

## CORONAVIRUS RISK ASSESSMENT MAY 2020 – RE-OPENING OF SCHOOL SITE FOR STAFF AND PUPILS IN YEAR 10 & 12

Relevant DfE guidance can be found at [https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings?utm\\_medium=email&utm\\_source=govdelivery](https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings?utm_medium=email&utm_source=govdelivery)

Serial	Area of Risk	Likelihood (L/M/H)	Impact (L/M/H)	Mitigation	Responsibility
1	Pupil density raises risk of cross-infection	L	M	<ol style="list-style-type: none"> <li>1. Small number of pupils present on site at any one time.</li> <li>2. Avoid obvious pinch-points by staggered dismissal of classes and one way system around E Block bottom corridor if needed.</li> <li>3. Max. group size of 15 in any one room at a time.</li> <li>4. Ensure that furniture arrangement in teaching rooms allows at least 2 metre spacing.</li> <li>5. No practical activities used in Science, DT etc – teacher demonstrations only with employment of webcam/pc to avoid crowding to see what is going on.</li> <li>6. Ensure that any queuing for facilities practises social distancing. Suitable signs required outside teaching rooms/Dining Hall if necessary.</li> <li>7. Use of large teaching rooms only (ie SFCR, GSR, Y12SR and Drama Studio for Year 10 groups. Year 12 groups should be smaller and could therefore be more widely dispersed).</li> </ol>	Leadership Team (LT) collective planning for all Serial 1
2	Pupil cross-infection due to mixing	H	M	<ol style="list-style-type: none"> <li>1. Maintain integrity of pupil groups, teaching spaces and seating positions during the course of the school 'day'.</li> </ol>	LT collective planning

				<p>2. Teachers must make and retain seating plans so that contact tracing is feasible if required.</p> <p>3. No PE/Games (unless pupils arrive already changed and activities are individual with social distancing built in).</p> <p>4. Ensure that break/lunch are staggered to maintain group integrity and enable social distancing to be maintained.</p> <p>5. Ensure that pupils are outside for all breaks/lunch if possible.</p> <p>6. Avoid use of communal areas except for any timetabled group activities (ie Library, ICT rooms, Common Room, private study rooms, Gym, Sports Hall).</p> <p>7. No assemblies or tutorials; registration in 'lessons'; use of MS Teams to disseminate information.</p> <p>8. Avoid contact between Y10/12 pupils and other pupils on site (eg Y7 induction, Late Entry Test candidates) by using designated areas for different groups.</p>	<p>Teachers</p> <p>Dep HM</p> <p>LT duty rota</p> <p>LT Duty Rota</p> <p>Teachers</p> <p>All staff</p> <p>GL/Head of Lower School/Admissions Officer</p>
3	Danger of infection for pupils and staff from environment within school	L	M	<p>1. More regular cleaning of frequently touched surfaces (eg door handles, keyboards, table tops, stair rails and banisters).</p> <p>2. Agree additional cleaning routines with contractors – possibility of additional mid-day cleaning rota?</p> <p>3. Provision of suitable cleaning materials in teaching locations.</p> <p>4. Insist that pupils and staff wash hands after every double period session.</p> <p>5. Check signs in toilets re hygiene and handwashing.</p>	<p>LT collective planning/Bursar</p> <p>Bursar/Site Team</p> <p>Bursar/Site Team</p> <p>Teachers</p> <p>Site Team</p>

