

RE-OPENING RISK ASSESSMENT

September 2020

The Activity What are the Hazards?	Who might be affected?	Managed or Unmanaged Risk (M/U)	What additional controls have been put in place to reduce the risk of infection in accordance with Public Health advice?	Residual Risk (L, M, H)
<p>1. Entering, exiting and travelling around the School</p>	<p>Anyone on the premises for a period of time</p>	<p>M</p>	<p>No colleague, student or visitor will enter the site if unwell. The only visible signs placed on all entrances will be one which reminds all on arrival, not to enter if they are displaying symptoms. This will include a reminder of all symptoms. All will wash hands or sanitize on arrival. Designated, roller sinks have been installed to support this (Reception, Main Hall and Maths), along with two external sinks (Science and PE block), in addition sinks in WC areas are in use. Maximum occupancy will be clearly set out; this applies to all areas of school where this is applicable. Waiting chairs in Reception will reduce, and all non-essential items will be removed. The Staff room will not be in use for any more than 15 colleagues at any one time. Full staff meetings will take place in the hall, with distancing in place.</p> <p>Students will arrive at the School using their designated entrances and immediately make their way to their bubbled area (or Hall as directed). Students will wash or sanitize hands on arrival at designated areas. Colleagues will undertake a duty before and after school to support a high colleague presence across the estate, to ensure appropriate supervision of bubbles. Duty positions will be adapted. Enhanced cleaning, including cleaning frequently touched surfaces often using standard products such as detergents and bleach will remain a permanent feature within the school day, existing colleagues without a teaching commitment will undertake a housekeeping duty as directed by Line Managers.</p> <p>Visitors will be unable to enter the School unless their visit is related to: Safeguarding, SEND (including specialists, therapists and clinicians), supply colleagues, peripatetic teaching, pre-arranged maintenance work, and anything else deemed business critical (deliveries are expected). Reception windows will remain closed as much as possible (Student and Visitor). Visits and visitors must be agreed in advance with the relevant SLT link for the area. Where visits can take place outside of hours, they should do so. Visitors must follow the same hand washing or sanitizing on arrival procedures as colleagues and students, and also participate in a track and trace scheme,</p>	<p>L</p>

			<p>names and contact numbers must be given at Reception for inclusion in the daily diary. This is a key piece of controlled stationary and will be monitored by the Office Manager, who will work in tandem with Track and Trace as applicable.</p> <p>All doors where possible will remain propped open. The Main Reception Office is a shared Office space with a revised layout, it is no longer an area to pass through. Colleague desks will be placed so risk is minimised, this will be replicated across the school. Colleagues with a role that lends itself to staggering their entry and exit times will do so to support distancing (by way of discussion with Line Managers).</p> <p>School will share contact details for The Department for Education coronavirus (COVID-19) helpline which is available to answer questions about COVID-19, relating to education and children’s care. Governors, Staff, parents, carers and young people can contact this helpline by calling: Phone: 0800 046 8687 (Monday to Friday from 8am to 6pm).</p>	
<p>2. Face Coverings in school and on the site</p>	<p>Students on the premises,</p> <p><i>Guidance for staff in regard to face-coverings will be similar and apply when movement is occurring around the school</i></p>	<p>M</p>	<p>Following the recent Government advice (at the time of writing) our students will be required to wear facemasks at the times below:</p> <p><i>All students will be required to wear a face covering during lesson change overs and when on corridors.</i></p> <p><i>Students will not have to wear a face covering when eating and drinking, or during lessons.</i></p> <p><i>Students will not have to wear a face covering when outside at lunch time.</i></p> <p><i>Face coverings must be worn securely over the nose and mouth.</i></p> <p><i>Students should avoid touching the face covering as much as is possible.</i></p> <p><i>Face coverings should be stored in a sealed plastic bag when not being worn.</i></p> <p><i>Re-useable face coverings should be washed regularly in accordance with the national guidance.</i></p> <p>Students with a medical exemption do not need to wear a face covering. Where student notes on sims do not indicate this, medical evidence will be required. Where students have worn a facemask on public transport, a</p>	<p>L</p>

