

The Sir John Brunner Foundation

Risk Assessment for the full re-opening of Sir John Deane's Sixth Form College and The County High School Leftwich following the period of national lockdown.

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Reviewed and approved by	SLT / Principals	Date	2 March 2021
Issued to	Chairs (Trust and Academies)	Date	2 March 2021

Hazard	Transmission of Coronavirus whilst staff and students are in school /college
Who could be harmed	Staff, students, visitors, contractors

Context

This risk assessment has been prepared using guidance drawn up by the Department for Education in consultation with Public Health England for the full opening of schools in March 2021 following the period of national lockdown. The purpose of the risk assessment is to identify those measures that we can reasonably take to reduce risk whilst recognising that it is not possible to ensure a totally risk free environment.

Those staff involved in undertaking mass asymptomatic testing should refer to the separate risk assessment drawn up for that activity.

Risk area	Risk rating before control measures: High Medium Low	Control Measures	Risk rating after implementation of control measures: High Medium Low	Risk Action Update / Guidance
All employees	Medium	<ul style="list-style-type: none"> • Minimising contact with individuals who are required to self-isolate by ensuring they do not attend school / college i.e. those who have coronavirus symptoms • have a positive test • a member of their household (including in their support bubble or childcare bubble) has coronavirus symptoms • are required to quarantine having recently visited countries outside the Common Travel Area <p>Promoting staff engagement with asymptomatic home testing and ensuring that those who have a positive lateral flow test stay at home and take a confirmatory PCR test.</p> <p>Encouraging staff to take up the offer of vaccination once their</p>	Low / Medium	<p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>“Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face contact lowers the risk of transmission. There is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other and from children. We know that this is not always possible”</p> <p>“We recommend that face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. In addition, we now also recommend That face coverings should be worn in classrooms or during activities unless social distancing can be maintained”</p> <p>“Face visors or shields should not be worn as an alternative to face coverings.”</p>

Risk area	Risk rating before control measures: High Medium Low	Control Measures	Risk rating after implementation of control measures: High Medium Low	Risk Action Update / Guidance
		<p>age group becomes entitled to receive it.</p> <p>Cleaning hands more often than usual – either by washing hands thoroughly for 20 seconds with running water and soap and drying them thoroughly or using alcohol rub or sanitiser, ensuring all parts of the hand are covered.</p> <p>Ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.</p> <p>Ensuring a good supply of tissues is available.</p> <p>Cleaning regularly touched surfaces more often using appropriate cleaning products.</p> <p>Minimising close contact with other adults and students by altering as much as possible the environment (e.g. classroom and office layouts) and</p>		

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		<p>timetables (e.g. classroom allocation, reducing movement around the building or staggering it).</p> <p>Maintaining appropriate social distancing as much as possible.</p> <p>Wearing of appropriate face coverings (not shields) in all communal areas and also in classrooms and offices if two metre social distancing cannot be maintained, unless exempt.</p> <p>Strongly recommending that students wear appropriate face coverings in classrooms unless they are exempt.</p> <p>Where in person meetings are required social distancing will be observed. Where this is not possible meetings will take place remotely (e.g. using Microsoft Teams).</p>		

Risk area	Risk rating before control measures: High Medium Low	Control Measures	Risk rating after implementation of control measures: High Medium Low	Risk Action Update / Guidance
		<p>Regular reminders for staff on safety measures to be observed.</p> <p>Ongoing access to the Personnel department for any issues that may arise or general support.</p>		
All students	Medium	<p>Minimising contact with individuals who are required to self-isolate by ensuring they do not attend school / college i.e. those</p> <ul style="list-style-type: none"> • who have coronavirus symptoms • have a positive test • a member of their household (including in their support bubble or childcare bubble) has coronavirus symptoms <p>are required to quarantine having recently visited countries outside the Common Travel Area</p> <p>Following the guidance for handling positive tests arising from mass asymptomatic testing in school / college.</p>	Low / Medium	<p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>

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		<p>Promoting student engagement with asymptomatic home testing and ensuring that those who have a positive lateral flow test stay at home and self-isolate in accordance with published guidance.</p> <p>Offering all students 3 asymptomatic on-site tests prior to providing home testing kits.</p> <p>Cleaning hands more often than usual – either by washing hands thoroughly for 20 seconds with running water and soap and drying them thoroughly or using alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.</p> <p>Ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.</p> <p>Ensuring a good supply of tissues is available.</p>		<p>“Testing remains voluntary but strongly encouraged”</p>

