



Noadswood

RISK ASSESSMENT – FULL SCHOOL REOPENING SEPTEMBER 2020

RAG rated control measures below:

- > Amber: this measure isn't in place yet, but will be in place in the early stages of the autumn term
- > Green: this measure is already in place

This document should be read in conjunction with:

- Cleaning Plan for September 2020
- School Day Zones and Bubbles
- Behaviour Policy Coronavirus Addendum
- Parent Update 30 – 8 – 2020

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	ADDITIONAL NOTES UPON REVIEW
Contact with someone suffering from coronavirus	<ul style="list-style-type: none">• Colleagues• Students• Contractors• Visitors	<p>Everyone will be asked not to come into school if they need to self-isolate under current guidance. Regular reminders will be given about this over social media, in HT updates and by tutors to young people.</p> <p>Anyone self-isolating with symptoms will be</p>	

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		<p>encouraged to access testing and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up.</p> <p>They will be isolated in the former medical room provision (the current medical room provision is to be found in the conference room)</p> <p>This space for isolation is in line with this guidance . 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • If a distance of 2m can't be maintained, supervising staff will be provided with PPE including a fluid-resistant mask • Contact will be minimised but if contact is necessary, supervising staff will wear disposable gloves and a disposable apron as PPE • If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection <p>Supervising staff will wash their hands thoroughly for at least 20 seconds after the pupil has been picked up.</p> <p>We are to be provided with a small number of home testing kits in school, these 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.</p> <p>Only in exceptional circumstances will staff take</p>	

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		<p>symptomatic children home themselves, and no one will be expected to do this by their LM/pressured to do so. In this case one of the following steps will be taken:</p> <ul style="list-style-type: none"> • The driver and passenger will maintain a distance of 2m from each other; and • The driver will use PPE (the same PPE as when supervising a symptomatic pupil, 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 disposed of properly, following decontamination guidance.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the local health protection team. The team will carry out 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 • 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 ○ Unprotected physical contact (skin-to- 	

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		<p>skin)</p> <ul style="list-style-type: none"> • 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 <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p>	
Contact with coronavirus when getting to and from school		<p>Everyone will be encouraged to walk or cycle into school through letters/social media.</p> <p>Reminders will be regularly conveyed to students about the importance of walking straight home/not gathering in the community/not walking on to primary school sites or other secondary schools to meet siblings/friends.</p> <p>Anyone who needs to take public transport will be referred to government guidance.</p> <p>Minibus travel using our own or providers' buses is paused until further notice, but when reintroduced, discussions will be held to ensure we:</p> <ul style="list-style-type: none"> • Follow all hygiene and health guidance at that time <p>Parents/carers who need to drop off and pick up students will be told through messages/letters/reminders:</p> <ul style="list-style-type: none"> • Students' allocated arrival and departure times. 	

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		<p>with different groups given different times</p> <ul style="list-style-type: none"> • To avoid parking near the school site wherever possible and to ask students to meet them at places further from school site than conventionally to avoid bunching of adults and young people alike. <p>Parents/carers will only visit when completely necessary; we offer them a range of contact email addresses monitored throughout the day in addition to the conventional phone contact numbers/ePraise when they need to discuss issues.</p> <p>When they do need to visit the site to drop off any equipment/food/money, they will be asked to queue outside Reception if someone is already in there, using the signage on the floor, to ring the bell when they come in, and to give items directly to the student concerned who will meet them outside the Reception door with the exception of urgent meds.</p> <p>We will encourage students and colleagues to always wear face coverings when moving around communal areas in school, and anywhere where physical distancing cannot be maintained, through letters, posters, reminders around the school site and on social media.</p> <p>Anyone wearing reusable face coverings will be expected to bring a plastic bag to keep these in. If they're using disposable face coverings, these will be put in a covered, marked bin.</p> <p>They'll also be asked to wash their hands after removing the covering. Everyone will be made aware</p>	

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		<p>that they mustn't touch the front of the covering during use or removal.</p> <p>This information will be conveyed to parents/carers/students by letter and through tutor time/regular reminders around the site and over the social media platform.</p> <p>A supply of spare face coverings and visors will be kept for anyone who requires one or has a covering that's unsafe to wear.</p>	
Spreading infection due to touch, sneezes and coughs		<p>Alcohol based sanitiser stations are in place outside every building, and 6 additional washing stations are in place to supplement usual washing facilities.</p> <p>Sanitisers going in outside Astro and playcourts</p> <p>Everyone in school will be actively and regularly reminded to:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands • Clean their hands on arrival, after breaks, if they change rooms, before and after eating, before using the biometric pad in the canteen, and after sneezing or coughing • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste according to the Catch it, Bin it, Kill it principle. <p>Students will be encouraged to learn and practise these habits in lessons and by posters put up across</p>	

