



The Castle School (579)

Risk Management - Assessment Report

Risk Area:	COVID-19
Assessment Framework:	Coronavirus Preparing for the return of pupils to school (Educating Safely LLP)
Work Area or Activity:	COVID-19
Competent Person	Alison Crudgington
Assisted by:	Brendan Slade Sarah Watson
Groups Affected:	all school users
Notes:	<p>update from BS re confirmation from all visitors that on signing in they have no symptoms</p> <p>Additions from S Watson after reviewing the first draft</p> <p>This is a review of an assessment carried out on 20/05/2020</p> <p>This is a review of an assessment carried out on 02/06/2020</p> <p>This is a review of an assessment carried out on 10/06/2020</p> <p>This is a review of an assessment carried out on 10/06/2020</p>
Assessed on:	11/06/2020

To be Reviewed on:

What are the Hazards?	What is already being done?	Is this considered satisfactory?
<p>This is a rapidly evolving situation and new information and guidance is issued regularly. You must ensure that any risk assessments pertaining to Covid-19 are reviewed more frequently than usual. What arrangements have you put in place to ensure that you keep up to date with current guidance and reviewing risk assessments?</p> <p>See .Gov Advice (https://tinyurl.com/yaxo63f6)</p>	<p>Separate organisational document(s) produced by Sarah Watson which are updated as situation develops and guidance changes. Shared with SLT and other staff as needed. Regular updates from DfE, LA and other education and government bodies. Pertinent points are shared with SLT and staff via regular staff briefing notes sent via email</p>	<p>Yes</p>

How do you ensure staff are made aware of the symptoms and most common routes of infection and the measures needed to reduce infection? i.e. catch it, kill it, bin it. Touching face, personal hygiene	Information has been sent to all staff via emails and staff briefings on these. Reminders are included on regular staff briefing emails.	Yes
How do you ensure that anyone who is or suspected of showing symptoms does not attend?	Vigilance in school and clear advice and guidance given to all staff, students and parents regarding symptoms, isolation etc Visitors, contractors and staff are required to confirm they are symptom free when signing in	Yes
How do you ensure that staff and pupils regularly wash their hands and to the correct standard?	Government guidance has been shared with staff and students and signage has been put up to remind those in school of this. Everyone is required to use hand sanitiser on entering the school and on entering every classroom	Yes
Are staff aware of the Government's advice regarding routinely wearing of PPE in schools? It is not generally recommended but there are exceptional circumstances when it should be worn. Check the .Gov website for further information and updates. (https://tinyurl.com/yaxo63f6)	Yes PPE is used for first aid and for cleaners dealing with clearing bodily fluids. We are following government guidance.	Yes
Is suitable PPE available for staff to wear should a pupil or member of staff become unwell or is suspected of having COVID-19 whilst at school where a 2 metre distance cannot be maintained? This would include fluid resistant surgical mask, disposable gloves, eye protection if deemed necessary after a dynamic risk assessment.	Visors are provided for those in this position (eg first aiders), disposable aprons and gloves are also used. Each first aider has been given full advice and has a PPE pack. Staff are advised to stay safe distance from patient and assess the risk.	Yes
If there is an unmet need for urgent PPE do you know how to contact your local COVID Resilience forum?	We have their contact details if needed	Yes
What procedures do you have in place to manage a pupil or member of staff that becomes ill or is suspected of having COVID-19 at school?	Following Government guidance we would isolate them in a well ventilated area until they can be collected. They are isolated in the internal exclusion room which has visual oversight via window into Pastoral Hub. It is close to accessible toilet which is reserved for this use. This area (and toilet plus any other rooms used by ill person) would be deep cleaned by a cleaner in PPE after use. First aiders are advised to assess risk and stay a safe distance from the patient when checking on them. First aiders have PPE packs for their use.	Yes
Are you aware of any pupils that might be considered as clinically vulnerable? Are parents of pupils that are clinically vulnerable advised that their child should remain at home and ?shield?. Parents should follow appropriate medical advice.	Our Welfare officer and Heads of House are aware of these children. Parents will have received a letter from the NHS informing them of shielding requirements. As a school we	Yes

