**SHS Risk Assessment – Covid-19**

This Risk Assessment is based on the recent scientific knowledge and Government publications about the spread of Covid-19

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| **Activity/Area:** *Whole School Opening of Stowmarket High School*  **Reason:** Stop the spread of the COVID-19 virus in the school/workplace. This is a virus which has serious effects which debilitates those who have caught it and causes immense distress both physically and mentally. The UK has suffered huge fatality rates. Supporting documents - Guidance for full opening: schools.  ***Staff information, instruction, discussion time, and training arrangements have been put in place in preparation for welcoming back all staff and pupils.*** | **Name:** Dave Lee-Allan  **Assessment Date:** 18th August 2020  **Review Date:** |

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| **The Risk Rating (high medium or low) indicates the level of response required to be taken** | | |
| Low Risk (L) | Medium Risk (M) | High Risk (H) |
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| Continue, but review periodically to ensure controls remain effective | Continue but implement additional reasonably practically controls where possible and monitor regularly | Identify new controls. Activity must not proceed until risks are reduced to a low or medium level |

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| What are the Hazards / Risks | Initial Rating L,M,H | Control Measures to Reduce Risk | Responsibility | Notes / Further Actions required and by Whom | Date Required | Date Completed | Final Rating L,M,H |
| **1.**  **Unwell children and staff.** Coronavirus may enter the school and spread to other children and staff. | High | * Pupils will enter school through their appropriate entrance and be sent to their appropriate year group bubble to sanitise their hands with Hand Gel. * If pupils are suffering from Covid type symptoms they will be told to remain at home and self-isolate for 14 days and get a test * If staff are suffering from Covid type symptoms they will be sent home to await a covid-19 test. * Signage around school will remind pupils of the precautions that they should take to keep themselves safe whilst in school. * Any symptoms of Covid-19 reported or observed on arrival will result in the child being isolated and parents contacted to collect the pupil. They will be advised to seek a test for the child, a negative test will be required for return to school. | Duty Rota to allocate staff to supervise the pupils arrival at school. | Regular contact with parents to remind them of the protocols in the event they have been in contact with confirmed Covid cases/ family members suffering from symptoms.  If a pupil or member of staff exhibits symptoms, they will be sent home and advised to get a test and self-isolate for 14 days pending the results of a covid test. This will be done in consultation of Public Health England. |  |  | Low |
| **2.**  **Spread of the virus – transmission between children**  Coronavirus spreads quickly when people are in large groups. | High | * Children will be working in Year Group bubbles and will not mix with other year groups. * Some access to specialist facilities will be allowed but this will always be risk assessed * **Social distancing of 2 metres will be encouraged** **between staff and all others at all times, however it is recognised that this is not always possible** * Rooms will be kept well-ventilated. * Break and Dinner times will be staggered for all pupils * Children will access the building from the outside doors. * Pupils movement around school will be strictly limited * Pupils will store their equipment at their table. * Equipment will not be shared. * Children will only use the allocated toilet during lesson time one at a time. | Staff | Where possible pupils will be expected to socially distance within their bubble.  Staff will be encouraged to use work rooms or staff room if numbers can be kept below 5 (staffroom) for social times and non-contact times to give them appropriate space to socially distance. We will be procuring extra fridges and microwaves to help reduce congestion in staffroom.  To reduce risk windows and doors will be open where possible to aid ventilation  Pupils will be taking lunch and breaktime in the areas allocated to their year group bubble.  Pupils will be asked to bring in a packed lunch and there will be a limited selection of cold food available for purchase.    (Water fountains will be turned off) |  |  | Low |
| **3. Transmission between staff** Staff using communal spaces may increase the risk of spreading infection | High | * Staff will be encouraged to maintain a 2m distance from each other at all times. * Staff in school will be allocated to either their work room. The staff room will be discouraged, however cover supervisors will require access to it. Equally staff will need to use the photocopier. The room will be limited to 5 people at any one time, with cleaning products available. Cleaning equipment available for staff to use to regularly clean surfaces in this area. * Cleaning equipment available to wipe down surfaces after use. | All Staff | Cleaning materials will be distributed to staff toilets, staff rooms and each classroom that is in use and any other communally used spaces.  Signs will be used as a reminder. |  |  | M |