			separate facemask should be worn in school. Disposable masks should be placed in lidded bins.	
3. Contraction of Covid-19: Teaching and Learning	Students and colleagues	M	<p>Students will be bubbled within their year groups (unless stated on timetable for a small number of groups where they may move out of their zone, but must remain in their bubble, e.g. SEND interventions):</p> <p>All classrooms will be structured so that all desks are facing forwards and students are sat side-by-side, rather than facing each other.</p> <p>All colleagues in classrooms and office spaces will remain a minimum of 1m away from each other and from students at all times (unless close contact is required). All classrooms will contain hand sanitizer, wipes and tissues, and lidded bins. A strong housekeeping presence monitored by the Estate Manager will continue, with radio contact operating at all times. Colleagues may be redeployed to assist.</p> <p>Colleagues are responsible for wiping down communal items within areas, such as the computer and electronic facilities. It is not necessary for students to wipe down desks where they are using spaces previously used by other students within their bubble.</p> <p>Teaching of practical subjects will be adapted until the Department for Education advice states it is safe to conduct 'normal' teaching of practical subjects.</p>	L
4. Contraction of Covid-19: Social times (break time and lunchtimes)	Students and colleagues	M	<p>Staggered break and lunch times will operate, with breaks and lunches split; no breakfast food service will take place.</p> <p>Lunch times will be a pre-order service with delivery thereafter to designated zones. Cleaning of tables and surfaces will take place in between break and lunch sittings. Colleagues without a teaching commitment will be re-deployed to support increased duty points to ensure appropriate supervision and safeguarding of students at these times. The Catering team will ensure the delivery of pre ordered items.</p>	L
5. Contraction of Covid-19: General	Students and colleagues	M	<p>No assemblies for more than one-year group will take place until Department for Education advice states it is safe to do so. Remote assemblies will be offered where beneficial. All doors will remain open to 'walk through' as much as possible. In areas with windows, it is strongly recommended that colleagues open windows to ensure ventilation. Regular hand washing or sanitizing, (at least on the following occasions: on arrival to the School, at break time, at the start and end of lunch time and on arrival at home) to take place. Excellent respiratory hygiene to be promoted (catch it, kill it, bin it, and then sanitize). Thorough end of day cleaning and cleaning of communal areas (e.g. breaks and lunches) to take place using approved cleaning substances. Where communal surfaces exist (e.g. photocopiers, microwaves, etc.) wipes are provided, with the expectation that colleagues wipe each</p>	L

			<p>surface before use. Colleagues to continue practicing social distancing around the School, with offices and workrooms having adaptations and defined limits on the number of colleagues permitted to enter at once. Where colleagues notice low levels of tissues, hand sanitizer and/or wipes, the Estates Team must be notified immediately. Weekly checks on the levels of hygiene equipment will take place. Air conditioning units that circulate air will remain switched off, as will water fountains.</p>	
<p>6. Contraction of Covid-19: areas of wider student movement.</p>	Students and colleagues	M	<p>The following areas of the School are identified as areas where students may use the same facilities as students from outside of their bubble: Lunch/break time facilities, PE changing facilities and equipment, ARCH restoration, Ewood, and the Main hall.</p> <p>Practical equipment (e.g. science experiments, scissors, glue, etc.) used by different bubbles must be cleaned in between use. If items cannot be cleaned between use, they must be left out of use for a period of 48hrs (or 72hrs if the equipment is plastic).</p> <p>Where communal areas are used by those from different bubbles, tables and seats must be cleaned in between use.</p> <p>Where toilets are used, cleaning in between use is not required, but frequency of cleaning will be increased.</p>	L
<p>7. Contraction of Covid-19: Those at increased risk (e.g. clinically vulnerable, pregnant, BAME backgrounds, etc.)</p>	Students and colleagues	M	<p>Department for Education advice now states it is safe for all to attend School, except for those students where a consultant deems the risk too great. Those in an at-risk category to strictly adhere to social distancing requirements, in addition to regular hand washing, excellent respiratory hygiene and cleaning any communal surfaces before use. Any colleagues with concerns can access confidential external telephone counselling advice (Line Managers can action this HR request via the Business Manager). All colleagues have a risk assessment in place. All pregnant colleagues have an enhanced risk assessment in place, and any who become pregnant will inform their Line Manager so that a risk assessment can be conducted; there is no requirement to make any adjustment for expectant fathers here on.</p>	L
<p>8. Students failing to adhere to Covid-19 expectations</p>	Students	M	<p>On arrival at the School in September, students will be provided with briefings during form time about expectations of conduct. Departures from behaviour expectations will be dealt with in keeping with ARCH values and the existing Behaviour Policy. Each Year Group will have an allocated Pastoral Manager or other identified pastoral colleague, to support with the behaviour and supervision of students, the Assistant Headteacher (Behaviour) will provide a strong steer within this team. Where students are identified as struggling to adapt back to School-life, intervention will be provided through the Team Around the Child process.</p>	L