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		<p>Cleaning frequently touched surfaces more often using appropriate cleaning products.</p> <p>Minimising contact and mixing by altering, as much as possible, the environment (e.g. forward facing desks in classroom, use of protective screens where necessary, zoning of year groups) and timetables (e.g. staggered starts / finishes / breaks / lunches where practical)</p> <p>Maintaining appropriate social distancing as much as possible.</p> <p>Strongly recommending the wearing of appropriate face coverings in classrooms and all communal areas, unless exempt.</p> <p>Handling potential cases of the virus in accordance with DfE advice.</p>		

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		<p>Organise classrooms and other learning environments to remove or minimise close face-to-face contact.</p> <p>Appropriate timetable adjustments to minimize movement and mixing between year groups.</p> <p>Continued access to support mechanisms to aid good mental health</p> <p>Plan parents' drop-off and pick-up protocols that minimise adult to adult contact and communicate protocols to parents.</p> <p>Remove as many unnecessary items from classrooms and other learning environments as possible.</p> <p>Provide information on the safe use of public transport and</p>		<p>https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p>

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		encourage the use of alternatives where possible (e.g. walking, cycling, car).		
Clinically extremely vulnerable (CEV) staff (defined as those with serious underlying health risks that puts them at a greater risk of a more severe illness and who have been advised by their GP or the NHS to follow shielding measures)	High/ Medium	These staff members will work from home.	Low	https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19
Clinically extremely vulnerable students	High / Medium	Students are taught remotely and do not attend school / college	Low	<p>“The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice. They are advised not to attend school while shielding advice applies nationally.”</p> <p>“You will be able to request from parents a copy of the shielding letter sent to CEV children to confirm that they are advised not to attend school or other educational settings whilst shielding guidance is in place”.</p>

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Clinically vulnerable (CV) staff (including those who are pregnant or from a Black, Asian and Minority Ethnic background - BAME)	Medium	<p>Individual risk assessment conducted with staff member prior to their return to work</p> <p>Provision of a personal cleaning product pack</p> <p>Risk assessment to include a review of duties to avoid unnecessary close contact with students and other adults</p> <p>Reasonable adjustments to be made where appropriate (e.g. to workroom layouts)</p>	Low / Medium	“CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission.”
Clinically vulnerable students	Medium	Observing the general measures put in place for all students will also reduce the risk for this group.	Low / Medium	Government guidance makes it clear that the expectation is that these students will attend school / college.
Staff and students who live with an extremely clinically vulnerable or vulnerable individual	Medium	Staff members living with someone who is clinically extremely vulnerable should work from home where possible.	Low / Medium	“Those living with someone who is clinically extremely vulnerable can still attend work where home-working is not possible and should ensure they maintain good prevention practice in the workplace and home settings.”

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		<p>Additional measures available to staff include access to showers and changing facilities.</p> <p>Observing general control measures such as avoiding close face-to-face contact with others and regularly washing or sanitising hands will reduce the risk.</p> <p>Other measures such as changing out of clothes worn in school or college when returning home reduces the risk to household members.</p>		
Visitors (e.g. parents, trustees, governors, suppliers, contractors)	High	<p>Restrict access to the school / college site through the use of physical barriers (e.g. access gates locked outside arrival / departure times where possible, staffed gatehouse)</p> <p>Restrict visits to those that are necessary for the effective operation of the school / college or wellbeing of students and</p>	Medium / Low	

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		<p>that cannot be conducted remotely.</p> <p>Arrange visits for times when fewer people are in the building (e.g. before / after the student day) as much as possible.</p> <p>Visitors to be instructed to wash / sanitise hands on arrival and departure and directed to observe social distancing guidelines and wear appropriate face coverings in communal areas, unless exempt.</p> <p>Use of dedicated meeting rooms as far as possible and cleaning of frequently touched surfaces between meetings.</p> <p>Maintain a list of visitors to facilitate contact tracing if this becomes necessary.</p> <p>Ensuring those members of staff who may host visitors receive</p>		

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		<p>appropriate training and guidance on protocols.</p> <p>Where it is necessary to have contractors working on site ensuring that they are fully briefed on the protocols to be observed and are regularly monitored to ensure compliance.</p>		
Individual becomes unwell in school / college	Medium	<p>If anyone becomes unwell with coronavirus symptoms they must be sent home and advised to follow the COVID 19 guidance for households with a possible or confirmed coronavirus infection, including being tested to confirm whether or not they are infected.</p> <p>Students awaiting collection should be moved to a room where they can be isolated with appropriate adult supervision if required. Where available, a window should be opened for ventilation.</p>	Low	<p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p><i>“Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests for symptomatic illness can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing”</i></p>

