

### Part 3: Senior School – From 1<sup>st</sup> September 2020

Date: 28th Jan 2021	Risk Assessment – Reopening for Senior School September 2020					Review w/c 8 <sup>th</sup> Feb 2021	
Hazard	People at Risk	Control Measures in Place	Likelihood of Occurrence	Risk Rating	Additional Control Measures Required	Date Completed	Revised Risk Rating
Pupil, staff or family member has been advised to shield	<b>Staff and Pupils</b>	<ul style="list-style-type: none"> <li>Whilst the school is under Tier 4 restrictions staff who are clinically extremely vulnerable (as identified via NHS/GP letter) are advised to work from home and where this is not possible, they should not go into work</li> <li>Pupils who are designated as clinically extremely vulnerable should not attend school whilst under Tier 4 restrictions - remote learning will be provided for affected pupils</li> <li>Staff and pupils who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school</li> </ul>	<b>Low</b>	<b>Low</b>			
Additional risk to pregnant staff	<b>Pregnant Staff</b>	<ul style="list-style-type: none"> <li>Pregnant staff are now considered “clinically vulnerable” or in some cases “clinically extremely vulnerable”</li> <li>A RA will be carried out to follow the Management of Health and Safety at Work (MHSW) Regulations</li> <li>Pregnant women of any gestation will not be required to continue working if this is not supported by the RA</li> </ul>	<b>Low</b>	<b>Low</b>			
Lack of current and relevant information / guidance	<b>Staff and Pupils</b>	<ul style="list-style-type: none"> <li>Headmaster and SLT ensure daily checks are made with Government updates. Any key changes in information are implemented and shared with Chair of Governors and communicated throughout the school community where relevant.</li> </ul>	<b>Low</b>	<b>Low</b>			

		<ul style="list-style-type: none"> <li>• School Website information is updated as required.</li> <li>• All staff and pupils (visitors) are informed of the rules and procedures for social distancing and hygiene precautions.</li> <li>• All staff with underlying health issues or those within vulnerable groups should make their condition known to the Headmaster.</li> <li>• Parents are informed of social distancing/pupil cohorts and hygiene expectations.</li> <li>• Prior to contractors and essential visitors arriving at school (where possible) their interaction with the school is established beforehand. This process allows for any relevant risk assessments, rules, procedures for social distancing and hygiene precautions to be shared.</li> <li>• All staff and pupils are briefed on the new routines.</li> </ul>					
Precautionary transmission measures not being followed in school	<b>Staff and Pupils</b>	<ul style="list-style-type: none"> <li>• Pupils, staff and other adults will not attend school if they, or anyone in their household, have Covid-19 symptoms (high temperature above 37.8 degrees Celsius, a new continuous cough or a loss of, or change in, normal sense of taste or smell) or have tested positive in the last 10 days</li> <li>• On arrival at school, it is reasonable to ask if parents, children or any member of the household have any of the symptoms of COVID-19 (high temperature above 37.8 degrees Celsius, a new continuous cough or a loss of, or change in, normal sense of taste or smell). If the answer is yes, they should not be allowed to leave their child at the setting. The child cannot return until a negative test result has been confirmed</li> <li>• If a parent insists on a child attending school who has symptoms, the school will take the</li> </ul>	<b>Low</b>	<b>Medium</b>			

