

Coronavirus (COVID-19): risk assessment for pupils at school. **UPDATE 8 – 20 November 2020**

Ripley St Thomas

The following risk assessment provides a summary of the more detailed risk assessment which has been undertaken prior to the return of all pupils in September. The risk assessment and will be reviewed and updated on a regular basis.

Assessment conducted by: Catherine Walmsley	Job title: Principal	Covered by this assessment: <u>pupils, staff, parents and other relevant individuals.</u>
Date of assessment: Fri 20 November	Review interval: regularly in line with government updates	Date of next review: weekly from 1 September

Related documents
First Aid Policy, Business Continuity Plan, Supporting Pupils with Medical Conditions Policy, Health and Safety Policy, Data Protection Policy, Behaviour Policy, Staff Code of Conduct.

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

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For the purpose of this risk assessment, we have used the term 'coronavirus' to refer to coronavirus disease 2019 (COVID-19).

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Section 1: School operations						
1.1 Prevention: minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school						
Awareness of policies and procedures	H	<ul style="list-style-type: none"> • All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the Health and Safety Policy • Staff receive training that helps minimise the spread of infection before the return of all pupils • Staff are updated regularly on all new guidance and on any changes to school protocols • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - Department of Health and Social Care - PHE • Clear and regular communication is maintained with staff, governors, parents and pupils on all relevant issues around health and safety. • The following document has been used to plan for the wider opening of schools: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools • Communicate issues with infections with governors / Board of Trustees / CEO • NOTE – Guidance has changed. Isolation is now 10 days if you have tested positive. If you continue to have symptoms, you should remain isolated 	Yes	Principal	15 June	L

		longer than 10 days. If you live with someone who has tested positive, you still need to isolate for 14 days.				
A student or staff member attends who either has symptoms themselves, or a member of their household has symptoms of Covid-19	H	<ul style="list-style-type: none"> Staff are vigilant and report concerns about a pupil's symptoms to the school nurse. The school nurse follows school and PHE protocols and reports immediately to the Principal about any cases of suspected coronavirus, even if they are unsure. Pupils with symptoms are sent home and advised to take a test. Schools put into place any actions or precautions advised by PHE/DfE. 	Y	Principal	15 June	L
Infection transmission within school	H	<ul style="list-style-type: none"> Staff are reminded of the symptoms of possible coronavirus infection and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. Any pupil who displays signs of being unwell is immediately referred to the school nurse. A well-ventilated room will be designated where pupils will wait to be collected. Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. Spreadsheets to track those isolating, the dates symptoms started and the results of tests. Maintained and updated by school nurse. Regular communication with parents waiting for tests Parents should inform school should there have been any changes to emergency contact details recently. Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated. 	Y	Principal School Nurse	15 June	L
1.2 Prevention - clean hands thoroughly more often than usual						
Poor hygiene practice	H	<ul style="list-style-type: none"> Posters are displayed throughout the school reminding pupils to wash their hands, e.g. before entering and leaving the school. Pupils wash their hands with soap regularly throughout the day for no less than 20 seconds or use the sanitisers available. Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use in all classrooms and all shared spaces. Pupils do not share cutlery, cups, food or stationery. 	Y	SBM School Nurse	15 June Additions for 1 Sept	L

		<ul style="list-style-type: none"> Individual risk assessments are conducted for areas in school where equipment needs to be shared: PE, Farm, Art, D&T, Science, Food and Music. 				
1.3 Prevention - ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach						
Students do not practise good respiratory hygiene	H	<ul style="list-style-type: none"> Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance. Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and lidded waste disposal bins are supplied Pupils are reminded about 'catch it, bin it, kill it' approach through virtual assemblies and by all teachers. 	Y	All staff	15 June	L
1.4 Prevention - introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach						
Current cleaning regimes may not be sufficient for wider school opening	H	<ul style="list-style-type: none"> Enhanced cleaning to be undertaken with particular attention to shared spaces, frequently touched surfaces and toilets. Follow guidance as set out below. NB: this guidance will be revised by the end of the Summer term. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings Cleaning standards monitored by the school business manager. 	Y	SBM Site Team	15 June	L
1.5 Prevention - minimise contact between individuals and maintain social distancing wherever possible						
The new "overarching principle" is to reduce the number of contacts and mixing in school. Grouping and distancing are promoted	M	<ul style="list-style-type: none"> Grouping students in year group bubbles and zoning the school to reduce pupil movement. Teachers will move to pupils. Pupils will move for lessons in specialist areas. Extra supervision from the pastoral team and SLT will be needed in between lesson changeover. Break and lunchtime will be added to P2 and P4 and breaks and lunches will be staggered to minimise movement. Pupils will have zones for their social time. Movement through the main building will need to be avoided and designated queuing spaces and doorways assigned Assemblies and worship will be delivered via Zoom or recorded PowerPoint during tutor time. Coloured lanyards easily identify year group bubbles 	N	IGG ACS	1st September	L