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		<p>If they need to go to the toilet whilst waiting for collection a separate toilet should be used where possible. This should be thoroughly cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>The room used as a waiting area should be thoroughly cleaned and disinfected before being used again.</p> <p>PPE should be worn by staff caring for the student whilst they await collection if a distance of 2 metres cannot be maintained.</p> <p>School / college to telephone to establish whether any test undertaken is positive.</p>		
Confirmed case of Coronavirus	High	Where a student or member of staff tests positive the school / college should follow the latest	Medium / Low	https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance

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		<p>guidance for informing Public Health England or the local health protection team and follow the advice given.</p> <p>Those people who have been in close contact with the infected person must be sent home and advised to self-isolate for 10 days since they were last in contact with the infected individual.</p> <p>Students awaiting collection should be held in a separate area of the school / college away from unaffected students and staff.</p> <p>Waiting areas should be thoroughly cleaned before further use.</p>		<p>“Close contact means:</p> <ul style="list-style-type: none"> • face to face including being coughed on or having a face to face conversation within 1 metre Been within 1 metre for 1 minute or longer without face-to-face contact • Sexual contacts • Been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) • Travelled in the same vehicle or a plane”
Track and Trace	High	Staff and students who have been identified as at risk of contracting Coronavirus through the Track and Trace system or	Medium / Low	

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		<p>via an alert from the NHS Test and Trace app must follow the guidance to self-isolate and not come into school or college</p> <p>Records of attendance and, where relevant, classroom seating plans to be maintained to facilitate the identification of those who have been in close contact with an infected individual.</p> <p>Clear procedures in place and communicated to relevant staff to enable the timely identification of those staff and students who have been in close contact with a confirmed case and who need to self-isolate and be removed from the school / college as soon as possible.</p> <p>Nominated staff in each school / college to act as the link / co-ordinator with the local Health Protection Team and Track and Trace as necessary.</p>		

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Staff and students returning from travel abroad	High	<p>Staff and students returning from travel abroad must comply with the relevant government requirements for a quarantine period.</p> <p>Staff and students required to quarantine should not attend school / college before the appropriate quarantine period has been fully observed.</p>	Low	https://www.gov.uk/guidance/travel-advice-novel-coronavirus
Classrooms	High	<p>Classroom furniture to be re-arranged to minimise face to face seating as much as possible.</p> <p>Use of floor markings to define a 'teacher zone' at the front of the class.</p> <p>Excess furniture and resources to be removed as far as possible to increase spacing and remove unnecessary surfaces.</p> <p>Hand sanitiser available in all classrooms.</p>	Low	

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		<p>Desks / tables / IT equipment to be cleaned more frequently using appropriate cleaning products.</p> <p>Appropriate cleaning products to be available in each classroom.</p> <p>Windows to be open as much as possible</p> <p>Doors to be open as much as possible to minimise the need to touch door handles and increase ventilation.</p> <p>Teachers to use a personal set of board pens / board wipes etc.</p> <p>Planning of lessons to minimise the use of shared resources as much as possible. Where shared resources are necessary maintaining good hand hygiene is even more important.</p>		

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		<p>Use of recorded seating plans to facilitate identification of those who have been in close proximity to an individual confirmed as testing positive.</p> <p>Tissues to be provided in all classrooms</p> <p>Waste bins to be provided in all classrooms and emptied as necessary during the day.</p>		
Moving about the School / College	High	<p>Timetabling to be used where practicable to minimise the number of staff and students moving around the building at the same time.</p> <p>Students to be instructed to go straight to their timetabled classroom where possible.</p> <p>Appropriate management of circulation routes around the school / college to minimise close contact between individuals.</p>	Medium / Low	

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		<p>Clear signage and where appropriate physical barriers to be used to direct movement around the building</p> <p>Internal corridor doors to be open as far as possible, taking into account any potential impact on the fire risk assessment.</p> <p>Wearing of appropriate face coverings in all communal areas, unless exempt.</p> <p>Active management of corridor areas by staff during essential lesson change over times and at the start and end of the day to minimise grouping and queuing.</p> <p>Use of lifts to be restricted to those individuals with mobility issues and to be used by only one person at a time.</p> <p>Increased frequency of cleaning of door handles, bannisters etc.</p>		

