



## Risk Assessment for partial reopening of school for face-to-face meetings with Year 12 students

**Context:** The government has publicly stated its hope that schools will be able to open safely to allow students in Year 12 (and then Year 10) the opportunity to meet their teachers, face-to-face. This risk assessment is designed to complement the instructions for these meetings sent by the Headteacher to staff and parents. This Risk Assessment will be communicated to all staff to ensure familiarity. In addition, it will be made available to parents and carers via the website.

Risk	Risk controls	Key people responsible
<b>1. General</b>		
Failure to follow updated national guidelines	<ul style="list-style-type: none"> <li>• Head Teacher and SLT to ensure daily checks of government updates and post relevant information on school website.</li> <li>• Parents and students to be updated through ParentMail when necessary, ensuring the most recent information is distributed throughout the school community.</li> <li>• Risk Assessment for reopening shared with all staff, and with parents via website.</li> <li>• Site Team continue to seek advice from NHS on the cleaning products we should be using in school to ensure that these meet necessary standards.</li> </ul>	Headteacher, SLT, Site Team
<b>2. Children attending school</b>		

<p>Risk of vulnerable children contracting the virus</p>	<ul style="list-style-type: none"> <li>• Any Year 12 student classed as clinically extremely vulnerable due to pre-existing medical conditions has been advised to shield and should not attend face-to-face meetings.</li> <li>- Clinically vulnerable children are those considered to be at a higher risk of severe illness from coronavirus. A small minority of children will fall into this category, and parents should follow medical advice if their child is in this category.</li> </ul>	<p>Parents</p>
<p><b>3. Staff attending work</b></p>		
<p>Staff who are termed clinically extremely vulnerable (who have received a letter from the government).</p>	<ul style="list-style-type: none"> <li>• The advice for these staff members is to follow current government guidance and work from home. Potential alternatives of face-to-face meetings will be considered.</li> </ul>	<p>Headteacher, SLT</p>
<p>Staff who are termed clinically vulnerable (e.g. asthma and diabetes)</p>	<ul style="list-style-type: none"> <li>• The advice for these staff members is to follow current government guidance as well as guidance from their doctor. The Headteacher will liaise with these individuals to determine the feasibility of their return to school.</li> </ul>	
<p>Staff who are living with a clinically extremely vulnerable adult or child who is shielding.</p>	<ul style="list-style-type: none"> <li>• The advice for these staff members is to follow the advice of the government and their doctor. The Headteacher will liaise with these individuals to determine the feasibility of their return to school.</li> </ul>	
<p>Staff who are living with a clinically vulnerable (but not clinically extremely vulnerable) adult or child.</p>	<ul style="list-style-type: none"> <li>• Government guidance states that staff can attend school. The Headteacher will liaise with these individuals to determine the feasibility of their return to school.</li> </ul>	
<p>Staff who are experiencing mental health and wellbeing concerns.</p>	<ul style="list-style-type: none"> <li>• The Headteacher and Senior Leaders are always receptive to staff concerns. Mental health and wellbeing guidance and strategies are regularly shared with staff.</li> </ul>	

<b>4. Preventing the spread of virus</b>		
Risk of somebody with symptoms passing on the virus.	<ul style="list-style-type: none"> <li>Any staff member or student who has displayed symptoms of the virus within the last seven days should be self-isolating and should not attend face-to-face meetings within school.</li> </ul>	Headteacher, SLT, Site Team, all teaching staff
Risk of passing on the virus through sneezing, coughing and touching.	<ul style="list-style-type: none"> <li>Additional sanitiser gel dispensers fitted on front door, in reception and in main student entrance; ensure adequate stock levels of all dispensers.</li> <li>Clear hygiene guidance provided to students and parents when booking slots to see teachers.</li> <li>Staff and students reminded to wash hands regularly for 20 seconds with soap and water.</li> <li>Promote the 'catch it, bin it, kill it' approach. All bins in use to have a lid and to be emptied during the day.</li> <li>Cleaners to wear PPE.</li> </ul>	
Risk of the virus being spread on surfaces.	<ul style="list-style-type: none"> <li>The hall has recently been repainted and cleaned.</li> <li>Cleaner 'floating' throughout the day to clean frequently touched surfaces using standard products, such as detergents and bleach. Frequently touched surfaces include door handles, chairs, sinks, toilets, light switches.</li> <li>Only plastic chairs will be used.</li> </ul>	
Risk of the virus being spread on soft furnishings.	<ul style="list-style-type: none"> <li>All soft furnishings (such as chairs with material cushions) will be removed.</li> </ul>	
Risk of poor ventilation in hall	<ul style="list-style-type: none"> <li>External door to Reception will be propped open during the day.</li> <li>Fire exits in the school hall will be open.</li> <li>Windows in the school hall will be left open to allow ventilation.</li> </ul>	

