



Risk Assessment for reopening to Year 10 students from 22nd June 2020

Context: The government hopes that schools will be able to open safely to allow students in Year 10 the opportunity to meet their teachers for face-to-face teaching. We intend to offer students the opportunity to receive some lessons in English, maths and science. This risk assessment is designed to complement the instructions for reopening the school to Year 10 students 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. It has been approved by the Chair of Governors.

| Risk | Risk controls | Staff responsible |
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| 1. General | | |
| Failure to follow updated national guidelines | <ul style="list-style-type: none"> • Head Teacher and SLT to ensure daily checks of government update and <i>Suffolk Headlines</i> and post relevant information on school website. • Parents and students to be updated through ParentMail when necessary, ensuring the most recent information is distributed throughout the school community. • Risk Assessment for reopening shared with all staff, and with parents via website. • Site Team to continue to seek advice from NHS on the cleaning products we should be using in school to ensure that these meet necessary standards. | Headteacher, SLT, Site Team |
| 2. Children attending school | | |
| Risk of vulnerable children contracting the virus | <ul style="list-style-type: none"> • Any Year 10 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. - 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 | <i>Parents and students to be reminded</i> |

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| | <p>category, and parents should follow medical advice if their child is in this category.</p> <ul style="list-style-type: none"> - For students considered vulnerable for other reasons, SENCO/Safeguarding Team have been in touch with identified individuals to talk them through the plans. - | |
| 3. Staff attending work | | |
| Staff who are termed clinically extremely vulnerable (who have received a letter from the government). | <ul style="list-style-type: none"> • The advice for these staff members is to follow current government guidance and work from home. <i>There are sufficient available staff to meet the needs of the planned face-to-face meetings.</i> | Headteacher, SLT |
| Staff who are termed clinically vulnerable (e.g. asthma and diabetes) | <ul style="list-style-type: none"> • 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. | |
| Staff who are living with a clinically extremely vulnerable adult or child who is shielding. | <ul style="list-style-type: none"> • 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. | |
| Staff who are living with a clinically vulnerable (but not clinically extremely vulnerable) adult or child. | <ul style="list-style-type: none"> • Government guidance states that staff can attend school. The Headteacher will liaise with these individuals to determine the feasibility of their return to school. | |
| Staff who are experiencing mental health and wellbeing concerns. | <ul style="list-style-type: none"> • The Headteacher and Senior Leaders are always receptive to staff concerns. Mental health and wellbeing guidance and strategies are regularly shared with staff. | |
| 4. Preventing the spread of virus | | |
| Risk of somebody with symptoms passing on the virus. | <ul style="list-style-type: none"> • 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. • If any child becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and appropriate advice followed. | Headteacher, SLT, Year Team, Site Team, all teaching staff |

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| | <ul style="list-style-type: none"> • We have assessed the risk of having limited or appropriately qualified staff available to administer first aid and currently have appropriate numbers of, and appropriately qualified first aiders for our cohort. • If a child displays/reports symptoms in the classroom, will they be removed to another nearby classroom by the additional teacher, who will then ring reception to arrange for the parent to be called and the child will be collected from the main gate (not taken back to Reception). • <i>(Note that any other first aid issues will be dealt with as normal. The additional teacher will bring the student to reception. First aiders will maintain social distancing rules, and unless there is a threat to a student's health, students will be asked to self-administer any treatment or medicine.</i> | |
| <p>Risk of passing on the virus through sneezing, coughing and touching.</p> | <ul style="list-style-type: none"> • 64 sanitiser gel dispensers have been placed throughout the school, at entrances to each block and in corridors: adequate stock levels of all dispensers will be ensured. • Clear hygiene and social distancing guidance will be provided to students and parents in initial correspondence. • Desks within designated classrooms will be placed 2m apart. Furniture will be moved to facilitate this, and ensure wide-entrances to classrooms and Blocks. • Staff and students will be reminded to wash hands regularly for 20 seconds with soap and water. • We will promote the 'catch it, bin it, kill it' approach. All bins in use to have a lid and to be emptied during the day. • Cleaners to wear appropriate PPE. | |
| <p>Risk of the virus being spread on surfaces.</p> | <ul style="list-style-type: none"> • Workstations (computers) will be wiped down after session (when staff swap rooms). When using workstations within designated classrooms, staff may wish to use rubber gloves, which will be provided. • A cleaner will be 'floating' throughout the day to clean frequently touched surfaces during breaks using standard products, such as detergents and bleach. Frequently touched surfaces include door handles, chairs, sinks, toilets, light switches. | |

