**Waseley Hills COVID 19 Risk Assessment for Re-opening in Sept 2020.**

**Making the school COVID- secure. Addressing the risk identified using the system of controls, as stipulated by GOV.UK**

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| **Prevention Strategy** | | | | | | |
| **Risk/Hazard** | Risk rating prior to action | **Control Measures taken** | In place?  Y/N? | Further actions/  comment | By whom and when? | Risk rating following action H/M/L |
| Risk  Coming into contact with someone suffering from the virus  Persons at risk  -Staff  -Pupils  -Contractors  -Visitors | High | **Prevention Measure 1.**  Minimise contact with unwell individuals   * Staff, pupils, parents/carers or any visitors, such as suppliers, advised not to enter the site if they are displaying any symptoms of coronavirus. Signage on school gate, reception door and school website. Symptoms list to be updated regularly in response to reflect any changes from PHE. * Staff regularly reminded to stay at home and self -isolate for 10 days if they are displaying symptoms of COVID -19, access testing services and engage with NHS Test and Trace process. Inform school of the outcome. * Parents regularly reminded to keep pupils at home if they are displaying COVID – 19 symptoms, and follow PHE advice. Pupils whose parents have or develop COVID-19 symptoms will be asked to stay at home and self-isolate for 14 days. If subsequently testing positive, must inform school. * Pupils under the care of a specialist health professional will need to discuss individual risk of returning to school with AR. * Individuals reminded to shield at home on advice of PHE in the case of disease rise in local areas * If symptomatic person does enter the site, they will be sent home immediately or isolated in area next to 011 (First Aid room) in the case of a pupil awaiting collection. * Pupils who develop symptoms whilst in school are to be isolated (staff to wear appropriate level of PPE if 2M distance cannot be maintained) in a secure ventilated isolation area next to 011, away from other people and collected by parents/carers from outside reception, as soon as practicable, and follow PHE isolation advice. School will provide a home testing kit if needed. * Staff who develop symptoms whilst in school to go home immediately and self-isolate for 7 days. They will be provided with a home testing kit where available. * Separate toilet (by reception area) assigned to isolated students. * Toilets used by suspected COVID patients to be cleaned and disinfected by day cleaner, after use, wearing gloves, apron, surgical face mask and eye protection to guard against splashing. * Day cleaners to clean the classroom desk and surrounding area occupied by the suspected COVID pupil immediately after they are removed (wearing appropriate level of PPE, as described above) * PPE use by cleaners or staff dealing with suspected COVID patient will be disposed of following correct contamination guidance (double bagged and left for 72hrs). | Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y |  | AR  NB & SMC  AR & JET  AR  SLT/First Aid Staff  JET  Site Staff & Cleaning Staff | Low |
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| Risk  Transmitting the virus by touching infected surfaces.  Persons at risk  -Staff  -Pupils  -Contractors  -Visitors  Risk  Transmitting the virus by coming into close contact with others and failing to maintain social distance.  Persons at risk  -Staff  -Pupils  -Transport personnel  Risk  Transmitting the virus by coming into close contact with others and failing to maintain social distance.  Persons at risk  -Staff  -Pupils  -Visitors  Risk  Transmitting the virus by coming into close contact with others and failing to maintain social distance.  Persons at risk  -Staff  -Pupils  -Visitors  Risk  Transmitting the virus by coming into close contact with others and failing to maintain social distance.  Persons at risk  -Staff  -Pupils  -Visitors  Risk  Transmitting the virus by coming into close contact with others and failing to maintain social distance.  Persons at risk  -Staff  -Pupils  -Visitors  .  Risk  Transmitting the virus by virtue of day to day activities  Persons at risk  -Staff (including supply staff and temporary staff) | High  High  Med  Med  High  High  High | **Prevention Measures 2, 3 and 4**  Promote robust hand and respiratory hygiene. Introduce enhanced cleaning arrangements in school   * **Sanitizing stations** outside the entrance to **each** classroom and social areas, regularly topped up. Pupils to sanitise hands at the start and end of each lesson. * **Clear signage and posters** in classrooms, corridors and (staff to check) public spaces reinforcing the importance of robust hand and respiratory hygiene. * **Reinforce: Catch it, Bin it, Kill it’ message.