

Risk Assessment for opening Cox Green School – 1st September 2020

Who is at Risk? Pupils, Staff and Pupils’ families

How can the hazards cause harm? Illness, COVID 19 outbreak

The Risk assessment for children and staff is in light of recent government guidance and the following principals are adhered to:

- The school offer adheres to guidance from the DfE
- The offer to the most vulnerable pupils is at the heart of the school offer
- All pupils should have access to full time learning either at home or in school
- Open and clear communication to all stakeholders, particularly parents/carers
- The emotional well-being of pupils and staff is a priority, and this must be a focus for all decisions made
- No pupils or member of staff to come to school if unwell, coronavirus symptoms or any other symptoms
- Hygiene routines to be established and adhered to

The DfE latest documents and guidance webpage is updated regularly:

<https://www.gov.uk/government/latest?departments%5B%5D=department-for-education>

Additionally leaders may find the following guidance particularly useful:

- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- DfE guidance for schools and education settings – Coronavirus (COVID-19): guidance for schools and other educational settings-
- <https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>
- What parents and carers need to know about schools, colleges and other education settings during the coronavirus outbreak
- <https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/closure-of-educational-settings-information-for-parents-and-carers>
- SEND information
<https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance>

Specific Issue	Control Measures	By who and when	Notes
1. Preparing the site			

<p>Staffing</p>	<p>Staffing numbers to be confirmed following individual risk assessments of any high risk employees.</p> <p>Ensuring that following roles are covered suitably</p> <ul style="list-style-type: none"> ○ First Aiders ○ Designated Safeguarding Lead (DSL) ○ SENCO ○ Site Staff ○ IT Support Staff ○ Senior Leadership Team <ul style="list-style-type: none"> ● Plans to respond to increased sickness levels are in place. ● Staff clothing expectations to return to standard policy. ● Approach to support wellbeing, mental health and resilience in place, including bereavement support ● Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance. ● Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, 	<p>Cathrin Thomas Headteacher</p>	<p>Cover Manager and sickness reporting system in place</p> <p>As per standard policy.</p> <p>Link system in place, Counsellor on staff, EAP provided to all staff</p> <p>Headteacher briefed staff and sent link to webpage</p> <p>None to be in school before October half term and then reviewed for next half term up to Christmas.</p>
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Emergency Evacuation	<ul style="list-style-type: none"> • Evacuation routes are confirmed, and signage accurately reflects these. • NB In the event of emergency the priority is getting out of the building safely and calmly regardless of social distancing. • Consideration given to Personal Emergency Evacuation Plan for students with mobility issues or other disabilities – buddies are assigned or reassigned according to available persons. • Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff. 	IWE and HBU	<p>Evacuation routes remain the same and are fully signposted. Students and staff reminded of evacuation procedure in morning briefing</p> <p>Staff and students reminded in morning briefing in September</p> <p>Student list checked for any PEEP students and training done by IWE in September. PEEP documentation updated in September and copies sent to parents</p> <p>Assessed by IWE and HBU in September 2020</p>
Pupil Reorientation	<ul style="list-style-type: none"> • Changes to the school day/timetables shared with parents. • Changes to emergency procedures • All students instructed to bring a water bottle each day. Water fountains not in use or strict social distancing and cleaning arrangements in place. 	Cathrin Thomas Headteacher	<p>Parent information letter and student invite and newsletter</p> <p>No changes evacuation routes stay the same and parents will be called to collect if child unwell</p> <p>Detailed in student/parent letter and information to parents. Drinking fountains with drinking attachment put out of use.</p>
Cleaning	<p>Ensure that the school is clean and that cleaning products are available before opening.</p> <ul style="list-style-type: none"> • Arrangements for longer term continued supply of cleaning products is in place • Waste disposal process in place for potentially contaminated waste. • Capacity of cleaning staff is adequate to enable enhanced cleaning regime. 	Site Manager	<p>Supply of materials and products in place and specialist cleaning company employed who bring own supplies.</p> <p>Double bagged and disposed of in normal waste as per guidance. Cleaning contractor has undertaken risk assessment. Disposable products being used. i.e. Mop heads, cloths etc All cleaning staff are trained in the safe use of chemicals and COSHH Regs</p> <p>Cleaning contractors hours have been re-arranged and additional hours added temporarily to the contract so that cleaning staff are</p>

