

Richard Lander School

Coronavirus Risk Assessment Plan

(Active from September 2020)



Work Area or Activity: Whole School

Risk Area: Management and Site Maintenance

Assessment Framework: Re-Opening Schools - COVID-19

Lead Person: S Mulcahy / SLT

Groups Affected: Staff, Students, Parents, Visitors

Notes: This assessment is for the planned reopening of the school from September 2020

Assessed on: 30/08/2020

Reviewed: 14/10/2020

Risk Rating: Below 9: Low Risk 9-12: Medium Risk Above 12: High risk
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Potential Hazard	Issue and Mitigation	Lead staff	Risk rating
Site, Facilities, Resources			
Risk Assessments needing completed prior to school re-opening	<p>The school has considered both government and Local Authority guidance on the reopening of schools. Of particular relevance is the government guidance:</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>The school is also working with the PFI team and Interserve to ensure all relevant site risk assessments are completed and that the catering, cleaning and site team can meet the needs as identified by the school.</p>	SMU SLT	N/A

	The school has also considered the various CLEAPSS guidance regarding reopening of schools.		
Cleaning of class rooms, toilets and other areas, plus emptying of bins.	<p>Desks and resources used during the day will be cleaned / sanitised by students, under the direction of teaching staff. Tables must be sprayed by the member of staff as all cleaning / sanitising solutions are classed as hazardous.</p> <p>Hand sanitiser, sanitising spray for desks, tissue rolls will be provided for each class room.</p> <p>Frequently handled objects (door handles / stairwells / toilets) will be additionally cleaned during the day by cleaners, under the supervision of the Interserve site team. The school has employed extra cleaners to cope with the volume of extra cleaning work needed to be undertaken during the course of the school day.</p> <p>All class rooms will be thoroughly cleaned at the end of each day.</p> <p>Department bases will be thoroughly cleaned at the end of each day.</p> <p>All wider facilities used by students and staff will be thoroughly cleaned at the end of each day.</p> <p>Additional lidded bins will be provided in class rooms which will be large enough to dispose of the significant number of tissues, used for wiping tables.</p> <p>If a teacher is mobile (i.e. teaches in more than one room in the course of a day), they are responsible for wiping down the computer keyboard and desk which they will be working at.</p>	MRI	Severity: 4 Likelihood: 2 Rating: 8
Teaching rooms	<p>All rooms will be reorganised such that there is a 2 metre distance between the front row of students and the teacher.</p> <p>Teachers have been advised that if their classes are under 30 in size, to ensure the desks nearest to their own desk are not used by students.</p>	SMU	Severity: 4 Likelihood: 1 Rating: 4
Toilets	As the school is not operating a zonal system for teaching, separate toilets will not be issued for separate year groups. Students will be advised about using the toilets in a hygienic manner and to thoroughly wash hands after toilet use, in line with government advice. Toilets (staff and student) will be cleaned more regularly by the site team.	MRI	Severity: 4 Likelihood: 2 Rating: 8
General signage	General signage / posters around the school to reinforce current government advice on Coronavirus.	MRI	N/A
Fire procedures	On the first day of the new academic year, students will be shown their new fire evacuation point, in line with zonal tutor groups.	MRI	Severity: 4 Likelihood: 1 Rating: 4

