

## Risk Assessment for Full School Reopening March 2021

### Overview:

This risk assessment reviews the potential hazards associated with the phased reopening of Rednock School from the 1st September 2020 that could lead to the possible transmission (direct and indirect) of Covid-19. Associated hazards (by-product of the changes made in response to Covid-19) have also been assessed.

### Reference Documentation:

1. SHE GCC Risk Assessment for reopening schools (from 8 March 2021)
2. Gov.uk - Full [Opening of secondary schools](#)
3. Gov.uk - [Stay at home guidance](#)
4. Gov.uk - [Safe working in education](#) including the use of PPE
5. Gov.uk - [Social distancing](#)
6. Rednock School Covid-19 SOPS (Internal Document)
7. Gov.uk - [Asymptomatic testing in schools and colleges](#)

### Risk Assessment Matrix

		Likelihood				
		Rare	Unlikely	Possible	Likely	Almost Certain
Consequence	Negligible	1	2	3	4	5
	Minor	2	4	6	8	10
	Moderate	3	6	9	12	15
	Major	4	8	12	16	20
	Extreme	5	10	15	20	25

Risk Rating = Likelihood x consequence

## Risk Assessment

Hazard	Risk rating	Control Measure	Residual Risk rating	Persons at risk
Whole School H&S compliance tests are incomplete /not up to date	3 x 4 = 12	<ol style="list-style-type: none"> <li>H&amp;S Compliance tests are completed - <b>Ref: Maintenance Schedule document</b></li> <li>Natural ventilation - windows and doors are opened to maintain a natural airflow and provide a comfortable learning environment.</li> <li>Any mechanical ventilation systems are switched off when staff and students are present.</li> <li>Ventilation and AC systems working optimally (ventilation system should be kept on continuously, with lower ventilation rates when people are absent). <b>Ref: HSE Guidelines</b></li> <li>Air purifiers will be placed in areas where the potential air flow and/or quality is not optimised e.g. Room 121, ICT rooms</li> <li>Regular CO<sub>2</sub> testing is carried out in rooms with air purifying units</li> <li>Confirmation of revised opening and closing times and update key daily tasks that need to be completed as part of this Risk assessment e.g. closing fire doors, emptying all bins.</li> </ol>	1 x 4 = 4	Staff Students Parents Visitors
Exposure to the Covid-19 infection from others (Direct exposure)	4 x 4 = 16	<ol style="list-style-type: none"> <li>Regular reminders to parents, students and staff that they must follow <a href="#">PHE guidance</a> and not enter the school site: <ol style="list-style-type: none"> <li>If they show any signs of infection as defined by PHE e.g. new continuous cough, a high temperature, a loss of, or change in, their normal sense of taste or smell (anosmia).</li> <li>If they are not experiencing symptoms but have tested positive for COVID-19.</li> <li>If they live with others who have tested positive for Covid-19 or show any signs of infection.</li> </ol> </li> <li>Information shared about <a href="#">testing available</a> for those staff, students, parents/carers with symptoms. Anyone who displays symptoms of Covid-19 can and should get an external PCR test</li> <li>The school will immediately contact 'The health protection team' for their directive if someone who has attended Rednock has tested positive for Covid-19.</li> <li><b>First Aid Risk Assessment (more detail below)</b> - Update the first aid procedure to outline the process that will be followed when dealing with suspected Covid-19 cases to include an identified isolation area and dedicated toilet facilities.</li> <li>Communicate to parents/carers, students and staff that they <b>must</b> wear a facemask in all communal areas. From the 8th March, students will be asked to keep their face masks on in the classroom, unless answering a question directly.</li> <li>Communicate the importance of safe wearing and removal of a face mask</li> <li>Parents to be advised only to come into the main reception if absolutely essential. Parents must pre-book appointments. Highlight alternative methods of communication.</li> <li>Parents 'drop off' and 'pick up' protocols to be reviewed and communicated.</li> <li>Distancing markers to be put in place leading up to the main reception.</li> <li>Signage clearly shows entry points into school.</li> <li>Protective screens to be in place in areas of higher risk e.g. the school's main reception.</li> <li>Key health and safety messages are communicated via 'Invitation letter' posters/signage and via briefing sheet issued upon arrival in the main reception.</li> <li>Relevant staff fully aware of the COVID-19 guidance issued by the relevant sports governing bodies for team sports and the required actions for each sport.</li> <li>Competition between different schools not to take place until wider grassroots sport for under 18s permitted</li> <li>Sports Hall to remain closed to the general public until further notice.</li> <li>Follow the FA guidance to ensure that the AWP changing facility is compliant with current</li> </ol>	1 x 4 = 4	Staff Students Parentsyour

