

## Covid-19 Risk Assessment for Working at School Under National Category 3/4 Measures for Wider Opening from **22 June 2020**

<b>Location</b>	Penistone Grammar School
<b>Date of Assessment</b>	01.06.20
<b>Manager responsible for the Basic Activity</b>	P Crook
<b>Lead Risk Assessor for the Basic Activity</b>	P Crook
<b>Lead Risk Assessor's Signature</b>	
<b>Risk Assessment Team Members (e.g. employees, supervisors, managers, safety reps etc.)</b>	All members of SLT, C Kelly, J Galvin, S Williams, J Thomson on behalf of Amey

### Activity covered by this risk assessment

General School Functions under the COVID-19 Social Distancing and Hygiene Measures: Government Category 3-4 including:

- Provision of teaching for children of parents who are 'key workers'
- Support functions such as administration, first aid, cooking and caretaking
- Face-to-face contact with year 10 and 12 students as stated in the governments 'wider opening' strategy\*
- Face-to-face contact with students who are 'vulnerable'\*

*\*Students who are classed as clinically extremely vulnerable are not expected to attend school*

**As at 6 June 2020 the school is aiming to invite no more than 25% of Year 10 students into school and no more than 25% of Year 12 at any one time. We will continue to offer provision for 'vulnerable' students and the children of Key Workers and expect *numbers to continue to rise, potentially up to 48 students in school at any one time (currently standing at 26).***

The **Hazard** for this risk assessment is: **COVID-19**

The **Risks** from COVID-19 for the School are:

- Death or serious ill health
- Inability to function at appropriate staffing levels
- Compromised arrangements in the event of an emergency incident (including Fire and First Aid)
- Adverse publicity affecting student intake in coming academic years and ability to recruit
- Legal Action such as fines for non-compliance
- Mental Wellbeing issues for those who have been affected by the virus or who have been adversely affected by the containment measures

NB: The guidance referred to throughout this document is that relating to "Coronavirus (COVID-19): implementing protective measures in education and childcare settings", and "Actions for educational and childcare settings to prepare for wider opening from 1 June 2020" available at

Aim High



Be Determined



Be Brave



Be Supportive



Be Proud

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings> and <https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

As we also have staff who are office based, the guidance document “Working Safely during COVID-19 in offices and contact centres” has been taken into account when considering measures for associate staff. This has also been referenced in this document. This is available at <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

Control Measures – these are the new arrangements which are to be put in place for the wider opening	Any Actions, Person Responsible and Target Date
<p>1. <b>Social Distancing (SD)</b> requirements must be maintained in accordance with the government guidelines (2 metres/ 6.5 feet) where at all possible. The guidance states:</p> <p><i>“We can ..... reduce transmission risk by ensuring children, young people and staff where possible, only mix in a small, consistent group and that small group stays away from other people and groups.”</i></p> <p><i>“Where settings can keep children and young people in those small groups 2 metres away from each other, they should do so. While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk.”</i></p>	
<p>1.1 <b>Classroom management and layout</b> has been altered to maintain SD between students. Numbers of students in classrooms have been reduced.</p> <ul style="list-style-type: none"> <li>Attendance by students at school will be by invitation or pre-booking only (year 10 and 12) or pre-booking (vulnerable students and children of key workers (KW&amp;V)).</li> <li>Small learning groups of up to 15 students for year 10, 12 students for year 12 and 14 students for key worker and vulnerable groups, have been designated to work with one teacher on the weekly rota in a learning zone. Each student will have their own specific workstation to be used solely by them for the week.</li> <li>Students will be advised in advance of the location of their designated classroom. Students will report to the member of staff on arrival who will be located at the door of the designated classroom.</li> <li>Students will be discouraged from accessing their classroom via the school’s central space/dining room and will be encouraged to access their learning zone via alternative entrances.</li> <li>Each learning group will be assigned to a designated classroom, toilets, dining room space and outdoor space which will be used by those students for the entirety of the week. All allocated spaces will be clearly signposted for each group. Classrooms have been organised to meet SD requirements.</li> </ul>	<p>NGR (Y10), NSE (Y12), AGL (Vulnerable), CMA (Key Worker)</p> <p>Weekly staffing rota in place RLA (Teaching) CMA (Associate)</p> <p>Letter home with follow-up phone calls for Y10 and Y12 [11/06].</p> <p>(Included in correspondence home)</p> <p>CMA/RLA/FM Team [KW&amp;V rooms 12/06, Y10/12 rooms 19/06]</p>



