



## School reopening: risk assessment

**REVIEWED & UPDATED – 25th February 2021**

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: 25th February 2021

Dr A Evans, Headteacher

Signed: 

Date: 25th February 2021

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 March 2021. ~~It will be further reviewed depending upon the guidance issued as the term progresses.~~ It has been further reviewed during the school year to reflect updates to the controls that have been put in place since the start of the year.

**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"> <li>• Staff</li> <li>• Students</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<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 <a href="#">self-isolation guidance</a>. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access <a href="#">testing</a>, 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"> <li>• If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask</li> <li>• If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron</li> <li>• If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection</li> </ul> <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><b>BJF- Health and Safety Officer</b> AH - Operations Manager First Aid Staff</p>	<p>In place by 22<sup>nd</sup> June 2020</p>	<p>Review practice at SLT on a 10-day basis or if guidance changes.</p>

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
		<ul style="list-style-type: none"> <li>• The driver and passenger will maintain a distance of 2m from each other; or</li> <li>• 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</li> </ul> <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 <a href="#">decontamination guidance</a>.</p> <p>If a student or a staff member working with students tests positive for coronavirus, the rest of their student group may be sent home and advised to self-isolate for 10 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 <sup>nd</sup> 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 <a href="#">government guidance</a>.</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"> <li>Follow hygiene rules</li> <li>Try to keep their distance from passengers where possible</li> <li>Do not work if they or a member of their household are displaying coronavirus symptoms</li> </ul> <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 when wearing is not required.</p> <p>Sept 2020 - The school has worked hard to enforce year group bubbles on transport.</p> <p>Sept 2020 - school minibuses transporting 6<sup>th</sup> 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> <p>March 2021 - Face Coverings continue to be mandatory on all school transport.</p>		place by Sept 2020 and again for 8 <sup>th</sup> March 2021	Transport for allocation of buses, routes and protocols.
P3. Spreading infection due to touch, sneezes and coughs		<p>Handwashing facilities will be provided -</p> <p>Sanitisers by School Entrances for student bubbles; Henry's; Classrooms; PRH; Gym</p> <p>Soap - Toilets</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> <li>Frequently wash their hands with soap and water for</li> </ul>	AH - Operations Manager	In place by 22 <sup>nd</sup> June 2020	Stocks reviewed daily.

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		<p>20 seconds and dry thoroughly using <a href="#">NHS guidelines</a>, or use alcohol-based hand sanitiser to cover all parts of their hands</p> <ul style="list-style-type: none"> <li>• Clean their hands on arrival, before and after eating, and after sneezing or coughing</li> <li>• Be encouraged not to touch their mouth, eyes and nose</li> <li>• Use a tissue or elbow to cough or sneeze, and use bins for tissue waste</li> </ul> <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> <p>March 2021 - Face coverings should be worn by all people on the school sites whilst indoors, except to eat and drink in designated “bubble” areas - PRH, Henry’s, Gym, Common Room except when medical exemptions apply.</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"> <li>• Banisters</li> <li>• Classroom desks and tables</li> <li>• Bathroom facilities (including taps and flush buttons)</li> </ul>	AH - Operations Manager	In place by 22 <sup>nd</sup> June 2020	Reviewed with Cleaning supervisor on a daily basis.

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on surfaces		<ul style="list-style-type: none"> <li>• Door and window handles</li> <li>• Furniture</li> <li>• Light switches</li> <li>• Reception desks</li> <li>• Teaching and learning aids</li> <li>• Computer equipment (including keyboards and mouse)</li> <li>• Sports equipment</li> <li>• Telephones</li> <li>• Fingerprint scanners</li> </ul> <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 <a href="#">decontamination guidance</a>.</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"> <li>• A one-way system will be in operation in the school for students to use to minimise contact.</li> <li>• Students will be provided with basic instructions to follow every day.</li> <li>• Students will be advised to observe social distancing rules.</li> <li>• <del>In accordance with the guidance, no face coverings are required in the classroom as they interfere with teaching and learning.</del></li> <li>• In accordance with guidance, face coverings will be worn by all people on the school site when indoors at all times at which social distancing cannot be adhered to, including in the classroom, excluding medical exemptions.</li> <li>• Students will be allowed to use the washroom at any time to avoid any congestion.</li> <li>• The Government Guidance permits students to attend school in Full School Uniform.</li> <li>• Specialist classrooms for D &amp; T, IT and Art will be available where possible.</li> <li>• 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</li> </ul>	BJF - Deputy Head	In place by 22 <sup>nd</sup> June 2020	The measure put in place to reduce this risk is detailed in letter from Headteacher to Parents dated 3 <sup>rd</sup> July 2020, and further communications issued regularly since.