		<p>decision to refuse to accept the child in order to protect pupils and staff from potential Covid-19 infection</p> <ul style="list-style-type: none"> <li>• When engaged in care of children/colleagues presenting with symptoms the School Nurse will use appropriate PPE – any member of staff who has helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves or the individual tests positive</li> <li>• Where it is necessary for staff to administer First Aid the first concern will be to treat the casualty properly but where administering First Aid requires close proximity those administering will pay particular attention to sanitation measures immediately afterwards including hand washing</li> <li>• Staff will clean their hands regularly (using soap/water or hand sanitizer) including before and after eating and before and after using shared equipment i.e. kettles</li> <li>• Staff will wash for themselves any cutlery/crockery which they use</li> <li>• The number of staff in the Senior Staff Room will be limited to 6 at any one time</li> <li>• Where possible only one member of staff will access staff lavatories at one time</li> <li>• When staff use the Staff Work Room they will wipe down the station, desk and chair before departure using antibacterial wipes/spray provided and disposing of paper towel in lidded bins provided for that purpose</li> <li>• Staff will have their own teacher kit of white board markers/biros/white board cloths etc. and these will not be shared</li> <li>• Pupils will have their own pens/pencils and other frequently used equipment and this will</li> </ul>					
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		<p>not be shared – resources such as text books may be shared</p> <ul style="list-style-type: none"> <li>• Staff will wipe down the station, desk and chair before departure using antibacterial wipes/spray provided and disposing of paper towel in lidded bins provided for that purpose</li> <li>• Any child who has taken any form of paracetamol or ibuprofen <u>for cough or high temperature</u> will not be allowed into school until 48 hours after any symptoms have ended</li> </ul> <p>Teachers (and support staff) follow and regularly reiterate the hygiene message to pupils;</p> <ul style="list-style-type: none"> <li>• <i>cover your cough or sneeze with a tissue</i></li> <li>• <i>if you don't have any tissues available, then cough and sneeze into the crook of your elbow</i></li> <li>• <i>throw the tissue in a bin</i></li> <li>• <i>avoid touching your eyes, nose and mouth with unwashed hands</i></li> </ul> <p>All pupils are asked and reminded to clean their hands (using soap/water or hand sanitizer);</p> <ul style="list-style-type: none"> <li>• <i>before leaving home and on arrival at school</i></li> <li>• <i>after using the toilet and after breaks and sporting activities</i></li> <li>• <i>before food preparation and eating any food, including snacks</i></li> <li>• <i>when they change rooms</i></li> <li>• <i>before leaving school</i></li> <li>• External doors and windows are opened to allow additional ventilation, where possible (including offices)</li> <li>• Government guidance is that neither staff nor pupils need PPE but those who wish to wear it will be able to do so</li> <li>• Tissues are available in all classrooms along with sanitizer (with the exception of Science</li> </ul>					
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		<p>Labs due to the alcohol content where it is available in corridors) and there are sanitizer stations on the ground floor main corridor and in the Dining Room</p> <ul style="list-style-type: none"> <li>• Staff and pupils will wear face coverings at all times in indoor areas (not classrooms) including corridors and common areas such as toilets and when queuing for the Dining Hall</li> <li>• Face covering exemptions will apply to anyone who is unable to wear one because of an illness or impairment or where doing so impedes communication for someone relying on lip reading, clear sound or facial expressions</li> <li>• Staff and pupils will be reminded to wash/sanitize hands before putting on/removing a face covering, not to touch their face whilst wearing a face covering, to store reusable coverings in a sealed plastic bag (and to replace if the covering becomes damp) or to dispose of removable coverings in a lidded bin – a small supply of disposable coverings will be kept in school, by Pastoral Leads, for anyone who forgets their covering</li> <li>• Pupils over the age of 11 are required to use face coverings if travelling on public buses and on school buses (unless exempt)</li> </ul>					
Failure to reduce contact between groups	<b>Staff and Pupils</b>	<ul style="list-style-type: none"> <li>• One way systems are in place in the Main Building, Drama Room/Lecture Theatre and Science Block and are clearly marked – this is explained to parents via letter before pupils return and immediately on the first day in which they are in-school. Pupils will be regularly reminded about this</li> <li>• Social distancing signage and floor markers are used where practical in corridors</li> <li>• All classrooms have been rearranged such that desks are front facing</li> </ul>	<b>Low</b>	<b>Medium</b>			