		<ul style="list-style-type: none"> Rooms for the Year 11 Mock Exam assessment time have been identified, including Lab 9. As these rooms will be used by a variety of year groups at differing times of the day, appropriate cleaning has been established and identified to eliminate the risk of Coronavirus. Appropriate social distancing for both pupils and staff has been adopted during these assessments. 				
Increased risk of transmission because the distancing requirement is reduced	H	<ul style="list-style-type: none"> Ventilation – windows and doors should remain open where possible. Coats may be worn when it is cold. Where possible, tables must be in rows facing the front. Under new guidance, pupils in the year group bubble do not need to socially distance. Adults are recommended to maintain social distancing from each other and from pupils. 	N	Site staff	1 Sept	L
The sixth form is a shared space between different year groups and students come to main school for specialist lessons	M	<ul style="list-style-type: none"> Sixth form students will be allowed to arrive on site at 9.10am and will register in their first lesson or timetabled session. This is to reduce crowding in the mornings in these spaces. Zones for Y12 and Y13 will be created with a separate 'base' for each group. Most lessons will take place in the Sixth Form centre with some movement to main school for specialist lessons. Students encouraged to bring packed lunches Staggered lunch break for Y12 and Y13. Students allowed out of school during break, lunch and non-timetabled sessions. Study spaces will be allocated within 'bubbles'. 	N	MSI	1 Sept	L
The Library is a shared Space with lots of equipment	M	<ul style="list-style-type: none"> Procedures in place to ensure that books are 'quarantines' for 72 hours after return. Different days will be allocated to different year groups to avoid mixing bubbles during tutor times. Closed before school, at break and at lunch. 	N	PCA / RB	1 Sept	L
Arriving and leaving school may encourage pupils to mix and increase risk of transmission	M	<ul style="list-style-type: none"> Different year groups will be allocated different entrances and 'bubble' spaces. Face coverings will be essential on all buses, including school buses. It is the parents' responsibility to ensure face coverings are provided. These need to be stored in a plastic sealed bag during the day for the return trip Ends of the day will be staggered with pupils leaving on foot, cycling or being collected leaving at 3pm. 	N	SLT duty staff each day	Inform parents through PowerPoint	L
SEND or pupils using The Bridge mix year groups through	H	<ul style="list-style-type: none"> Bridge and SEND bubbles to be agreed and roomed. Where different year groups are together in one room, desks must be 2 metres apart. Protocol for cleaning shared spaces and equipment in place. 	N	ACS / AFE	1 Sept	L

