

Covid 19 Risk Assessment

Updated: 1st March 2021

Active from: 8th March 2021



Peter Main

Approved by Governors

Jan 2020

DfE guidance February 22nd

From 8 March, all pupils should attend school. Secondary pupils will be offered testing from 8 March.

To prepare for this:

- review and where necessary, update your risk assessment
- make sure you are following the system of controls to minimise the risk of infection, including plan for asymptomatic testing.
- have a contingency plan in place for outbreaks in your school or changes in restrictions
- communicate any changes in your processes to parents

Much of the content in this guidance will be familiar to you, as it replicates what was in place for the autumn term. Specific changes include:

- use of face coverings in classrooms for secondary age pupils and staff
- mandatory attendance expectations in different school phases
- current expectations for clinically extremely vulnerable pupils and staff
- curriculum expectations
- elective home education
- exams

Public health advice

We have worked closely with the Department of Health and Social Care (DHSC) and PHE to develop this guidance. Based on the recent ONS data, the risks to education staff are similar to those for most other occupations.

Implementing the system of controls, creates a safer environment for pupils and staff where the risk of transmission of infection is substantially reduced. The way to control this virus is the same, even with the current new variants. We are further strengthening the measures, to provide more reassurance and to help decrease disruption the virus causes to education.

You must comply with health and safety law and put in place proportionate control measures. To meet these obligations you must:

- review your health and safety risk assessments in light of this refreshed guidance
- make any necessary changes to your control measures applying the system of controls
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Full advice can be read [here](#).

<p>extremely vulnerable staff updated.</p> <ul style="list-style-type: none"> • Staff and students requested to wear face coverings at all times in buildings unless social distancing can be maintained. • Students and staff to be offered twice weekly testing, firstly in school and then at home. • There is a separate risk assessment for COVID testing in school <p>Preparing Buildings and Facilities</p> <ul style="list-style-type: none"> • Premises and utilities have been health and safety checked and buildings are compliant. • Water treatments have been done • Fire alarm testing schedule is ongoing • Repairs all being attended to as needed • Grass cutting programme maintained • PAT testing programme maintained • Fridges and freezers maintained • Boiler/ heating servicing maintained • Internet services fully functional • Any other statutory inspections completed • Insurance covers reopening arrangements <p>Grounds</p> <ul style="list-style-type: none"> • Site grounds with enhanced signage to ensure distanced queuing and movement in lanes between buildings • Barriers being used to segregate outside space and pathways to maintain bubbles • Large marquee erected at Warden’s Piece for Y10/Y11 use only at break and lunchtime. • Bike Sheds allocated to year groups 	<p>vulnerable groups should make their condition known. (Survey 20/5 - PGM)</p> <p>Those with medical exemptions do not need to wear a mask and have been given a purple badge.</p> <p>Directional arrows are marked on footpaths and fences to indicate direction of travel around the school site.</p> <p>2-metre markers are present on floors where students need the queue to access buildings and classrooms.</p> <p>To be supervised by staff each morning / afternoon.</p>	<p>Site Manager / Facilities Co-ordinator</p>	<p>Ongoing</p>	
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<p>Medical</p> <ul style="list-style-type: none"> • Medical room to monitor the visible health of pupils, ensure parent emergency contact numbers are kept up to date. • Current Public Health Advice on COVID-19 handwashing – <i>Catch it, Bin it, Kill it</i> posters placed around school buildings. • Pupils with existing medical conditions are already known to the school but parents/carers advised to update if required. Where appropriate individual risk assessments to be completed. • Pregnant staff to identify themselves for Individual RA. Further guidance for 28 week plus. • Staff with existing medical conditions asked to identify themselves and guided to act on medical advice. Clinically extremely vulnerable to continue shielding. • Staff advised to maintain 2m distance wherever possible; particularly vulnerable staff. • ASA staff to work from the side of the room and not circulate. • Identify vulnerable children e.g. with underlying health conditions that may be affected by the current threat. Some allowed to arrive 10 mins later and leave after others. • Discuss with parents the initial steps and agree key actions regarding isolation/seclusion if signs and symptoms develop. • If a student requires attention from First Aid the staff member will phone rather than send the student. • PSMs additional no contact thermometers for checking students • PPE kits for all SLT issued • School has PCR Coronavirus tests in school for use as per government guidance. Stock to be replenished by BM 	<p>Parents informed that students must follow rules on hand sanitation and follow all instructions issued by staff to students on hygiene.</p> <p>All First Aiders will wear PPE when dealing with first aid issues.</p>	<p>First Aiders</p> <p>PGM</p> <p>SJF</p>	<p>15th June</p> <p>Feb 21</p>	
<p>The School Day</p> <ul style="list-style-type: none"> • Classrooms laid out with desks in rows forward facing where possible. External classroom doors used where possible. Close teacher interactions strictly avoided and teachers to maintain 2m distance where possible. 	<p>Staff and students face coverings inside all buildings unless exempt.</p>	<p>Site Team</p> <p>TWR</p>	<p>Daily</p>	

