



# September re-opening of Warblington School

September 2020

*Risk Assessment*

V1.08

This guidance is based form the DfE documentation published which was updated 26.08

Changes from v1.07 highlighted in bold

Next update due 20.09.20 (room sanitizing units)

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## Appendix 1: Risk assessment for full re-opening of Warblington School during Covid-19.

Location / Site	Warblington School
Activity / Procedure	Increase in numbers of students and staff as school fully re-opens in September 2020
Assessment date	Latest amends 26 August 2020 (following DFE guidance (link))

This risk assessment has taken into account the following guidance:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england>

<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

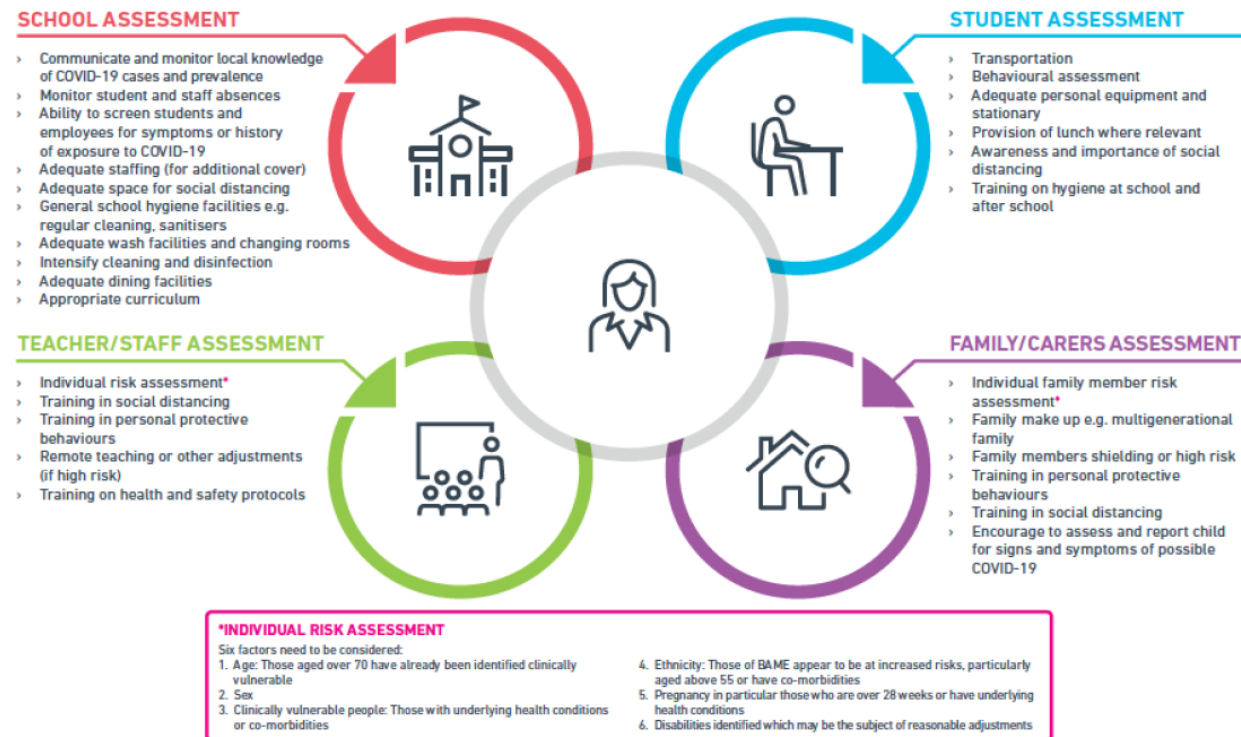
The following principles will apply to this phase of full re-opening by settings:

