

## RISK ASSESSMENT

<b>Stanwell school</b>	<b>Date: 16/09/2020</b>
<b>Completed by: Trevor Brown &amp; Maria White</b>	<b>Review date: as and when required e.g. issues identified, changes in Welsh Government / Public Health advice etc</b>

**Activity/Description/Area:** Opening school for the Autumn term on 01/9/2020 with a 1-week period of flexibility before all pupils return to school on 07/9/20. Keyworker childcare provision is no longer provided.

This risk assessment takes into account the following Welsh Government operational guidance:

<https://gov.wales/keep-education-safe-operational-guidance-schools-and-settings-covid-19>

Minimising contacts and mixing between people reduces transmission of COVID-19. Maintaining distinct contact groups that do not mix makes it easier, in the event of a positive case, to identify those who may need to self-isolate and to keep that number as low as possible.

The first and second weeks in September will be organised as follows:

Tuesday 1st September 2020	INSET day for staff (no pupils)
Wednesday 2nd September 2020	New Year 7 cohort (Transition Day*)
Thursday 3rd September 2020	Year 7/ Year 11 / All Year 12 / Year 13
Friday 4 <sup>th</sup> September 2020	Year 7/ Year 11 / All Year 12 / Year 13
From Monday 7 <sup>th</sup> September 2020	All pupils in all Year Groups: Years 7 / 8 / 9/ 10 / 11 /12 / 13

Pupils will be in contact groups consisting of year group bubbles to enable the school to deliver the full breadth of the curriculum. We plan to run the timetable as it is currently written with staff largely remaining in their own teaching rooms and pupils moving around school between lessons.

Pupils will have staggered arrival times per year group bubble and line up in designated areas outside. They will be collected by staff and taken in to first lesson to ensure a controlled and orderly start to the day. This process will begin at 8.15am. At each lesson changeover, Years 7, 8 and 9 pupils will exit their classrooms 5 minutes prior to the bell and go to a designated outside area to line up in forms. Teachers should remain in their rooms and await the next class. Years 10, 11, 12 and 13 students will move to their next classrooms on the bell and, once this movement has been completed, Years 7, 8 and 9 pupils will be sent in from their designated outdoor area to their next classroom. Senior staff will be in charge of the pupils in each designated outdoor area and monitoring corridors.

All desks in classrooms should be arranged with pupils facing the front and staff should remain socially distanced from pupils. Pupils will be consistently encouraged to maintain frequent hand washing and be respectful of others' personal space. Between lessons, table surfaces should be cleaned. Cleaning materials will be supplied to each room; pupils can take an antibacterial wipe and clean their immediate surface prior to being seated. Staff can also use the cleaning materials to spray and wipe down areas.

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by when	Date action completed
Spread of Coronavirus	<p>Staff &amp; pupils</p> <p>Not following Welsh Government guidance</p>	<p>Anybody unwell with symptoms of COVID-19 or living with someone who does, to stay at home:</p> <ul style="list-style-type: none"> <li>- New continuous cough;</li> <li>- High temperature;</li> <li>- Loss of / change in taste or smell</li> </ul> <p>No pupils / staff to attend school if they:</p> <ul style="list-style-type: none"> <li>- Feel unwell, have any of the above symptoms or have tested positive to COVID-19 in the past 10 days;</li> <li>- Live in a household with someone who has symptoms of COVID-19 or has tested positive to COVID-19 in the past 14 days</li> </ul> <p>Robust hand and respiratory hygiene including ventilation</p> <p>Continue with the increased cleaning arrangements</p> <p>Active engagement with Test, Trace, Protect</p> <p>Consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination</p>	Ongoing monitoring	Staff	Ongoing	

Prevention of Coronavirus	Staff & Pupils	<p>Regular communication with staff, parents, guardians etc.</p> <p>Minimise contact between individuals as much as possible through year group contact groups</p> <p>Staggered start / finish times in place</p> <p>Cleaning hands thoroughly more often than usual with soap &amp; water / hand gel – on arrival at school, returning from breaks, during a change of room and before / after eating</p> <p>Good respiratory hygiene by promoting 'catch it, bin it, kill it'</p> <p>Continuing with enhance cleaning, particularly frequently touched surfaces &amp; outside equipment</p> <p>Wearing appropriate PPE (see below)</p> <p>Ensure appropriate ventilation</p> <p>Within classroom:</p> <ul style="list-style-type: none"> <li>- Make small adaptations to the classroom to support distancing where possible, including sitting side by side and facing forwards;</li> <li>- Move unnecessary furniture out of classrooms to give more space;</li> </ul>	<p>Ensure sufficient hand washing facilities / hand gel available</p> <p>Supplies of tissues &amp; lidded bins to be made available</p> <p>Hand gel available before entering the toilet &amp; ensure toilets are cleaned regularly</p> <p>Windows and doors to remain open where possible</p>	<p>Head Teacher</p> <p>Head Teacher</p> <p>Head Teacher</p>	<p>01/09/20</p> <p>01/09/20</p> <p>01/09/20</p>	