	<ul style="list-style-type: none"> • Sufficient time is available for the enhanced cleaning regime to take place. • Ensure processes are in place for cleaning during the day <p>Consider:</p> <ul style="list-style-type: none"> • Follow the Government's COVID-19 cleaning of non-healthcare settings guidance • Is there a rota in place for what is cleaned, when cleaned and by who? • Any training required for cleaning staff • e.g. door handles, surfaces, equipment, toilets • Cleaning tools available in each teaching area e.g. cloths, gloves, detergent, tissues 	<p>present on site all day and full cleaning takes place every night after staff and students left.</p> <p>Rota for daytime cleaning and adjusted rota for evening cleaning.</p> <p>Cleaning contractors hours have been temporarily amended so that cleaning staff are present on site all day and have rotational cleaning pattern for contact points, surfaces, dine, toilets etc.</p> <p>Rota'd cleaning schedule drawn up by Site Manager and Cleaning contractor</p> <p>Training has already been carried out by cleaning contractor</p> <p>Cleaning equipment bucket in each cleaning area with disposable cloths, gloves, anti bac cleaner and box of tissues.</p>
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Hygiene	Consider:	Checked by who and when	
	<ul style="list-style-type: none"> NHS guidance on hand cleaning 		
	<ul style="list-style-type: none"> Soap, hot water in every toilet area 	Eric Teeder Site Manager	Checked daily by Site Manager and checked hourly by cleaners and supplies refilled
	<ul style="list-style-type: none"> Hand sanitiser stations e.g. school entrance, hall, sports area 	Eric Teeder Site Manager	Hands free hand sanitiser stations at all entrances and exits of all buildings. Refilled by site staff daily
	<ul style="list-style-type: none"> Location of bins 	Eric Teeder Site Manager	Bins without lids to be located in all rooms in use and communal areas and checked by site Manager. Checked half way through day and tied up and doubled bagged for disposal.
	<ul style="list-style-type: none"> Tissues in every learning area and regular disposal of tissues 	Eric Teeder Site Manager	Box of tissues in every learning area and bin with no lid. Contents to be double bagged by cleaners and disposed of
	<ul style="list-style-type: none"> Doors propped open to reduce contact with door handles bear in mind fire safety & safeguarding . 	Eric Teeder Site Manager	RBWM H and S Advice that this is acceptable In an occupied premises as long as the doors are closed in the event of an emergency and at the end of the day. This will allow for minimal contact and better flow through the buildings. Site staff will walk routes first thing in morning and wedge open all doors and again at end of day before closing to remove wedges.
	<ul style="list-style-type: none"> Windows open where possible to ensure good ventilation in line with Government guidelines. 	Cathrin Thomas Headteacher	Staff informed to close door in event of emergency evacuation in morning briefing Site staff to open windows in all learning areas each morning and shut at close of day Headteacher to inform staff to keep windows open wherever possible at morning briefing.
	<ul style="list-style-type: none"> Soft furnishings /equipment that are hard to clean removed from classrooms 	Eric Teeder Site Manager	Site staff removed any additional furniture from learning spaces
		Cathrin Thomas	Students and staff informed at morning briefing of hand cleaning protocol and schedule

