**Partial Re-Opening 15th June 2020**

**Covid-19 Risk Assessment Control Measures Summary**

|  |  |
| --- | --- |
| **Hazards/Risks** | **Control Measures** |
| 1. **Hazards associated with the spread of coronavirus (Covid-19) to all returning Yr10 & Yr12 pupils and staff - General principles** | * Implement and monitor Coronavirus (COVID-19) contingency plan for schools. Adopt a staged response process for various increasing risk profiles as the virus threat increases across the country. * Additional Government Guidance and preventative measures used to guide our risk approach to partial re-opening include: * [*Coronavirus (COVID-19): implementing protective measures in education and childcare settings*](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings) * [*https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools*](https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools) * [*Coronavirus (COVID-19): safer travel guidance for passengers*](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers) * [*COVID-19: cleaning in non-healthcare settings*](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) * [*social distancing guidance*](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing) * [*Guidance for food businesses on coronavirus (COVID-19*](https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19) * [*Coronavirus (COVID-19): safeguarding in schools, colleges and other providers*](https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers) * [*Stay at home: guidance for households with possible coronavirus (COVID-19) infection*](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)*;* * Government advice is being regularly accessed, assessed, recorded and applied. * Primary control measures to reduce risk of virus spread include: * Display of hygiene messages - “catch it, bin it, kill it” including presentations to pupils and communications to staff on the NHS/PHE guidance relating to general hygiene and hand washing. * Implement improved hygiene and cleaning regime for frequently touched surfaces and fittings throughout the school with particular attention to hard surfaces, especially in areas of high flow volumes and on shared equipment. Focus on areas specifically used by returning year groups. This includes re-prioritising the daily schedules for existing cleaning staff to concentrate on higher risk areas and surfaces, and increasing the number of hours of cleaning performed by cleaners. * Cleaning checklists to be maintained to ensure all areas have been cleaned and sanitised ahead of and during the school day. Performance and effectiveness of the cleaning regime will be closely monitored. * Provide additional hand sanitising gel across the site: at entrances to all classrooms used by classes, at the Mansion Reception (outside and inside) and Medical Centre. * Any member of staff or student who becomes symptomatic or are living at home with someone who has COVID-19 must not attend school and should follow Government advice on self- isolation. * Staff/pupils identified as clinically extremely vulnerable have been identified and will remain shielded away from school. Any member of staff in the clinically vulnerable group will be identified and risk assessed on a case by case basis. * Procure weekly supplies and maintain a stock of all hygiene materials and cleaning product, sanitiser gel, gloves and protective masks, subject to availability of stock from suppliers. * Teachers/SMT to communicate the key hygiene messages to pupils via assembly and tutor groups. * Parents are provided with regular updates and asked to follow Government/PHE guidance on family self-isolation and advise the school of any actions they take. * Suitable safety and health advice signage is provided across the school to provide guidance on social distancing, hand hygiene and general guidance to help reduce the risk of transmission. * Increased levels of natural ventilation have been enabled using openable windows and doors to provide as much through ventilation as possible within classrooms. |
| 1. **Spread of coronavirus to parents, visitors and contractors** | * Access to the school is controlled effectively. The number of visitors to the school is kept to a minimum. Parents stay in cars at drop off and pick up. Parents only go to reception desk if this is unavoidable. Deliveries drop and go as normal to St Paul’s (AL) – not signed for. * All visitors and contractors with a specific, essential task report to the reception desk and are signed in and out when leaving by PPC staff. Records kept of all visits for tracking and tracing purposes. Social distancing and hand hygiene to be maintained at all times. * All non-essential visits/deliveries have been suspended and essential visits/deliveries rescheduled to minimise any possible interaction with staff and pupils. * Sanitising gel and hygiene notices are provided. * Visitors and contractors are escorted by appropriate member of staff, maintaining 2m social distancing. * Plastic screen installed at reception desk. * Staff and pupils advised to: * Clean hands using soap and water or a hand sanitiser immediately when they:   - get home or come into work  - blow their nose, sneeze or cough  - before eating or handling food   * Cover mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing and throw the tissue away straight away. |
