

March 2021 Opening Covid-19 Risk Assessment

(updated 20210329)

Note that this RA applies across the whole school site, including Britford Lane. Relevant DfE guidance can be found at:

https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools?utm_source=18%20September%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19

Serial	Area of Risk	Likelihood (L/M/H)	Impact (L/M/H)	Mitigation	Responsibility
(a)	(b)	(c)	(d)	(e)	(f)
1	Student density raises risk of cross-infection	L	M	<p>1. First Lateral Flow Test for all students via a phased return and a negative result recorded before they can return to lessons during the first week of school as follows:</p> <p>Friday 5 March: AM Y12 – PM Y13 Monday 8 March: AM Y10 – PM Y11 Tuesday 9 March AM Y7 – PM Y8 Wednesday 10 March AM Y9</p> <p>Second & third tests to then be undertaken during the first two weeks in school before Home Testing begins with testing kits supplied through school.</p> <p>2. Compulsory use of face masks in closed circulation spaces, including lessons, or if social distancing of 2 metres is difficult to maintain in any setting; this includes when queuing for the Dining Hall. (Appropriate signage displayed)</p> <p>3. Maintaining year group ‘bubbles’ as far as possible, and maintaining social distancing where possible.</p> <p>4. Avoid obvious pinch-points by enforcing one- way systems around Paddock Block and Maths Block.</p>	<p>Leadership Team (LT) collective planning and all staff</p> <p>All Staff</p> <p>All Staff</p> <p>All Staff</p>

			<p>5. Maintaining tutor group integrity as much as possible in Years 7-9 in terms of both teaching groups and teaching location.</p> <p>6. Ensure that furniture and seating arrangements in the rooms maintains social distancing measures where possible, is well-ventilated and students remain in allocated seats. Details regarding the ventilation of rooms can be found at: https://tinyurl.com/y9kizedr</p> <p>7. Instruct students to use of wall mounted hand sanitisers at the entrances to the site, other key points across the school site and when entering or exiting buildings.</p> <p>8. Teacher demonstrations in practical subjects with employment of webcam/visualiser to avoid crowding to see what is going on.</p> <p>9. Other practical activities at discretion of Heads of Department</p> <p>10. Ensure and encourage that any queuing for facilities practises social distancing. Suitable signage and marking required outside teaching rooms/Dining Hall.</p> <p>11. Areas allocated for classes to line up before lessons outside (a) Science Block, (b) Sports Hall, (c) E Block with suitable signage.</p> <p>12. Constantly monitor sites where there are potential bottlenecks (eg entrances/exits, contraflows of pupils in the same space, other areas beyond the school gates at peak times) and take-action where possible to reduce population density and contact between different bubbles</p> <p>13. Ensure that any events where students are grouped are arranged with social distancing provision in mind – eg spacing, capped numbers etc</p>	<p>LT Collective Planning</p> <p>Heads of Academic Depts (HoDs) & All Staff</p> <p>All Staff</p> <p>HoDs</p> <p>HoDs</p> <p>HoDs/Teaching Staff/Site Team</p> <p>Bursar/HoDs</p> <p>Heads of School (HoS) & Deputy Head (DHM)</p> <p>All Staff</p>
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				14. Ensure that any IT equipment used during the day is thoroughly cleaned.	IT Staff
2	Student cross infection due to mixing	H	M	<p>1. Teachers must make, retain and adhere to seating plans so that contact tracing is feasible if required.</p> <p>2. PE/Games - students arrive already changed and activities are individual with social distancing built in; sport governing body guidance to be followed.</p> <p>3. Ensure that lunch breaks are managed to maintain group integrity and enable social distancing to be maintained.</p> <p>4. Ensure that students are outside for lunch if possible; designated social/play spaces for individual year group 'bubbles'.</p> <p>5. Avoid use of communal areas except for any timetabled and/or closely supervised activities (ie Library, ICT rooms, Common Room, private study rooms, Gym, Sports Hall).</p> <p>6. No formal assemblies or tutorials; registration for Y7-11 on arrival with tutors, any assemblies will be virtual delivered via Teams. Routine registration in every lesson; use of MS Teams to disseminate information.</p> <p>7. Use of Dining Hall restricted to two-year group sessions per day; sandwiches to be collected from specific areas</p> <p>8. Appropriate social distancing where possible and practical through constant reinforcement</p> <p>9. Any larger group meetings to have a suitable cap on numbers and strict social distancing measures</p> <p>10. Allocate separate entrances/exits for section of school – Years 7/8 Exeter Street Gate, Years 9-11 Bishop's Walk Gate, Years 12/13 No11 Gate</p>	<p>HoDs/Teachers</p> <p>HoD PE</p> <p>LT duty rota</p> <p>LT duty rota</p> <p>Supervising staff in those areas</p> <p>Tutors/LT assembly takers/All staff</p> <p>Tutors/Catering Staff</p> <p>All staff</p> <p>All staff</p> <p>Tutors to inform, LT to enforce</p>