Review of cleaning	<ul style="list-style-type: none"> <li>• Headteacher to regularly meet with cleaning staff to review cleaning arrangements and make any necessary changes; preparations for deep cleans if necessary.</li> </ul>	
<b>5. Minimising contact and mixing</b>		
The risk of spreading the virus because of close interaction of students and staff.	<ul style="list-style-type: none"> <li>• Students will enter the building via Reception and a member of staff will register them (non-contact register); a plastic screen will be fitted on the Reception desk; access to the hall will be through Reception only.</li> <li>• Twelve exam desks (regularly cleaned during the day), each 2m apart, with waiting space, will be positioned in the school hall.</li> <li>• Adults to minimise mixing with each other, during each morning. In the Staff Room there should be no more than 4 members of staff at any one time; staff will need to use their professional judgement to manage this. (Guidance for use of staffroom will be displayed and shared with staff prior to reopening the school).</li> <li>• The urn within the staff room will not be available; <u>staff will need to bring their own refreshments.</u></li> </ul>	Headteacher, SLT, Site Team, Reception Team, all teaching staff
The risk of moving around the school.	<ul style="list-style-type: none"> <li>• A one-way system is in place. Students will leave the hall via the student entrance. If they have a subsequent appointment in the hall, they will need to re-register.</li> <li>• ‘Slots’ with each teacher will be booked at 20-minute intervals, although meetings should be no longer than 15 mins. This will allow time for students to move out of the hall and minimise contact with ‘incoming’ students.</li> <li>• Appointment times for different staff within the hall will be staggered at five minutes intervals, avoiding ‘bottlenecks’ of students and allowing Senior Leaders to monitor flow.</li> </ul>	

Risk of changing the usual fire alarm protocol.	<ul style="list-style-type: none"> <li>The fire alarm protocol will be updated to ensure students and staff can exit the building safely, away from others, and then congregate at a safe social distance from each other.</li> </ul>	
Risk of mixing of students when accessing toilets.	<ul style="list-style-type: none"> <li>Students reminded to maintain social distancing as far as possible when using toilets; 'floating' cleaner to increase cleaning of toilet areas, empty bins etc.</li> </ul>	
Risk of visitors to site not observing protocol	<ul style="list-style-type: none"> <li>No visitors to the site requiring access to Reception or the hall will be admitted during the hours when face-to-face meetings are scheduled.</li> <li>All contractors must provide a suitable and sufficient risk assessment for the activities they carry out, which must include Covid-19.</li> </ul>	
<b>6. Minimising risks to parents</b>		
Risk of overcrowding at the beginning and end of the school day.	<ul style="list-style-type: none"> <li>No parent will be allowed to enter the school building. Those transporting their children to and from the school site via car, will need to remain in their vehicles.</li> </ul>	Headteacher to inform parents of protocol.
<b>7. Suspected cases of Covid19</b>		
The risk of spreading the virus because of a confirmed case of Covid19.	<ul style="list-style-type: none"> <li>Where a student who has met their teachers face-to-face, albeit socially distanced, tests positive for Covid19, the parents must inform the school immediately. We will contact parents of students in school at the same time as the infected child and advise the students to self-isolate for 14 days. Teachers will need to do the same.</li> <li>Government guidelines state: As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases, a larger number</li> </ul>	Headteacher, SLT, Administration Team

	of other children, young people may be asked to self-isolate at home as a precautionary measure.	
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