

# RISK ASSESSMENT for return to school through June and July 2020 during Covid-19 Pandemic

1 - Social Distancing Practicalities <small>Note it is considered to be more challenging to ensure EY children comply with guidance in this section</small>												
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Travel to and from School	all	Catching/ Transmitting virus	None	2 - Low	4 - High	MEDIUM	• Educate/inform parents and pupils about the need to recognise social distancing rules during their journey to and from school (schools can only partially control this)	1 - Very low	4 - High	LOW	PC	29/06/2020
Social distancing is more difficult on public transport	all using pbublic transport	Catching/ Transmitting virus	none	3 - Medium	4 - High	MEDIUM	• Liaise with bus and train companies if appropriate. • Liaise with LA school transport to ensure their advice is followed and they are compliant with social distancing guidance (walk or use car if this is an option)	2 - Low	4 - High	MEDIUM	PC	29/06/2020
Beginning of school day	All	Catching/ Transmitting virus	none	3 - Medium	4 - High	MEDIUM	• ALL students to come straight into school through The ENTRANCE opposite DESIGN BLOCK. STUDENTS NOT TO ENTER SCHOOL BY ANY OTHER DOOR • Staff on duty to control this. ALL STUDENTS TO WASH THEIR HANDS BEFORE proceeding further in to school • Limit the gathering of pupils • Staggered start times to avoid crowding: Year 10 to arrive between 8.30 and 9.00, Year 12 to arrive between 9.00 and 9.30. Students will line up outside. 2m rule to be applied.	2 - Low	4 - High	MEDIUM	PC - Add signage, Agree staff rota to monitor arrival and hand washing	29/06/2020
Parents access to the site	All	Catching/ Transmitting virus	Parents can only access the site through main reception. All other entrances to the site are locked during the school day.	2 - Low	4 - High	MEDIUM	• Stress with parents the government's message about social distancing • Confirm clear expectations regarding site access at the start and end of school • Leaflet for parents, social media campaign, advice and guidance on website making parents aware of the rationale for this.	2 - Low	4 - High	MEDIUM	JG to email parensnt confirms access to the site. Visits should be by advance appointment only, no walk in parents.	29/06/2020
Cloakroom facilities	Staff and Students	Catching/ Transmitting virus	Clear separation of Staff and Students for safeguarding reasons.	3 - Medium	4 - High	MEDIUM	• Restrict access for a limited number of pupils at a time - staffing to monitor. Single occupancy toilets will be reserved for Staff . Normal Staff female toilets to be closed to staff and made for visitors only. Normal Male Staff toilets to be closed to staff and made for visitors only.	2 - Low	4 - High	MEDIUM	PC to add clear signage to toilet and ensure staff toilet are closed.	29/06/2020
Assemblies	All	Catching/ Transmitting virus	None	4 - High	4 - High	HIGH	• Cancel assemblies or broadcast them into each classroom via Teams or Skype	2 - Low	4 - High	MEDIUM	JG - to instruct HODs and other staff to cease assemblies	29/06/2020
Social distancing in classrooms	All	Catching/ Transmitting virus	None	4 - High	4 - High	HIGH	• Reduce class sizes to 15 students maximum 50% of Chairs will be removed from designated operational classrooms, all other classrooms will remain locked. Students will be directed by teachers regarding seating to allow social distancing. Desks will NOT be marked as unuseable as seen in some Priamry schools.	3 - Medium	4 - High	MEDIUM	AA to advise classrooms to be timetabled, PC & Caretakers to remove chairs and lock other rooms.	29/06/2020
Children of keyworkers and vulnerable pupils will need to be in school everyday	Teachers Supporting Keyworker students and the students themselves	Catching/ Transmitting virus	The PE Classroom will continue to be used for this purpose for a mximum of XXX students. Excess students will be located in the Sports Hall.	3 - Medium	4 - High	MEDIUM	• Current system to be maintained. Students will not be able to join their peers in the main school (??)	3 - Medium	4 - High	MEDIUM	No further action	
Lining-up	All	Catching/ Transmitting virus	Some classes use lining up / others do not	4 - High	4 - High	HIGH	• Educate pupils about social distancing when lining-up • Floor markers will be installed in corridors where needed • If timetabling allows classrooms should not be used Back to Back thus removing the need to line up.	3 - Medium	4 - High	MEDIUM	AA to timetable to avoid Back to Back classroom useage	29/06/2020
Keeping pupils separate at lunchtime	All those dining	Catching/ Transmitting virus	Students are called by year group. No seating restrictions	3 - Medium	4 - High	MEDIUM	• With 70 students max on site, all can be accomodated within Dining Room and the main hall if needed. Social distancing can be controlled. Students must sit in their Class Groups. Year 10 to use the Dining Hall. Year 12 to use the main hall. • ALL eating to take place in dining/main hall. No eating in classrooms. No eating in "Bus shelter" • School Meal diners to queue from normal side (2m apart), other diners (packed lunches) will enter from the "bus shelter" end . Eating outside will be allowed - Social distancing to be observed. YEAR 12 will not be allowed to go off site for lunch.	2 - Low	4 - High	MEDIUM	JG to instract students on new temporary system	29/06/2020
Social distancing at breaktimes	All	Catching/ Transmitting virus	None	4 - High	4 - High	HIGH	See Lunchtime protocol. Year 10 and 12 will user separate rooms	2 - Low	4 - High	MEDIUM	PC / JG Different rules for MDS / SLT to supervise at Lunch times / Staff to be on rota for Breaktime	29/06/2020
Social distancing - STUDENT toilets	All	Catching/ Transmitting virus	None	3 - Medium	4 - High	MEDIUM	• Staff limit the number of Students in the toilet - one in / one out Could prefects / SSLT do this ??	2 - Low	4 - High	MEDIUM	YG / ODB advise is student help would be appropriate	29/06/2020

