

# Covid Risk Assessment – updated April 22



This risk assessment is split into the following sections:

1. Site logistics and hygiene
2. Classroom practice
3. Student and staff circulation expectations, including student behaviour
4. Reacting to incidents/unforeseen circumstances
5. Staff expectations
6. Clubs, trips and visiting speakers

This risk assessment has been developed using the latest DFE/Gov guidance and all relevant available Union guidance. This version is an adaptation to take into account reduced testing and the UKHSA guidance. It should be read in conjunction with our outbreak management plan.

Key principles in our risk assessment include:

- Ensuring the right balance between safety and as full an education experience as possible
- Increased hygiene arrangements – including site cleaning, access to sanitiser and regular handwashing
- Clearing guidance on when to stay at home if presenting with symptoms
- Additional risk assessments for vulnerable staff

## Site logistics and Hygiene

Risk area	Sub section	Action	Person overseeing	In place by (date)	Notes
Isolating potential Covid cases in school	Covid isolation	<ul style="list-style-type: none"> <li>• Student presenting with any of the list of symptoms and a clear high temperature to be collected by parents.</li> <li>• Note – we are not testing temperature, this will have to be clear symptoms of high temperature.</li> </ul>	CN/LR	7 Apr	
Managing external visitors	Parent meetings and external visitors	<ul style="list-style-type: none"> <li>• All parents and visitors are asked not to attend if they have any of the Covid symptoms and a high temperature.</li> <li>• All visitors asked to hand sanitise before entering the school.</li> <li>• Where possible parents and visitors will socially distance from students and staff.</li> </ul>	All	7 Apr	
Ensuring appropriate hygiene arrangements	Ensuring all areas are cleaned appropriately	<ul style="list-style-type: none"> <li>• Enhanced cleaning regime during the day, focussing on shared areas and areas touched by students – including hand rails and door handles</li> <li>• Cleaning contract adapted to ensure increased staff on site cleaning during the day</li> <li>• Social space toilets cleaned as regularly as possible</li> <li>• Shared social spaces cleaned as regularly as possible.</li> </ul>	LG/AJ	7 Apr	See Solo cleaning plan for more details.
	Ventilation and reducing touched surfaces	<ul style="list-style-type: none"> <li>• All classroom and internal doors wedged open</li> <li>• At least one window open in all classrooms and social spaces</li> <li>• Forced ventilation to be used in all possible locations and on extract only</li> </ul>	AJ	7 Apr	
	PPE and cleaning resources	<ul style="list-style-type: none"> <li>• Cleaning spray and/or wipes available for all classrooms upon request.</li> <li>• Easy access hand sanitiser in all building areas near to classrooms</li> <li>• Masks. Visors and Gloves available for staff – to be collected from site office as required</li> <li>• Tissues available on request from site team</li> </ul>	AJ	7 Apr	See separate plan showing location of sanitiser stations
	Appropriate use of masks	<ul style="list-style-type: none"> <li>• Any member of staff or student may choose to wear a mask at any time should they wish to.</li> </ul>	CN/LG	7 Apr	

Student and staff Covid testing	Use of testing	<ul style="list-style-type: none"> <li>• Testing will not be used for students in line with current guidance.</li> <li>• Staff with symptoms are not expected to test, instead they are advised to isolate until symptoms and high temperature have ceased.</li> <li>• Any member of staff who chooses to test and is positive should isolate from work for 5 days.</li> </ul>	AJ/CN	7 Apr	
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### Classroom practice

A key change for September is that staff and students will be able to circulate freely and teach as appropriate. The key measures for reducing risk are student testing and wearing masks in our restaurant style approach.

Risk area	Sub section	Action	Person overseeing	In place by (date)	Notes
Reducing possible transfer within the classroom	Ventilation	<ul style="list-style-type: none"> <li>• All classroom doors to remain open</li> <li>• At least one window to remain open in each classroom and more where weather/temperature allows</li> <li>• Where possible extract vents will be used</li> <li>• Where available fans can be used to circulate air through the classroom</li> </ul>	JDS	7 Apr	
	Use of resources	<ul style="list-style-type: none"> <li>• Where possible students will use their own laptops and books/resources</li> </ul>	JDS	7 Apr	
	Marking of work	<ul style="list-style-type: none"> <li>• Teachers can handle/mark books, however they are encouraged to hand sanitise before and after handling books</li> </ul>	JDS	7 Apr	
	LSA support	<ul style="list-style-type: none"> <li>• LSA's will be able to work with individual students.</li> <li>• Key measures to protect staff are asking students to stay at home if they have symptoms and high temperature.</li> </ul>	CK	7 Apr	

## Student and staff circulation

Risk area	Sub section	Action	Person overseeing	In place by (date)	Notes
General circulation	Comfort	<ul style="list-style-type: none"> <li>Designated staff toilets in each building as well as staff room</li> <li>Tea/coffee facilities in each College building</li> </ul>	AJ	7 Apr	
	Circulation	<ul style="list-style-type: none"> <li>Staff/students encouraged to keep left in corridors.</li> <li>Specific actions for more vulnerable staff – see individual risk assessments</li> <li>Staff encouraged to hand sanitise on entrance to each building and upon changing classrooms</li> </ul>	AJ	7 Apr	
Ventilation and good hygiene in common areas	Ventilation	<ul style="list-style-type: none"> <li>An appropriate range of windows and doors will be open in circulation and social spaces to support adequate ventilation</li> <li>'Catch it, Bin it, kill it' posters in all social and circulation spaces and good access to bins to support good hygiene.</li> </ul>	AJ/MB	7 Apr	
Liaising with office based admin staff	Communication	<ul style="list-style-type: none"> <li>Communication with office based admin staff should be through remote means (phone/email) if possible.</li> <li>Crowding in offices (too many visiting people) should be avoided. If an office is busy please wait outside until there is adequate space.</li> </ul>	KL	7 Apr	