<ul style="list-style-type: none"> • Students zoned by year group bubbles round the school for break and lunch. • Designated supervised outside space for break and lunch. • Face coverings available for those staff who need them • Communication regarding visors not to be worn • Disposable facemasks provided to students who do not have them. Reusable ones sold. Names recorded and sanction process in place. • Handwashing/sanitization on arrival in school and regularly through the day. • Rolling break and lunch to ensure only 2 year groups out at one time. Lunch reduced to 30 mins and school day finishes 10 minutes earlier. • Each member of staff has been given bottle of hand sanitizer / hygiene pack including wipes to clean workstations before and after use • Teacher stations, keyboards and controls to be sprayed/wiped with anti-bacterial agent after use by teacher. • All rooms provided with disposable wipes for pupils/staff to wipe down after use and cleaning packs / tissues 		<p>HJY</p> <p>SJF</p> <p>HOY & PSM</p> <p>Teacher</p>	<p>Mar 21</p>	
<p>Classrooms/Nichols Hall/Main Hall/Study Centre</p> <ul style="list-style-type: none"> • The number of staff and students that can use each room at any one time has been determined according to the physical capacity of the school site. • Desks and seating have been arranged in rows to ensure where possible all face to face contact and working is minimised. • Desks will be wiped after each use. • Nichols Hall has segregation of year groups and clear signage for one way system. • Hand sanitizer gel available in all rooms that students will be using. Students and staff sanitize hands on entry • Students must bring own equipment and books to lessons – 	<p><i>Classrooms have been re/arranged to allow as much space between individuals as practical.</i></p> <p>Reduced contact situations such as upper / lower assemblies.</p> <p>Disinfecting equipment which pupils are in regular contact with e.g. computer keyboards.</p>	<p>Site / Teachers</p> <p>Site Team</p>	<p>Daily</p>	