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Staff safety - social distancing	Staff	Catching/ Transmitting virus	None	2 - Low	4 - High	MEDIUM	<ul style="list-style-type: none"><li>Staff to adopt strict 2m social distancing in Department staff rooms or Main staff room</li><li>Staff could take breaks in their classroom</li><li>Cancel face-to-face staff meetings</li><li>Regular briefings via e mail</li><li>Hold meetings via MS Teams</li></ul>	1 - Very low	4 - High	LOW	HODS to manage department staff rooms.	29/06/2020
End of day procedures	All	Catching/ Transmitting virus	Students leave site promptly. Bus queues are managed by a staff rota. Students no leaving on time must be supervised by a Teacher or must wait in school library.	2 - Low	4 - High	MEDIUM	<ul style="list-style-type: none"><li>70 Students only. LIBRARY option for late leavers is NO LONGER AVAILABLE. All students must leave at 3.45pm. Students can leave the site by any exit. ALL Students must wash their hands before leaving the site - class teacher to allow time to do this.</li><li>Students to observe social distancing rules when leaving</li><li>Students to leave the school site and not wait for peers</li><li>Parents to remain in cars / No access to site for Parents</li></ul>	1 - Very low	4 - High	LOW	Teachers to remind students to leave the site and observe Social Distancing as they leave.	Ongoing
Social distancing - trips and events off site	All staff and students on Trips	Catching/ Transmitting virus	General H&S procedures for Trips and Visits	3 - Medium	4 - High	MEDIUM	<ul style="list-style-type: none"><li>Cancel all off-site events including school trips and local visits. Cancel ALL Coach Travel. Cancel Minibus Service for 6th Form Students from Coventry.</li></ul>	1 - Very low	1 - Very low	LOW	RA as EVC to cancel all trips & Visits	Ongoing
Social distancing if parents are in school	Staff and Students involved in parents visit	Catching/ Transmitting virus	General safeguarding policies apply	3 - Medium	4 - High	MEDIUM	<ul style="list-style-type: none"><li>Cancel parents' evening and special assemblies/concerts</li><li>Arrange meetings with parents online - MS Teams</li></ul>	1 - Very low	1 - Very low	LOW	SLT to revise callendar	29/06/2020
Close proximity of staff and pupils	All	Catching/ Transmitting virus	General "personal space" etiquette / safeguarding policies	4 - High	4 - High	HIGH	<ul style="list-style-type: none"><li>Advice and guidance for staff on how to maintain the required physical distance when speaking to pupils in the classroom</li><li>Staff to observe the same rules as pupils when lining up and leading the class to another area of the school</li><li>Limit movement around the classroom (monitor from the front of the room)</li><li>New Guidance needed for first aiders when providing care for students/staff</li></ul>	3 - Medium	4 - High	MEDIUM	JG to isinstruct staff to abide by social distancing guidance. PC to refresh guidance on First Aid	29/06/2020
Visitors to school	Staff/Students exposed to visitors	Catching/ Transmitting virus	Safeguarding policies	3 - Medium	4 - High	MEDIUM	<ul style="list-style-type: none"><li>Limit all but essential visitors to school. Do not allow any visitors into school if they are displaying COVID symptoms. Staff to consult SLT before challenging visitors if they suspect symptoms. Visitors with suspected symptoms will have to undergo a non-contact temperature check, or leave the site.</li><li>VISTORS will NOT register at reception using Pen/Paper or Keyboard and Mouse system - ALL VISTORS will be recorded by the receptionist through the CLOSED Glass screen. VISITOR Badges will be wiped with disposable sanitiser wipe before issuing and will not be used again for three days. Contractors may only visit when students are not in school and must wear appropriate PPE. SUPPLY teachers must sign a declaration regarding their health and that of their household before entering the site. All visitors must wash thier hands before proceeding. Current STAFF Toilets will be re-assigned as VISITOR Toilets.</li></ul>	2 - Low	4 - High	MEDIUM	PC to arrange visitor declaration form. PC to prepare signage for Visitor Toilets.	29/06/2020

