

## COVID-19 RISK ASSESSMENT

<b>Scope:</b> To cover the risk of covid-19 in school when the school opens fully to all students and staff on 1 September 2020					
<b>Assessed by:</b> J Upton			<b>Date of Assessment:</b> 13/8/2020		
<b>Approved by:</b>			<b>Last Review:</b> 31/8/2020		
<b>Most recent government guidance informing RA:</b> <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a> <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a> <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a> <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a> <a href="https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term">https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term</a> <a href="https://www.gov.uk/government/news/all-possible-measures-to-be-taken-before-schools-and-colleges-close">https://www.gov.uk/government/news/all-possible-measures-to-be-taken-before-schools-and-colleges-close</a> <a href="https://www.gov.uk/government/publications/containing-and-managing-local-coronavirus-covid-19-outbreaks/covid-19-contain-framework-a-guide-for-local-decision-makers#annex-3-tiers-of-national-restriction">https://www.gov.uk/government/publications/containing-and-managing-local-coronavirus-covid-19-outbreaks/covid-19-contain-framework-a-guide-for-local-decision-makers#annex-3-tiers-of-national-restriction</a>			<b>Published:</b> 28/8/20  4/8/20  10/8/20 15/7/20 21/8/20  28/8/20 28/8/20		
Ref No	Hazard Possible contamination and spread of the virus in the following circumstances	Who is at risk? (students, staff, visitors)	Control Measures	Comments and Actions	
1	Hand and respiratory hygiene	<b>Staff, students, visitors</b>	<ul style="list-style-type: none"> <li>• Everyone should clean or sanitise their hands on arrival at school. (Staff and visitors main entrance, students as they arrive at classrooms or zones)</li> <li>• Cleaning hands more often than usual is visibly encouraged</li> <li>• Students and staff are encouraged to regularly (between lessons, before and after lunch, at the start and end of the day) wash their hands thoroughly for 20 seconds with running water and soap and dry them thoroughly, or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered</li> <li>• Hand sanitiser available in every classroom.</li> </ul>	Purchase of more hand sanitising stations for mounting at entrances and key corridor points	

			<ul style="list-style-type: none"> <li>• School will promote catch it, bag it, bin in approach to respiratory hygiene. All classrooms will have tissues and bins will be lined.</li> <li>• For any students with complex cognitive needs, who need extra support in understanding the measures extra guidance will be given, such as <a href="https://e-bug.eu/eng_home.aspx?cc=eng&amp;ss=1&amp;t=Information%20about%20the%20Coronavirus">https://e-bug.eu/eng_home.aspx?cc=eng&amp;ss=1&amp;t=Information%20about%20the%20Coronavirus</a> will be used with students, parents and carers.</li> </ul>	
2	Face coverings	<b>Staff, students, visitors</b>	<p>Whilst the press has reported that the government has said that these must be worn in schools in England, the guidance is in fact more specific; the government state that face masks should be worn in communal areas in the event of local restrictions. Should you wish to read the full guidance, it can be found here: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p>Students will be taught in bubbles on their return to school, they will remain in zoned areas of the school and they will spend break and lunchtime outside. The benefits of wearing a mask can be outweighed by the transmission risks of handling these as students take their mask on and off. Our decision with regard to masks has taken these two elements into consideration. From return on Thursday 3 September, we are asking the following:</p> <ul style="list-style-type: none"> <li>• Students must wear face coverings on school (public and service) transport – as we have already stated</li> <li>• Students must wear face coverings on their way to and from school in areas where there are significant numbers of students (such as the subway, in essence a corridor)</li> <li>• Students/staff must wear face coverings in corridors, when moving between lessons</li> <li>• Good hand hygiene and appropriate placement and removal of face masks is paramount</li> <li>• Students/staff do <b>not</b> need to wear face masks when they are outside</li> <li>• Students/staff do <b>not</b> need to wear facemasks when they are in the classroom</li> </ul>	Purchase of sufficient disposable face masks to give to students – supplies in Year zones
3	Transport, arrival at school	<b>students, staff, transport provider</b>	<ul style="list-style-type: none"> <li>• Staff not to travel to work via public transport unless social distancing can be achieved</li> <li>• Staff should not car share unless they are members of the same household, or unless they do not have any other means of travelling to work. Where this is needed it should be with a consistent member of staff and the rota should be managed to allow this to be possible.</li> <li>• Students should not car share unless they are members of the same household</li> <li>• Students arriving on school buses are advised to maintain social distancing and wear face masks</li> </ul>	<p>School buses operated by Suffolk CC under their guidelines</p> <p>Zoned areas for each bus group to be created and made clear for the end of the day</p>