				<p>11. Coloured year group badges to be introduced when available to help identify groups membership (Y7=yellow, Y8=orange, Y9=red, Y10=turquoise, Y11=green)</p> <p>12. Reminders re 'Rule of Six' outside school and patrols in the Close to deal with problems. Public advised to call police if persistent problems</p>	<p>Head of Lower and Middle School</p> <p>All staff/Sixth Form Office staff</p>
3	Danger of infection for students and staff from school environment	L	M	<p>1. More regular cleaning of frequently touched surfaces (eg door handles, keyboards, table tops, stair rails and banisters). Fire doors in Chapel Block and Maths Block to be kept propped open but only while any room inside those blocks is occupied by groups. Note that the fire etc evacuation procedure requires all doors and windows to be closed.</p> <p>2. Agree additional cleaning routines with contractors – this can be increased or decreased to meet the needs.</p> <p>3. Provision of suitable cleaning materials in all teaching locations. Cleaning of surfaces after each lesson where there is a change of group; teachers need to clean surfaces if rooms have been used at lunch (wet or cold weather). Tutors to check materials at start of day then teachers to check at end of each session (cleaning does not need to happen after the final lesson of the day as the cleaning contractor will do a deeper clean) – Site Team to be alerted immediately if materials are absent/running low.</p> <p>4. Check signs in toilets re hygiene and handwashing.</p> <p>5. Provision of multiple wall mounted hand sanitisers at all three entrances to the site (mobile unit at Back Gate) and also at key points across the school site where buildings are entered or exited.</p> <p>6. Provision of wall-mounted sanitisers immediately outside ICT suites and Art Suite. Teachers to insist on use before keyboards are touched in lessons.</p>	<p>Site Manager/Bursar</p> <p>Bursar/Site Team</p> <p>Bursar/Site Team Site Team/ Teachers/Tutors</p> <p>Site Team</p> <p>Site Team</p> <p>Site Team/Teachers</p>

				<p>7. Ensure that any IT equipment used during the day is thoroughly cleaned.</p> <p>8. Ensure that any equipment used during the day is either thoroughly cleaned before re-use or used on a rota with at least 36 hours between re-use (72 hours for plastics).</p> <p>9. Heads of Departments to have suitable protocols regarding learning activities, keeping of routine notes and submission of work for marking to reduce risk of cross-infection.</p> <p>10. Library books to be quarantined for 48 hours after handling</p> <p>11. Face coverings to be worn by all minibus users, unless a single individual. Contact points to be cleaned by principal user at the end of use.</p> <p>12. Year 12/13 Common Rooms to be 'fogged' by cleaning staff at the end of each day to enable rota for use to operate.</p> <p>13. Sports Hall Fitness Suite to be 'fogged' by cleaning staff at the end of each day to enhance the cleaning requirements outlined by the Director of Sport.</p>	<p>IT Staff</p> <p>HoDs/Dept Teams /Cleaning Staff</p> <p>HoDs</p> <p>Library Staff</p> <p>All staff</p> <p>Cleaning staff/Site Team to monitor</p> <p>Cleaning staff/Site Team to monitor</p>
4	Pastoral Support & Safeguarding for all students	M	H	<p>1. Maintain regular contact with students.</p> <p>2. Overview of pastoral provision and support of Tutors and Mentors.</p> <p>3. Oversight and management of safeguarding cases when they arise.</p>	<p>Tutors & Mentors</p> <p>Heads & Assistant Heads of School</p> <p>Designated & Deputy Designated Safeguarding Leads</p>
5	Lateral Flow Testing	M	M	<p>1. Lateral Flow Testing to be implemented during the spring term for staff and students in line with government guidance: https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges</p>	<p>HM/DHM/Bursar</p>