use of shared spaces						
Supply teachers/ Peripatetic teachers who move between schools	M	<ul style="list-style-type: none"> • Visitors' register kept with contact details. • Visitors' pack with protocols and code of conduct distributed on arrival 	N	Lodge reception SWA	1 Sept	L
Equipment and resources carry a minor risk of transmission	M	<ul style="list-style-type: none"> • Where possible equipment should not be shared. In cases where items are shared, they should be cleaned between uses. • Risk assessments for use of equipment in specialist areas have been produced. • 	Y	All staff	15 June	L
Shared "soft" surface items	M	<ul style="list-style-type: none"> • Student books can now be taken in and may be taken home for marking. Teachers should wash their hands before and afterwards. • Staff should explore alternative methods of marking student work for assessed pieces - electronic versions or asking pupils to complete and hand in assessed pieces on paper which can be stuck into books. • Textbooks can be used within bubbles. If sharing across year groups, these should be 'rested' for 48 hours. • 	N	HBE – guidance re marking and feedback	1 Sept	L
1.6 Prevention - Where necessary wear appropriate personal protective equipment						
Risk of infection because PPE is not used in line with DfE guidelines	M	<ul style="list-style-type: none"> • Sufficient PPE of the correct standard is procured • If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 m cannot be maintained. If contact is necessary then gloves, an apron and a mask should be worn. • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the <u>Health and Safety Policy</u>, using PPE at all times. • Gloves provided for staff in case of any need to sanitise after a sneeze. • See transport section regarding PPE on buses. 	Y	SBM School nurse	Must be in place 1st Sept	L
The Government guidance on face coverings	M	<ul style="list-style-type: none"> • As we are now facing local restrictions, face coverings must be worn in communal areas by staff and pupils from Tues 22 September. These must be removed on entry into the classroom. Communal areas are all areas outside the classroom, including outdoors. Face masks may be removed when eating. 	Y	CWA	22 Sept	L

in school have changed		<ul style="list-style-type: none"> Pupils must wear a blue or black face mask. Particularly vulnerable children may wear a mask in the classroom – permission given via the nurse and a sticker in their journal to show the teachers Students and staff must be taught routines for safe wearing of masks 				
1.7 Response to any infection – engage with the NHS Test and Trace process						
The school does not respond quickly enough to someone showing symptoms or a family does not engage with the Test and Trace requirement	M	<ul style="list-style-type: none"> Flow chart created showing clear protocol and actions if someone needs to be tested so that steps can be taken quickly and advice / direction given accurately. School must ensure that staff members and parents/carers understand that they will need to be ready and willing to book a test – the school has access to the online keyworker testing portal. Parents should use https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ Provide details of anyone with whom they have been in close contact if requested. Comply with the guidance on self-isolation Clear procedure for responding to positive cases in school: checklist of questions to help infected person to identify close contacts, flow chart of tasks to complete to identify contacts, remove them from lessons, contact parents, follow up letters to be sent and information which needs to be reported to PHE and Trust. 	Y	SBM School nurse KBE Principal	By end of term	L
1.8 Manage confirmed cases of Covid-19 in the school community						
That the school does not respond quickly enough to a positive test causing a localised outbreak and lockdown	H	<ul style="list-style-type: none"> Flowchart created showing steps if someone tests positive so that actions can be taken quickly and advice / direction given accurately. The Principal will contact the local health protection team to inform them that someone has tested positive for Covid 19. The HPT will carry out a rapid risk assessment and guide school through the actions they are to take. Close contact is: face to face, within 1m, skin to skin contact, within 2m for more than 15 minutes and travelling in a small vehicle. 	N	SBM School Nurse KBE Principal	By end of term	L
Section 2: School Operations						
2.1 Transport						
Students may be unable to distance on school buses or public transport	M	<ul style="list-style-type: none"> Face coverings must be worn on journeys to and from school Consider and promote 'active' travel including walking and cycling. Consider from survey number of bikes to be stored and availability of lockers for helmet storage. Walking to be promoted however to create safe dropping encourage parents to drop off a distance from school and pupils walk in rest of route? Remind parents that school has no drop off facility and must not come on to school site 	N	ACS	1 Sept	L

