remove the mask 	<p>PPE made available to staff who might come in contact with virus. All staff issued with visors.</p> <p>Specific PPE to be made available daily. Trained First Aider on site at all times.</p> <p>PPE and appropriate training made available to the Medical Officer</p> <p>Expectations communicated to all stakeholders before school starts. To be monitored and managed on an ongoing basis on every lesson change by senior leaders, academic and pastoral staff.</p> <p>Loom / email communication to be used to explain expectations.</p>	<p>VW</p> <p>SJ</p> <p>SJ/AR</p> <p>DC</p> <p>DC</p> <p>SJ / DC</p>
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			First day back PowerPoint and assemblies used to explain safe use. Ongoing reminders.	
clinically vulnerable children	Infection of the coronavirus to vulnerable children	<ul style="list-style-type: none"> • With few exceptions, all children are required to attend school • Children should not attend school if they have symptoms or are self-isolating due to symptoms in their household. 	<p>Communication to parents to set out expectations around attendance.</p> <p>Parents advised to seek medical advice (119) in relation to their own specific circumstances. Negative test outcome evidence required before a child can return to school. School to seek advice from PHE to establish a protocol for scenarios e.g. how should families respond where there are cases in the wider family or circle of friends. DC to retain regular contact with Dr Simon Padfield as and when required.</p> <p>Registration becomes a daily declaration that all students are well and that all no family members are ill. DC to communicate this to parents and staff.</p>	<p>DC</p> <p>DC</p> <p>CF</p>
clinically vulnerable adults	Infection of the coronavirus to vulnerable adults	<ul style="list-style-type: none"> • All staff are expected to return to work. Additional measures can be considered as requested by individual staff. Individual Risk Assessments may be required. • Clinically vulnerable / extremely vulnerable staff should stay 2 metres away from others wherever possible. • Employees should not attend school if they have symptoms or are self-isolating due to symptoms in their household. 	<p>Any member of staff can request an individual meeting to assess risks and consider further adjustments so that all staff can return to normal role.</p> <p>Individual meetings to identify clinically vulnerable group's needs.</p> <p>Staff to declare any illness or family member illness or any requirement to self isolate as a result of contact tracing.</p>	<p>SJ</p> <p>SLW/RKH</p> <p>DC / SLT Link</p>

Living with a clinically vulnerable person	Transmission of the coronavirus	<ul style="list-style-type: none"> All staff will be required to return to work. 	All staff advised of this.	DC
Class/groups sizes / movement around the building / social time.	Infection of the coronavirus	<ul style="list-style-type: none"> Half year group bubbles set up for curriculum. Full year group bubbles established for lunch. Break in classrooms One way system established to further minimise congestion on corridors Frequent hand cleaning and good respiratory hygiene practices Regular cleaning of settings Minimising contact and mixing 	<p>Plan set up to minimise contact between staff and students by ensuring 2 metre social distancing at all times.</p> <p>‘Bubbles’ and one-way system communicated to parents.</p> <p>Anybody with symptoms to be isolated and returned home to self isolate for 14 days.</p> <p>Tissues in every room. All hand sanitiser topped up daily.</p> <p>SPIE to deep clean daily.</p>	<p>DC</p> <p>DC</p> <p>SJ</p> <p>VW</p>

Additional Key Checklist				
Area of potential hazard		Key issue	Action	Lead
Welcoming all students back		<p>Welcoming all children back</p> <ul style="list-style-type: none"> • Minimise all unnecessary contact between students • Staff /students to avoid working face to face (side to side or facing away are safer options) <p>Site preparation Plan for parent drop off and collection in order to minimise adult to adult contact</p> <p>Posters promoting good hand hygiene in appropriate places around the school?</p>	<p>We do have half year group bubbles and teachers are retaining 2 metres social distancing at all times. Those working within 2 metres have additional protection through the visor and / or face mask.</p> <p>All desks facing front and two metre gap to teacher's desk. Students who can't avoid facing each other to remain in the same groups for activities over an extended period. New duty point added to stop parents dropping children off too close to reception.</p> <p>Relevant posters up across the school.</p>	
Reception, visitors (including Governors) and deliveries		<p>Consideration of our reception area and how to manage visitors and deliveries:</p> <p>Re-arranged / postpone / cancel any non-essential appointments/meetings</p> <p>Request that individuals communicate with the school via telephone or email where possible, rather than face to face visits</p> <p>Maintain a 2m distance where possible</p> <p>Ensure good natural ventilation of enclosed type environments</p> <p>Avoid using air-conditioning systems or fans</p>	<p>VW to work with SDH to ensure full compliance with all items in this checklist.</p> <p>DC to liaise with Governors.</p>	

	<p>Clear signage and instructions on entry</p> <p>Reception area screened off</p> <p>Use technology for meetings e.g. video / teleconference facilities</p> <p>Limiting the number of visitors at any one time</p> <p>Where you need to meet maintain a 2m distance</p> <p>Avoid sharing resources, such as pens and other objects</p> <p>Used floor markings at reception to help people social distance</p> <p>Hand sanitiser to be topped and always available in reception areas and other appropriate locations</p> <p>Stop all but essential orders</p> <p>Clear covid safe procedures for accepting deliveries</p> <p>Clear covid safe plan for out of hours deliveries, when staff are present but school is closed.</p>	
Entering and leaving site	<p>How will you ensure a safe arrival and exit for children, staff and parents?</p> <p>Decide number of gates to open or close.</p> <p>Control the flow to ensure the entrance is not compromised by too many people at the same time.</p> <p>Stagger arrival and departure times</p> <p>Manage parents on the school site and outside gates</p> <p>Create a one-way system</p>	<p>Staggered start and new duty point to stop parents coming on to site.</p> <p>SLT on duty for full extended start and finish to the day.</p> <p>One-way system in operation on all full lesson changes. Managed by duty team – one placed on all lesson changes.</p>