<p>distance inside. Cubicles provide an appropriate screen between people.</p> <ul style="list-style-type: none"> • Students to only use toilet in their zone at break and lunch. • Cleaning of regularly touched facilities (e.g. bannisters, doors) throughout day. • Cleaning of toilets through day. • Ensure soap dispensers are full through day and hot water running. • Posters reminding students of handwashing routine. <p>Offices/Staffroom/Medical Room</p> <ul style="list-style-type: none"> • Shared offices - desks arranged so staff 2 metres apart or with screens where this is not possible. • Staff/students to observe 2 metre rule in office. • No large gatherings – briefing via staff bulletin and Teams. • 2 metre rule must be observed in staffroom. • Staff advised to bring own flask of hot drink. • Any staff meetings should observe 2 metre rule where possible. • Staff in medical room should wear PPE when assisting students, as social distancing likely to be impossible. • Staff not to share equipment in offices. • Staff to wipe down touchpoint before use ie water machines / hot water/ kettles • Keyboards to be sprayed/wiped with antibacterial agent regularly. • The photocopiers must be sprayed and wiped after each use. Spray and cloths are provided. There should only be 2 people in the room at a time. • Where possible communicate electronically, rather than by paper. • Frequent use of hand sanitizer. • Medical room – normal hygiene protocols. • Front office- no entry outside of the bubble unless invited in 	<p>Re-arrange office space / user rota allocation of rooms with cleaning between.</p> <p>Set protocol in place with designated staff to assist child/staff who shows symptoms during the school day. PPE packs in place in science labs for emergencies.</p>	<p>All staff</p> <p>Site Team</p> <p>Medical Team</p>	<p>15th June</p>	
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<p>by FO staff and face covering to be worn.</p> <p>Outside Space/Fire Evacuation and Points</p> <ul style="list-style-type: none"> • Each group to have a designated fire point 20 metres apart. Students line up with 2m between lines on front field • In the event of fire evacuation students and staff should try to maintain distance, however, not to such an extent that it delays exit. Equally the one-way system can be broken if it facilitates a more rapid exit. • In the event of a fire the people identified in the fire plan must complete a sweep of the floor and report to the fire marshal outside the building. • Fire test of bubbling – practice session completed on 25/9/20 • Water fountains not available for drinking from – students should bring in own water containers. <p>Transport</p> <ul style="list-style-type: none"> • Encourage students to walk/ride to school wherever possible. • Students traveling on public transport or dedicated school transport must wear a face covering. • Hand gel stations for pupils exiting buses at Wardens Piece • Staff should travel to school alone or with family members only. • Covid cleaning regime and social distancing on school minibuses. Cleaning materials on each bus. Encourage staff/pupils to wipe down pre and post use <p>BAME staff and students</p> <ul style="list-style-type: none"> • Staff to be afforded the same protections as those in the ‘vulnerable’ category. • Pastoral team to contact parents of students to address any concerns. <p>Visitors</p> <ul style="list-style-type: none"> • The school will request that no visitors or parents come to the 	<p>Students also encouraged to sit with others from the same year group.</p> <p>Reception staff will fill out Visitors book, complete track and</p>	<p>All staff</p> <p>PGM</p> <p>Driver</p> <p>HoY</p>	<p>Ongoing</p> <p>Ongoing</p>	
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<p>school without prior arrangement. This will be reinforced in letters to parents and signage in reception.</p> <ul style="list-style-type: none"> • Parents cannot drop off forgotten items and all items will be refused at front office • Visitors will need to complete school track and trace • Waiting will be directed outside • Essential visitor's e.g. social workers, will be met by a member of staff in reception and will be expected to follow social distancing and sanitizing procedures. • Contractors will be met by a member of site staff and reminded about social distancing. <p>Staff Welfare</p> <ul style="list-style-type: none"> • Government guidance will be followed at all times in relation to expectations for staff who are 'extremely vulnerable' or 'vulnerable'. • Individual risk assessments will be completed for all staff classified as vulnerable or extremely vulnerable. • Support will be in place for any staff members feeling anxious or worried. • Adjustments will be made to expectations of staff relating to marking and preparation. • Expectations relating to performance review of staff will be revised to reflect the circumstances and staff will be consulted on changes. <p>Student Behaviour</p> <ul style="list-style-type: none"> • Students will be reminded about the behaviour policy expectations and particular behaviours that will be treated more seriously in light of the virus. • Students will be reminded about face coverings • Students putting others at risk through their behaviour will have sanctions escalated rapidly. • Staff will receive training on managing behavior effectively. 	<p>trace and pass badge over to visitor or contractor. Lanyards will be quarantined for 72 hours.</p> <p>The visitor / contractor information leaflet updated to include social distancing.</p> <p>Health assured employee assistance programme has been shared with all staff.</p>	<p>PGM</p> <p>Reception</p> <p>Senior staff</p> <p>All staff</p>		
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Cleaning and waste disposal

- Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.
- Hand towels and hand wash are to be checked and replaced as needed by the site team and cleaning staff
- Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.
- Hand sanitiser available at the school entrances and in every classroom.
- Bins available and accessible in all classrooms
- Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach
- Stock check and ordering schedule reviewed and orders made
- All staff advised to leave the site by 5pm in order for cleaning to be undertaken.
- Waste bags and containers - kept closed and stored separately from communal waste for 72 hours
- Waste collections made when the minimum number of persons are on site (i.e. before / after normal opening hours).
- School has purchased a disinfectant fogger to enhance cleaning within communal areas / offices.

Individual Buildings

Main Building

- Keep left in corridors as parts of corridors are two-way
- One way system heading towards science. In at main door and exit by First Aid door. Middle stairs up and Food room stairs down.

Nichols

- One way system and signage in place
- First stairwell for travelling up only and second stairwell for travelling down.
- Doors in front of building is entrance only and doors to the back of the building exit only

Site Team / Cleaning Team

- Keep left in corridors as parts of corridors are two-way

Nichols Dining Hall

- One way system and signage in place
- Entrance only via front of Nichols and PE corridor.
- PE corridor for students in y11-9
- Nichols for student in y7-9

Robert Hole

- Main entrance is for travelling up and down the stairs to upstairs rooms only.
- All ground floor classrooms are to be entered and exited via external fire doors.
- Keep left in corridors as parts of corridors are two-way

Gurney

- G11 to be entered and exited via external fire doors.
- G23 to be entered and exited via external stairwell.
- G15 and G21 to be entered and exited via doors in front of building.
- Keep left in corridors as parts of corridors are two-way

PAC

- Keep left in corridors as parts of corridors are two-way

Science

- S11-14 & 20 classrooms are to be entered and exited via external fire doors.
- Students move clockwise round the quad.

