



Sexey's School COVID Risk Assessment

March 2022

Risk Assessment Completed by	HC	
Date Initial RA Completed	10 th August 2020	
Date updated version reviewed by Chair and Vice Chair	6 th March 2022	
Dates further reviewed and amendments made		New RA in place due to change of Government Advice and Policy March 2022

Context of Risk Assessment

Due to the change in Government Policy and Advice the previous Risk Assessment was reviewed and this is the replacement risk assessment. This will be reviewed half termly or as required when Government Policy or Public Health Advice changes. The school will maintain a high level of preventative measures in place including additional cleaning. Parents will receive update letters as Government advice evolves and changes.

RAG rating used:-

Red: this measure cannot be put in place in our school

Amber: this measure is not in place yet, but can be in place for the autumn term start on 8th September

Green: this measure is already in place

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES	RAG
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors 	Prevention Everyone will be asked not to come into school if they test positive for COVID-109 and/or have symptoms.	HC	3 rd March 2022	Letter to be sent to Parents and staff before the start of term	Green
		NHS Test and Trace Everyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process and notify any close contacts.	All staff	3 rd March 2022	To be included in letter issued before 6 th September	Green
		Symptomatic person onsite If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. The Health Centre will have 2 dedicated isolation rooms for students awaiting collection. 999 will be called if they are seriously ill or injured or their life is at risk.	Health Centre Team	4 th September 2021	Policy written to ensure all staff and students are aware of what to do. Staff briefing on INSET Days and Student briefing on first day back. Parents will be aware of the measure in place through a letter.	Green
		Supervising pupils in isolation	Health Centre Team	4 th September 2021	Allocate within Cliff	Green

Green

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		<p>In the case of a symptomatic pupil who needs to be supervised before being picked up if a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask</p> <p>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> <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>Home testing kits</p> <p>There are home testing kits available in school, these will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if providing one will increase the likelihood of them getting tested.</p>	<p>Health Centre Team</p> <p>Health Centre Team</p> <p>Health Centre Team</p> <p>Health Centre Team</p>	<p>4th September 2021</p> <p>4th September 2021</p> <p>4th September 2021</p> <p>4th September 2021</p>	<p>All available</p> <p>Minibus and school car will be fitted with Perspex screen</p>	<p>Green</p> <p>Green</p> <p>Green</p>

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		<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 • 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>Deep Clean</p> <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>Positive Case</p> <p>The school will contact public health advice line if 10 children, pupils, students or staff who are likely to have</p>	<p>NB</p> <p>NB</p> <p>NB</p> <p>Site Cleaning Team</p> <p>HC</p> <p>RD</p>	<p>4th September 2021</p> <p>4th September 2021</p> <p>4th September 2021</p>	<p>Deep clean including fogging will take place</p> <p>Information from SIMS and use of curriculum model for groupings</p>	<p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p>

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		<p>mixed closely, test positive within a 10 day period; or 10% of children etc., to have mixed closely tested positive within a 10 day period.</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> The pupils and staff in each group <p>Parents and students will be advised that should their son or daughter have symptoms and/or test positive for COVID they should remain at home in line with the most recent Government policy / advice.</p> <p>The school will work with the local health protection team where appropriate and in line with most recent advice decide if additional action is needed. Any advice given by the team will be followed</p>	HC	3 rd March 2002		Green
			HC	3 rd March 2022		Green
			HC	3 rd March 202		
<p>Testing students</p> <ul style="list-style-type: none"> Mass testing Close contact testing 		<p>Testing</p> <p>Under the current Government policy, there is no requirement for mass testing onsite or twice-weekly lateral flow testing.</p>	ET/MS	4 th September		Green

