

THE CASTLE SCHOOL RE-OPENING RISK ASSESSMENT

DfE guidance states:

The guidance on implementing protective measures in education and childcare settings provides detailed advice on the changes schools can make and the measures they can put in place to help prevent the spread of the virus. Many schools have already been using this in their planning to welcome back more pupils. Key points from this guidance are included below with some additional guidance for secondary school settings from 15 June.

We are asking all schools to adopt a range of approaches and actions which can be seen as a hierarchy of controls that, when implemented, create an inherently safer environment, where the risk of transmission of infection is substantially reduced. This includes:

- minimising contact with individuals who are unwell by ensuring that pupils or staff who have coronavirus symptoms, or who have someone in their household who does, do not attend school
- cleaning hands more often than usual - pupils and staff should be encouraged to regularly wash their hands thoroughly for 20 seconds with running water and soap and dry them thoroughly, or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- minimising contact and mixing, as far as possible, by keeping pupils in small groups for face-to-face support and keeping those groups as consistent as possible whilst in school (e.g. for arrival, lunchtime, breaks and departure) and altering the school environment (e.g. changing classroom layouts so desks are further apart or dividing groups into different classrooms)

As well as the measures above, secondary schools should ensure that only a quarter of pupils in year 10 and year 12 are in school at any one time, including vulnerable children and children of critical workers in those year groups who are still encouraged to attend full-time. This is in addition to vulnerable pupils and children of critical workers who might be in full-time attendance from other year groups.

Schools have flexibility to determine how best to provide full-time provision for vulnerable children and children of critical workers in year 10 and year 12, alongside the support for others in those year groups. Vulnerable children and children of critical workers in other year groups should be accommodated as currently or if currently in a hub then schools should explore how to bring them back to their normal school, subject to risk assessments.

Schools should ensure that no pupils are on the school grounds unless for agreed contact time or attendance as above.

When seeking to minimise contact and mixing as far as schools are able, secondary schools should consider the following additional guidance:

- schools should aim to practise social distancing in line with the measures the government is asking everyone to adopt in public and in workplaces, including keeping pupils 2 metres apart from each other where possible. This is more achievable in secondary schools than in primary schools, due to the age of the pupils, and is more important as mixing between groups – while limited as far as possible – will be more common in secondary schools
- ensuring sufficient distance between pupils is likely to mean classes are no more than half their usual size. However, this may vary due to individual school circumstances (for example a larger group could be taught in a larger space provided social distancing can be maintained and mixing is minimised)

- mixing between different groups of pupils should be kept to a minimum. We recognise that the range of subjects taught in secondary schools means that some mixing may be unavoidable to provide pupils with face-to-face support from subject teachers. We would expect that these groups are still smaller than normal. We would also expect schools to minimise mixing for arrival, lunchtime, breaks and departure. While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk
- given we are asking secondary schools not to have whole year groups in school at the same time, some schools may plan to use rotas. Where rotas are used, secondary schools should avoid split day rotas within the same day and ensure that only a quarter of children are ever in the school on any one day (e.g. morning and afternoon rotas should not be applied). Schools should ensure wider adherence to the approaches set out in the implementing protective measures guidance, to minimise transmission risks. If rotas are used, vulnerable children and children of critical workers in all year groups should still be encouraged to attend full-time and appropriate risk assessments should consider how this could be managed

RISK ASSESSMENT FOR: The Castle School	COVID Safe e.g. Educating, supporting, arranging contractors, cleaning duties, clearing waste, controlling access to rooms – whilst distancing etc.
	Assessment by: SW Date: 8th June 2020

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	How?
Access to site and buildings. Groups gathering, lack of social distancing,	Staff Students Visitors Contractors	Spread C-19 passing on or receiving self and to others	<ul style="list-style-type: none"> • Ensure all students, parents/carers, or any visitors, such as suppliers or contractors, are informed not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19) • Children not AT SCHOOL will not be allowed to congregate-moved on or parents called, Police if necessary. SLT on duty/staggered times. TA directing EHCPs and ensuring they are safely walking along. • Intruders are treated as such and Police called if they refuse to move on. • No visitors on site except for contractors • Ensure plans and precautions are communicated to all, including: <ul style="list-style-type: none"> ○ Maintain social distancing 	<p>Communication to staff, students and parents- SW</p> <p>Reinforced by line managers: Team leaders: support SLT team leaders:</p> <p>Relevant signage – Premises staff</p>

