

Return to School Risk Assessment

Issue/ Risk	Actions	By whom?	By when?	Risk level after actions
Prep-Safety Equipment to reduce risk of transmission (M)	<ul style="list-style-type: none"> • Order 2 non- contact thermometers for first aiders for any pupils/staff that display symptoms • Order PPE for First Aiders- Fluid Resistant Surgical Face Masks, disposable gloves/ aprons and eye protection • Make PHE signs for around school, classrooms and doors- Catch it, Kill it, Bin it; Symptoms and no- entry, 2m distancing etc and laminate (using e-bug website/ PHE Coronavirus resources and Irish Chamber of Commerce (AH to check laminating pouches and order if needed) • Order photocopying paper as <u>no text books being used</u> • Order lined paper to supplement exercise books • Order spare pens/ pencils- <u>order more as now no pencil cases</u> • Order cleaning supplies- disposable gloves/ aprons/disposable cloths/ paper roll/ disposable mop heads/ products to steam clean carpets/ cleaning products in larger quantity to clean between lessons/ bin bags (have to double bag all disposable products and leave for 72 hours) • Hand sanitiser • Table wipes x 1000 • Tape to mark routes/ block out tables/ do one way system 	AH AH LJ AH AH AH AH DD/AH IH IH IH	Done Done In progress Done Done Done Done Done Done Arrived Pending Wc 8/6	L/M
Prep- Deep clean of school and then cleaning plan to reduce reinfection (M)	<ul style="list-style-type: none"> • Zone off parts of the school not to be accessed. • Identify rooms to be used • All staff to clear all surfaces where can for cleaning- put away what needed- do on days in (has been there 8 weeks so not infected) • Cleaners 'Deep Clean' all rooms against audit sheet • Reassess cleaner hours with DD- need people in all day, every day on rota so every time the room is empty it is cleaned and bins emptied. Only 4 cleaners in • Order products and PPE (see above) 	SLT/Caretakers SLT All staff DD/ GLG- 4 cleaners DD/GLG/JM AH/PH	done done done On their day in done From 19/5 Done	L L L M L L
Infection Spreading	<ul style="list-style-type: none"> • Limit number of pupils in school (9 per class)- we need survey of pupils coming in with guidance on those shielding/ critically vulnerable or BAME- this will then determine timetable? 	SC	Done	M

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(M/H)	<ul style="list-style-type: none"> Access rooms from outside if possible (use fire doors and rooms in email previously) 	TEACHER	Done	M
	<ul style="list-style-type: none"> Bottles of hand cleaning gel to be outside every room to and used by students and staff to clean hands on entering room. ASK IH for standalone dispensers. 	IH	WC 8/6	M
	<ul style="list-style-type: none"> One way system in place around school and marked on path 	IH	WC 8/6	L
	<ul style="list-style-type: none"> Need to factor in vulnerable/critical worker pupils in a room 	LB	Done	M
	<ul style="list-style-type: none"> Year 10 critical worker/vulnerable in separate room as in all day 	LB	Done	M
	<ul style="list-style-type: none"> Take out/ block out desks so 2m apart and pupils sit one to a desk in centre of desk- tape off ends. Might need to rearrange some classrooms/offices- No face to face seating (including offices) 	IH	Wc8/6	L/M
	<ul style="list-style-type: none"> Reduce times of day 	SC	Done	M
	<ul style="list-style-type: none"> Staggered arrivals/ breaks/ lunchtime (finish 1:30 for the year 10 and staggering the vulnerable groups) 	SC/BS	Done	M
	<ul style="list-style-type: none"> Group of 9 in one classroom and staff move to them but limit number of staff, same staff each time/ week (Bubble)- it says "different groups are not mixed during the day or subsequent days with the same staff assigned, in the same classroom, on the same desk" 	BS	Wc 8/6	M
	<ul style="list-style-type: none"> Seating plans for each class- kept to rigidly 	All		M
	<ul style="list-style-type: none"> Posters in all rooms reminding procedures for handwashing/ tissues etc 	LJ	Done	L/M
	<ul style="list-style-type: none"> Increased cleaning done in the day- bins emptied regularly and double bagged. Desks cleaned in breaks (bought table wipes) 	DD/TEAM	Done	M
	<ul style="list-style-type: none"> Handwashing facilities in place in each room (prioritise use of rooms with sinks) and then use hand sanitiser in others- done on entry to day, before and after eating and prior to leaving / after coughing and sneezing/ as much as possible- minimum of 20 secs with soap and water and then dry hands to make them less hospitable to the virus 	TEACHER	Done	L/M
	<ul style="list-style-type: none"> Keep windows and doors open for ventilation- caretakers making door stops 	TEACHER		L/M
	<ul style="list-style-type: none"> Pupils escorted to toilets by member of staff to ensure no mix of bubbles 	TEACHER		L/M
<ul style="list-style-type: none"> No text books. Can we do PE? If so clean equipment each time and changing rooms (PE limited to exercise where students are 2m apart) 	TEACHER		L/M	
<ul style="list-style-type: none"> Remove all unnecessary items from classrooms/desks for cleaning 	TEACHER		L/M	

