

Area/Department:	Whole School Site	Risk assessment for:	Covid 19 September full opening of school to all students, full time
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The prevalence of Covid 19 has decreased, NHS Test & Trace is up and running and we are clear on the measures needed in school to create a safer environment. This risk to children becoming seriously ill from Covid 19 is very low and there are negative impacts of being out of school. In relation to working in schools, it is not possible to create a completely risk-free environment but statistics suggest that school staff do not tend to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults. Therefore, the balance of risk is now overwhelmingly in favour of children returning to school.

(source: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>) as at 28th August 2020

Government guidance for the full opening of schools in September 2020 state that the following system of controls MUST be in place in schools all of the time:

- 1. Minimise contact with individuals who are unwell**
- 2. Clean hands thoroughly more often than usual**
- 3. Ensure good respiratory hygiene**
- 4. Introduce enhanced cleaning**

The guidance then goes onto state that the following should be applied in schools in a way that suits the school's particular circumstances:

- 5. Minimise contact between individuals**

Furthermore, the following applies in specific circumstances only:

- 6. Wear appropriate personal protective equipment (PPE)**

Finally, a school's response to any infection must be to:

- 7. Engage with the NHS Test & Trace process**
- 8. Manage confirmed cases of Covid 19 amongst the school community**
- 9. Contain any outbreak by following local health protection advice**

Significant hazards (i.e. how people might foreseeably be harmed)	People at risk (i.e. students, staff or others)	List control measures (i.e. what steps are commonly taken to reduce the risk of the hazard)	** H M L	Additional control measures (i.e. add any further control measures)	** H M L	Action completed (Date and signature)
Covid 19 infection	Staff	No staff with Covid 19 symptoms to be allowed on site	H	Staff with symptoms or who have tested positive to self-isolate for 10 days and follow stay home guidance, should any of their household members have symptoms or have tested positive for Covid they should follow government guidance on isolation Staff to follow sickness absence reporting procedures and leave building if becoming unwell during the school day Cleaning of affected areas to take place should Covid 19 symptoms be displayed Staff to arrange for testing immediately and provide school with confirmation of results	L	
		Hand washing to be carried out more than usual as per government guidance	M	Handwashing to be completed on entry to the site Hand sanitising to be completed before break and lunchtime OR handwashing if using the toilet and before eating in designated toilet block for bubble Hand gel to be available in all classrooms as alternative to handwashing as required – one pump only to be used per adult upon returning to classroom from break and lunch or when changing classrooms Staff are strongly advised to bring in their own hand sanitiser and tissues to use as required	L	
		Catch it, kill it, bin it procedures followed	M	Bins to be emptied and liners replaced daily by cleaners and as required during the day by daytime cleaner	L	
		Cleaning of frequently touched surfaces	M	Antibacterial surface wipes to be provided to each classroom for use by staff on equipment only e.g. desk, PCs, mouse, visualiser when they leave the room so space is ready for next teacher to use safely Practical Subject Rooms to be cleaned by teaching staff or technicians or daytime cleaner with fogger when “bubbles” change, masks can be worn in area if	L	

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		Minimise contact/mixing with others	M	<p>sensitive to cleaning products</p> <p>Cleaners to complete regular clean at the end of each school day paying particular attention to touch points Daytime cleaner to continuously walk school to wipe down touch points in toilets, classrooms and communal areas Avoid printing and copying where not absolutely necessary, large print requests to be sent via Repro in advance so that copies can be left for 48 hours. Clean hands before and after using copiers and leave Repro room tidy and clear of rubbish Teaching staff to create bubble resource packs where possible to ensure that equipment sharing is minimised Teachers to ensure that classrooms are free of clutter and left as you would expect to find Staff dress code to be reinstated as clothes do not need to be cleaned more often than usual or using any special methods</p> <p>Staff will be able to wear black/navy trainers to facilitate avoidance of public transport and walk/cycle to work instead Staff to work from home as agreed in advance with SLT with minimal staffing on site each day Year group bubbles to be taught in zoned classrooms All staff to follow 2m social distancing guidelines around site adhering to signage/floor markings where provided, where this is not possible face to face contact should be minimised as should time spent within 1 metre of anyone</p> <p>One-way system in school to be followed at during school day, unless corridors are clear of students, following signage</p> <p>Doors and windows to remain open during school day to maintain ventilation at all times</p>	L	

