**Covid 19 risk assessment for September**

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| **Risk** | **Who may be harmed?** | **Actions and control measures to be taken** |
| 1. Suspected case of Covid 19 | Staff, students, visitors, contractors  Possible transmission of the virus between staff to staff, Staff to pupil, pupil to pupil and into the wider community. However, transmission of virus between pupil to pupil and between pupil to staff is negligible.  People can catch the virus from others who are infected in the following ways:   * virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales * the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc * people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth   Exposure to the virus may result mild or moderate symptoms e.g. coughing, fever or shortness of breath, more severe symptoms include pneumonia in both lungs which can lead to death. The children are generally asymptomatic or have mild symptoms only and the transmission rate to other children or adults is low or negligible | * Anyone with symptoms or positive test within past seven days must not come into school. * Anyone who develops symptoms during the day must be sent home – self isolate for seven days, **arrange to have a test:** <https://www.nhs.uk/conditions/coronavirus-covid-19/> * While a child is waiting to be collected they will wait in the girls’ PE changing rooms at Lower School and in G2 at Upper School. * Other members of household must self isolate for 14 days. * If student tests positive rest of class or bubble must self isolate for 14 days. * If 2 or more positive cases in the same bubble contact Public Health England * Suitable First Aid room to be provided. |
| 2. Communication strategy | Staff, students, visitors, contractors  (Risk – as set out in section 1) | * Advice to parents on local arrangements within the school for the wearing of school uniform, if this is being re-introduced for the Autumn term. Advise parents that the uniform does not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal * Advise parents to limit the amount of equipment their children bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery, mobile phones and bags * Advise parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend * If parents of pupils with significant risk factors are concerned, we recommend schools discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school * Discuss with parents the types of bubbles that will be used within the school, this being either classroom, year bubbles or mega-bubbles * Advise parents if your risk assessment determines that surgical face masks are being worn by staff in the reception/ office areas of the school and of any additional PPE that is being worn i.e. goggles/ face masks (if the reception staff might be dealing with possible cases of spitting etc). Your risk assessment for reception and office areas may also identify other control measures i.e. Perspex screens, physical barriers, sanitising, enhanced cleaning regime etc., which should also be advised to parents * Advise parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) * Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely) * Those positive with Covid-19 or symptoms - phone or email notification to be urgently made to the school and affected persons to stay away from site until required isolation periods have passed. * Parents to be advised to follow guidance below.   [COVID-19: guidance for households with possible coronavirus infection guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance) |
| 3. Entry to school premises | Staff, students, visitors, contractors  (Risk – as set out in section 1) | * Staggered start times for each year group to be arranged. |
| * Members of SLT on duty at gate each morning to supervise calm and orderly entrance. |
| * Separate entrance for Year 7 via the MUGA directly to Birch Block playground. |
| * Years 8 and 9 to be allocated separate tennis courts to gather on. |
| * One person at a time allowed in reception |
| * Clear social distance markings leading up to reception |
| * Clear social distance signage before and in reception |
| * All visitors to wash hands at entrance to building – hand sanitiser dispensers provided by school; clear signage in reception. |
| * Screens in place at reception to protect reception staff. |
| * Contractors coming on site should send Covid 19 working risk assessments to school in advance of coming on site. |
| * Parents’ Evening may need to be held remotely, via Zoom or phone. |
| * Year 6 Open Evening to be cancelled; video to be made instead. |
| 4. Exit from school premises | Staff, students, visitors, contractors  (Risk – as set out in section 1) | * Staggered exit times for each year group to be arranged. |
| * Members of SLT to be on gate duty to ensure calm and swift exit. |
| * Classroom teachers to walk classes down to the gate at the end of the day. |
| 5. Corridors | Staff, students, visitors, contractors  (Risk – as set out in section 1) | * Clear social distance signage and markings throughout corridors on both sites. |
| * The majority of lessons are doubles therefore minimising movement in the corridor in between lessons. |
| * Students will be walked down by classroom teacher at break and lunch times to ensure an orderly environment in the corridors and in staircases. |
| * Line ups will take place as usual to ensure a calm and orderly entrance to lessons. |
| 6. Classrooms | Staff, students, visitors, contractors  (Risk – as set out in section 1) | * Students in KS3 to stay in form groups for all of their subjects. |
| * Students in KS4 will stay in form groups for their core subjects, but will mix for their option subjects. |
| * Staff will move between lessons; they must maintain a two metre gap with other adults and students in the corridors while moving rooms and while teaching. |
| * Desks will be set up facing the front, with students sat side by side. |
