

## The Warriner MAT

### Coronavirus (COVID-19): Risk Assessment Action Plan for opening to the whole school on 3<sup>rd</sup> September 2020

## The Warriner School

Assessment conducted by: Annabel Kay / SLT	Job title: Executive Headteacher	Covered by this assessment: Whole school
Date of assessment: July 2020	Date of next review: August 2020	

The sole purpose of this risk assessment is to support Warriner MAT schools in preparing for opening to all year groups on 3<sup>rd</sup> September 2020, **whilst reducing the risk of coronavirus transmission.**

- For the purpose of this risk assessment, the term 'coronavirus' to refer to coronavirus disease 2019 (COVID-19).
- Schools must ensure that this risk assessment reflects the local setting and context of the school. Staff must be consulted with regard to this risk assessment.
- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
- For further reference, use the link <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

Key:	
Risk Description:	Outlines the area of concern. This list is not exhaustive and schools should add/amend/delete where appropriate
Risk Controls:	The measures that will be taken to minimise the risk. These are generic and should be adapted for the school context.
Impact:	Could be L/M/H
Likelihood:	Could be L/M/H
Responsible person:	The identified staff member(s) responsible for implementing the risk controls.
Completion Date:	The date by which required plans for controls will be in place.
Line Manager Check:	Sign off to ensure that the risk has been minimised as far as possible.

Risk Description/Area of Concern	Risk Controls	Impact	Likelihood	Responsible person	Planned completion Date
The school lapses in following national guidelines and advice	<p>To ensure that all relevant guidance is followed and communicated:  The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE.  Information on the school website is updated.  Pupils updated as necessary.  Any change in information to be shared with Chair of Governors and passed on to parents and staff by email.</p> <p>As a result: The school has the most recent information from the government, and this is distributed throughout the school community.</p>	<b>H</b>	<b>L</b>	<b>ANK</b> <b>GBU</b> <b>MLO</b>	As things change Prior to 01/09 Prior to 01/09
Poor communication with parents and other stakeholders	<p>All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems.  Executive Headteacher to share Risk Assessment with all staff.  Risk assessment plan shared with parents via website.</p> <p>As a result: All pupils and all staff working with pupils are adhering to current advice.</p>	<b>H</b>	<b>L</b>	<b>MLO /MFS</b> <b>ANK</b> <b>GBU</b>	Prior to 01/09 Prior to 01/09 Prior to 01/09
Lack of awareness of policies and procedures	<p>All staff have regard to all relevant guidance and legislation as it is issued by the DfE and PHE.  Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus.  Pupils are made aware of the school's infection control procedures in relation to coronavirus via a video and a coordinated programme of delivery from staff on the morning of the 2<sup>nd</sup> September.  All are informed that they must tell a member of staff if they begin to feel unwell.  Daily electronic briefing issued to staff.</p> <p>As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.</p>	<b>M</b>	<b>M</b>	<b>ANK</b> <b>MLO</b>	Prior to 01/09 Prior to 01/09
Poor hygiene practice in school	<p>Posters are displayed around school and in every classroom reminding pupils of the hygiene practice required in school (e.g. washing hands before entering and leaving school).  Pupils instructed to wash hands frequently. Year group specific toilets assigned for break and lunchtimes.  Teachers to reiterate key messages in class-time (when directed) to pupils to:</p>	<b>H</b>	<b>M</b>	<b>NGA</b> <b>MLO /</b> <b>MFS</b> <b>Staff</b>	Prior to 01/09 Prior to 01/09 Ongoing