| 1. **Risk of contracting the Covid-19 virus from educational visits, fixtures, events or meetings** | * All external fixtures, events, visits, CPD, etc, cancelled. No face-to-face staff/departmental meetings – where possible all meetings/discussions to be facilitated using Teams. |
| 1. **General Hazards associated with the spread of Covid-19 amongst pupils and staff returning on 15/06/20 – Yr10 & Yr12 Tutor groups.** | * Soft furnishings and other hard to clean equipment will be removed from classrooms or protected/covered in situ. * Specific classrooms dedicated to year tutor groups. Classrooms reconfigured to enable social distancing and ‘class pods’ approach * Limited interaction between returning pupils whilst inside school buildings to help avoid transmission between groups. * Staff advised on systems required for safe reopening of school, including hygiene and social distancing. * School transport not operating, to eliminate risk of transmission in school minibuses/coaches. * Separate staircases and toilet facilities dedicated to each year groups pod. Main staircase and all other areas out of use as much as possible. * Drop off and pick up are carefully structured in order to maintain social distancing: * Drop-Off – Parents drop of their child outside the Mansion front entrance and then drive away as normal. Pupils wait in tutor pods in their own assembly area under the Mansion Portico/Steps, observing social distancing. Each group will be supervised by their HSM/Tutor * Pick-Up - At pick-up, parents drive to the Butts car park, where they will park and wait for their children to arrive. Students will leave the Mansion and walk to the Butts via designated “safe” walkway routes and meet their parents for collection. * Tutor groups will be splits into ‘pods’ and spread across designated classrooms ( L5 in rooms 2nd floor roomC3/C4 & L6 in LG floor 6th Form study centre). With this ‘Tutor Group pod’ system, if anyone was to become ill with the virus, we will be able to quickly trace and contact any pupil or staff member they have been in contact with during their time in school. * The 2m rule will be maintained as much as is possible in classrooms but this will be challenging in a school environment, but HSM’s/Tutors to remind all students of the importance of social distancing at school. * The same HSM/Tutor are assigned to each group each day (other than when a job share is in place) * Students use the same classrooms/study areas throughout the day and every day * Where possible students will sit at the same desk/work station each day. * Resources, equipment and devices will not be shared by pupils * Outdoor equipment, including sports equipment and sports areas will not be used. Exceptions will be for core-curriculum PE assessments and coaching only where it is possible to manage social distancing rules and ensure the facilities can be properly cleaned between coaching groups. A separate RA will be required for these activities prior to taking place. * When outdoors students are encouraged to maintain strict social distancing and hygiene rules. * Groups of pupils cannot mix with other groups at breaktimes or when outside at other times of the day * Length of school day shortened to reduce risk of pupil fatigue with hygiene and social distancing rules (9.00am – 13.15pm) * Members of staff in school practise social distancing – the staff room will not be used for congregating (although it will be available for accessing refreshments) * The school will operate with a skeleton staff – only those teachers/tutors involved in teaching classes or running key worker club should be in school. Support staff will work in school as required. All members of staff that can work from home should do so. * Staff do not come to school if showing any symptoms of the virus, or if they are living with someone who is showing symptoms * Teachers ensure pupils wash their hands regularly during the school day using soap, and use sanitising gel as a backup to this regime * HSM’s/Tutors to clean regularly used hard surfaces in classrooms regularly during the school day. * Additional cleaning will be introduced for high traffic areas, touch points and toilets. * An isolation room has been set up for any students/staff that develop coronavirus-like symptoms. Students/staff showing symptoms will be supervised in the isolation room by the school nurse maintaining 2m distance or wearing appropriate PPE. * Parents advised that if their child is unwell, showing any symptoms, or anyone in their family is showing signs of COVID-19, they do not send them to school and isolate/test and inform the school. If we become aware of any student or adult in the school who becomes unwell with the symptoms of coronavirus, and subsequently receives a positive test result, we will inform every person they have been in contact with at school so they can take relevant precautions as advised by the Government guidelines. * Any pupils arriving at school wearing PPE do not bring this into the buildings but leave it with their parents. * PPE may be worn by pupils and staff whilst in school for their own reassurance – to be supplied by the individual, not by the school. * Any pupil wearing PPE is responsible for putting it on themselves and will not be assisted by their teacher |