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				<p>Where possible classroom desks should be front facing</p> <p>Staff to adhere to maximum occupancy of non-teaching spaces at all times as denoted by signage</p> <p>Staff dealing with First Aid cases where students display Covid 19 symptoms and social distancing cannot be maintained during treatment and care must use PPE located in First Aid room</p> <p>Minimise use of public transport to get to work and adhere to face covering guidelines when using Team and staff meetings/training to take place via Microsoft Teams unless within office capacity guidance and adhering to social distancing</p> <p>Face coverings can be used in communal areas of the school and they should be stored in a sealable plastic bag when not in use (refer to Appendix A for guidance on how to wear a face covering)</p> <p>Staff returning from a foreign holiday to follow government guidance on quarantine on their return, working arrangements to be confirmed with SLT where this falls in term time</p>		
Covid 19 infection	Students	<p>No students with Covid 19 symptoms to be allowed on site</p> <p>Hand washing to be carried out more than usual as per government guidance</p>	<p>H</p> <p>M</p>	<p>Students with symptoms or who have tested positive to self-isolate for 10 days and follow stay at home guidance, should any of their household members have symptoms or have tested positive for Covid they should follow government guidance on isolation</p> <p>Students developing symptoms during the school day to be held in Meeting Room 1 with window open and door closed whilst waiting for parents to collect them</p> <p>Meeting Room 1 to be cleaned in line with government guidance after student with symptoms has left site</p> <p>Parents to arrange for testing immediately and provide school with confirmation of results</p> <p>Handwashing to be carried before entering school site</p> <p>Hand sanitising to be completed before break and</p>	<p>M</p> <p>L</p>	

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		Catch it, kill it, bin it procedures followed	M	<p>lunchtime OR handwashing if using the toilet and before eating in designated toilet block for bubble</p> <p>Hand gel to be available in all classrooms for use after break and lunch or when changing classrooms under supervision of teaching staff and using one pump per student</p> <p>Students to bring in their own hand sanitiser and tissues to use as required</p> <p>Bins to be emptied and liners replaced daily by cleaning team and as required during the day by daytime cleaner</p>	L	
		Cleaning of frequently touched surfaces	M	<p>No student printing will be available</p> <p>Cleaners to complete regular clean at the end of each school day paying particular attention to touch points</p> <p>Students to remain at designated desks, in designated bubbles throughout lesson time</p> <p>Students to bring their own equipment into school</p> <p>Practical Subject Rooms to be cleaned by teaching staff or technicians or daytime cleaner with fogger when “bubbles” change, masks can be worn in area if sensitive to cleaning products</p>	L	
		Minimise contact/mixing with others	M	No gathering outside school gates before and after school	L	
			H	Staggered start/finish and break/lunch times with designated entry points to the school building, handwashing station and eating spaces per bubble	M	
			H	One-way system in school to be followed at all times following clear signage	M	
				Students to be placed in year groups or as a Sixth Form as bubbles, including for Tutor Time (horizontal tutor groups suspended)		
				Doors and windows to remain open during school day		
				Where possible classroom desks should be front		


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			H	facing Students to wear PE kit to school on timetabled day as changing rooms will only be available for bag storage Minimise use of public transport and walk/cycle/drive to school, students will be able to wear black/navy trainers to school to support avoidance of public transport Students to follow government guidance on the use of face coverings when using public transport if unavoidable Updated Behaviour Policy in place in relation to Covid 19 and implications for not adhering to on site expectations communicated to parents and students School assemblies to take place via Microsoft Teams Lockers will not be in use until further notice, students should bring minimal belongings with them into school Face coverings can be used in communal areas of the school and they should be stored in a sealable plastic bag when not in use (refer to Appendix A for guidance on how to wear a face covering) Students returning from a foreign holiday to follow government guidance on quarantine on their return, home learning arrangements to be confirmed with KNGS where this falls in term time	M	
	Parents	No access to site unless attending an emergency involving their child and only if symptom free	M	Details in communications to all parents prior to reopening Parents to wait outside of building when collecting a poorly child Parents to be advised not gather at school gates at start and end of school and to maintain social distancing when speaking to staff Meetings with parents to be held over the telephone or via Microsoft Teams	L	
	Contractors	Pre-booked visits to site only unless an emergency situation	M	Social distancing guidelines to be adhered to whilst on site Handwashing and PPE to be used as appropriate	L	