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	How?
			<ul style="list-style-type: none"> ○ Only one parent to drop or collect children 	
Students pass the virus on through contact with surfaces etc	Students	Spread C-19 passing on or receiving self and to others	<ul style="list-style-type: none"> • Control the number of students in at any one time • Build timetable of longer sessions- minimum of two hours with their own teacher to minimise anxiety and emotional distress. • Maintain bubbles/pods and minimise mixing between pods. • Timetable for Y10 in build in 'decommission time' for classrooms, toilets and buildings to allow deep cleaning and time for any virus to disappear from surfaces as extra precaution. • Desks either set up or seating plan ensures at least 2m and no more than 15 students in any one room. • Encourage to regularly and thoroughly wash hands in designated toilet areas. • Hand sanitisers and safety 'box in every classroom to be used which is wiped down at the end of the day. Decommissioned as per classrooms as extra precaution. • Lidded bins operated by foot in every classroom and toilets. Frequent cleaning and emptying of bins and cleaning of toilets, handles and commonly used surfaces. • Designate routes in and out of school for bubbles. • Designated building, toilets, classrooms and break area if in longer than 2 hours. Not to be outside as this may encourage mixing and social interaction between pods and bubbles. • Students to go straight to classroom via designated routs and no congregating outside or in corridors. All staff in school on duty to ensure this. 	<p>Communication to students on invitation about entrances, designated rooms. Staff to go through the rules with students when they are in.</p> <p>BS to communicate this to premises and cleaning staff</p> <p>ACR to QA premises. SW o QA classroom provision and controls.</p> <p>SLT on duty not to go between bubbles unless called for by staff as emergency</p> <p>Teachers to go through rules with students thoroughly and discuss why -greater chance of securing compliance</p>

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	How?
			<ul style="list-style-type: none"> • Hand sanitisers at every entrance and encourage use of elbow to pump to avoid any transmission of the virus. • Bubbles/pods designated toilets. Students not allowed in any other areas of the school. • Minimise need for touching surfaces: Doors except for fire doors left open to avoid constant touching. • Ventilate areas by opening windows for example and leaving doors open. All AC to be turned off. Hand driers and water fountains turned off. • Only one student allowed to the toilet at a time. Have to form social distancing queues if necessary. • When Y10 bubbles in, no lunch or break provision unless their teacher supervises well away from anyone else. No mixing or interaction between bubbles/pods. No canteen provision. • Ensure all who have access to the school continue to focus on the 4 key points of infection control: <ul style="list-style-type: none"> ○ Avoiding contact with anyone with symptoms ○ Frequent hand cleaning and good respiratory hygiene practices ○ Regular cleaning of settings ○ Minimising contact and mixing • Students to bring own equipment unless specialist equipment is needed. In this case, students to be designated the relevant equipment for their sole use . • Photographers- gloves for example. • If students are in IT suites, they have their own designated desk and PC. 	

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	How?
			<ul style="list-style-type: none"> No need for one way circulation as bubbles are within their own designated areas but entrance and exits always through separate doors and corridors 	
Staff at risk from proximity to students who may be asymptomatic	Staff	Transmission of the virus to staff	<ul style="list-style-type: none"> Care with washing hands and hand sanitiser- use elbow or clean pumps/use barrier when touching pumps frequently used by others. Avoid touching surfaces unnecessarily Maintain social distance from children and each other In classroom, explain rules to students carefully so all understand the need (see students) Follow rules for students above in maintaining the bubble and social distance. Any students (or staff) displaying or complaining of CV symptoms, immediately isolate and summon SLT to escort student away. Child /staff to go to internal exclusion room to await collection. Do not make cups of tea etc for each other Ensure all who have access to the school continue to focus on the 5 key points of infection control: <ul style="list-style-type: none"> Avoiding contact with anyone with symptoms Frequent hand cleaning and good respiratory hygiene practices Regular cleaning of settings Minimising contact and mixing Bin it bag it kill it 	<p>Communication to staff- SW</p> <p>Signage- BS</p>
Contractors in school	Staff students contractors	Transmission of virus to others	<ul style="list-style-type: none"> Contractors limited access only to area they are working on Not allowed to walk around or through the school or in area where there are children 	BS liaising with contractors

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	How?
			<ul style="list-style-type: none"> • Toilets- own facilities • Contractor has own controls and risk assessment 	
Member of the school community IN school has symptoms	All	Transmission of virus to others Risk to individual	<ul style="list-style-type: none"> • If staff- immediately isolate and call SLT on phone. • Go home- arrange testing immediately • Communicate news to all those in contact with as per DfE helpline. • If student, member of staff immediately summon SLT on duty who will escort student to internal exclusion room to await parents. Not to touch anything. SLT be very careful to maintain social distance • If need the toilet- to use the disabled toilet in the Science corridor. SLT to inform premises to a) notice up an b) clean after use • Bubble to be sent home with phone calls to parents explaining need to get tested or self-isolate until we hear back re test. • PSOs to check with parents for result of testing. Notify bubble and staff accordingly. In case of staff, VW to check and notify SLT if positive. Staff to be notified. • SLT to liaise with PSA to communicate with bubble/staff to test/self-isolate. • Any area where students/ staff has been, will be deep-cleaned before use. 	