Control Measures – these are the new arrangements which are to be put in place for the wider opening	Any Actions, Person Responsible and Target Date
<ul style="list-style-type: none"> <li>Each student will be assigned a designated desk for the entirety of the week, labelled with the student's name for clarity and continuity.</li> <li>Excess furniture has been removed from classrooms. All medium and low height surfaces have been cleared with items placed in boxes. All soft furnishing have been removed from rooms; where these were essential items (ie computer chairs), these items have been exchanged for plastic alternatives that can easily be wiped clean. All items removed from rooms have been stored in an identified, alternative classroom.</li> <li>Where assemblies are required, these will be held in the amphitheatre. The cushions have been removed and placed into storage and the step-seats have been clearly marked out with crosses at 2m spacings.</li> <li>In the event that students forget their equipment, pencil cases will be available in each room to be allocated to the student and to stay in school on their own desk throughout the duration of their attendance. The cost of the pencil case will be deducted from the student's online account.</li> <li>With the exception of emergency situations, only 2 adults will be permitted in each classroom at any one time and this will be clearly signposted.</li> <li>Student attendance, lunch and break requirements (see 1.4) will be recorded by each teacher electronically, with a second paper copy of the register retained in the event of an emergency evacuation (see 4.1).</li> <li>A two-way radio/walkie talkie will be provided in each room for communication purposes.</li> </ul>	<p>CMA [19/06]</p> <p>Amey [KW&amp;V rooms 12/06, Y10/12 rooms 18/06]</p> <p>Amey [12/06]</p> <p>JHN/JGL to prepare [12/06]</p> <p>CMA/CKE/Amey (signage) [12/06]</p> <p>CMA to co-ordinate with admin team [17/06]</p> <p>JGL co-ordinating [12/06/20]</p>
<p>1.2 <b>Movement of students</b> around the school.</p> <ul style="list-style-type: none"> <li>Each learning group will be managed by a member of staff who will accompany them when moving to and from break, and to PE (key worker and vulnerable groups only).</li> <li>A staggered timetable is in place which means it is unlikely that students will meet on corridors and therefore the existing one-way system shall not be operational in these instances. To reduce congestion around reception and entrance/exit points, learning groups' start and finish times have been staggered, from 08:00 onwards, with finish times also staggered from 14:00 onwards.</li> </ul>	<p>Included as part of training video [CMA/IRI/PCR], protocols sheet [SLT] and daily briefings [PCR].</p> <p>Timetable drafted by CMA and agreed by SLT [10/06].</p>



Control Measures – these are the new arrangements which are to be put in place for the wider opening	Any Actions, Person Responsible and Target Date
<ul style="list-style-type: none"> <li>• Inter-corridor doors will be propped open to prevent the need for contact with door handles/push pads by the onsite caretaking team at the start of the day. The caretaking team will remove all door wedges at the end of the school day to maintain fire separation out-of-hours. The doors to be propped open will be clearly marked/identified.</li> <li>• A duty rota will be implemented for staff to supervise entrance/exit points and lunchtimes to prevent groups mustering together.</li> </ul>	<p>Amey [daily from 15/06 as test, and 22/06 moving forwards]</p> <p>PCR/RLA [18/06]</p>
<p>1.3 <b>Visitors</b> into school has been restricted to approved and/or essential visitors only.</p> <ul style="list-style-type: none"> <li>• Visitors are no longer allowed in school unless pre-approved by the Principal/SLT daily duty lead. Where visitors are approved for attendance at school, the Reception Team will be pre-notified via email to <a href="mailto:reception@penistone-gs.uk">reception@penistone-gs.uk</a>. <ul style="list-style-type: none"> <li>- Pre-approved visitors will be instructed to sanitise their hands on arrival.</li> <li>- The standard identity/safeguarding checks will take place.</li> <li>- Use of the signing-in pad will be discontinued and visitors are signed in by the duty receptionist in the paper signing-in book.</li> <li>- Printed, disposable, 'VISITOR' labels will be provided to be worn by each visitor.</li> <li>- A 'Covid-19' information leaflet will be provided to each visitor on arrival.</li> <li>- The disabled toilet behind the extended services desk has been designated as the visitor toilet.</li> </ul> </li> <li>• Those coming to carry out agreed maintenance (see 6.1) as arranged by Amey are subject to a soft sign-in by the duty receptionist, asked to sanitise their hands and seated on the plastic chairs between the glass doors to await collection by an Amey representative. <ul style="list-style-type: none"> <li>- Amey representatives will escort contractors to their office for signing in purposes via the external Post-16 entrance.</li> <li>- Contractors will be escorted to their areas of work avoiding routes which pass through main school wherever possible.</li> <li>- A specific toilet has been designated for contractor/Amey use on Level 4.</li> <li>- A post-16 classroom has been designated for Amey to use as additional office/signing in space to ensure they are able to comply with social distancing.</li> </ul> </li> <li>• Parents/carers who want to speak to teachers have been advised to do so via email or telephone. Onsite face-to-face meetings are only to be conducted with the Principal or SLT daily duty lead's approval. The school has the option to refuse entry to more than one parent of a students at a time.</li> </ul>	<p>Information to be provided to on duty receptionists through information pack and training covering new COVID arrangements HRY [W/C 15/6]</p> <p>Protocols agreed with JTH on behalf of Amey on 05/06.</p> <p>Information included as above in receptionists' information packs.</p> <p>Information to parents in March and reiterated as part of Parent Bulletin weekly.</p>