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	Other visitors	No access to site until further notice	L	Meetings to be held via Microsoft Teams or over the telephone	L	
Confirmed case of Covid 19 within the school community	All	SLT to contact local health protection team Face coverings will become mandatory for all people on school premises when moving around the site including in corridors and communal areas where social distancing is difficult to maintain	H H	Local health protection team to complete a Risk Assessment On advice from health protection team the school may: <ul style="list-style-type: none"> Send those in close contact (as defined in government guidance) with the infected person home to self-isolate for 14 days, household members of those sent home do not need to self-isolate unless symptoms develop in person self-isolating KNGS will have a small contingency supply of face masks to ensure that no students are prevented from accessing education due to a lack of face covering Individuals (staff and students) exempt from wearing face coverings must confirm this with SLT to ensure sensitivity from other staff and students	M M	
Two or more confirmed cases of Covid 19 in school in 14 days or an increase in suspected Covid 19 related sickness absence	All	SLT to work with local health protection team who will advise if additional action is required	H	Follow advice of local Public Health director. Actions may include: <ul style="list-style-type: none"> Bubbles of students to self-isolate and study from home (it is unlikely that the whole school will close) Testing of a wider population of the school staff and students (usually beginning with the infected students' classes and year group) 	M	
Local outbreak confirmed by Birmingham City Council	All	SLT to work within CONTAIN guidance	H	Application of relevant Tier of action: <ol style="list-style-type: none"> School remains open with face coverings becoming mandatory in communal areas Rota model introduced combining on site and remote education provision for all students Full time provision on site for vulnerable and key worker children plus selected year groups with all other education provided remotely Full time provision on site for vulnerable and key worker children only 	M L	Active from 15/09/2020

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Wellbeing	All	<p>Clear communication to all stakeholders on plans for September</p> <p>Tutor time in place after lunch each day to support students</p> <p>Bereavement support available from SENCo and Intervention Manager for relevant students</p> <p>Support anxiety of staff and students about returning (particularly from previously shielding individuals, those deemed as clinically vulnerable and BAME individuals)</p>	<p>M</p> <p>M</p> <p>M</p> <p>M</p>	<p>Communicate all plans clearly with stakeholders prior to September SLT to respond to queries and build confidence around new ways of school life for staff and teachers/pastoral team to do the same for students</p> <p>Year 7 and 12 to start earlier than other year groups on first day back in lieu of transition</p> <p>Form Tutors to advise if support required Head of Year in place to support year group bubbles</p> <p>Form Tutors to include this as part of last call to students of Summer Term Discussion of concerns with individuals in relation to site safety as required including use of PPE in school Intervention sessions available as need identified Low stake assessment only in first half term to reduce pressure on students</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p>	
Teaching and Learning	Students	Curriculum remains broad and ambitious	<p>M</p> <p>M</p> <p>M</p>	<p>Practical subjects complete subject specific risk assessments to ensure that lessons can be carried out safely whilst staff maintain social distancing. Where this is not possible, practical lessons to be focussed on Key Stage 4 & 5 with Key Stage 3 being more theory.</p> <p>Music ensembles and KS3 lessons will exclude singing, wind and brass instruments. Other ensembles will be organised in year group bubbles. Music keyboards which are shared to be cleaned between lessons. Singing, brass and woodwind performances relating to GCSE and A level courses will be carried out in line with Government specific guidance.</p> <p>PE lessons to take place outside as much as possible and to involve non-contact activities with cleaning of equipment in between bubbles</p> <p>Teachers to clearly map curriculum through year so</p>	<p>M</p> <p>L</p> <p>M</p>	