- Returning to school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of learning and children's future ability to learn, and therefore we need to ensure all pupils can return to school sooner rather than later.
  - The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school. We know that school is a vital point of contact for public health and safeguarding services that are critical to the wellbeing of children and families.
  - Lower academic achievement also translates into long-term economic costs due to having a less well-qualified workforce. This affects the standard of living that today's pupils will have over the course of their entire life. For many households, school closures have also affected their ability to work.
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- In relation to working in schools, whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics' analysis on [coronavirus \(COVID-19\) related deaths linked to occupations](#) suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults.
- Given the improved position, the balance of risk is now overwhelmingly in favour of children returning to school. For the vast majority of children, the benefits of being back in school far outweigh the very low risk from coronavirus (COVID-19)
- staff and children or young people should not attend if they have symptoms or are self-isolating due to symptoms in their household
- protective measures will be put in place for staff and students, as far as is possible, to ensure that the risk of transmission is reduced

Figure 2 Risk assessment for schools, teachers, students, and family/carers



Source:

<http://www.independentsage.org/wp-content/uploads/2020/05/Independent-Sage-Brief-Report-on-Schools-5.pdf>This risk assessment only includes Covid-19 associated risks. All other School policies remain in place or have been updated to reflect changes due to the risk of Covid-19.



Identify hazards
Infected person in school, individual may or may not exhibit Coronavirus symptoms such as, but not limited to, continuous cough, high temperature or loss of taste/smell
Inadequate staff supervision.
Staff absence due to isolation resulting from positive test, unknown in advance, current 0 staff
Staff absence due to sickness – unknown in advance – current 0 staff
Pre-planned absence for other reasons eg training, further reducing staffing – current 0 staff.
Contractors on site for a short or longer period of time undertaking essential work at school.
Teaching spaces contaminated with infection.
Communal spaces contaminated with infection.
Individual becomes unwell during the day.
Vulnerable children not returning to school at the start of term
Children not returning to school at the start of term.

Identify people at risk	Persons who may be affected by hazards	
Employees	YES	
Students	YES	
Visitors	YES	
Contractors	YES	
Vulnerable persons	YES	



What are the hazards?	Who might be harmed and how?	Existing control measures  (what are you already doing?)	Planned, additional control measures to allow for school reopening?  (what else are you going to do?)	Risk Level  (HIGH, MEDIUM, LOW)
<p><b>Underlying health conditions</b></p> <p><a href="#">Guidance</a></p>	<p>Staff, Students, Visitors</p>	<p>Identify those with underlying health conditions via staff questionnaire, students via vulnerable phone-call / attendance line</p>		<p>Overall risk level reduced to <b>LOW</b></p>
<p>Close contact with others causes virus to spread throughout the staff and student population.</p>	<p>Staff, Students, Visitors</p>	<p>Ensure that all health and safety compliance checks have been undertaken before opening</p> <p>Organise classrooms and other learning environments so that all students are facing the front of the classroom</p> <p>Organise classrooms so that teachers have a 'technical area' at the front of the classroom, 2 metres away from the nearest student</p> <p>Reduce mixing within school</p>	<p>No areas in school were put into isolation. Health and Safety checks have continued including legionella and fire safety.</p> <p>Phase 3 (Sept 2020). Break, lunch and finish times staggered to reduce mixing between year groups</p> <p>No year group or whole school assemblies</p> <p>One-way system around the entire campus</p> <p>Science classrooms on ground floor to use external exit doors for students arriving and leaving lessons</p> <p>Each group to have 1 toilet pass to only be used if necessary to minimise the students accessing the toilets during their time on site.</p> <p>All classrooms have a hand sanitiser station that staff and students will use as they enter the room.</p> <p>All staff will be provided with a clear face shield to wear whilst teaching.</p> <p>All staff and students will be encouraged to wear face masks/coverings whilst moving through communal areas such as corridors.</p> <p>This becomes mandatory if the local area becomes subject to stricter lockdown restrictions as a result of an increase in localised infections</p>	<p>Overall risk level reduced to <b>LOW</b></p>