Control Measures – these are the new arrangements which are to be put in place for the wider opening	Any Actions, Person Responsible and Target Date
<p>While this would be unusual, this might be requested in the event that a face-to-face onsite meeting does need to be held.</p> <ul style="list-style-type: none"> <li>For visitors attending reception to drop-off and pick up items, this will be left in reception on chairs or placed on the desk by the hatch. A hand sanitiser station is located here for use by visitors.</li> <li>We have discontinued to have unnecessary items delivered to school such as personal parcels.</li> <li>A procedure has been developed and communicated for collection of personal items such as leavers' hoodies and items cleared out from lockers for outgoing students.</li> <li>Parcel/post deliveries are managed through a 'transfer zone' between the two sets of main school doors for us to collect from them.</li> </ul>	<p>[Communicated previously and already standard practice]</p> <p>CKE Frog notice 21/05.</p> <p>[Separate information regarding this available from CMA – collection for Y11 w/c 15/06]</p> <p>[System already in place and standard practice]</p>
<p>1.4 The <b>Dining Room layout</b> has been altered to maintain distances between students and staff.</p> <ul style="list-style-type: none"> <li>Lunch breaks have been staggered to reduce numbers of students in the dining rooms/amphitheatre/lecture theatre/post-16 dining room (wherever lunch will be eaten).</li> <li>Each learning group will be designated their own, consistent space for eating and outdoor space.</li> <li>Chairs have been taken out of use and the remaining ones spaced out to stop people sitting too close together.</li> <li>Social distancing will be enforced by staff on duty.</li> <li>With the exception of those students entitled to free school meals, all students have been asked, wherever possible, to bring their own packed lunch. Free school meal students and those who are unable to bring a packed lunch will order the grab bag (cold sandwich meal deal option available only) with their class teacher upon arrival at school as part of the registration process. A single item break option will also be available. This will be pre-ordered with their class teacher upon arrival at school as part of the registration process and delivered to classrooms prior to break.</li> <li>Grab bags will be delivered to classrooms to reduce/remove the need for students to queue.</li> </ul>	<p>[See 1.1]</p> <p>[See 1.1]</p> <p>Amey [15/06]</p> <p>Included as part of training video [CMA/IRI/PCR], protocols sheet [SLT] and daily briefings [PCR]</p> <p>Communicated to parents as part of invitation to school [see 1.1]</p> <p>RSW/Catering Team [daily]</p> <p>RSW/Catering Team [daily]</p>



Control Measures – these are the new arrangements which are to be put in place for the wider opening	Any Actions, Person Responsible and Target Date
<ul style="list-style-type: none"> <li>• Use of biometric scanners and cash loaders will be suspended (see 1.6) throughout the wider school opening period. Student expenditure against dinner accounts will be manually entered using the 'look up student' function by the catering team.</li> <li>• In the event that it does become necessary for students to queue to collect items directly from the school servery, the lunch queue will be marked out with yellow floor stickers to 2m intervals and till points will be protected by Perspex social distancing screens.</li> <li>• The use of vending machines will be suspended during the wider school opening period.</li> <li>• The use of water fountains will be suspended during the wider school opening period. To support students to remain hydrated, water bottles will be refilled by catering staff through the main servery at break and lunch.</li> </ul>	<p>CMA/CKE/Amey (signage) [12/06]</p> <p>Amey [12/06] Screens delivered w/c 22/06</p> <p>CMA/CKE/Amey (signage) [12/06]</p> <p>CMA/CKE/Amey (signage) [12/06] RSW/Catering Team [daily]</p>
<p>1.5 The <b>Signing-in/out</b> procedure has been altered so that reception staff are signing staff and occasional visitors in and out. Hand gel is provided at reception for use on entry to the building. See also 1.3 (Visitors).</p>	<p>[See 1.3]</p>
<p>1.6 <b>Money handling</b> has been reduced to a minimum by means of online payments.</p> <ul style="list-style-type: none"> <li>• Parents have been advised as part of the invitation letter, that online payments only can/will be accepted.</li> <li>• Cash loaders have been taken out of use.</li> </ul>	<p>[See 1.1]</p> <p>JHN to empty all cash loaders and unplug/switch off [w/c 08/06] CMA/CKE/Amey (signage) [12/06]</p>
<p>1.7 <b>Door security</b> and security barriers have been deactivated to minimize touching security pass check points and doors will be propped open during school hours to minimise the need to touch door handles/pads and reduce congestion in corridors.</p> <ul style="list-style-type: none"> <li>• AMEY have been requested to make propping open and closing of doors part of their opening/closing routine.</li> <li>• Staff have been reminded to lock their office doors/computer screens whenever they leave the room due to increased open access to areas where offices are.</li> </ul>	<p>[See 1.2]</p> <p>CKE: Reminder provided to staff about security via Frog notice/ training WC 15/6.</p>
<p>1.8 <b>Transport to school and movement of vehicles.</b> Currently <u>school bus</u> services are suspended.</p> <ul style="list-style-type: none"> <li>• Students are encouraged to use local service buses, or to be dropped-off and collected by car, walk</li> </ul>	<p>Info to parents about facilitating students</p>