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		<p>In case of full or partial school closure, remote education is high quality and aligns as closely as possible with in-school provision</p> <p>Online teaching to continue in relation to using Microsoft Teams with safeguarding and GDPR practices in place</p> <p>Catch up provision for students in relation to lockdown period</p>	<p>M</p> <p>M</p> <p>M</p>	<p>students understand what they will be covering and when Staff and students can take home books if absolutely necessary Classroom resources can be shared within a bubble (if moving outside of the bubble then they should be left out of use for 48 hours, 72 hours for plastic, unless thoroughly cleaned) Domestic overnight and overseas trips are cancelled until further notice in line with government guidance</p> <p>Preparation of relevant and appropriate learning resources (using Oak National Academy as appropriate) Survey parents to understand access to digital learning to understand amount of learning packs to post out to homes Redistribute government funded laptops to identified Year 11 students.</p> <p>No one-to-one sessions online between school staff and students Students are aware of Microsoft Teams behaviour expectations</p> <p>Gaps in student knowledge to be addressed through homework Specific additional provision to be planned upon the confirmation of government funding programme and resources available, targeting the relevant students dependant on type of funding</p>	<p>L</p> <p>L</p> <p>L</p>	
General operational matters	All	Consultation with Unions prior opening				<p>Update meeting 11/09/2020 10/07/2020 comments added to V2 of risk assessment</p>

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		<p>Purchase and installation of additional handwashing stations to locate around site</p> <p>Employment of daytime cleaner plus employment of two additional MDS staff to support staggered lunches</p> <p>Catering provision to be simplified with staggered lunches in place. No break time provision to facilitate hot meals at lunch</p>		<p>Aspens risk assessment reviewed by KNGS Aspens staff to wear PPE where 2-metre social distancing cannot be achieved Biometric to wiped down between each child Students to wash hands before entering canteen Canteen to be cleaned between each year group use</p>		<p>Installed w/c 01/09/2020</p> <p>Arrangements made and recruitment completed 10/07/2020</p> <p>Meeting with Aspens and arrangements confirmed 14/07/2020 and reviewed 15/09/2020</p>

Date of original assessment: 7 th July 2020	Date of this assessment: 2 nd September 2020	Review date: 6 th September 2020	Reference No:	Name of assessor: Saqib Ali (H&S Officer) and Clare Skinner, Business Manager
Overall risk rating (H M L): Medium		<p>Managers signature:</p> 		

This document was produced with reference to the following guidance:

<https://www.gov.uk/government/publications/containing-and-managing-local-coronavirus-covid-19-outbreaks/covid-19-contain-framework-a-guide-for-local-decision-makers>

https://www.gov.uk/government/publications/face-coverings-in-education?utm_campaign=1972024_Face%20coverings&utm_medium=email&utm_source=National%20Association%20of%20Head%20Teachers&dm_i=3OT7,169MG,1GEWDB,46611,1

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.hse.gov.uk/simple-health-safety/risk/index.htm>

<https://www.hse.gov.uk/news/assets/docs/working-safely-guide.pdf>

<https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf>

Union guidance from NEU, NASUWT, NAHT, ASCL

Cross referenced with BCC template

APPENDIX A - How to wear a face covering

Extracted from <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own#how-to-wear-a-face-covering> updated 27th August 2020

A face covering should:

- cover your nose and mouth while allowing you to breathe comfortably
- fit comfortably but securely against the side of the face
- be secured to the head with ties or ear loops
- be made of a material that you find to be comfortable and breathable, such as cotton
- ideally include at least two layers of fabric (the World Health Organisation recommends three depending on the fabric used)
- unless disposable, it should be able to be washed with other items of laundry according to fabric washing instructions and dried without causing the face covering to be damaged

When wearing a face covering you should:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on
- avoid wearing on your neck or forehead
- avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus
- change the face covering if it becomes damp or if you've touched it
- avoid taking it off and putting it back on a lot in quick succession (for example, when leaving and entering shops on a high street)

When removing a face covering:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing
- only handle the straps, ties or clips
- do not give it to someone else to use
- if single-use, dispose of it carefully in a residual waste bin and do not recycle
- if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric
- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed