

Sir Graham Balfour School COVID-19 Risk Assessment for return to school in September 2020

This Risk Assessment draws heavily from Government guidance taken from the following documents:

- [Guidance for full opening: schools](#)
- [Guidance for full opening: special schools](#) (this includes guidance on pupils with EHC plans that should be useful for mainstream schools as well)
- [Actions for education settings to prepare for wider opening](#)
- [Implementing preventative measures in education settings](#)
- [Guidance for secondary school provision](#)
- [Safe working in education settings](#)

Reviewed 4th September 2020

Reviewed 6th October 2020

Reviewed 31st October 2020

RAG rate meanings:

- > Red: this measure cannot easily or quickly be put in place in our school
- > Amber (yellow): this measure isn't in place yet, but can be in place for the autumn term
- > Green: this measure is in place

Please note:

1. Unless specified below in the 'Who will be responsible' column, the following is common for all hazards:

- **Headteacher** responsible for informing all stakeholders, securing compliance, contacting PHE.
- **Headteacher** responsible for timely reminders to all stakeholder to maintain focus on control measures.
- **Business Manager** responsible for provision of necessary equipment, liaison with Facilities Management Team, and compliance with cleaning requirements and other Health and Safety measures.
- **Stakeholders** responsible for abiding by the controls in place for their protection. **'Stakeholders' includes all staff, students, governors, trustees visitors to the school including parents/carers and contractors.**

2. The following Risk Assessment is being shared with stakeholders currently and will continue to be in the coming weeks and from September.

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Contact with someone suffering from coronavirus	<ul style="list-style-type: none">• Staff• Pupils• Contractors	Everyone will be asked not to come into school if they need to self-isolate under current guidance . Regular reminders will be given about this.			

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	<ul style="list-style-type: none"> • Visitors 	<p>Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated in the Medical Room or cordoned area in the Dining Room until they can be picked up. 999 will be called if they are seriously ill or injured or their life is at risk. guidance</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron • If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>We now have a small stock of home testing kits available in school, these will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, only if they are likely to have severe difficulties in accessing tests.</p> <p>Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken:</p>			<p>PPE in stock and training delivered to First Aid trained staff (Business Manager)</p>

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		<ul style="list-style-type: none"> • Use of the school minibus, allowing staff and student to be kept distant from each other • The driver and passenger will maintain a distance of 2m from each other; or • The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are old enough and able to do so <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the Headteacher will contact the local health protection team. The team will carry out a rapid risk assessment to confirm who's been in close contact with the person, and these people will be asked to self-isolate.</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> • The pupils and staff in each group • Any close contact that takes place between children and staff in different groups <p>Close contact means:</p> <ul style="list-style-type: none"> • Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> ○ Being coughed on, ○ A face-to-face conversation, or ○ Unprotected physical contact (skin-to-skin) 			

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		<ul style="list-style-type: none"> Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person Travelling in a small car with an infected person <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the Headteacher will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p>			
Contact with coronavirus when getting to and from school		<p>Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible.</p> <p>If walking to school students and their parents will be advised of the importance of maintaining social distance from other students.</p> <p>Anyone who needs to take public transport will be referred to government guidance.</p> <p>For dedicated school transport (i.e. buses, minibuses), discussions will be held with the providers to make sure their staff:</p> <ul style="list-style-type: none"> Follow hygiene rules Try to keep their distance from passengers where possible Do not work if they or a member of their household are displaying coronavirus symptoms <p>In addition, the school will work with providers, pupils and parents/carers as appropriate to arrange that, wherever possible:</p>		ASAP	Request made to School Transport 9 th July for Risk Assessments and assurances. Still not received as of 31 st October 2020

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		<ul style="list-style-type: none"> • Pupils are grouped together on transport to reflect the groups that are adopted within school • Hand sanitiser is available upon boarding and/or disembarking • There is additional cleaning of vehicles • Queuing and boarding is well organised • Pupils practise distancing within vehicles where possible. • Children over the age of 11 use face coverings where appropriate. <p>Parents/carers who need to drop off and pick up pupils should do so via the streets surrounding the school. They should only come on to the school site if the child is incapable of walking from the nearby roads. If parents must come on to school site to drop off a child in a wheelchair, or who has other specific ambulatory needs, then they should:</p> <ul style="list-style-type: none"> • Drop off students between 8.00-8.15 and pick students up after 3.30 to avoid blocking the entry roads and car/coach parks. • Stay in their cars and not approach other children or staff, unless in an emergency • Not enter the site unless they have a pre-arranged appointment. <p>Whilst awaiting entry to the school building, students will be told to wait in their Year group areas, and that they must not mix with students from outside their year group.</p> <p>Staff will be on duty inside and outside the building, reminding students of their responsibility for maintaining social distancing. NB: there will be significant onus placed on</p>			