Control Measures – these are the new arrangements which are to be put in place for the wider opening	Any Actions, Person Responsible and Target Date
<p>or cycle if possible, or use taxi services.</p> <ul style="list-style-type: none"> <li>• Student start and finish times will be reconsidered if we are notified that service bus schedules make it difficult for students to attend school at their designated times.</li> <li>• The bus bays which will no longer be needed for school buses are identified for use by parents picking up and dropping off to reduce congestion in the car park as it is likely there will be an increased number of vehicles. Signage will be relocated at the school entrance directing them to use this area and the staff car park will be closed off using cones 08:10 until approximately 10:00 and between 14:00 and 15:00 to prevent the use of the main car park for dropping off/collection by cones.</li> <li>• A telephone number for main reception will be provided for use by those who may need access to the disabled parking bays.</li> <li>• Where students are walking to and from school, the expectations in terms of maintaining social distancing will be reiterated and parents will be encouraged to reinforce this with their children.</li> </ul>	<p>who have difficulties getting to school [see 1.1] SLT [ongoing]</p> <p>Car park arrangements to be arranged with the help of AMEY</p> <p>CMA/CKE/Amey (signage) [12/06]</p> <p>CMA/CKE/Amey (signage) [12/06]</p> <p>As part of correspondence home [see 1.1]</p>
<p>1.9 Use of <b>Meeting rooms</b> has been actively discouraged in favour of using online facilities such as Microsoft Teams.</p> <ul style="list-style-type: none"> <li>• Meeting rooms will be locked and only accessible by contacting reception staff.</li> <li>• Where the use of a meeting room is absolutely necessary, reception staff will be asked to unlock the room and will ensure the room is set out to observe social distancing requirements.</li> <li>• They will sanitise desks/interactive whiteboard screens after use and relock the room.</li> <li>• Signage will be displayed to remind staff of spacing themselves 2 metres apart in meetings and to avoid sharing pens and equipment.</li> </ul>	<p>Information to be provided to on duty receptionists through information pack and training covering new COVID arrangements HRY [W/C 15/6]</p> <p>CMA/CKE/Amey (signage) [12/06]</p>
<p>1.10 <b>Information</b> has been provided to staff, students, parents and carers with changing requirements and control measures through parent bulletins and newsletters.</p> <ul style="list-style-type: none"> <li>• An instructional video will be made and posted on Frog and social media to provide information to students and staff on the changes that have been put in place and what to expect their new school day routine to look like.</li> </ul>	<p>CMA/CKE/RLA/IRI/PCR to make instructional video.</p>



