



School reopening: risk assessment

REVIEWED & UPDATED - 3RD JULY 2020

This Risk Assessment has been prepared using a fully completed Worcestershire Children First Recovery Planning Document: Supporting the Implementation of Phased School Return in COVID-19 conditions with advice from our Independent Legal and Health and Safety experts. Staff have been consulted and the Full Governing Body has approved the Risk Assessment framework.

Signed:

Date: 10th July 2020

Dr A Evans, Headteacher

Signed:

Date: 10th July 2020

Mr S Butcher, Chair of Governors

RAG rate your control measures

Each measure has been marked up in the appropriate colour, to make it clear how prepared the school is for each measure being in place for when school re-opens in September 2020. It will be further reviewed depending upon the guidance issued as the term progresses.

For September, we have ensured that all risk identified below can be controlled to ensure safe opening.

- Red: this measure cannot be put in place in our school at any time
- Amber: this measure can be put in place, but not in time for when we've been asked to reopen
- Green: this measure is in place, or can be in place for when we've been asked to reopen

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
<p>P1. Contact with someone suffering from coronavirus</p>	<ul style="list-style-type: none"> • Staff • Students • Contractors • Visitors 	<p>Everyone will be asked not to come into school if they or anyone they live with is experiencing coronavirus symptoms, and instead follow official self-isolation guidance. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing, and the school will help them do this.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up.</p> <p>Medical rooms will be used for isolation.</p> <p>999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic student who needs to be supervised before being picked up, First Aid Staff will be supervising staff:-</p> <ul style="list-style-type: none"> • If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron • If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection <p>Supervising staff will wash their hands thoroughly for 20 seconds after the student has been picked up.</p> <p>Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken:</p>	<p>BJF- Health and Safety Officer AH - Operations Manager First Aid Staff</p>	<p>In place by 22nd June 2020</p>	<p>Review practice at SLT on a 10-day basis or if guidance changes.</p>

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		<ul style="list-style-type: none"> The driver and passenger will maintain a distance of 2m from each other; or The driver will use PPE (the same PPE as when supervising a symptomatic student, as explained above) and the passenger will wear a face mask if they are old enough and able to do so <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance.</p> <p>If a student or a staff member working with students tests positive for coronavirus, the rest of their student group will be sent home and advised to self-isolate for 14 days (as will any staff member who looked after them in school while they were symptomatic).</p> <p>If other cases are detected at school, the local health protection team from Public Health England will be in touch to advise on appropriate action, such as asking more people to self-isolate.</p>			
P2. Contact with coronavirus when getting to and from school		<p>Everyone will be encouraged to walk or cycle into school, and advised to avoid taking public transport during peak times.</p> <p>Anyone who needs to take public transport will be referred to government guidance.</p> <p>If home to school transport will be running (ie buses, minivans), discussions will be held with the providers to make sure their staff:</p> <ul style="list-style-type: none"> Follow hygiene rules Try to keep their distance from passengers where possible 	SZT- Assistant Head - Transport	Own transport by 22 nd June 2020 Bus transport in place by Sept 2020	Review practice at SLT on a 10-day basis or if guidance changes. Meeting with LA Transport for allocation of buses, routes and protocols.

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		<ul style="list-style-type: none"> Do not work if they or a member of their household are displaying coronavirus symptoms <p>For students that will need to be dropped off and picked up, parents will be told through messages and signage:</p> <ul style="list-style-type: none"> Their allocated drop off and collection times, with different student groups being given different times Not to come to the school site unless they have a pre-arranged appointment <p>Anyone wearing non-disposable face coverings when arriving to school will-be-expected to bring a plastic bag to keep these in during the school day.</p>			
P3. Spreading infection due to touch, sneezes and coughs		<p>Handwashing facilities will be provided - Sanitisers at Reception; Henry's; Classrooms; Soap - Toilets</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands Clean their hands on arrival, before and after eating, and after sneezing or coughing Be encouraged not to touch their mouth, eyes and nose Use a tissue or elbow to cough or sneeze, and use bins for tissue waste <p>Students will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p>	AH - Operations Manager	In place by 22 nd June 2020	Stocks reviewed daily.