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	<ul style="list-style-type: none"> Do not use equipment with intricate parts that is difficult to clean- I suggest NO practical in science/ DT/etc, clean keyboards. Film around keyboards- changed each time Amend Pupil Behaviour Policy to address issue if pupil fails to comply with health and safety instructions they are sent home "Police and local authorities have the powers to enforce the requirements set out by law. If people do not comply with the,... may instruct to go home, leave and area or arrest you where they believe it necessary" (Fines) If a child is asymptomatic must send home immediately- first aiders to wear PPE Any ill child waiting to go home to be isolated in a room behind closed doors- Glass cubby with ventilation. If the ill child needs bathroom they need to use a separate one and it be cleaned immediately If child cannot be left alone then apron, gloves, visor to be worn and ventilate area- try to stay 2m away If staff/ pupils test positive for Covid 19 the whole class or bubble have to go home to self - isolate for 14 days All deliveries to go through reception and avoid contact with students and staff. 	TEACHER MM/SLT FIRST AIDERS SLT IH	Done On web PPE in Done	L/M L/M M/H H H L/M
Transport/ Drop offs (H/M)	<ul style="list-style-type: none"> Recommending walking or cycling to school, as per government guidance Parental drop offs-there is a staggered drop off procedure (by class and allocated time in letter) Different classes enter through allocated external doors (letter) Staff on duty at gates for entry to enforce distancing and remind about entry points Same procedure on exit 	Dfe PARENTS AND TIMETABLE SLT SLT	Done Done Done Done	M L/M M M M
Attendance (M)	<ul style="list-style-type: none"> No fines- government guidance- see addendum on website Parent must still phone in to say if pupils not attending AND WE WILL CHASE Continue welfare checks Still operate vulnerable/ critical worker provision but to include separate room for year 10 than with other year 10 pupils- Parental call made for this Maintain online Educational Setting Status form to DFE daily 	MM MM INCLUSION LB/JL Office	Done Ongoing Ongoing Ongoing Ongoing	M L/M L/M L/M L

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Mental Well Being (M)	<ul style="list-style-type: none"> • Flexible working /learning for all staff and pupils • Questionnaire to protect those who are vulnerable (pupils and staff) and plan from this • Welfare checks- pupils and staff • Continue remote education • Maintain safeguarding provision as present • Offer bereavement support- KB and BS done course • Plan for increased anxiety/ behavioural issues- JG/KB to come in on mon/wed/frid • Use new DAILY register codes for government data 	SLT SC/JL INCLUSION/ LINE MANAGER TEACHERS DSL etc KS/BS MM Staff	ongoing Done Ongoing Ongoing Ongoing Done Ongoing ongoing	L/M L/M L/M L/M L L/M L/M
Food/FSM (L/M)	<ul style="list-style-type: none"> • Edenred vouchers continue for FSM to cover lunches • Canteen closed so pupils need to bring in snacks and drinks but finish at lunch for year 10 • Canteen would need to bid into whole school delivery programme/timetable held by caretakers who could also co-ordinate with builders- REDUCE NUMBERS ON SITE TO MINIMUM • Pupils need to wash hands before and after eating anything 	GLG Canteen canteen Pupils	Reissue 18/6 Ongoing ongoing	L L L/M L/M
Pupils in school (M/H)	<ul style="list-style-type: none"> • Criteria for shielding and extremely vulnerable sent out to parents as link to government criteria in the first letter prior to parent questionnaire, for parents to make informed choices • Letter 1- to parents explaining provision and expectations- packed lunch / allocated buses/ curric vs remote learning.....- analyse survey response to plan classes and provision and call any who don't respond • Letter 2- final arrangements followed by text with groupings to comply with GDPR 	SCL SC/BS SC/BS/M M	Done Done Wc 8/6	L/M L/M L/M
Staffing	<ul style="list-style-type: none"> • Conduct survey with ALL staff to determine levels of vulnerability and establish who will be in school and who is shielded- influences planning (as we have with pupils) 	SC	Done	L/M

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	<ul style="list-style-type: none"> Provide staff health and safety training in light of risk assessment- all staff to complete 	GLG	Done	L/M
Safe working/ when to wear PPE	<ul style="list-style-type: none"> As explained above- small groups/ limited staff/shorter days/buses/ cleaning/handwashing/ change room layout and resources used PPE= for intimate care of if 2m distance cannot be maintained when there are symptoms (ordered- Fluid resistant surgical face masks/ disposable gloves and aprons/ eye protection) Facemask- If 2m distance cannot be maintained with someone with symptoms- must cover both nose and mouth, not be allowed to dangle around neck, not be touched once put on, be changed when they become moist/damaged, be worn once and then discarded- hands must be cleaned after disposal Gloves/ apron/facemask if contact is required https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster.pdf Full PPE if risk of fluids entering eye Once used scrupulous hand hygiene and follow guidance on how to put on and remove PPE https://www.england.nhs.uk/coronavirus/primary-care/infection-control/ Dispose of all in normal household waste (tie top of bag) unless it has been used with someone with Covid symptoms then double bag and leave in a secure marked place for 72 hours before disposal away from children Amend Health and Safety policy Caretaker go through documentation on returning school systems- water/ gas etc Plan and practice for how fire drill will work in new format 	All First Aiders GLG/IH IH SLT/IH	ONGOING Done Done	L/M M/H M M
Testing	<ul style="list-style-type: none"> From June 1st all children who return to school can access testing if they displays symptoms/ or anyone in household does- can return to school if negative result (true for staff) If they test positive their 'bubble' has to self- isolate for 14 days and school will inform bubble 	SLT to ensure all informed		M M

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	<ul style="list-style-type: none"> <li data-bbox="305 254 1133 302">• https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/ 			