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		<p>rooms will be via routes planned such that year groups do not mix indoors.</p> <ul style="list-style-type: none"> <li>• The government guidance permits the sharing of textbooks in school.</li> <li>• Rooms will be naturally and mechanically ventilated when such ventilation will not increase the risk of infection to those outside the given room.</li> <li>• Exam rooms will be treated as “bubble” classrooms, with only single year groups occupying a venue at a time, with the rooms cleaned between bubble crossovers. As with classrooms, the following control measures are in place: <ul style="list-style-type: none"> <li>○ regular LFD testing (staff and students)</li> <li>○ Wearing masks</li> <li>○ Good hygiene (hands)</li> <li>○ Students all in the same bubble</li> <li>○ Seating plans</li> </ul> </li> </ul>			
<p>P6. Spreading infection due to excessive contact and mixing between students and staff around the school</p>		<ul style="list-style-type: none"> <li>• 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.</li> <li>• Students will be advised to stay 1m apart where they can.</li> <li>• <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.</li> <li>• <u>Year 10</u> - enter and exit the school through the Sports Hall and will be based in Abbey Block and</li> </ul>	<p><b>BJF - Deputy Head</b> <b>AH - Operations Manager</b> <b>MLW - Front Reception</b></p>	<p>1<sup>st</sup> September 2020</p>	

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		<p>split into three groups. They will have the Tennis Courts to use as a recreational area.</p> <ul style="list-style-type: none"> <li>Year 11 - 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</li> <li>Year 12 - 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. The top field will be their recreational area.</li> <li>Year 13 - enter and exit school from behind Abbey block; will be based in the Sixth Form Common Room, The Pavilions, Seminar Room. The top field will be their recreational area.</li> </ul> <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 7<sup>th</sup> 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</p>			

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		<p>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"> <li>Year 9, 11, 12 and 13: Via the outside Fire escape stairs</li> <li>Year 10: via the internal PE/Music stair case from Abbey block</li> </ul> <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, 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</p>			

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		<p>as a symptomatic person.</p> <p><del>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.</del></p> <p>March 2020 - From 8<sup>th</sup> March, face coverings should be worn by all people on the school site whenever indoors, including in classrooms.</p>			
P7 Spreading infection due to the school environment		<p><a href="#">Checks to the premises</a> 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 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</p>	AH - Operations Manager	22 <sup>nd</sup> June 2020	Reviewed with Cleaning Supervisor each day and site team.

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		<p>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>March 2020 - Pre-January 2021 COVID procedures will continue to be followed.</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 24<sup>th</sup> September conducted virtually. Oct 2020 onwards - all parents' evenings conducted remotely.</p>	<p>BJF- Health and Safety Governor</p>	<p>22<sup>nd</sup> June 2020</p>	
<p>P9</p> <p>Individuals vulnerable to serious infection coming into school</p>		<ul style="list-style-type: none"> <li>• From 1<sup>st</sup> 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 vulnerable as required by guidance.</li> <li>• 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.</li> </ul>	<p>BJF- Health and Safety Governor NB - Assistant Head - SEND / MET</p>	<p>January 2021</p>	<p>Reviewed in line with latest guidance.</p>

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		<ul style="list-style-type: none"> <li>• <del>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.</del></li> <li>• November 2020 - Both staff and students 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 students in this category.</li> <li>• November 2020 - Pregnant women are not classified as CEV, and therefore will still be expected to come into work, unless their doctor advises otherwise.</li> <li>• November 2020 - Students and staff who live with people who are CEV, but are not CEV themselves, are still expected to come into school or college.</li> <li>• Shielding for all clinically extremely vulnerable people will continue until March 31<sup>st</sup> 2021. All CEV students and staff are advised to follow guidelines and work from home until this period ends and govt guidelines are updated.</li> </ul>			

## Appendix 1: Face Coverings

From March 2021, guidance issued by DfE will be followed: [Face coverings in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/face-coverings-in-education)

Previous guidance issued by school is included for completeness, but is now obsolete:

### Guidance issued on 4<sup>th</sup> 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 students in Year 7 and over on dedicated school transport.

#### Clinically extremely vulnerable staff and students

- Both staff and students 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 students 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.
- Students 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 27<sup>th</sup> August 2020

Following the announcement of **25<sup>th</sup> August by the Government and the use of Face Coverings**, followed by subsequent guidance from DfE for the national lockdown from 5<sup>th</sup> 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 3<sup>rd</sup> 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 25<sup>th</sup> 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 students 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 students 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 students 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