				<p>2. Details issued to parents and the student consent completed online: https://bishopwordsworths.org.uk/main-school/home/coronavirus-information/lateral-flow-testing</p> <p>3. Details issued to staff for home testing arrangements</p> <p>4. Recruitment of volunteers to undertake the Lateral Flow Testing and training provided.</p> <p>5. Testing facility established.</p> <p>6. If your child has tested positive having been tested using a lateral flow device (LFD) test at school, they do not need a PCR confirmation because these tests are done in a supervised environment. (Lateral flow device tests are at least 99.9% specific, meaning the likelihood of a false positive is extremely low – less than 1 in every 1,000)</p>	<p>Head Master (HM)</p> <p>HM/ AH Teaching & Learning (AHT&L) DHM/Heads PA /AHT&L HM/Bursar DHM</p>
6	Action in suspected or proved cases in school	M	H	<p>1. Any students developing symptoms or have a positive LFD test to be immediately isolated and collected by parents.</p> <p>2. Any staff who develop symptoms or have a positive LFD test to immediately leave the site and isolate.</p> <p>3. Any staff or students with symptomatic family members to immediately self-isolate for the prescribed period or until any negative test for the suspected case (ie follow PHE/DfE guidance closely.)</p> <p>4. Wiltshire PH Tracking to be contacted in event of a positive test for staff or a student – email PH Tacking: PHTracing@wiltshire.gov.uk</p> <p>5. Staff to be reminded of triage information required by PHE if there is a positive case reported, especially seating plans for all lessons.</p>	<p>Reception</p> <p>All Staff</p> <p>Reception to inform parents for students</p> <p>DHM</p> <p>HM/DHM</p>
7	Cross infection between students	M	M	<p>1. Social distancing at all times unless Health and Safety action requires closer contact, in which case appropriate PPE to be worn. There will also be some activities where staff and</p>	<p>All staff</p>

	and teachers / support staff			<p>students cannot be socially distanced and staff have to circulate within a class (eg in Art, DT, Drama and Science) so these controls will apply here.</p> <ol style="list-style-type: none"> 2. PPE (aprons, disposable gloves, surgical face masks and visors) to be provided for use from reception. 3. Importance of handwashing/use of sanitisers emphasised. 4. 'Catch it, Bin it, Kill it' mantra to be reinforced through signs and provision of tissues at teaching rooms and staffroom. 5. Parents MUST pick up their son immediately if symptoms are suspected. 6. Symptomatic pupils to await collection in designated areas as instructed by reception. 7. Symptomatic staff to return home immediately or be isolated if awaiting collection. 8. Staff and pupil toilet facilities to be entirely separate 	<p>Reception</p> <p>All staff</p> <p>All staff</p> <p>Reception to contact parents</p> <p>All Staff/Reception</p> <p>All staff</p> <p>All staff</p>
8	Cross infection between staff	L	M	<ol style="list-style-type: none"> 1. Social distancing at all times when on site with appropriate PPE worn unless Health and Safety action requires closer contact in which case full PPE to be worn. 2. PPE (aprons, disposable gloves, surgical face masks and visors) to be provided for use from reception. 3. 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 offices). 4. Strict cap on numbers for any staff collectives – where this is not possible then meetings to be held via Teams 	<p>All staff</p> <p>Reception</p> <p>All staff</p> <p>All staff</p>

