

School reopening: risk assessment Sexey's School

March 2021

Context of Risk Assessment

We will be opening Sexey's school for the whole school population from 8 March onwards. The 8 March will be an INSET and testing day (Year 13 and 11 only) and all students will return from the 9 March onwards on a phased return.

Grouping of students in this period:-

- Boarders and Vulnerable Children and Children of Critical Workers will work in a room as a separate "Onsite Bubble" until their Year Group cohort returns to school.
- Each Year Group will form their own bubble.

RAG rate your control measures

- Red: this measure cannot be put in place in our school at any time
- Amber: this measure can be put in place, but not in time for when we've been asked to reopen
- Green: this measure is in place, or can be in place for when we've been asked to reopen

| HAZARD | WHO MIGHT BE HARMED | CONTROLS TO BE PUT IN PLACE | WHO WILL BE RESPONSIBLE | WHEN THE CONTROLS NEED TO BE IN PLACE BY | RAG | ADDITIONAL NOTES |
|---|--|---|--|---|-----|------------------|
| Contact with someone suffering from coronavirus | <ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors | <p>A letter will be sent to all staff and parents asking everyone not to come into school if they or anyone they live with is experiencing coronavirus symptoms, and instead follow official self-isolation guidance. Regular reminders will be given about this. These will be sent on a weekly basis on the Friday end of week email from Headteacher.</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing, and the school will help them do this.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. There are two isolation rooms set up within the Health Centre.</p> <p>A designated first aider will be allocated to these rooms with a reserve first aider should one be needed.</p> <p>999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron • If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection <p>When a Parent arrives to collect the student they will be asked to remain in their car and phone reception so the student can be taken to the car by the First Aider</p> <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken:</p> <ul style="list-style-type: none"> • Use of a vehicle with a bulkhead (i.e. the driver is in a separate compartment to any passengers); or | <p>HC/LP</p> <p>MS</p> <p>NB</p> | <p>8th March</p> | | |

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| | | <ul style="list-style-type: none"> The driver and passenger will maintain a distance of 2m from each other; or The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are old enough and able to do so <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance.</p> <p>If a pupil or a staff member working with pupils tests positive for coronavirus, the rest of their pupil group will be sent home and advised to self-isolate for 10 days (as will any staff member who looked after them in school while they were symptomatic).</p> <p>If other cases are detected at school, the local health protection team from Public Health England will be in touch to advice on appropriate action, such as asking more people to self-isolate.</p> <p>Testing</p> <p>Lateral flow will be run on the school, site from 8 March</p> <p>This will be staffed by medical trained professionals and volunteers who will have undertaken appropriate training and had their competency assessed by an appropriately experienced person.</p> <p>Mass testing</p> <ul style="list-style-type: none"> Students will be able to book appointments for test 1 using the online Parents evening appointment system Students will enter the site for the test and leave immediately afterwards, during this time they will be asked to wear a mask and socially distance. Testing will take place in Main Hall There will be 4 bays and a team of 8-10 staff Results are usually available within 30 minutes. Students and Parents will be notified of the results electronically via email or school comms | <p>NB</p> <p>NB</p> <p>NB</p> <p>HC</p> <p>HC</p> <p>ET/MS</p> <p>ET/MS/SST</p> <p>ET/MS</p> <p>NB</p> <p>NB</p> <p>ET/MS</p> <p>ET/LP</p> | <p>8th March</p> | | |

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| | | <ul style="list-style-type: none"> • If the result is positive, the student and family will be directed to self-isolate and the student obtain an NHS drive through test. • All students will be invited to have three tests, 3-5 days apart onsite before moving to home testing. • Students will be tested before coming onto site for lessons • Staff will be tested on 8 March before switching to twice weekly home testing • There will be a separate risk assessment in place for testing. | <p>ET/LP</p> <p>ET/MS</p> <p>ET/MS</p> <p>ET</p> | <p>8th March</p> <p>8th March</p> <p>8th March</p> <p>8th March</p> | | |