	<ul style="list-style-type: none"> • Decide when hands cleaned e.g. arrival, break, before lunch, after lunch, before going home. • Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets. • Blinds to be kept open 	<p>Headteacher</p> <p>SBE</p> <p>Site STaff</p>	<p>Posters in all classrooms , communal areas. Sign at reception and school gates.</p> <p>Window blinds to be opened by Site staff each morning to avoid contact points.</p>
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<p>Movement around the school</p>	<p>Consider:</p> <ul style="list-style-type: none"> • One way systems in corridors where possible or designated routes. Two way corridors have directional arrows for single file passing. Is this in hand? Or do I need to meet Eric? • signage in place • Marking out/ taping of potential pinch points such as communal areas such as lunch queues, playgrounds, drop off and pick up areas • Furniture • Unnecessary items removed from classrooms / see manual handling risk assessment • Posters displayed – for all pupils and staff • Ensure contractors, school meal providers, Cleaning contractors provide all risk assessments • Students bring own equipment as no sharing of equipment or stationery 	<p>Cathrin Thomas Headteacher</p> <p>Eric Teeder Site Manager</p> <p>Eric Teeder Site Manager</p> <p>Eric Teeder Site Manager</p> <p>Gill Newman BM</p> <p>Gill Newman BM & Eric Teeder Site Manager</p> <p>Cathrin Thomas Headteacher</p>	<p>One way system in place where possible or designated routes where not possible and students and staff informed at morning briefing</p> <p>All routes and queue areas marked out.</p> <p>Furniture layouts in classrooms all front facing wherever possible – fixed benching in IT rooms. students remain at same desk wherever possible.</p> <p>Excess furniture and equipment removed from rooms where possible</p> <p>Posters in all learning areas and communal areas</p> <p>Cleaning contractors have provided risk assessment and will comply with school risk assessment 3rd party caterers have provided risk assessment and will comply with school risk assessment Individual site contractors will be requested to provide at time of visit and will be expected to comply with school risk assessment</p> <p>Parents and students to be informed in letter and students briefed each morning to not share equipment</p>
<p>Consideration given to premises lettings and approach in place.</p>	<ul style="list-style-type: none"> • No lettings until further notice. 	<p>Gill Newman & Eric Teeder</p>	<p>All lettings cancelled until further notice</p>

Consideration given to the arrangements for any deliveries.	Arrangements in place for any visitors/contractors on site, protocols and expectations shared. NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.	Gill Newman & Eric Teeder	Visitors to site are limited and avoided where possible. Only one visitor in reception at a time. Signage on front door and receptionist informs visitors of requirement to respect social distancing measures whilst on site. Visitors have to give full contact details to be shared with NHS Track and Trace if necessary.
2. Practical steps to reduce risk			
Safe group size Staff ratios Teaching groups	Consider: <ul style="list-style-type: none"> • Structure of day to allow for year group bubbles <ul style="list-style-type: none"> ○ staggered start times ○ break times ○ end of day arrangements ○ year group assemblies ○ toilet arrangements in line with guidance for each group • Allocation of teacher and TA to each group <ul style="list-style-type: none"> ○ Maintain consistency of support to SEND students • Cleaner and caretaker rotas - All handwashing sinks, soap dispensers, hand gel etc are checked regularly each day to ensure good/effective hygiene levels 	Cathrin Thomas Headteacher	Staggered start/drop off times Staggered break times and finish times Set times for toilet breaks in year group bubbles No whole school assemblies face to face Cleaning schedule with ongoing cleaning throughout day
Transport	<ul style="list-style-type: none"> • Encourage walking and cycling to school • Apple Bus working on maximising year group bubble buses. • White bus will be mixed bus 		Headteacher to encourage in letter where students local Where possible year group bubbles to be on buses. Any mixed buses will be required to wear masks. Markings out side bike shed and entrances to show distance