		<p>Government legislation and guidance related to COVID-19</p> <p>17. No school trips to be undertaken.</p> <p>18. Visitors to the school site will be limited and pre booked e.g. Contractors, The Door and PCSOs.</p> <p>19. Visiting teachers e.g. Supply Teachers and Peripatetic Teachers will be given a H&amp;S briefing.</p> <p>20. A record kept of all visitors to assist NHS Test and Trace</p> <p>21. Reception staff will sign in visitors to avoid cross contamination from using the same pen.</p> <p>22. Staff should use their badge and not a biometric method for signing in each day.</p> <p>23. Review arrangements with contractors and working practices on site.</p>		
Danger to vulnerable groups	4 x 4 = 16	<ol style="list-style-type: none"> <li>1. Medically vulnerable students and staff will have an individual risk assessment at their request (DJA and KCO)</li> <li>2. Staff and students in the BAME group will have an individual risk assessment at their request (DJA and KE)</li> <li>3. Identified control measures are implemented.</li> </ol>	2 x 4 = 8	Staff Students
Exposure from others in classrooms & offices (Direct exposure)	3 x 4 = 12	<ol style="list-style-type: none"> <li>1. Each year group is assigned to a specific zone within the school with its own entry and exit points see <b>'Covid 19 - Recovery and Reopening Strategy document for more detail - Sept 2020'</b></li> <li>2. Where possible, use ventilated classrooms - rooms with a window.</li> <li>3. In classrooms without a window, air conditioning units will be switched off when students/staff are in the room, doors will be kept open to provide a natural flow of air. Link to <a href="#">HSE Guidelines</a></li> <li>4. Classrooms will be set up with rows of desks facing the front.</li> <li>5. Teachers will lead the lesson from the front of the room at a 2m distance from students where possible</li> <li>6. Where possible, Teachers and Teaching Assistants (TAs) will not move around the classroom during the lesson. If movement is needed as part of H&amp;S requirements e.g. DT and Science, staff may move around the room wearing a face mask and visor.</li> <li>7. Teaching Assistants will work with students in 'break out' rooms to enable social distancing of 2m to be maintained.</li> <li>8. Students will work in the classrooms within their zones, minimising the use of equipment and resources to a specific year group.</li> <li>9. Specialist rooms e.g. Art, Science, D&amp;T will be risk assessed and control measures put in place to enable examination groups to use the specialist facilities where possible.</li> <li>10. Promote good hygiene via Catch it, Bin it, Kill it</li> <li>11. Hand sanitiser and cleaning equipment to be available in each room</li> <li>12. Changes to Reprographics - all jobs must be sent via Repro email address. Staff cannot access the Admin photocopiers</li> </ol>	1 x 4 = 4	Students Staff
Exposure from others moving around the school (Direct exposure)	3 x 4 = 12	<ol style="list-style-type: none"> <li>1. Each year group is assigned to a specific zone within the school with its own entry and exit points see <b>'Covid 19 - Recovery and Reopening Strategy document for more detail - Sept 2020'</b></li> <li>2. Each year group is isolated to specific areas of the school. Barriers/tape and signs clearly show 'out of bounds' areas.</li> <li>3. A programme of staggered break times and lunchtimes will be implemented.</li> <li>4. Social distancing markers on floor</li> <li>5. Students enter the school grounds via their assigned Year Group entrance and go straight to their year group zone via their allocated entry point.</li> <li>6. Social time duty staff must ensure that students stay within the designated areas e.g. Dining, Marquee and outside.</li> <li>7. Only one year group uses the dining room/ Marquee facilities at any one time. The tables are sanitised in between each break/lunchtime session.</li> <li>8. During social times, students are sent outside into the fresh air wherever possible</li> <li>9. Single occupancy in lifts</li> </ol>	2 x 4 = 8	Students Staff