			<ul style="list-style-type: none"> <li>• On arrival at school and removal of their face mask students must place these in a plastic bag in their school bag and wash their hands before going to their classroom. If disposable coverings they should be placed in a lined bin.</li> <li>• Staff should not transport children in personal vehicles (unless they are from the same family)</li> <li>• School mini-buses should not be used</li> <li>• Students/staff should be encouraged to walk or cycle to and from school where possible.</li> <li>• School cycle racks to be zoned by year groups</li> <li>• Students to be dismissed at the end of the school day gradually and expected to leave the site at this point</li> <li>• Bus waiting areas to be made for the end of the school day (canteen/hall)</li> </ul>	
4	Meetings and visitors	<b>students, staff, visitors</b>	<ul style="list-style-type: none"> <li>• All meetings to be held remotely where possible, eg, using Zoom or MS Teams. This includes parental meetings, unless to do so might compromise the value or sensitivity of the meeting</li> <li>• Visitors only admitted in exceptional circumstances, and if authorised by a member of SMT</li> <li>• Visitors requiring admission must use hand sanitiser at reception prior to signing in and out</li> <li>• Visitors to be escorted by a member of staff at all times, maintaining a distance of 2m where possible, except in certain circumstances, where reasonable and appropriate , eg, where certain visitors are required to see students unaccompanied.</li> <li>• Where a meeting room is used this should be notified so that it can be subsequently cleaned before next use.</li> </ul>	
5	Contractors	<b>students, staff, contractors</b>	<ul style="list-style-type: none"> <li>• Contractors only to be admitted by prior arrangement with site team</li> <li>• Site team to ensure that the employing contractor has appropriate COVID safety procedures in place</li> <li>• Contractors will be required to sanitise hands on arrival</li> <li>• Cleaning team to be made aware of areas where contractors have worked so these can be thoroughly cleaned at the end of each day</li> </ul>	
6	Ad hoc visitors, eg, parents or students collecting or delivering work or resources	<b>staff, visitors</b>	<ul style="list-style-type: none"> <li>• Rearrange any non-essential appointments</li> <li>• Glass partition to be in place at reception</li> <li>• Only one person in reception at a time, maintain social distancing when waiting</li> <li>• The reception area and partition will be cleaned during and at the end of each day</li> </ul>	Review cleaning protocol
7	Attendance at school	<b>students, staff</b>	<ul style="list-style-type: none"> <li>• All staff will be expected to return to work from 1 September 2020, but maintain social distance from each other</li> </ul>	Employer referral system for testing in place

			<ul style="list-style-type: none"> <li>Plans for the return of all students and staff was disseminated in a number of virtual meetings in July 2020 (including one for all staff and governor chairs) with opportunity for follow up questions.</li> <li>Staff who are themselves, or who have household members displaying symptoms of coronavirus should obtain a test to confirm, either by self-referral or by requesting a test through the employer referral arrangement</li> <li>Staff should wash or sanitise hands on arrival, and follow government hand and respiratory hygiene guidance throughout the day</li> <li>Staff are asked to maintain social distance while moving around the school and when working, e.g. staffroom, offices, team rooms, meetings</li> <li>Whole staff or large group training will be conducted remotely (September training day inclusive)</li> <li>Teachers will deliver learning from the front of the classroom, maintaining distance from students wherever possible</li> <li>Support staff working closely with students will wear face coverings and visors</li> </ul>	Sanitisers installed in school and bottles in every room
8	Attendance at school	<b>students</b>	<ul style="list-style-type: none"> <li>At September 2020 all students will be expected to return to school, but will be managed in bubbles (Tutor group, year group or Sixth Form)</li> <li>The first three pupil days of school will have staggered year groups in order to support students' understanding of the new routines and expectations and to support staff adjustment to their movement for teaching and working.</li> <li>Contact made with parents and carers, detailing the return to school for all students and further communication was made to parents and carers of students with SEND.</li> <li>Parental questions raised from this to be dealt with by a member of the SMT.</li> <li>Under no circumstances should staff or students attend school if they or a household member have symptoms of coronavirus, unless they have been tested and received a negative result. They should follow current government guidance on <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></li> <li>Students who are themselves, or who have household members displaying symptoms of coronavirus should obtain a test to confirm, parents and carers will be encouraged to do this</li> <li>Students should wash or sanitise hands on arrival, and follow government hand and respiratory hygiene guidance throughout the day</li> <li>Students will all go outside during break and lunchtime (weather permitting). If this is not possible they will remain in their classroom base.</li> <li>Students walk or cycle to school is encouraged</li> <li>Students to arrive and go straight to their form room in their year group zones</li> </ul>	Employer referral system for testing in place  Sanitisers installed in school and bottles in every room

