

Whole School September Return Risk Assessment in light of Covid 19

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Hazard	Control measures	Reviewed on:	Next Review Date:	Responsible Person
<p>Students getting Coronavirus in common use High Traffic Areas including:</p> <ul style="list-style-type: none"> • Corridors • Canteens • Toilets • Changing rooms • Large communal areas 	<ul style="list-style-type: none"> • Students split into Key Stage Bubbles and allocated specific areas of the school to reduce movement around the school and the use of multiple classrooms by multiple bubbles without sufficient cleaning time • Designated areas for food collection points allocated by Key Stage Bubble, food can be eaten in form rooms until further notice • Designated Toilets for each Year Group • Students advised to avoid potential busy times unless necessary • Students to access classrooms via outside routes limiting use of corridors • Use Posters and floor stickers to set out clear 2m guidelines around the school • Staff will be instructed to allow only one student from each class to use the toilet at a time during lessons • Assembly will be broadcast to Tutor Groups whilst they remain in their classrooms • SLG and staff to supervise at breaks and lunch and throughout the day 	7 September	7 October or before if necessary.	Chief Operations Officer (COO)/Senior Leadership Group (SLG)/All Staff

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	<ul style="list-style-type: none"> • Changing rooms not to be used unless absolutely necessary – students will be advised to come in to school in their PE Kit on the days they have practical PE and only change into their uniform after their lesson if their Kit is no longer appropriate to wear. • Behaviour Policy will be reviewed in line with guidelines. • 6th form will be allowed to leave site when not in lessons to reduce overcrowding in Hub and 6th form Café. • Lockers will not be used this academic year and students can carry bags with them if moving around school • Strongly recommend masks to be worn in all communal areas in school with the exception of classrooms • Signage across the school directing year groups and bubbles has been increased • KS3 will leaves school 5 minutes earlier to reduce congestion at the gate • The vehicle gate at our Tonbridge site will be opened at the end of the school day under supervision of staff to reduce congestion. 			
<p>Staff returning to school getting coronavirus in common use high traffic areas including:</p> <ul style="list-style-type: none"> • Staff Rooms • Offices • Toilets 	<ul style="list-style-type: none"> • Staff room will be a grab and go area for food and drink • Additional department refreshments areas to be provided where safe to do so. • Sanitiser must be used before using water or coffee machines 	7 September	7 October or before if necessary.	COO/SLG

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<ul style="list-style-type: none"> • Reception 	<ul style="list-style-type: none"> • Clear guidance signage used across staff areas • Staff advised to bring own cups and water bottles • Where possible departmental meetings can be held using Teams • Where possible desks in offices will not be face to face if not possible screens will be provided • Both Reception Desks will have a screen installed • Toilets will be allocated to staff groups • Movement between sites for staff will be minimised where possible. • Movement between student bubbles will be minimised where possible • Visors will be provided for staff and should be worn in situations where 2m can't be maintained. • Visors and masks can be worn by staff at all times if they wish to do so 			
<p>Visitors, contractors, supply teachers and peripatetic teachers contracting coronavirus whilst attending site</p>	<ul style="list-style-type: none"> • Complete visitor questionnaire before entering building • Must sign in providing contact details • Parents only allowed on site if pre-arranged or emergency • Hand sanitiser to be used before using sign in system • Music lessons will go ahead in line with new RA. • Supply teachers to be allocated to one bubble when on site 	<p>7 September</p>	<p>7 October or before if necessary.</p>	<p>COO/Premises Manager</p>

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	<ul style="list-style-type: none"> • Site Contractors to not use our entrance, they will have their own site sign in process • Parent Meetings to be held via Teams where possible • Visitors kept to a minimum 			
Contracting or spreading the virus by not social distancing	<ul style="list-style-type: none"> • Students reminded of need to social distance • Staff need to ensure they keep 2m from all staff and students • Bubbles introduced to reduced student traffic during the school day • Break out areas for staff and students will be split to reduce number of people in one area • 2m stickers will be used across the site • Music, PE, Drama, DT & IT will have separate risk assessments in place for September as per up to date guidance 	7 September	7 October or before if necessary.	COO/SLG
Students or staff contract virus on journey into School	<ul style="list-style-type: none"> • Walk or Cycle to school where possible • All students over the age of 11 should wear masks when on public transport – these need to be removed and put into a plastic bag on arrival at school and hands washed immediately a new mask will need to be used for the students return journey home • Use of public transport is discouraged 	7 th September	7 October or before if necessary.	All Staff with support from parents
Students, staff or anyone in their households contract coronavirus	<ul style="list-style-type: none"> • If you or your family have any coronavirus symptoms (high temperature, new continuous cough or a loss or change to sense of smell or taste 	7 th September	Daily/ As necessary	Head Teacher/ Chief Operations Officer