Control Measures – these are the new arrangements which are to be put in place for the wider opening	Any Actions, Person Responsible and Target Date
<ul style="list-style-type: none"> <li>• This risk assessment has been approved by Governors at the meeting of the full Governing Body on 11/06, provided to staff for consultation and published for parents and the wider community to inform them of the control measures implemented.</li> <li>• Signage and instructional posters have been displayed around school to remind everyone to adhere to SD and hygiene measures.</li> <li>• Each staff member supervising a learning group will be provided with a Safe System of Working (SSoW) detailing the following: <ul style="list-style-type: none"> <li>- Covid-19 compliance instructions (1x side of A4)</li> <li>- Daily routines (1x side of A4)</li> <li>- Safeguarding procedures (1x side of A4)</li> <li>- Behaviour management procedures (1x side of A4)</li> <li>- Emergency evacuation procedures (2x sides of A4)</li> </ul> </li> </ul>	<p>PCR/SLT [12/06]</p> <p>CMA/CKE/Amey [12/06]</p> <p>Packs: CMA [19/06]  CKE/CMA [17/06]  IRI/SLT [17/06]  AGL [17/06]  AGL [17/06]  CKE [Complete]</p>
<p>1.11 <b>Office management and layout.</b> Currently, homeworking arrangements mean that offices are only staffed by one to two people at any one time.</p> <ul style="list-style-type: none"> <li>• Ideally, staff will continue to work from home and/or using the offices on a rotational basis as much as possible.</li> <li>• Where this is not possible, re-organisation of workspaces to site desks 2m away and/or staff facing back-to-back or side-to-side where possible.</li> <li>• Where this is not possible, desk dividing screens will be installed.</li> <li>• Each department will produce their own risk assessment/safe way of working so that SLT can factor in support such as cleaning and additional office facilities.</li> <li>• Fixed teams or partnering has been encouraged amongst larger staff groups so that each staff member works in direct contact with only a few others (e.g. front office/attendance/SSO office, SEND team).</li> <li>• Screens/barriers are to be fitted between reception and the student/visitor interface, the inclusion desk, and till points. Until screens can be fitted, the safe distance for visitors/students to stand at</li> </ul>	<p>CKE to lead liaison with managers of office-based staff with support from HRY to ensure requirements of the guidance and enabled and conduct/complete risk assessments to ensure their staff are safe.</p> <p>CMA/CKE/Amey [12/06]  Screens delivered w/c 22/06</p>



Control Measures – these are the new arrangements which are to be put in place for the wider opening	Any Actions, Person Responsible and Target Date
<p>the reception desk and inclusion desk have been marked out and reception staff have been instructed to stand back to maintain social distancing requirements.</p> <ul style="list-style-type: none"> <li>Staff rota for teaching staff will be organised in a way which limits the number of staff requiring access to the same work room.</li> <li>Signs will be placed on the doors to communal work rooms and the staff room identifying the maximum number of staff who can access the space at any one time.</li> </ul>	<p>RLA [ongoing]</p> <p>CMA/CKE/Amey (signage) [12/06]</p>
<p>1.12 <b>Lifts</b> are to be used by only one person at a time and signage will be displayed to this effect.</p>	<p>CMA/CKE/Amey (signage) [12/06]</p>
<p>1.13 <b>Restraint</b> of students is no longer expected to be practiced by staff.</p> <ul style="list-style-type: none"> <li>If it is determined that it absolutely necessary then this will be at the discretion of staff members in the interests of protecting the safety of a student, the safety of other students, or to stop damage to property.</li> <li>If it is necessary to invite a student into school who is at known risk of requiring the use of restraint a separate risk assessment will be conducted to this effect and shared as appropriate.</li> </ul>	<p>[AGL to lead as required]</p> <p>[AGL to lead as required]</p>
<p>2. <b>Hygiene standards</b> such as hand-washing and disinfecting surfaces should be maintained. Regular handwashing and respiratory hygiene is stated in the guidance thus:</p> <p><i>“Ensure that all adults and children frequently wash their hands with soap and water for 20 seconds and dry thoroughly, clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing are encouraged not to touch their mouth, eyes and nose:</i></p> <ul style="list-style-type: none"> <li><i>use a tissue or elbow to cough or sneeze and use bins for tissue waste (‘catch it, bin it, kill it’)</i></li> <li><i>ensure that bins for tissues are emptied throughout the day</i></li> <li><i>where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units”</i></li> </ul>	
<p>2.1 <b>Handwashing and good respiratory hygiene</b> procedures have been introduced and communicated to all.</p> <ul style="list-style-type: none"> <li>Signage and posters are displayed in toilets and staff areas outlining how to wash hands properly.</li> <li>Daily routines include ensuring students are directed to wash hands on entry, before and after breaks and before and after lunch.</li> <li>On arrival at the start of the school day each desk, including the teacher desk, will be sprayed with cleaning product by the supervising teacher and wiped down by the student.</li> </ul>	<p>[Already in place]</p> <p>Included as part of training video [CMA/IRI/PCR], protocols sheet [SLT] and daily briefings [PCR]</p> <p>Amey [from 15/06 onwards]</p>