| * There will be a clear four metre space at the front of the classroom to enable the teacher to maintain a 2 metre gap from students at all time while teaching. |
| * Classroom doors and windows will be open at all times to increase ventilation. |
| * There will be a supply of tissues in every classroom. |
| * Teachers will not be marking students’ exercise books in order to minimise chances of transmission. |
| * When handling students’ formative work on A4 paper teachers should ensure they wash their hands thoroughly before and after handling them. |
| 7. Lunch times | Staff, students, visitors, contractors  (Risk – as set out in section 1) | * Lunch times will be staggered for all year groups so that only one year group is in the canteen at one time. |
| * Students must wash their hands before entering the canteen – staff on duty to supervise this. Clear signage to be in place and hand sanitisers to be fitted outside each canteen area. |
| * Canteen to be cleaned in between each sitting. |
| * Students who are not having lunch must go outside for breaktime. What do we do if it is raining? |
| 8. Toilets | Staff, students, visitors, contractors  (Risk – as set out in section 1) | * Each year group to be assigned a block of toilets and they need to be clearly marked. |
| * Toilets will be cleaned every hour by daytime janitors. |
| * Handwashing signs need to be clear in all toilets – students must wash hands thoroughly after going to the toilet. |
| * This needs to be emphasised during welfare lessons and constant reminders via pastoral team. |
| 9. Regular cleaning of hands | Staff, students, visitors, contractors  (Risk – as set out in section 1) | * Students should clean their hands on arrival to school, return from breaks and before and after eating. This needs to be part of students’ daily expectations and routines. |
| * The school will provide hand sanitiser stations |
| * School must provide students with clear routines and expectations around hand hygiene. |
| 10. ‘Catch it, bin it, kill it’ | Staff, students, visitors, contractors  (Risk – as set out in section 1) | * Provide enough bins and tissues for students |
| * Promote the message of ‘Catch it, bin it, kill it’ through form time and pastoral team. |
| * Ensure clear signage around the building promoting the ‘Catch it, bin it, kill it’ message. |
| 11. Use of face masks | Staff, students, visitors, contractors  (Risk – as set out in section 1) | * Staff and students are not required to wear face masks in school, following the most recent advice from Public Health England. |
| 12. Enhanced cleaning | Staff, students, visitors, contractors  (Risk – as set out in section 1) | * Cleaning schedule in place to ensure frequent cleaning of rooms and frequently touched surfaces being cleaned more regularly. |
| * Lewis and Graves have clear cleaning protocols in place to ensure school is fully cleaned each day. |
| * Additional daytime janitors have been appointed to ensure regular cleaning of frequently touched surfaces during the day. |
| 13. Year group bubbles | Staff, students, visitors, contractors  (Risk – as set out in section 1) | * Year groups to be kept separate; students staying in base groups all day at KS3 and where possible at KS4 |
| * Staggered entry and exit times; breaks and lunchtimes. |
| * Movement between lessons to be minimised by ensuring double lessons where possible. |
| * Shared resources (such as PE, art and science equipment) must be cleaned between use to avoid cross infection between year group bubbles. |
| 14. Social distancing for staff between students and other adults. | Staff, students, visitors, contractors  (Risk – as set out in section 1) | * Staffroom at Upper School is spacious and will enable staff to socially distance during break and lunch times. |
| * At Lower School there are three staff workrooms and 2 staffrooms for staff to use. The staff workrooms will have tea and coffee making facilities. Staff should not enter a staff workroom or staffroom if there are already a number of staff in there. They should look for another workspace which is quieter. |
| * Staff must socially distance at all times when in the staffrooms and staff workrooms. |
| * Clear signage to be in place in all staff workrooms and staffrooms. Importance of social distancing to be emphasised in staff training. |
| * Staff workrooms at Lower School to be made fob access to allow staff to leave personal belongings there during the day if they wish. |
|  | * Staff to ensure that any face to face meetings are held in a suitably spacious room and there is at least a two metre gap between participants at all times. |
| * Classrooms to be set up to ensure at least a two metre gap at the front of the classroom between staff and students. |
| 15. Visitors to school | Staff, students, visitors, contractors  (Risk – as set out in section 1) | * Reception staff to be informed of any visitors to school in advance of the visit. |
| * All visitors to wait outside reception until the member of staff they are meeting comes down to meet them, in order to reduce congestion in reception. |
| * Once in reception, visitors should sign in as normal and sanitise their hands before being accompanied by the member of staff to where they need to go. |
| * Visitors to school should be minimised where possible. |
| 16. Physical activity in school | Staff, students, visitors, contractors  (Risk – as set out in section 1) | * Changing rooms not be used for PE to avoid infection between year groups. |
| * Where possible equipment in PE should not be shared between bubbles. Curriculum should focus on lessons that require minimum use of equipment. |
| * Students should wear PE kit into school, with blazer, on days they have PE or dance lessons. They should bring a spare polo shirt in their bag to change into on these days in case required. This needs to be communicated to students. |