** Students advised/reminded to cover their mouth and nose with a bent elbow, or use a tissue, when coughing or sneezing. Tissues and wipes disposed of in a lidded bin. * **Face masks** (simple) are now compulsory for pupils and staff in communal areas in school. Masks can also be worn in classrooms if individuals so wish, Pupils are now required to wear face masks on public transport and school transport when travelling to and from school. * **Windows to be kept opened (where possible)** thus increasing ventilation. * **Doors to be propped open** with a door wedge. (At an evacuation, wedge is removed upon leaving.) * **Teacher desks, keyboard and mouse to be cleaned** when leaving the room in readiness for the next teacher to use safely. * **Teacher desk to be kept clear of all clutter**, to allow cleaning staff to clean these surfaces thoroughly. Staff will be asked to vacate school by 4.30pm to allow enhanced cleaning to take place successfully. * **Teaching rooms kept clutter free** as far as possible to allow more spaced out desks, and enable social distance and effective cleaning to take place. * **Student desks wiped down** by students as they arrive to lessons. * **Additional cleaning staff deployed** for additional cleaning requirements and training in place. * **Regular enhanced cleaning** schedule in place during the school day and after school. Additional cleaning staff employed and trained with regard to enhanced cleaning standards and expectations. Higher quality cleaning materials used, and frequently touched surfaces cleaned more often. * **Lidded bins in each classroom to be emptied on a regular basis.** * **Antibacterial fogging** to be carried out on a regular basis as part of deep clean   **Prevention Measure 5**  Minimise contact between individuals and maintain social distancing where possible.  **Travel to and from school**   * **Safe arrival to school:** Encourage pupils to walk/cycle/be driven to school where possible and avoid using public transport at peak times where possible. If using public transport/school bus to wear face masks on board and adhere to government guidance on keeping social distance.   **Measures for dedicated school transport:**   * Bus company is COVID 19 secure in their practices, ensuring drivers wear masks and do not work if they or a member of their household are displaying any symptoms of coronavirus * Staggered finish times communicated to bus company. * Ensure queueing and boarding is well organised. Pupils queue in year group bubble and remain in year group bubbles when on board the bus. * Use of hand sanitizer when boarding and disembarking bus. * Use of face covering when on board. School to keep extra supplies and distribute if needed. * No need to keep to 1M+ distance on school transport * Discussion with school bus company on cleaning standards within vehicles. * Parents to avoid congregating at school gate. 2m markers? * **Base students** have taxi drop-off and pick-up protocols. Students to be escorted to the Base by LW. * **Ensure taxi providers follow PHE advice** regarding COVID-19 hygiene practices and schools to request taxis drive with windows open, with students safely seated in rear passenger seats in masks. Drivers to wear masks also. * **School minibuses** to have hand sanitisers and wipes available. Staff to be spaced 2m apart from pupils where possible and windows to be open for ventilation. Cordon off minibus seats and eliminating face-to-face seating, where vehicle capacity allows.   **Layout of site and movement around school**   * **Start of School:** No staggered start times. Pupils go straight to registration rooms to avoid mingling in the playground and public areas. * **No Breakfast club in operation.** * **Break times**: Staggering breaks to ensure that any corridors or circulation routes used have a limited number of students using them at any time   Staggered break times provide opportunity to clean  used areas in between. Where 3 year groups are in  operation (Yr 7,8,9) considering the use of mini kiosks  to provide food service in allocated areas around the  school (B and E centre, main hall and MS social area),  rather than congregating in 1 area.   * **Lunchtimes:**  Staggering lunchtimes. Staggered lunchtime provides opportunity to clean used areas in between sittings. Canteen area divided into 2 sections to reduce congestion and traffic flow. Introduce cashless system of payment during Autumn Term 2020 to avoid handling of cash and spreading risk of infection. In the meantime, reduce denomination of coinage in use. * **End of School:** Staggered finish times to limit flow of traffic at the school gates and queue for school buses. Yr 7,8,9 finish at 3.10pm and Yrs 10 and 11 finish at 3.20pm * **No afterschool clubs in operation.** * **One-way system** **with clear signage** to keep year bubbles apart and reduce chance of pupils and staff mixing when moving from class to class, along corridors towards different areas of the school. Pinch points identified and mitigated. * **Clear Social distancing signage around school** to ensure all staff and students are aware of social distancing measures. Staff always model social distancing. * **Playground areas to be marked** to accommodate social distancing between yr group bubbles at break times and lunch times. * **Extra staff on duty** (aside from normal duty staff) supervision to keep groups distant at key points in the day.     **Reinforcing compliance with social distancing measures**   * School Behaviour Policy re -revised and shared with staff and students to include compliance with revised social distancing measures * Clear expectations and one-way system shared with parents and students prior to school start in Sept (via video). * Clear messaging to students on the importance of social distancing when back in school (via form tutors). * Staff model social distancing behaviors and measures at all times including adhering to the one- way system. * All staff to be vigilant in reinforcing social distancing and the one- way system * SLT and duty staff to monitor compliance of protocols and one-way system and challenge individuals where needed.   **Visitors and Contractors on school site.**  *(Guiding principle: minimise number of visitors on site)*   * **Entrance on site**: Make clear to parents that they cannot gather at school entrance gates or enter the site (unless they have a pre-arranged appointment, which should be conducted safely) * Where possible meetings for LAC pupils and/or those with a social worker to take place online, not on school site. * Other visitors or contractors coming on site must be pre booked and declare they are free of virus symptoms. * Floor markings in the Reception area and appropriate signage used. Glass windows to remain shut. * Visitors’ leaflet to be amended to include virus information and linked actions. Site guidance on physical distancing and hygiene practices explained to visitors on arrival. This includes visiting supply teachers, peripatetic staff and other visiting staff. Reduce turnover of different visiting staff, by engaging in longer term contracts. * Limit the use of contractors or other scheduled work on school site, unless absolutely necessary. No lettings taking place. * Ensure risk assessment for contractors works incorporates measures to cover COVID 19 * Alternative arrangements for contactors entrance and exit to school has been considered   **Groupings and Curriculum organisation**  *Guiding principle: Limit interaction, sharing of social spaces between year groups, thus reducing the possibility of direct transmission. Easy to identify which groups of students may need isolating if a positive case occurs.*   * **Limit year group bubbles mixing during the day,** by adopting a one- way system and separate social areas * **Reduce mixing between pupils in the same year group bubble:** * Yr 7 students will be taught in and stay with their form groups for each lesson throughout the day, * Yr 8 pupils will stay in their common sets for each lesson, and this will be their tutor group. * Where possible, timetable double lessons in practical subjects where one-way system is difficult to implement due to school layout, to avoid frequent congestion build up. * Revise PE curriculum to take into account restrictions on contact sport. Increase use of outdoor facilities when delivering PE where possible. * Staff in practical subjects to revise delivery, taking into account individual subject considerations, such as limiting singing or sharing instruments in Music, limiting face to face group work , using face masks/visors, positioning students back to back or side on or teacher using face masks/visors in subjects such as Drama Subject specific risk assessments in place. * Practical activities are limited: upon completion, all surfaces and all equipment are to be cleaned using disinfectant. * Pupils should limit the amount of equipment they bring into school to essential items for learning. Students to bring in their own stationery. * Limit the exchange of take-home resources between students and staff, unless it contributes to pupil education and development. These resources to be cleaned regularly. Pupils bring their own aprons for practical subjects that require it. * Classroom based materials and practical equipment used within class/Yr group bubbles to be cleaned regularly. See separate T and L risk assessment. * Resources shared across classes/year group bubbles or rotated between groups of pupils must be cleaned meticulously and frequently in between usage, or left unused for a period of 48 hrs (72hrs for plastics) * **No group assemblies**. Virtual assemblies instead. * **No music ensembles or choirs** to take place.   **Staff Health and Safety**  *Guiding Principle: Staff to maintain 2m distance from adults and children where possible. Avoid close face-face contact and minimize time spent within 1m of others.*   * **The health status of staff is regularly reviewed** and processes in place to report changes to HR, particular staff with protected characteristics. * **Risk Assessments offered to all staff** * **Individual risk assessments carried out** with BAME staff and those that are clinically vulnerable, and reasonable adjustments made where necessary in terms of staff deployment and duties. * **Staff signposted to testing facilities** in the local area and access to testing kits within school. * **Staff signposted to staff well-being support (Malachi)** * **First aid staff provided with and fully trained in using PPE** if and when required.