	<p>MRI to ensure the fire alarm policy is understood by all students and staff.</p> <p>MRI to ensure that a fire evacuation procedure is undertaken within a week of the whole school returning.</p>		
Student arrival to and exit from the school			
Social distancing / year group bubbles on the school buses	<p>Parents and students to be informed that:</p> <ol style="list-style-type: none"> I. Students should sit in year group bubbles on school bus services (Y11 at the back, Y7 at the front) II. All students to wear a face mask on school buses (both service and public buses) <p>Duty staff to check students are in year group bubbles on exit from the bus and as the bus departs at the end of the school day.</p> <p>At the end of the school day, staff to select random buses and check that all students are wearing a face mask prior to departure. Names to be taken of students failing to comply with this and list to be forwarded to the Student Support team who will issue SIMS In-Touch emails home and if necessary, contact parents by phone.</p> <p>Note: this aspect of risk is determined to be medium to high risk due to the proximity of students of different year groups together and the inability of the staff to monitor journeys in person.</p>	RHO JAW	Severity: 4 Likelihood: 3 Rating: 12
Entry to the school buildings	<p>This is detailed more fully in the Coronavirus School Management Plan.</p> <p>Prior to the start of the school day, students will congregate in identified areas, in year group 'bubbles'. They will be called to lessons as per the detail of the Coronavirus School Management Plan. Students will go straight to their P1 lesson where they will register.</p>	RHO JAW	Severity: 4 Likelihood: 2 Rating: 8
Student related matters			
Student equipment	<p>Students should bring their own equipment to school. This will be conveyed to parents in writing.</p> <p>The school will purchase additional stocks of basic equipment should a student forget to bring their own equipment.</p> <p>Teachers should only issue resources to students if they can be sure students can sanitise that equipment before it is returned, or not use the same equipment for 48 hours.</p>	Staff	Severity: 4 Likelihood: 2 Rating: 8
Transition between lessons	<p>Plan in place to ensure 2 year groups finish their lesson 5 minutes early and leave the building, allowing the remaining year groups to move classes in a much more controlled fashion, and then they will re-enter the school building and go to their classes.</p>	RB	Severity: 3 Likelihood: 3 Rating: 9

	<p>PE groups (mostly half a year group) to also delay the re-entry of their students into corridors for 5 minutes.</p> <p>Staffing to be identified to support lesson transitions.</p> <p>Plan in place to make provision for wet break / lunch.</p> <p>(See School Coronavirus Management Plan for further details.)</p> <p>Risks involved include:</p> <ol style="list-style-type: none"> I. Staff absence on the duty rota II. Staff lack of punctuality to their duty points III. Student cooperation with the plan <p>RBO/JGR to ensure that they respond to each of these risks.</p>		
Break / lunch arrangements	<p>No more than 2 year groups will go to break/lunch at the same time as identified in the Coronavirus/up School Management Plan.</p> <p>The 2 year groups will enter the dining hall through different entrances, be served at different servery points and will sit at different congregation points. This will be overseen by duty staff.</p> <p>Students who do not wish to use the dining hall facilities will have an identified congregation point in the playground.</p> <p>Wet break/lunch plans are in place whereby students who do not use the dining hall facilities can congregate under the external covered walkway or in zonal areas on the ground/upper floor.</p> <p>Senior staff have lead duty to ensure that their teams are well led.</p> <p>(See Coronavirus School Management Plan for more details.)</p>	SLT RBO	Severity: 3 Likelihood: 3 Rating: 9
Student Welfare	<p>A 'recovery curriculum' will be put in place at the start of the new term to address student emotional and welfare needs.</p> <p>Counselling support and referral to relevant external agencies will be put in place for students who would benefit from this.</p> <p>Tutors to identify students who may have welfare concerns, referring concerns to the pastoral team.</p> <p>Attendance, behaviour and progress data to be analysed regularly to identify further students who may have unmet welfare needs.</p>	RHO JAW Pastoral Team	N/A
Year 7 students	<p>Consideration to be given to new Year 7 students, to ensure that their transition to secondary school will be enriching, given these unprecedented times. Some Year 7 may be especially anxious, given the lengthy absence they have had from school.</p>	RHO HOY7	N/A

Student behaviour	<p>The return to school, including the staggering of break/lunch arrangements increases the risk of compliance issues including punctuality to lessons, general behaviour, etc. The school's SLT and pastoral staff to respond accordingly and to be mindful of potential welfare issues.</p> <p>The referral room will be disbanded which may further stretch the school's ability to manage persistently poor behaviour.</p> <p>The SLT/pastoral team to recognise that poor behaviour may be a result of students' sustained absence from school, anxiety about returning to school or personal tragedy.</p> <p>The school's sanctions system to be reviewed so that it does not put undue pressure on the pastoral team whilst maintaining high standards of student behaviour.</p> <p>The school must ensure it retains an ethos of care and support as well as upholding the highest of educational and behavioural standards.</p>	SLT Pastoral Team	N/A
Ensuring BAME (Black and Minority Ethnic) students are protected from Coronavirus	<p>RHO to make contact with the parents of BAME students to discuss the school's risk assessment management plan.</p> <p>Concerns, fears and mitigations will be discussed and mitigation measures will be put into place pending the requests of parents.</p>	RHO	Severity: 4 Likelihood: 2 Rating: 8
Extra-curricular clubs	<p>The staggered school day will mean it will not be possible to run lunch time clubs.</p> <p>After school clubs will be run in line with the proposals of the staff team and so long as social distancing can be maintained. No extra-curricular club will be permitted which mixes students from different year groups.</p>	Staff	N/A
School trips and visits	<p>School trips will only be conducted in line with current government advice.</p> <p>Residential trips will not go ahead prior to any government decision which allows this.</p> <p>LTO (Educational Visits Coordinator) will offer appropriate advice to staff who would like to plan a trip or visit.</p> <p>No member of staff will be directed to undertake a trip or visit.</p>	LTO	N/A
School uniform	<p>Students must wear their school uniform on Mondays, Tuesdays, Thursdays and Fridays. On Wednesdays, students can wear their own clothes whilst their school clothes are washed.</p> <p>On days when students have PE, they should wear their PE kit to school as the changing rooms cannot support large numbers of</p>	SLT	N/A

	<p>students changing together. Whilst the PE curriculum will aim to be engaging, it will not be so energetic that students have to wear sweaty PE kit for the rest of the day.</p> <p>Parents have been informed of the requirements for school uniform, with additional detail to the above.</p> <p>(See the Coronavirus School Management Plan for more detail.)</p>		
Online Learning	<p>Some students may need to self-isolate for a period of 14 days. Moodle work will be provided for these students as per the detail of the Coronavirus School Management Plan.</p> <p>Heads of Year to oversee this process and to liaise with parents and teachers as appropriate. RHO and JAW to oversee the work of the Heads of Year.</p>	RHO JAW	N/A
Face masks	<p>Students should wear face masks on bus journeys to and from school. (They should also remain in year group bubbles whilst waiting for the bus and also whilst on the bus.)</p> <p>Students should wear face masks at the point of entry to and exit from the school.</p> <p>Students should wear face masks in corridors at lesson changeovers, in the dining hall queue and at other communal points in the day.</p> <p>Students should sanitise their hands prior to leaving the class room and before putting their mask on and again at the point of taking it off. Students should have a clean container/bag for their face mask to be put into at times when it is not used.</p> <p>Students are not directed to wear face masks in the class room setting but may do so if they wish.</p> <p>Students will be informed of the safe way to wear and handle face masks.</p>	All Staff	<p>Severity: 3 Likelihood: 2 Rating: 6</p>
Staff related matters			
Staff social distance / H&S in class	<p>All class rooms have been arranged to ensure there is a 2 metre gap between the teacher and students.</p> <p>Support staff, by arrangement with KTO, will ensure they are able to support students and maintain a 2 metre rule (and if they cannot, to ensure that any closer proximity is not for a sustained period of time).</p> <p>Staff have been advised not to use text books (and if they do, to ensure they are cleaned at the end of use). Advice has been given regarding use of the IWB or handouts instead.</p>	SMU	<p>Severity: 3 Likelihood: 2 Rating: 6</p>