	are supporting this and expecting them to follow medical advice to shield.	
Are Management teams aware of the difference between those that are ?clinically extremely vulnerable? and ?clinically vulnerable??	Yes - the two groups are clearly defined, following government information.	Yes
Are measures in place to determine if there are any staff or pupils that might be designated as Extremely vulnerable or vulnerable?	Whilst our welfare officer is likely to be aware of most, staff have been asked to notify our HR officer of any vulnerabilities and parents are expected to notify the school. A form to collect this data in a consistent format was sent to staff 9/6/20 to ensure clear categorisation and recording of risks	Yes
Individuals that are clinically vulnerable are advised to take extra care in observing social distancing and should work from home where possible. Education and childcare settings should endeavour to support this. Are arrangements in place to support this wherever possible?	Yes arrangements are in place to support this with individual risk assessments in place for those that do come into school	Yes
Those who are clinically vulnerable (Not Extremely vulnerable) and cannot work from home may be offered the safest possible on site roles whilst ensuring that a 2m distance is kept from others wherever possible. Has consideration been given to this type of arrangement and if so what arrangements have been put in place?	Wherever possible we have made arrangements for those people to work from home. Where this is not possible, we are making specific plans for these individuals to minimise the risk to them. Staff that cannot work from home and need to come into work have an individual risk assessment eg allocated an office space which is solely theirs to work from. This allows them to work in their own "bubble" and avoid mixing with others. They are to take extra care when using toilets and other communal facilities and should follow good hand hygiene procedures. They are also encouraged to use hand sanitiser regularly.	Yes
Where a pupil lives with someone who is extremely clinically vulnerable it is advised that they only attend an education or childcare setting if stringent social distancing can be arranged. Is the school aware of whether any students live in these conditions and if so what arrangements have been put in place to manage the situation?	Parents are asked to notify us if they are in this position. We will explain to the parent what our arrangements are to minimise risk so that the family can decide whether the child should attend school or remain working at home.	Yes
Are staff aware of the hierarchy of control measures set out to reduce transmission rates? 1) Avoiding contact with anyone with symptoms. 2) Frequent hand washing and good respiratory hygiene practices. 3) Regular cleaning of settings. 4) Minimising contact and mixing.	Yes staff are aware and staff briefing provides frequent reminders	Yes
What measures do you have in place to ensure that young people and staff only mix in a small, consistent group and that group stays away from other people and groups, so far as is reasonably practicable?	"Bubbles" have been created to minimise mixing of groups and classrooms, toilets, communal spaces etc	Yes

What measures are taken to reduce class sizes to 15 for Primary or halved for Secondary, plus one teacher and TA/support staff if required?	Small classes of no more than 15 are operating. The Government accepts that it is more difficult to maintain small bubbles for secondary students due to the range of subjects that they take. We have created quarter population bubbles to reduce mixing however they will attend different classes within their bubble. Each bubble comes in on different days and cleaning takes place between each group.	Yes
In the event of staff shortages, TA's or support staff can lead a small group under the direction of a teacher. What measures are in place to support this arrangement?	This has not yet been needed at Castle but support staff would be able to supervise lessons if needed, under the guidance of teaching staff	Yes
Do you ensure that desks are spaced as far as part as reasonably possible?	Students are spaced throughout the classroom spaces ensuring as much distance as possible is in place and while only small numbers of children are in school, classrooms being used are located in areas around the school to minimise numbers using circulation spaces in that area and toilets	Yes
Are staff aware that where a setting cannot achieve small groups at any point, advice should be sought from senior management teams, the trust or their Health and Safety adviser?	Yes we are aware	Yes
Have you reviewed pupils' health care plans, individual safety plans or other relevant documents in light of the pandemic and recent Government advice?	Review of EHCPs and EHAs has been completed.	Yes
Have you continued to complete the usual health and safety compliance checks, ensuring records are kept? Fire safety, emergency lighting, safeguarding arrangements, legionella control, premises and grounds checks etc.	Yes all compliance checks have continued to ensure the site and buildings are safe to use at all times	Yes
Do you ensure that normal safety procedures for fire safety and safeguarding are adhered to in conjunction with any additional measures implemented?	Procedures remain in place for fire safety and safeguarding. Updated information is provided on staff briefing emails as a reminder of any changes. Where some classroom doors are propped open to increase ventilation and reduce contact points re contamination of covid19, these are closed when the rooms are not in use and would be closed in the event of a fire alarm.	Yes
Do you ensure that ALL of your water outlets are being thoroughly flushed through on a weekly basis in the same way as you would do at the beginning of each term? This is to control Legionella.	Flushing of water outlets has continued on a weekly basis	Yes
What consideration has been given to which lessons or activities will be delivered?	Careful consideration as to which lessons can be given, so no PE or sports although drama, music and art are being scheduled with safe practices in place. Within practical	Yes

