

CORONAVIRUS RISK ASSESSMENT (RA) JULY 2020 – Re-opening of school to all staff and pupils from September 2020

(updated 20201116)

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

Further guidance of the tiered response in cases of local intervention can be found at:

[https://www.gov.uk/government/publications/containing-and-managing-local-coronavirus-covid-19-outbreaks/covid-19-contain-framework-a-guide-for-local-decision-](https://www.gov.uk/government/publications/containing-and-managing-local-coronavirus-covid-19-outbreaks/covid-19-contain-framework-a-guide-for-local-decision-makers?utm_source=1%20September%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19)

[makers?utm_source=1%20September%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19](https://www.gov.uk/government/publications/containing-and-managing-local-coronavirus-covid-19-outbreaks/covid-19-contain-framework-a-guide-for-local-decision-makers?utm_source=1%20September%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19). (The relevant section of this guidance which will direct the school’s response can be found in the very last section of this lengthy online document; A Tier 2+ response will involve the use of ‘blended learning’.)

Serial	Area of Risk	Likelihood (L/M/H)	Impact (L/M/H)	Mitigation	Responsibility
(a)	(b)	(c)	(d)	(e)	(f)
1	Pupil density raises risk of cross-infection	L	M	<ol style="list-style-type: none"> 1. Reduce risk by maintaining year group ‘bubbles’ as far as possible throughout, and maintaining social distancing where possible. 2. Avoid obvious pinch-points by enforcing one- way systems around Paddock Block and Maths Block. 3. Maintaining tutor group integrity as much as possible in Years 7-9 in terms of both teaching groups and teaching location. 4. Ensure that furniture arrangement in teaching rooms has students sitting in rows side by side. 	<p>Leadership Team (LT) collective planning</p> <p>LT/All staff</p> <p>LT collective planning</p> <p>Heads of Academic Depts (HoDs)</p>

				<p>5. Teacher demonstrations in practical subjects with employment of webcam/visualiser to avoid crowding to see what is going on.</p> <p>6. Other practical activities at discretion of Heads of Department</p> <p>7. Ensure and encourage that any queuing for facilities practises social distancing. Suitable signage and marking required outside teaching rooms/Dining Hall.</p> <p>8. Allocate areas for classes to line up before lessons outside (a) Science Block, (b) Sports Hall, (c) E Block with suitable signage.</p> <p>9. 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>10. Ensure that any events where students are grouped are arranged with social distancing provision in mind – eg spacing, capped numbers etc</p> <p>11. Compulsory use of face masks in closed circulation spaces and also when boys are queuing for the Dining Hall – with appropriate signage displayed.</p>	<p>HoDs</p> <p>HoDs</p> <p>HoDs/Teaching staff/Site Team</p> <p>Bursar/HoDs</p> <p>Heads of Section/Deputy Head (DHM)</p> <p>All staff</p> <p>All staff</p>
2	Pupil cross-infection due to mixing	H	M	<p>1. Maintain integrity of pupil year group ‘bubbles’ during the course of the school day.</p> <p>2. Teachers must make, retain and adhere to seating plans so that contact tracing is feasible if required.</p> <p>3. PE/Games - pupils arrive already changed and activities are individual with social distancing built in; sport governing body guidance to be followed.</p>	<p>LT collective planning</p> <p>HoDs/Teachers</p> <p>HoD PE</p>

				<p>4. Ensure that lunch breaks are managed to maintain group integrity and enable social distancing to be maintained.</p> <p>5. Ensure that pupils are outside for lunch if possible; designated social/play spaces for individual year group 'bubbles'.</p> <p>6. 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>7. 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>8. Use of Dining Hall restricted to two-year group sessions per day; sandwiches to be collected from specific areas</p> <p>9. Appropriate social distancing where possible and practical through constant reinforcement</p> <p>10. Any larger group meetings to have a suitable cap on numbers and strict social distancing measures</p> <p>11. 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>12. 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>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>Head of Lower and Middle School</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). 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>Site Manager/Bursar</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>7. 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>8. 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>9. Library books to be quarantined for 48 hours after handling</p> <p>10. 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>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>HoDs/Dept Teams/Cleaning Staff</p> <p>HoDs</p> <p>Library Staff</p> <p>All staff</p>
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				11. Year 12/13 Common Rooms to be 'fogged' by cleaning staff at the end of each day to enable rota for use to operate.	Cleaning staff/Site Team to monitor
4	Cross infection between pupils and teachers/support staff	M	M	<p>1. Social distancing at all times unless Health and Safety action requires closer contact, in which case masks to be worn if possible, but there will also be some activities where staff and pupils cannot be socially distanced and staff have to circulate within a class (eg in Science, DT, Art and Drama). Face masks will be an integral part of the HoD risk assessment and pupils will need to provide their own for these activities.</p> <p>2. Importance of handwashing/use of sanitisers emphasised.</p> <p>3. 'Catch it, Bin it, Kill it' mantra to be reinforced through signs and provision of tissues at teaching rooms and staffroom.</p> <p>4. Facial masks for pupils are a preferred option in larger classes for younger age groups</p> <p>5. PPE (surgical face masks, disposable gloves and aprons) to be provided for use of both Reception, PE and Science Staff if necessary – in case of pupil illness or injury.</p> <p>6. Parents MUST pick up their son immediately if symptoms are suspected.</p> <p>7. Symptomatic pupils to await collection on bench outside Reception.</p> <p>8. Masks or visors available for staff if desired.</p> <p>9. Symptomatic staff to return home immediately or be isolated if awaiting collection.</p> <p>10. Staff and pupil toilet facilities to be entirely separate</p>	<p>All staff/HoDs/Class teachers</p> <p>All staff</p> <p>Reception to prepare signs/All staff</p> <p>Detail in letters to parents</p> <p>Bursar</p> <p>Reception to email all parents re arrangements and to check emergency contact details</p> <p>All Staff/ Reception</p> <p>Reception</p> <p>All staff</p> <p>Site Team (notices)</p>