	<p>Staff have been advised not to mark books within 48 hours of their use. Assessed work which is done on paper resources to be put into a box and marked after 48 hours. Work can also be submitted electronically.</p> <p>Advice has been given to departments which deliver practical work. For practical departments, their ability to deliver practical work including group practical work, will be much diminished. Each department will work with JGR on the extent of their intended practical work.</p> <p>All staff have been offered PPE to wear should they choose to. (Current government advice is that staff should not need to wear face masks, though teachers are able to use it at their discretion.)</p> <p>Cleaning / sanitising of class rooms at the end of lessons may mean teachers spray sanitising fluid on desks, which will put them in closer proximity with students for a very short period of time. For teachers in a vulnerable medical group who choose not to do this, a student can spray sanitising solution on desks. The solution will be Milton based and can be safely handled.</p> <p>(See Coronavirus School Management Plan for more details)</p>		
<p>Ensuring ARB staff and 1:1 teaching assistant staff are protected from Coronavirus</p>	<p>Appropriate guidance given to staff.</p> <p>KTO to issue separate risk assessment plan for the ARB and EHCP students.</p> <p>Where possible, staff to retain a 2 metre distance. This will be difficult to maintain in an EHCP context and government advice is that staff should be mindful of this and (a) work to ensure students get into good habits – e.g. regularly sanitising hands, (b) remove soft furnishings, (c) ensure appropriate PPE is used where intimate care is being issued or where specific students’ behaviour requires it.</p> <p>Risk assessment plans have been updated for all EHCP students, including ARB students. These should be published to staff who are supporting specific students.</p> <p>Students will be allocated an appropriate level of adult support, which will enable their needs to be met.</p> <p>In the ARB context, students should have a fixed base from which they will work. Students should not share equipment or resources. Use of equipment or resources should be kept to a minimum and cleansed after they have been used.</p> <p>Packs of equipment (pens/pencils/colouring pencils) will be bought for each child and returned to that child’s tray at the end of the school day.</p>	<p>KTO CHA</p>	<p>Severity: 3 Likelihood: 3 Rating: 9</p>

	<p>Effective home / school communication is important to ensure that the needs of students are met whilst ensuring the health and safety of other students and staff.</p> <p>KTO to oversee all EHCP matters and to liaise with CHA with regard to the ARB context.</p>		
Ensuring reception staff are protected from Coronavirus	<p>Visitors to the school to communicate through the intercom system.</p> <p>Visitors only allowed into reception if they have a booked appointment.</p> <p>Visitors hand sanitise upon entry to the school.</p> <p>Perspex screen between reception staff and visitors.</p>	MRI	<p>Severity: 4</p> <p>Likelihood: 1</p> <p>Rating: 4</p>
Ensuring medical staff are protected from Coronavirus	<p>All staff who undertake medical tasks will have access to appropriate PPE. This includes: aprons, gloves, face masks & face shields.</p> <p>There will be a supply of PPE in each of the rooms which are being used as medical spaces (medical office & medical treatment room and Interview Room 2, which will become a medical facility for students who are not displaying Coronavirus symptoms but may need to have periods of rest as per their health care plan.</p> <p>There will be a yellow medical waste bin in each of the medical rooms which will be used for the disposal of disposable PPE (gloves, face masks and aprons).</p> <p>All medical areas will be cleaned regularly and thoroughly using medical grade disinfectant. Relevant areas will be cleaned immediately after a student with potential Coronavirus symptoms is sent home.</p> <p>All medical equipment will be sanitised after each use and disposable items disposed of immediately after use in a safe manner. All cleaning materials used will be disposed of after each use.</p> <p>All injury and illness will be logged on to Kraken File and students' individual SIMS records. If a student is showing symptoms of Coronavirus (a new, continuous cough or high temperature or a loss of their normal sense of taste or smell) parents will be contacted immediately and asked that their child be collected. In an emergency, 999 will be called (if the student presents as potentially seriously ill).</p> <p>Students who are more generally unwell will be held in the normal medical room.</p>	JGR MRI LCHi	<p>Severity: 4</p> <p>Likelihood: 2</p> <p>Rating: 8</p>