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		<p>students to maintain social distancing when not directly supervised.</p>			
<p>Spreading infection due to touch, sneezes and coughs</p>		<p>Signage is displayed prominently around school, in classrooms, corridors, toilets, dining room etc, reminding all stakeholders about the importance of hand and respiratory hygiene.</p> <p>Hand sanitising facilities will be provided at the entrance to the school building and must be used every time someone enters or leaves the building.</p> <p>Every teacher/TA is provided with their own supply of hand sanitizer which will be used whenever a child re-enters the classroom.</p> <p>Everyone in school will be advised to:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands • Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p>			

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		<p>Help will be available for any pupils who have trouble sanitising their hands independently.</p> <p>There are one or two students with complex personal needs who sometimes need support to manage those needs. The school will work closely with the children, parents and staff to put in place measures to keep everyone safe.</p> <p>Supplies for soap, hand sanitiser and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Bins will be emptied throughout the day.</p>	SENCo to carry out liaison		
Spreading infection through contact with coronavirus on surfaces		<p>Cleaning staff (and as appropriate school staff and students) will regularly clean frequently touched surfaces using appropriate cleaning products including:</p> <ul style="list-style-type: none"> • Banisters • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Teaching and learning aids • Books and games and other classroom-based resources • Computer equipment (including keyboards and mouse) • Sports equipment • Telephones • Fingerprint scanners (including photocopiers) 			Big tubs of cleaning wipes dotted around the building so that staff and students can quickly wipe surfaces/keyboards etc

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		<p>Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, stationery and mobile phones.</p> <p>Bagboxes will not be used; students must keep their belongings to a minimum, and stay with them throughout the day.</p> <p>Areas of the school that are used by staff and pupils will be cleaned thoroughly at the end of each day.</p> <p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> • Cleaned frequently and meticulously, and always between groups using them; or • Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups <p>The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>Therapy equipment, such as sensory equipment, will be cleaned between each use if students do not have their own personal equipment. If this is not possible or practical, it will be:</p> <ul style="list-style-type: none"> • Restricted to one user; or 			

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		<p>pupils will be positioned either back-to-back or side-to-side at an appropriate distance. Instruments won't be shared. Singing or instrument playing won't take place in any larger groups such as choirs or assemblies.</p> <p>For PE, contact sports will be avoided. Outdoor sports will be prioritised where possible, or the Sports Hall will be used where it is not. Distance between pupils will be maximised as much as possible.</p> <p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p>	<p>Head of PE</p> <p>SENCo to advise</p> <p>Senior Admin Officer, PA to LG</p> <p>SENCo</p>		
Spreading infection due		<p>Since the beginning of term, all but exempt students and staff are required to wear face coverings in all communal areas</p>			

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to excessive contact and mixing between pupils and staff around and outside of the school		<p>inside the building. Details of how to buy, care for and dispose of face coverings has been shared with parents and carers, displayed on the school website and discussed with students.</p> <p>Regular reminders will be shared with parents and carers, staff and students.</p> <p>As of 2nd November 2020, all students and staff have been asked to wear face coverings or visors in all areas, including classrooms until further notice. Exemptions exist for students and staff with autism, asthma or other acknowledged anxiety. Students will be asked to use more than one face covering per day in order to minimise risk of infection through dirty ones. Face coverings need not be used: when outside, when taking part in PE lessons where respiration levels increase or in the dining hall or wet break areas whilst students are eating.</p> <p>Pupils will be kept in the same classes (KS3) or year groups each day and will be kept separate from other groups as much as possible. There may be occasions where this is not possible (Student Leadership Group is made up of mixed ages, but will continue, abiding by social distancing measures)</p> <p>For pupils who routinely attend other settings on a part-time basis, such as an alternative provision setting, the school will ensure that suitable Risk Assessments are in place before sending students out.</p> <p>Pupil groups will have staggered times for break and Form Time to avoid too many pupils being in one place at the same time. Students with packed lunches will be encouraged to eat outside when the weather permits, or to use their form room when it does not. Students will be regularly reminded of the</p>	<p>Senior Assistant Headteacher to liaise as appropriate</p>		<p>It is hoped this is a short-term measure to reduce chances of transmission given the high incidence in secondary school settings as of 31st October.</p>

