Farmor's School - COVID-19 Risk Assessment (September 2020 onwards)

IDENTIFYING, EVALUATING AND MANAGING RISKS

It is the government's stated aim that all schools in England should open fully in September 2020. This document sets out how the risks associated with a full re-opening will be managed by Farmor's School.

Principles

The underpinning principles of our response are:

- School should be as normal as possible in September – this will support students and staff mental health and be educationally beneficial.
- The risks associated with coronavirus will be fully considered, and measures taken in line with government guidance to mitigate these risks.
- Variations to normal routines and procedures should be simple, proportionate and practicable.
- The school must be ready to act quickly and decisively should there be a confirmed case of coronavirus.

Risks

There are risks which arise from both the continued full or partial closure of the school, and from its re-opening. This document sets out the risks associated with school re-opening, but these should be balanced against the social, emotional, and educational risks of students not attending school.

The risks identified are:

A. **Health risks** due to:
   A1. A symptomatic individual attending school (student, staff member, visitor or volunteer) and passing on the virus
   A2. An individual developing symptoms whilst at school
   A3. An asymptomatic individual unknowingly passing on coronavirus
   A4. An outbreak in school
   A5. An individual who is extremely clinically vulnerable returning to the school environment and acquiring the virus
   A6. Social and emotional isolation due to school closure or isolation

B. **Educational risks** due to:
   B1. Full or partial school closure due to a local outbreak
   B2. Isolation of an individual/group due to exposure to infected individual
   B3. Extreme clinical vulnerability which prevents an individual fully attending school

The health risks are to students, staff, visitors, volunteers, families and the local community.

System of controls

The school will implement a system of controls to mitigate the risks as far as practicable. Some controls are more significant than others in mitigating risk. The assessed impact of the control is indicated by the Impact Rating, as follows:

(L) – Low – This control has a modest impact on the risk
(M) – Medium – This control has a some impact on the risk
(H) – High – This control offers the most significant impact on the risk

Key Controls	Specific controls	Mitigation	Impact rating
Defined **control groups** which are kept separate where possible.	**Pupils remain wherever practicable in control groups: year groups for Y7-11, and the Sixth Form (Y12 & 13).**	**The separation of groups reduces the risk of contagion and the number of students required to isolate if an individual tests positive.**	**M**
	No mixing of control groups for teaching or other educational activities (e.g. clubs, trips).	As above.	M
	No mixing of control groups for non-educational activities (e.g. detentions).	As above.	M
	Separate area on buses for each control group. Masks to be worn on all buses from 7.09.20.	Prevents sustained, close contact between students in different control groups.	L
	Year 7-11 to arrive on site no earlier than 8.30am and to go straight to tutor rooms. Sixth Form allowed on site from 7.30am, but will be held along with other students if arriving between 8.20 and 8.30am.	Prevents students lingering before school in mixed control groups.	M
	Standardised break times with staggered time slots. There will be two, 35 minute breaks. This requires the length of the school day on a Monday to be extended by 15 minutes.	Allows designated queuing times for each year group so that control groups can be kept separate.	M
	Limits on catering offer.	Enables faster flow of students through dining hall.	L
	Take out only eating.	Removes shared use of dining hall seating.	M
	Designated outside year group spaces.	Maintains separation of control groups.	M
	Controls on movement around site via one-way system. Signage and enforcement.	Moving students around in one direction reduces the number of passing encounters between control groups. Congestion points can also be reduced (e.g. doorways where large numbers enter	M

		and exit at the same time).	
	Increase adult supervision outside of lessons.	Increased adult presence increases likelihood that students follow procedures.	M
Increased levels of **hygiene**.	Washing/sanitising hands on arrival each morning. • Hand washing/sanitising stations at key entry points. • Increased number of duty staff to enforce.	Reduces risk of virus being brought into school environment.	H
	Keep teachers in consistent rooms where possible to enable control over the environment.	Giving teachers ownership of classrooms means better supervision and delegation of responsibility for hygiene.	M
	Sanitising hands on every transition (when leaving rooms). Sanitising stations by each classroom doorway.	Reduces risk of transference of virus between rooms.	H
	Tables sprayed after each lesson and wiped dry by students on entry.	Reduces risk of transmission of virus between students using the classroom.	H
	No use of PE changing rooms – students wear PE kit for entire day when they have a scheduled PE lesson.	Eliminates risk of contagion in changing rooms which would be very difficult to clean and supervise.	M
	Toilet cleaning rota focussing on key contact points.	Reduces risk of transmission in shared facility.	H
	Regular replenishment of hand washing facilities.	Ensures that there are plenty of locations and opportunities to develop good hand-hygiene habits.	H
	Equipment controls in specialist subjects (PE/DT/Art).	Facilitates safely the continuation of a broad curriculum.	M
	Supply of tissues in each class for "Catch it Bin It Kill It".	Supports the development of good hygiene habits.	M
	Personal Protective Equipment (PPE) for those working in close contact with symptomatic individuals or performing personal care duties.	Additional protection for those dealing with possible cases.	H
	Improved signage for hygiene.	Supports the development of good hygiene habits.	M
	Additional day time cleaning.	Increased focus of cleaning during the day on key contact points.	M
	End of day deep cleaning.	Reduces risk that virus remains on surfaces.	H
Minimise **contact** and maximise **distancing**.	2m areas marked to maintain a teacher space in classrooms	Reduces risk of contagion for adults and students. Teachers will not be confined to control groups so a degree of separation between teachers and students is necessary.	H
	Windows opened to offer increased ventilation	Good air circulation is known to reduce contagion.	M
	The risks to teaching assistants unable to maintain strict 2m distancing will be additionally mitigated by: • Allocating wherever possible to a limited range of students and year groups to limit exposure	The need for closer contact between teaching assistants and students to be mitigated by other controls.	M