**6 - Hygiene / Cleanliness and Health & Safety**

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Maintaining regular levels of hand washing/hygiene	All	Catching/ Transmitting virus	General H&S advice to students and staff PLUS Posters encouraging hand washing since March 2020	4 - High	4 - High	HIGH	• Students will be instructed to wash their hands when they arrive on site. Students to apply anti-bacterial hand gel as they enter other buildings around the site. Students will be instructed to wash their hands before they leave school at the end of the day.	3 - Medium	4 - High	MEDIUM	GW to install Hand Sanitisers on each external door.	29/06/2020
When pupils sneeze or cough they will spread germs/bacteria, especially younger pupils/children	All	Catching/ Transmitting virus	None	3 - Medium	4 - High	MEDIUM	• Refresh students understanding about the need to cough/sneeze into a tissue or their elbow – dispose of tissue in a bin and wash hands for 20 seconds	2 - Low	4 - High	MEDIUM	Form Tutors to pass on advice to students	29/06/2020
Keeping the school clean to a higher level of cleanliness	All	Catching/ Transmitting virus	Established cleaning procedures	2 - Low	4 - High	MEDIUM	• Cleaners to act upon upgraded guidance as part of their daily procedures (ie a focus on door handles, toilets etc) Plan INCREASE in frequency of cleaning - provide additional cleaning of Toilets, Door Handles, and Hand Rails - AFTER BREAK and again AFTER LUNCH. • Pupils to clean IT equipment (esp keyboards, mice) with anti-bacterial wipes after use	2 - Low	4 - High	MEDIUM	GW / JB to schedule midday cleaning. PC to order anti-bac wipes.	29/06/2020
What if there are a shortage of cleaners due to self-isolation or illness?	All	Increased pressure on other cleaning staff. Possibility rooms are NOT cleaned.	Current staffing model allows us to flex the work hours of cleaners subject to their agreement	2 - Low	4 - High	MEDIUM	• Leaders to identify if this is the case in advance of re-opening so they are pre-warned • Individual cleaners may be able to extend their hours or work more flexibly if other cleaners are absent (eg working before and after school operating hours) •	1 - Very low	4 - High	LOW	GW / JB / PC to ensure staffing is maintained.	29/06/2020
How can schools limit the 'surfaces' that are shared between home and school?	All	Transmitting virus between locations	None	3 - Medium	4 - High	MEDIUM	• Limit correspondence via web / emails / phone - NOT paper • All monetary transactions will be cashless. No ability to top-up dinner money in school. No necessity for students to bring money in to school. Consider the possibility of students NOT bringing text books and work folders in to school. Can we provide paper for them to take notes on and then take home - clean untouched paper in every lesson ??	1 - Very low	4 - High	LOW	SLT / HODS consider proposal about text books and writing paper	29/06/2020
Water Fountain Hygiene	All	Transmitting virus via bottle necks touching fountain	None	4 - High	4 - High	HIGH	Water fountains will be taken out of use. Students encouraged to bring sufficient water to school from home for the day. Bottled water will be available to students FOC if dehydration seems possible.	1 - Very low	1 - Very low	LOW	GW to disable water fountains.	29/06/2020
Sharing of makeup / Sun tan lotion / personal hand sanitiser	All Students	Transmission of virus via touch	none	3 - Medium	4 - High	MEDIUM	Students instructed to obey all social distancing rules. No sharing of any personal items, or applying sun tan lotion on each other.	2 - Low	3 - Medium	MEDIUM	SLT / Form Teachers to educate students	29/06/2020