9	Classroom	<b>students, staff,</b>	<ul style="list-style-type: none"> <li>• Restrict the movement of students around the school by using fixed classrooms for each group of students, specifically:</li> <li>• Classrooms will be set to ensure that where possible desks face the front</li> <li>• Students should use the same desks and computers each day – seating plans to be created by form tutors (KS3) and class teachers (KS4). These will be used to support any Test and Trace procedures where needed. To be collected at the end of the training days.</li> <li>• Rooms to be well ventilated, leaving doors and windows open where possible, also to minimise hygiene transfer</li> <li>• Mechanical ventilation systems to be set to fresh air modes or turned off</li> <li>• Avoid any group activities that requires pupils to be in close physical contact with each other, such as certain sports and games. Students will come to school in PE uniform on those days and changing rooms will be closed to all.</li> <li>• Students should avoid sharing stationery and equipment. Students without stationery can purchase a set from school to ensure that they have the daily needs.</li> <li>• Classroom based resources, such as books and practical equipment, should be limit to use within bubbles where possible. If needed for use beyond bubbles this should be cleaned between use or left out of read for 48 hours (72 hours for plastics).</li> <li>• Where classrooms are used by different bubbles (e.g. dance studio) the room will be cleaned between bubble use</li> <li>• All classroom desks to be wiped daily</li> <li>• Students to wipe computer keyboards before and after use</li> <li>• In the event that it is needed, remote education, will align as closely as possible with in-school provision. The wider use of MS Teams will be implemented in order to allow for more virtual connection or delivery and a timetable will be followed to allow structure and routine for staff and students. This will work alongside Firefly. Staff training in the Summer Term and ongoing in the Autumn Term will support this.</li> </ul>	<p>Check air con unit settings in computer rooms to avoid recirculating air.</p> <p>Wipes in computer classrooms</p>
10	Outside and off-site activity	<b>students, staff</b>	<ul style="list-style-type: none"> <li>• For the teaching of PE outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying attention to cleaning and hygiene</li> <li>• No trips or visits to take place in the first instance of return</li> <li>• Any arrangements for these in the future will include COVID risk assessment element</li> </ul>	
11	Break and lunchtime arrangements	<b>students, staff,</b>	<ul style="list-style-type: none"> <li>• Lunchtime to be reduced to 40 minutes to reduce “social time”</li> <li>• Breaktime to be increased to 30 minutes to recognise staff movement</li> <li>• Students to bring their own lunches into school, lunches to be eaten outside, supervised by staff, or in their classrooms/dining room in inclement weather</li> <li>• Duty staff to ensure that bubbles do not mix at social times</li> </ul>	

			<ul style="list-style-type: none"> <li>• Staff room layout to be modified to facilitate social distancing</li> <li>• Staff to maintain distances in team rooms, staff room</li> <li>• Staff kitchen area to be cleaned daily, including all handles/buttons used</li> </ul>	
12	Food preparation	<b>Students, staff, kitchen staff</b>	<ul style="list-style-type: none"> <li>• No food to be prepared for pupils at this stage</li> <li>• Catering staff to prepare sandwiches for FSM students and consider offer of zoned catering as a next step</li> <li>• FSMeals to be delivered to bubble zones for student collection at break or lunchtime</li> <li>• Kitchen hygiene &amp; infection prevention procedures to be continued, subject to review to ensure covid compliant</li> </ul>	
13	Cleaning	<b>cleaning staff, students, staff,</b>	<ul style="list-style-type: none"> <li>• Cleaning rota will include daytime cleaning of rooms where different bubbles access the same room</li> <li>• Rota to ensure that spaces are cleaned when they are least occupied ie toilets during lesson time, classrooms at break or lunchtime</li> <li>• Cleaners to wash hands on arrival and departure</li> <li>• Cleaning teams, site team to follow social distancing protocols</li> <li>• Cleaners to use Cleaning in Progress signs while working in rooms, so that staff do not enter.</li> </ul>	Timetable of cleaning created for throughout the day – site team and contract cleaners where needed
14	Toilets and washing facilities		<ul style="list-style-type: none"> <li>• Toilets are available in each year group zone and students should use ONLY these facilities</li> <li>• Facilities in the PE block will be closed</li> <li>• Staff to maintain social distancing in toilet areas</li> </ul>	
15	First Aid (non-COVID and COVID related)	<b>students, staff,</b>	<ul style="list-style-type: none"> <li>• <i>COVID Medical needs plan and protocol</i> to be written and followed (updated 16/7/20)</li> <li>• Medical support to be given in zones, for all non-COVID related issues</li> <li>• Medical needs for students presenting COVID symptoms to be seen in designated area near reception. Room to be clearly signed, PPE present. Protocol for movement to that space detailed in plan.</li> </ul>	
16	Managing suspected cases of Covid-19	<b>Staff, students</b>	<ul style="list-style-type: none"> <li>• As per the DfE guidance the school will: <ul style="list-style-type: none"> <li>○ Engage with the NHS Test and Trace process</li> <li>○ Manage any confirmed cases of COVID-19</li> <li>○ In the event of any outbreak, follow Public Health Protection Team Advice. Local team PHE East of England Health Protection Team, Council Offices, College Heath Road, Mildenhall, IP28 7EY EastofEnglandHPT@phe.gov.uk; phe.EoEHPT@nhs.net Phone: 0300 303 8537 option 1</li> </ul> </li> </ul>	