Control Measures – these are the new arrangements which are to be put in place for the wider opening	Any Actions, Person Responsible and Target Date
<ul style="list-style-type: none"> <li>• At lunchtime/after breaks the classroom and teacher desks will be wiped over (see 2.5).</li> <li>• In the dining room, all tables and chairs will be sanitized between lunch sittings.</li> <li>• Tablets will not be used for the short-term.</li> <li>• Computer keyboards will be sanitised regularly and any excess keyboards and mice will be removed from rooms.</li> <li>• Students will use the same workstation each week.</li> <li>• Padded IT chairs have been replaced with plastic chairs which can be sanitised.</li> <li>• Students will be instructed to bring their own headphones.</li> <li>• Antibacterial gel has been provided at various points around school such as entrance/exit points and in classrooms.</li> <li>• Two free-standing, non-contact units are located at reception and in the dining room.</li> </ul>	<p>RSW/Catering Team [22/06 onwards]</p> <p>IT Team [KW&amp;V rooms 15/06, all other rooms 19/06]</p> <p>[See 1.1]</p> <p>[See 1.1]</p> <p>[See 1.1]</p> <p>[Already in place]</p> <p>Delivered w/c 15/06.</p>
<p>2.2 <b>Paper towel dispensers</b> have been put up in the main staff-room sink areas and on the admin corridor as hand dryers are discouraged by the guidance.</p> <ul style="list-style-type: none"> <li>• Paper towels will be made available in student and staff toilets and extra bins provided for their disposal (located outside the toilet).</li> <li>• Bins will be emptied throughout the end and at the end of the school day to avoid combustibles on corridors.</li> </ul>	<p>[Already in place]</p> <p>Amey [12/06]</p> <p>Amey [12/06]</p>
<p>2.3 <b>Facilities Management</b> contractor AMEY have introduced more rigorous standards of cleaning in accordance with government guidance.</p> <ul style="list-style-type: none"> <li>• Regular communication is maintained regarding standards of cleanliness and their checks on school facilities.</li> </ul>	<p>Amey/CMA [ongoing]</p>



Control Measures – these are the new arrangements which are to be put in place for the wider opening	Any Actions, Person Responsible and Target Date
<ul style="list-style-type: none"> <li>Changes to cleaning schedules have been put in place to accommodate the requirements of this risk assessment (cleaning of all used teaching areas prior to, during and after the school day).</li> <li>A copy of Amey's risk assessment has been made available to the school for review and input.</li> <li>The school' risk assessment has been compiled in co-ordination with Amey representatives.</li> <li>Showers available for use by staff will be restricted to specific units, with cleaning of showers and changing facilities enhanced to ensure they are done during the day if used.</li> </ul>	<p>Amey [from 15/06]</p> <p>Amey to CMA [05/06]</p> <p>CMA to Amey [12/06] Draft provided [08/06]</p> <p>Amey [from 15/06]</p>
<p>2.4 Student use of <b>water fountains</b> has been discontinued for the duration of the wider school opening period.</p> <ul style="list-style-type: none"> <li>Students are encouraged to come to school with a full water bottle.</li> <li>If they need a refill, they will request that a member of the catering team does this at break or lunchtime.</li> </ul>	<p>Communicated as part of 1.1</p> <p>[see 1.4]</p>
<p>2.5 '<b>Sanitisation stations</b>'</p> <ul style="list-style-type: none"> <li>Will be made available in each teaching group classroom containing antibacterial spray/cleaner and paper towels, tissues and antibacterial hand gel. Sufficient bins are made available in these rooms.</li> <li>Stations will also be located in main offices and by designated photocopiers so that touch pads and telephones and hard surfaces can be sanitised by users.</li> <li>Only selected photocopiers will be available for use and staff will be notified of this.</li> </ul>	<p>Put together sanitisation stations for KW&amp;V learning groups on 12/06, and all other classrooms plus designated photocopiers and offices by no later than 20/06</p> <p>Included as part of training video [CMA/IRI/PCR], protocols sheet Notice on Frog</p>
<p><b>3. Workforce/Student management and health</b></p>	
<p>3.1 An <b>assessment of the health of staff</b> has been conducted to determine who needs to isolate/ shield and has had a letter to this effect (described as clinically extremely vulnerable and clinically vulnerable in the guidance).</p> <ul style="list-style-type: none"> <li>Contact will be made with each member of staff who has a close family member or dependant who is considered clinically vulnerable to establish if these members of staff can attend school safely</li> </ul>	<p>Process managed by SWI and to be conducted w/c 15/06 to inform rota for</p>