		10. Staff to minimise movement at student change over times i.e. exiting offices/prep rooms etc.		
Exposure from others via large gatherings e.g. assemblies, staff room (Direct exposure)	4 x 4 = 16	<ol style="list-style-type: none"> <li>1. No large gatherings for Community/Year Group assemblies due to movement around the school between zones.</li> <li>2. No contact sports to be undertaken.</li> <li>3. Practical work to be risk assessed and adapted to reduce Covid-19 transmission through the sharing of facilities, equipment or movement around the classroom</li> <li>4. Face to face meetings with parents and visitors should be avoided where possible and alternative methods of communication used.</li> <li>5. Staff Meetings will be delivered remotely wherever possible. However, there may be occasions where the quality of the training session would be better if delivered in person. In this situation the size/ layout of the room available and number of people in attendance will be risk assessed to ensure social distancing can be maintained.</li> <li>6. To maintain social distancing, increase the number of staff rooms/work spaces from one to three - Staff room, LRC and workbases.</li> <li>7. The staff room will have a maximum occupancy of 5 people.</li> <li>8. Review school calendar - Seek alternative methods of delivery for year group presentations e.g. Induction events, introduction to GCSE</li> </ol>	1 x 4 = 4	Students Staff
Use of potentially contaminated room/area/equipment (Indirect exposure)	4 x 4 = 16	<ol style="list-style-type: none"> <li>1. Whole school cleaning schedule is updated to include (Ref: <b>GLEN</b> cleaning documents) <ol style="list-style-type: none"> <li>a. All communal areas to be sanitised during and at the end of the day</li> <li>b. All classrooms and offices used to be sanitised at the end of the working day.</li> <li>c. Student and staff toilet blocks to be cleaned twice during a morning and afternoon session and at the end of the day.</li> <li>d. Handrails and touch points to be cleaned at regular intervals following a schedule</li> <li>e. Regular cleaning of contact services in reception, offices, and items shared such as telephones, screens, handsets.</li> </ol> </li> <li>2. Doors are wedged open to limit the use of door handles and aid ventilation. Daily check - doors to be closed at the end of the day.</li> <li>3. Specialist rooms to be cleaned, between groups, in line with each department's risk assessment</li> <li>4. Cleaning and hygiene kit to be made available in all classrooms/offices e.g. hand sanitiser, antiviral spray, tissues</li> <li>5. Follow the tips for <b>cleaning laptops</b> guide</li> <li>6. Students and staff taking books and other shared resources home is limited and unnecessary sharing is avoided.</li> </ol>	1 x 4 = 4	Staff Students
Poor personal hygiene	4 x 4 = 16	<ol style="list-style-type: none"> <li>1. Staff and students are advised of best hygiene practices via posters and regular reminders.</li> <li>2. Ensure that hand washing facilities are suitably stocked</li> <li>3. Hand sanitising stations to be placed at entrances to building e.g. main reception, student entrance, 6th Form Centre, 6th Form Atrium</li> <li>4. Regular reminders about best hygiene practice throughout each session.</li> <li>5. Restrict the number of students using the toilet facilities at any one time.</li> <li>6. Put up laminated posters in toilets in front of sinks showing handwashing.</li> </ol>	1 x 4 = 4	
Changes to Emergency Response Procedures	4 x 4 = 16	<ol style="list-style-type: none"> <li>1. <b>Emergency Evacuation</b> procedure updated - amend the assembly points to reflect the organisation of students into year based tutor groups.</li> <li>2. Lockdown - a drill is not planned during this time. Therefore, Lockdown procedure should be followed - prioritise keeping out of view and trying to maintain 2m distance.</li> <li>3. Communicate changes to Emergency Procedures to staff (INSET Day 1) and students (Week Beg 04.09.20).</li> <li>4. Students are registered via SIMs upon arrival to school at am and pm register collection points.</li> </ol>	1 x 4 = 4	

