



# Covid-19 Risk Assessment For Full Opening of School

## September 2020

The purpose of the risk assessment is to reduce and mitigate the risk of Covid-19 transmission between staff / students / visitors attending school premises and their homes / the people in them and others in the community, in so far as is reasonably practicable, following the most up to date Government advice. Covid-19 is an illness that can affect your lungs and airways and cause a host of other symptoms. The risk level before controls is substantial due to the potentially serious consequences of infection and the apparent ease of transmission of the virus. This is particularly a risk in a school, which houses up to 1500 people daily.

This risk assessment should be read and considered alongside all relevant policies and procedures including, but not limited to, Health and Safety, First Aid, Fire Safety Risk Assessments, Safeguarding and Behaviour.

This risk assessment allows only for full opening, and does not cover any requirements if a further national lockdown is implement or the school has to deal with local lockdowns either within the area or the communities of our staff / students. However, in line with the latest guidance from Kirklees Council to all schools with regard to face coverings, we are acting as if in local lockdown and face coverings should be worn by students and staff in areas where social distancing cannot be guaranteed, such as communal indoor areas and corridors, i.e. at lesson changeover, queuing for food in the MDR and SCR, and gathering in the SCR at break and muster times.

Area for concern	Control measure	Actions Required	Person(s) responsible
<b>School lapses in following the latest guidelines</b>	The school has the most recent information from the Government, Local Authority and other bodies, and this is shared throughout the school community.	Review of all updates available such as DfE / ESFA / Kirklees Council / ASCL. Any changes covered at daily SLT meetings. Significant changes would be shared with Chair of Governors. Information disseminated to staff as required and any news items updated accordingly.	Head Teacher & Senior Leadership Team in consultation with Chair Of Governors.
<b>Premises - Regulatory checks not maintained</b>	Legionella checks, electrical, gas, ventilation and all site systems checks are up to date.	Standard maintenance routines kept up to date throughout summer and part of weekly site routine checks.	Site Manager



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<b>Premises - Fire procedures</b>	Fire Risk Assessment to be reviewed and the Fire log-book up to date.	All staff to sign in via reception as the signing in system for checking off staff will be used. Form register to be used for student checks. Staff / students to evacuate to MUGA. Whilst all efforts will be followed to ensure social distancing, fire safety takes precedence. The one-way system will be suspended to facilitate efficient evacuation of the school. The use of face coverings in communal spaces would also be suspended.	All staff
<b>Infection control - direct transmission</b>	Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges.	Asking parents not to send students that are unwell or show symptoms to school and to quarantine in line with Government guidelines, likewise, for staff. Staff & students exhibiting symptoms will be sent home and encouraged to access testing.	All staff, parents & students
<b>Infection control - indirect transmission</b>	Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.	Hand sanitiser stations in school with information on appropriate use alongside. Staff to request students to sanitise at the start and end of every lesson. Catch it, bin it, kill it signage up. Students to sanitise before entry into main dining hall, Y11 dining area and JCC. Staff have individual hand sanitisers.	All staff & students
<b>Infection control - contaminated surfaces and spaces</b>	Cleaning frequently touched surfaces often, using standard products.	Increased cleaning regime in school, staff working extra hours / different hours and additional cleaners employed / contracted. Daily cleaning regime involves cleans twice a day; evening / early morning and midday. Use of new equipment to aid midday cleaning. Cleaning staff provided gloves. Using products that kills virus. Separate cloths used in each room / space per day and cleaned appropriately.	Site Manager and premises team.



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<b>Infection control - Managing staff &amp; students in school</b>	Minimise contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times).	<p>Students in year group 'bubbles'. Each year groups will have separate entry point and meeting area. The meeting point will be the muster point where students meet at the beginning of the school before going to their form rooms</p> <p>Where possible windows to be opened at the start of first session. Site staff to check and close at end of the day.</p> <p>Where possible, and where noise transmission won't affect teaching internal doors will be wedged open to limit door handles being touched and to support ventilation of air (excluding fire doors which will remain closed and will have regular handle cleaning implemented).</p> <p>Social distancing adhered to on site, where possible, with signage in central areas on floors or walls. Social distancing markers in certain areas.</p> <p>Students will not be allowed on site earlier than 8:15am or into the building before 8:40am.</p> <p>New timetable with staggered break and lunch times. During these times meeting areas in use for year group bubbles.</p> <p>Classrooms set up with desks facing forwards and single desks, where possible. Other classrooms have perspex dividers where desks face each other. Clear visors available for staff during lessons and any other face to face sessions. Clear visors allow better communication where students have any hearing impairments, and need to lip read. Cleaning tools available in classrooms if needed during the day.</p> <p>Students encouraged to bring in own resources and avoid sharing. School has invested in more resources, i.e. text books for individuals rather than shared.</p> <p>Lesson changeover will be managed by duty member of staff and not by the usual bell indication.</p>	All staff & students



