

S. Peter's Collegiate School

A Church of England Academy

S. PETER'S COLLEGIATE SCHOOL RISK ASSESSMENT – RETURN TO SCHOOL UPDATED 8TH MARCH 2021

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	 Staff Students Contractors Visitors 	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. Regular reminders will continue to be given about this via email. Anyone self-isolating with symptoms will be encouraged to access testing, and the school will help them do this. If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. Any student/staff member with anyone in their household who displays symptoms should not attend school. Any staff member or contractor will be required to leave the site asap.	SLT Member B&FM Pastoral Team Reception following instruction from SLT	Completed and in place no later than 15 th JUNE 2020	Communication will be made to all staff prior to 15 th June requesting update on current health situation Contact information for DfE will be supplied



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. A WHOLE SITE DEEP CLEAN IS ARRANGED FOR 21 DECEMBER 2020	Advice sought by SLT/B&FM	October 2020 - ongoing	October 2020 - ongoing
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 10 days (as will any staff member who looked after them in school while they were symptomatic).			
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.	Cleaning Team		
In the case of a symptomatic student who needs to be supervised before being picked up: 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 Supervising staff MUST wash their hands thoroughly for 20 seconds after the student has been picked up.	All are available in Medical Room and with the B&FM to be taken to the Conservatory		This PPE is available from the First Aid Office



			Completed 21/12/20	All completed
Contact with coronavirus when getting	Everyone will be encouraged to walk or cycle into school, and warned to avoid taking public transport during peak times.		15 th JUNE 2020	Communication to Parents by 15 th June
to and from school	For anyone who needs to take public transport, they'll be referred to government guidance.		Posters displayed in school reminding all of the importance of "hands, face,"	Regular updates to
	If home to school transport will be running (i.e. buses), discussions will be held with the providers to make sure their staff:			parents are to be available
	Follow hygiene rules			
	 Try to keep their distance from passengers where possible 		space"	
	 Do not work if they or a member of their household are displaying coronavirus symptoms 		October 2020 - ongoing	
	For students that will need to be dropped off and picked up, parents will be told through messages and signage:	Staff member on duty monitoring outside of school		
	Their allocated drop off and collection times, with different student groups being given different times	Parents must drop off via the Turning Circle area ONLY		
	 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) 	(unless student has a medical condition, and		
	 all staff MUST handwash or hand sanitise upon entering any of the school buildings 	pre-arranged with B&FM)		



	 Parents are NOT to gather at entrance gates or doors Students/staff are required to wear face masks when indoors ie corridors and toilets. Students are also required to wear masks in lessons. Students to keep masks with them throughout the school day. Students can be identified with white in badges of medical exemption from wearing face masks. 	Students are responsible for having face masks. Additional masks will be available. Staff are asked to reinforce rule	IMMEDIATLEY
Spreading infection due to touch, sneezes and coughs	Handwashing facilities are located in each Teaching Block. Hand sanitiser will be available in each classroom. Students attending school will be located in separate teaching blocks - where appropriate and use the WC facilities in contained in their block.	Staff on duty during the day	IMMEDIATELY All are in place
	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. 'Catch it bin it kill it' Bins will be placed in classrooms on arrival for use with tissues and wipes. Students/Staff MUST hand sanitize BEFORE entering the classroom.	ALL	All directional signage is in place



on surfaces	 Classroom desks and tables Bathroom facilities (including taps and flush buttons) Door and window handles 	(All teaching blocks have	Incorporated into the daily/weekly cleaning cycle
Spreading infection through contact with coronavirus	Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including: • Banisters	Cleaning Team, overseen by B&FM	IMMEDIATELY
	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. All bins will be emptied every night.		
	use bins for tissue waste Students will be encouraged to learn and practice these habits in lessons and by posters put up across the school.	Site Staff	October 2020 - ongoing
	The one-way system MUST be followed by students and staff in order to avoid cross-over points. Everyone in school will: • 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 • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and	ALL Cleaning Team	



 Furniture Light switches Reception desks Teaching and learning aids Computer equipment (including keyboards and mouse) Telephones 	received a thorough deep clean during the week	and already in place
 Fingerprint scanners (are out of use to all) 		
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	Cleaning Team	
washes.	Cleaning Team	
Areas of the school that are used by students will be cleaned thoroughly at the end of the day.	Staff to check	As part of the cleaning rota duties
Areas of the school not in use will be shut off to make cleaning more manageable.	with B&FM	
Any equipment that is shared will be cleaned between groups of children using it and multiple groups won't use it simultaneously.	Anti-bacterial wipes are available in each designated teaching room	
Shared rooms will be cleaned between different groups using them.		
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.		



	Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out. Teachers will wash their hands and surfaces before and after handling students' books.	Cleaning Team		
	Whole School Deep Clean being undertaken		21st December 2020	Completed
Spreading infection due to excessive contact and mixing between students and staff in classrooms	Students will be organised into year Group bubbles to reduce mixing between students.	Assistant Principal for Teaching & Learning	October 2020 - ongoing	
	ALL STUDENTS AND STAFF WILL ADHERE TO THE FOLLOWING:	SMT/designated rota staff to supervise		
	Space will be maintained between students, 1m apart where possible, with seats and desks arranged to allow this, and all forward facing.			
	Students are not permitted within the Teacher Zone at the front of each classroom.			
	The amount of take-home resources will be limited, Students will be required to bring their own stationery and equipment to school.	Teaching Staff (Antibacterial Spray and paper		
	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.	towels are available for changeover times)		
	Teachers submit any changes to seating plans to SJ, and ensure that students sit in the nominated position.	umesj		



	Teachers may need to switch between groups/classrooms if subject specialism is needed. Teaching Desks in designated classrooms have been cleared and cleaned and MUST be maintained as a clean desk policy.			
Spreading infection due to excessive contact and mixing between students and staff around the school	Students will be kept in the same small groups at all times each day. 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.	Staff on duty	October 2020 - ongoing	
	Students will need to bring their own food and drink to school for the morning sessions, as canteen facilities are NOT available.			
	Students will stay in the same classroom at the same desk throughout the day wherever possible.			
	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.			
	Rooms will be accessed directly from outside where possible, and corridors have a one-way circulation route in order to keep groups apart.			
	Toilet use will be managed to avoid crowding with students having different break times for using these facilities.			
	Staff use of staff rooms and offices will be reconfigured.			



Staff and contractors not working with student groups will be asked to maintain 2m distances from each other and from the student groups.			
Checks to the premises have been completed to make sure the school is up to health and safety standards before reopening.	B&FM	Still in force	
Each designated area has been checked for cleanliness and H&S regulations in accordance with COVID-19 guidance			
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.	B&FM, students and staff to follow current		
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.	measures, leaving the building as quickly as	October 2020 - ongoing	
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.	possible		
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.			
Outdoor space will be used for exercise and breaks, and for education where possible (6th form quad and lower cage areas only)			
	Checks to the premises have been completed to make sure the school is up to health and safety standards before reopening. Each designated area has been checked for cleanliness and H&S regulations in accordance with COVID-19 guidance 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. 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. 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. 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. Outdoor space will be used for exercise and breaks, and for education where possible (6th form quad and	Checks to the premises have been completed to make sure the school is up to health and safety standards before reopening. Each designated area has been checked for cleanliness and H&S regulations in accordance with COVID-19 guidance 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. 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. 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. 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. Outdoor space will be used for exercise and breaks, and for education where possible (6th form quad and	checks to the premises have been completed to make sure the school is up to health and safety standards before reopening. Each designated area has been checked for cleanliness and H&S regulations in accordance with COVID-19 guidance 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. 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. 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. 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. Outdoor space will be used for exercise and breaks, and for education where possible (6th form quad and



Spreading infection due to excessive	Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents, visitors and governors.	All staff	October 2020 - ongoing	
contact and mixing in meetings	Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing. The school strongly encourage all staff and students to participate in the routine asymptomatic LTF testing programme	All staff	January 2021 onwards	
Individuals vulnerable to serious infection coming into school	For everyone who could come into school: • 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 <a href="here</a">) — parents should follow medical advice if their child 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 • Individual Risk Assessments are available for any staff member that needs one. • 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	All staff to inform Principal	October 2020 - ongoing	