

Covid Risk assessment – updated for March 2021 opening*



This risk assessment is split into the following sections:

1. Site logistics and hygiene
2. Teaching models
3. Student and staff circulation expectations, including student behaviour
4. Reacting to incidents/unforeseen circumstances
5. Staff expectations
6. Temporary Appendices – including keyworker provision update

The risk assessment has been developed using the latest DFE/Gov guidance on opening schools and all relevant available Union guidance.

Key principles in our risk assessment include:

- Increased hygiene arrangements – including site cleaning, access to sanitiser and regular handwashing
- Students and staff will be expected to wear face coverings at all times when in school building (some exceptions apply – see Appendix A)
- Not allowing anyone on site who is unwell with Covid symptoms, limiting visitors
- Students placed in year group bubbles and as far as possible split into smaller class bubbles
- Separate entrances/exits as far as possible
- Staggered start/break/lunch times to keep year group bubbles separate at all times
- Movement of students between classes minimised as far as possible
- Staff working across bubbles – however with strict separation from students including:
 - 2M away from students at the front of the class as far as possible
 - Clear protocols on shared resources
 - Access to PPE – gloves, masks and visors
- Additional risk assessments for vulnerable staff
- Additional measures for practical activities in line with current guidance

* A separate Covid Testing Centre risk assessment is also available.

		<ul style="list-style-type: none"> • Different entrances chosen to reduce crossover when entering/leaving the school • Full canteen surface clean between year groups 			
	Fire Drill and lockdown procedures	<ul style="list-style-type: none"> • Fire Drill procedure adapted so that reduced numbers of students move through B&E/Sports Hall gap (Y7/8 students to Farm paddock). Routes changed to move more students round the front of the school. • Students line up in year group bubbles by Form group • RGB/JT and CN to liaise from different fire drill areas by mobile device. Backup plan to send a member of staff from RGB/JT to CN when year groups all present • Vulnerable staff move around the outside of school during fire drill. 	AJ	9 Nov	
	Isolation spaces and catering for vulnerable students	<ul style="list-style-type: none"> • Sixth Form study room used as COVID isolation space – students and staff to access from heart entrance. Admin rota to supervise. ESLs to inform admin rota person. • Full PPE kit in COVID isolation room, each ESL room and staff work areas • The Bridge to be used for an additional medical vulnerable students bubble. Students enter through exterior doors at front of school • ESL to be used for non COVID medical issues to ensure separation. 	CN/AJ/CK	8 Mar	
Ensuring the site is appropriately set up to promote social distancing between staff and students as well as staff to staff	Classroom areas	<ul style="list-style-type: none"> • All classroom areas reviewed to ensure 2m or as close as possible to 2m gap at the front of each classroom. Tape to be applied to mark out 2m. • Where possible taped areas to be created in Performing Arts spaces. • Where possible a 2m gap at the side to allow LSA staff to work with supported students on the end of rows • Students supported by LSAs to sit at the end of rows 	CN/AJ	8 Mar	
	Staff work areas/social spaces	<ul style="list-style-type: none"> • Additional staff work spaces created to allow teaching staff to socially distance during non-contact time 	CN/AJ	1 Sep	

	Office spaces	<ul style="list-style-type: none"> Office spaces reviewed to ensure all desks are 2m apart at seating point. Mask to be worn if within 2m in an office space. Other than completely essential visits communication with staff in offices should be by phone, email or video conference. 	KL/AJ	8 Mar	
	Entrances and exits	<ul style="list-style-type: none"> Separate staff entrance (main reception or site entrance) to all student entrances Vulnerable staff allocated classrooms near entrance/exits of buildings as far as possible Parents will not be able to access the building other than reception All other visitors kept to a minimum and entrance/exit through main reception. Visitors must wear face coverings. Visitor Covid expectations sheet created and given to all visitors Staff concerned about their room or layout to raise concerns with their line manager. 	CN/GH	8 Mar	
	Break/lunch spaces	<ul style="list-style-type: none"> Break/lunch duty staff to identify areas where they can maintain appropriate distances from students. Students and staff to wear masks at all times, other than when eating. Vulnerable staff to be allocated to outside duties 	LG	8 Mar	
	Fire Drills	<ul style="list-style-type: none"> Year 7 and 8 to register in Farm paddock to split numbers in one place Students in CDMP and lower B&E to exit through the front of the building as far as possible to reduce traffic through B&E/sports hall gap. Staff to 'roll call' from the front of student lines Vulnerable/concerned staff to walk around the outside of the school to fire drill point rather than through B&E/Sport Hall gap 	AN/AJ	1 Sep	
Ensuring appropriate hygiene arrangements	Ensuring all areas are cleaned appropriately	<ul style="list-style-type: none"> Enhanced cleaning regime during the day, focussing on shared areas and areas touched by students – including hand rails and door handles 	LG/AJ	1 Sep	See Solo cleaning plan for more details.