**(Control measure 6)** * **Revised risk assessment shared** with staff * **Renewed training** on Health and Safety, Risk management and Infection Control delivered to all staff as part of Sept Inset. Protocols shared. * **Clear process for reporting unforeseen risks** shared with staff. * **Staff** **briefings to take a different form**. Information shared through email. * **Staff stay and teach in their own rooms** where possible and avoid entering different classrooms. * **Classrooms rearranged** with all desks facing the front and at a distance of 2m apart from the teaching space at the front. 2m distance marked with yellow tape in classrooms. * **Staff not to share stationery.** No board markers or stationery left around in classrooms * **Controlled use of staff room, staff toilet and work area.** Engaged/Occupied signs to be used on the outside door of staff toilets and shared kitchen areas where appropriate. Distance markings to reinforce 1 in 1 out rule in communal areas and toilets. * **Department/Faculty meetings** to take place in a room large enough to allow adequate social distancing between adults. * **Travel to work:** Staff not to travel to work via public   transport unless social distancing can be achieved, and  face masks worn.   * **Teaching Assistants/ ICT staff/Other Support staff** to wear masks when working in close proximity to pupils for more than 15 minutes at a time. | Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  N  Y  N  N  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y |  | Cleaning staff  ED/ SPL  Form Tutors  Form Tutors  Site staff/ Teaching staff  Teaching staff  JET  Cleaning staff  Cleaning staff  Site Staff  AR  AR  AR  SLT/Duty staff  AR  AR/Duty Staff  LWE  AR/LWE  PE staff  SLT (JN)  ABT  ED/SPL  Site Staff  JN  ABT  ED  Form Tutors  All staff  SLT/Duty Staff  AR  ED  Teaching staff and Reception staff  ED  ABT/Site Staff  SLT (JN)    PE Staff  Staff delivering practical subjects.  All teaching staff    Heads of Yr/Form Tutors  JET  AR/ABT  JET  ED  SPL  AR  SLT  AR/JET/SPL  AR/ABT  Site Staff  ED/SPL/Site Staff  DoFs/SL | Low  Low  Low  Low  Low  Low  Med/Low |
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| **Response to Infection: Protocol (in line with Gov.uk)** | | | | | | |
|  |  | * Symptomatic Pupils, Staff, visitors to the school who have taken a test and it gives a positive result for COVID 19 will be told to **inform the school** **immediately.** * School will **contact the local health protection team** informing them of the infected person, and use existing records/class registers of pupils and staff in each group/class and any close contacts that are likely to have taken place between staff and pupils in *different* groups to assist the local health protection team. The local health protection team will use this information to carry out a **rapid risk assessment** to confirm who has been in **close contact** with the infected person and provide definitive advice on which individuals should be sent home to **self-isolate for 14 days** from the last day of close contact. * ***Close Contact*** *includes:* * ***Direct close contact*** *means direct face to face contact with an infected person for any length of time within 1m. Including:*   *\*Being coughed on*  *\* A face to face conversation*  *\*Unprotected physical contact (skin-to-skin)*   * ***Proximity contacts*** *means**extended close contact (within 1 -2m for more than 15 mins) with an infected person.* * *Travelling in a small vehicle with an infected person.* * School will send a letter (provided by **the local health protection team)** to identified parents and staff who may be risk, asking them to self -isolate for 14 days and get a test if they subsequently get symptoms during the 14 day isolation period, and follow the *‘stay at home: guidance for households with possible or confirmed cases of COVID 19).* * Self -isolating pupils will be told to inform the school if a positive result is received. * In the case of a **suspected outbreak** (if 2 or more cases are confirmed within a 14 day period, or where there is a rise in overall sickness absence as a result of suspected COVID-19) school will work with the local health protection team and take their advice on how to proceed. * In the case of a **suspected outbreak** school may advise a large number of other pupils/whole year group to self isolate. (Whole school closures should generally not be necessary) * In the case of a **confirmed outbreak** the local Director of Public Health may dispatch a mobile testing unit to test others who may have been in contact with the positive person. The order of testing will usually follow, class level testing, whole year group testing and if necessary whole school testing. |  |  |  |  |