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	How?
<p>Safe and Secure Premises and buildings – defective, untested equipment, slips, trips, unavailable routes or exits</p>	<p>Staff Students Visitors Contractors</p>	<p>Spread C-19 passing on or receiving self and to others</p> <p>Increased risk of injury if premises are not kept up to standard</p>	<ul style="list-style-type: none"> • Fire equipment and systems serviced and tested, where applicable, and in place, including: <ul style="list-style-type: none"> ○ Fire detection and alarm system ○ Emergency lighting ○ Fire extinguishers ○ Emergency exits ○ Fire doors ○ Suppression, venting or smoke extraction systems • Hot water system heated to full temperature, and hot and cold systems flushed through, and temperatures monitored and recorded • Normal evacuation procedures in an emergency. Registers to be brought out by PSA. • Students to maintain bubbles and line up in year order and alphabetical order and if in mixed year group bubble, within years. Y10 on the field. Other groups in tennis courts. • Full Premises walk through to ensure clear of slips, trips, or item falling hazards, clear routes, and corridors • External check of playground and playing field areas to ensure clear of debris, rubbish, animal faeces. 	<p>Normal servicing has continued throughout this period – external contractors.</p> <p>PSA in school to bring registers.</p> <p>BS to check and confirm</p> <p>Regularly flushed through during this period – premises staff</p> <p>To be carried out by premises staff</p> <p>Staff to be advised to check portable appliances in departments and offices – AC/RT/BS to send email BS Premises staff</p>

<p>Hygiene practices –</p>			<ul style="list-style-type: none"> • Clean surfaces that children and young people are touching, such as desks, chairs, doors, sinks, toilets, light switches, bannisters, computers, more regularly than normal • Ensure that all adults and children: <ul style="list-style-type: none"> ○ frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning ○ clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing ○ are encouraged not to touch their mouth, eyes and nose ○ use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') • Ensure that bins for tissues are emptied throughout the day 	<p>Hand sanitiser will be provided for staff – finance to order</p> <p>At the end of everyday – premises staff</p> <p>Communication and signage –BS & premises staff Premises staff</p>
<p>Cleaning –</p>	<p>Staff Students Visitors Contractors</p>	<p>Spread C-19 passing on or receiving self and to others</p>	<ul style="list-style-type: none"> • follow the <u>COVID-19: cleaning of non-healthcare settings guidance</u> See <u>cleaning risk assessment</u> • Consider additional needs and requirements for cleaning following a suspected or confirmed case • Clean and disinfect equipment, and surfaces more regularly. This includes keyboards, mouse, tables, chairs, door handles, light switches, and bannisters. • Wear disposable or washing-up gloves and aprons for cleaning • Waste bins to be emptied at least daily • Waste bins for tissues may need emptying more frequently • Ensure all waste is bagged and sealed 	<p>Overseen by premises staff</p>

First Aid, Intimate Care -	Staff Students Visitors Contractors	Spread C-19 passing on or receiving self and to others	<ul style="list-style-type: none"> • Ensure areas are thoroughly cleaned and checked for additional hazards at the start and end of the day, and after use • Ensure adequate first aid trained staff on site • Consider additional First Aid points for different groups • Ensure sufficient and appropriate equipment available • Ensure first aiders given clear instruction for how to deliver emergency first aid if required as safely as possible, including availability of mouth gauze for CPR • Ensure sufficient stock of PPE available, minimum disposable gloves and aprons • Ensure staff have had information about use of PPE 	Overseen by ACR?
Training, Information, Instruction, Supervision -	Staff Students Visitors Contractors	Spread C-19 passing on or receiving self and to others	<ul style="list-style-type: none"> • Consider need for additional training • Discuss with cleaning contractor or Site Staff if additional equipment or time required for additional tasking • Ensure all dietary or allergy information shared with relevant responsible staff • 	Overseen by BS (PEEPs)
Signature				
Name	Sarah Watson		Ali Crudgington	
Postholder	Headteacher		Trust Business Manager/ operations	
Date	08.06.2020		08.06.2020	

DATE OF REVIEW 1: 19.06.2020	COMMENTS: At end of first week of face-to-face sessions		
Additional Control Measures <i>(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).</i> To be added to	Action by Whom <i>(list the name of the person/people who have been designated to conduct actions)</i>	Action by When <i>(set timescales for the completion of the actions – remember to prioritise them)</i>	Action Completed <i>(record the actual date of completion for each action listed)</i>
DATE OF REVIEW 2: 10.07.2020	COMMENTS: At end of final week of face-to-face sessions		
Additional Control Measures <i>(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).</i> To be added to	Action by Whom <i>(list the name of the person/people who have been designated to conduct actions)</i>	Action by When <i>(set timescales for the completion of the actions – remember to prioritise them)</i>	Action Completed <i>(record the actual date of completion for each action listed)</i>

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