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		<p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they are not close to running out.</p> <p>Bins frequently emptied and enhanced cleaning.</p>			
<p>P4. Spreading infection through contact with coronavirus on surfaces</p>		<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products, including:</p> <ul style="list-style-type: none"> • Banisters • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Teaching and learning aids • Computer equipment (including keyboards and mouse) • Sports equipment • Telephones • Fingerprint scanners <p>Items that need laundering (eg towels, flannels, bedding) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting in Food Tech.</p> <p>Areas of the school that are used by students will be cleaned thoroughly during the day and at the end of the day.</p> <p>Areas of the school not in use will be shut off to make cleaning more manageable.</p> <p>Any equipment that is shared will be cleaned between</p>	<p>AH - Operations Manager</p>	<p>In place by 22nd June 2020</p>	<p>Reviewed with Cleaning supervisor on a daily basis.</p>

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		<p>groups of children using it and multiple groups will not use it simultaneously.</p> <p>Shared rooms, such as halls and dining areas, will be cleaned regularly.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they are not close to running out.</p> <p>Teachers and students will also be encouraged to regularly wash their hands.</p>			
P5. Spreading infection due to excessive contact and mixing between students and staff in classrooms		<p>Students organised into bubbles of Abbeys contained within bubbles of Year Groups in Lower School. Five Year Bubbles will exist. Different entrances and exits; receive different lunch breaks.</p> <ul style="list-style-type: none"> • A one-way system will be in operation in the school for students to use to minimise contact. • Students will be provided with basic instructions to follow every day. These are attached for you. • Pupils will be advised to stay 1m apart where they can. • In accordance with the guidance, no face coverings are required as they interfere with teaching and learning. • Students will be allowed to use the Wash Room at any time to avoid any congestion. • The Government Guidance permits students to attend school in Full School Uniform. 	BJF - Deputy Head	In place by 22 nd June 2020	The measure put in place to reduce this risk is detailed in letter from Headteacher to Parents dated 3 rd July 2020.

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		<ul style="list-style-type: none"> Specialist classrooms for D & T, IT and Art will be available where possible. The PE department will provide advice in relation to PE lessons, but there are no restrictions in changing rooms as the students will use them in “bubbles”. The government guidance permits the sharing of textbooks in school. 			
<p>P6. Spreading infection due to excessive contact and mixing between students and staff around the school</p>		<ul style="list-style-type: none"> Each Year Group will have a separate break and lunch, but students should try to remain within their Abbey groups as best they can during these times as well. Pupils will be advised to stay 1m apart where they can. <u>Year 9</u> - enter and exit the school by the Caretaker’s Office and will be based in Science. They will be split into three groups called Abbeys. The top playground will be their recreational area. <u>Year 10</u> - enter and exit the school through the Sports Hall and will be based in Abbey Block and split into three groups. They will have the Tennis Courts to use as a recreational area. <u>Year 11</u> - enter and exit the school through the Main Doors and will be based in The Grove and split into three groups. They will used the Quad area for recreation. <u>Year 12</u> - enter and exit school from the Sports Hall, will be based in the Gym, Lower Burlingham and brand new classrooms where Art used to be. 	<p>BJF - Deputy Head AH - Operations Manager MLW - Front Reception</p>	<p>1st September 2020</p>	

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		<ul style="list-style-type: none"> Year 13 - enter and exit school from behind Abbey block; will be based in the Sixth Form Common Room, The Pavilions, Seminar Room. <p>Students will stay in the same classroom at the same desk throughout the day wherever possible.</p> <p>Rooms will be accessed directly from outside where possible, and any corridors will have one-way circulation or a divider down the middle to keep groups apart.</p> <p>Toilet use will be managed to avoid crowding- Student Reception will manage this.</p> <p>Staff use of staff rooms and offices will be staggered to limit occupancy.</p> <p>Staff and contractors not working with student groups will be asked to maintain 2m distances from each other and from the student groups.</p>			
P7 Spreading infection due to the school environment		<p>Checks to the premises will be done to make sure the school is up to health and safety standards before reopening.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding would not be compromised.</p> <p>The use of lifts will be avoided unless essential.</p>	AH - Operations Manager	22 nd June 2020	Reviewed with Cleaning Supervisor each day and site team.