		<ul style="list-style-type: none"> <li>• Staff will maintain a two metre distance from other staff and from students by remaining at the front of the class where circumstances allow</li> <li>• Seating Plans will be in place and enforced so that, should a pupil test positive, guidance from the health protection team can be easily followed</li> <li>• Pupils remain in KS3 (approx. 80 pupils), KS4 (approx. 75 pupils) and Post 16 (approx. 25 pupils) cohorts including for extra-curricular activities, lunch and breaks</li> <li>• KS3 are based on the front lawn and tennis court for break /lunch (with one Year Group on the second court where possible); KS4 are based on the Field and tarmac areas around the site</li> <li>• All KS3 lessons not requiring specialist rooming are delivered in base classrooms i.e. Y7 in Geography, Y8 in ML1/ML3/Business and Y9 in En1/En2</li> <li>• All KS4 lessons not requiring specialist rooming are delivered on the first floor in History, RS1, RS2, Ma1, Ma2, Ma3 and PE</li> <li>• All Post 16 lessons not requiring specialist rooming are delivered in Drama, Lecture Theatre, Music, Sixth Form 1</li> <li>• An enhanced cleaning rota is in place such that specialist rooms, including the Dining Room, are cleaned between different cohorts</li> <li>• KS3 pupils will only use toilets in the Main Building, KS4 pupils will only use the toilets in the BH and Post 16 pupils will only use the toilets in the Sixth Form area</li> <li>• Use of lockers is suspended – KS3 pupils will leave their bags in Base Rooms and KS4 will leave them in Tutor Bases – pupils will be</li> </ul>					
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		<p>encouraged to bring as little as possible into school in terms of equipment etc</p> <ul style="list-style-type: none"> <li>• Educational Visits off-site are currently suspended until the national picture improves. On-site alternative activities will be found where possible</li> <li>• No outdoor play equipment will be brought into school by Senior pupils – footballs are available for each cohort from the Pastoral Leads and will be sanitized after use</li> <li>• Sports/Art equipment shared between cohorts will be cleaned frequently and always prior to a changeover of cohort (or left unused for 48 hours or 72 hours for plastics)</li> <li>• Science equipment/safe management of experimental work is subject to a separate RA</li> <li>• To reduce queues and face to face conversations, parents and any potential known visitor(s) to the school are informed to phone/email the school, if they have any queries</li> <li>• Any essential face to face meeting is undertaken maintaining 2 metre social distancing</li> <li>• Visiting Music Teachers must minimise contact and maintain as much distance as possible from other staff – larger spaces will be utilised for these Music lessons (there is a separate RA and procedures in place for this)</li> <li>• The school nurse will visit senior pupils, in situ, on a needs basis</li> <li>• Any pupil needing access to the Medical Suite will be escorted by the Nurse, where possible, or another member of staff</li> <li>• Pupils requiring informal support from the Nurse should speak with their Pastoral Lead who will alert Nurse to arrange a time and location in the Main Building</li> </ul>					
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		<ul style="list-style-type: none"> <li>Senior SEND pupil sessions to take place in the Senior School</li> </ul> <p>As much as possible, pupils and staff are spaced apart at all times i.e.</p> <ul style="list-style-type: none"> <li><i>the use of staff rooms and offices are staggered to limit occupancy</i></li> <li><i>using a one-way circulation direction of travel rule</i></li> <li><i>using social distancing floor markers outside of classrooms where queues cannot be eliminated</i></li> <li><i>pupils to leave the class, a row at a time to manage pinch points</i></li> <li><i>there are arrangements for breaks/play times, so that only one cohort is in the same play/sports/field area at one time</i></li> <li><i>pupils using toilet and welfare facilities at one time are limited</i></li> <li>Parents will not enter the school buildings to drop off or collect children or be allowed to gather in the playground/school premises to talk to other parents</li> </ul>					
Extra-Curricular Provision	<b>Staff and Pupils</b>	<ul style="list-style-type: none"> <li>All Extra Curricular activities will operate within KS cohorts</li> <li>Alternative PE activities focussing on individual skills will be put in place</li> <li>There will be no competitive sport against other schools until further notice</li> <li>Singing, wind and brass playing will not take place in groups larger than 15 (and will take place within KS cohorts) and this will take</li> </ul>	<b>Low</b>	<b>Low</b>			