| * Blazers can be left in students’ home rooms during these lessons. |
| 17. Year 10 and 11 transport | Staff, students, visitors, contractors  (Risk – as set out in section 1) | * Social distancing does not need to be maintained on these buses and students will be remaining within their year group bubble. There will be a separate bus for Year 10 and Year 11 students. * Students must clean their hands thoroughly before embarking on the bus. They can do this at the entrance to school before getting onto the bus. * Members of the pastoral team will supervise the boarding and exiting of the bus before and after school each day. * Behaviour expectations on the bus are to be made clear to parents and students. Any student who is found to have misbehaved on the bus will be banned from the bus and will need to make their own way to school in the future. |
| 18. Attendance of students | Staff, students, visitors, contractors  (Risk – as set out in section 1) | * Parents are to be informed that attendance in September for all students is compulsory. |
| * Risk assessments to be carried out on all students who are vulnerable (ie students with EHCP or Health Plans). |
| * Any students who are unable to attend school due to clinical or public health advice are to be provided with access to remote education immediately. |
| * Students who may be reluctant to return in September are to be identified early and the school is to provide reassurance and support to them and their and families to ensure they are able to return to school. School’s Attendance Officer is to carry out home visits to all families who refuse to return in September. |
| 19. Behaviour of pupils | Staff, students, visitors, contractors  (Risk – as set out in section 1) | * School behaviour policy to be reviewed to ensure it covers Covid 19 related incidents. |
| * Designated areas for isolation; these areas can cater for mixed bubbles by ensuring clear social distancing between students and staff is in place. |
| * Areas to be designated areas for SEND students (including use of Inclusion Room when necessary); these areas can cater for mixed bubbles by ensuring clear social distancing between students and staff is in place. |
| 20. Behaviour of staff | Staff, students, visitors, contractors  (Risk – as set out in section 1) | * Staff have a responsibility to ensure they maintain a 2 metre social distance at all times when at work. |
| * Staff have a responsibility to maintain hygiene protocols at all times (ie wash hands on entry to building, before and after eating, after using the toilet) |
| * Staff training to emphasise importance of social distancing and maintaining good hygiene. |
| 21. Staff who are clinically vulnerable or extremely clinically vulnerable | Staff, students, visitors, contractors  (Risk – as set out in section 1) | * Following the reduction in the prevalence of coronavirus (COVID-19) and relaxation of shielding measures from 1 August, we expect that all staff will attend school. * It remains the case that wider government policy advises those who can work from home to do so. We recognise this will not be applicable to most school staff, but where a role may be conducive to home working, for example some administrative roles, school leaders should consider what is feasible and appropriate. * Where schools apply the full measures in this guidance the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace, although we advise those in the most at risk categories to take particular care while community transmission rates continue to fall. * Advice for those who are clinically vulnerable, including pregnant women, is available. * Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19. |
| 22. Higher than usual levels of staff absence due to Covid 19 | Staff, students  (Risk – as set out in section 1) | * An additional Cover Supervisor has been recruited in order to cover any increase in absences. |
| * JEBA to contact supply agency for daily supply when necessary. |
| * Teaching Assistants are to be used to cover lessons when necessary. |
| * Staff displaying symptoms of Covid 19 to arrange test immediately and provide evidence of this to Karen Burbridge, HR assistant. |
| * The school’s usual absence procedures will continue to be applied. |
| 23. Deployment of support staff and accommodating visiting specialists | Staff, students, visitors, contractors  (Risk – as set out in section 1) | * Clear guidance to be in place for the use of Teaching Assistants in lessons to ensure their safety. |
| * Teaching Assistants can be used for small group support as usual. |
| * Visiting specialists, such as Educational Psychologists or Speech and Language specialists, can come into school and work with small groups of students from the same year group. They must follow guidance for visitors as outlined earlier in risk assessment. |
| 24. Safeguarding | Staff, students, visitors, contractors  (Risk – as set out in section 1) | * The school’s safeguarding policy to be reviewed and updated for September. |
| * The DSL and Deputy DSL will provide additional support in the first few weeks of September for those students who display or disclose any new safeguarding and welfare concerns. |
| * The school is to communicate with the school nurse regarding any significant health concerns of students who return in September. |
| 25. Staff mental health and wellbeing |  | * The school has signed up to the Employee Assistance Programme – this will give all staff access to free and confidential advice and counselling. |
|  | * The timetable has been arranged to minimise staff movement during the day. This has been achieved by timetabling double lessons where possible, and minimising staff having to travel between Upper and Lower School during the day. |
|  | * Teachers will not be expected to mark or carry around students’ exercise books as the governing body and SLT are aware of the additional pressure and stress this could cause staff. |