

# Covid Risk Assessment – updated September 2021



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

The risk assessment has been developed using the latest DFE/Gov guidance on opening schools and all relevant available Union guidance. This version is an adaptation to take into account the removal of most measures within the school environment, however it should be read in conjunction with the Outbreak Management Plan which details the possible re-introduction of measures should they be required.

This risk assessment is significantly reduced in light of the national reduction in restrictions and in recognition that;

- The vast majority of adults, especially the most vulnerable, are now double vaccinated, thereby reducing the risk of serious illness
- Young people (students) are far less likely to become seriously unwell through Covid
- The need to maintain an appropriate balance between safety and delivering a valuable education for our young people

Key principles in our risk assessment include:

- Ensuring the right balance between safety and as full an education experience as possible
- Regular testing of students and staff (initially in school and then home testing)
- Increased hygiene arrangements – including site cleaning, access to sanitiser and regular handwashing
- Not allowing anyone on site who is unwell with Covid symptoms with clear measures for visitors
- Additional risk assessments for vulnerable staff
- Liaising with Track and Trace on Covid isolation

## **Procedure for managing positive Covid cases**

The following describes our process for managing positive cases under the current DFE/PHE guidance.

Student or staff case reported in to school

- For a student TC/LR/CN/ESL informed for attendance and tracking purposes.
- For a staff member CN/JA/NCH/line manager informed.
- All staff informed of recent cases by LR through daily email.
- Those who self-identify as close contacts advised to LFD test daily for a week (Individuals may be contacted by Track and Trace and asked to take a PCR test).
- All staff and students asked to home test twice weekly regardless of close contact

Student or staff household case

- Person with Covid isolates
- Household members can return, however if asked to undertake a PCR test by T&T they remain at home until the result is received
- Household members returning to school asked to daily LFD test for 1 week and report in results through this link: <https://forms.gle/gYxvsfhyxr2ovHNw7>

## 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>Upper B&amp;E corridor area to be used to isolate any students with potential Covid symptoms</li> <li>Students to go home with parents as soon as possible.</li> </ul>	CN/LR	6 Sep	
Managing external visitors	Parent meetings	<ul style="list-style-type: none"> <li>Parents may attend school, however meetings will be held away from students (other than own child).</li> <li>Parents will be asked to wear masks when walking through the school.</li> <li>Only recognised meeting rooms used for parent meetings (i.e. meetings not held in canteen).</li> </ul>	All	6 Sep	
	External visitors	<ul style="list-style-type: none"> <li>External visitors will be allowed to attend school, however they will be asked to maintain distance from students as far as possible.</li> <li>External visitors will be asked to undertake an LFD test or show evidence of recent (within 24 hours) test.</li> <li>External visitors will be asked to wear masks when walking through the school.</li> </ul>	All	6 Sep	
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	1 Sep	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 external door to each building to be held open to increase ventilation</li> <li>At least two windows 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	1 Sep	

	PPE and cleaning resources	<ul style="list-style-type: none"> <li>• Cleaning spray and/or wipes in all classrooms for desk and books/shared resources</li> <li>• Easy access hand sanitiser in all building areas near to classrooms</li> <li>• Full PPE kit for first aid and suspected COVID students in all ESL rooms and staff work areas</li> <li>• Masks. Visors and Gloves available for staff – to be collected from site office as required</li> <li>• Tissues available in common areas in each building</li> </ul>	AJ	6 Sep	See separate plan showing location of sanitiser stations
	Appropriate use of masks	<ul style="list-style-type: none"> <li>• Students are no longer required to wear masks, however they may choose to.</li> <li>• Staff are not required to wear masks in classrooms, however they may choose to do so.</li> <li>• One bin in each building allocated for the disposal of masks as required. (Black bin liner) .</li> <li>• Spare masks for purchase to be available with ESLs</li> <li>• Students wearing masks encouraged to bring a clear plastic bag to school for placing the mask in when not in use. School supplied bags for PE lessons.</li> </ul>	CN/LG/JMD	6 Sep	
Student and staff Covid testing*	Ensuring rigorous testing systems	<ul style="list-style-type: none"> <li>• Home testing arrangements in place for all students and staff (with re-issue of kits as required).</li> <li>• Small in school testing facility available for visitors and those not wishing to test at home.</li> <li>• See Testing Centre risk assessment for further detail</li> </ul>	AJ/CN	6 Sep	* See separate Testing Centre risk assessment.

## 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 those shown below.

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 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	1 Sep	
	Use of resources	<ul style="list-style-type: none"><li>• Where possible students will use their own laptops and books/resources</li><li>• Where resources are shared students are encouraged to hand sanitise before and after use.</li></ul>	JDS	1 Sep	
	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	1 Sep	
	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 the regular testing of students.</li></ul>	CK	1 Sep	

## 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	1 Sep	
	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	1 Sep	
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	1 Sep	
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	1 Sep	

## 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. We will not be temperature testing.</li> <li>Student or staff initially highlighted to the relevant ESL by DM form</li> <li>Student removed to the Covid isolation room (upper B&amp;E corridor)</li> <li>Parents informed and student collected</li> <li>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.</li> </ul>	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"> <li>Headteacher informed</li> <li>Track and trace informed if not already.</li> </ul>	CN	1 Sep	See latest PHE guidance for likely response.
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	1 Sep	
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	1 Sep	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	1 Sep	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	6 Sep	
Transmission	Staffing	<ul style="list-style-type: none"> <li>Staff who exhibit any symptoms before school will not be able to attend and will seek a PCR Covid test</li> <li>Staff in the above category will not be able to attend school until a negative result is received</li> <li>If staff start to exhibit symptoms within the school day they will go home immediately and seek a test/medical advice</li> </ul>	CN	1 Sep	
	Positive Covid test for staff member who has been in school	<ul style="list-style-type: none"> <li>Headteacher informed</li> <li>Track and Trace informed and any advice acted upon.</li> </ul>	CN	1 Sep	See latest PHE guidance for likely response.



## 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	1 Sep	
School trips*	Travel	<ul style="list-style-type: none"> <li>Where students travel by minibus or coach masks will be worn.</li> <li>Students will be asked to sanitise on entry to travel method.</li> <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>Student home test requested before travel by coach</li> </ul>	CN/RGB	1 Sep	* 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	1 Sep	
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>Visiting speakers will either supply evidence of an LFD test within 24 hours or undertake a test within school before meeting with students.</li> </ul>	CN/SLT	1 Sep	

School Performance and larger parental gatherings. (New entrants evenings).	School performances	<ul style="list-style-type: none"> <li>• School performances will be on a ticketed basis and registration lists will be completed for track and trace.</li> <li>• NHS venue check in will be used where applicable.</li> <li>• Numbers will be limited to 150 adults for any performance.</li> <li>• Masks will be advised for wearing in the performance.</li> <li>• Sanitisation facilities will be available and encouraged.</li> <li>• All other requirements in line with relevant theatre guidance will be complied with.</li> </ul>	CN/GH	1 Sep	All relevant guidance for theatre facilities will be followed.
	Larger parent gatherings	<ul style="list-style-type: none"> <li>• Parent gatherings, such as new entrants evenings will be limited to 150 people in any one room.</li> <li>• Additional seating will be arranged to ensure as much spacing as possible</li> <li>• NHS venue check in will be used for tracing purposes.</li> </ul>	CN	1 Sep	