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|  |  | <ul style="list-style-type: none"> <li>• When a student or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 10 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting are then encouraged to get tested so that a return to school or further Test and Trace measures can be implemented.<br/><a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a><br/><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</a></li> <li>• If a member of a household is undertaking a test because of displaying symptoms, the member of staff/student should self-isolate until the test has returned a negative result.</li> <li>• Our <i>COVID Medical Plan and Protocol</i> details how students with symptoms would be isolated within school until parental collection</li> <li>• Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.</li> <li>• Where the student or staff member tests positive, contact will be made with Public Health Protection Team and their advice will be followed. Current guidance states that: <i>The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.</i><br/><i>Close contact means:</i> <ul style="list-style-type: none"> <li>○ <i>direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</i></li> <li>○ <i>proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</i></li> <li>○ <i>travelling in a small vehicle, like a car, with an infected person</i></li> </ul> <i>The health protection team will provide definitive advice on who must be sent home. Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms.</i> </li> <li>• Classroom seating plans, teacher timetables, visitor records (to include contact telephone number) and known meeting groups will be used to support such identification.</li> </ul> |  |
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			<ul style="list-style-type: none"> <li>• Use of the letter provided by the PHPT will enable communication with parents and carers, staff or visitors who need to be contacted.</li> <li>• Cleaning of than area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people.</li> <li>• Wherever possible, wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish.</li> <li>• If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), consider using protection for the eyes, mouth and nose, as well as wearing gloves and an apron. Close the area off until the cleaning team have thoroughly cleaned that area.</li> <li>• Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning. Wash hands regularly.</li> </ul>	
17	Shielded and Clinically Vulnerable Staff and students	<b>Staff, students</b>	<ul style="list-style-type: none"> <li>• From 1 August 2020 the advice on shielding for adults and children has been paused. Hence, all staff and students are expected to return to school from 1 September 2020.</li> <li>• In the event of the change to this advice Parents/carers of children and staff who themselves are extremely clinically vulnerable will be expected to communicate clearly with school to provide evidence of their shielding advice and with regard to young people the school will endeavour to be assured that that the welfare of the young people remain.</li> <li>• Where possible within school accommodation will be made for staff who have conditions which make them vulnerable to minimise their movement around the school</li> <li>• Where students or staff are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.</li> <li>•</li> </ul>	
18	Office working	<b>Staff</b>	<ul style="list-style-type: none"> <li>• Office practices will be managed to avoid face-to-face working and ensure appropriate adult social distancing</li> <li>• Office doors where staff are working to remain open throughout the day, to avoid contact on handles and aid ventilation, unless private telephone conversations need to take place.</li> <li>• Conversations/meetings between staff/parents/students/visitors should be undertaken in an appropriate space for distance and ventilation and give any necessary privacy.</li> </ul>	

19	Emergency evacuation	<b>Staff, students, visitors</b>	<ul style="list-style-type: none"> <li>• Fire exit muster points to remain as per the current school protocol</li> <li>• Signage to be put in place to assist social distancing and safe management of students when in these spaces</li> <li>• Staff and visitors should maintain social distancing whilst carrying out an emergency evacuation and maintain this distance while standing at the evacuation point, though not if the greater risk of fire takes precedence.</li> </ul>	Fire evacuation procedure and evacuation routes to be walked through
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