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| Contact with coronavirus when getting to and from school | | <p>Everyone will be encouraged to walk or cycle into school, and warned to avoid taking public transport during peak times. The information on how students are travelling will be collected and will inform their allocated entry and exit points.</p> <p>For anyone who needs to take public transport, they will be referred to government guidance.</p> <p>If home to school transport will be running (i.e. buses, minivans), discussions will be held with the providers to make sure their staff:</p> <ul style="list-style-type: none"> • Follow hygiene rules • Try to keep their distance from passengers where possible • Do not work if they or a member of their household are displaying coronavirus symptoms <p>For pupils that will need to be dropped off and picked up, parents will be told through messages and signage:</p> <ul style="list-style-type: none"> • Their allocated drop off and collection points remain in place and will be re shared with Parents will be set out in their personalised letters. Parents are to remain in their cars. The main car park will be used by staff and visitors only. • The protocols for minimising adult-to-adult contact. Number of staff onsite will be a minimum with staff asked to stagger arrival and departure times and using very other space in the car park in the bottom car park where possible. • Parents will not be permitted onsite without an appointment. Appointments will ensure social distancing is in place. This has been communicated via a letter to Parents • Reception will have yellow lines, a sign to ensure there is only one person in the reception area, and that if needed to people wait 2 m away. • Staff, students and parents will all be asked not to gather at entrance gates or doors. | <p>HC</p> <p>HC</p> <p>Somerset LEA have confirmed this is in place</p> <p>NB</p> <p>NB</p> <p>NB</p> <p>NB</p> <p>NB</p> <p>HC</p> | <p>8th March</p> | | <p>For students who travel by car, designated drop off points will be put in place using parking area by Macmillan and students will walk across the site and enter by 6th form centre. Students who walk to school will enter via set Year Group entry points. Staff will enter via the main entrance.</p> |

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| | | <ul style="list-style-type: none"> • It will be compulsory for students to wear face coverings when moving around the school site and at social times. Face coverings may only be removed when eating and drinking and playing sport. • Students are invited to wear face coverings in class. • Visitors who are essential visitors only will be allowed onsite and will be asked to wear a face covering, visitors will be temperature checked on arrival. • Staff will face coverings or face shield when moving around the school site. | HC HC SB HC | 8 th March 8 th March 8 th March | | |

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| Spreading infection due to touch, sneezes and coughs | | <p>Handwashing facilities will be provided in the toilets. For staff :-</p> <ul style="list-style-type: none"> - Staff toilets in main corridor - Staff toilets in reception - Staffroom <p>Students :</p> <ul style="list-style-type: none"> - Main corridor toilets (Year 12) - Humanities toilets (Year 10) <p>Everyone in school will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands • Clean their hands on arrival, before and after eating, and after sneezing or coughing • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school,</p> <p>A C-19 briefing provided to all students on their first day in school.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they are not close to running out.</p> <p>Lidded bins for tissues, preferably operated by a foot pedal, will be emptied throughout the day.</p> | <p>NB</p> <p>NB</p> <p>NB</p> <p>Everyone</p> <p>Everyone</p> <p>Everyone</p> <p>Everyone</p> <p>School Nurse Team / CW</p> <p>HC</p> <p>NB</p> | <p>8th March</p> <p>8th March</p> <p>8th March</p> <p>8th March</p> <p>8th March</p> <p>8th March</p> <p>8th March</p> <p>8th March</p> | | |

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| Masks | | <p>The school will work within Government Policy on the wearing of masks.</p> <p>Staff and students will be expected to wear a mask:-</p> <ul style="list-style-type: none"> - When entering and/or leaving the school site - When travelling on school transport - In indoor public spaces where social distancing can not be followed - At lesson change over <p>Students will be strongly recommended:-</p> <ul style="list-style-type: none"> - to wear masks in classrooms - <p>Staff will wear a mask, clear visor or remain 2m from all students when teaching.</p> <p>Students will be able to choose if they wear a mask or not when in their Year Group Social Space area.</p> <p>Students will not wear masks for PE</p> <p>Where a student doesn't have a mask, one will be provided, there may be charge for this.</p> <p>Where a student refuses to engage with the policy on masks in school their parents will be contacted.</p> | <p>HC</p> <p>All staff and students</p> | <p>8th March</p> <p>8th March</p> | | |
| Spreading infection through contact with coronavirus on surfaces | | <p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> • Banisters • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture | NB | 8 th March | | |