		<ul style="list-style-type: none"> • Cleaning contract adapted to ensure increased staff on site cleaning during the day • Social space toilets cleaned as regularly as possible • Shared social spaces cleaned for each changeover of year groups • Canteen wiped clean after each year group – students to remain outside if not fully cleaned at start of break –duty person to signal free to enter the canteen 			
	Ventilation and reducing touched surfaces	<ul style="list-style-type: none"> • All classroom and internal doors wedged open • At least one external door to each building to be held open to increase ventilation • At least two windows open in all classrooms and social spaces • Forced ventilation to be used in all possible locations and on extract only 	AJ	8 Mar	
	PPE and cleaning resources	<ul style="list-style-type: none"> • Cleaning spray and/or wipes in all classrooms for desk and books/shared resources • Easy access hand sanitiser in all building areas near to classrooms • Full PPE kit for first aid and suspected COVID students in all ESL rooms and staff work areas • Masks. Visors and Gloves available for staff – to be collected from site office as required • Tissues available in common areas in each building 	AJ	1 Sep	See separate plan showing location of sanitiser stations
	Appropriate use of masks	<ul style="list-style-type: none"> • Students expected to wear masks as per the procedures below. Staff reminding where required. • Students reminded through base time activities and posters how to use masks appropriately • One bin in each building allocated for the disposal of masks as required. (Black bin liner) • Spare masks for purchase to be available with ESLs • Students encouraged to bring a clear plastic bag to school for placing the mask in when not in use. School supplied bags for PE lessons. • Further details on mask policy in appendix A 	CN/LG/JMD	8 Mar	

Student and staff Covid testing*	Ensuring rigorous testing systems	<ul style="list-style-type: none"> • Additional Covid Testing staff employed and fully trained to ensure full compliance with NHS Test and Trace expectations • All staff being processed for DBS and other appropriate checks • At least two current staff in place and supervising in the testing centre at all times • Strong encouragement for all staff and students to be tested at least twice before return on 8 March. Close tracking and follow up to ensure best possible participation • Where any student refuses testing clear checking of all other safety measures. • Students only move to class after two testing opportunities • See Testing Centre risk assessment for further detail 	AJ/CN	8 Mar	See separate Testing Centre risk assessment.
	Testing staff	<ul style="list-style-type: none"> • All staff tested 3 times in school and then home testing kits allocated from 15 Mar. • Discussions with HT to explore reasons for those not partaking in testing. • Positive results trigger isolation and tracing protocols to be enacted. 	AJ/NCH	8 Mar	

2. Teaching models

Risk area	Sub section	Action	Person overseeing	In place by (date)	Notes
Ensuring staff are able to socially distance from students	Classroom layout	<ul style="list-style-type: none"> All students to face the front (or back) as far as possible Teacher to stay at the front of the class – 2m from students Students supported by LSAs to sit on the end of rows Students remain in the same classroom as much as possible, however they may be asked to move seats at teacher discretion. 	JDS	1 Sep	
	Demonstrations and instruction	<ul style="list-style-type: none"> Demonstrations should be conducted in such a way as to ensure students are still 2m away. Visualisers or pre-recorded video are encouraged. Work/tasks should continue to be set via google classroom. Where students are writing in books they can photograph and place on google classroom for the teacher to view 	JDS	8 Mar	
	Marking of work	<ul style="list-style-type: none"> As far as possible work will be submitted through google classroom for teachers to mark online Teachers can handle/mark books, however they should hand sanitise before and after handling books 	JDS	1 Sep	
	Managing behaviour	<ul style="list-style-type: none"> The normal school systems for behaviour apply and should be possible to manage with a 2m distance If student behaviour is such that the teacher has to be closer than 2m then the duty manager system should be used to remove students. PPE available in ESL office and staff work areas for staff managing this situation. 	LG	1 Sep	PPE available for those conducting duty manager calls – SLT and ESLs
	LSA support	<ul style="list-style-type: none"> Students requiring support should sit on the end of rows to allow LSAs access from the side Where distancing is not possible the student can be removed (where appropriate) to work with the LSA in a more distanced space Masks must be worn at all times if closer than 2m of a student. 	CK	8 Mar	