| **4. Transmission between parents/carers**  Parents communing in groups at the start and end of the school day may increase the risk of spreading infection. | High | * If children need to be accompanied to school, only one adult should accompany them and collect them at the end of the day. * Weekly welfare calls maintained to provide parents with a regular opportunity to talk to school staff * Parents will not be permitted to enter the site unless they have a pre-arranged appointment that can be arranged safely. * Any parents wishing to speak to the office must contact by phone or email first and will not be allowed ad-hoc access through the main door into the lobby area. | SLT, all staff, parents and children | Regular and clear communication with parents.  Appropriate signage displayed to reinforce no access.  Parents evenings will be undertaken by telephone or internet. |  |  | Low |
| **5. Transmission between children and adults**  For personal care and first aid purposes, closer contact may be required between staff and children. | High | * Staff to maintain distance from pupils at all times. Children’s desks placed as far from where the teacher teaches class. * Masks encouraged to be worn in communal areas such as corridors. * Much of teaching is group work delivered from the front of the class. Children work as directed by the teacher, reinforcing social distancing at all times. Support, answers given by the teacher from the front of the class to the whole group as necessary. Children mark their own work as appropriate. * Staff will be issued with their own hand sanitiser to be used when required. * Need to administer First Aid or personal care – staff member will wear mask, apron and gloves when delivering First Aid. * LSAs will social distance at all times and will withdraw pupils to work separately if they can’t socially distance in the classroom. | All Staff | A separate area and toilet have been identified and labelled in school for anyone showing any symptoms of Covid-19. Any accompanying staff member must wear full PPE (mask, gloves, apron and face shield) which will be provided in the room.  Parents will be contacted via the office/pastoral staff as necessary.  Time spent closer than 2 meters to a pupil will strictly be limited to 15 minutes and should be rare. |  |  | M |
| **6.**  **Children unable to follow safety measures** Pupils may become distressed by the highly structured and unfamiliar learning environments that they will necessarily have to adapt to. | High | * Given that social distancing and rigorous hygiene measures are the only currently reliable protective measure that schools can implement to protect staff and pupils * Staff will be fully aware of who they are working with and would need to be mindful of this at all times. * Pupils presenting a known risk will be individually risk assessed * Patrol system on email will be used to call for help if needed. | Staff | Clear Communication with parents to explain risk assessments  Keeping groups apart is top priority.  Pupil medical lists /individual risk assessments shared with all staff dealing directly with pupils.  Cleaning rota indicates specific cleaning schedule to ensure that the whole site is kept free from the virus. |  |  | M |
| **7.**  **Child or adult develops symptoms in school.** Staff member or child appeared well on arrival but develops a cough, high temperature or has loss of taste or smell.. | High | * Child will be immediately isolated in a designated room, supervised by a member of staff at a 2m distance. A window should be opened for ventilation. * PPE should be worn if a distance of 2m cannot be maintained (e.g. if medical assistance needed). * If the child needs the toilet whilst waiting to be collected, the toilet area they have used should be cleaned and disinfected after use. * The staff member helping the child must wash their hands for 20 seconds immediately after the incident. * Child is sent home and parents are advised to obtain a Covid-19 test for a child who should self-isolate for a minimum of 10 days or until a negative test result is received (their household members should be told to self-isolate for 14 days). * There will be immediate cleaning of surfaces that have been in the child's vicinity and their equipment is removed and stored safely. * Member of staff who develops symptoms goes home and arranges to be tested for Covid-19. They self-isolate for 10 days minimum or until a negative test result is received (family members for 14 days). * There is immediate cleaning of surfaces that have been in their vicinity and cover is provided. | All staff | Room to be set aside specifically for isolation, that is not used for any other purpose.  Process and contact details to obtain Covid-19 testing circulated to staff and parents.  If a pupil or member of staff exhibits symptoms, they will be sent home for 14 days pending the results of a covid test. This will be done in consultation of Public Health England. |  |  | M |