		<ul style="list-style-type: none"> If we use a mini-bus, we have to maintain the year group bubble and build in cleaning after use/not use for 48 hours. Booking need to be carefully organised. No adhoc usage! 				
2.2 Attendance						
Students do not return because they/parents do not understand the guidance	M	<ul style="list-style-type: none"> All students, even those who are currently shielding due to underlying medical conditions are expected to return to school from 1 September according to DFE guidance. Repromotion of the usual rules around school attendance and resuming all previous strategies. Send out attendance policy If a student enters 14 days self-isolation, they must have access to remote education Offer meeting to discuss measures in place and, if necessary, offer individual risk assessment. To those who may be anxious or may need to be more careful due to underlying health conditions. During November lockdown –clinically extremely vulnerable (CEV) children need to shield. Should consult doctor or clinician to check still in this category as they may now no longer need to be. All other groups, including those living with CEV should continue to attend. 	N	PWI	1 Sept	L
Sixth form attendance may be lower than usual	M	<ul style="list-style-type: none"> See above re expectations for return for all Contact with students who have been anxious or disengaged and hold meetings where necessary On our Sixth Form Firefly pages we have created an area: Local Community Support. This signposts a variety of support networks under the heading 'Mental Health'. Work with agencies to support the return to school 	N	MSI	1 Sept	L
2.3 School Workforce						
Insufficient staff return to school to deliver a broad and balanced curriculum	M	<ul style="list-style-type: none"> All staff are required to be back in work for September. Individual risk assessments have been carried out for teachers in more vulnerable categories. In addition to the risk mitigating strategies outlined in the risk assessment, all staff who are more vulnerable will need to take individual responsibility to maintain social distancing, for example remaining within the 2m space at the front of the room and remaining 2m apart from other adults. November lockdown update: staff who are clinically extremely vulnerable should now stay at home. In the event that a colleague wants to continue to work, this must be in agreement with the Principal and taking advice from the doctor. All other staff should continue to attend work. Risk assessments for staff who are pregnant will be revisited. 	Y	Principal HR	In place	L

Staff are anxious about returning to work	M	<ul style="list-style-type: none"> • Staff are briefed on all relevant issues prior to opening more widely, and made aware of new protocols and expectations. • The School's risk assessment is shared with staff, along with a range of relevant documents. • There is opportunity for staff with concerns to have one to one conversations with senior staff • Support and advice for staff as needed • According to Government reports and statistics, staff with increased risk of Coronavirus include BAME, severe asthmatics and diabetics. To reflect this concern and anxiety, additional personalised Risk Assessments have been carried out to ensure all appropriate precautions are taken. 	N	Principal KBE	1 Sept	L May remain M for some
2.4 Catering						
Capacity to provide hot meals and to maintain distancing at lunchtime	H	<ul style="list-style-type: none"> • Pupils will be encouraged to bring packed lunches initially • Pupils requiring lunch will access the canteen in their year 'bubbles'. • Access and queuing procedures will be explained to parents and pupils • The lunch period will be split (two year groups at a time) to ensure we can provide separate queuing and dining facilities using both sides of the dining hall. • Sixth form to access the sixth form facility again in year 'bubbles' • Duty rota to be in place to ensure queuing safely and social distanced • No sharing of food or cutlery • Pupils to be issued with cards instead of using the finger print system 	N	ACS / SBM / Catering Manager	^t Sept	L
2.5 Other school operations						
Emergencies	H	<ul style="list-style-type: none"> • All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. • Pupils' parents are contacted as soon as practicable in the event of an emergency. • Pupils' alternative contacts are called where their primary emergency contact cannot be contacted. • Fire Evacuation Procedures: should there be a need to evacuate any of the school buildings, social distancing rules are disregarded. Pupils and staff should evacuate asap. <p>The school has an up-to-date <u>First Aid Policy</u> in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.</p>	Yes	Principal	Current	L

