

RISK ASSESSMENT FOR:



School reopening – September 2020

Assessment by: ECP/Wm

Date: 1st of September 2020

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY
<p>Contact with someone suffering from coronavirus</p>	<ul style="list-style-type: none"> • Staff • Students • Contractors • Visitors 	<p>Everyone will be advised not to come into school if they or anyone they live with is experiencing coronavirus symptoms, and instead follow official self-isolation guidance. Regular reminders will be given at the beginning of each month.</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing, and the school will help them do this by providing of the nearest testing centre.</p> <p>If a symptomatic person comes into school, they will be isolated in the medical room until they can be picked up from school.</p> <p>In the case of a symptomatic student who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • If a distance of 2m cannot be maintained, supervising staff will wear full PPE – including mask, apron and gloves. • If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear a face shield <p>Supervising staff will wash their hands thoroughly for 20 seconds after the student has been picked up.</p> <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 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 disposed of properly, following decontamination guidance. Cleaner to wear PPE and cleaning cloth double bagged and stored for 72 hours before disposal in</p>	<p>Wm/ECP First aiders Caretakers Cleaners</p>	<p>September 3rd</p>

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY
		<p>general waste.</p> <p>If a student or a staff member working with students tests positive for coronavirus, school will contact the local health protection team from Public Health England to ask for their advice and guidance. Parents/Carers will be notified if a student or member of staff tests positive.</p>	Wm/ECP	
Contact with coronavirus when getting to and from school		<p>For anyone who needs to take public transport, they'll be referred to government guidance.</p> <p>Discussions will be held with the school transport providers to make sure their staff:</p> <ul style="list-style-type: none"> • Follow hygiene rules • Try to keep their distance from passengers where possible • Do not work if they or a member of their household are displaying coronavirus symptoms <p>For students that will need to be dropped off and picked up, parents will be told through messages and signage.</p> <p>Students are encouraged to wear face coverings on the bus and to sit in an appropriate bubbled group.</p> <p>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.</p>	Dn	September 3 rd

<p>Spreading infection due to touch, sneezes and coughs</p>		<p>There will be allocated toilets for each year group to enable them to wash their hands. Unfortunately, we do not have enough to offer separate facilities for Year 10 and 11. Therefore, hand sanitiser will be provided in each classroom. Parents/Carers to be advised to provide their child with hand sanitiser.</p> <table border="1" data-bbox="548 379 1576 571"> <thead> <tr> <th colspan="6">Allocated toilets for washing hands</th> </tr> <tr> <th></th> <th>7</th> <th>8</th> <th>9</th> <th>10</th> <th>11</th> </tr> </thead> <tbody> <tr> <td>Boys</td> <td>By M5</td> <td>By M6</td> <td>Science</td> <td>East Block</td> <td>East Block</td> </tr> <tr> <td>Girls</td> <td>By M4</td> <td>By M7</td> <td>Science</td> <td>East Block</td> <td>East Block</td> </tr> </tbody> </table> <p>Currently investigating additional handwash stations</p> <p>Everyone in school will:</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, before and after eating, 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 <p>Students will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</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>Lidded bins for tissues will be in each classroom.</p>	Allocated toilets for washing hands							7	8	9	10	11	Boys	By M5	By M6	Science	East Block	East Block	Girls	By M4	By M7	Science	East Block	East Block	<p>Wm/ECP Caretakers</p>	<p>September 3rd</p>
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<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 • Toilet facilities • Door and window handles • Furniture 	<p>Caretakers Cleaners</p>	<p>September 3rd</p>																								

	<ul style="list-style-type: none"> • Light switches • Reception desks • Teaching and learning aids • Sports equipment • Telephones • Fingerprint scanners <p>Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance with the manufacturer’s instructions, on the warmest water setting. These items will not be shared between children between washes.</p> <p>Areas of the school that are used by students will be cleaned thoroughly at the end of the day.</p> <p>Any equipment that is shared will be cleaned between groups of children using it and multiple groups won’t use it simultaneously.</p> <p>Shared rooms, such as halls and dining areas, will be cleaned between different bubbles 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> <p>Staff members may choose to move the recording of learning from exercise books to lined paper. Either should be dropped into a tub by students on exit which should be left for 48 hours before teacher marking is attempted. Where possible exercise books (etc) should not be brought home and should remain to site.</p> <p>Computer equipment (including keyboards and mouse) – antiseptic wipes will be available for students/staff to use between each lesson.</p>		
<p>Spreading infection due to excessive contact and mixing between</p>	<p>Students will be organised into 3 different bubbles: Year 7, Years 8 & 9, Years 10 & 11.</p> <p>See page 2 of September 2020 Reopening – Overview of Temporary Arrangements</p> <p>The amount of take-home resources will be limited, and the sharing of stationery and other equipment will be prevented where possible. If shared equipment is used, it will</p>	<p>Pe</p>	<p>September 3rd</p>