| **8. Confirmed case in school** | High | * Where a child or member of staff tests positive for Covid-19, the school should contact their local health protection team Email [EastofEnglandHPT@phe.gov.uk; phe.EoEHPT@nhs.net](mailto:EastofEnglandHPT@phe.gov.uk;%20phe.EoEHPT@nhs.net) or telephone 0300 303 8537.The team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious.   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. PHE will be informed immediately and their advice followed   * Parents of all children and all staff are advised that there has been a positive test in school and what action has been taken as a result. * The relevant class space and any other areas occupied by the infected person will be closed off until they have been thoroughly cleaned and all surfaces disinfected. * If other cases are confirmed in other parts of the school, Public Health England will conduct a rapid investigation and advise the school on what action to take. * School will ask parents and staff to inform them immediately of the results. | All Staff | If a pupil or member of staff exhibits symptoms they will be sent home for 14 days pending the results of a covid test. This will be done in consultation of Public Health England.  Pupil test request through NHS.UK or by ringing 119  Staff member test school requests a priority test through the portal. |  |  | M |
| **9.**  **Protection of ‘Vulnerable Groups’**  People in identified ‘Vulnerable’ groups are at higher risk from serious infection or death from Covid-19.  *‘The exposure of vulnerable groups must continue to be reduced from normal levels’ (*Our Plan to Rebuild – p20*)* | High | * Staff and children in the ‘extremely vulnerable’ groups will have a separate risk assessment undertaken. * Due to the conflicting scientific opinion – pregnant staff will work from home. * Staff and children in other ‘vulnerable’ groups (with certain pre-existing medical conditions) will be protected by the observance of strict social distancing, use of PPE where necessary and optimum hygiene measures in school. * These staff when in school will be assigned tasks that minimise their contacts. * Generic risk assessment completed for pupils with anxiety issues related to covid-19 | SLT  All Staff | SLT considers those in ‘vulnerable’ groups when assigning tasks in school.  Covered in Equality Impact Assessment. |  |  | M |
| **10. Lunchtimes/**  **Breaktimes** Children will need to maintaining social distancing whilst on a break or eating lunch |  | * Pupils will take their lunch and breaks in their allocated areas so that they remain isolated from other year group bubbles. * Food will be available for purchase in a way that allows pupils to remain socially distanced from adults and other bubbles. |  | Pupils will bring their own drinking water bottles. |  |  |  |
| **11.**  **Outdoor activities/PE** Some scientific evidence suggests that the virus spreads less easily in the open air. |  | * Outdoor space is maximised * Use of outdoor areas will be staggered with only one group in one area at a time. * Children will only have access to the outdoors with their fixed group and will not mix with any other group |  |  |  |  |  |
| **12.**  **Poor hygiene**  Hygiene procedures may not be followed and will cause the virus to spread. | High | * Strict hygiene regime in place, children sanitise on arrival, and at key transition points during the day. * Signs up in working areas and toilets. * On return from the toilet pupils will also use the hand sanitiser to ensure their hands are clean. * Children will be taught the catch it, bin it routine if they cough or sneeze. | Teachers | Any child refusing to follow procedures will be sent to patrol to be dealt with by SLT – this may lead to them being sent home.  Each classroom will have a supply of tissues, hand sanitiser and a spray for cleaning purposes.  Hand washing technique is equally important when using hand sanitiser. |  |  | Low |
| **13.**  **Cleaning** The virus contaminating surfaces. | High | * Children and staff wash or sanitise their hands frequently, and at the change of any activity. Directed by staff. * Children will be allocated a fixed table and chair in their class group. Superfluous furniture to be removed if possible. * Common surfaces that are touched during the day (e.g. door handles, surfaces in toilets) will be regularly cleaned and disinfected throughout the day. (as per cleaning schedule) * Deep clean of all occupied spaces in school by cleaning team at the end of each day. * If specialist rooms such as sensory areas continue to be used cleaning needs to be increased | Teachers and pupils | Ensure new cloths and PPE are used when cleaning. Please refer to the separate ‘Cleaning and Caketaking Risk Assessment.’  There will be cleaning staff available during the school day to carry out cleaning.  Staff will be able to use a OneDrive form to request extra support with cleaning |  |  | M |
