



Risk assessment for reopening March 8th 2021

This risk assessment documents the risk control measures that will be in place ahead of opening to all students on their return to school from March 8th 2021.

It is based on the comprehensive risk assessment completed for the return to school in September 2020, following the first major lockdown and also amendments made at the point of the second lockdown when schools remained open.

The key changes for this lockdown are:

- Face coverings advised to be worn at all points when within the building
- Mass testing of students on return and twice-weekly home testing of staff and students thereafter

Any additions from the previous risk assessment are shown in bold

The document is based on the following government guidance:

- > [Actions for schools during the coronavirus outbreak](#)
- > [Guidance for full opening: special schools](#) (this includes guidance on students with EHC plans that should be useful for mainstream schools as well)
- > [Actions for education settings to prepare for wider opening](#)
- > [Implementing preventative measures in education settings](#)
- > [Guidance for secondary school provision](#)
- > [Safe working in education settings](#)
- > **RAG rating:**
- > Red: this measure cannot be put in place in our school
- > Yellow: this measure isn't in place yet, or cannot be implemented yet but can be in place for the return date or as and when required
- > Green: this measure is already in place

> Hazard	> who might be harmed	> controls to be put in place	> who will be responsible	> when the controls need to be in place by	> additional notes
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> • Staff • Students • Contractors • Visitors 	<ul style="list-style-type: none"> > Staff & students will be asked not to come into school if they need to self-isolate under current guidance. Regular reminders will be given about this. > Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process. > If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. The room for isolation will be the hallway area next to the site team office. 999 will be called if they are seriously ill or injured or their life is at risk. > In the case of a symptomatic student who needs to be supervised before being picked up: <ul style="list-style-type: none"> • If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron • If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection • Supervising staff will wash their hands thoroughly for 	<p>CTH</p> <p>CTH</p> <p>CTH (KMA to ready isolation room)/TRI/WPR</p> <p>CTH/KMA/ TRI/ WPR</p>	<p>March 8th 2021</p>	<p>Parents to be told via letter and then regular weekly reminders in newsletter and via website & signage around school</p> <p>Hallway area to be used because close to First Aid and the school entrance but also quite private. Easily accessible and ease of cleaning afterwards. Easy access to exit for collection. Staff member can supervise from outside this area.</p>

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		<p>20 seconds after the Student has been picked up.</p> <ul style="list-style-type: none"> The home testing kits available in school will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if providing one will increase the likelihood of them getting tested. If not, parents will be told to log onto booking a Covid Test at the earliest opportunity. Parents and staff to inform school immediately of test results Parent informed pupil can return to school if test result is negative (email confirmation required). If positive, the family will have to self-isolate for 10 days. School to follow the advice from PHE <p>> Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken:</p> <ul style="list-style-type: none"> Use of a vehicle with a bulkhead (i.e. the driver is in a separate compartment to any passengers); or The driver and passenger will maintain a distance of 2m from each other; or The driver will use PPE (the same PPE as when supervising a symptomatic Student, as explained above) and the passenger will wear a face mask if they are old enough and able to do so <p>> A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be</p>			<p>It is likely that the school minibus would be used to facilitate the distancing and ease of cleaning afterwards.</p>

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		<p>disposed of properly, following decontamination guidance.</p> <p>> If the school becomes aware that a Student or a staff member has tested positive for coronavirus, the school will respond following the guidelines for managing a positive case and may contact the DfE helpline if necessary and follow the advice given. The response will include which is likely to include a rapid risk assessment to confirm who's been in close contact with the person, and these people will be asked to self-isolate.</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> • The students and staff in each group • Seating plans for all classrooms will be in place • Any close contact that takes place between children and staff in different groups <p>Close contact means:</p> <ul style="list-style-type: none"> • Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> ○ Being coughed on, ○ A face-to-face conversation, or 	CTH or SLT lead		

