



School reopening: risk assessment

REVIEWED & UPDATED – 4th November 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: 4th November 2020

Dr A Evans, Headteacher

Signed: 

Date: 4th November 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.~~ It has been further reviewed during the school term to reflect updates to the controls that have been put in place since the start of term.

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 |
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| <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>Sports Hall Reception 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) - this will be subject to specific guidance given on a case-by-case basis by PHE.</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> <p>Sept 2020 - Guidance provided by the school through the website on coronavirus processes and procedures, including notification on 28/9 of a confirmed positive test. In liaison with PHE, this led to 27 students being directly contacted by the school and instructed to self isolate.</p> | | | |
| P2. Contact with coronavirus when getting | | <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</p> | SZT- Assistant Head - Transport | Own transport by 22 nd June 2020 Bus transport in | Review practice at SLT on a 10-day basis or if guidance changes. Meeting with LA |

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| to and from school | | <p>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 • 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> <p>Sept 2020 - The school has worked hard to enforce year group bubbles on transport.</p> <p>Sept 2020 - school minibuses transporting 6th form students will mandate the use of face coverings for drivers and students. Students to sit in bubbles and same seats.</p> <p>Oct 2020 - Face Coverings are mandatory on all school transport as of 5/10.</p> | | place by Sept 2020 | Transport for allocation of buses, routes and protocols. |
| P3. Spreading infection due | | Handwashing facilities will be provided - Sanitisers by School Entrances for student bubbles; | AH - Operations Manager | In place by 22 nd June 2020 | Stocks reviewed daily. |

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| to touch, sneezes and coughs | | <p>Henry's; Classrooms; PRH; Gym</p> <p>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> <p>Supplies for soap, hand sanitiser, anti-bacterial wipes, tissues 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>November 2020 - Face coverings should be worn by students, staff and visitors when in communal areas of the school, but not when in classrooms.</p> | | | |
| P4. Spreading infection through contact with coronavirus | | <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) | AH - Operations Manager | In place by 22 nd June 2020 | Reviewed with Cleaning supervisor on a daily basis. |

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| on surfaces | | <ul style="list-style-type: none"> • 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 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> | | | |

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| | | Teachers and students will also be encouraged to regularly wash their hands. | | | |
| 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. • Pupils will be advised to stay 1m apart where they can. • In accordance with the guidance, no face coverings are required in the classroom as they interfere with teaching and learning. • Students will be allowed to use the washroom at any time to avoid any congestion. • The Government Guidance permits students to attend school in Full School Uniform. • 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”. This is enforced through separate timetabling as far as possible, and staggered lesson times and therefore changing times. Access to the changing rooms will be via routes planned such that year groups do not mix indoors. • The government guidance permits the sharing of textbooks in school. • Rooms will be naturally and mechanically ventilated | 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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| | | <p>when such ventilation will not increase the risk of infection to those outside the given room.</p> | | | |
| <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 separated 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. Oct 2020: They will use the top playground 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. • <u>Year 13</u> - enter and exit school from behind Abbey block; will be based in the Sixth Form Common Room, The Pavilions, Seminar Room. | <p>BJF - Deputy Head AH - Operations Manager MLW - Front Reception</p> | <p>1st September 2020</p> | |

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| | | <p>Students will stay in the same classroom at the same desk throughout the day wherever possible.</p> <p>School assemblies will be held in the Arts Theatre in year group bubbles.</p> <p>School assemblies will be split into half year groups to reduce close social contact between students as of w/c 7th September.</p> <p>School assemblies will be delivered virtually to tutor groups in their tutor rooms as of w/c 5 Oct.</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>The shared rooms for PE and Music will be accessed via different rooms, minimising internal mixing:</p> <ul style="list-style-type: none"> • Year 9, 11, 12 and 13: Via the outside Fire escape stairs • Year 10: via the internal PE/Music stair case from Abbey block <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, utilising remote communication (eg email, telephone, site radios) over face to face contact.</p> <p>Sept 2020 - end of school day staggered by exit, with Year 10 using Inches Lane to exit the site. In addition,</p> | | | |