9	Cross infection between visitors to site and staff	L	M	<ol style="list-style-type: none"> 1. Parents only to visit site for the most urgent reasons – collection of son or daughter, helping to deliver mass testing. 2. Visits by anybody else including governors to be minimised. 3. No parents to enter school site at the end of the day. 4. Maximum of 4 people (socially distanced) in Reception at any one time – others to wait until summoned by the Receptionist, one in, one out. 5. Contractors to follow one in one out rule too at Reception – signs outside Reception as necessary. 6. Contractors must remain in their compound, if possible, when not working on the designated area of the site. 7. All visitors to school site to wear masks or visors (spare disposable masks in Reception), sanitise hands and observe social distancing. 8. Parents to be informed of the operating arrangements for the site. 9. Strict cap on numbers for any events where parents and prospective parents/students visit the school site. All to wear masks. Student tour guides to be masked and use strict social distancing. Tour groups no larger than 5 adults. 	<p>Reception to coordinate HM/Bursar/Reception</p> <p>Reception Reception</p> <p>Site Team/Reception</p> <p>Site Team/Bursar</p> <p>Reception</p> <p>HM to include in letters to parents HoS</p>
10	Social distancing adhered to by students on journey to and from school	H	M	<ol style="list-style-type: none"> 1. Advice to pupils and parents to follow guidance available at https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers 2. Regular reminders/reinforcement of control measures (use of masks and social distancing) 3. Start and end of school sessions to continue to avoid peak travel times (ie 0730-0900 and 1700-1800). 	<p>HM to include in letters to parents</p> <p>HoS</p> <p>LT Planning</p> <p>HM/DHM</p>

				4. Patrols at station/bus stops by senior staff to enforce masks etc	
11	Teaching, team working and staff for specialist subject areas	H	M	<p>1. Heads of Academic Departments to plan appropriately to make allowance for ill or isolating staff.</p> <p>2. HoDs to ensure that health and safety is monitored in their areas and that they take prompt action to address any issues. This will include at least daily checking of the learning environment.</p> <p>3. HoDs to ensure that all members of their teams understand the arrangements for safe operation and act accordingly. Mandatory room seating plans for Years 7-9 MUST be followed; staff to record and retain seating plans for all other groups</p> <p>4. HoDs to ensure that learning activities take-into-account the need for social distancing where possible and suitable risk mitigation throughout.</p> <p>5. HoDs to agree and implement suitable protocols for study, submission and marking of work so as to manage the level of risk appropriately.</p> <p>6. 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>7. HoDs to ensure that MS Teams is used as necessary to support learning and build pupil and staff skills (to both enhance learning and plan for any future contingency).</p> <p>8. Departmental teams to be prepared to deliver remote learning if isolation becomes necessary for Individual student's or groups of students</p> <p>9. HoDs to keep in regular contact with their teams through weekly Departmental discussions either face to face or using</p>	<p>HoDs</p> <p>HoDS</p> <p>HoDs</p> <p>HoDs</p> <p>HoDs</p> <p>HoDs/IT Staff</p> <p>HoDs/IT Staff</p> <p>HoDs</p> <p>HoDs</p>

				MS Teams – to check on academic issues, and concerns over pupil welfare and submission/quality of work and also staff well-being. Any action points to be entered on MS Teams so that all dept colleagues are aware.	
12	Risks for vulnerable and shielded staff (and family members)	L	H	<ol style="list-style-type: none"> 1. Staff should not attend School if they or an immediate family member are clinically extremely vulnerable (members of staff over 28 weeks pregnant are considered to be in this category; those who are up to 28 weeks pregnant will also be included if they have an underlying health condition, otherwise they will be considered to be clinically vulnerable) and so at a higher risk from infection. Teachers/support staff 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/administration of the school. 2. Testing kits to be made available to staff at home 3. Any concerns of BAME staff to be addressed. 	<p>All staff – staff to inform HR Officer immediately of any change in circumstances</p> <p>Reception DHM</p>