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		<ul style="list-style-type: none"> o Unprotected physical contact (skin-to-skin) • Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person • Travelling in a small car with an infected person > Mass Testing of students on their return to school which will happen three times before the students are provided with kits to be used twice weekly at home. • A separate risk assessment is in place for this process > Staff home testing twice a week 	<p>CTH / CFI / AMA</p> <p>AMA</p>		
Contact with coronavirus when getting to and from school		<ul style="list-style-type: none"> > Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible. • Staggered start and end to school day will be in place • The bike store will be zoned for Year groups 	<p>CTH</p> <p>CTH</p> <p>PBU</p>	<p>March 8th 2021</p>	<p>These points will all be communicated via the newsletter and letter which will be sent to all parents prior to reopening and regular reminders thereafter.</p> <p>There will also be</p>

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		<p>simple questionnnaire and the track and trace details via the app</p> <ul style="list-style-type: none"> • Keep to 2 metres apart • Any hard seating or tables used should be cleaned before and after use ➤ Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day. If they're using disposable face coverings, these will be put in a covered bin. ➤ Students wearing any sort of face covering when arriving to school will wash their hands on arrival (as all students will), dispose of/store the covering, and wash their hands again before going to their classroom. ➤ students and staff members, in addition to the requirements outlined throughout the risk assessment, will be required to wear facemasks in all indoor corridor/communal spaces and classrooms and when they are seated in the dining room but not if eating ➤ Staff in office areas should ensure they keep a 2m distance from other staff or Children if more than 1 person in a room or they have visitors need to keep at least 2m apart. ➤ There will be signage in all areas of the school 	<p>points to the building (SLT present at all)</p>		

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		<ul style="list-style-type: none"> > Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out. > Lidded bins for tissues, preferably operated by a foot pedal, will be emptied throughout the day. 			
Spreading infection through contact with coronavirus on surfaces		<ul style="list-style-type: none"> > Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including: <ul style="list-style-type: none"> • Banisters • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Teaching and learning aids • Books and games and other classroom-based resources • Computer equipment (including keyboards and 	KMA	March 8 th 2021	4 additional cleaning staff will be employed to work throughout the school day.

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		<p>mouse)</p> <ul style="list-style-type: none"> • Sports equipment • Telephones • Fingerprint scanners will not be used – alternative methods of paying for lunches and topping up accounts will be in place. • Outdoor equipment <p>> Students and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, phones & uniform. Students will be given space in their 'base classroom' to store books and also a large wallet to store stationery etc.</p> <p>> Areas of the school that are used by students will be cleaned thoroughly at the end of the day. AYS will be informed of which rooms require cleaning and which are not in use.</p> <p>> Areas of the school not in use will be shut off to make cleaning more manageable.</p> <p>> Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> • Cleaned frequently and meticulously, and always 	<p>CTH</p> <p>KMA</p> <p>KMA/CTH</p>		

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		<p>between groups using them; or</p> <ul style="list-style-type: none"> • Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups ➤ The same rules will be followed for books and other shared resources that students or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to Student education and development. ➤ Individual and very frequently used equipment, like pens and pencils, will not be shared. ➤ Shared rooms, such as halls and dining areas, will be cleaned between different groups using them. There is a rota for lunchtimes to facilitate this. ➤ If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance. ➤ Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out. ➤ Teachers will wash their hands and surfaces before and after handling students' books. 	<p>LAR</p> <p>LAR</p> <p>KMA</p> <p>KMA/CTH</p> <p>KMA</p> <p>LAR</p>		

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<p>Spreading infection due to excessive contact and mixing between students and staff in lessons</p>		<ul style="list-style-type: none"> ➤ The school has been divided into 5 Year zones to allow for year group bubbles ➤ The majority of KS3 lessons will take place in the same classroom with teachers moving between lessons. ➤ KS4 lessons will be a mix of the same classroom or classrooms within the year group zone plus lessons in specialist classrooms (Art, Music, ICT, DT) with cleaning of these rooms between changes in year group ➤ Students will be taught and reminded to maintain their distance and not touch staff or peers. ➤ Students will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this. ➤ For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between students will be maximised as much as possible. ➤ Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from students and other staff as much as they can (ideally 2 metres apart). This won't always be possible, but close face-to-face contact will be avoided, and time spent within 1 metre will be 	<p>CTH</p> <p>PBU</p> <p>PBU</p> <p>LAR</p> <p>LAR</p> <p>JBU/LJO</p> <p>PBU/LAR</p> <p>JBU</p>	<p>March 8th 2021</p>	