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Pupils with underlying health conditions are at a higher level of risk	Students	Physical and mental well-being affected.	SEN & Pastoral concerns list on staff secure. Medical information recorded on SIMS.	2 - Low	5 - Very high	MEDIUM	<ul style="list-style-type: none"><li>Seek medical guidance for pupils with serious under-lying health conditions, who may need to stay at home.</li><li>Extra vigilance will be needed for this and other underlying health conditions in relation to social distancing eg for pupils with asthma (safety measures may vary from pupil to pupil)</li><li>Up to date information required from parents regarding pre-existing medical conditions. All medication in school to be checked by the member of staff responsible. Clear protocol if any students or staff exhibit COVID-19 symptoms and ensure all staff and students are aware of protocol. Sufficient PPE should be available to first-aiders.</li></ul>	1 - Very low	5 - Very high	MEDIUM	PC	By return to school
Staff with underlying health conditions and/or pregnant staff are at a higher level of risk	Named individuals	Virus Transmission	Current policies allow staff to be absent for ill health reasons.	2 - Low	4 - High	MEDIUM	<ul style="list-style-type: none"><li>Those with Shielding notices will stay at home and be covered internally. Those who fear a return or are self isolating will be supported compassionately in the first instance. In time staff will have to provide "fit notes" for extended absence in line with current policies and the law.</li></ul>	1 - Very low	4 - High	LOW	PC / JG to monitor staff wellbeing and act accordingly	ongoing
Some pupils with SEND: - may have no awareness of space - may spit, scratch or bite - may require intimate care, incl. on-site nursing (hence social distancing cannot be implemented)	Students & Staff	Injury to themselves and others. Risk of contamination. Heightened anxiety and general well-being.	Communication with primary schools for new Year 7 students. Learning Support Manager in close contact with SEN students.Safe space and key staff available for SEN students. Current SEN needs noted on SEN register in staff secure.	2 - Low	5 - Very high	MEDIUM	<ul style="list-style-type: none"><li>Risk assessments to be updated to reflect the additional measures that will need to be followed in relation to these challenges (this may include the use of PPE) with specific reference to staffing requirements. SEN students reminded when are anxious or agitated there is a safe space in school. All students, staff and parents to be reminded that social distance rules must be adhered to at all times.</li></ul>	4 - High	5 - Very high	HIGH	YG/PC	By return to school

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Sudden announcement of a return to school for ASC pupils will cause anxiety	Students & Parents	Emotional wellbeing	Not applicable	2 - Low	5 - Very high	MEDIUM	<ul style="list-style-type: none"><li>Ensure parents have advance notice of start date, so that they can prepare their child for the return to school (walk to school and back home each day – put uniform on daily – structure the day at home to begin to mirror the day at school – telephone call(s) between the pupil and teacher). All staff and students are informed well in advance of return to school. Invite SEN students to school before start date. Allow slower transition for SEN students if necessary. Issue parents with some transition information from NASEN.</li></ul>	4 - High	4 - High	HIGH	YG/JD	Now
Alternative provision is not available in the short term for pupils with SEMH difficulties	Not applicable						<ul style="list-style-type: none"><li>Provide pupils who attend AP with extra in-school support to help them manage their emotions and mental health</li></ul>					
LA organised transport to and from school for pupils with EHCPs has stopped	Not applicable						<ul style="list-style-type: none"><li>Can parents provide the transport short term?</li><li>If there is a surplus of staff in school, can they provide transport in line with safeguarding procedures?</li></ul>					
Work towards individual SEND targets has stopped and slipped back	Students	Mental wellbeing and academic needs not being met.	JD monitoring and communicating with SEN students and parents.	3 - Medium	4 - High	MEDIUM	<ul style="list-style-type: none"><li>Timely assessment of pupils linked to their specific targets on return to school – short, sharp interventions planned throughout the day and week to make up for lost learning and accelerate progress towards individual targets. Team meetings will be set up with SEN staff, parents &amp; students to review individual needs.</li></ul>	2 - Low	4 - High	MEDIUM	YG/JD	By return to school
Medicines in school may become out-of-date	Students & Staff	Physical wellbeing	Appointed member of staff regularly check medication kept in school and contact parents if out of date.	2 - Low	5 - Very high	MEDIUM	PRIOR to school opening an appointed member of staff (possible admin staff) to check all medications and inform parents/necessary bodies if they need to be replaced.	1 - Very low	5 - Very high	MEDIUM	PC	Prior to return to school
General First Aid provision with main First Aiders absent	Students and Staff	Physical wellbeing	Appointed first aiders on site. Existing policies apply	3 - Medium	3 - Medium	MEDIUM	In order to minimise extra staff being on site - existing Teaching Staff who are trained for Trips and Vists First aid will suplement regular first aiders on site.	1 - Very low	3 - Medium	LOW	PC - To Issue list of all First Aiders	29/06/2020