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| | | <p>students catching buses are staggered by year group.</p> <p>Regular reminders from AAE to staff regarding the importance of social distancing.</p> <p>Nov 2020 - From 3/11, face coverings will be mandatory for all external visitors, parents and contractors to the school, with signage displayed at the public entrances and reception ensuring compliance.</p> <p>The NHS Track and Trace app is not for the use of under-16s. Should the app be used by staff or students older than this, and the app advises that an individual should isolate, the school will respond to this in the same way as a symptomatic person.</p> <p>November 2020 - From 5/11 face coverings should be worn by students, staff and visitors when in communal areas of the school, but not when in classrooms.</p> | | | |
| P7 Spreading infection due to the school environment | | <p><u>Checks to the premises</u> are done to make sure the school is up to health and safety standards before reopening.</p> <p>Fire, first aid and emergency procedures have been 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> <p>Bins will be emptied regularly</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p> <p>Sept 2020 - School staff submitted all seating plans to</p> | AH - Operations Manager | 22 nd June 2020 | Reviewed with Cleaning Supervisor each day and site team. |

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| | | <p>BJF to ensure effective Track and Trace</p> <p>Sept 2020 - School day re-organised to reduce breaks and lunches from 3 sessions to 2, with the aim of providing greater outside space for Year 10 students, and reducing potential mixing of year group bubbles by segregating lunch areas for Year 10 and Years 9 and 11.</p> <p>Oct 2020 - School has purchased stools with back support for use in Year 9 bubble to aid sustainability of bubble system.</p> <p>Nov 2020 - Tables in lower school dining areas - Henry's and PRH - are individually numbered with students told to note their table at each sitting to aid with Track and Trace</p> | | | |
| <p>P8</p> <p>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>Large gatherings such as Open Evenings, Parents' Evenings, School Concerts will be held remotely until further notice. Sept 2020 - Parents' Evening for Y13 on 24th September conducted virtually. Oct 2020 - Parents Evening for Y11 conducted virtually. Nov 2020 - Y9 and Y12 Tutor evening conducted virtually.</p> | <p>BJF- Health and Safety Governor</p> | <p>22nd June 2020</p> | |
| <p>P9</p> <p>Individuals vulnerable to serious infection</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. Individual risk assessments will be carried out for staff classed as vulnerable or extremely | <p>BJF- Health and Safety Governor NB - Assistant Head - SEND /</p> | <p>22nd June 2020</p> | <p>Reviewed in line with latest guidance.</p> |

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| coming into school | | <p>vulnerable as required by guidance.</p> <ul style="list-style-type: none"> • 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. • November 2020 - Both staff and pupils who have been identified by their doctor as still considered clinically extremely vulnerable (CEV), will be advised not to come into school or college. The government guidance on shielding and CEV people has been updated to reflect this position. Schools will be expected to provide remote learning for any pupils in this category. • November 2020 - Pregnant women are not classified as CEV, and therefore will still be expected to come into work, unless their doctor advises otherwise. • November 2020 - Pupils and staff who live with people who are CEV, but are not CEV themselves, are still expected to come into school or college. | MET | | |

Appendix 1: Face Coverings

Guidance issued on 4th November 2020

The key points are as follows:

Face coverings

- Face coverings will be mandatory in communal areas of secondary schools and colleges. They will still not be recommended in classrooms.
- Face coverings will be mandatory for pupils in Year 7 and over on dedicated school transport.

Clinically extremely vulnerable staff and pupils

- Both staff and pupils who have been identified by their doctor as still considered clinically extremely vulnerable (CEV), will be advised not to come into school or college. The government guidance on shielding and CEV people has been updated to reflect this position. Schools will be expected to provide remote learning for any pupils in this category.
- Pregnant women are not classified as CEV, and therefore will still be expected to come into work, unless their doctor advises otherwise.
- Pupils and staff who live with people who are CEV, but are not CEV themselves, are still expected to come into school or college.

Curricular and extra-curricular activities

- PE, sport, music, dance and drama lessons can continue in line with the current guidance – during school time.
- Schools must only provide team sports listed on the return to recreational team sport framework. Competition between different schools or colleges should not take place.
- Schools are able to work with external coaches, clubs and organisations for curricular activities where they are satisfied that it is safe to do so.
- After-school clubs can only continue if their primary purpose is childcare
- The current series of exam resits should continue.
- For 16 to 19 study programmes, providers should continue to seek to deliver the majority of education on site unless they have had written public health advice to move some groups to remote teaching.

Guidance issued on 27th August 2020

Following the announcement of 25th August by the Government and the use of Face Coverings, followed by subsequent guidance from DfE for the national lockdown from 5th November, 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 in a school setting for staff or students.

However, given the latest announcement, students and staff 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.

From Monday 3rd November, the school has taken the decision to make mandatory the wearing of face masks by external visitors (including parents, contractors and delivery drivers).

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*