Control Measures – these are the new arrangements which are to be put in place for the wider opening	Any Actions, Person Responsible and Target Date
<p>without increasing the risk of infection to other family members. Where staff haven't yet notified us of this, they will be encouraged and given opportunity to do so.</p> <ul style="list-style-type: none"> <li>• Staff who are considered (or consider themselves) at risk but aren't under official shielding notification, will be contacted to establish whether it is safe for these colleagues to attend school and if so, what risk control measures need to be put in place. Where staff haven't yet notified us of this, they will be encouraged and given opportunity to do so.</li> <li>• Staff who have any other circumstance that may limit, restrict or prevent their attendance at school will be encouraged and given opportunity to contact us so we can explore opportunities to support them in terms of the personal circumstances.</li> <li>• Where appropriate, an individual risk assessment will be put in place.</li> </ul>	<p>RLA.</p> <p>Communication with staff to be established (through CSL meeting on 08/06 followed by notice on Frog [09/06])?</p> <p>SWI supported by CKE [17/06]</p>
<p>3.2 An <b>assessment of the health of students</b> has been undertaken to determine who needs to shield/isolate and how to proceed with school work during this period. Students who are classed as clinically extremely vulnerable are not expected to attend school.</p> <ul style="list-style-type: none"> <li>• Home-schooling support has been provided for all students and can continue to be used along with some one-to-one support where needed.</li> </ul>	
<p>3.3 <b>Specific guidance</b> has been sent to staff and students about when to isolate and how long for (see item 4.3) Students should be reminded that if they or their family members are displaying any of the symptoms of COVID19 which require isolation, they are to phone school to report their non-attendance. However, unless they are physically unable to do so due to illness, they can continue to access home-schooling provisions.</p>	<p>[Continue to communicate via Parent Bulletin]</p>
<p>3.4 <b>Home-working</b> has been encouraged where possible and will continue to be implemented for those staff who can work remotely.</p> <ul style="list-style-type: none"> <li>• A rota has been implemented for working in school to minimise the need for staff to come onto site.</li> <li>• Where staff feel it necessary to attend school to undertake work for the new school term, this will be organised through their CALS who will liaise with SLT about their attendance in school (it is recognised that coming into school to undertake some work may be necessary to access provisions but that it is also good for the mental health of staff to see the changes to the school environment).</li> <li>• Safety guidance has been issued via a FROG page to give staff information on how to set up their</li> </ul>	<p>[All areas identified have been and are communicated with staff regularly]</p>



Control Measures – these are the new arrangements which are to be put in place for the wider opening	Any Actions, Person Responsible and Target Date
workstation to make it more ergonomically comfortable.	
<p><b>3.5</b> Although the guidance to schools discourages the use of <b>face coverings</b> for general teaching and administrative activities, some roles have been identified as requiring the provision of PPE which includes masks/visors, this specifically relates to first aid – see 4.1.</p> <ul style="list-style-type: none"> <li>• Should staff undertaking other roles choose to wear face coverings, this will be acceptable (staff will need to provide their own).</li> <li>• Should students choose to wear face coverings when attending school this will be acceptable (students will be required to provide their own).</li> <li>• Staff who are asked to undertake specific duties that may require PPE will be provided with this as needed, for example, emptying of Y11 lockers.</li> </ul>	<p>Included as part of training video [CMA/IRI/PCR], protocols sheet Notice on Frog</p> <p>Included as part of communication to parents [see 1.1].</p>
<p><b>4. Emergency Arrangements</b> need to reflect the altered staffing levels which may compromise their effectiveness</p>	
<p>4.1 The staffing rota takes into account <b>first aid provision</b>.</p> <ul style="list-style-type: none"> <li>• First Aid guidance has been developed and issued to all first aiders around changing requirements. PPE will be provided to staff where close physical contact may be required, such as in First Aid/ Student support situations along with information in how to safely don and doff PPE such as masks and gloves.</li> </ul>	<p>First aid information to go to relevant staff via Teams Meeting and email. First Aid info to be circulated WC 8/6 and included on FROG page</p>
<p>4.2 Because the sweep system can no longer be maintained due to staffing levels in school, the <b>fire arrangements</b> have changed to a register-based check at the assembly point which is now located at the bus bays.</p> <ul style="list-style-type: none"> <li>• All staff will be expected to sign in and out each day at the central reception point. (A pre-populated list of staff expected in school will be provided at reception each day).</li> <li>• The receptionist will take out the staff and visitor signing in/out book to ensure they are accounted for.</li> <li>• Any students who have a PEEP will be discussed with the staff member supervising their teaching</li> </ul>	<p>[See new fire evacuation arrangements]</p> <p>Included as part of training video [CMA/IRI/PCR], protocols sheet Notice on Frog</p> <p>Information to be provided to on duty receptionists through information pack and training covering new COVID arrangements HRY [W/C 15/06]</p> <p>AGL to co-ordinate through SSO Team [as</p>