Resources	Consider: <ul style="list-style-type: none">• Student arrives with no equipment• Limited Resources brought in from home e.g. water bottle, coat• Resources going home		Box of basic equipment for each year group - to be given to student to retain Students must bring in own water supplies and retain any belongings at their chair all day Students must take all personal items with them each day
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<p>PPE Equipment</p>	<p>Consider:</p> <ul style="list-style-type: none"> • Who would PPE equipment be available for? • Routines when offering basic first aid • Devise and share plans and procedures should any member of staff or pupil fall unwell and display signs of Covid-19 when onsite. Source suitable PPE supplies to be used by the supervising member of staff if a 2m distance cannot be maintained during isolation of an unwell child onsite. <i>(Consider any behavioural, SEND and/or possible use of restraint issues etc that may apply)</i> • If anyone becomes unwell with signs of COVID-19 they must be sent home , get an immediate test and inform school of outcome and households advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance • Students with life-saving medication to bring in immediately in September. 	<p>Cathrin Thomas Headteacher</p>	<p>PPE equipment available for first aiders. No staff carry out personal care responsibilities so PPE not required under government guidance. PPE is available should staff request and those working with SEND Staff given own supply of hand sanitiser</p> <p>1st Aid staff instructed to maintain social distancing unless life and death situation. 1st aid staff provided with PPE. Non Covid 19 symptoms students to be located in reception to be collected by parent. Covid symptoms students to wait in 1st aid collection area supervised by 1st aider. Or in inclement weather student to wait in interview room designated as isolation room for collection.</p> <p>Student who complains of Covid 19 symptoms to be located outside classroom immediately and 1st aider radio'd by teacher who will accompany the student to the first aid collection area and supervised there. (letter to parents to include commitment to collect if contacted; personalised to ensure contact details are correct – can run SIMS report and then</p> <p>Student or staff member to go home and be tested , inform school of outcome and report to NHS track and trace.</p> <p>Follow Public Health England RBWM guidance</p>
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Uniform	Consider: <ul style="list-style-type: none"> • Students to wear full uniform apart from days when have PE when they attend in PE kit so no changing needed 	Cathrin Thomas Headteacher	Headteacher to inform parents of requirement
Catering	Consider: <ul style="list-style-type: none"> • School kitchen open • Clean and disinfect all areas and surfaces prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas. Deep clean the kitchen prior to reopening before food preparation resumes. • Continue cleaning by caterer and contract cleaner • How will food be prepared and served 	Gill Newman BM	Kitchen open with reduced offering. Ordering App being put in place or Catering staff will manually log spend on squid. Kitchen has remained open and cleaned To continue as always by catering contractors Pre ordered and individually wrapped with student name
Attendance	<ul style="list-style-type: none"> • Attendance register each day x 2 • Arrangements for parents contacting schools to inform of absences 	Cathrin Thomas Headteacher	Attendance officer to follow up non-attendance. Parents to call reception at 8am if student absence or not attending for any reason.

<p>SEND and behaviour support</p>	<p>Agree what returning support is available and put in place for the return of SEND pupils</p> <ul style="list-style-type: none"> • Work with SEND department and families to identify what provision can be reasonably provided for in line with education, health and care (EHC) plans • Ensure consideration for transitions are given for SEND pupils e.g. sharing of IEP info, SEND reports • Consider review of IEPs/annual reviews etc • Discussions with staff on how behaviours may be an indication of a pupil's anxiety. (Refer staff to resources as to how to best manage this.) 	<p>Cathrin Thomas</p>	<ul style="list-style-type: none"> • SAFE team to contact all children on the Child Protection and PPG who wish to remain at home • SAFE team to update risk assessments on weekly basis as needed • SAFE team to arrange home visits if any concerns not being addressed. • Each student with SEND needs to have risk assessment (HBU/IWE/CTH) • Behaviour expectations to be shared with parents and agreement sought to ensure that any issues can be immediately addressed • Mobile phones not permitted on school site and policy adhered to by students. • Safety of all staff and students the priority • Parents to be advised that may have to send children home if can't manage social distancing with staff and other year group bubbles and carry out home learning.
<p>3. Policies and Procedures</p>			