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		Staff and students will be advised to undertake a lateral flow / PCR test should they present with symptoms in line with Government advice and if positive to follow the most recent Government advice.	HC / AC ET	3 rd March 2022		Green
Contact with coronavirus when getting to and from school		Transport Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible.	HC	4 th September 2021		Green
		Anyone who needs to take public transport will be referred to government guidance .	PC	4 th September 2021		Green
		For dedicated school transport (i.e. buses, minivans), discussions will be held with the providers to make sure their staff: <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 	PC	3 rd March 2021		Green
		In addition, the school will work with providers, pupils and parents/carers as	PC	3 rd March 2022 August 2021	Minibus users to wear masks when advised by County Transport. Screen fitted to isolate driver	Green

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		<p>appropriate to ensure that, wherever possible:</p> <ul style="list-style-type: none"> • Hand sanitiser is available upon boarding and/or disembarking • There is additional cleaning of vehicles • Queuing and boarding is well organised • Pupils practise distancing within vehicles • Children over the age of 11 use face coverings where appropriate and in line with most recent Government policy. <p>Drop off and Pick up Parents/carers who need to drop off and pick up pupils will be told through messages and signage. We will adopt additional measures of allocated drop off and collection times, with different groups if the rate raises and as advised by Public Health.</p> <p>The protocols for minimising adult to adult contact include :- parents/carers will be asked not to gather at entrance gates or doors, or</p>	<p>NB</p> <p>HC</p> <p>HC</p>	<p>August 2021</p> <p>3rd March 2022</p>	<p>6th Form Transport Vehicles will cleaned via fogging on weekly basis in addition to wipe down of hard surfaces each day</p> <p>Included in parental information</p> <p>Included in staff / student briefing</p>	<p>Green</p> <p>Green</p> <p>Green</p>

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		<p>enter the site unless they have a pre-arranged appointment</p> <p>Face Coverings</p> <p>Face coverings remain optional for staff and students at this time. This will be reviewed in line with Public Health advice and Government policy</p> <p>If students are using disposable face coverings, these will be put in a covered bin when being disposed of.</p> <p>Pupils will be made aware that they must not touch the front of the covering during use or removal.</p>	All staff	20 th October 2021		Green
Spreading infection due to touch, sneezes and coughs		<p>Handwashing</p> <p>Handwashing facilities will be provided in the toilets as well as Hand sanitiser being available at key points around the site on walls in corridors and in each classroom.</p> <p>Handwashing –everyone in school will:</p> <ul style="list-style-type: none"> Frequently wash their hands with soap and water for 20 seconds and 	NB All staff and students	6 th September 2021 6 th September 2021 6 th September 2021	Currently available toilets and sanitiser availability will be checked as part of cleaning routine Included in staff / student briefing Included in staff / student briefing	Green Green Green

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		<p>dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands</p> <ul style="list-style-type: none"> • Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing • Be encouraged not to touch their mouth, eyes and nose <p>Coughs and sneezes.</p> <p>Everyone will be encouraged to use a tissue or elbow to cough or sneeze, and use bins for tissue waste</p> <p>Education</p> <p>Pupils will be encouraged to learn and practise good hygiene habits in lessons and by posters put up across the school.</p> <p>Supplies of soap</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>All staff and students</p> <p>All staff and students</p> <p>All staff and students</p> <p>Posters – NB</p> <p>Education – All staff</p> <p>NB</p>	<p>6th September 2021</p> <p>6th September 2021</p> <p>6th September 2021</p> <p>6th September 2021</p> <p>6th September 2021</p>	<p>Included in staff / student briefing</p> <p>As part of cleaning schedule</p>	<p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p>

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		<p>Bins</p> <p>Lidded bins for tissues, preferably operated by a foot pedal, will be emptied throughout the day.</p>	NB	6 th September 2021		Green
Spreading infection through contact with coronavirus on surfaces		<p>Cleaning</p> <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 • Light switches • Reception desks • Teaching and learning aids • Books and games and other classroom-based resources • Computer equipment (including keyboards and mouse) • Sports equipment • Hard toys • Telephones 	NB	6 th September 2021	Will extend and continue routines introduced in the summer term 2021 Checklist will be in place	Green