- Maintain a distance & reduce the amount of time they are in face-to-face contact
- Staff to maintain distance from pupils, staying at front of class, away from colleagues where possible;
- Where possible, adults to maintain a 2-metre distance from each other and from pupils;
- Staff to avoid close face-to-face contact and minimise time spent within 1 metre of anyone

Elsewhere:

- Keep contact groups apart where possible;
- Avoid large gatherings such as assemblies or collective worship with more than one group;
- Ensure movement around the school minimises contact between groups and is for the shortest time possible;
- Staggered break and lunch times (time for cleaning surfaces in dining area between groups);
- Allocate additional areas to expand communal break and lunch facilities (New sports hall / Sixth Form Café outside area adapted to be all-weather)

Congestion at site entrances:

- Additional entrance/exit(s) for pupils: Stanwell Road (in addition to Salisbury Avenue and Victoria Road
- Contact residents and LA Highways

		<ul style="list-style-type: none"> <li>- Additional Signage and green cones (explore possibility of reinstating yellow 'school entrance' markings with LA.</li> <li>- Stagger Start / end times for pupils.</li> <li>- Alternative lining up arrangements and use of additional outside spaces courtyard / tennis courts</li> <li>- Purchase temporary pedestrian barriers for Stanwell Road entrance/exit and have them in situ before start and end of day</li> <li>- Additional hand sanitiser facilities placed on outside stations to facilitate efficient entry to the site.</li> </ul>		SLT/Site Manager	01/09/20	
		<p>Limit the amount of equipment pupils bring into school each day to essentials e.g. lunch boxes, bags, hats, coats, books, stationery, etc. Books and other shared resources can be taken home, but unnecessary sharing should be avoided; they should be cleaned and rotated.</p> <p>Staff and pupils should have their own individual and very frequently used equipment such as pens and pencils and not shared. Classroom-based resources such as books and games can be used and shared within a contact group; they should be cleaned regularly.</p> <p>Submission of exercise books and pupil work (hard copies) to be left 48 hours before handling and held for an additional 48 hours before returning to pupils.</p>	Resources that are shared between contact groups such as sports, art and science equipment should be cleaned frequently and meticulously and always between contact group, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different contact groups	Staff	Ongoing	

Use of PPE	Staff & pupils	<p>Social / physical distancing, hand hygiene and respiratory hygiene remain the most effective ways to prevent the spread of coronavirus</p> <p>No PPE is required when undertaking routine educational activities in the classroom.</p> <p>Face coverings must be worn by staff and pupils (unless exempt) in communal areas e.g corridors, dining areas (whilst queuing), Sixth form study areas.</p> <p>If a pupil becomes unwell with symptoms of COVID-19 and needs direct personal care, staff should wear disposable gloves, apron and fluid-resistant (type IIR) surgical mask; eye protection should also be worn if a risk assessment determines that there is a risk of splashing to the eyes from coughing, spitting or vomiting; gloves and aprons to be worn when cleaning areas where a symptomatic person has been</p> <p>All the above PPE to be worn if providing intimate care</p>	<p>Ongoing monitoring</p> <p>All staff to be trained in putting on and removing PPE in the right order, safely dispose of the waste and use correct hand hygiene steps to reduce the risk of onward transmission of the infection</p>	<p>Staff</p> <p>Line managers</p>	<p>Ongoing</p> <p>01/09/20</p>	
People at school who are unwell	Staff & pupils	<p>Pupils to be kept in a separate room (meeting rooms) until they are collected, supervised at a distance of 2 metres where possible. If this is not possible, disposable gloves, apron &amp; IIR mask to be worn</p>	<p>Ensure surfaces that symptomatic pupils / staff have come into contact with are carefully and thoroughly cleaned</p>	<p>Staff</p>	<p>Ongoing</p>	