		<p>place outside wherever possible and certainly in a space large enough to facilitate distancing</p> <ul style="list-style-type: none"> <li>On line browsing, collection and drop off arrangements for cohorts and wiping and quarantining of books for 72 hours prior to reissue is in place (there is a separate Library Risk Assessment)</li> </ul>					
Impact of lockdown on curriculum delivery	<b>Pupils</b>	<ul style="list-style-type: none"> <li>Pupils have engaged actively with a comprehensive on line learning programme throughout lockdown and so no significant changes to the curriculum will be needed although staff will ensure that any gaps in learning/misconceptions are addressed as quickly as possible in the new term</li> <li>Some pupils in Y11 may wish to reduce their optional curriculum by one subjects and such requests will be viewed favourably</li> <li>KS4 and Sixth Form pupils will be prioritised for lunchtime revision sessions from the start of the term</li> <li>Outdoor sport will be prioritised where possible with use of the SH, which will be kept well ventilated, where it is not</li> <li>Changing Rooms will not be used - students will wear PE kit, including navy tracksuit bottoms, on days when they have scheduled PE or a Club</li> <li>Only sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and have been approved by the government are permitted and we will only provide team sports on the list available at the return to recreational team sport framework (a separate PE Risk Assessment is in place)</li> <li>Particular care will be taken in Music and Drama lessons to observe social distancing –</li> </ul>	<b>Low</b>	<b>Low</b>			

		<p>there will be no physical correction by teachers or contact between pupils</p> <ul style="list-style-type: none"> <li>• Specific protocols will be applied during Music lessons in relation to singing and playing brass/wind instruments, performance, handling of equipment, seating and handling of scores (Individual Risk Assessments are in place for Music lessons and VMTs)</li> <li>• Specific protocols will be applied during Drama lessons in relation to performance groupings, handling of scripts and props and location - BH for KS3</li> <li>• Assemblies will operate in KS cohorts without singing</li> </ul>					
Contact on school buses	<b>Staff and Pupils</b>	<ul style="list-style-type: none"> <li>• Pupils will not board buses if they, or anyone in their household, have Covid-19 symptoms (high temperature above 37.8 degrees Celsius, a new continuous cough or a loss of, or change in, normal sense of taste or smell) or have tested positive in the last 10 days</li> <li>• Pupils travelling on the Nottingham bus will observe a social distance of two metres in accordance with the directions of the driver</li> <li>• Pupils travelling on the Belper and Ilkeston mini buses should sit within their KS cohorts and distance themselves as far as possible in accordance with the seating plan</li> <li>• Hand sanitizer will be available and should be used when boarding/diseMBarking</li> <li>• Pupils (aged 11 or above unless exempt) will wear an appropriate face covering observing the protocols for putting on and removing such coverings</li> <li>• Daily cleaning will take place</li> <li>• Window/ceiling vents will be opened where possible to allow maximum ventilation</li> </ul>	<b>Medium</b>	<b>Medium</b>			

