

CORONAVIRUS RISK ASSESSMENT (RA) JULY 2020 – Re-opening of school to all staff and pupils from September 2020

Note that this RA applies across the whole school site, including Britford Lane. Relevant DfE guidance can be found at:

https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?utm_source=10%20July%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19

Serial	Area of Risk	Likelihood (L/M/H)	Impact (L/M/H)	Mitigation	Responsibility
(a)	(b)	(c)	(d)	(e)	(f)
1	Pupil density raises risk of cross-infection	L	M	<ol style="list-style-type: none"> 1. Reduce risk by maintaining year group ‘bubbles’ as far as possible throughout, and maintaining social distancing where possible. 2. Avoid obvious pinch-points by enforcing clockwise one way systems around Paddock Block and Maths Block . 3. Maintaining tutor group integrity as much as possible in Years 7-9. 4. Ensure that furniture arrangement in teaching rooms has students sitting in rows side by side. 5. Teacher demonstrations in practical subjects with employment of webcam/visualiser to avoid crowding to see what is going on. 6. Other practical activities at discretion of Heads of Department 7. Ensure that any queuing for facilities practises social distancing. Suitable signage and marking required outside teaching rooms/Dining Hall. 8. Relining of yards to allocate areas for classes to group before lessons outside (a) Science Block, (b) Sports Hall, (c) E Block 	<p>Leadership Team (LT) collective planning</p> <p>LT/All staff</p> <p>LT collective planning</p> <p>HoDs</p> <p>HoDs</p> <p>HoDs</p> <p>HoDs/Teaching staff/Site Team</p> <p>Bursar/HoDs</p>

				9. Staggered start to term to ensure all pupils understand day-to-day operation and ground rules; importance of induction within each 'bubble'.	Heads of Section/DHM
2	Pupil cross-infection due to mixing	H	M	<ol style="list-style-type: none"> 1. Maintain integrity of pupil year group 'bubbles' during the course of the school day. 2. Teachers must make, retain and adhere to seating plans so that contact tracing is feasible if required. 3. PE/Games - pupils arrive already changed and activities are individual with social distancing built in; sport governing body guidance to be followed 4. Ensure that lunch breaks are managed to maintain group integrity and enable social distancing to be maintained. 5. Ensure that pupils are outside for lunch if possible; designated social/play spaces for individual year group 'bubbles'. 6. Avoid use of communal areas except for any timetabled and/or closely supervised activities (ie Library, ICT rooms, Common Room, private study rooms, Gym, Sports Hall). 7. No formal assemblies or tutorials; registration for Y7-11 on arrival with tutors, any assemblies will be virtual delivered via Teams. Routine registration in every lesson; use of MS Teams to disseminate information. 8. Use of Dining Hall restricted (initially) to one year group per day; sandwiches to be ordered and collected from Dining Hall by tutor group monitor 9. Appropriate social distancing where possible and practical 	<p>LT collective planning</p> <p>HoDs/Teachers</p> <p>HoD PE</p> <p>DHM/LT duty rota</p> <p>LT duty rota</p> <p>Supervising staff in those areas</p> <p>Tutors/LT assembly takers/All staff</p> <p>Tutors</p> <p>All staff</p>
3	Danger of infection for pupils and staff from	L	M	<ol style="list-style-type: none"> 1. More regular cleaning of frequently touched surfaces (eg door handles, keyboards, table tops, stair rails and banisters). Fire doors in Chapel Block and Maths Block to be kept 	Site Manager/Bursar

	environment within school			<p>propped open but only while any room inside those blocks is occupied by groups. Note that the fire etc evacuation procedure requires all doors and windows to be closed.</p> <p>2. Agree additional cleaning routines with contractors – possibility of additional mid-day cleaning rota?</p> <p>3. Provision of suitable cleaning materials in all teaching locations. Cleaning of surfaces after each lesson where there is a change of group. Tutors to check materials at start of day then teachers to check at end of each session – Site Team to be alerted immediately if materials are absent/running low.</p> <p>4. Check signs in toilets re hygiene and handwashing.</p> <p>5. Provision of multiple wall mounted hand sanitisers at all three entrances to the site (mobile unit at Back Gate) and also at key points across the school site</p> <p>6. Ensure that any equipment used during the day is either thoroughly cleaned before re-use or used on a rota with at least 36 hours between re-use (72 hours for plastics).</p> <p>7. Heads of Departments to have suitable protocols regarding learning activities, keeping of routine notes and submission of work for marking to reduce risk of cross-infection.</p>	<p>Bursar/Site Team</p> <p>Bursar/Site Team/Teachers/Tutors</p> <p>Site Team</p> <p>Site Team</p> <p>HoDs/Dept Teams/Cleaning Staff</p> <p>HoDs</p>
4	Cross infection between pupils and teachers/support staff	M	M	<p>1. Social distancing at all times unless Health and Safety action requires closer contact, in which case masks to be worn if possible, but there will also be some activities where staff and pupils cannot be socially distanced and staff have to circulate within a class (eg in Science, DT, Art and Drama). Face masks will be in integral part of the HoD risk assessment and pupils will need to provide their own for these activities.</p> <p>2. Importance of handwashing/use of sanitisers emphasised.</p> <p>3. 'Catch it, Bin it, Kill it' mantra to be reinforced through</p>	<p>All staff/HoDs/Class teachers</p> <p>All staff</p> <p>Reception to prepare</p>