<p>9. Medical Welfare and First Aid</p>	<p>All on the premises</p>	<p>M</p>	<p>Students should not attend Student Reception for any other reason except which is one of true need (<i>medical assistance or lunch account balance query for example</i>). Students required to take medication which is stored in school will do so in our 'Open' First Aid area, observed from a distance by a colleague (on a rotation). The First Aid room for 2020-2021 is a small, well ventilated and well lit room, which offers both observation and privacy. Opposite is a Medical toilet area, the two spaces have been re-designated and will remain separate and well sanitised at all times. The toilet area is a WC only and will not be used for any other purpose. Both areas are for students and rota staff as first line support, with a swift turnaround as often as possible. Waiting in this area will be minimal, as will traffic.</p> <p>Students who display any symptoms of COVID-19 will be sent home following collection by parents/carers and asked to self-isolate for 10 days. They will wait in The Hive for collection in a well ventilated space, with a member of staff present behind a closed door. This will be staffed on a rotation by existing colleagues without a teaching commitment. Students are encouraged to get tested and inform the School of the result (via Learning Managers), this may result in suspending face-to-face provision at School in line with tiered guidance from the Government.</p> <p>The symptoms of Covid are: • a high temperature • a new, continuous cough • a loss of, or change to, sense of smell or taste.</p> <p>If a member of a student's household has symptoms of COVID-19 then they must not attend School and must self-isolate for 14 days in accordance with government guidelines.</p> <p>Colleagues supporting students with symptoms must remain at least 2m away (unless close contact is required at which point the roller Perspex screen will be in use), they must wear full PPE and must immediately wash hands afterwards. If the colleague has moved within 2m to the student, or moved away from the screen and the student tests positive, the colleague must self-isolate for 14 days, book a test and inform the school. PPE can be obtained from the Estates Manager.</p> <p>Students who are required to take medication will be asked to attend Student Reception by themselves and at the appropriate time. In cases of emergency or where students are feeling unwell, they will present at Student Reception where a colleague on rotation (First Aider) will carry out an initial assessment using full PPE (Personal Protective Equipment) if applicable.</p>	<p>L</p>
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<p>10. Symptoms of Covid-19 in the School</p>	<p>Students and colleagues</p>	<p>M</p>	<p>If a colleague has symptoms, or lives with someone with symptoms, they will inform their line manager, and SLT link of their symptoms. They will advise the Estates team which areas of the School they have visited that day and leave site immediately. The colleague's line manager must immediately inform the Headteacher and or Deputy Headteacher(s).</p> <p>If a student reports symptoms, or is living with someone with symptoms, they must immediately be sent to Student Reception. They will be sent to the Medical Isolation room, which will be 'The Hive' until they can be collected by a parent or carer. The door will be closed, and the windows will be opened. The student will be supervised by a colleague who will remain outside of the room and behind the closed door; the information will be reported to the Business Manager who will keep a log of all students and colleagues accessing the room. Colleagues will be redeployed to a medical rota and be advised of a designated shift (medical first aid trained and untrained colleagues without a teaching commitment will assist with this). Students who enter the medical isolation room will have a designated toilet to use, which will be the accessible toilet nearby. No one without symptoms will use this toilet.</p> <p>If a visitor arrives on site with symptoms, they will be asked to leave site, with due process following. If a student or colleague demonstrates symptoms, they will not be permitted to attend the School for at least 10 days, unless they receive a negative test result. School should receive a small number of home tests from the DfE in time for opening. The preferred route for testing is against the external NHS bookable service, this can be completed at Todmorden Sports Centre (bookings via the app). If a student or colleague is living with someone who is displaying symptoms, and they have tested positively, they must self-isolate for 14 days, the details of who has tested positively are then shared with the school so that track and trace records can be adequately updated.</p> <p>If a student or colleague tests negatively, and no longer demonstrate symptoms, they will be permitted to re-enter the School, there is no set number of days that must pass before this can occur. Any areas where a student, colleague or visitor with symptoms has visited will be thoroughly cleaned in line with requirements, this will include fogging by the Estates Team.</p>	<p>L</p>
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11. Use of toilets	Students	M	Students will use designated toilets during lesson time. During social times, students must use the main area toilets as appropriate (toilets open will be advised). Hand dryers and paper towels will be provided for hand washing. Hand sanitizer will be provided for use in all toilets. Virus isolation toilet will be the accessible toilet facility. This toilet must not be used by anyone, other than those demonstrating symptoms of the virus (Hive).	L
12. Catering Provision	Students and colleagues	M	Catering colleagues will observe social distancing requirements during the preparation of food and the cleaning following the end of service. Where social distancing is not possible, colleagues will wear face visors. Cleaning of cloths, aprons, towels and other items will be in line with usual Food Standards Agency standards, ensuring appropriate heat and use of any appropriate detergents. Students and colleagues will use hand sanitizer before collecting food. Water fountains in open spaces will be out of use, with signs informing people of this. Where necessary, students can access bottles of water from designated points in school, colleagues should use the clean drinking water in workrooms or access the staffroom machine.	L
13. Lockdown alarm sounds whilst doors are propped open	Students and colleagues	M	Colleagues in spaces where doors are propped open (e.g. classrooms, offices and workrooms) are to immediately remove the door wedge on hearing the lockdown alarm sound. All other lockdown procedures to remain the same and to be adhered to.	L
14. Evacuation approach	Students and colleagues	M	All people on site will leave the building by the nearest and safest exit. Students will line up in the specified areas at the front of school, and must not mix with other year groups. SEND students in wheelchairs and high level needs students are detailed in individual risk assessments. Colleagues will support the supervision of students, whilst maintaining social distance from other colleagues and student's transient movement whilst evacuating is low risk, therefore movement to the evacuation point must be as quick, yet calm, safe and sensible as possible. Colleagues in rooms where doors are open, upon hearing the fire alarm sounding, should remove all door stops from doors. Fire marshals will check all other doors and remove all other door stops.	L
15. Close Contact Support	Students	M	All students who require regular close contact support (including SEND students where appropriate) will have a risk assessment in place detailing: what support is required and what steps must be taken to keep colleagues and students safe. Where students require regular close contact support (e.g. therapeutic and medical sessions for those with physical disabilities), these will take place within bubbles and students will not mix with those students outside of their bubble (i.e. year group). Where first aid is required, wherever possible, this will take place in the first aid room behind Student Reception. All first aiders must wear PPE when administering First Aid and must adhere strictly to the donning and doffing protocols that are provided when utilising PPE. All PPE can be found in the Estates Office, and must be returned here after use to ensure appropriate and safe disposal. PPE will also be situated in key locations (e.g. SEND office, SLT offices, ARCH Restoration) in case quick access is needed.	L