DT

- All ground floor classrooms are to be entered and exited via external fire doors.
- Main entrance is for travelling up and down the stairs to first floor classrooms only.
- Keep left in corridors as parts of corridors are two-way.

<p>Catering</p> <ul style="list-style-type: none"> • Arrangements in place to provide food on site, including the requirement of universal free school meals. • School kitchen open • Arrangements for when and where each group will take lunch with packed lunches encouraged. <p>Library</p> <ul style="list-style-type: none"> • On return of books, they are to be 'held' for 72 hours before being discharged and shelved by library staff. • Rotating boxes will be needed to house items. • Storage space to be provided for materials awaiting discharge 	Lunch sitting are in 3 groups.	Library Staff		
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2 - Hazard	To Whom	Severity of Risk	Likelihood of risk	Risk with controls
Suspected case in school (staff or pupil develop COVID-19 symptoms whilst in school building, or later on that day). Symptoms of COVID-19 are a high temperature or a new, continuous cough, loss of smell or taste.	Pupils	Low	Medium	Low
	Pupils from vulnerable groups.	High		
	Staff	Medium		
	Staff "clinically vulnerable"	Medium		
	Staff from vulnerable groups with health conditions "clinically extremely vulnerable"	High		
	Visitors	Medium		
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> • Contact relevant agencies including PHE and Hampshire CC. • Isolate student in meeting room 1 or outside (next to reception) until parent collects. Any siblings also leave school. • Student to isolate for 10 days or until a negative pcr test result is 		First aider to assess a student and get approval from SLT if sending home.		

<p>returned.</p> <ul style="list-style-type: none"> • Staff member to go home immediately and isolate for 10 days or until negative pcr test result confirmed. • Student/staff member to arrange immediate testing and inform school of results. If confirmed COVID-19 all those who have been in contact (i.e. teacher/group) to self-isolate for 10 days. • Fog and clean the classroom • Inform staff/ Contact parents. 	<p>DfE to support schools in form of words for communication to the school community.</p> <p>Schools must not name individuals.</p> <p>Contact any external groups who have access to the building to notify them of any school closure.</p>	<p>Headteacher Heads of Year Medical Team Site Team Parents/Carers/Teaches</p>	<p>Continual</p>
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3 - Hazard	To Whom	Severity of risk	Likelihood	Risk with controls in place
<p>Confirmed case in staff member or pupil, or staff with a family connected to the school. No symptoms of COVID-19 displayed within the school or later that day.</p>	Pupils.	Low	Medium	Low
	Pupils from vulnerable groups.	High		
	Staff.	Medium		
	Staff "clinically vulnerable"	Medium		
	Staff from vulnerable groups with health conditions "clinically extremely vulnerable"	High		
	Visitors.	Medium		
Existing Precautions		Additional Precautions	Who	When

<ul style="list-style-type: none"> • Whole family to self-isolate for a period of 10 days in line with Government guidance. • Contact relevant agencies including PHE • Liaise with track and trace team to identify those who need to self-isolate for 10 days or arrange for serial testing of students / staff. • Inform staff and parents. • Ensure deep clean of relevant areas. • Transition to remote learning platform ready if necessary. 	<p>It is recommended that regular contact is made to head teacher</p>	<p>Staff and families</p>	<p>Ongoing</p>
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4 - Hazard	To Whom	Severity of risk	Likelihood	Risk
<p>Lack of safe operational capacity e.g. High rates of staff absence including teachers, classroom assistants, school leadership, site, canteen, administrative teams or others.</p>	<p>Pupils and Staff.</p>	<p>Low</p>	<p>Low</p>	<p>Low</p>
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> • Staff supporting lessons to be redeployed. • Prepared to move a year group to remote learning. 		<p>Mitigate school kitchen closure resulting in no school meals provision.</p>	<p>Senior Team Canteen Manager</p>	<p>Ongoing</p>