	lessons, there has been detailed planning about the use of equipment and to ensure this is not shared. Students are responsible for an initial clean of all specialist school equipment used by them, this is then left out for the cleaner to sanitise more thoroughly. The room is not used for at least 3 days to minimise the risk of contamination	
Have you used the timetable and selection of classroom or other learning environment to reduce movement around the school or building?	Yes a single classroom is in use for each "bubble" to minimise movement around the building and cross contamination. Each building has small numbers of classes in it at any one time to reduce numbers using each set of toilets and circulation areas	Yes
Have you considered staggering assembly groups and break times (including lunch), so that all children are not moving around the school at the same time?	Staggered break and lunchtimes for key worker groups. Year 10s will not have a break or lunchtime outside of their classroom area to minimise contact beyond their group.	Yes
Have drop-off and collection times been staggered where possible?	Year 10 lessons will start and end at different times to keyworker times and to other year 10 groups (if more than one operating on the same day)	Yes
Have you considered how children and young people arrive at the education or childcare setting, and reduce any unnecessary travel on coaches, buses or public transport where possible? Read the Coronavirus (COVID-19): safer travel guidance for passengers	Staggered start and finish times. Students are not allowed to congregate or gather outside school and have to enter the school building and their designated classroom as soon as they arrive on the school site. Very small numbers of students use coaches or public transport - the vast majority cycle or walk which is advised as the safest way to travel	Yes
Are suitable notices displayed to advise children, young people, carers, visitors, contractors etc, not to enter the premises if they are displaying any symptoms of coronavirus?	yes these are displayed at entrances	Yes
Have you considered engaging parents and children in online education resources where appropriate?	Parents have been provided with a range of resources and access to help and support	Yes
Do you ensure that staff are made aware of additional measures or changes implemented during this period?	Regular staff briefing emails are in place. A sheet is provided with key advice	Yes
Do you ensure that you communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers	We are in communication with key contractors and suppliers. Separate risk assessment is in place for contractors	Yes
Do you discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this changes?	Cleaning staff have been given clear instructions on additional cleaning regime in smaller areas (not all areas of the school are in use)	Yes
How will you ensure that children and young people are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days?	As previously mentioned, the government has acknowledged that this is more difficult in a secondary school setting but we are insistent on social distancing. We have one single larger bubble (1/4 year) and small groups within the bubble	Yes

Will you ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days, recognising for secondary and college settings there will be some subject specialist rotation of staff?	Students stay in the same class for longer chunks of time (2-3 hours) with the same teacher, then go home	Yes
Do you ensure that wherever possible children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day? In schools and colleges, you may want to consider seating students at the same desk each day if they attend on consecutive days?	yes - students are in the same room each day and at the same desk	Yes
Do you ensure that the Governments guidance on cleaning is followed, so far as is reasonably practicable? https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings	The Premises manager has this information and is managing this with the cleaning and caretaking team	Yes
What reasonable steps will you take to ensure that adults and children clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing, Refrain from touching their eyes, mouth and nose and use a tissue or elbow to cough or sneeze?	Hand sanitiser is at the entrance to the school building and everyone is expected to use it on arrival at school. This is also in the main hall for use at break and lunchtime and in all classrooms that are in use. Posters reminding people to wash hands thoroughly and regularly are also up and staff are vigilant	Yes
How will you remind everyone to wash their hands frequently with soap and water for 20 seconds and dry thoroughly?	posters and staff brief children regularly	Yes
Do you ensure that sufficient handwashing facilities are available? Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments?	Hand sanitiser and safety box (cleaning materials) is provided in all classrooms that are in use	Yes
Do you ensure that any soaps and/or hand gels are appropriate and stocked to a sufficient level?	caretaking/cleaning staff do this regularly during the day	Yes
How will you ensure that surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, are cleaned more regularly than normal?	contact point cleaning is a regular feature of the site team's daily work	Yes
Do you ensure that classrooms are well ventilated wherever possible?	Staff are encouraged to keep windows and doors open where possible	Yes
What arrangements have you put in place in order to reduce contact with others? i.e. accessing rooms directly from outside where possible. Considering one-way circulation, or place a divider down the middle of corridors to keep groups apart as they move through the setting. Staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time	Classrooms are being allocated at distant locations from each other, where possible using external entrances and being allocated one set of toilets per class. Students arrive and leave through different entry points and go straight into their classroom. There is no circulation as students go straight home from their lesson	Yes