16. Attendance	Students	M	Department for Education advice states it is safe for all students to return to education (unless a consultant deems otherwise or in line with Public Health England advice), therefore normal absence procedures must be followed for all. Registers must be taken in the first five minutes of all registration periods and lessons in line with usual safeguarding requirements. All other safeguarding practices to remain as normal.	L
17. Travel	Students and colleagues	M	Students and colleagues encouraged to walk or cycle and avoid using public transport. If students or colleagues are using public transport, they should be aware of the following guidance: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-forpassengers . Where students are driven to the School, parents/carers informed to remain in their cars. For students with SEND, individual transport plans to be devised with the Senco. Students who are using public transport that is designated for the specific use of travel to school will be informed to ensure they remain in their bubbles during the journeys to and from. Facemasks are required, dependent upon the situation. Students or colleagues using 'open' public transport, require facemasks, they must dispose of these in lidded bins after removal and wash their hands thoroughly. If a facemask is reusable, it must be placed into a sealed plastic bag for use at the end of the day. Students and colleagues must not touch their faces after removing face masks until they have washed their hands.	L
18. SEND and 1-2-1	Students	M	Where SEND students are accessing the provision and require physical or close support, an individual risk assessment will be completed in conjunction with the parent/carer, including detailing any equipment, facilities, or close proximity or cleaning that may be required. For any physical contact or close support (e.g. toileting, feeding, etc.) PPE must be worn; Risk assessments for SEND students will include fire evacuation procedures.	L
19. Confirmed case of Covid-19 in school, Tiered approach to management	Students and colleagues	M	Once the School is in receipt of confirmation of a case of Covid-19 from Public Health England or similar Authority, the steps will occur as follows, school will also adhere to the tiered process to opening, partial and full closure as documented in DfE guidance, tier 1 upwards , dependent upon cases relevant and numbers: School registers will be reviewed to ascertain who has come into contact with the confirmed case. People who have been in contact will be notified of the confirmed case, and advised to isolate for fourteen days, and will not be permitted to return until this period is over, unless they test negative for Covid-19. People who have been in contact will be defined as: having been within 2m for 15mins or longer, or in direct contact, in line with DfE advice. The School will notify the Local Authority in line with required protocol. Where a student is a confirmed case, they will be required to isolate and online educational provision must be provided. Where other students are required to self-isolate due to other confirmed cases, online educational provision must be provided. Any student or colleague who tests positive will not be permitted to attend School for a period of 10 days (this 10 day period begins from the day that symptoms started, even if the individual has been self-isolating before this day) In the event of a local outbreak (either in the local area, or two or more confirmed cases within the School within a 14 day period), the	L

