**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:** 8th Feb 2022  **Review Date:** March 2022 |

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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 students and staff.** Coronavirus may enter the school and spread to other students and staff. | H | * If pupils are suffering from Covid type symptoms they will be told to regularly test at home. * If staff are suffering from Covid type symptoms they will be reminded to regularly test at home * Signage around school will remind pupils of the precautions that they should take to keep themselves safe whilst in school. | Medical administrator to advise headteacher of any concerns regarding numbers of potential cases | 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. | From Jan 2022 | Jan 2022 | L |
| **2.**  **Spread of the virus – transmission between students and staff**  Coronavirus spreads quickly when people are in large groups. | H | * Staff to maintain distance from pupils where possible. Student’s desks placed as far from where the teacher teaches class. * Masks are no longer mandatory and required by law in England, however the Headteacher reserves the right to introduce or withdraw the wearing of face coverings in classrooms and communal areas depending on the number of positive cases within the school. * Much of teaching is group work delivered from the front of the class. Students 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. Students 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 and keep their distance * Rooms will be kept well ventilated * Where possible, equipment will not be shared * Whole year events such as assemblies will be run online until further notice | Staff | CO2 monitors have been supplied to all classrooms and team spaces.  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  A separate area has been identified 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. |  |  | L |
| **3. Transmission between parents/carers**  Parents communing in groups at the start and end of the school day may increase the risk of spreading infection. | H | * If students need to be accompanied to school, only one adult should accompany them and collect them at the end of the day. * 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 students | Regular and clear communication with parents.  Appropriate signage displayed to reinforce no access.  Parents evenings will be undertaken online |  |  | L |
| **4. Confirmed case in school** | H | * Where a child or member of staff tests positive for Covid-19, the school reports to Suffolk Public Health as required. * School will ask parents and staff to inform them immediately of the results, particularly after a holiday or closure | All Staff and students |  |  |  | M |
| **5.**  **Cleaning** The virus contaminating surfaces. | M | * Students and staff wash or sanitise their hands frequently. * Students will be allocated a fixed table and chair in their class group. * 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) * Sanitising stations available at entrances and exits * Senior staff to ensure students on entering the Food Hall will have their hands sanitised. * Following holidays, the school to bio –fog the entire school | 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 |  |  | L |
| **6.**  **Maintaining supplies**  The school runs out of hygiene and cleaning supplies. | L | * Headteacher will carry out regular stock takes of cleaning and testing 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. |  |  | L |
| **7.**  **Aggression and contamination.**  Specific students may contaminate staff, or other students, through close contact physical aggression, biting and/or spitting. | H | * Students 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 in line with national guidelines |  |  | M |
| **8.**  **Staff well-being and shortages** Too many staff are unwell at one time or are self-isolating to maintain staffing levels in the school. | M | * 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. | Senior leadership | In the event of staffing shortages, other staff may be re-deployed or certain groups of students 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. |  |  | L |
| **9**  **Excessive mental pressure** Threat of the virus may cause staff and pupils increased levels of anxiety. | M | * 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. |  |  | L |
| **10**  **Visitors to school including contractors** |  | * Visitors to school will be expected to make an appointment prior to their visit, * 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. |  | 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. |  |  |  |
| **11**  **Transport** |  | * Cycling - Promoted * Students to adhere to government guidelines regarding the wearing of masks on public transport |  | Face coverings are no longer mandatory on public transport, however individual operators may choose to recommend the use of face coverings. |  |  |  |

**Emergency contacts:**

**Suffolk County Council** 01473 263942. (Education and Learning Contact) COVID Support Email: [CYPC19@suffolk.gov.uk](mailto:CYPC19@suffolk.gov.uk)

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