



**Risk assessment for
School reopening September 2020**

This risk assessment documents the risk control measures that will be in place ahead of opening to all students in autumn term 2020.

The document is based on current (as at 8 July 2020) government guidance:

- [Guidance for full opening: schools](#)
- [Guidance for full opening: special schools](#) (this includes guidance on students with EHC plans that should be useful for mainstream schools as well)
- [Actions for early years and childcare providers during the coronavirus outbreak](#)
- [Actions for education settings to prepare for wider opening](#)
- [Implementing preventative measures in education settings](#)
- [Planning guide for early years and childcare settings](#)
- [Planning guide for primary schools](#)
- [Guidance for secondary school provision](#)
- [Safe working in education settings](#)
- **RAG rating:**
 - Red: this measure cannot be put in place in our school
 - Yellow: this measure isn't in place yet, or cannot be implemented yet but can be in place for the autumn term or as and when required
 - Green: this measure is already in place

> Hazard	> who might be harmed	> controls to be put in place	> who will be responsible	> when the controls need to be in place by	> additional notes
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> • Staff • Students • Contractors • Visitors 	<p>> Everyone will be asked not to come into school if they need to self-isolate under <u>current guidance</u>. Regular reminders will be given about this.</p> <p>> Anyone self-isolating with symptoms will be encouraged to access <u>testing</u> 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. The room for isolation will be the hallway area next to the site team office. 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 Student 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 wear a fluid-resistant surgical mask • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron • 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 20 seconds after the Student has been picked</p>	<p>CTH</p> <p>CTH</p> <p>CTH (KMA to ready isolation room)</p> <p>CTH/KMA</p>	September 1 st 2020	<p>Parents to be told via letter and then regular weekly reminders in newsletter and via website & signage around school</p> <p>Hallway area to be used because close to First Aid and the school entrance but also quite private. Easily accessible and ease of cleaning afterwards. Easy access to exit for collection. Staff member can supervise from outside this area.</p>

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		<p>up.</p> <ul style="list-style-type: none"> > If there are home testing kits available 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. If not Parent will be encouraged to log onto booking Covid Test prior to leaving building. Parents and staff to inform school immediately of test results > Parent informed pupil can return to school if test result is negative (email confirmation required). > If positive, the family will have to self-isolate for 14 days. School to follow the advice from PHE > Names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus should not be released. > Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace. > Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken: <ul style="list-style-type: none"> • Use of a vehicle with a bulkhead (i.e. the driver is in a 			<p>It is likely that the school minibus would be used to facilitate the distancing and ease of cleaning afterwards.</p>

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		<p>separate compartment to any passengers); or</p> <ul style="list-style-type: none"> • The driver and passenger will maintain a distance of 2m from each other; 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.</p> <p>> If the school becomes aware that a Student 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>			

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		<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-skin) • 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 > 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. 			
Contact with coronavirus when getting to and from school		<ul style="list-style-type: none"> > Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible. • Staggered start and end to school day will be in place 	CTH CTH	3 rd September	These points will all be communicated via the newsletter and letter which will be sent to all parents prior to reopening and regular

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		<p>they have a pre-arranged (and agreed) appointment</p> <ul style="list-style-type: none"> • Receptionist to sign in all parents to reduce paper and pen contamination • Keep to 2 meters apart • Any hard seating or tables used should be cleaned before and after use <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. If they're using disposable face coverings, these will be put in a covered bin.</p> <p>> Students wearing any sort of face covering when arriving to school will wash their hands on arrival (as all students will), dispose of/store the covering, and wash their hands again before going to their classroom.</p> <p>> Students will be made aware that they mustn't touch the front of the covering during use or removal.</p>	All staff on entry points to the building (SLT present at all)		from the main school receptionist and office manager.
Spreading infection due to touch, sneezes and coughs		<p>> Handwashing facilities will be provided.</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, after breaks, if they change rooms, before and after eating, and after 	KMA/CTH	1 st September	Sanitiser stations will be at every entrance to the building and every classroom/meeting room

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		<p>sneezing or coughing</p> <ul style="list-style-type: none"> • 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 and messages on the digital screens.</p> <p>> Consider if there are any students at your school that won't be able to maintain good respiratory hygiene, such as students with complex needs who spit uncontrollably or use saliva as a sensory stimulant, and if there are different/additional measures you can put in place for these children and the staff who work with them.</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, preferably operated by a foot pedal, will be emptied throughout the day.</p>	<p>TRI/MCH</p> <p>KMA/LYA</p>		
Spreading infection through contact with coronavirus on surfaces		<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 	KMA	1 st September	4 additional cleaning staff will be employed to work throughout the school day.