				<p>signs and provision of tissues at teaching rooms and staffroom.</p> <p>4. Facial masks for pupils is a preferred option, especially in larger classes for younger age groups</p> <p>5. PPE (surgical face masks, disposable gloves and aprons) to be provided for use of both Reception and PE Staff if necessary – in case of pupil illness or injury.</p> <p>6. Parents MUST pick up their son immediately if symptoms are suspected.</p> <p>7. Symptomatic pupils to either be put in isolation room or to await collection on bench outside Reception.</p> <p>8. Masks available for staff if desired.</p> <p>9. Symptomatic staff to return home immediately or be isolated if awaiting collection.</p> <p>10. Staff and pupil toilets facilities to be entirely separate</p>	<p>signs/All staff</p> <p>Detail in letters to parents</p> <p>Bursar</p> <p>Reception to email all parents re arrangements and to check emergency contact details</p> <p>All Staff/ Reception</p> <p>Reception</p> <p>All staff</p> <p>Site Team (notices)</p>
5	Cross infection between staff	L	M	<p>1. Social distancing at all times unless Health and Safety action requires closer contact in which case masks to be worn if possible</p> <p>2. Strict limit to number of staff in Staff Room (and other communal staff areas) at any one time – to be decided by application of good British common sense! This includes areas of restricted size (eg offices).</p> <p>3. Masks available for staff if desired</p>	<p>All staff</p> <p>All staff</p> <p>Bursar</p>
6	Cross infection between visitors to	L	M	<p>1. Parents only to visit site for the most urgent reasons. Visits by anybody else including governors to be minimised</p>	<p>Reception to inform, prepare signs and</p>

	site and staff			<ol style="list-style-type: none"> 2. No parents to enter school site at the end of the day. 3. Maximum of 5 people (socially distanced) in Reception at any one time – others to wait until summoned by the Receptionist, one in one out. 4. Contractors to follow one in one out rule too – signs outside Reception as necessary. 5. Hand sanitiser/dispenser to be affixed to wall outside Reception with signs to instruct compulsory use before entry. 6. Parents to be informed of the operating arrangements for the site. 	<p>enforce</p> <p>ditto</p> <p>Reception</p> <p>Reception</p> <p>Site Team/Reception</p> <p>LT to include in pre-start of term letters</p>
7	Inadequate social distancing by pupils in free time	H	M	<ol style="list-style-type: none"> 1. Use of designated outside spaces and/tutor bases for lunch. 2. Constant reminders to pupils 	<p>LT rota to enforce</p> <p>Form tutors and colleague to check on a rota basis but especially towards the end of lunch</p> <p>Vigilance from all staff and intervention</p>
8	Social distancing not adhered to by pupils on journey to and from school	H	M	<ol style="list-style-type: none"> 1. Advice to pupils and parents to follow guidance available at https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers. 2. Ensure that start and end of school sessions avoids peak travel times (ie 0730-0900 and 1500-1800). 	<p>HM to include in letter(s)</p> <p>LT collective planning</p>
9	Teaching, team working and staff for specialist	M	M	<ol style="list-style-type: none"> 1. Heads of Academic Departments to plan appropriately to make allowance for absent/isolating staff. 2. HoDs to ensure that health and safety is monitored in their 	<p>HoDs</p> <p>HoDS</p>

	subject areas			<p>areas and that they take prompt action to address any issues. This will include at least daily checking of the learning environment.</p> <p>3. HoDs to ensure that all members of their teams understand the arrangements for safe operation and act accordingly.</p> <p>4. HoDs to ensure that learning activities take into account the need for social distancing where possible and suitable risk mitigation throughout.</p> <p>5. HoDs to agree and implement suitable protocols for study, note making, submission and marking of work so as to manage the level of risk appropriately.</p> <p>6. HoDs to ensure that any IT training requirements are met either by offering advice and guidance or by referring IT related technical issues on to the ICT Helpdesk as necessary straight away.</p> <p>7. HoDs to ensure that MS Teams is used as necessary to support learning and build pupil and staff skills (to both enhance learning and plan for any future contingency).</p> <p>8. HoDs to keep in regular contact with their teams through weekly Departmental discussions either face to face or using MS Teams – to check on academic issues, and concerns over pupil welfare and submission/quality of work and also staff well-being. Any action points to be entered on MS Teams so that all dept colleagues are aware.</p>	<p>HoDs</p> <p>HoDs</p> <p>HoDs</p> <p>HoDs/ICT staff</p> <p>HoDs</p> <p>HoDs</p>
10	Risks for vulnerable and shielded staff (and family members)	L	H	<p>1. Staff should not attend School if they or an immediate family member are at a higher level of risk from infection. Teachers/support staff who are unable to come to the school site for this reason should play a full part in the organisation and delivery of remote learning for all age groups/administration of the school.</p>	<p>All staff – staff to inform HR Officer immediately of any change in circumstances</p>

				<p>2. Track and Trace System to be observed and impact managed.</p> <p>3. Tests to be made available to staff where necessary (when they have been received in school...)</p> <p>4. Any concerns of BAME staff to be addressed as a priority</p>	<p>Reception in liaison with Public Health England</p> <p>Reception</p> <p>LT</p>
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