				6. Provision of hand sanitisers outside every teaching room	Bursar/Site Team
4	Cross infection between pupils and teachers/support staff	M	M	<ol style="list-style-type: none"> <li>1. Social distancing at all times.</li> <li>2. Handwashing/use of sanitisers outside teaching rooms after every teaching session.</li> <li>3. 'Catch it, Bin it, Kill it' mantra to be reinforced through signs and provision of tissues at teaching rooms and staffroom.</li> <li>4. PPE (surgical face masks, disposable gloves, eye protection and aprons) to be provided for at Reception for all staff use if contact with a pupil or adult with CV19 symptoms. Which items of PPE to use should be decided by staff but, there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection must be worn as well as other appropriate PPE items.</li> <li>5. Parents MUST pick up their son immediately if symptoms are suspected.</li> <li>6. Symptomatic pupils to either be put in isolation room or to await collection on bench outside Reception.</li> <li>7. Masks and other items of PPE available for staff.</li> <li>8. Symptomatic staff to return home immediately or be isolated if awaiting collection.</li> </ol>	<p>LT collective planning Teachers</p> <p>Reception to prepare signs</p> <p>Bursar</p> <p>Reception to email all parents Reception</p> <p>Bursar All staff</p>
5	Cross infection between staff	L	M	<ol style="list-style-type: none"> <li>1. Social distancing at all times.</li> <li>2. Strict limit to number of staff in Staff Room (and other communal staff areas) at any one time – to be decided by application of good British common sense! This includes areas of restricted size (eg Reception).</li> </ol>	<p>LT collective planning All staff</p>

				3. Masks and other items of PPE available for staff.	Bursar
6	Cross infection between visitors to site and staff	L	M	<ol style="list-style-type: none"> <li>1. Parents only to visit site for the most urgent reasons.</li> <li>2. No parents to enter school site at the end of the day.</li> <li>3. Only one visitor in Reception at any one time – others to wait until summoned by the Receptionist, one in one out (except that one other person may use the photocopier but must remain by the photocopier while another visitor is in Reception).</li> <li>4. Contractors to follow one in one out rule too – signs outside Reception as necessary.</li> <li>5. Hand sanitiser/dispenser to be affixed to wall outside Reception with signs to instruct compulsory use before entry.</li> <li>6. Parents to be informed of the operating arrangements for the site.</li> </ol>	Reception to prepare signs and enforce ditto Reception  Site Team  Site Team  HM to include in letter(s)
7	Inadequate social distancing by pupils in free time	H	M	<ol style="list-style-type: none"> <li>1. Use of outside spaces for breaks/lunch.</li> <li>2. Segregation if necessary through designation of outside spaces.</li> </ol>	LT rota to enforce
8	Social distancing not adhered to by pupils on journey to and from school	H	M	<ol style="list-style-type: none"> <li>1. Advice to pupils and parents to follow guidance available at <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a>.</li> <li>2. Ensure that start and end of school sessions avoids peak travel times (ie 0730-0900 and 1500-1800).</li> </ol>	HM to include in letter(s)  LT collective planning
9	Teaching, team working and staff for specialist subject			<ol style="list-style-type: none"> <li>1. Heads of Academic Departments to plan appropriately to make allowance for absent/isolating staff.</li> <li>2. HoDs also to plan a manageable combination of</li> </ol>	Heads of Depts (HoDs) HoDS

	areas			<p>remote learning and face-to-face support for Y10/Y12.</p> <p>3. HoDs to ensure that workloads are manageable for their teams, taking into account both the groups coming to school and the younger boys relying on remote learning.</p> <p>4. HoDs to ensure that any IT training requirements are met either by offering advice and guidance or by referring IT related technical issues on to the ICT Helpdesk as necessary straight away.</p> <p>5. HoDs to ensure that MS Teams is used as necessary so that boys in Years 10/12 (initially) are prioritised for active learning.</p> <p>6. HoDs to keep in regular contact with their teams through weekly Departmental discussions using MS Teams – to check on academic issues, and concerns over pupil welfare and submission/quality of work and also staff well being.</p>	<p>HoDs</p> <p>HoDs/ICT Staff</p> <p>HoDs</p> <p>HoDs</p>
10	Risks for vulnerable and shielded staff (and family members)	L	H	<p>1. Staff should not attend School if they or an immediate family member are at a higher level of risk from infection. Teachers who are unable to come to the school site for this reason should play a full part in the organisation and delivery of remote learning for all age groups.</p> <p>2. Track and Trace System to be observed and impact managed.</p>	All staff – staff to inform HR immediately of any change in circumstances