

Whole School Return Risk Assessment in light of Covid 19

Updated: 23 February 2021

Author: Mrs J Barker-Platt Chief Operations Officer

Hazard	Control measures	Reviewed on:	Next Review Date:	Responsible Person
<ul style="list-style-type: none"> Students returning to school with Covid 19 may transmit to other students 	<ul style="list-style-type: none"> Lateral Flow testing of all students (whose parents have consented) will take place on Monday 8 and Tuesday 9 March before students return to school on 10 March Students will be tested a further two times in school from 10 March Students and staff will be issued with home testing kits and should test themselves twice a week Any student or staff member who tests positive must isolate immediately and book a PCR test. If PCR test is positive school must be informed and family and close contacts will be told to isolate for 10 days. If the PCR test is negative students or staff are welcome to return to school. 	23 February	19 April	Chief Operations Officer
<p>Students transmitting Coronavirus to each other in school communal areas and classrooms</p> <ul style="list-style-type: none"> Corridors Canteens Toilets 	<ul style="list-style-type: none"> Masks must now be worn by students staff and visitors in all indoor communal areas including classrooms (except for when playing sports) There are designated areas for food collection and allocated time for 	23 February	19 April	Chief Operations Officer (COO)/Senior Leadership Group (SLG)/All Staff

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<ul style="list-style-type: none"> • Changing rooms • Large communal areas 	<p>collection by Key Stage Bubble, food can be eaten in form rooms.</p> <ul style="list-style-type: none"> • KS3 will be taught in their form rooms where possible. • Designated Toilets for each bubble • 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 • Students allocated a desk and computer and will remain in this seat for this term. • SLG and staff to supervise at breaks and lunch and throughout the day • KS3 will leaves school 5 minutes earlier to reduce congestion at the gate • Number of students in school to be monitored daily • Sanitiser available at entry to classroom, at entry to building outside toilets and food collection point • Asymptomatic testing will continue at home after first 3 tests at school 			
<p>Staff in school transmitting 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"> • Teachers to teach remotely from home if they are isolating and able to work • Staff room is a collection point only • Sanitiser must be used before using water or coffee machines • Staff advised to bring own cups and water bottles 	23 February	19 April	COO/SLG

Whole School Return Risk Assessment in light of Covid 19

<ul style="list-style-type: none"> Reception 	<ul style="list-style-type: none"> Both Reception Desks will have a screen installed Toilets will be allocated to staff groups Visors and masks can be worn by staff at all times if they wish to do so Mask must be worn by students, staff and visitors across the school site 			
<p>Visitors, contractors, supply teachers and peripatetic teachers contracting coronavirus whilst attending site</p>	<ul style="list-style-type: none"> No visitors are welcome on site this term with the exception of pre-arranged contractors or visitors for Safeguarding purposes Site Contractors to work in separate areas away from staff and students and follow Covid Safe guidelines Any visitors must complete Health questionnaire 	23 February	19 April	COO/Premises Manager
<p>Contracting or spreading the virus by not social distancing</p>	<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 2m stickers will be used across the site 2m boxes provided for staff in all classrooms 	23 February	19 April	COO/SLG
<p>Students or staff contract virus on journey into School</p>	<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 	23 February	19 April	All Staff with support from parents

Whole School Return Risk Assessment in light of Covid 19

<p>Students, staff or anyone in their households contract coronavirus</p>	<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 visit www.nhs.uk and follow the recommended guidance • 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 DFE will complete an assessment and advise us on our course of action. • SLG to review staff and student absences daily 	<p>23 February</p>	<p>19 April</p>	<p>Head Teacher/ Chief Operations Officer</p>
<p>Health 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 • Health Vulnerable staff and students have been advised to not come in to school. 	<p>23 February</p>	<p>19 April</p>	<p>Chief Operations Officer</p>

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	<ul style="list-style-type: none"> Updated pregnancy RA's available in line with Covid 19 guidelines 			
Safeguarding of students in our care	<ul style="list-style-type: none"> Designated Safeguarding Lead is on site every day All vulnerable students are in contact with a member of staff Attendance continues to be monitored (especially of our vulnerable students) 	23 February	19 April	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 	23 February	19 April	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 bathrooms Sanitiser provided in all communal areas Clear guidance provided on how to report any issues with soap dispensers All students and staff must sanitise hands at entrance to classroom 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 	23 February	19 April	SLG/ All Staff
Students, Staff, Visitors and Contractors contract	<ul style="list-style-type: none"> Evening Cleaners focusing on areas in use every evening and deep cleaning 	23 February	19 April	Chief Operations Officer

Whole School Return Risk Assessment in light of Covid 19

<p>coronavirus through Cleanliness of School</p>	<p>other areas of school ready for school return</p> <ul style="list-style-type: none"> • Housekeeper in school every day to clean high touch point areas regularly and to support cleanliness of Covid Testing Centre • Premises Team to open windows and leave non fire doors open every morning to reduce multiple people touching the same surface • Antibacterial wipes or spray will be left on every desk – teachers must wipe down, desks and any shared equipment used before leaving the classroom • Fogging is completed weekly • Cleaning supplies being topped up regularly 			
<p>Students or staff contract the virus through sharing of equipment</p>	<ul style="list-style-type: none"> • Within bubbles Equipment can be shared in school when cleaned inline with government guidance • PC's and keyboards regularly cleaned throughout the day and by students after use 	<p>23 February</p>	<p>19 April</p>	<p>SLG/ All Staff</p>
<p>Poor workplace ventilation leading to risks of coronavirus spreading</p>	<ul style="list-style-type: none"> • Site team will open all windows where possible in classrooms and offices. • Site team will leave open all doors that are not fire doors • Room vents will be left open in any classrooms that do not have windows 	<p>23 February</p>	<p>19 April</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 	<p>23 February</p>	<p>19 April</p>	<p>Chief Operations Officer</p>

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	<p>located at reception and ask the receptionist to call SLG and Student Services</p> <ul style="list-style-type: none"> • Receptionist 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 • Asymptomatic testing will help identify any students who may have Covid before they come onto site. 			
<p>Mental Health and Wellbeing of students or staff is affected through isolation or anxiety about coronavirus</p>	<ul style="list-style-type: none"> • Form time remains in place for all year tutor groups • School council to continue 	<p>23 February</p>	<p>19 April</p>	<p>Deputy Head Teacher & Wellbeing Committee</p>

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	<ul style="list-style-type: none"> • Staff Wellbeing Committee to continue to meet remotely and share advice with staff • Wellbeing Strategy in place • 2 full time Counsellors are available for all students and staff 			
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