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		<ul style="list-style-type: none"> • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • 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 will not be used – alternative methods of paying for lunches and topping up accounts will be in place. • Outdoor equipment ▶ Students and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes. 	CTH		

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		<p>phones & uniform. Students will be given space in their 'base classroom' to store books and also a large wallet to store stationery etc.</p> <p>> Areas of the school that are used by students will be cleaned thoroughly at the end of the day. AYS will be informed of which rooms require cleaning and which are not in use.</p> <p>> Areas of the school not in use will be shut off to make cleaning more manageable.</p> <p>> Any resources shared between groups, such as 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, especially where it doesn't contribute to Student education and development.</p> <p>> Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>> Shared rooms, such as halls and dining areas, will</p>	<p>KMA</p> <p>KMA/CTH</p> <p>LAR</p> <p>LAR</p> <p>KMA</p>		

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		<p>be cleaned between different groups using them. There is a rota for lunchtimes to facilitate this.</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>KMA/CTH</p> <p>KMA</p> <p>LAR</p>		
Spreading infection due to excessive contact and mixing between students and staff in lessons		<p>> The school has been divided into 5 Year zones to allow for year group bubbles</p> <p>> The majority of KS3 lessons will take place in the same classroom with teachers moving between lessons.</p> <p>> KS4 lessons will be a mix of the same classroom or classrooms within the year group zone plus lessons in specialist classrooms (Art, Music, ICT, DT) with cleaning of these rooms between changes in year group</p> <p>> Students will be taught and reminded to maintain their distance and not touch staff or peers.</p>	<p>CTH</p> <p>PBU</p> <p>PBU</p> <p>LAR</p> <p>LAR</p>	3 rd September	

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Spreading infection		<ul style="list-style-type: none"> > Students will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this. > For physical activity, contact sports will be avoided. 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. > Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from students and other staff as much as they can (ideally 2 metres apart). This won't always be possible, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised. > 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. > Specialists and other support 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>JBU/LJO</p> <p>PBU/LAR</p> <p>JBU</p> <p>TRI/MCH</p>		
		<ul style="list-style-type: none"> > Students will be kept in the same Year groups at all times each day, and be kept separate from other 	CTH	3 rd September	

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due to excessive contact and mixing between students and staff around and outside of the school		<p>Year groups.</p> <ul style="list-style-type: none"> > For students who routinely attend Haybrook, the school will work with these other settings to work out a system to keep these students safe. > Student groups will have staggered timetables, including for start and finish times, break and lunch times, and assemblies will take place via zoom/MS Teams, to avoid too many students being in one place at the same time. P3 and 4 will be longer, giving a '3 hour window'. Within these 3 hours, each year group has a 30 minute lunch break and 20 minute break. > Movement around the school site will be kept to a minimum. > 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. > Rooms will be accessed directly from outside where possible, and any corridors will have one-way circulation or a divider down the middle to keep groups apart. > All shared rooms, such as sport halls and dining areas will be cleaned between each use. > Toilet use will be managed to avoid crowding. Students will be allowed to use the toilet during lessons and these areas will be monitored. The 	<p>PBU</p> <p>CTH/PBU</p> <p>CTH</p> <p>KMA</p>		<p>To be agreed with Haybrook</p> <p>Duty rotas will be in place and additional staff bodies utilised (support staff / invigilators)</p> <p>TBC</p>

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		<p>distribution of toilets has been changed so that there are male and female in each area.</p> <p>> Staff use of staff rooms and offices will be staggered to limit occupancy.</p> <p>> Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors.</p>	<p>CTH/KMA</p> <p>KMA</p>		Additional staff work areas to be created
Spreading infection due to the school environment		<p>> Checks to the premises will be done to make sure the school is up to health and safety standards before opening in September and signed off by Chris Fisher for SEBMAT.</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</p>	KMA/CFI	1 st September	Lifts need signage to indicate this

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		<p>other waste.</p> <p>> Outdoor space will be used for exercise and breaks, and for education where possible.</p>			
Spreading infection due to excessive contact and mixing in meetings		<p>> Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>> Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.</p>	CTH	1 st September	INSET day – meetings to take place in Sports Hall.
Individuals vulnerable to serious infection coming into school		<p>> The school will continue to follow any shielding guidance in place to decide who should come into school.</p> <p>> If the guidance is paused, all staff and students are expected to come into school, apart from staff who can continue to work from home (e.g. some admin staff).</p> <p>> Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will be placed in the safest possible on-site roles where it's possible to maintain social distancing. Individual risk assessments will be completed for these staff.</p>	CTH	1 st September	

In addition to these control measures which are in place to mitigate the risk of students and staff contracting the virus, the school acknowledges that there are other areas of concern which will be addressed in the 'recovery plan' which will be a significant element of the next year's Academy Improvement Plan.

Two key areas are:

Student and Staff wellbeing & Curriculum Recovery.

- Student and Staff wellbeing is a new Assistant Headteacher responsibility and will focus on ensuring that the right support is in place for both groups.
 - Student and Staff Wellbeing surveys ahead of September (student survey completed)
 - New Student Welfare team developed, building on existing support and ensuring appropriate interventions are in place and accessible.
 - Staff welfare to be a higher priority – access to counselling already in place and promoted.
- Curriculum Recovery
 - Limitations in place because of 'bubble' approach of teaching but specialist rooms have been kept free so Y11 then Y10 will have priority to ensure access to broad and balanced curriculum still.
 - RE has been removed from Y11 to create additional time for options subjects to catch-up
 - Remote/Digital learning a new Assistant Headteacher responsibility
 - Increased focus on low-stakes testing to gauge impact of long term absence
 - Focus on reading to increase as per original plans