	<p>Students who display Covid-19 symptoms will be held in the ground floor Intervention room, adjacent to the English office.</p> <p>The single occupancy toilet in the medical area will be used solely for students in the medical area and will be cleaned regularly and after being used by any student showing Covid-19 symptoms.</p> <p>Protocols advised by Public Health England for reporting, testing & isolating will be followed.</p>		
Ensuring BAME (Black and Minority Ethnic) staff are protected from Coronavirus	<p>BAME communities appear to be worse affected by Coronavirus than other ethnic groups.</p> <p>A member of SLT (JGR/KTO) to meet with BAME staff, to identify any concerns they may have or mitigation which could be put into place to best support their physical or mental health (given the level of anxiety about Covid-19 may be more heightened for BAME members of staff).</p> <p>This process to be done using a specific BAME risk assessment and mitigation plan.</p> <p>Outcomes of this could include: (a) working in a different work setting, which applies stringent social distancing and away from any imminent risks (such as working with children who require intimate care), (b) access to further PPE if required, (c) not coming into the work setting at all, and working from home, (d) agreement to continue in the current role with the current school risk assessment plan.</p>	SMU	Severity: 4 Likelihood: 2 Rating: 8
Ensuring staff welfare	<p>Processes in place to identify and support staff mental health. Refer to OHU if appropriate.</p> <p>Effective induction process to be put in place for new members of staff, including NQTs (JGR/HRI). Note: NQT's have had limited teaching practice experience due to the prolonged school closure, so will need more support than in previous years.</p> <p>JGR to take advice from the Employment Relations team at the LA regarding appropriate adjustments to the application of sickness absence policies to reflect Coronavirus related absence/issues.</p> <p>Consideration given to the fact that there is no dedicated whole school break or lunch time and therefore limited opportunities during the school day for staff to support and spend time with each other.</p>	SMU JGR MRI HRI	N/A
Meetings and events	<p>The school has no current plans to hold student assemblies and will reflect on further government advice at the start of the new academic year.</p>	SLT	N/A

	<p>The school has no current plans to hold in-person whole staff meetings in the new academic year and will reflect on further government advice at the start of the new academic year. It is likely that smaller groups of staff (e.g. department teams) may be able to hold meetings albeit in accordance with strict social distancing measures.</p> <p>Where assemblies and meetings cannot take place, the school will instead use an online communication forum.</p> <p>The school will be holding no public events/gatherings until further notice. This includes: parents' evenings, Year 6 Open Evening, Year 7 Induction Evening, Carol Service, etc. Where appropriate (e.g. parents' evenings), other forms of communication will replace this.</p>		
Staff workload	<p>Focus to be given to staff workload issues. This may include the following:</p> <ol style="list-style-type: none"> 1. Staff needing to present to the class as well as delivering remote based learning (which may require additional planning) 2. Staff workload associated with preparing Year 11 for GCSE exams given the extended absence of all students 3. Additional workload or concern regarding staff managing sanitising processes in their class rooms 		
Staff in a medically vulnerable group or anxious about a return to a school based context	<p>Government advice is that staff in an extremely vulnerable medical capacity can return to work if stringent social distancing measures are in place. This is the case with this plan.</p> <p>Staff who remain concerned or anxious about a return to work to liaise with JGR to discuss the matter further.</p> <p>JGR to also communicate directly with other staff who may be in a vulnerable group (including pregnant staff, older staff and if needed, liaise with the Employment Relations team at the LA, regarding appropriate expectation and support).</p> <p>If appropriate, risk assessments will be put in place to support individual staff.</p>	JGR	N/A
Visitors to the school	MRi has produced a Covid-19 document for visitors to the school, who should read it on entry.	MRi	N/A
Peripatetic staff	Peripatetic music staff will resume work at RLS only with the full agreement of SJO (Head of Music), given the current advice in the new academic year and with regard to appropriate rooms being available for this.	SMU SJO	N/A
Staff use of IT	<p>Staff use of IT should be wholly in line with the school's Acceptable Use of IT policy.</p> <p>Staff should also be mindful of the safeguarding risks involved with operating lessons which may be live streamed home via the webcam facility. JGR/AGR have updated the school's staff and</p>	JGR AGR	<p>Severity: 2 Likelihood: 2 Rating: 4</p>

	student Acceptable Use of IT policies ahead of the new academic year.		
Face masks	<p>Staff should wear face masks when they are in a communal space (such as corridors, dining hall) at points of student/staff activity (such as lesson changeovers, break, lunch time, start and end of the day).</p> <p>Staff do not need to wear a face mask if they are using the corridor during lesson time, when there is minimal student/staff traffic.</p>	All Staff	Severity: 3 Likelihood: 2 Rating: 6

Reviewed 14/10/2020