| 1. **Hazard associated with the possible transmission of coronavirus by a staff member/student becoming ill during school day**. | * Student waits in isolation room / member of staff leaves premises immediately. * Staff to inform SMT member on site * Parents to be informed immediately to come and collect their child.      * Cleaners informed to make sure area student/staff was in has a thorough deep clean and that area is not to be used again until the thorough clean has been completed.      * Student is supervised in isolation room by the trained, qualified school nurse. |
| 1. **Staff members/pupils at greater risk –** Failure to implement suitable precautionary measures against Covid-19 for vulnerable groups. | * Staff with pre-existing medical conditions (clinically extremely vulnerable) which make them more susceptible to serious coronavirus symptoms will not expected to be in school. * A separate risk assessment will be carried out for any member of staff in the clinically vulnerable category who wishes to return to school to identify whether this can be done safely. * Parents of pupils with underlying health issues advised to keep them at home |
| 1. **Travel to School -** Staff and pupils contracting the virus through direct/ indirect transmission when travelling to/ from the school site. | * Ensure staff, pupils and parents/carers parents/carers are aware of recommendations on transport to and from the school as outlined in “Coronavirus (Covid-19): Safer travel guidance for passengers” * Communicate revised travel plans to staff, pupils and parents/ carers notifying them of changes to the drop-off/pick-up times and arrangements for safe access to the school site. * Encourage parents/carers to consider appropriate modes of transport that minimise the Covid-19 risk of transmission to their families, school staff and the general public. |
| 1. **First Aid and Medical Support** – Failure to ensure staff/pupils are adequately protected in the provision of routine first aid. | * List of trained first aiders reviewed to ensure sufficient capacity amongst returning staff. * Good practice guidance will be followed for routine first aid provision in accordance with Government and Industry guidance. * Lead nurse to provide staff with training on the safe use of PPE within isolation room and also best practice provision of routine first aid. |
| 1. **Fire Safety –** New fire hazards as a result of implementing control measures for COVID-19 | * Testing/ inspecting all relevant fire safety equipment and systems before allowing employees and pupils back onto site. * Fire procedures adapted to take need for social distancing and maintaining ‘Tutor pods’ into account. * Social distancing to be observed at the fire assembly point on the main bank. Muster by tutor group. * Staff trained in revised procedures. * Fire drill to be held in first week back to test procedures. |
| 1. **General Facilities Management** - Failure to complete adequate cleaning and checks prior to reopening the School | * Complete a visual inspection of the site to determine levels of cleanliness and identify any damage or other concerns that need to be remedied ahead of re-opening. * Carry out initial deep clean and sanitizing to all areas to be occupied by returning staff/pupils. * Check to confirm any required statutory inspections and compliance requirements are up to date. * Review the schools water quality risk assessment to ensure good water hygiene has been maintained over the lockdown period. Thoroughly flush all water systems and sample/test where necessary. |
| 1. **Catering Services** – Hygiene risks relating to student packed lunches and personal water bottle use on site following implementation of control measures for COVID-19 | * Students to bring their own packed lunches/snacks to school. No food preparation or food facilities will be provided by the school. * Packed lunches to be consumed on the grass bank outside the Mansion House. Tutor groups to maintain social distancing from other groups during lunch. * Staff and pupils will bring their own water bottles and drinks to reduce any risk of cross-contamination and transmission. Dedicated water bottle refill points for each tutor group will be available, signed and tested for use by students during the day. * Staff will remind students of the need to wash their hands thoroughly before and after eating. * Assistant Bursar will provide general guidance to for communication to parents related to care and safety regarding food allergies. Packed lunches should not be shard at all between individuals within a group. |
| 1. **Safeguarding** - Lack of adequate pupil safeguarding procedures | * Staff follow normal school protocols regarding safeguarding of pupils. If staff have any concerns, they contact Simon Cane-Hardy in the first instance. * Staff to remain alert to any safeguarding concerns following the extended period pupils have spent away from school. |
| 1. **Wellbeing** - Fear/ anxiety caused by returning to school. | * Hold feedback and review conversations with staff to identify whether the measures are effective and to understand any serious concerns staff may have about returning to the workplace. * Provide staff, pupils and parents/ carers with details of the measures that the have been taken to minimise the risk of them contracting the virus at the school. * Identify any specific concerns that employees, pupils, and/or parents/ carers have (e.g. certain activities or areas of the site) and address these concerns where possible. * Make reasonable adjustments where possible to alleviate concerns on a case by case basis. |