students and staff in classrooms		be cleaned thoroughly between each group using it.		
Spreading infection due to excessive contact and mixing between students and staff around the school		<p>Students will be kept in the same bubbles each day. However, this will not be possible at all times given site restrictions.</p> <p>Student groups will have staggered break and lunch times, and end of the school day departure from site will be co-ordinated to avoid too many students being in one place at the same time.</p> <p>Students will be reminded about separate bubbles throughout the day.</p> <p>Staff and contractors not working with student groups will be asked to maintain 2m distances from each other and from the student groups.</p> <p>Admin staff will be kept in separate bubbles throughout the day.</p> <p>Teaching staff should make 'small adaptations' to their classroom to support distancing where possible. This should include seating students' side by side and facing forwards, rather than face to face or side on, where desks are not fixed. The task of adjusting classrooms is to be completed by the relevant teacher(s) and by the end of the first Inset day, with oversight from the Head of Department as necessary.</p> <p>The wearing of face masks on Kingsmead school site The wearing of face masks by staff and students in indoor communal spaces (i.e. corridors) is strongly encouraged. In these spaces, the layout of the school will make it difficult maintain social distancing. Masks are therefore an additional transmission control measure.</p> <p>Safe wearing of masks requires cleaning of hands before/after touching the fabric, and their storage in a sealed plastic bag when not in use.</p>	SLT & all staff	September 3 rd

<p>Spreading infection due to the school environment</p>	<ul style="list-style-type: none"> • 	<p>Checks to the premises will be done to make sure the school is up to health and safety standards before reopening.</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>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p>	<p>Wm/ECP Caretakers</p>	<p>September 3rd</p>
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Spreading infection due to excessive contact and mixing in meetings		Social distancing will be observed when meetings are held.	Wm/ECP	September 3 rd
Individuals vulnerable to serious infection coming into school		<p>Students who are shielding or self-isolating It is expected that virtually all students will be able to return to school in September. However, we do expect a very small number of students will have to self-isolate either because they have been tested positive for COVID-19, or they are a close contact of someone who has COVID-19, or based on relevant medical advice.</p> <p>Shielding advice for adults and children will pause on 1st August. This means that students who are currently on the shielding list can return to school, as can those who have family members who are shielding. Guidance regarding shielding can be found here. It may be that rates of COVID-19 rise in certain areas, and if this is the case, new shielding arrangements might be administered.</p> <p>If a student who was previously shielding remains under the care of a specialist health professional, parent/carers may wish to discuss their care with the relevant specialist health professional before returning to school in September.</p> <p>Students who are unable to attend school because they are complying with advice from a clinician or a public health professional, will be immediately offered access to remote learning which will be closely monitored and supported. There is no obligation to set tasks 'by the lesson', and students could be directed to relevant Oak National Academy resources etc. Their absence will not be penalised.</p> <p>Staff who are clinically vulnerable or extremely clinically vulnerable. We expect that most staff will be able to return to school in September, although those that are clinically vulnerable or extremely clinically vulnerable might take particular care in consulting relevant advice and guidance whilst community transmission rates continue to fall. This may include staff who are concerned about their comparatively increased risk from COVID-19, including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes. Advice for all staff who are clinically vulnerable (Including Pregnant women) is available here.</p>	Wm/ECP	September 3 rd

	Staff who are extremely clinically vulnerable are advised that they can return to school in September, if they maintain social distancing. Advice for staff in this category can be found here . We will consider reasonable adjustments to the working environment of these staff members in order to maintain social distancing, and the provision of PPE.		
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DATE OF REVIEW 1: 02.11.2020	COMMENTS:		
Additional Control Measures <i>(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).</i>	Action by Whom <i>(list the name of the person/people who have been designated to conduct actions)</i>	Action by When <i>(set timescales for the completion of the actions – remember to prioritise them)</i>	Action Completed <i>(record the actual date of completion for each action listed)</i>
Wm & ECP reviewed this risk assessment and agreed a new RA should be in place to reflect latest guidance.	Wm & ECP	13.11.2020	
DATE OF REVIEW 2: 04.01.2021	COMMENTS:		
Additional Control Measures <i>(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).</i>	Action by Whom <i>(list the name of the person/people who have been designated to conduct actions)</i>	Action by When <i>(set timescales for the completion of the actions – remember to prioritise them)</i>	Action Completed <i>(record the actual date of completion for each action listed)</i>