| **14.**  **Sharing resources** **and equipment**  Children may pick up the virus by sharing resources. | High | * Each child must use only their own resources. * Children are frequently reminded not to share resources by staff members and will not share computers or iPads in school, unless they have been sanitised after use. * Lifts are not shared unless the person using the lift requires support and lifts are prioritised to those people who are not able to use the stairs * Locker allocation has taken account of the assigned groups so that groups are not compromised when they are being used. * Staff paperwork is shared electronically where possible | Teachers | Any child refusing to follow procedures will be patrolled, and dealt with by SLT  Staff will have their own allocated set of board pens and a board cleaner.  The photocopier, printing and stationary areas will be marked to say one at a time only. Equipment will need to be wiped down before and after use and hand sanitiser will be provided. No children will use the equipment. (See Photocopier protocol)  Hand sanitiser is provided for use before and after touching lift controls |  |  | Low |
| **15.**  **Clothing** There is a possibility that Coronavirus may linger on clothing. | Medium | * Share with parents, children and staff that clothing worn in school should be changed on arrival at home as the virus may be carried on clothing for a period of time. | Staff and parents. | Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. |  |  | Low |
| **16.**  **Maintaining supplies**  The school runs out of hygiene and cleaning supplies. | Medium | * Headteacher will carry out regular stock takes of cleaning equipment. * Office staff to monitor supplies and re-order as necessary. * All staff to be responsible for reporting shortages to office staff ASAP. | Headteacher, Staff, Site manager, Office Staff | In the unlikely event of a supply shortage, any soap, shampoo or washing up liquid can be used to wash hands. |  |  | Low |
| **17.**  **Aggression and contamination.**  Specific children may contaminate staff, or other children, through close contact physical aggression, biting and/or spitting. | High | * Children who pose a high-risk of the identified behaviour will not be permitted into school unless the child has a social worker. * An individual risk assessment will be written for any child known to exhibit these behaviours, before they can be admitted into school. * The risk assessment the school undertakes will identify the child’s potential triggers, strategies and early signs which indicate the child is not managing. | Teacher and LSA | Upon identification of early warning signs, the child is sent home to one of the emergency contacts provided to the school.  In the unlikely event a child or staff member has been contaminated, they will remain at home in isolation for 14 days.  The headteacher reviews risk assessment in consultation with PHE and will consider closure of the school. |  |  | M |
| **18.**  **Staff well-being and shortages** Too many staff are unwell at one time or are self-isolating to maintain staffing levels in the school. | Medium | * Staff will work in the school in fixed groups to reduce contact and the risk of multiple staff being infected at one time. * Staff share concerns with SLT at briefings or to union reps to collate and share with SLT to manage workload and promote effective communication. * Where possible, meetings and events such as staff training are conducted remotely to reduce the risk associated with increasing contact. * Where volunteers are used the same staff principles are applied. * Where possible, flexible work practices have been put in place to promote a positive work-life balance for all staff | Senior leadership | In the event of staffing shortages, other staff may be re-deployed or certain groups of children asked to stay home until the issue is resolved.  The Headteacher reviews the risk assessment with the unions and may consider closure of the school. |  |  | Low |
| **19**  **Excessive mental pressure** Threat of the virus may cause staff and pupils increased levels of anxiety. | High | * There will be considerable time devoted to talking to pupils as they return, listening to their concerns and reassuring them. Staff will take advice from SLT as appropriate if they have specific concerns about the mental health of any pupil and consider Safeguarding procedures as appropriate. * Directors of faculty will keep a regular check on the mental state of the staff that they manage and the emphasis will be on supporting each other and encouraging honesty and expression of any concerns. * Staff have access to the Wellbeing service, where needed. * Pastoral support can be arranged for pupils in need. | Staff, SLT, MLG. | Directors of Faculty to share significant general concerns with senior leaders.    Senior leaders to review risk assessment, as necessary. |  |  | M |
| **20.**  **Changes to lesson planning**  Some subjects share practical resources and require close contact. |  | Subjects mentioned on the guidance for the full reopening of schools that require increased measures due to Covid-19 include:  Music   * Singing will not take place, wind and brass playing does not take place in large groups such as school choirs. Music lessons are restricted to using recorded music and not playing wind or brass instruments unless: * lessons are for smaller groups not exceeding 15 people * this is done outside or in well-ventilated space * participants are positioned to maintain at least 2m distance (3 metres is preferable) with no-one directly facing another person. * the teacher will stand 3 metres away where they need to face the group.   