		5. All staff to sign in and out of school via electronic system.		
Food provision	3 x 4 = 12	<ol style="list-style-type: none"> <li>1. Water fountains to be allocated to specific year group zones. Students advised to bring a drink into school</li> <li>2. Breaktime and lunchtimes will be staggered to maintain year group bubbles during social times.</li> <li>3. Consultation with <b>Innovate</b> regarding changes to the food service..</li> <li>4. Students will have an allocated outside area</li> <li>5. Outdoor seating to be repositioned and marquee available</li> </ol>	1 x 3 = 3	
Changes to First Aid provision	4 x 4 = 16	<ol style="list-style-type: none"> <li>1. First Aid <b>Risk Assessment</b> conducted and additional control measures implemented</li> <li>2. Additional First Aid training for staff</li> <li>3. A member of staff will allocated as the First Aider within each year group zone</li> <li>4. Whole school First Aid provision will be separated into 2 areas within the Main School : <ul style="list-style-type: none"> <li>→ Current room General First Aid e.g. checking sugar levels, administration of medication. One person in the room at a 2m distance from the first aider.</li> <li>→ Old Repro room to be used as a First Aid Room for students who are ill.</li> </ul> </li> <li>5. First Aid toilet will be located in Main Reception</li> <li>6. PPE provided for first aid staff by school - gloves, aprons, visors, antiviral disinfectant, blue roll, tissues to be in plentiful stock in all rooms.</li> <li>7. Visor to be used - one visor per person.</li> </ol>	2 x 4 = 8	Staff Students
Poor mental health and wellbeing	3 x 3 = 9	<ol style="list-style-type: none"> <li>1. Staff health and well being survey to be analysed.</li> <li>2. Key areas to be identified and addressed with staff.</li> <li>3. HR to pick up more serious individual cases.</li> <li>4. Student health and well being to be reviewed as part of the mentoring days.</li> </ol>	1 x 3 = 3	Staff Students
No enforcement of requirements	3 x 4 = 12	<ol style="list-style-type: none"> <li>1. Consultation with employees on risk assessment via email &amp; full staff remote meetings</li> <li>2. Risk assessment shared with all staff and published on the school website.</li> <li>3. Employees encouraged to report any non-compliance.</li> <li>4. Effectiveness of prevention measures will be monitored by school leaders.</li> <li>5. This risk assessment will be reviewed if the risk level changes and/or in light of updated guidance.</li> </ol>	1 x 4 = 4	Staff Students
Mass Testing Programme in Schools	4 x 4 = 16	<ol style="list-style-type: none"> <li>1. Use the NHS Test and Trace training materials for Schools and Colleges and the DfE training materials to facilitate the mass testing programme at Rednock School.</li> <li>2. A separate risk assessment for Mass Flow Testing in school has been carried out and is available.</li> <li>3. In preparation for full school reopening, all students will be offered a Lateral Flow Test (LFT) prior to returning to school and two more within 10 days when they have returned to school.</li> <li>4. KS4/KS5 students will be tested prior to return and brought in on a booking system to minimise numbers at any one time. Additional cleaning will also take place in the test centre at this stage. The flow of students will be managed so that they are on site for the minimum amount of time.</li> <li>5. KS3 students who have consent will be tested prior to going to a class. They will be housed in the marquee whilst test results are processed.</li> <li>6. There will be comprehensive communications and training materials to support the transition of testing for students and staff on site into their homes.</li> <li>7. After (March 2021) reopening and initial student testing has been completed, a small testing facility will be maintained on site.</li> </ol>	Max risk now at 4	Staff Students