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	<p>visit www.nhs.uk and follow the recommended guidance</p> <ul style="list-style-type: none"> • Do not come to school if you are feeling poorly for any reason • If you do have coronavirus symptoms please ensure you book a test immediately here: www.nhs.uk/ask-for-a-coronavirus-test • The school will have full engagement with the NHS Test and Trace Service and or Public Health England with relation to closing a school campus or restricting bubbles attendance at school • If a confirmed case of coronavirus is reported in the school community Public Health south east will complete an assessment and advise us on our course of action. • SLG to review staff and student absences daily 			
<p>Vulnerable students and staff (in regards to Coronavirus) attending school including BAME students and staff and pregnant staff</p>	<ul style="list-style-type: none"> • Continue to follow guidance in relation to vulnerable groups • All staff aware of measures in place and contact COO if they have any health and safety questions or concerns • HR in contact with all staff considered vulnerable • Student Services to review regularly all vulnerable students • Visors and masks are recommended and available for vulnerable staff and students if they wish to use them 	<p>14 September</p>		<p>Chief Operations Officer</p>

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	<ul style="list-style-type: none"> W/C 14th September review of vulnerable students Updated pregnancy RA's available inline with Covid 19 guidelines 			
Safeguarding	<ul style="list-style-type: none"> Student Services will open to students in September Student Services will operate a triage to assess student need Our Senior Designated Safeguarding Lead/ Family Liaison Manager will continue to work with Students across both campuses 	7 September	7 October or before if necessary.	Designated Safeguarding Lead
Receiving Deliveries	<ul style="list-style-type: none"> To be left in the delivery room for 48 hours before being delivered to department Deliveries do not need to be signed for – courier can take the name instead 	October Half Term		Admin/ Premises Team
Students, Staff, Visitors and Contractors contract coronavirus through lack of personal and hand hygiene	<ul style="list-style-type: none"> Continue Catch it bin it, kill it – tissues and bins outside every classroom All staff sent guidance talk on hygiene levels required before return to school Sanitiser Provided at every entrance and exit to buildings and outside every classroom Soap regularly replenished in all bathrooms Sanitiser provided in all communal areas Clear guidance provided on how to report any issues with soap dispensers Guidance hygiene and catch it, bin it, kill it, posters around school 	7 September	7 October or before if necessary.	SLG/ All Staff

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	<ul style="list-style-type: none"> • All students and staff must sanitise hands at entrance to classroom • All students will face forwards in standard classrooms and desk spaced out as much as possible. • Where necessary IT Rooms will have screens for any desks that are face to face • All water fountains have been turned off to prevent use across mixed bubbles • Large multiple water dispensers are available at every food collection point 			
<p>Students, Staff, Visitors and Contractors contract coronavirus through Cleanliness of School</p>	<ul style="list-style-type: none"> • New Cleaning Company appointed to deep clean in August with additional hours in place ready for September • New Housekeeper to be based at each campus, will clean all areas in use twice a day: <ul style="list-style-type: none"> ○ Banisters ○ Bathroom facilities ○ Furniture ○ Light switches ○ Reception desk ○ Photocopiers/printers • Teaching staff to be provided laptops, board pens and erasers to reduce the need for sharing equipment • Premises Team to open windows and leave non fire door open every morning to reduce multiple people touching the same surface • Antibacterial wipes or spray will be left on every desk – teachers must wipe 	<p>1 September</p>	<p>7 October or before if necessary.</p>	<p>Chief Operations Officer</p>

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	<p>down, desks and any shared equipment used before leaving the classroom</p> <ul style="list-style-type: none"> • Fogging has been completed and will be completed again in August • Cleaning supplies being topped up regularly 			
Students or staff contract the virus through sharing of equipment	<ul style="list-style-type: none"> • Students advise to bring own equipment to school. • Students and staff should not share bottles or foods • Exercise books for students will be provided on the first day of school in form rooms • Where applicable students will be provided with their own mini white board and pen • Use of shared equipment in class will be limited and if used items will be thoroughly cleaned before used again. • Where possible either online resources will be used or text books will be allocated to a class/student • Sports Equipment not to be used if at all possible and prioritised for Key Stage 4&5 where necessary and cleaned according to guidance • Where possible furniture used will be wipe clean 	7 September	7 October or before if necessary.	SLG/ All Staff
Students or Staff contract virus from touching the same paper or work books	<ul style="list-style-type: none"> • The risks of contracting Coronavirus from paper are minimal and therefore students can submit homework and have it returned in the normal way if 	7 September	7 October or before if necessary.	SLG/Heads of Department

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	<p>students and staff are regularly washing their hands.</p> <ul style="list-style-type: none"> • If a member of staff is concerned they can request that students submit a photo of their work (where appropriate) • Where the work is an assessment or a longer piece of work and staff are concerned students should leave their work in a cardboard box at the exit of the room which is left for 24 hours before taken by the member of staff. • If staff are concerned about handing out work to students they can leave marked work in a cardboard box for 24 hours, which can then be handed out to students in class by a student within their bubble (after sanitiser has been used) • Staff could also provide feedback by an email or electronic form • Due to the level of risk these decisions will be made at Department level 			
<p>Poor workplace ventilation leading to risks of coronavirus spreading</p>	<ul style="list-style-type: none"> • Site to team will open all windows where possible • Site team will leave open all doors that are not fire doors • Where windows can't be opened we are seeking advice on the best settings for our ventilation systems 	<p>October Half term</p>		<p>Chief Operations Officer</p>
<p>Students or staff become sick on site</p>	<ul style="list-style-type: none"> • If Student becomes ill in class with Coronavirus symptoms send them to the small meeting rooms at either Campus located at reception and ask the 	<p>7 September</p>	<p>7 October or before if necessary.</p>	<p>Chief Operations Officer</p>

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	<p>receptionist to call SLG and Student Services</p> <ul style="list-style-type: none"> • Student Services Team Member to call parents to come and collect their child immediately • Staff should be sent home immediately if display symptoms • Staff to limit contact with students with symptoms • PPE is available for staff in Student Services and at Reception in case contact is necessary. • Student/Staff member must be tested as soon as possible, please book a test here www.nhs.uk/ask-for-a-coronavirus-test • In the result of a positive test, Public Health England will be contacted and the school will follow guidance given • In the case of a negative test please remain off school until all symptoms have passed. • Deep clean will take place in the classroom and toilet block used by student or staff member taken ill immediately 			
<p>Mental Health and Wellbeing of students or staff is affected through isolation or anxiety about coronavirus</p>	<ul style="list-style-type: none"> • Ensure if any staff or students remain at home regular contact is made • Staff to receive wellbeing training as part of CPD Day • Additional Wellbeing training for Wellbeing and Student Services Teams • Wellbeing Strategy in place 	<p>7 September</p>	<p>7 October or before if necessary.</p>	<p>Deputy Head Teacher & Wellbeing Committee</p>

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	<ul style="list-style-type: none"> • 2 full time Counsellors on site available for all students and staff 			
<p>Contracting the virus at busy school events such as</p> <ul style="list-style-type: none"> • Open Evenings • Parents Evenings • School tours 	<ul style="list-style-type: none"> • Open Evening will be online this year • Virtual tour available on website • Additional information to be added and communicated in September • School Tours will not be available at either campus until safe to do so. 	October Half Term		Head teacher/ Chief Operations Officer
School Celebrations	<ul style="list-style-type: none"> • Exam results to be sent to students electronically • Celebrations have been postponed until guidance is updated. 	October Half Term		Head teacher
The School has to close due to multiple cases of Coronavirus across the school.	<ul style="list-style-type: none"> • All teaching staff provided with a laptop so will quickly be able to communicate with students remotely • School documents will be moving over to SharePoint so staff and students can more easily access documents remotely • Teams Training for all staff being provided • New Cleaners will deep clean site and fogging will be completed • IT consultant reviewing current remote set up to ensure remote working set is sufficient 	14 September	7 October or before if necessary.	Head teacher