Educational visits carry increased risk	L	<ul style="list-style-type: none"> The majority of educational visits and overnight visits cancelled. Awaiting decision regarding fieldwork requirements at A level and considerations regarding the ski trip. Guidance will be followed – day trips only, and only in exceptional circumstances. 	Y	SBM / IGG	1 Sept	L
School Uniform and staff dress expectations	L	<ul style="list-style-type: none"> Students must return in full uniform Potentially, there may be shortages of uniform locally, or families in extreme hardship. Up cycling initiated – we have clean, laundered uniform if pupils need it and PWi has created PE kit bags for those in need 	N	ACS	1 Sept	L
Extra-Curricular Activities break the “bubble groups”	M	<ul style="list-style-type: none"> All co-curricular activities taking place must be year-group specific, with limits on attendance Individual risk assessments for specialist areas adhered to Musical ensembles must not contain more than 15 pupils and physical distancing should be employed for singers and those playing wind or brass instruments. Homework club may need to be run on a rota or in multiple locations to avoid mixing year groups. Contact sports should not take place November lockdown update: Co-curricular clubs must be suspended. Exceptions are homework and revision clubs Groups run in school by volunteers and coaches may continue as part of the curriculum and the school day, as long as the measures in this risk assessment are followed. Education Visits - we have suspended all proposed educational trips during this coming month. 	N	DGI	1 Sept	L
Pupils’ behaviour on return to school does not comply with social distancing measures	M	<ul style="list-style-type: none"> Clear messaging through posters, video assembly and communication Adaptation to behaviour policy to preserve bubbles During the return phase following COVID-19, our students’ and staff welfare, safety and health are a key priority and as a result we will take a zero tolerance approach to any student who endangers the safety of others. Any behaviour displayed by a student which puts others at risk will be dealt with immediately by on call and SLT. The student will be sanctioned accordingly. 	N	ACS / PWI	1 June	L
2.6 Curriculum Expectations						
Recovery curriculum after an extended	M	<ul style="list-style-type: none"> The curriculum will be reviewed to take into account what has been missed and make a plan for catch up to be implemented. Work with Subject Leaders to review Y11 and Y13 curricula following OFQUAL consultation on 2021 exams Integrate remote education and face-to-face education manageably using Firefly 	N	PCA HBE	1 Sept	L

period of remote learning						
Music lessons offer an increased risk of transmission	H	<ul style="list-style-type: none"> Specialist risk assessment completed 	N	DGI	1 Sept	L
PE Lessons offer an increased risk of transmission	H	Specialist risk assessment completed	Y	JQU	1 Sept	L
Parental behaviour breaches social distancing	M	<ul style="list-style-type: none"> Parents must only come on site by appointment All visitors must adhere guidelines regarding the number of people allowed in the Lodge and protocols for social distancing on site. Parents encouraged to make video/telephone appointments rather than visit in person. 	Y	Lodge reception staff All staff	1 Sept	L
2.6 Curriculum Expectations Use of the catch up support funding						
Pupils will have significant gaps in their learning and will not have covered sufficient content/ or made sufficient progress, especially those sitting examinations	M	<ul style="list-style-type: none"> Use government catch up funding to support interventions where necessary. Following a period of diagnostic assessment, a plan will be put together that addresses the needs on an individual basis. 	N	HBE PCA (KS3) KBE (KS4) MSI (KS5)	Ongoing during Sept	L
Pupils will experience poor well-being and require additional support	M	<ul style="list-style-type: none"> Continue to work with Lancashire MIND and try to re-establish whole school projects Use material from different organisations to support pupils in school Set up safe 1 to 1 spaces which are socially distanced Use existing structures in school: tutors and pastoral team, our chaplain, learning support, the Bridge, our school counsellors to provide support where needed. Progress tutor to particularly monitor their pupils and discuss with Pastoral staff if worries or concerns. 	N	ACS	Some of this is complete for the 10 and 12 return For 1 Sept	L

Section 3: Assessment and Accountability						
3.1 Examinations and Ofsted						
Students taking examinations in Summer 2021 are adversely affected and do not complete courses of study	H	<ul style="list-style-type: none"> Review curriculum in light of OFQUAL guidance, making any changes required. Mock examinations planned to minimise disruptions to teaching and learning, whilst also providing an opportunity for pupils to practise sitting formal exams. 	N	HBE	1 Sept	L
Section 4: Educational Contingency plans						
Students cannot access online education	M	<ul style="list-style-type: none"> Carry out an audit of digital provision across all year groups in the first week back. Prepare to distribute more IT equipment to year 7 pupils, year 12 pupils and any others where access is a problem. 	N	IGG / AKO	1 Sept	L
Online resources are poor quality, or have insufficient functionality	L	<ul style="list-style-type: none"> Firefly is already in use. Develop systems to provide access to lesson resources for pupils who are self-isolating. Have an action plan ready to fully deliver remote learning via firefly and Microsoft teams in the event of periods of lock down Train year 7 and new year 12 pupils on the use of Firefly, email and other learning platforms in the event of school closures. Communicate expectations of remote learning with parents when required. Devise and embed quality assurances systems and schedules to monitor quality of work set 	N	HBE PCA	1 Sept	L