<p>Communicate updated policy and procedures to staff and Governors</p>	<p>Update Staff/Governors with (but not limited to):</p> <ul style="list-style-type: none"> • Share information with staff and pupils re updated fire evacuation and lockdown drills • Covid-19 Policy and procedures • Safeguarding and Child Protection • Update behaviour policies to reflect the new rules and routines necessary in line with guidance published. • Updates from the DFE and guidance from the Public Health England 2020 • Copies of COVID-19 specific risk assessments for catering and cleaning contractors to be kept by the school • Arrangements for the return of pupils and parents. • Update the website if applicable • Ensure all staff trained on updates policies and procedures including any interim arrangements regarding SEND Information and reporting 	<p>Cathrin Thomas Headteacher</p>	<p>Staff and Student morning briefings SLT meet each morning</p> <p>Student morning briefing and staff information meeting</p> <p>Policy addendum added and circulated to governors and on website</p> <p>Expectations for behaviour in line with social distancing with staff and year group bubbles and hygiene rules to be shared with pupils and parents and if do not adhere will be asked to leave and not return for sessions.</p> <p>Daily update checked for changes</p> <p>In place.</p> <p>Information for parents and students, letters, newsletter Staff briefing by Headteacher</p> <p>Staff briefing by Headteacher</p>
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Safeguarding	<ul style="list-style-type: none"> • Support for vulnerable families in order to help them transition back to school. • Telephone calls to families if needed • Individual support plans around the family, working alongside other agencies as appropriate. • Reconsider e-safety policies and procedures in light of offsite learning and staff access to any sensitive data from home • Evacuations or on site emergencies • Students invited in to have medical needs checked and any medication requirements in place 		<p>Regular contact from SAFE Managers</p> <p>Tutors and SAFE team carrying out regular phone calls to all families</p> <p>Undertaken by SAFE Managers</p> <p>Following guidance issued from DFE and specialist advisors such as Andrew Hall.</p> <p>Students reminded of evacuation procedures</p> <p>Ensure Buccolam and Epipen users have medication on site.</p>
4. Communication			
Communication with staff	<ul style="list-style-type: none"> • Ensure all staff are up to date with: <ul style="list-style-type: none"> ○ Opening procedures ○ Updated policies ○ Needs of the groups they are teaching • Regular opportunities for feedback 	<p>Cathrin Thomas Headteacher</p>	<p>Headteacher briefing to staff and documentation issued.</p>
Communication with parents / visitors	<p>Consider:</p> <ul style="list-style-type: none"> • How to address concerns and questions raised • Drop off and collecting routines, including staggered times • Procedure for parents to contact school • Minimise any visitors to the school and clear messages shared about social distancing procedures for adults 	<p>Cathrin Thomas Headteacher</p>	<p>Letter and return to school information, parent newsletter, website information to be shared with parents</p>

Front office	Consider: <ul style="list-style-type: none"> • Outer door buzzers and handles to be cleaned at least three times. • Cleaning equipment and gloves to be provided • Communicate to pupils, parents/carers and any visitors, such as suppliers, not to enter the school if they are displaying any symptoms of coronavirus 		Undertaken as part of cleaning schedule Screen in place in reception and outside buzzer with only one person admitted at a time. Signage on front door
5. Home learning and Curriculum			