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		<p>Bins will be emptied regularly</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p>			
<p>P8 Spreading infection due to excessive contact and mixing in meetings</p>		<p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents, visitors and governors.</p> <p>Where this is not possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing as it stands as at September 2020.</p>	<p>BJF- Health and Safety Governor</p>	<p>22nd June 2020</p>	
<p>P9 Individuals vulnerable to serious infection coming into school</p>		<ul style="list-style-type: none"> From 1st August, the shielding guidance has been paused. As a result of this, staff and students who are extremely clinically vulnerable able to return to school. Those who are extremely clinically vulnerable are advised to continue to follow guidelines on good respiratory and hand hygiene and to distance from others as far as their job will allow. No difference is noted by government guidance between the majority of students and vulnerable students - therefore, there are no differences in measures for vulnerable students. 	<p>BJF- Health and Safety Governor NB - Assistant Head - SEND / MET</p>	<p>22nd June 2020</p>	<p>Reviewed in line with latest guidance.</p>

Appendix 1: Face Coverings

27th August 2020

Following the announcement this week (25th August) by the Government and the use of Face Coverings, we are still following DfE guidelines as detailed in our Risk Register.

At the moment, Wychavon is not designated as a High-Risk Area and therefore Face Coverings are not recommended.

However, given the latest announcement, students are permitted at their own discretion to wear Face Coverings in corridors, outside spaces, toilets and Henry's should they wish to do so, but not in classrooms.

These must be provided by the students and must be purpose-made / removable / washable or disposable. Scarves, biker masks, novelty masks or inappropriate Face Coverings are not permitted.

Students are advised to have washed their hands / use hand sanitiser, before putting on and following removal of the Face Covering. They should be stored in a bag which is sealable.

The advice from the Local Authority is that Face Coverings are compulsory on public transport and advisory on school contract services.

A summary of the guidance from the DfE is provided below:-

Face Coverings

The government this morning published new guidance on face coverings for schools and colleges with learners in Year 7 and above, following the announcement on 25th August.

Key points from this guidance are as follows:

- *For schools and colleges in most circumstances (i.e. not subject to local restrictions/lockdowns) **the government is still not recommending face coverings** as necessary in education settings.*
- *However, **schools and colleges have the discretion** to require face coverings for pupils and staff in communal areas where social distancing cannot be safely managed, if they believe that it is right in their particular circumstances.*
- *The use of face coverings in the classroom **should still be avoided** because they “can have a negative impact on learning and teaching”.*
- *For schools and colleges in areas **where local restrictions apply**, face coverings should be worn by adults and pupils when moving around, such as in corridors and communal areas where social distancing is difficult to maintain.*
- *As in the general approach, **it will still “not usually be necessary” to wear face coverings in the classroom.***
- *Further guidance on face coverings for areas where local restrictions apply will be issued and will come into effect on 1 September.*
- ***Staff and pupils will be expected to buy or make their own face coverings.** Schools and colleges will be expected to have a “small contingency supply” available to supplement this.*
- *The exemptions to wearing face coverings which apply more broadly will also apply in education settings.*

Public Transport.

*The government this morning published new guidance on **Wearing face coverings when travelling to and from school and college.***

Most children and young people aged 11 and above are now required to wear a face covering on public transport. This does not apply to children and young people who:

- *have a disability that means they cannot wear a face covering*
- *would find wearing a face covering severely distressing*
- *are travelling with someone who relies on lip reading to communicate*

We advise that children and young people aged 11 and over also wear a face covering when travelling on dedicated transport to secondary school or college, apart from those who are exempt.

If your child needs to share a car to school with someone outside of their support bubble or household, they should:

- *share with the same people each time*
- *open the windows for ventilation*
- *if they are over the age of 11, wear a face covering*

If your child has been wearing a face covering before arriving at school or college, they must understand how to remove it and how to keep it or dispose of it safely.

Children and young people must:

- *clean their hands before and after travelling to or from their school or college*
- *put any temporary face coverings they may have been wearing in a covered bin*
- *place reusable face coverings in a plastic bag that they can take home with them*
- *clean their hands again before heading to their classroom*