		<p>Anybody with symptoms to stay at home, begin to self-isolate for 10 days and make arrangements to be tested (including pupils). Rest of household to stay at home for 14 days from the day the first person became ill or until the outcome of the test is known</p> <p>Engage with the Test, Trace, Protect strategy</p> <p>Manage confirmed cases of COVID-19 among the school community and contain any outbreak by following local health protection team advice</p>	<p>If test is negative, they can return to school when they feel well enough to do so</p> <p>Advise H&amp;S Team as soon as anybody in the school tests positive</p> <p>AC1 form to be completed for all staff that test positive and sent to Health and Safety Team</p>	<p>Staff / pupils</p> <p>Head Teacher</p> <p>Line manager</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
Engage with the Test, Trace, Protect (TTP) Strategy	Staff & pupils	<p>School will remind everybody who is showing symptoms to self-isolate and book a test. Those living with someone showing symptoms will also self-isolate</p> <p>If anybody tests positive a Contact Tracer will contact them (parent of a pupil) to help identify potential contacts. A second contact tracer will then get in touch with those contacts and advise them to self-isolate for 14 days from their last contact with the positive person. These people will only be required to take a test if they develop symptoms.</p> <p>People are considered as potential contacts if they were in contact with the person who has tested positive during a period beginning up to 2 days before symptoms started and ending when the case entered home isolation.</p>	<p>School will be contacted by the TTP team to assist in tracing contacts</p> <p>School to maintain records of all staff / pupils on site, where, when etc.</p> <p>School to note that a contact is defined as someone who has had <b>close contact</b>:</p> <ul style="list-style-type: none"> <li>- Within 1 metre of the person who has tested positive and has been coughed on, had a face-to-face conversation, had skin-to-skin physical contact, or been in other forms</li> </ul>	<p>Head Teacher</p>	<p>Ongoing</p>	

		<p>A positive test on site does not require closure of the school</p> <p>Where staff have maintained social / physical distancing rules and adhered to hygiene measures during work and where required have used PPE, they would not be regarded as part of a contact tracing exercise</p> <p>If school identifies a potential cluster or outbreak, they will contact the regional multi-agency TTP Team immediately</p>	<p>of contact within 1 metre for 1 minute or longer;</p> <ul style="list-style-type: none"> <li>- Within 2 metres of the person testing positive for more than 15 minutes</li> <li>- Having travelled in a vehicle with the person who has tested positive.</li> </ul>			
Identifying clusters and outbreaks	Staff & pupils	<p>A cluster is defined as 2 or more cases of COVID-19 among pupils or staff within 14 days or an increased rate of absence due to suspected or confirmed cases of COVID-19</p> <p>An outbreak is defined as 2 or more confirmed cases of COVID-19 among pupils or staff who are direct close contacts, proximity contacts or in the same 'bubble' in the school, within 14 days.</p> <p>An outbreak is declared over when there has been 28 days since the onset of the last confirmed case in the school and the results of any possible cases in pupils and staff in that time have tested negative</p>	<p>Outbreak Control Team will consider:</p> <ul style="list-style-type: none"> <li>- Adjustments to how the school is operating to facilitate infection &amp; control measures and social distancing;</li> <li>- If further groups need to be asked to self-isolate e.g. class groups, other functional groups or year groups;</li> <li>- Whether to undertake an enhanced investigation including testing of a wider group.</li> </ul>			

Antibody testing	Staff & pupils	All schools are currently in a programme of antibody testing			Complete	
Pupils & staff with underlying health conditions	Staff & pupils	<p><b>The Welsh Government has paused Shielding from 16/8/20; the advice is that staff and pupils can come to work / school as long as it is COVID-19 compliant.</b></p> <p><b>Risk assessment to be completed on those returning from the shielding group</b></p> <p><b>Risk assessments already completed on staff in the clinically vulnerable group</b></p> <p>Staff and pupil well-being is a primary concern for the school.</p> <p>Support mechanisms for staff include:</p> <ul style="list-style-type: none"> <li>- Talking to line manager;</li> <li>- Schools Advisory Service (SAS) via app 24/7</li> <li>- Occupational Health Service can be contacted on 07894 326948 or 07714 397521.</li> </ul> <p>Staff to positively reinforce behaviours around social / physical distancing and hygiene as opposed to stigmatising mistakes</p> <p>Staff to be alert to identify and support learners who exhibit signs of distress</p>	<p>Monitor Welsh Government advice for any additional action to be taken in relation to those that were shielding.</p> <p>Support can be obtained from the Business Manager</p> <p>Staff to use the COVID-19 Workforce Risk Assessment (self-assessment) to consider their own health and well-being status to see if they are at higher risk of development more serious symptoms if they come into contact with the COVID-19 virus – result will be either low, high or very high. Result to be discussed with the Business manager.</p>	<p>Head Teacher</p> <p>Any staff that choose to</p>	Ongoing	

Pupils with symptoms entering the school	Staff & pupils  Spreading symptoms to others	All pupils, parents / guardians will be screened on arrival at the school with a standard set of questions.  Parents / guardians reminded of their responsibility to abide by current guidelines on hand washing, social distancing & staying safe at home  Pupils to use hand gel on entering the school	Monitor for symptoms developing. Any child showing symptoms on arrival will not be admitted to the school.	Staff	Ongoing	
Transport	Staff & pupils	Staff to avoid car sharing with work colleagues  Face coverings to be worn on public transport  LA transport provision has been risk assessed by Transport Services				
Lack of First Aid provision	All staff & Pupils	Low risk environment.  Supervision rations to be adhered to (minimum of emergency first aid staff on site at all times).  First aid equipment available and adequately stocked.  School accident / incident form to be completed where appropriate				