5	Cross infection between staff	L	M	<ol style="list-style-type: none"> 1. Social distancing at all times unless Health and Safety action requires closer contact in which case masks to be worn if possible 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 offices). 3. Masks/visors available for staff if desired 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>All staff</p> <p>Bursar</p> <p>HM/HoDs</p>
6	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. Visits by anybody else including governors to be minimised 2. No parents to enter school site at the end of the day. 3. Maximum of 5 people (socially distanced) in Reception at any one time – others to wait until summoned by the Receptionist, one in, one out. 4. Contractors to follow one in one out rule too at Reception – signs outside Reception as necessary. 5. All visitors to school site to wear masks or visors (spare disposable masks in Reception) 6. Hand sanitiser/dispenser to be affixed to wall outside Reception with signs to instruct compulsory use before entry. 7. Parents to be informed of the operating arrangements for the site. 8. 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 inform, prepare signs and enforce</p> <p>ditto</p> <p>Reception</p> <p>Reception</p> <p>Site Team/Reception</p> <p>Site Team</p> <p>LT to include in pre-start of term letters</p> <p>Heads of School/Admissions Officer</p>

7	Inadequate social distancing by pupils in free time	H	M	<ol style="list-style-type: none"> 1. Use of designated outside spaces and/tutor bases for lunch on dry/wet days respectively 2. Constant reminders to pupils around school reinforced by parental reminders 3. Reminders re 'Rule of Six' and patrols in the Close to deal with problems. Public advised to call police if persistent problems 	<p>LT rota to enforce</p> <p>Form tutors and colleague to check towards the end of lunch on wet days</p> <p>Vigilance and reminders from all staff</p> <p>All staff/Sixth Form Office staff</p>
8	Social distancing not adhered to by pupils 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. Ensure that start and end of school sessions avoids peak travel times (ie 0730-0900 and 1700-1800). 3. Regular reminders/reinforcement of control measures (use of masks and social distancing) 4. Patrols at station/bus stops by senior staff to enforce masks etc 	<p>HM to include in letter(s)</p> <p>LT collective planning</p> <p>Heads of School</p> <p>HM/DHM</p>
9	Teaching, team working and staff for specialist subject areas	M	M	<ol style="list-style-type: none"> 1. Heads of Academic Departments to plan appropriately to make allowance for absent/isolating staff. 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. 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 	<p>HoDs</p> <p>HoDS</p> <p>HoDs</p>

				<p>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, note making, 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 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 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.</p>	<p>HoDs</p> <p>HoDs</p> <p>HoDs/ICT staff</p> <p>HoDs</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/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.</p> <p>2. Track and Trace System to be observed and impact managed.</p>	All staff – staff to inform HR Officer immediately of any change in circumstances

				<p>3. Tests to be made available to staff where necessary (when they have been received in school...)</p> <p>4. Any concerns of BAME staff to be addressed as a priority</p> <p>5. Reception to issue 'emergency' test kits where necessary and re-order following DfE guidance</p>	<p>Reception in liaison with Public Health England</p> <p>Reception</p> <p>LT</p> <p>Reception</p>
11	Action in suspected or proved cases			<p>1. Any students developing symptoms to be immediately isolated and collected by parents.</p> <p>2. Any 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>3. Wiltshire PH Tracking to be contacted immediately for advice in event of a positive test for a student – email PH Tacking: PHTracing@wiltshire.gov.uk</p> <p>4. 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>Reception to inform</p> <p>Reception/subsequently senior staff</p> <p>HM/DHM to remind, all staff to implement</p>