<p>Handling resources</p> <p><i>(Please see additional resources guidance in Covid staff handbook for more details.)</i></p>	Teacher delivery	<ul style="list-style-type: none"> As far as possible written resources are scanned and shared via google classroom Students may be given photocopies/worksheets as required, however these should stay with that student and not returned 	JDS	1 Sep	See additional guidance form JDS/JT
	Shared student resources	<ul style="list-style-type: none"> Practical resources can be handled by the teacher – but must be cleaned between teacher and student sharing – see separate guidance Text books to stay within bubbles, however they can cross classes within each year group Students and staff must sanitise before and after handling resources 	JDS	1 Sep	See additional guidance form JDS/JT
	Student resources	<ul style="list-style-type: none"> Students expected to bring their own stationary including calculator Spare stock in each building which can be given to students but not returned 	JDS	1 Sep	
	Use of Laptops	<ul style="list-style-type: none"> Students must bring their own laptops fully charged each day – this will be considered a uniform requirement Students may share chargers if required – but wiped between students (spray/wipes in classroom) There will be a small store of spare laptops in each building (with ESL) with spray cleaner for students to use when they collect and return Clear policy on ICT technician access as below – students do not go to the ICT office 	RC	1 Sep	

3. Student and staff circulation, including student behaviour

Risk area	Sub section	Action	Person overseeing	In place by (date)	Notes
Staff circulation and comfort	Arrival and departure	<ul style="list-style-type: none"> Staff arrive through main reception area – away from students. Hand sanitiser in main reception At least one external door held open in each building. 	AJ	1 Sep	
	Non-Contact time	<ul style="list-style-type: none"> Additional staff work areas available in each College area to support staff social distancing 	AJ	1 Sep	
	Comfort	<ul style="list-style-type: none"> Designated staff toilets in each building as well as staff room Tea/coffee facilities in each College building 	AJ	1 Sep	
	Circulation	<ul style="list-style-type: none"> One way system through school where this aids circulation Timetable/grouping model designed to minimise student movement as much as possible at lesson change so that corridors are ‘free’ for staff. Specific actions for more vulnerable staff – see individual risk assessments Adapted fire drill plan to reduce need to staff to be close to students – see above Staff to hand sanitise on entrance to each building and upon changing classrooms Staff to wear face coverings when circulating within the school building 	AJ	1 Sep	
	Duties/break time	<ul style="list-style-type: none"> Vulnerable staff to be allocated outside duties Allocated spaces for staff on duty to allow distancing 	LG	1 Sep	
Student circulation	Student arrival and departure	<ul style="list-style-type: none"> Staggered starts, break, lunch and finish times to eliminate cross contamination of bubbles 3 separate entrances for year groups to increase separation Clearly defined times for when students can arrive/leave Students arriving early go straight to base rooms in designated buildings (no before/after school provision in the canteen) 	LG	1 Sep	Posters showing form rooms in each building

	Student circulation at break/lunch	<ul style="list-style-type: none"> • Students designated to a social and canteen space and not allowed to associate with other year groups • Students to wear face coverings at all times apart from when eating. 	AJ	9 Nov	
	Use of toilets	<ul style="list-style-type: none"> • Students encouraged to use toilets in own year group building • Social space toilets cleaned more regularly as per cleaning plan 	AJ	1 Sep	See Solo cleaning plan
	IT technician	<ul style="list-style-type: none"> • Students will not go to the IT technicians • Teacher to email technicians and technicians will come out to year group bubbles • Laptops to be sprayed with sanitiser before return. 	RC	1 Sep	
Student behaviour	Expectations	<ul style="list-style-type: none"> • Expectations poster developed – including safety measures • Expectations made clear in parent letters • Updated behaviour protocols to promote safety • Ongoing Base time information and assemblies to re-enforce expectations. 	LG	8 Mar	
	Failure to comply	<ul style="list-style-type: none"> • School behaviour system to be used • ESL acting as building DM • Isolation room with ESL in each building (in lieu or SIR) • Students who wilfully flout safety expectations will be sent home if required • Students who wilfully refuse to wear masks without proper medical justification to be isolated or excluded where appropriate. LR to issue appropriate badges for students who cannot wear masks. 	LG	8 Mar	
Liaising with office based admin staff	Communication	<ul style="list-style-type: none"> • Communication with office based admin staff should be through remote means – email, phone, zoom etc. • General conversations do not take place in admin offices (other than those already working in the office) 	KL	1 Sep	See separate protocol in the staff handbook
	Meetings	<ul style="list-style-type: none"> • Meetings with admin staff to take place in the meeting room or spare classrooms 	KL	1 Sep	