<p>Curriculum</p>	<p>Consider:</p> <ul style="list-style-type: none"> • Organisation of timetable for week for year group bubbles. • Which lessons or classroom activities could take place outdoors/ use of IT/assemblies/which practical subject have to be theory only for first half term. • Agree what learning is appropriate (including the relationship between face-to-face and remote education), for example, identify curriculum priorities, agree revised expectations and required adjustments in practical lessons, and any approaches to 'catch up' support • Reinforcing learning and practice of good hygiene habits through games, quizzes and repetition. Ongoing support for any emerging anxiety and/or wellbeing issues 	<p>Cathrin Thomas Headteacher And link LT</p>	<ul style="list-style-type: none"> • Students will remain in year group bubbles with a staggered start and end to the day. • Staff will maintain a distance of at least 2m between students and other adults to allow staff to move between bubbles. • Staff will carry sanitiser gel and use this prior to entering and on leaving a room. • All student desks will face the front of the room and rooms shall be well ventilated during any class based discussions. • Staff supporting SEND students will wear PPE to allow them to work more closely with students. • Staff will use the same laptop throughout the day and equipment like textbooks or photocopied sheets will not be shared between bubbles to prevent cross contamination. These will be distributed by students within the classroom to reduce contact. • Students will bring their own writing equipment in line with the CGS expectations. Equipment should not be shared between students. • Students will take all exercise books or paper they have used home and any lesson resources will be rested for 48 hours (72 hours for plastic) before being used with another bubble. • Staff will not collect books for marking but design curriculums to allow for peer and self-marking to reduce the opportunity for cross contamination. • Some subjects may ask 6th form students to bring in their own laptops where possible. • There will be a computer room for each year group bubble for the subjects that require this. Keyboards and computers will be cleaned thoroughly. • If staff are absent from school, cover must be emailed in to GED to be handed to cover staff copying in LL and LT Link.
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			<ul style="list-style-type: none">• Any supply staff will have an induction so morning registration will be covered by HOY/LT so GED can ensure all supply staff are aware of risk assessment requirements.• Curriculum designs to take account of the need for remote learning both with and without access to computers to ensure equity for students self-isolating and be prepared for potential second lock down.• ML to use RAG sheets to identify gaps in learning and design curriculums to recover or re-skill students in these areas. • Curriculum design to include mastery and retention strategies to support students in developing their subject knowledge.• Curriculums designed in consideration of student mental health and wellbeing to reduce anxiety and re-engage students in learning.• Pastoral teams and SAFE to support vulnerable students through regular conversations to check in.• All subjects and year teams will develop subject specific risk assessments which will be updated in line with DfE guidance. <p><u>Science:</u></p> <ul style="list-style-type: none">• CLEAPSS guidance (frequently updated to keep pace with Government guidelines) will be checked prior to any practical work taking place in Science classes. Only low risk practical work can be conducted in a non-lab environment. Anything that would typically only be done in a lab must not be attempted in an alternative setting as per CLEAPSS guidance.• Safety specs and other practical equipment will be cleaned after every use. Equipment that cannot be
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			<p>effectively cleaned (e.g. complex electrical equipment) must not be used again for between 48/72 hours depending on the nature of that equipment. This will prevent back to back practical's being conducted.</p> <ul style="list-style-type: none"> • Students may only complete practical work individually and not as part of a group. Ideally, chemicals should be pre-measured and equipment located on the desk prior to the lesson commencing to reduce movement around the room. This will take longer preparation times, so more notice to the technician team will be required. • All practical requests must be placed through lablogger with details about the additional COVID-19 protocols being considered. The technician team have the right to refuse a practical request if it does not appear that a thorough risk assessment has been completed. <p>PE:</p> <ul style="list-style-type: none"> • PE will focus on outdoor sports in the summer and follow DfE guidance on appropriate sports and use of equipment. • All sports will be risk assessed. • In the event of injuries, First Aiders will wear PPE equipment where the 2m social distancing cannot be maintained.
<p>Home learning</p>	<ul style="list-style-type: none"> • Plan ongoing learning offer for eligible pupils who can't attend school, as well as offer for those that continue to be out of school for medical reasons and for any year group lockdown 		<ul style="list-style-type: none"> • Curriculums developed to create a concurrent remote learning system to assist with students who are in isolation or shielding and to be prepared for any potential further lock downs. • This includes a remote learning plan on MS Teams and for students without access to computers to ensure education is equitable.
<p>REVIEWS AND REVISIONS</p>			

Review date	Name of Assessor	Is assessment still valid?	If not, list adjustments with details of who will action and by when	Notes
7/7/20	Gill Newman Cathrin Thomas	Yes	Adjustments made above	