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		<p>the school.</p> <p>Skin friendly cleaning wipes can be used as an alternative, and will be available in all learning spaces and offices, as well as by photocopiers.</p> <p>Additional cleaning throughout the school day available to clean touch points and support any specific issues required around the school site.</p> <p>Help will be available for any students who have trouble cleaning their hands independently.</p> <p>Separate risk assessments are in place for students with more complex needs and colleagues who work with them that will be reviewed regularly to ensure they are supported to manage the necessary hygiene practices.</p> <p>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.</p> <p>Bins for tissues will be emptied throughout the day.</p>	
<p>Spreading infection through contact with coronavirus on surfaces</p>		<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <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 	

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		<ul style="list-style-type: none"> • Reception desks • Teaching and learning aids • Books and games and other classroom-based resources • Computer equipment (including keyboards and mouse) • Sports equipment • Telephones • Fingerprint scanners • Outdoor equipment <p>Items that need laundering will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between students or adults between washes.</p> <p>Students and parents/carers will be asked ensure that students bring all the correct essentials each day to bags, lunch boxes, water bottles, hats, coats, books, stationery and mobile phones, and reminded that no items can be shared or loaned until further notice.</p> <p>Colleagues and students will wipe down work surfaces as part of the 'packing up' procedure</p> <p>in the few specialist practical teaching spaces that will be used in the course of the school day by students from more than one year group.</p> <p>All areas of the school that are used by students and colleagues will be cleaned thoroughly at the end of the day, and additional cleaning is in place throughout the day.</p> <p>Any resources shared between groups, such as</p>	

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		<p>sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> • Cleaned frequently and meticulously, and always between groups using them; or • Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups <p>The same rules will be followed for books and other shared resources that students or staff take home. However, unnecessary sharing will be avoided.</p> <p>Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:</p> <ul style="list-style-type: none"> • Restricted to one user; or • Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals <p>The use of shared rooms, such as the hall and canteen area, will be minimised and cleaned between different groups using them.</p> <p>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.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling students' books.</p>	
Spreading infection due to		Students will be taught in Year Group zones, with colleagues moving to their lessons, rather than	

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excessive contact and mixing between students and colleagues in lessons		<p>students moving, except between rooms within the zone.</p> <p>Movement from and between lessons will be managed so that everyone in the zone isn't moving at the identical time. This will also support supervision at lesson ends and beginnings.</p> <p>The students will have social time in Year Groups, too, outside wherever possible.</p> <p>Breaks and lunchtimes will be staggered so that Year Groups have designated outdoor space that will not be used by another group at the same time.</p> <p>If students are indoors, they will go only to their own tutor group base, still sitting down at the correct physical distancing, so that the school can easily trace who has spent time indoors with whom, and at what distance, should we need to.</p> <p>The students will be reminded to maintain their distance verbally and through the poster campaign, Stay Smart, Stay Apart and they will be reminded of the importance of not touching or getting into the physical space of peers and adults alike.</p> <p>Students will be seated side-by-side and facing forwards, and unnecessary furniture will be moved back or out of classrooms to allow for this.</p> <p>Lessons that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) will be limited by additional physical distancing measures, and will take place outside wherever possible (if taking place inside, the space will be well ventilated). Students will be positioned either back-to-back or side-to-side at an appropriate distance. Instruments won't be shared. Singing or</p>	

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		<p>instrument playing won't take place in any larger groups such as choirs over 15 people or assemblies.</p> <p>For physical activity, APE and NGB Sport England Guidance will be followed in conjunction with Government guidance,</p> <p>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.</p> <p>Specially designated areas for changing will be used to ensure appropriate distancing with careful supervision</p> <p>Colleagues can work across different groups in order to deliver the school timetable, but they will keep their distance from students and other colleagues as much as they can (ideally 2 metres apart). This won't always be possible, in exceptional circumstances, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Any students with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Colleagues will be provided with PPE, will be rigorous about hand washing and respiratory hygiene, and risk assessments will be dynamically reviewed.</p> <p>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 and they will be briefed as to our systems and protocols.</p> <p>Specialists, therapists, clinicians and other support</p>	

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		<p>staff for students with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p>	
<p>Spreading infection due to excessive contact and mixing between students and staff around and outside of the school</p>		<p>Students will be in the same zones at all times each day and be kept separate from other groups, including at staggered breaks and lunchtimes.</p> <p>Staggered starts/ends to the day will mitigate against contact between students on the way home, and community and school based reminders will be given to reinforce this.</p> <p>Everyone will be encouraged to put on face coverings when moving around the school, or anywhere where unless they're exempt from wearing one. They'll be given clear instructions about how to put on, remove and store/dispose of face coverings safely via letters, social media platforms and reminders within school.</p> <p>If the school becomes part of a local lockdown area, everyone will be asked to put on face coverings when moving around the school, unless they're exempt from wearing one. They'll be given instructions about how to put on, remove and store/dispose of face coverings safely as above.</p> <p>For students who routinely attend other settings on a part-time basis, such as an alternative provision setting, the school will work with these other settings to work out a system to keep these students safe.</p> <p>Students in each year group will enter and leave the site by specific entrance/exit points and go to their</p>	