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		<p>minimised.</p> <ul style="list-style-type: none"> > Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum. > Specialists and other support staff for students with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene. > Behaviour management will continue via the use of 'Call-out' procedures but with an additional response which will result in students being moved to an alternative class within the Year group 'bubble' > 'Time-out' rooms will be used as follows - 2nd, Y10 & 11 and 7 & 8 will be housed in a large communal space with separate entrance/exit and dividers in place to maintain the distancing. 	<p>TRI/MCH</p> <p>JBU</p> <p>JBU</p>		
Spreading infection due to excessive contact and mixing between		<ul style="list-style-type: none"> > Students will be kept in the same Year groups at all times each day, and be kept separate from other Year groups. > For students who routinely attend Haybrook, the school will work with these other settings to work 	<p>CTH</p> <p>PBU</p>	<p>March 8th 2021</p>	<p>To be agreed with Haybrook</p>

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students and staff around and outside of the school		<ul style="list-style-type: none"> <li data-bbox="622 421 1115 448">out a system to keep these students safe. <li data-bbox="577 483 1182 544">▶ Students will be transported in a socially distanced manner using the school minibus <li data-bbox="577 579 1234 791">▶ Student groups will have staggered timetables, including for start and finish times, break and lunch times, to avoid too many students being in one place at the same time. P3 and 4 will be longer, giving a '3 hour window'. Within these 3 hours, each year group has a 30 minute lunch break and 20 minute break. <li data-bbox="577 810 1205 871">▶ Movement around the school site will be kept to a minimum. <li data-bbox="577 906 1227 995">▶ Students will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day. <li data-bbox="577 1031 1234 1150">▶ Rooms will be accessed directly from outside where possible, and any corridors will have one-way circulation or a divider down the middle to keep groups apart. <li data-bbox="577 1185 1189 1246">▶ All shared rooms, such as sport halls and dining areas will be cleaned between each use. <li data-bbox="577 1281 1218 1370">▶ There will be increased ventilation of all classrooms with windows open and doorstops available to prop doors open <li data-bbox="577 1406 1160 1433">▶ Toilet use will be managed to avoid crowding. 	<p data-bbox="1267 611 1384 638">CTH/PBU</p> <p data-bbox="1267 959 1323 986">CTH</p> <p data-bbox="1267 1206 1323 1233">KMA</p>		<p data-bbox="1778 802 2018 954">Duty rotas will be in place and additional staff bodies utilised (support staff / invigilators)</p>

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		<p>Students will be allowed to use the toilet during lessons and these areas will be monitored. The distribution of toilets has been changed so that there are male and female in each area.</p> <p>> Staff use of staff rooms and offices will be staggered to limit occupancy.</p> <p>> Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors.</p>	<p>CTH/KMA</p> <p>KMA</p>		<p>Additional staff work areas to be created</p>
<p>Spreading infection due to the school environment</p>		<p>> Checks to the premises will be done to make sure the school is up to health and safety standards before opening in September and signed off by Chris Fisher for SEBMAT.</p> <p>> Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>> Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>> The use of lifts will be avoided unless essential.</p>	<p>KMA/CFI</p>	<p>March 8th 2021</p>	

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		<ul style="list-style-type: none"> ➤ Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste. ➤ Outdoor space will be used for exercise and breaks, and for education where possible. 			
Spreading infection due to excessive contact and mixing in meetings		<ul style="list-style-type: none"> ➤ Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors. ➤ Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing. 	CTH	March 8 th 2021	
Individuals vulnerable to serious infection coming into school		<ul style="list-style-type: none"> ➤ The school will continue to follow any shielding guidance in place to decide who should come into school. ➤ If the guidance is paused, all staff and students are expected to come into school, apart from staff who can continue to work from home (e.g. some admin staff). ➤ Staff who are clinically extremely vulnerable and coming into school will be placed in the safest possible on-site roles where it's possible to maintain social distancing. Individual risk assessments will 	CTH	March 8 th 2021	

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		be completed for these staff.			