## Reacting to incidents/unforeseen circumstances

Risk area	Sub section	Action	Person overseeing	In place by (date)	Notes
Student or staff with Covid symptoms	Initial process	<ul style="list-style-type: none"> <li>Students will not be allowed on site at the start of the day if exhibiting any Covid symptoms and known high temperature. We will not be temperature testing.</li> <li>Student or staff initially highlighted to the relevant ESL by DM form if they have clear symptoms and a known high temperature</li> <li>Parents informed and student collected</li> <li>Student will not be able to return until high temperature ceases.</li> </ul>	CN	7 Apr	
	Positive Covid test for staff member who has been in school.	<ul style="list-style-type: none"> <li>If a member of staff chooses to take a Covid 19 test and is positive they should isolate for 5 days.</li> <li>Headteacher informed of the above and close contacts notified for information.</li> </ul>	CN	7 Apr	
Intruder/lockdown situation	Process	<ul style="list-style-type: none"> <li>Normal locked entrances in place as per normal school day. Where doors are left open at times (student reception) there will be staff presence</li> <li>Reception staff in place, main reception still on swipe</li> <li>'propped open' internal doors all within internal fence perimeter</li> </ul>	CN	7 Apr	
Frist aid precautions	Process	<ul style="list-style-type: none"> <li>All first aid staff to have access to PPE</li> <li>First aid staff to sanitise before and after any incidence</li> <li>CPR procedures remain the same other than no breaths to be given.</li> </ul>	LR	7 Apr	All PHE guidance followed as appropriate.
Rapidly increasing local Covid rates	Process	<ul style="list-style-type: none"> <li>Additional Outbreak Management Plan in place – see separate document.</li> </ul>	CN	7 Apr	See Separate Outbreak Management Plan.

## 1. Staffing expectations

Risk area	Sub section	Action	Person overseeing	In place by (date)	Notes
Vulnerable categories	Process	<ul style="list-style-type: none"> <li>All vulnerable staff to have meeting with CN and individual risk assessment (including pregnancy)</li> <li>All BAME staff offered meeting with CN and risk assessment</li> <li>All staff offered visor, masks and gloves</li> </ul>	CN	7 Apr	
Transmission	Staffing	<ul style="list-style-type: none"> <li>Staff who exhibit any symptoms before school will not be able to attend and will asked to check their temperature.</li> <li>Staff in the above category will not be able to attend school until temperature has reduced.</li> <li>If staff start to exhibit symptoms, including a high temperature within the school day they will go home immediately and only return when temperature reduces.</li> </ul>	CN	7 Apr	
	Positive Covid test for staff member who has been in school	<ul style="list-style-type: none"> <li>If a member of staff chooses to take a Covid 19 test and is positive they should isolate for 5 days.</li> <li>Headteacher informed of the above and close contacts notified for information. .</li> </ul>	CN	7 Apr	

## 2. Clubs, Trips, performances and visiting speakers

Risk area	Sub section	Action	Person overseeing	In place by (date)	Notes
Use of clubs	Clubs	<ul style="list-style-type: none"> <li>Clubs will take place as planned.</li> <li>There will be strict registers for all clubs for track and trace purposes</li> <li>Clubs will adhere to individual subject guidance – such as sports, performing arts and shared resources requirements</li> <li>Students will be reminded of any requirements at the start of each session</li> </ul>	RGB	7 Apr	
School trips*	Travel	<ul style="list-style-type: none"> <li>Ventilation will be utilised as far as possible on coaches and minibus.</li> <li>Individual coach company risk assessments will be adhered to and reinforced with students.</li> <li>Individual staff risk assessments for vulnerable staff or those with concerns before travel.</li> <li>Students will not be allowed on school trips with known high temperatures.</li> </ul>	CN/RGB	7 Apr	* These requirements are in addition to specific trip risk assessments, such as coach travel and theme park risk assessments.
	Trip nature/venue	<ul style="list-style-type: none"> <li>All trip activities and venues will be risk assessed against relevant requirements for that activity.</li> <li>Where appropriate venue/activity Covid risk assessments will be shared with parents</li> <li>Trip organisers will be made aware of students with any Covid vulnerabilities and individual risk assessments conducted as required.</li> </ul>	CN/RGB	7 Apr	
Visiting speakers	Visiting speakers	<ul style="list-style-type: none"> <li>All visiting speakers will be made aware of the Covid requirements in school before meeting with students.</li> <li>Where possible/appropriate visitors will be asked to socially distance from students.</li> </ul>	CN/SLT	7 Apr	
School Performance and larger parental gatherings. (New entrants evenings).	School performances	<ul style="list-style-type: none"> <li>Each larger gathering will be individually risk assessed to reduce transmission risks where possible. Measure might include; <ul style="list-style-type: none"> <li>Increasing ventilation (open doors)</li> </ul> </li> </ul>	CN/GH	7 Apr	

		<ul style="list-style-type: none"><li>○ Reducing meetings into smaller groups where possible.</li><li>○ Asking visitors to sanitise before entering school</li><li>○ Use of a range of classrooms for in school parents evenings as compared to one larger hall.</li></ul>			
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