Movement around school		<p>Minimise all unnecessary movement around school by creating staggers.</p> <p>Consider routes into and out of each classroom or space being used</p> <p>Consider travel on corridors e.g. single file, one way, markings on the floor.</p> <p>Cancel assemblies? Unnecessary gathering.</p> <p>Manage trips to the toilets and for regular hand washing / sanitisation</p>	<p>One way system in full operation on all major lesson changes. Assemblies all done by Loom until further notice.</p> <p>Full hand sanitiser units across school, filled up every day.</p>	
Classrooms		<p>Classrooms to be organised to minimise the risk of infection to children (forward facing desks)</p> <p>Daily cleaning routines for surfaces</p> <p>Removed all unnecessary items in classrooms</p>	<p>All in place and monitored.</p> <p>Decluttering needs ongoing monitoring also.</p>	
Toilets		<p>Additional cleaning regime.</p> <p>Separate toilet blocks for different year groups.</p> <p>Hand sanitiser available outside each block.</p> <p>Posters about hand washing added to each block.</p>	<p>SPIE to ensure deep cleaning. Staff to report concerns on cleaning. Separate toilet blocks in place and working well. Regular checks on hand sanitiser stations.</p>	
Lunch		<p>Stagger lunch</p> <p>Separate times and halls for different year groups</p> <p>Change food offer to grab and go.</p> <p>Cleaning regime between each sitting.</p>	<p>Staggered lunches now working well. Students remain in bubbles at these times.</p> <p>All tables thoroughly cleaned between sittings.</p>	
Outside breaks / play spaces		<p>Stagger outside play time</p> <p>Keep year groups in bubbles.</p> <p>Separate toilets for each bubble.</p>	<p>Bubbles remain in place between sittings - field near New College and Field behind High Hall to be used across three sittings.</p>	

		Reduce length of lunch.	30 minute lunch working well in Salendine but service too slow in High Hall. Remedial plans in place to address this.	
First aid		<p>Ensure designated first aider has appropriate training for dealing with suspected cases.</p> <p>Have a stock of masks, aprons and gloves when administering first aid</p> <p>Used resources safe disposal plan</p> <p>Clear arrangements for isolation and collection of a child if they show symptoms whilst in school</p>	<p>Medical Officer has a clear brief and appropriate training to receive cases.</p> <p>Well stocked with appropriate PPE.</p> <p>Safe disposal will occur.</p> <p>This plan is under review due to cleaning issues.</p>	
Cleaning		<p>Regularly clean work areas including phones, keyboards and mouse</p> <p>Cleaning regimes increased for regularly contacted areas e.g. door handles, desks, toilets etc.</p>	<p>Staff to make own arrangements in between lessons, especially where equipment has to be shared. Staff to clean own areas if they share a room with another teacher. Cleaning equipment available in every room.</p> <p>SPIE have a clear plan for general cleaning.</p> <p>All staff to monitor and report any cleaning issues asap.</p>	
Vehicles		Staff avoiding sharing cars with non-family members?	All staff informed of this on 21.09.20 by email.	
Transport		<p>If pupils are using public transport to and from school, encourage them to follow good hygiene practice</p> <p>Encourage self-walking and cycling to school where appropriate.</p>	<p>This has been communicated to parents in the end of year newsletter and Loom videos. It includes mask wearing.</p> <p>As an extra measure bikes can be chained to fencing on site if the bike shelter is full. So far not much use has been made.</p>	

<p>Educational visits</p>		<p>(https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings)</p> <p>In the autumn term, schools can resume non-overnight domestic educational visits. Any trips planned should be done in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination. Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum. As normal, schools should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, schools will need to consider what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues. Schools should consult the “Health and safety guidance on educational visits” (https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits) when considering visits.</p>	<p>Visits are still encouraged and we are looking to resume sports fixtures for example.</p> <p>More thought is needed for bigger events such as whole year group field visits. Exam boards have removed the requirement for field work for this year.</p> <p>For extra curricular trips with cost, it is likely that insurance companies will remove protection for cancellation due to Covid-19. Such trips can still be arranged but this is at risk to parents so unlikely to go ahead.</p> <p>Smaller trips with minimal cost are still likely to be planned.</p>	
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Conclusions:

If the above measures are followed and employees and pupils with suspected symptoms do not attend the school or if they do are sent home immediately, and a high standard of hygiene is maintained then the risk of transmission will be low.

Review Date:

Review of this document should be annually or more frequent if:

- After an accident / incident involving an activity from this risk assessment
- Any significant changes to work practices, materials, equipment or legislation

Principal (Signed):



Dated: 21.09.20

Chair of Governors (Signed):



Dated: 21.09.20

THIS RISK ASSESSMENT HAS BEEN SHARED WITH ALL INVOLVED IN THIS ACTIVITY

The sharing of the risk assessment with all staff involved with the activity is vital to ensure all control measures are complied with, are practical and adhered to.