			School will follow Local Authority, Local Health Protection Team and Public Health England (or similar body) directives, which may include partial or full closures. Where a parent/carer refuses to take a child displaying symptoms for a test, in line with Public Health advice, the child will be considered as a positive test, and sent home to self-isolate, steps will be taken with the support of Track and Trace to inform those who have been in contact with the child.	
20. Educational Visits and Extra Curricular	Students	M	Department for Education advice prohibits all overnight and residential educational visits in the autumn term. Other educational visits can take place where students can remain in bubbles and hygiene and social distancing measures can be observed. Any SEND visits that form part of EHCPs, for example, or in relation to their transition to the next stages should take place, with appropriate measures in place. All educational visits must be agreed with the Headteacher and Deputy Headteacher(s) in advance. These activities can only take place in students' bubbles, and must take place in the location of the bubble with the exception of the location only of sporting co-curricular activities. Any co-curricular activities must be agreed with the SLT link for the area to ensure they meet the requirements of this risk assessment before taking place.	L
21. Teaching of Music (including peripatetic lessons and band/choir practices)	Students	M	Advice on the teaching of Music will be adhered to daily. (At the time of writing) during singing lessons, group sizes should not exceed 8 students (indoors) and 15 students (outdoors); social distancing of at least 3m must be observed. Indoor lessons must take place in ventilated areas with windows opened, but wherever possible, lessons should take place outdoors. During percussion, wind or brass lessons, group sizes should not exceed 8 students (indoors) and 15 students (outdoors), social distancing of at least 3m must be observed. Indoor lessons must take place in ventilated areas with windows opened, but wherever possible, lessons should take place outdoors. All music lessons must take place in the students' pre-arranged bubbles, therefore students from across year groups cannot be taught at the same time. Cleaning must take place in between teaching if students from different bubbles are using the same teaching space or equipment. During singing, percussion, and brass and wind lessons, students must be sat either back to back or side by side and must not sit facing each other, and brass and wind instruments or accessories must not be shared. Individual towels must be used for the thorough cleaning of instruments after use, including mouth pieces, and the emptying of water keys. Larger groups, such as ensembles, bands and choirs are prohibited until Department for Education advice states it is safe for these to recommence.	L
22. Teaching of Physical Education, including sport related co-curricular	Students	M	Students will attend their PE lessons in their bubbles, and the same must apply for any co-curricular activities. Advice on contact sports will be adhered to. Students can only participate in lessons and physical activities within their pre-arranged bubbles. Cleaning of equipment and facilities must take place in between use by different bubbles. Outdoor activities should be prioritised, however, where this is not possible, indoor spaces should be large. The use of external coaches is permitted but usual safeguarding procedures with external coaches must be adhered to.	L

<i>activities</i>				
22. Movement of items	Colleagues	M	Where colleagues are having to lift boxes, they should ensure the following steps are taken: Items are held against the body; Items are carried no further than 10m without resting; The items do not prevent you from walking normally; The items do not obstruct your view; The items do not require your hands to be held below knuckle height or move above elbow height. Where the above steps cannot be taken, a trolley must be used. Where colleagues may be at increased risk of injury due to the movement of equipment (e.g. pregnancy, those with new or existing injuries, etc.), they should seek support from the Estates Team.	L
23. General wellbeing of colleagues	Colleagues	M	<p>Any colleagues requiring support in the form of telephone counselling, can obtain this. This includes any colleagues suffering from stress. Line Managers will facilitate this. Line Managers are the first point of contact to assist with wellbeing issues.</p> <p>SLT will continue to receive feedback from the Wellbeing Team to ensure the voices of colleagues with concerns are heard and that provision can be adapted where necessary.</p> <p>Whilst doors around the School remain open, colleagues should keep belongings on their person at all times to ensure security, or leave valuables at home, or in a hidden place, accepting the risk themselves in relation to lost items.</p>	L
24. General precautions	All	M	<p>Staff to stay up to date with Public Health Advice: https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response.</p> <p>The risk assessment will be regularly reviewed by members of the SLT and amendments will be made where necessary and communicated with colleagues, students and parents/carers.</p> <p>This risk assessment meets the requirements of the Department for Education's full reopening of schools document, which can be found here: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirusoutbreak/guidance-for-full-opening-schools#section-5-contingency-planning-for-outbreaks.</p>	L

			<p>The School will actively participate in the NHS Test and Trace system.</p> <p>Any students and colleagues who develop symptoms will be directed to receive a Covid-19 test.</p> <p>All cleaning will meet Public Health England's requirements for non-healthcare settings.</p>	
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Assessors Name: Debra Todd.....

Date: 28 August 2020

version 1

3 September 2020

version 2

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