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		<p>zone, according to staggered start times, We will have meet and greet staff in place to encourage and embed this with them.</p> <p>Movement around the school site will be kept to a minimum.</p> <p>At the end of the day, Years 9/10/11 will leave earlier than others, whilst Years 7 and 8 return to their tutor bases for 10 minutes with their tutors before leaving.</p> <p>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.</p> <p>Rooms will be accessed directly from outside where possible, and where the edge of one zone is in the same corridor as the edge of another, this will be clearly marked to keep groups apart.</p> <p>The canteen will be used to reduced capacity to allow groups to keep apart when using them. It will be cleaned between each use. Students will collect food from the canteen and eat it either in their outdoor zone or in their tutor base.</p> <p>Toilet use will be managed to mitigate against overcrowding/transmission by:</p> <ul style="list-style-type: none"> - Staggered breaks and lunches - Managed physical distanced queues outside them - Discouraging visits to the toilets during lesson times - Additional cleaning during the school day and after all breaks and lunches in the staggered timetables. 	

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		<p>Use of staff room and shared office/dept spaces will be carefully planned to enable physical distancing, and Team Leaders/'owners' of spaces will liaise with Line Managers to confirm their plans.</p> <p>Reception will remain a 'bubble' and all students and colleagues visiting from within school will queue using the signage on the floor.</p> <p>Colleagues and students will not break bubbles, parameters for which are conveyed by signage, whether that be zones, Reception, individuals' offices.</p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. A record will be kept of all visitors using our digital signing in/out system.</p> <p>Though non-overnight domestic educational visits can currently take place according to the guidance, we have paused all our trips and visits until further notice. This is so we can focus on our core business of learning, wellbeing and health and safety in our community. When we decide to recommence such activities, we will work in line with the guidance as it is at the time.</p> <p>After school clubs/catch up sessions, by year group will be planned according to separate risk assessments to mitigate against contact between bubbles of students and excessive contact between adults. They will always be in appropriate zones and at appropriate physical distancing.</p>	
Spreading infection due to		<p>Checks to the premises will be done to make sure the school is up to health and safety standards before</p>	

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the school environment		<p>opening in September.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with changes to how the school space is being used.</p> <p>Areas in use will be well ventilated by opening windows. Doors will be held open by the battery operated door stops .</p> <p>The use of the lift will be carried out only under the supervision of a member of staff with particular identified students.</p> <p>Additional bins will be provided in classrooms and other key locations to dispose of tissues and any other waste, and additional cleaners will ensure that they are emptied regularly .</p> <p>Outdoor spaces will be used for exercise and breaks, and opportunities to use the spaces safely will be planned for and conveyed to the students.</p>	
Spreading infection due to excessive contact and mixing in meetings		<p>Where possible, all meetings will be conducted by telephone or using Teams/Zoom/other video conferencing platforms, in line with our Safeguarding Policy. This includes meetings with groups of colleagues, parents/carers, visitors and governors.</p> <p>Where this isn't possible, essential meetings will be conducted outside, or in a room measured to be large enough to allow for social distancing.</p>	
Individuals vulnerable to serious infection coming into school		<p>The school will continue to follow any and all shielding guidance in place to decide who should come into school and on what basis.</p> <p>Whilst the guidance is paused, all colleagues and</p>	

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		<p>students are expected to come into school.</p> <p>Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will work in the safest possible on-site way where it's possible to maintain social distancing. Line Managers will discuss with them how best to carry out their work safely and complete individual risk assessments to support them.</p>	
Individuals put under strain from the zoning arrangements/changes/requirements	Colleagues Parents/carers Visitors	<p>Fortnightly committee to discuss the arrangements, their effectiveness and amendments to help (in line with the guidance) with the HT comprising a range of colleagues, including prof association reps, H and S experts, colleagues working with the most vulnerable students.</p> <p>Daily opportunity to provide feedback via the online form on Frog</p> <p>Open Door from all SLT for colleague views and concerns</p> <p>Wellbeing forum to be formed to support all colleagues</p> <p>KS3 and 4 Parent Forum incl parent governors to be held at regular intervals with HT and other S Ldrs.</p>	
Vulnerable students struggling with zoning and restrictions/anxiety about the changes	Students with additional needs Students with anticipated or emerging anxieties	<p>Individual plans made with vulnerable students before term start, supported by House Leaders/SLT</p> <p>Risk assessments for students on the SEND Register to support specific difficulties students may have.</p> <p>Additional staffing in the process of being recruited to enable greater SLT presence to support emerging issues.</p>	

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Curriculum/learning experience restricted by the zoning/changes	Colleagues Students	<p>Practical spaces reserved from zoning to the extent possible that T Ldrs can allocate in the best way possible.</p> <p>CPD time devoted to curriculum planning time</p> <p>Constant messaging to parents/carers/students involving them in the efforts we are making to sustain a rich curriculum.</p>	