Administering prescription medication	Pupils  Incorrect medication or dosage given; medication not available	Usual school policy / procedures to be followed by staff				
On-site Traffic	All staff & pupils	See separate traffic risk assessment for the school				

Fire	<p>All staff &amp; pupils</p> <p>Burns, smoke inhalation, asphyxiation</p>	<p>Fire alarm checks to be carried out as normal</p> <p>Fire doors should not be wedged open unless done so with an appropriate hold open device that is connected to the fire alarm system.</p> <p>Head Teacher will ensure fire risk assessment is up-to-date and any outstanding work undertaken</p> <p>Emergency Evacuation Procedures ensure <i>bubbles</i> are lined-up 2 metres apart on tennis courts, communicate that safeguarding requirements to ensure safe and immediate evacuation of site supersedes any guidance regarding social distancing.</p>	<p>Support can be obtained from Fire Safety Officer on 01446 709150</p>			
Safeguarding	<p>Pupils</p>	<p>All staff aware of their safeguarding duties</p> <p>All staff and pupils should know how to contact the Designated Safeguarding Person (DSP) and consider how pupils can talk privately.</p> <p>Standard procedures to be observed including consideration of older age groups.</p> <p>Appropriate site security arrangements in place</p>				

<p>Building &amp; property maintenance</p>	<p>All staff &amp; pupils  Legionella, defects in property, faults, electric shock etc.</p>	<p>All routine inspections &amp; tests must be maintained e.g. legionella water monitoring, hand wash water temperatures.</p> <p>Statutory inspections &amp; servicing to continue</p> <p>Defects to be reported for remedial action.</p> <p>All doors to chemical / cleaning storage, electrical distribution cupboards, high risk areas etc. to be kept locked</p> <p>Good housekeeping to be maintained</p> <p>All outdoor building maintenance must be coordinated with the Head Teacher to ensure segregation from pupils and staff e.g. grass cutting.</p> <p>All contractors to report to reception prior to the start of any work.</p>				
<p>Slips, Trips &amp; Falls</p>	<p>All staff &amp; pupils  Poor housekeeping</p>	<p>Appropriate footwear to be worn</p> <p>Emergency cleaning (spills) procedures in place</p> <p>Good housekeeping to be maintained</p>				

<p>Cleaning activities</p>	<p>All staff &amp; pupils</p>	<p>Maintain robust cleaning</p> <p>Enhanced cleaning of high contact areas must be arranged throughout the day.</p> <p>Wash hands following any cleaning activity.</p> <p>Cleaners to wear appropriate PPE in line with current arrangements e.g. gloves, apron etc.</p> <p>Wear goggles if decanting chemicals where there is a risk of splashing in the eyes.</p> <p>Staff to assist with cleaning where appropriate</p>				
<p>Lack of staff, reduction in supervision</p>	<p>Staff &amp; pupils</p> <p>Lack of supervision, increase in accidents, increase contact</p>	<p>Maintain supervision levels as far as practicable at all times.</p> <p>Identify back-up staff</p> <p>Utilise rotas to cover access times including premises staff / cleaners. Consider redeploying staff where necessary.</p> <p>Use of multi-purpose facilities (Sports Halls, Drama Studio, Dance Studio, Lecture Theatre) where appropriate and when required for groups to be supervised.</p>				

Catering	Staff and pupils	<p>Catering facilities will be fully opened from the start of the Autumn term.</p> <p>Additional dining area to be created in new sports hall to minimise contact between year group bubbles.</p>	<p>Further information and guidance provided by Welsh Government to cover any potential issues with the provision of free school meals, if the need arises</p>			
<p>Educational visits</p> <p>School uniform</p> <p>Breakfast Clubs &amp; after school provision</p>	Pupils	<p>Welsh Government supports the guidance produced by a partnership of experts to help ensure that educational visits and activities are safe: <a href="https://oeapng.info/">https://oeapng.info/</a></p> <p>All pupils to wear school uniform from the Autumn term, with the exception of days where a pupil has a PE lesson where they can wear their PE kit to school and for the duration of the day.</p> <p>Peripatetic music lessons, breakfast club and the whole-school homework clubs to run.</p> <p>Single cohort homework intervention clubs will recommence (3-4pm)</p> <p>Sixth form students are permitted to use the study areas after school hours</p>				

Contingency planning	Staff and pupils	Plan in place for the possibility of a further lockdown	Welsh Government will work closely with Public Health Wales and Councils, in the case of potential localised outbreaks			
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