



S. Peter's Collegiate School

A Church of England Academy

S. PETER'S COLLEGIATE SCHOOL RISK ASSESSMENT – RETURN TO SCHOOL

THIS LIST IS NOT EXHAUSTIVE AND MAY REQUIRE UPDATING AT A MOMENT'S NOTICE.

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Contact with someone suffering from coronavirus	<ul style="list-style-type: none">• Staff• Students• Contractors• Visitors	<p>Everyone will be asked NOT to come into school if they or anyone they live with is experiencing coronavirus symptoms, and instead follow official self-isolation guidance.</p> <p>Regular reminders will continue to be given about this via email.</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing, and the school will help them do this.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up.</p> <p>Any student displaying symptoms or have a relative with symptoms will be isolated in the Conservatory until they can be collected.</p> <p>Any staff member or contractor will be required to leave the site asap.</p> <p>If someone is seriously ill or injured or their life is at risk then 999 will be called.</p>	<p>SLT Member B&FM</p> <p>Pastoral Team</p> <p>Reception following instruction from SLT</p>	<p>Completed and in place no later than 15th JUNE 2020</p>	<p>Communication will be made to all staff prior to 15th June requesting update on current health situation</p> <p>Contact information for DfE will be supplied</p>



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		<p>In the case of a symptomatic student who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron • If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection • <p>Supervising staff MUST wash their hands thoroughly for 20 seconds after the student has been picked up.</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance.</p> <p>If a student or a staff member working with students tests positive for coronavirus, the rest of their student group will be sent home and advised to self-isolate for 14 days (as will any staff member who looked after them in school while they were symptomatic).</p> <p>If other cases are detected at school, the local health protection team from Public Health England will be in touch to advise on appropriate action, such as asking more people to self-isolate.</p> <p>A WHOLE SITE DEEP CLEAN IS ARRANGED FOR 02 DECEMBER 2020</p>	<p>All are available in Medical Room and with the B&FM to be taken to the Conservatory</p> <p>Cleaning Team</p> <p>Advice sought by SLT/B&FM</p>	<p>October 2020 - ongoing</p> <p>October 2020 - ongoing</p>	<p>October 2020 - ongoing</p> <p>October 2020 - ongoing</p>
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<p>Contact with coronavirus when getting to and from school</p>		<p>Everyone will be encouraged to walk or cycle into school, and warned to avoid taking public transport during peak times.</p> <p>For anyone who needs to take public transport, they'll be referred to government guidance.</p> <p>If home to school transport will be running (i.e. buses), discussions will be held with the providers to make sure their staff:</p> <ul style="list-style-type: none"> • Follow hygiene rules • Try to keep their distance from passengers where possible • Do not work if they or a member of their household are displaying coronavirus symptoms <p>For students that will need to be dropped off and picked up, parents will be told through messages and signage:</p> <ul style="list-style-type: none"> • Their allocated drop off and collection times, with different student groups being given different times • The protocols for minimising adult to adult contact – staff to enter school via the gate leading from the staff car park adjacent to Millennium Block (NOT the Visitor Car Park) • all staff MUST handwash or hand sanitise upon entering any of the school buildings • Parents are NOT to gather at entrance gates or doors 	<p>Staff member on duty monitoring outside of school</p> <p>Parents must drop off via the Turning Circle area ONLY (unless student has a medical condition, and pre-arranged with B&FM)</p> <p>Staff member on duty to ask</p>	<p>15th JUNE 2020</p> <p>Posters displayed in school reminding all of the importance of "hands, face, space"</p> <p>October 2020 - ongoing</p>	<p>Communication to Parents by 15th June</p> <p>Regular updates to parents are to be available</p>
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		Anyone wearing non-disposable face coverings and gloves when arriving to school will be expected to remove them when entering the site grounds but will be required to wear them when indoors ie corridors and toilets. Students to keep masks with them throughout the school day.	students/staff to remove face coverings	October 2020 - ongoing	
Spreading infection due to touch, sneezes and coughs		<p>Handwashing facilities are located in each Teaching Block.</p> <p>Students attending school will be located in separate teaching blocks - where appropriate and use the WC facilities in contained in their block.</p> <p>Anti-bacterial solution and paper towels will be available in each designated Teaching Classroom and hand sanitizer will be located at the entrance to each of these rooms.</p> <p>Students/Staff MUST hand sanitize BEFORE entering the classroom.</p> <p>The one-way system MUST be followed by students and staff in order to avoid cross-over points.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands • Clean their hands on arrival, before and after eating, and after sneezing or coughing 	<p>Staff on duty during the day</p> <p>ALL</p> <p>ALL</p> <p>ALL</p>	<p>IMMEDIATELY</p> <p>All are in place</p> <p>All directional signage is in place</p>	