		<ul style="list-style-type: none">• Meetings of a sensitive nature and/or involving student conversations must not take place in public spaces.			
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4. Reacting to incidents/unforeseen circumstances

Risk area	Sub section	Action	Person overseeing	In place by (date)	Notes
Fire Drill / evacuation	Process	<ul style="list-style-type: none"> Updated fire drill with Y7/8 on Farm paddock to reduce traffic through B&E/Sports hall gap Students line up in year group and base group bubbles – signage in place Teacher stands at the front for roll call Individual risk assessments for vulnerable staff RGB/JT to liaise with CN when students all present/if any issues through mobile devices 	CN	1 Sep	
Student or staff with Covid symptoms	Initial process	<ul style="list-style-type: none"> Students will not be allowed on site at the start of the day if exhibiting any Covid symptoms. We will not be temperature testing. Student or staff initially highlighted to the relevant ESL by DM form Student removed to the Covid isolation room (Sixth Form study room) via heart door – First aider/office admin to supervise until parents arrive Parents informed and student collected Student will not be able to return until a negative Covid test is received. If a Covid test is not completed the student cannot return for 10 days. 	CN	1 Sep	Those on duty to be on the look out for any students with symptoms, base leaders as second check point. Concern students identified to building SLT and ESL.
	Positive Covid test for student who has been in school	<ul style="list-style-type: none"> Headteacher informed Track and trace advice sought on level of response and isolation, including potential <ul style="list-style-type: none"> Self-isolation for relevant ‘bubble’ Self-isolation for relevant staff Whole school isolation Teachers retain lesson seating plans for the quick identification of students in direct contact with an infected case. 	CN	8 Mar	See latest PHE guidance for likely response.
Intruder/lockdown situation	Process	<ul style="list-style-type: none"> Normal locked entrances in place as per normal school day. Where doors are left open at times (student reception) there will be staff presence Reception staff in place, main reception still on swipe 	CN	12 June	

		<ul style="list-style-type: none"> • 'propped open' internal doors all within internal fence perimeter 			
Frist aid precautions	Process	<ul style="list-style-type: none"> • All first aid staff to have access to PPE • First aid staff to sanitise before and after any incidence • CPR procedures remain the same other than no breaths to be given. 	LR	12 November	All PHE guidance followed as appropriate.

5. Staffing expectations

Risk area	Sub section	Action	Person overseeing	In place by (date)	Notes
Vulnerable categories	Process	<ul style="list-style-type: none"> • All vulnerable staff to have meeting with CN and individual risk assessment (including pregnancy) • All BAME staff offered meeting with CN and risk assessment • All staff offered visor, masks and gloves (visor is not considered a substitute for a mask – however it can be additional) • Masks will have to be worn by all staff as per the policy in appendix A. 	CN	8 Mar	
Transmission	Staffing	<ul style="list-style-type: none"> • Staff who exhibit any symptoms before school will not be able to attend and will seek a PCR Covid test • Staff in the above category will not be able to attend school until a negative result is received • If staff start to exhibit symptoms within the school day they will go home immediately and seek a test/medical advice 	CN	8 Mar	
	Positive Covid test for staff member who has been in school	<ul style="list-style-type: none"> • Headteacher informed • NHS/PHE advice sought on level of response and isolation, including potential <ul style="list-style-type: none"> ○ Self-isolation for relevant ‘bubble’ ○ Self-isolation for day group (40 students) ○ School closure for deep clean 	CN	12 June	See latest PHE guidance for likely response.

Appendix A – Student and Staff face covering procedures

In line with the latest guidance (February 2021) all students and staff must wear masks at all times, apart from the following exceptions;

- When outside
- When eating/drinking (in staff work spaces or canteen/café).
- When undertaking physical exertion – such as PE/Dance lessons
- When able to socially distance of more than 2m and unlikely to immediately be in contact with a person closer than 2m

Face coverings should meet the government defined definition (<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>)

Visors are not a substitute for a face covering, however they can be worn in addition to a face covering if desired.

Staff may remove the mask when they are able to socially distance (more than 2m). In practice this means;

- When in a staff work area and more than 2m from another person
- When in an office and more than 2m from another person
- Toilet cubicles are also considered a socially distanced space

When a mask is not worn it should be stored in a clean plastic bag. Guidance posters on safe mask wearing are shown around the school.

If any staff cannot wear a face covering for any reason this will be discussed with CN.

If any student cannot wear a mask the parent liaises with LR and a 'no mask required' badge is issued.

School supplied face coverings are available, please see the site team to collect these.