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Teaching Practical Subjects	High	<p>The following measures are in addition to those applying to general classrooms set out above.</p> <p>Review of curriculum delivery to remove or defer higher risk activities where possible (e.g. initial focus on theory rather than practical elements)</p> <p>Increased focus on cleaning where equipment has to be shared particularly by different year groups (e.g. workshop equipment, sewing machines etc.).</p> <p>Planning of phasing of practical sessions to factor in time for shared equipment to be cleaned or left in quarantine for an appropriate period between use by different year groups.</p> <p>Purchase of additional equipment / resources where</p>	Low	<p>Subjects with a practical element present additional challenges because of the increased likelihood of the need to share equipment or because students will not be seated side by side and forward facing as in a standard classroom setting. Such subjects include Art and Design, PE, Music, Drama and Performing Arts and Sciences subjects where practical experiments form part of the syllabus.</p> <p>Some of the control measures set out may only be temporary if students are to receive a full and rich curriculum (e.g. adjustments to curriculum plans to avoid certain activities pending further guidance).</p>

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		possible to facilitate separation of use between year groups.		
Staff offices and workrooms	High	<p>Appropriate distancing to be maintained by re-arranging furniture as necessary and limiting the number of occupants using the space at the same time.</p> <p>Alternative work spaces to be made available where possible.</p> <p>Where hot desking is unavoidable staff members should clean the area before use using the products provided and practice good hand hygiene.</p> <p>Increased frequency of cleaning of regularly touched surfaces</p> <p>Windows and doors to be open as much as possible to supplement mechanical ventilation. (There may be times when doors need to be closed e.g. for a telephone</p>	Low	

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		conversation involving personal information about a staff member or student)		
Common areas	High	<p>Numbers of students using toilets at the same time to be reduced by active management, (e.g. allowing students out of lessons to avoid peaks of demand at movement times or breaks).</p> <p>Wearing of appropriate face coverings in all communal areas, unless exempt.</p>	Low	
Lunch and break times	High	<p>Students to be encouraged to use outdoor spaces as much as possible.</p> <p>Staff to bring their own food and drink to minimise unnecessary contact between adults and students in cafeteria areas.</p> <p>Active supervision of indoor student social / dining spaces to maintain social distancing.</p>	Low	

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Student arrival / departure	High	<p>Active management of student movement during arrival / departure to reinforce appropriate distancing, hand hygiene and the safe removal of masks and face coverings.</p> <p>Staggered start and finish times to be implemented where practical. This may not be required for the reduced numbers attending during the National Lockdown but will be determined by the Principal.</p> <p>Use of additional points of entrance / exit where possible and safe to do so and / or one way systems to reduce the risk of grouping and unnecessarily close contact.</p>	Low/ Medium	
First Aid provision	High	PPE to be used by First Aiders where close contact with an injured or unwell individual is required.	Low	https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe

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		<p>First Aiders to carry personal kits where possible to minimise the use of shared equipment.</p> <p>Where equipment has to be shared it should be thoroughly cleaned between use.</p>		<p>“Face coverings are not classified as PPE personal protective equipment). PPE is used in a limited number of settings to protect wearers against hazards and risks, such as surgical masks or respirators used in medical and industrial settings. A face covering is a covering of any type that covers your nose and mouth.</p> <p>Most staff in education, childcare and children’s social care settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.”</p>
General cleaning / hygiene	High	<p>Staff and students to wash their hands / use hand sanitiser on arrival.</p> <p>Staff and students to be advised to increase the frequency of washing their hands / using hand sanitiser.</p> <p>Increased frequency of cleaning of regularly touched surfaces using appropriate cleaning products.</p>	Medium / Low	<p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p>

Risk area	Risk rating before control measures: High Medium Low	Control Measures	Risk rating after implementation of control measures: High Medium Low	Risk Action Update / Guidance
		<p>Additional cleaning staff employed during the day (or cleaning duties assigned to other members of staff to supplement existing cleaning staff hours)</p> <p>Hand sanitiser to be available in locations around school / college.</p> <p>Paper hand towels or warm air hand driers to be available in all toilets / hand wash stations.</p> <p>Where available for student use, water dispensers, vending machines and printers to be subject to frequent cleaning of regularly touched surfaces.</p> <p>Tissues to be available throughout the school / college</p> <p>Waste bins to be emptied more frequently, as required.</p>		