		<p>Reduce the use of shared resources:</p>	<p><a href="https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education">https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</a></p> <p>Students will be advised via letter of the resources they need to bring with them during their session.</p> <p>Additional resources will be purchased and if given out to a student they will keep that resource and it will not be returned.</p> <p>Any resources printed on paper will be issued to the students and not returned.</p> <p>Students will clean their desk/work station at the beginning of each session with the anti-bacterial wipes available in the classroom.</p> <p>Class exercise books will be stored in separate plastic boxes after each lesson</p>	
<p>Catching / Spreading</p> <p>Exposure from others due to:</p> <p>Close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19.</p> <p>Being advised by a public health agency that contact with a diagnosed case has occurred.</p>	<p>Staff, Students, Visitors</p>	<p>Welfare facilities are provided which contain suitable levels of soap and hand sanitiser.</p>	<p>Hygiene stations to be in each classroom with tissues, hand sanitiser and anti-bacterial wipes readily available. All students to use hand sanitiser, where handwashing facilities are not available, on entry and exit to the classroom.</p> <p>All staff will be provided with a clear face shield to wear whilst teaching.</p> <p>No chanting, singing or shouting permitted in classrooms</p> <p>PE changing room benches to be wiped down after each class. Students to wear face masks/coverings whilst changing before and after each practical lesson??</p> <p>All toilets and sink areas to be checked regularly throughout the day to ensure soap available for handwashing</p> <p>Tissues available for students and staff in all classrooms being accessed to catch sneezes and coughs.</p> <p>Posters in all rooms being accessed by staff and students to advise of the government guidance –</p>	<p>Overall risk level reduced to <b>LOW</b></p>



		<p>Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed</p> <p>Should persons disclose that personnel living with them are self-isolating, they should be encouraged to do the same for 14 days as per Government guidance.</p>	<ul style="list-style-type: none"> <li>• Wash hands regularly</li> <li>• Catch sneezes and coughs in a tissue or elbow.</li> <li>• Do not touch your eyes nose or mouth</li> <li>• Stay 2 metres apart</li> </ul> <p>All personal emergency evacuation plans (PEEPS) to be reviewed with all members of staff and students that have them in place.</p> <p>New mother risk assessments to be reviewed with all staff/student members who have returned to school following maternity leave.</p> <p>All staff and students to be sent a link to the Government guidance on self-isolation <a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a></p>	
Suspected case whilst working on site	Staff, Students, Visitors	<p>If a student or staff member become unwell whilst on site.</p> <p>When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days.</p>	<p>If anyone becomes unwell with a new, continuous cough a high temperature or lose of taste and smell whilst at school, they must be sent home and advised to follow the <a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a>.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to use the toilet while waiting to be collected, they should use the staff toilets located in the reception area if possible. The toilet should be locked until it can be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained</p>	



			<p>All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. Details of how to access a test will be emailed to all staff and will be issued to parents if their child is showing symptoms of Covid-19</p> <p>Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.</p> <p>Where the child, young person or staff member tests positive, guidance issued by NIHP will be followed. This may result in the rest of their class or year group being sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</p> <p>Electronic seating plans will assist in identifying students who have been sitting within 2 metres of any student who tests positive/displays symptoms.</p> <p>As part of the national test, track and trace programme, if other cases are detected within the cohort or in the wider setting, NIHP local health protection teams will conduct a rapid investigation and will advise the school on the most appropriate action to take. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.</p>	
The needs of specific students could lead to increased risk of infection.	Staff, Students	Some students require 121 interventions with staff and the 2 metre distance cannot always be possible.	All staff carrying out 121 interventions with students will be risk assessed individually.	Overall risk level reduced to <b>MEDIUM</b>
Travel off site	Staff, Students	<p>Travel is only required for essential purposes.</p> <p>Implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family).</p>	<p>Staff will not be requested to travel to alternative venues</p> <p>Parents will be advised in writing of the importance of students to adhere to 2 metre distancing whilst travelling to and from school</p>	Overall risk level reduced to <b>MEDIUM</b>