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| | <ul style="list-style-type: none"> • Only plastic chairs will be used. | |
| Risk of the virus being spread through equipment used in learning | <ul style="list-style-type: none"> • Only equipment which can be wiped clean at the end of each session can be used. For 'interactive' learning it is suggested staff use mini white boards and pens, which can be sterilised at the end of each session. • Staff should avoid handing out textbooks and using iPads. Information sheets and worksheets should be photocopied and provided for each student. Any textbooks that are used will be left for 24 hours before being used again. • Students will be reminded to bring their own pens, paper and calculators. If students do not have a calculator, they will be allowed to use their phone. Students are not able to borrow equipment. • Staff may wish to use rubber gloves (provided) when handing out necessary worksheets and resources. | |
| Risk of the virus being spread on soft furnishings. | <ul style="list-style-type: none"> • All soft furnishings (such as chairs with material cushions) will be removed. | |
| Risk of poor ventilation in rooms in use | <ul style="list-style-type: none"> • Doors to each classroom should remain open, as should some windows in designated classrooms, outside temperature permitting | |
| Review of cleaning | <ul style="list-style-type: none"> • Headteacher to regularly meet with cleaning staff to review cleaning arrangements and make any necessary changes. Preparations for deep cleans if necessary. • We have ensured the availability of our cleaners and the potential requirements for more thorough cleaning as needed. | |
| 5. Minimising contact and mixing | | |
| The risk of spreading the virus on the route to school | <ul style="list-style-type: none"> • We have encouraged all students to consider walking or cycling to school where possible. • We are in contact with school transport providers, have received their risk assessments and they have ensured us that social distancing for our students is possible (taxis and bus companies) | Headteacher, SLT, Site Team, Reception Team, all teaching staff |

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| | <ul style="list-style-type: none"> • Students will enter the school site through one of four entrances (indicated to then in advance). Staff will be present on each entrance to welcome students, remind them of expectations and ensure social distancing. • Once in their block, students will not be permitted to leave and move around the school until the end of each session. They will remain in their block during breaktime. | |
| <p>The risk of spreading the virus because of close interaction of students and staff.</p> | <ul style="list-style-type: none"> • Lessons will be taught in 'bubbles' of twelve. Students will remain in their 'bubble' throughout the session. • Each day, four bubbles will be invited in, so that each can enter by a separate gate and use a different teaching block. Each of the blocks to be used has its own toilet facilities. Students will remain in the classroom and teachers will move to them. • To support teachers and ensure they do not need to deal with students outside of their classroom, one member of the Year Team or Senior Team will be on hand in each block. Reception will be covered throughout so that additional staff, e.g. a first aider, can be summoned. Teaching staff can let students out of classes to the toilet – Year Team/Senior Team will then ensure the student remains within the block. • Adults will minimise mixing with each other, during each morning. In the Staff Room social distancing will be observed; staff will need to use their professional judgement to manage this. • Staff will need to provide their own refreshments – the staff kitchen will not be available. • No more than two members of staff should use the toilets at any one time; staff will need to use their professional judgement to manage this. Staff toilets will be cleaned on a regular basis throughout the day. • The staff work area will not be available. If staff require a laptop to work and prepare lessons, they should liaise with Ian Price. They can then use the laptop in an available room, informing the cleaning team. • A maximum of two staff should be in the science prep rooms at any one time; staff will need to use their professional judgement to manage this. | |

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| | <ul style="list-style-type: none"> • A maximum of two staff should be in the resources room at any one time; staff should use rubber gloves (provided) when using the photocopiers. | |
| Risk of students not following social distancing expectations or of other behavioural issues. | <ul style="list-style-type: none"> • Very clear guidance will be sent to parents prior to 22nd June, outlining expectations. If there are behavioural issues, the Year Team/ Senior Team present in each block will deal with students. • At the beginning of each day, a short script can be read to Year 10 by the teacher outlining our expectations to ensure a consistency of message. | |
| Risk of changing the usual fire alarm protocol. | <ul style="list-style-type: none"> • 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. • <i>In the event of a fire, the usual alarm will sound. The four bubbles should leave their classroom via the nearest exit and head to the field with the two staff. One member of staff will lead the group and ensure it stands two metres away from any of the other bubbles. SLT will register students.</i> | |
| Risk of mixing of students when accessing toilets, entering and exiting the classroom and at breaktime. | <ul style="list-style-type: none"> • On entering the designated block, the additional member of staff will direct students into the room one by one. Teachers can decide on the need for a seating plan. • On leaving the classroom, the teacher will dismiss students one at a time. The guidance is that passing briefly in a room or corridor is low risk. • During each session, only one student should be permitted to leave the classroom to use the toilet at any time. • Students will spend their break in their designated classroom. (Additional staff will supervise the classroom so those teaching can have their break). | |
| Risk of visitors to site not observing protocol | <ul style="list-style-type: none"> • No visitors to the site requiring access to any teaching block in use will be admitted during the sessions. • All contractors must provide a suitable and sufficient risk assessment for the activities they carry out, which must include Covid-19. | |

| 6. Minimising risks to parents | | |
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| Risk of overcrowding at the beginning and end of the school day. | <ul style="list-style-type: none"> 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. | Headteacher to inform parents of protocol. |
| 7. Suspected cases of Covid19 | | |
| The risk of spreading the virus because of a confirmed case of Covid19. | <ul style="list-style-type: none"> 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. 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 of other children, young people may be asked to self-isolate at home as a precautionary measure. | Headteacher, SLT, Administration Team |