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		<ul style="list-style-type: none"> • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste <p>Students will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>All bins will be emptied every night and contents double-bagged as per guidelines.</p>	<p>Cleaning Team</p> <p>Site Staff</p>	<p>October 2020 - ongoing</p>	
<p>Spreading infection through contact with coronavirus on surfaces</p>		<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> • Banisters • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Teaching and learning aids • Computer equipment (including keyboards and mouse) • Telephones 	<p>Cleaning Team, overseen by B&FM</p> <p>(All teaching blocks have received a thorough deep clean during the week</p>	<p>IMMEDIATELY</p> <p>Incorporated into the daily/weekly cleaning cycle and already in place</p>	



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	<ul style="list-style-type: none"> • Fingerprint scanners (are out of use to all) <p>Items that need laundering (e.g. tea towels) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between washes.</p> <p>Areas of the school that are used by students will be cleaned thoroughly at the end of the day.</p> <p>Areas of the school not in use will be shut off to make cleaning more manageable.</p> <p>Any equipment that is shared will be cleaned between groups of children using it and multiple groups won't use it simultaneously.</p> <p>Shared rooms will be cleaned between different groups using them.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling students' books.</p> <p>Whole School Deep Clean being undertaken</p>	<p>Cleaning Team</p> <p>Cleaning Team</p> <p>Staff to check with B&FM</p> <p>Anti-bacterial wipes are available in each designated teaching room</p> <p>Cleaning Team</p>	<p>As part of the cleaning rota duties</p>	
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				2nd December 2020	
Spreading infection due to excessive contact and mixing between students and staff in classrooms	<p>Students will be organised into year Group bubbles to reduce mixing between students.</p> <p>ALL STUDENTS AND STAFF WILL ADHERE TO THE FOLLOWING:</p> <p>Space will be maintained between students, 1m apart where possible, with seats and desks arranged to allow this, and all forward facing.</p> <p>Students are not permitted within the Teacher Zone at the front of each classroom.</p> <p>The amount of take-home resources will be limited, Students will be required to bring their own stationery and equipment to school.</p> <p>In the event of a student forgetting to bring in equipment, a pen/pencil will be provided and not required to be handed back in.</p> <p>Teachers may need to switch between groups/classrooms if subject specialism is needed.</p> <p>Teaching Desks in designated classrooms have been cleared and cleaned and MUST be maintained as a clean desk policy.</p>	<p>Assistant Principal for Teaching & Learning</p> <p>SMT/designated rota staff to supervise</p> <p>Teaching Staff (Antibacterial Spray and paper towels are available for changeover times)</p>		October 2020 - ongoing	
Spreading infection due to excessive	Students will be kept in the same small groups at all times each day.	Staff on duty			



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<p>contact and mixing between students and staff around the school</p>	<p>Student groups will have staggered timetables, including for break and lunch times, to avoid too many students being in one place at the same time.</p> <p>Students will need to bring their own food and drink to school for the morning sessions, as canteen facilities are NOT available.</p> <p>Students will stay in the same classroom at the same desk throughout the day wherever possible.</p> <p>Students will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>Rooms will be accessed directly from outside where possible, and corridors have a one-way circulation route in order to keep groups apart.</p> <p>Toilet use will be managed to avoid crowding with students having different break times for using these facilities.</p> <p>Staff use of staff rooms and offices will be staggered to limit occupancy.</p> <p>Staff and contractors not working with student groups will be asked to maintain 2m distances from each other and from the student groups.</p>		<p style="color: red;">October 2020 - ongoing</p>	
<p>Spreading infection due to the school environment</p>	<p>Checks to the premises have been completed to make sure the school is up to health and safety standards before reopening.</p> <p>Each designated area has been checked for cleanliness and H&S regulations in accordance with COVID-19 guidance</p>	<p>B&FM</p>	<p style="color: red;">Still in force</p>	



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	<p>Fire, first aid and emergency procedures have been reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>Air conditioning units in any rooms within the school buildings can be used provided windows are to be opened to allow for natural air-flow.</p> <p>The use of lifts will be avoided unless essential (ie used by anyone with a recognised disability). Lifts will NOT be used in any fire evacuation event.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible (6th form quad and lower cage areas only)</p>	B&FM, students and staff to follow current evacuation measures, leaving the building as quickly as possible	October 2020 - ongoing	
Spreading infection due to excessive contact and mixing in meetings	<p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents, visitors and governors.</p> <p>Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.</p>	All staff	October 2020 - ongoing	
Individuals vulnerable to serious infection coming into school	<p>For everyone who could come into school:</p> <ul style="list-style-type: none"> • If they're clinically extremely vulnerable (as defined here), they will continue to learn or work from home • If they're clinically vulnerable (as defined here) – parents should follow medical advice if their child 	All staff to inform Acting Principal	October 2020 - ongoing	



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		<p>is in this category, and staff in this category will continue to work from home wherever possible. If these staff members cannot work from home, they will be given a role that allows them to be kept 2 metres away from others wherever possible</p> <ul style="list-style-type: none">• If they live with someone who's clinically extremely vulnerable, they will only attend if stringent social distancing can be adhered to and, in the case of children, they're able to understand and follow those instructions			
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