Staff and pupil wellbeing	<b>Staff and Pupils</b>	<ul style="list-style-type: none"> <li>• Workloads are carefully managed, and staff are assessed if they are having to stay at home due to health conditions if they are able to support remote education, while others focus on face-to-face provision</li> <li>• Staff are mindful and supportive to pupils and fellow colleagues who may have experienced loss or require time to express their feelings</li> <li>• PSHE and Tutorial Activities will support the rebuilding of friendships and social engagement and support pupils with approaches to improve their physical and mental wellbeing</li> <li>• Particular care will be needed in supporting children with SEND to return to their setting. Re-adjustment to the routines in a setting may prove more challenging for some pupils with SEND than others and consideration and planning will be given as to how to support children in settling back into school</li> </ul>	<b>Low</b>	<b>Low</b>			
Staff, pupils or visitors develop symptoms of coronavirus (COVID-19) on site	<b>Staff and Pupils</b>	<ul style="list-style-type: none"> <li>• If a child/ member of staff begins displaying symptoms (high temperature above 37.8 degrees Celsius, a new continuous cough or a loss of, or change in, normal sense of taste or smell), they should be sent home to isolate as per the guidelines.</li> <li>• A child awaiting collection should be moved, if possible and appropriate, to a room where they can be isolated. If it is not possible to isolate them move them to an area which is at least 2 metres away from other people.</li> <li>• If they need to go to the bathroom while waiting to be collected, the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> </ul>	<b>Medium</b>	<b>Medium</b>			

		<ul style="list-style-type: none"> <li>• If a member of staff has helped someone who displayed symptoms they should wash their hands thoroughly after any contact with someone who is unwell.</li> <li>• PPE is worn by staff caring for the child while they await collection if social distancing cannot be maintained (mask/gloves available in Medical Suite) As a precaution staff should wash clothing when they get home in accordance with the manufacturer's instructions, using the warmest water setting and dry items completely</li> <li>• The area should be thoroughly cleaned, immediately if the area cannot be left unvisited, and if the area can be left unvisited clean as soon as possible but definitely before pupils or staff return. The room should be locked and signed as "Closed for Cleaning"</li> <li>• In the event of a staff member developing suspected coronavirus symptoms whilst working at the school, they should return home immediately and isolate at home in line with the NHS guidance</li> <li>• If a child or member of staff becomes ill then they must be tested. They will only be allowed back to school after a negative test result or appropriate isolation has finished.</li> <li>• Government protocol must then be followed for remaining pupils and staff who have been in contact.</li> <li>• One member of staff on site at all times has Paediatric First Aid training</li> <li>• First Aid kits available</li> <li>• There is access to the Medical Suite if a sick child needs to rest pending collection</li> <li>• All staff on site have access to emergency contacts via iSAMs</li> </ul>					
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Misuse of the NHS COVID19 App	<b>Staff and Pupils 16 years and over</b>	<ul style="list-style-type: none"> <li>• Ensure all staff and relevant parents and pupils are briefed on the App and its features esp. 1. What to do if you receive an alert and 2. The correct use of the 'pause' button</li> <li>• Display NHS posters in key areas around the School</li> <li>• Send NHS Information leaflets to parents</li> <li>• Adhere to our current Mobile Phone Policy</li> <li>• Adhere to our Behaviour Policy.</li> </ul>	<b>Low</b>	<b>Low</b>	Monitor the National picture re the NHS App and stay abreast of any developments.		
Visitors on Site	<b>Staff and Pupils</b>	<ul style="list-style-type: none"> <li>• All unnecessary visits to the site will be cancelled</li> <li>• Contractors, External Professionals and Coaches will be advised of protocols in advance and overseen by the Operations Manager, SENDCO or SLT as appropriate</li> </ul>	<b>Low</b>	<b>Low</b>			
Confirmed staff or pupil Covid-19 case	<b>Staff and Pupils</b>	<ul style="list-style-type: none"> <li>• In the event of a confirmed case in school the DfE Helpline will be contacted (0800 046 8687) and advice sought on the actions to take</li> <li>• Those who have been in close contact (face-to-face contact within 1 metre for any length of time, within 1-2 metres for more than 15 minutes or travelling together in a car) with the person who has tested positive will need to self-isolate for 10 days and the school will follow the definitive advice on who must be sent home provided by the health protection team (other members of the household do not need to self-isolate unless the person who has been sent home develops symptoms)</li> <li>• Should anyone develop symptoms whilst self-isolating they should follow the stay at home guidance and request a test</li> <li>• Anyone testing positive via an LFD Test will need to self-isolate in accordance with Government guidelines and will no longer need to confirm with a PCR test</li> <li>• Should the school have two or more confirmed cases in a 14 day period, or an overall rise in</li> </ul>	<b>Medium</b>	<b>Medium</b>			