Control Measures – these are the new arrangements which are to be put in place for the wider opening	Any Actions, Person Responsible and Target Date
<ul style="list-style-type: none"> <li>group to ensure that they are considered during an evacuation.</li> <li>Staff will maintain a paper register for the purpose of emergency evacuation.</li> </ul>	required] [See 1.1.]
<p>4.3. Procedures are in place for when someone displays <b>symptoms of COVID-19</b> or reports to school that they need to isolate in accordance with the document <a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a></p> <ul style="list-style-type: none"> <li>The staff rota makes allowances for back-up staffing if someone calls in sick.</li> <li>The first aid procedure for a student or staff member who reports that they are ill while they are in school is to take them to the PE balcony classroom on level 4 and ask for a parent or carer to take them home.</li> <li>The areas they have known to be in would be thoroughly cleaned by Amey.</li> <li>If the student/staff member tests positive, then records would be provided to the NHS tracing service of anyone in their teaching group/who has worked with them in an office/kitchen environment, or who may have cared for them e.g. in a first aid scenario. No other individual in school should have had close contact with them for any length of time (the term ‘contact’ is determined as being within 2-metres distance for 15 minutes or more). Those who are deemed to have been in ‘contact’ with that person will need to isolate for 14 days.</li> <li>The schools staffing rota would take cover of staff into account.</li> <li>When being collected from school, an alternative entrance/egress point will be used that avoids the main reception entrance point.</li> </ul>	<p>RLA [ongoing]</p> <p>Info included in First Aid guidance [see 4.1]</p> <p>Amey [ongoing]</p> <p>Ensure that the track-trace information is provided to staff to make them aware of how serious distancing requirements are – include in all communication methods as detailed within this RA.</p> <p>RLA [ongoing as required]</p>
<p>5.0 <b>Monitor the Wellbeing</b> of those who are working including those who are working from home</p>	
<p>5.1 SLT have promoted <b>mental health &amp; wellbeing awareness</b> to staff during the Coronavirus outbreak and will provide reminders of the support which is available such as access to the Westfield Employee Assistance Programme</p> <ul style="list-style-type: none"> <li>Mental health support arrangements will be reviewed for staff in terms of sign-posing them to additional support should they feel this is required.</li> </ul>	<p>SWI to lead alongside SLT LMs [ongoing]</p> <p>Line Managers supported by SLT and SWI [ongoing]</p>



Control Measures – these are the new arrangements which are to be put in place for the wider opening	Any Actions, Person Responsible and Target Date
<ul style="list-style-type: none"> <li>The guidance states that people working from home should be monitored to help them stay connected to the rest of the workforce. Their arrangements in regards their welfare, physical and mental health and personal security should be assured by their line manager in the first instance.</li> </ul>	
<p>5.2 SLT have developed processes for regular <b>communication</b> with all students and increased frequency of communications with disadvantaged and ‘at risk’ students with the Inclusion Team and Student Support.</p> <ul style="list-style-type: none"> <li>Identified SEND students are already attending school for face-to-face support each Monday.</li> <li>Vulnerable students are being encouraged to come into school as part of the ‘vulnerable’ provision.</li> <li>Wider encouragement for vulnerable and SEND students will be put in place for students each Thursday and Friday from w/c 22/06.</li> <li>Additional, virtual, online support for all other students will be available from w/c 22/06.</li> <li>Transition visits for year 6 students moving into year 7 from September 2020 are planned for July on Thursdays and Fridays. There will be a separate risk assessment developed to cover transition activities and this will be shared with parents and staff.</li> </ul>	<p>[PCR leading]</p> <p>[AGL leading]</p> <p>[PCR/AGL leading]</p> <p>[Arrangements to be confirmed]</p> <p>[PCR leading]</p>
<p><b>6. Maintenance of the Building and Equipment</b></p>	
<p>6.1 AMEY have continued working onsite to ensure regular building maintenance and inspections including that on water systems and evacuation warning systems.</p> <ul style="list-style-type: none"> <li>Service contracts involving external agencies will still be able to go ahead to ensure inspections, maintenance and routine servicing on items such as fire equipment, PE apparatus and DT machinery can be undertaken. However, this will be organised out of school hours to avoid contact with staff and students.</li> </ul>	<p>[CMA to manage with Amey representatives as required]</p>

<p><b>Manager’s Assessment Acceptance Statement</b></p>	
<p>I accept the details of the assessment and will ensure that the risk control measures identified, any risk control actions identified and monitoring requirements are acted upon within the given time scales.</p>	
<p>Manager’s Signature</p>	
<p>Date</p>	<p><b>01.06.2020</b></p>
<p>Date of planned review (not to exceed 12 months)</p>	<p><b>29/06/2020</b></p>

Date of planned full re-assessment (not to exceed 24 months)	01/09/2020
<b>Arrangements inspected as in place and in line with risk assessment by lead Governor:</b>	
Signature	
Date	
Date of planned review (not to exceed 12 months)	
Date of planned full re-assessment (not to exceed 24 months)	