<p>What measures have been put in place to reduce transmission of the disease at lunch times? Consider staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, children should be brought their lunch in their classrooms.</p>	<p>Hand sanitiser on entry to dining area, hand washing encouraged, social distancing enforced</p>	<p>Yes</p>
<p>Have you considered what children might need additional support to understand and follow the new rules? noting that some children and young people will need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules)</p>	<p>We have an SEMH strategy that includes training for staff and understanding their own trauma and that of students. 1:1 support, small groups and whole group intervention</p>	<p>Yes</p>
<p>What measures have you introduced in order to limit contact all break times and when using outside space?</p> <p>Examples - Outdoor education can limit transmission and more easily allow for distance between children and staff. Although outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read COVID-19: cleaning of non-healthcare settings</p>	<p>Year 10s will not have break/lunchtimes outside of their classroom when in school</p>	<p>Yes</p>
<p>What measures have you put in place to limit contact when using shared spaces?</p> <p>Examples - Use halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity. If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups between groups is in place, following the COVID-19: cleaning of non-healthcare settings guidance Stagger the use of staff rooms and offices to limit occupancy</p>	<p>no shared spaces will be used by mixed bubbles. Only keyworker children will have break/lunchtime and will access the dining hall over staggered breaks. Strict social distancing is in place</p>	<p>Yes</p>
<p>What arrangements have you put in place to limit contact through shared resources?</p> <p>Examples - Limit the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff Seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently. Practical lessons can go ahead if equipment can be cleaned</p>	<p>No sharing of resources is allowed. Any school resources used will be given an initial clean by the student then left out for the cleaner to clean again thoroughly. Items will not be reused for at least 3 days to avoid contamination</p>	<p>Yes</p>

thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts		
<p>Have you considered what measures can be put in place in order to perform contact tracing should it be required?</p> <p>This could include, for example, direct discussion with parents and schools or colleges on recent contacts. The government is recruiting contact tracers to support contact tracing. They will play an important part in tracing the contacts of those with coronavirus, including children.</p>	<p>Records are maintained of each "bubble", their attendance and groups. Where children are in more than once in a week, these occasions are not on subsequent days. Staff attendance records are also maintained</p>	Yes
<p>What measures do you have in place to manage someone becoming ill whilst at an educational or childcare setting?</p> <p>If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.</p>	<p>If someone becomes ill they must immediately go to internal exclusion room where they will be isolated until someone can collect them. At that point the isolation room is deep cleaned. Those with whom the sick person had contact will be told to self isolate until testing can confirm if Covid19 was responsible. Use of accessible toilet in science corridor solely used for this person. First aiders all have PPE packs and have been given advice on dealing with illness/injury during this time</p>	Yes
<p>Do you follow the Governments recommendations on actions to take when there is a confirmed case of Coronavirus in school?</p> <p>See .Gov Advice (https://tinyurl.com/yaxo63f6)</p>	yes we would follow this guidance	Yes
<p>Are you aware of the arrangements for Covid-19 testing for education staff and how is this communicated to staff?</p> <p>See .Gov Advice (https://tinyurl.com/yaxo63f6)</p>	yes communicated via staff briefing emails	Yes

Alison Crudginton

Signed

Dated

Co-ordinator

Signed

Dated

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