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		Use of disposable cloths for cleaning		
Personal Protective Equipment (PPE) (e.g. face masks / coverings)	High	<p>Staff and parents to be advised of DfE guidance</p> <p>Training to be provided in the safe use and removal of PPE for those staff who may be required to wear it on occasions (e.g. in a first aid situation with a student displaying Covid symptoms)</p> <p>Guidance to be provided to all staff in the safe use of face coverings and their removal and storage.</p> <p>Wearing of appropriate face coverings in all communal areas, unless exempt.</p> <p>Students will receive regular instruction on the safe use, storage and disposal of face masks during tutor time.</p>	Low	

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Travelling on dedicated Sir John Deane's College buses	Medium	Parents and students to be advised of the following measures: <ul style="list-style-type: none"> • Students to wear face coverings on the bus at all times. • No food or drink to be consumed on the bus • Operators to clean / disinfect buses more regularly • Students to be advised to carry personal hand sanitiser • Disembarking at College to be managed to regulate the flow of students entering College at the same time. 	Medium / Low	
Building services	Medium	Where buildings or parts of building have not been in regular use ensure appropriate checks and tests are carried out by competent persons prior to re-opening, including the following: <ul style="list-style-type: none"> • Heating systems 	Low	

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		<ul style="list-style-type: none"> • Water systems (hot and cold) • Mechanical ventilation systems • Catering equipment • Fire alarms and call points • Automatic fire doors • Emergency lighting • Security alarms • Lifts • Local exhaust ventilation systems <p>Where fitted air conditioning units will be used only in accordance with HSE guidance.</p>		<p>https://www.hseni.gov.uk/articles/latest-information-and-advice-hse-gb-workplaces-about-covid-19</p> <p><i>“The risk of air conditioning spreading coronavirus is extremely low. If you use a centralised ventilation system that removes and circulates air to different rooms, it is recommended that you turn off recirculation and use a fresh air supply. You do not need to adjust other types of air conditioning systems.”</i></p>
Waste management	High	Waste from possible cases and cleaning of areas where possible cases have been should be put	Low	

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		<p>in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and stored securely until the individual's test results are known.</p> <p>Where the individual tests negative the bag can be put in the normal waste.</p> <p>If the individual tests positive the bag should be stored for at least 72 hours before being put in with the normal waste.</p>		
Emergency evacuation	Medium	Emergency evacuation procedures to be reviewed and revised as appropriate to take into account changed circumstances (e.g. designated fire marshals / sweepers / co-ordinators not on site, areas of the building not in use or used for a different purpose, vehicle entrance gates closed, amended signing in process for staff/ student/ visitor lists)	Low	In an emergency (e.g. fire) people do not have to maintain appropriate distancing if it would be unsafe to do so. It is more important to evacuate the building in a timely manner than to maintain social distances.

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		<p>Ensure that any temporary barriers used to manage circulation do not obstruct emergency exits.</p> <p>Ensure amended procedures are communicated to staff and students.</p> <p>Use of separate designated assembly points for different year groups.</p>		
Communication with parents	High	<p>Inform parents of measures put in place to minimise the risk of transmission of the virus within school / college.</p> <p>Inform parents of process for dropping off and picking up students.</p> <p>Advise parents travelling by car to remain in their car when dropping off students. Siblings or other occupants also to remain in the car.</p>	Medium / Low	https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers

Risk area	Risk rating before control measures: High Medium Low	Control Measures	Risk rating after implementation of control measures: High Medium Low	Risk Action Update / Guidance
		<p>Advise parents not to congregate at the school / college gates and to observe social distancing at all times.</p> <p>Ensure parents are aware of the published guidance on using public transport.</p> <p>All communication with parents will be via telephone or e-mail as much as possible.</p>		
Communication with staff	High	<p>New staff will receive an induction briefing to ensure they are aware of the additional safety measures put in place. All staff will receive periodic reminders.</p> <p>Briefings to be held in small groups, observing social distancing or remotely using Microsoft Teams.</p> <p>Posters and signage around school / college will be used to reinforce key safety messages.</p>	Low	

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		Discussions to take place with Personnel with regards to any member of staff who raised concerns with regards to their personal circumstances.		
Communication with students	High	All students will receive regular reminders to ensure they understand the additional safety measures put in place. Posters and signage around school / college will be used to reinforce key safety messages.	Medium / Low	
Off-site visits / activities	High / Medium	Current DFE advice that there should be no overnight UK visits or overseas visits to be observed. Offsite activities to be kept to a minimum and where required risk assessments should include appropriate consideration of Covid 19 risks and their mitigation.	Low	