PE Outdoor space is maximised. Where it is not possible, e.g. due to inclement weather, the largest available, well ventilated spaces will be used.   * Prioritisation of low impact activities is given over high impact * The use of non-personal kit is avoided as much as possible, where it is used e.g. bibs kit will be carefully cleaned/laundered between uses. * The use of changing rooms and showering facilities are avoided where possible. * On PE days, PE kits to be worn on arrival and for the whole day.   Drama / Performing Arts   * Outside drama is planned as a first consideration * Activities that involve raised voices do not take place. * Smaller class sizes will operate where possible * Back to back and side to side positioning is planned as much as possible * Distancing is maintained as much as possible. * Science * Art / Design * Food Tech * Any other practical based subject Gatherings involving more than one group should be avoided e.g. large assemblies | Subject leads  Staff | Realistic expectations of curriculum coverage. Cannot be as normal  Swimming lessons will not take place.  Changing rooms will be unused due to children attending school in PE Kit.  Showers will not be used.  A remote education plan is needed. |  |  |  |
| **21**  **Visitors to school including contractors** |  | * Visitors to school will be expected to make an appointment prior to their visit, except in an emergency. * Visitors to school, who access the school building, will be expected to wear a face covering. Staff meeting or dealing with visitors should also wear a face covering. * Visitors and contractors must wash or sanitise hands on entry and exit from building. * They will take advice from the office with regard to social distancing and safety during their visit. * Any equipment or surfaces they touch must be cleaned or wiped down afterwards by the person concerned. |  | The number of visitors is minimised as much as possible.    Visitors will use their own pen or will be provided with a pen that they take with them.  All visitors and contracts must sign in.  Expectations outlined by office staff at point of signing in and poster displayed.  People do not shake hands |  |  |  |
| **22.**  **Transport** |  | * Cycling - Pupils are instructed to use bike racks one at a time. * Car - Parents, staff and pupils have been advised not to gather in parking areas. * Parents and staff have been advised to follow government guidelines regarding who can travel together by car * Walking - Pupils and parents have been advised that it is preferable that members of the household should walk to the setting together where possible * Pupils and parents have been advised that they should not walk together in large groups * School Transport - Trips will not take place until after review date |  | Pupils have been advised that it is mandatory to wear face coverings on public transport and arrangements are in place for the safe removal of face coverings. |  |  |  |
| **23.**  **Offices** |  | * Shared telephones (such as staffroom telephone) must be sanitised prior to use. * Furniture has been rearranged/marked as not to be used to prevent face to face working and create separation to enable distancing of staff. * Unnecessary items have been removed to support effective cleaning of the area * Hot desking is avoided * desks near busy circulation spaces are not used * Shared equipment has been moved to reduce group mixing such as printer location * Screens are installed as a last resort |  | Staff informed to clean telephone before using  When hot desking does take place, space to be cleaned between users.  Has consideration been given to the governments advice about office staff working from home? Is remote working possible on a rota basis for some office staff? |  |  |  |
| **24.**  **Other considerations** |  | * Use paper towels to dry hands after washing and turn off hand dryers. * With parental permission have E45 cream available for the children to use to prevent sore hands due to increased washing. * If a child has medication that needs to be kept in a fridge staff must maintain social distancing rules. * Classrooms and areas of the school not currently being used should have the doors closed and should not be entered unless absolutely necessary. doors locked where appropriate? * Non-Teaching staff should maintain social distancing rules. * All normal operational premises management requirements have been implemented. * Any new arrangements have been reviewed by the Senior Management team to ensure that they do not impact on safeguarding requirements. * Fire assembly points have been reviewed to ensure that pupils do not gather in groups, where required, separate assembly points have been introduced to prevent large gatherings in one place. |  | Paper towels and dispensers will be put in each toilet along with anti bac soap and a pedal bin with a lid.  E45 cream will be put in each classroom.  A fire drill is planned for the first week of term. |  |  |  |

**Emergency contacts:**

**Public Health England** Emergency Telephone number (case notification) 0300 303 8537 (option 1) or email [eoe.crc@phe.gov.uk](mailto:eoe.crc@phe.gov.uk) (non-urgent questions)

**Suffolk County Council** 01473 263942. (Education and Learning Contact)

**Waveney Valley Trust** Emergency Contact: 01508 520600