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		<ul style="list-style-type: none"> Fingerprint scanners Outdoor play equipment <p>Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes.</p> <p>Equipment Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, stationery and mobile phones.</p> <p>Site cleaning Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day. Toilets will be cleaned regularly throughout the day Classrooms will be cleaned at the end of each day</p>	LH / SH	1 st September 2021		Green
			HC	1 st September 2021	Letter went out in July, second letter at end of the summer	Green
			NB	6 th September 2021		Green
			NB	6 th September 2021		Green
			NB	6 th September 2021		Green

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		Sports hall/ main hall will all be cleaned at the end of each day	NB	6 th September 2021		Green
		Fogging will be used on a cyclic basis across all areas at least fortnightly.	NB	6 th September 2021		Green
		Areas of the school not in use will be shut off to make cleaning more manageable.	NB	6 th September 2021		Green
		Resources Any resources shared between groups, such as sports, art and science equipment, will be either:	RD	6 th September 2021		Green
		<ul style="list-style-type: none"> Cleaned frequently and meticulously, and always between groups using them; or Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups 	KJ/ERJ/SR/NM	6 th September 2021	Included in staff / student briefing	Green
			RD/KJ/ERJ/SR/NM	6 th September 2021		Green
		Books and other shared resources that pupils or staff take home. Where possible sharing of such resources will be avoided and where it can't be it will be either;	All staff	6 th September 2021	Included in staff / student briefing	Green
						Green

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		<ul style="list-style-type: none"> Cleaned frequently and meticulously, and always between groups using them; or Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups 	All staff	6 th September 2021	Included in staff / student briefing	
		<p>Sharing</p> <p>Unnecessary sharing will be avoided, especially where it does not contribute to pupil education and development.</p>	All staff	6 th September 2021	Included in staff / student briefing	Green
		<p>Library</p> <p>The Library will follow the latest Government advice about reopening and use of books.</p>	GB	6 th September 2021	Included in staff / student briefing	Green
		<p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p>	All staff and students	4 th September 2021	Included in staff briefing	Green
		<p>Shared large rooms, such as halls and dining areas, will be cleaned daily and fogged weekly</p>	NB	4 th September 2021		
		<p>Classroom hygiene</p>		4 th September		Green

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		<p>All students' desks and chairs will be sprayed with an Anti-Viral Barrier product that lasts for 72 hours. Desks and chairs will be sprayed at least once a day.</p> <p>Deep Clean</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</p> <p>These will be topped up regularly and monitored to make sure they are not close to running out. Including Anti-Viral Spray</p> <p>Teachers hand hygiene</p> <p>Teachers will wash their hands and surfaces before and after handling pupils' books. They will use hand gel at the start and end of each lesson and after touching an item.</p>	<p>NB/ All staff / All students</p> <p>NB</p> <p>NB</p> <p>All staff</p>	<p>2021</p> <p>4th September 2021</p> <p>4th September 2021</p> <p>4th September 2021</p>		<p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p>
Spreading infection due to excessive contact and mixing		<p>Students are no longer required to be in bubbles but we will continue to reinforce:</p>	RD	4 th September 2021		Green

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between pupils and staff in lessons		<ul style="list-style-type: none"> The importance of the need to social distance 				
		<p>Educating students about keeping safe</p> <p>Where pupils are old enough and capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers.</p>	HOY	7 th September 2021		Green
		<p>Seating plans</p> <p>Pupils will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this.</p> <p>All staff will use ClassCharts and have a set seating plan.</p>	RD / AT	7 th September 2021	Include in staff briefing	Green
		<p>For physical activity</p> <p>Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not.</p>	PE staff	6 th September 2021		Green
		<p>Staffing</p> <p>Staff can work across different groups in order to deliver the school timetable</p>	All staff	6 th September 2021		Green
		<p>Staff will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This won't</p>	All staff	6 th September 2021		Green