7 - Possible COVID-19 Cases

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Pupil begins to show symptoms when in school (Loss of taste/smell, cough and/or temperature developing)	Students/Staff in immediate vicinity of student since being in school for current session and prior X sessions	Virus Transmission	Normal practice would be to call parents and ask them to collect students with high temperature. We do not measure temperature.	3 - Medium	5 - Very high	HIGH	Student to have temperature taken with non contact device, temperature and times to be recorded • Pupil isolated in the GYM and sent home as soon as possible • Parents asked to get child tested for Covi-19 and advise result. • Parents of classmates informed and asked to monitor child temperature at least daily. Teachers of child asked to monitor their temperature at least daily.	3 - Medium	5 - Very high	HIGH	PC - to ensure robust procedure in place for the safety of staff and students	29/06/2020
We do not have any PPE in school and we may require this if pupils develop symptoms and need assistance (particularly pupils with SEND)	Students/Staff	Virus Transmission	Currently have limited PPE for this scenario.	3 - Medium	5 - Very high	HIGH	• Research where PPE can be purchased and purchase stocks for school • Note: PPE should not be required routinely in schools for general purposes. Need to purchase: Disposable Aprons, Face Masks, Gloves and Eye protection.	2 - Low	5 - Very high	MEDIUM	PC / Finance to purchase supplies	29/06/2020
Member of staff begins to show symptoms when in school (loss of taste/smell, cough and/or temperature developing)	Students/Staff in close contact with staff member for current session and Prior X sessions	Virus Transmission	Normal practice would be to send member of staff home.	3 - Medium	5 - Very high	HIGH	• Member of staff isolated and sent home and encouraged to use the DfE website to arrange a covid-19 test (may then be able to return to work if negative)	2 - Low	5 - Very high	MEDIUM	PC / MG to direct staff that it is their obligation to reveal symptoms to the head or PC immediately.	29/06/2020
Staffing shortages as a result of staff self-isolating	Students	Possible reduction in classes being taught. Probability that students would be sent home/not invited in next day.	Normal availability of staff allows sufficient flexibility to cover sickness absence / or pre-vetted supply teachers will be called upon.	4 - High	5 - Very high	HIGH	• The introduction of testing for staff who have symptoms (loss of smell/taste, cough and/or temperature) should ensure that only staff with COVID-19 symptoms are absent • Cover internally where possible to reduce the risk of bringing the infection into the school. This may be preferable to bringing in supply staff who will not be aware of the social distancing rules that are in operation	3 - Medium	5 - Very high	HIGH	PC to investigate the practical steps involved in securing a covid-19 test.	29/06/2020
Covid-19 case CONFIRMED for a member of staff or a student that have been in to school.	Students and staff in the vicinity of teacher and/or their classroom.	Virus Transmission by air droplets / physical contact	None	3 - Medium	5 - Very high	HIGH	Social distancing to be maintained at all times within the school. When case is confirmed - every classroom, office, toilet used by the member of staff affected to be quarantined for 72 hours. On day 4 the affected areas will be deep cleaned TWICE (Once on Day 4 and again on Day 5). Teaching/use of room will commence on day 6. ALL Students and Staff that came in contact with the member of staff/student affected to be sent home for Self Isolation for 14 days. Staff will be required to advise HR of their health status regularly. Those without the virus symptoms may return to work/school on day 15.	2 - Low	5 - Very high	MEDIUM	PC to purchase suitable PPE for potential clean up.	29/06/2020