		<p>sickness absence where people suspect coronavirus, we will work with the local health protection team</p> <ul style="list-style-type: none"> <li>Classrooms(s), offices and other room(s) used by the member of staff or pupil with a confirmed case of Covid-19, are closed off for enhanced cleaning. Where cleaning and disinfecting is not required <u>immediately</u>, for instance where we can use another room/classroom /office then, and where practical to do so, the process will be delayed for 72 hours, during which time these areas will be secured with appropriate signage on the door 'Closed for Cleaning'</li> <li>Areas where the individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids are cleaned thoroughly as normal</li> <li>All staff and pupils have access to a test if they display symptoms of coronavirus, and should book a test</li> </ul>					
Lack of hygiene provision and effective cleaning	<b>Staff and Pupils</b>	<ul style="list-style-type: none"> <li>Where safeguarding and security is not adversely affected, all <ul style="list-style-type: none"> <li><i>internal doors that are not designated fire doors</i> <ul style="list-style-type: none"> <li><i>fire doors with automatic closers</i></li> <li><i>doors that do not need to be kept closed for security reasons</i></li> </ul> </li> <li><i>are left open during the day when building is in operation to reduce the risk of having to touch communal door handles and push plates</i></li> </ul> </li> <li>Windows will be opened in all classrooms at all times where possible</li> <li>Hand sanitiser is located at key points</li> <li>Soap dispensers and hand towels within toilet areas are fully stocked at the start of each day</li> </ul>	<b>Low</b>	<b>Low</b>			

		<p>and regular checks are made throughout the day to ensure adequate supply</p> <ul style="list-style-type: none"> <li>• Additional cleaning requirements have been agreed with site staff including a schedule to clean specialist rooms between use by different groups</li> <li>• Site staff follow existing cleaning procedures and risk assessments with special attention given to frequently-touched surfaces (contact points) i.e. light switches, hand rails, door handles and toilets etc.</li> <li>• Classrooms, desks and chairs are cleaned at the end of the day</li> <li>• While packaging is not known to present a specific risk, hands are washed immediately after handling</li> </ul>					
Site staff absence makes effective cleaning no longer available	<b>Staff and Pupils</b>	<ul style="list-style-type: none"> <li>• Existing staff to be offered additional hours in the first instance</li> <li>• If site cannot be cleaned, the Headmaster will authorise a temporary closure</li> <li>• Text alert service/telephone call to parents to notify them of any exceptional temporary closure due to insufficient staff cover</li> </ul>	<b>Low</b>	<b>Medium</b>			
Buildings - operating in a different manner from normal operation	<b>Staff and Pupils</b>	<ul style="list-style-type: none"> <li>• All statutory inspections are up to date and compliant</li> <li>• Site/Admin staff to sign in/out following usual protocols</li> <li>• In the event of a fire/evacuation staff/pupils will use the nearest exit NOT the one way system and follow the established school procedures</li> </ul>	<b>Low</b>	<b>Low</b>			
Driving to and from work	<b>Staff</b>	<ul style="list-style-type: none"> <li>• If staff have to get out of the vehicle en-route, and cannot wash their hands or do not have an appropriate alcohol-based hand sanitiser, they are advised to avoid touching their face; avoid eating or drinking; and wash their hands as soon as they can</li> </ul>	<b>Low</b>	<b>Low</b>			

		<ul style="list-style-type: none"><li>• Staff will wear impervious gloves where possible/available and/or wash hands after refuelling or making other adjustments on external hard surfaces. <b>REMEMBER</b> if the above was not possible then clean the car touch points with appropriate household disinfectant products when you get home (before your next journey or someone else using the vehicle)</li></ul>						
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