	• Room layout and working conditions which reduce close contact to a minimum (e.g. use of screens, break-out spaces, seating of those needing support near the front)		
	Local risk assessments and capacity limits for offices and communal spaces.	Each indoor space will have localised controls and arrangements to ensure social distancing, hygiene and reduced contact risk.	H
	Library use risk assessed and local protocols in place.	Limited access to avoid mixing of control groups and enhanced hygiene arrangements to reduce risk of transmission.	M
	No full staff briefings or meetings.	Reduce the risk of transmission between teams.	H
	One-way system for all pupils and staff. Routes planned to ensure good use of outside space and minimal chance interactions. Exceptions where it is assessed as less of a risk to allow two-way footfall (e.g. outside Art).	Reduces the number of people an individual has passing contact with, particularly in indoor spaces.	M
	Visitors - meetings by prior arrangement only - face coverings to be worn on arrival - Member of staff facilitating the meeting to manage in line with system of control	Controls the number of visitors on site and ensures minimal contact with others whilst on site.	L
	Controls on educational visits. No overnight trips. Risk assessment for each proposed trip.	Reduces risk of exposing students and staff to virus outside of school environment.	H
	Make adjustments to rooming where required to reduce avoidable student movement around the site.	Reduces congestion points.	L
	Screens provided for staff that may need to be closer than 2m to a pupil/colleague/visitors	Reduces risk of airborne contagion.	M
	Clear "Stay at Home" message for sickness and isolations	Students and staff less likely to attend school if symptomatic.	H
	Staff advised to avoid lift sharing with people from more than one other household. Masks are advised when sharing.	Limits the potential transmission.	L
	Temporary suspension of some aspects of provision whilst risk assessments take place and a system of control is established e.g. counselling, peripatetic music tuition.	Carefully planned non-core provision.	M
	Sixth Form asked to follow general guidance when visiting local shops (e.g. wearing masks) and to respect social distancing from the public. Shorter lunch break	Ensures students do not present any more risk to the local community than members of the public.	M

Communicating strong **Stay At Home** message for those who are unwell.	Clear "Back to school" message for all others	Good levels of attendance maximise educational benefits.	M
	Recording of cases, testing and symptoms.	Good records enable patterns to be established and supports effective track and trace.	M
	Rapid isolation and send home for any individual that presents symptoms	Reduces risk of contagion through prolonged contact with others.	H
Containing spread if there is a confirmed case.	Procedure for identifying all "close contacts".	Accurate information so that isolation advice from Public Health England will be targeted and appropriate.	H
	Procedure for notifying those advised to isolate.	Reduces risk of contagion in the community.	M
	Fully brief staff on system of control – INSET days on 27 August and 1 September.	Staff will be fully briefed and have localised arrangements in place in their departments before students return.	M
Monitoring and review.	Near miss reporting to help identify where controls cannot be followed, or people are not doing what they should.	Reduce likelihood of repeated breaches.	H
	Increase frequency of H&S Steering Group meetings and promote staff representation.	Tighten monitoring and evaluation to ensure responsive approach to changing circumstances and management information.	M

Government Guidance

Required control measure	
Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures.	✓
Employers must protect people from harm. This includes taking reasonable steps to protect staff, pupils and others from coronavirus (COVID-19) within the education setting.	✓
Schools must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.	✓
The 'catch it, bin it, kill it' approach continues to be very important, so schools must ensure that they have enough tissues and bins available in the school to support pupils and staff to follow this routine. As with hand cleaning, schools must ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates.	✓
Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.	✓
Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.	✓

Schools <u>must</u> ensure they understand the NHS Test and Trace process and how to contact their local <u>Public Health England health protection team</u>.	✓
Staff and pupils <u>must</u> not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school.	✓
Schools <u>must</u> take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19).	✓
Schools <u>must not</u> share the names or details of people with coronavirus (COVID-19) unless essential to protect others.	✓
Schools <u>must</u> have regard to the statutory safeguarding guidance, <u>keeping children safe in education</u> and should refer to the <u>coronavirus (COVID-19): safeguarding in schools, colleges and other providers guidance</u>.	✓