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| | | <ul style="list-style-type: none"> • Light switches • Reception desks • Computer equipment (including keyboards and mouse) • Telephones <p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day.</p> <p>Areas of the school not in use will be shut off to make cleaning more manageable.</p> <p>Unnecessary items, soft furnishings, soft toys and other toys that are hard to clean will be removed from areas being used and stored elsewhere.</p> <p>Any equipment that is shared will be cleaned between groups of children using it and multiple groups won't use it simultaneously.</p> <p>Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling pupils' books.</p> | <p>NB</p> <p>NB</p> <p>NB</p> <p>NB</p> <p>NB</p> <p>NB</p> <p>All staff</p> | <p>8th March</p> | | |
| Spreading infection due to excessive contact and mixing between pupils and staff in classrooms | | <p>Pupils will be remaining in their teaching groups. Where larger classrooms are available groups will be relocated to support social distancing.</p> <p>Space will be maintained between pupils, 2m apart where possible, with seats and desks arranged to allow this.</p> <p>The amount of take-home resources will be limited, all work will be provided electronically via Class Charts. The sharing of stationery and other equipment will be prevented where possible. If shared equipment is used, it will be cleaned thoroughly between each group using it.</p> | <p>RD</p> <p>RD</p> <p>RD / JM</p> | <p>8th March</p> <p>8th March</p> <p>8th March</p> | | |

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| | | STERI 7 will be sprayed over all surfaces where students have sat/touched twice a day. | All staff | 8 th March | | |
| Spreading infection due to excessive contact and mixing between pupils and staff around the school | | All students accessing education onsite will be briefed with clear expectations to prevent increasing the risk to themselves and others. | HC | 8 th March | | |
| | | Rooms will be accessed directly from outside where possible, and any corridors will have one-way circulation to keep groups apart. | RD | 8 th March | | |
| | | We will avoid using all shared rooms, such as sport halls and dining areas, if used they will be kept at half capacity to allow groups to keep apart when using them. They will be cleaned between each use. For dining areas, if this would not be possible, lunch will be brought to pupils in their classrooms. | RD | 8 th March | | |
| | | Toilet use will be managed to avoid crowding. Through 50% of capacity being allowed, a limit to number of people in the room and a line up area set up outside the toilet with 2m lines. | RD | 8 th March | | |
| | | Staff use of staff rooms and offices will be staggered to limit occupancy. A sign will be placed on the door with a set limit. | NB | 8 th March | | |
| | | Staff and contractors not working with pupil groups will be asked to maintain 2m distances from each other and from the pupil groups. | NB | 8 th March | | |
| Spreading infection due to the school environment | | Checks to the premises will be done to make sure the school is up to health and safety standards before reopening. | NB | 8 th March | | |
| | | Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used. | NB | 8 th March | | |
| | | The fire evacuation point will remain the same but with students lining up 2m apart. | All staff / NB | 8 th March | | |
| | | Areas in use will be well ventilated by opening windows or using ventilation units. Where the weather does not support doors and windows being open for the full lesson, at the end of each lesson doors and windows will be opened to support a refresh of the air in the room. | NB | 8 th March | | |
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| | | <p>The use of lifts will be avoided unless essential.</p> <p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks and for education where possible.</p> | <p>NB</p> <p>All staff</p> | <p>8th March</p> <p>8th March</p> | | |
| Spreading infection due to excessive contact and mixing in meetings | | <p>All meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents, visitors and governors.</p> <p>Where this is not possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.</p> | <p>HC</p> <p>HC</p> | <p>8th March</p> <p>8th March</p> | | |
| Individuals vulnerable to serious infection coming into school | | <p>For everyone who could come into school:</p> <ul style="list-style-type: none"> If they're clinically extremely vulnerable (as defined here), they will continue to learn or work from home If they're clinically vulnerable (as defined here) – parents should follow medical advice if their child is in this category, staff in this category will continue to work from home wherever possible. If these staff members cannot work from home then an individual risk assessment will be carried out to identify specific hazards and the control measures to be put in place. If they live with someone who's clinically extremely vulnerable, they will only attend if stringent social distancing can be adhered to and, in the case of children, they're able to understand and follow those instructions For staff related matters, the HR Manager will complete individual risk assessments | <p>Staff = AC Students = PC</p> <p>Staff = AC Students = PC</p> <p>Staff = AC Students = PC</p> | <p>8th March</p> <p>8th March</p> <p>8th March</p> | | |