		All persons to limit their use of public transport.	A link to the Government guidance on the use of public transport to be sent to all staff and students. <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a>	
Access to & egress from site causes increased spread of virus	Staff, Students, Visitors	<p>Only essential visitors to access the site</p> <p>Require all persons to wash or clean their hands before entering or leaving the site.</p> <p>Allow plenty of space (two metres) between people waiting to enter site.</p> <p>Staff accessing the site</p>	<p>Only visitors carrying out essential maintenance deemed necessary to the safe running of the school are allowed on site.</p> <p>Signs in reception promoting good hygiene</p> <p>Hand sanitiser available on reception.</p> <p>Signage prior to entering Warblington School advising no entry to anyone who has symptoms of Covid-19.</p> <p>Footprints leading from the reception area to outside the school to be placed 2 metres apart to indicating where visitors should stand whilst waiting.</p> <p>Staff who are showing any of the signs of Covid-19 may NOT come to school.</p> <p>Staff MUST declare if they have a member of their family displaying signs of COVID-19 and may NOT come into school.</p> <p>Staff have been informed about the need for self-isolation as advised by the Government.</p> <p>On arrival all staff are required to wash hands or use the sanitiser provided in reception.</p>	Overall risk level reduced to <b>LOW</b>
Poor communication means that staff, parents, students or visitors do not follow guidance.	Staff, Students, Visitors	<p>Tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the school if they are displaying any symptoms of coronavirus (following the <a href="#">COVID-19: guidance for households with possible coronavirus infection</a>)</p> <p>Discuss with cleaning contractors or staff the additional cleaning requirements.</p>	<p>Signage on the entrance to the school to state no entry to anyone displaying any symptoms of Covid-19.</p> <p>All communications to the parents will state no entry to any student displaying symptoms of Covid-19</p> <p>All site team to be issued with the Government guidance on cleaning non health care settings <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></p>	Overall risk level reduced to <b>LOW</b>
Allocation of Staff causes increased spread of virus	Staff	Staffing allocation	All staff will be teaching their normal timetable in their normal classrooms.	Overall risk level reduced to <b>LOW</b>



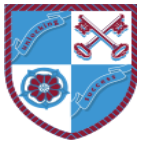
		<p>First aid provision to be available to staff and students at all times.</p> <p>Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc.</p>	<p>All classrooms have been set up a with a ‘technical area’ at the front of the class. Teachers are to stay within that technical area whilst teaching</p> <p>Staff have been advised not to congregate in communal areas, such as the staff room, before, during or after school</p> <p>First Aid Provision risk assessment to be reviewed to ensure provision on site sufficient. First Aid room cleared to ensure minimal surface</p> <p>It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum, and those administering first aid should wear PPE appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion</p> <p>Signage in the staff room advising of no more than 10 members of staff to be in there at any one time.</p> <p>Feet to be put on the floor leading to the coffee machine, spaced 2 metres apart to encourage social distancing.</p>	
Cleaning does not prevent the spread of the virus	Staff, Students, Visitors	A cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.	<p>All site team will be issued with the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></p> <p>Hand sanitizer will be available in all rooms where soap and water are not available.</p> <p>Surfaces that are touched more regularly will be cleaned twice daily i.e. desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal</p> <p>All staff and students will be encouraged to clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing.</p> <p>Signage will be in all rooms and shared areas encouraging staff and students to not touch their mouth, eyes and nose and use a tissue</p>	Overall risk level reduced to <b>LOW</b>



			<p>or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</p> <p>Handwashing signage will be in all toilets and sink areas.</p> <p>Bins will be emptied throughout the day</p> <p>Where possible, all spaces should be well ventilated using natural ventilation (opening windows). Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</p> <p>There is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting</p> <p>Only cleaning products supplied by the school / Haywards are to be used.</p>	
Deliveries & Waste collection means outside workers expose the school population to the virus	Staff, Students, Delivery drivers, Waste collection operatives	<p>If practicable drivers should wash or clean their hands with hand sanitiser before unloading goods and materials.</p> <p>Do not approach delivery staff, allow packages to be left in a safe place.</p> <p>Hands are to be thoroughly washed after handling all deliveries or waste materials.</p>		Overall risk level reduced to <b>LOW</b>
Contractors expose the school population to the virus	Staff, Students, Contractors	<p>Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene.</p>	<p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres).</p> <p>All contractors are to wash their hands upon entering the site or use hand sanitiser where soap and water are not available.</p> <p>All contractors to be reminded of the hygiene guidance.</p> <p>The contractor is to notify the Site Team of all areas visited, in order that these can then be thoroughly cleaned.</p>	Overall risk level reduced to <b>LOW</b>