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		<p>always be possible, particularly when working with younger children.</p> <p>Close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p>	All staff	6 th September 2021		Green
		<p>Supporting students with SEND</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here.</p>	RT	6 th September 2021		Green
		<p>Staff will be rigorous about hand washing and respiratory hygiene.</p>	RT	6 th September 2021		Green
		<p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.</p> <p>These visiting staff will be advised to be rigorous about hand washing and respiratory hygiene.</p>	RT	6 th September 2021		Green
		<p>Supply teachers, peripatetic teachers and other temporary staff</p> <p>Where possible the school will use internal Cover Supervisors and our own on call Cover Supervisors over Agency Staff.</p>	RD	6 th September 2021		Green

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Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school		Movement around the school site A one-way system will operate around the inside and outside of the school site that will be clearly signposted to avoid groups mixing.	RD	6 th September 2021	RD to provide clear guidance to staff on how to do this. If no one way system can be achieved students will wait outside and be collected by member of staff	Green
		Where possible rooms will be accessed directly from outside and any corridors will have one-way circulation or a divider down the middle to keep groups apart.	NB	6 th September 2021		Green
		All shared rooms, such as sport halls and dining areas will be fog cleaned fortnightly and cleaned daily.	NB	6 th September 2021		Green
		Lunch Students will be encouraged to use hand gel on the way into and out of the KDR.	NB	6 th September 2021	HOY to ensure students are briefed appropriately	Green
		Toilets Toilet use will be managed to avoid crowding. By clearly sign posting the number of students able to use the toilets with queue markers in place outside the toilets. Open doors ways	NB	3 rd March 2022	HOY to ensure students are briefed appropriately.	Green

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		<p>All staff and students to be encouraged to uphold 1m plus social distancing at all times including social times.</p> <p>Visitors to the site,</p> <p>Visitors will be permitted onsite but we will ask Parents to ring before visiting.</p> <p>All visitors such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival.</p> <p>A record will be kept of all visitors.</p> <p>Visitors will be asked key questions based on COVID upon arrival at school</p> <p>Extra-curricular Clubs</p> <p>Will run with staff following Sport Governing Body Guidance and being mindful of social distancing and sharing equipment</p>	<p>NB / AC</p> <p>NB / SB</p> <p>SB</p> <p>SB</p> <p>All staff</p>	<p>6th September 2021</p> <p>6th September 2021</p> <p>6th September 2021</p> <p>6th September 2021</p> <p>4th September 2021</p> <p>3rd March 2022</p>	<p>Visitors Policy to be in place</p>	<p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p>
Spreading infection due to the school environment		<p>Premises Checks</p> <p>Checks to the premises will be done to make sure the school is up to health and safety standards before opening in September.</p> <p>Procedures</p>	<p>NB</p> <p>NB</p>	<p>By 1st September 2021</p>	<p>DfE Guidance on line to be used plus HSE advice</p>	<p>Green</p>

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		<p>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.</p> <p>Ventilation</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units.</p> <p>Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>Where the weather is too cold for windows and doors to both be open, doors should remain open and windows opened at the end of each lesson to refresh the air in the room. If classrooms become cold students may wear coats at the discretion of the teacher.</p> <p>Lifts</p> <p>The use of lifts will be avoided unless essential</p> <p>Bins</p>	<p>NB</p> <p>NB</p> <p>All staff</p> <p>All staff and students</p> <p>NB</p>	<p>By 1st September 2021</p> <p>4th September 2021</p> <p>4th September 2021</p> <p>6th September 2021</p> <p>6th September 2021</p> <p>6th September 2021</p>	<p>Staff to be briefed on changes on INSET day and students within first 2 days onsite and practice fire drill.</p> <p>Staff to be briefed on this on INSET day</p> <p>Staff to be briefed on this on INSET day</p>	<p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p>

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		<p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outside Space</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p>	All	6 th September 2021		Green
Spreading infection due to excessive contact and mixing in meetings		<p>Meetings</p> <p>Meetings will take place onsite unless those attending request remote meetings due to COVID-19</p>	All	3 rd March 2022		Green