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		<p>responsibility to keep their classrooms clean, tidy and litter free.</p> <p>Movement around the school site will be kept to a minimum.</p> <p>Pupils will be supervised as much as we possibly can to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day. However, we will regularly remind students of the need to be responsible and to abide by the clear rules set out. We cannot guarantee that we will always be there to monitor their every move.</p> <p>All 'shared' rooms, such as sport halls and dining areas, will be kept at reduced capacity to allow groups to keep apart when using them.</p> <p>Toilet use will be managed to avoid crowding. Staff will be on duty at break and lunchtime to keep a check on the number of students in or around toilets. Students will always be encouraged to use the toilets within their year group 'bubble'. They will be told to queue outside toilets and will be allowed to go, if necessary, during lesson time. They must always use the hand sanitizer in each classroom when they return from the toilet.</p> <p>Staff use of staff rooms and offices will be staggered to limit occupancy. Staff will be encouraged to seek out 'free' spaces during the days when they are on break to avoid congregating together.</p> <p>Staff are advised, wherever possible to take their breaks in their own space or outside with others or socially distanced in room within the school.</p> <p>Staff are advised to bring in flasks of hot drinks and to avoid using the usual communal facilities.</p>			

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		<p>Staff should wash their hands before entering and after leaving the staff room and/or use the hand sanitiser provided.</p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors.</p> <p>Non-overnight domestic educational visits can take place in the same pupil groups, but only subject to a separate risk assessment that considers the coronavirus measures in place at the destination.</p> <p>Students will continue to be able to access the Dining Hall for breakfast but must abide by the social distancing rules in place for all. If it is necessary for them to do so, students will continue to be able to use the DAC after school to complete homework, but they must abide by social distancing measures at all times.</p>	<p>Business Manager to liaise as appropriate</p> <p>AHT i/c Trips and Visits</p>		
Spreading infection due to the school environment		<p><u>Checks to the premises</u> will be done regularly to make sure the school is up to health and safety standards following opening in September.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed, and changes made to how the school space is being used.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised. In colder weather, this may mean that students and staff have to wear coats to keep warm.</p>			

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		<p>The use of lifts will be avoided unless essential and should only contain one person when in use (or student and staff member if student must be accompanied).</p> <p>Bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p>			
Spreading infection or threat to do so by refusal to follow school rules regarding behaviour and attitude		<p>Students and parents are made fully aware of the requirements for good conduct from September 2020.</p> <p>Calm and orderly atmosphere will assist in maintaining good conduct. Teachers should plan lessons in accordance with this.</p> <p>Staff use the revised B4L strategies to issue rewards, warnings and sanctions.</p> <p>Staff escalate to the ER rota any student not rapidly complying.</p> <p>Any reckless conduct or deliberate coughing/spitting, threats to do so, to be immediately referred to LG and the amended behaviour policy to be invoked.</p>			
Spreading infection or threat to do so by refusal or inability to follow school rules on behaviour as a		<p>The SENCo and his team will work closely in collaboration with SEN students, their parents and teachers to put in place strategies and coping mechanisms to minimise the risk.</p> <p>Reasonable adjustments will be put in place as appropriate and proportionate to the risk but unacceptable behaviour will be dealt with via the B4L system.</p>	SENCo and AHT		

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result of a Special Educational Need					
Spreading infection due to excessive contact and mixing in meetings		<p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.</p>			
Individuals vulnerable to serious infection coming into school		<p>The school will follow any shielding guidance in place to decide who should come into school.</p> <p>The guidance was paused on 1st August, meaning all staff and pupils are expected to come into school, apart from staff who can continue to work from home and fulfil their role fully as the school requires.</p> <p>Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will be placed in the safest possible on-site roles where it's possible to maintain social distancing. Individual risk assessments will be carried out for staff who fall into this category.</p>			