<p>Canteen use – exposure to virus from large numbers of persons</p>	<p>Staff, Students</p>	<p>Food and drink should not be consumed in the classrooms.</p> <p>All persons should try and social distance whilst eating and avoid all contact.</p>	<p>Break and lunchtime has been staggered so that only 1 year group will be accessing the facilities at a time. Students will be encouraged to use the facilities and then go outside to their designated area. (wet weather indoor spaces have been assigned to each year group). Students have been encouraged to bring packed lunches where possible to reduce the demand on the canteen</p> <p>Tables in the canteen are spaced out more than usual and are in year group bubbles.</p> <p>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.</p>	<p>Overall risk level reduced to <b>LOW</b></p>
<p>Emergency procedures (Fire alarm activations etc.) cause students and staff to come into close contact</p>	<p>Staff, Students, Visitors, Contractors</p>	<p>Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. Particularly at assembly areas (2m separation).</p>	<p>The Fire Evacuation policy has been updated to reflect that on hearing the fire alarm the member of staff will accompany the students outside to the usual fire area where they will line up in front of the staff member ensuring they are 2 metres apart.</p>	<p>Overall risk level reduced to <b>LOW</b></p>



### Appendix 1.1 – A student or member of staff becomes unwell during Phase 3, the full re-opening of school from Sept 2020

<p>Member of a class or staff becoming unwell with suspected COVID-19</p>	<p>In the event that a student presents with any symptoms then the parent/guardians will be contacted immediately.</p> <p>Contact <b>NIHP Health Protection Team on 0300 303 8162</b> to notify so they can support risk assessment and follow up.</p> <p>If a student is awaiting collection, they will be moved to a room where they can be isolated behind a closed door with ventilation (these have been identified for each area), with appropriate adult supervision. If it is not possible to isolate them (eg if more than one person displaying symptoms), move them to an area (outdoors if weather is ok) which is at least 2 metres away from other people.</p> <p>Ensure suitable PPE, including fluid resistant face mask is available at this location and worn by the supervising adult delegated to monitor the student so they are prepared to respond to the child in the event that they need urgent attention. On collection of the student, it will be confirmed with the parent that they are aware of how to get the student tested and confirm that they will let the school know the result as soon as they are aware.</p> <p>You can ask for a test online at: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-forcoronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-forcoronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/</a></p> <p>In the event that a member of staff presents with symptoms, they will immediately remove themselves from the school having notified a member of staff, at a safe distance, as well as confirming where they've been and with whom so cleaning can be immediately initiated to any affected areas and contacts within school closely monitored. The member of staff will, as soon as they are able, arrange to be tested and will provide the school with the test results as soon as practicable. <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a></p> <p>Clean and disinfect rooms the suspected case was using – ensure appropriate PPE (gloves and apron) are used. Appropriate PPE is provided in all areas</p> <p>On confirmation that a member of a class cohort, either student or member of staff, has had a positive test, ensure they stay at home for 8 days (day of onset + seven days). The rest of their household need to self-isolate for 14 days. Contact the NIHP SW Health Protection Team on 0300 303 8162 immediately so they can support the risk assessment and advise about follow up.</p> <p>Advise that anyone with symptoms get tested: Staff and children over 5: online via <a href="http://nhs.uk/coronaviruschildren">http://nhs.uk/coronaviruschildren</a></p>
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Any siblings also in the same setting (but a different, unaffected area) would need to isolate at this point

Undertake an assessment to determine whether contacts in the setting need to self-isolate at home for 14 days.

Clean and disinfect rooms the case was using if this has not already been done – ensure appropriate PPE (minimum gloves and apron) are used. Subject to PHE advice, the whole cohort may need to be isolated within their room or, if weather permits, in an outside location, whilst parents/guardians are notified to collect them.

Subject to NIHP advice, once all students have been collected then the staff will make their way home to begin their isolation and the classroom will be subject to a cleaning regime agreed with the cleaners for a location where there has been a positive test  
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance> <https://www.gov.uk/government/publications/covid-19-decontamination-in-nonhealthcare-settings>