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		<p>Face masks to be worn in communal spaces (but not in classrooms) by students, staff and contractors. Students to store face masks securely and safely when not in use. Staggered lunch breaks which have been split further for different year groups. Access into the dining areas after sanitisation. Servicing staff behind perspex and sneeze screens. Cutlery cleaned for each year group.</p> <p>In dining areas and social / meeting spaces some seating 'hatched out' to aid social distancing.</p> <p>One-way system implemented with barriers to entry into certain areas.</p> <p>Lockers removed for Y7-10, to avoid congestion, and negate the need for cleaning, and allow the flow of the on-way system.</p> <p>All SLT, site team and key duty staff to carry walkie-talkies at all times for fast and effective communication.</p> <p>Risk assessment shared with staff. Staff training provided prior to full opening. Individual subject and operational areas have reviewed their spaces and processes, and localised adjustments in place if needed.</p> <p>All member of staff can approach HR for individual risk assessment if they choose.</p> <p>Positive test results of staff / students are to be discussed with other staff / students only to arrange isolation and work / cover. Such details are not for generally discussion, particularly outside the school setting..</p>	
<b>Infection control - Managing visitors and deliveries</b>	<p>Minimise contact with third parties arriving on site.</p> <p>Only engage with contractors for essential requirements.</p> <p>Implement measures to protect front line staff.</p>	<p>Social distancing lines in and outside reception and for kitchen deliveries.</p> <p>No external visitors to be invited on site unless necessary. Visitors will not be allowed on site if demonstrating symptoms. Visitors to confirm that they are fit to attend the school as per declaration on signing in system.</p> <p>Visits by appointment only. Where visitors / contractors required on site, their HGS contact to be responsible for</p>	All staff & visitors



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		<p>ensuring they are aware of and adhered to all practices identified in this risk assessment and through Government guidelines.</p> <p>Reception staff will sign visitors in rather than allow them to touch the sign in screen. Screen will be wiped down when used by different personnel.</p> <p>Protective perspex screen in reception and first aid window.</p> <p>Hand sanitiser in reception.</p> <p>Deliveries to be quarantined where possible before being issued to orderer, but hand cleaning / sanitising to be undertaken after opening all external deliveries.</p>	
PPE (for staff, students and visitors)	<p>Face coverings should be worn by students, staff and visitors in areas where social distancing cannot be guaranteed, such as communal indoor areas and corridors.</p> <p>Full PPE will be issued to staff in line with current guidance, when dealing with a child, or member of staff, that becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. If contact with the individual is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eye e.g. from coughing, spitting, or vomiting, then eye protection should also be worn.</p> <p>All first aiders in school will wear PPE as a precaution when called to deal with any incident, irrespective of social distancing measures. These will be allocated to them and they are responsible for wearing it as required.</p>	<p>Face coverings to be provided by staff, students and visitors. Cleaning is the responsibility of individuals, but we expect face coverings to be washed regularly if re-useable, and to be disposed of appropriately if disposable. Face coverings to be plain / unbranded. Face coverings to be in the form of a mask, and not through the use of jumpers, scarves and other forms of clothing. Full PPE for first aid purposes is to be single use only.</p> <p>Any member of staff or a student demonstrating symptoms and / or suspected of having covid-19 and will be isolated immediately.</p> <p>Face shields available for all staff in close proximity to students, i.e. teaching staff and lunchtime supervisors. These are provided by school and it's the responsibility of individual to ensure they are cleaned and maintained appropriately.</p> <p>Staff who have dealt with the person suspected of having covid-19 will be required to wash hands following guidelines immediately after dealing with the student.</p> <p>A deep clean will take place in the areas where the symptomatic person has been.</p>	All staff, students & visitors



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		<p>Any person who tests positive for covid-19 who has been in school within the last 14 days must immediately notify the school reception. This will be passed to SLT for immediate response.</p> <p>Staff &amp; students having been in contact with the person who has tested positive will be immediately notified and sent home and asked to isolate in line with Government guidelines.</p>	
<b>Safety Lockdown (partial or total) Plan</b>	The school can implement its safety lockdown plan (October 2019) if required, whilst adhering to covid-19 measures.	<p>The safety lockdown plan can still be followed with special considerations dependant on the safety lockdown situation.</p> <p>The safety lockdown plan takes precedent over covid-19 measures. Therefore the one-way system will be suspended to facilitate efficient evacuation of the school, if evacuation required. The requirement for face coverings in communal spaces would also be suspended. Lead SLT member to be allocated daily.</p> <p>Examples requiring special consideration include but are not limited to potential to leave windows open, students to return to rooms last used or in use for the period on site and not form room.</p>	All staff & students

Approved by the Senior Leadership Team 7 September 2020.