	<ul style="list-style-type: none"> <li>- Cover coughs and sneezes with a tissue,</li> <li>- To throw all tissues in a bin,</li> <li>- To avoid touching eyes, nose and mouth with unwashed hands.</li> </ul> <p>Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) to be provided for the school reception area and other key locations for staff and pupils including stations on arrival by the bus bays.</p> <p>Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance.</p> <p>Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas.</p> <p>Staff to supervise break and lunchtime zones encouraging students, where possible, to remain socially distanced in designated year group zones to maintain year group bubbles.</p> <p>Pupils and staff do not share cutlery, cups or food. Staff to bring in own cups and utensils where possible.</p> <p>All utensils are thoroughly cleaned before and after use.</p> <p>Cleaners are employed by the school to carry out additional cleaning to include fogging on a rota. Door handles, doors and toilets are cleaned during the day and paper/hand towels are refilled regularly.</p> <p>As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</p>				
Ill health in school	<p>Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, high temperature, loss of taste and smell, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</p> <p>Appropriate PPE sourced.</p> <p>Guidance on its location, use and disposal issued to staff in line with government guidance on what to do if a pupil or staff member becomes unwell.</p> <p>All staff are informed of the procedure in school relating to a pupil becoming unwell in school.</p> <p>Any pupil who displays signs of being unwell is immediately referred to the SLT duty member.</p> <p>Any staff member who displays signs of being unwell immediately refers themselves to SLT and is sent home.</p> <p>Where the named person is unavailable, staff ensure that any unwell pupils are moved to an empty room whilst they wait for their parent to collect them. School admin team to contact parents. Parents advised to follow the COVID-19 guidance.</p> <p>If a pupil needs to go the bathroom, they should use the medical room which will be cleaned after use.</p>	H	L	<b>ANK</b> <b>NGA</b> <b>MLO</b> <b>Staff</b>	Prior to 01/09 Prior to 01/09 Prior to 01/09 Ongoing

	<p>Pupils displaying symptoms of coronavirus do not come into contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained.</p> <p>If contact with a child or young person is necessary, then gloves, an apron and PPE should be worn by the supervising adult. If there is a risk of splashing, the eye protection should also be worn.</p> <p>The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen.</p> <p>Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others.</p> <p>Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated.</p> <p>As a result, any member of the school community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection.</p>				
<p>A pupil is tested and has a confirmed case of coronavirus</p>	<p>In line with government advice:</p> <ul style="list-style-type: none"> <li>• Contact PHE. Then PHE's local protection teams to conduct a rapid investigation and will advise school on appropriate action.</li> </ul> <p>Guidance states: If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required. In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group.</p> <p>As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.</p>	<b>H</b>	<b>M</b>	<b>MLO</b>	<b>As arises</b>
<p>Poor practice leads to the spread of potential infection during the school day</p>	<p>In line with government advice:</p> <p>Issue information to pupils, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus.</p> <p>Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up.</p> <p>Inform pupils and their parents of the safety plans around schools – to include:</p> <ul style="list-style-type: none"> <li>• Arrival and departure instructions</li> <li>• Staggered lunch times</li> </ul>	<b>H</b>	<b>L</b>	<b>MLO</b> <b>SLT</b> <b>NGA</b> <b>Staff</b>	<p>Prior to 01/09</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

	<ul style="list-style-type: none"> <li>• Allocated playground spaces / year group</li> <li>• Plans for entering and leaving each building</li> <li>• One way systems where appropriate</li> <li>• Additional food stations around the school</li> <li>• Restrictions on movement around the site</li> <li>• PHE guidance on safety practices in school</li> <li>• Year group zoning of toilets and break and lunch time</li> </ul> <p>Ensure that all doors and windows are open to allow air flow</p> <p>Pupils to be directed to use hand-washing / sanitising facilities on arrival, ensuring that pupils queue maintaining social distancing as they wait for facilities.</p> <p>All staff to wash / sanitise hands on arrival in school.</p> <p>Make it clear to parents and pupils that they cannot congregate at the front of school at any time.</p> <p>Make parents and pupils aware of government recommendations with regard to transport.</p> <p>Sufficient supplies of hand-washing / sanitising supplies in place to accommodate additional students and staff being on site.</p> <p>As a result, the risk of infection is reduced for pupils and staff during the school day.</p>				
<p>Insufficient staff to run face-to-sessions for pupils</p>	<p>Leaders to ensure that they have a complete list of shielded and vulnerable adults for their school.</p> <p>Protocols for staff to inform leaders if they need to self-isolate clearly in place.</p> <p>Teachers and support staff identified and rota in place for cover in the instance that planned staff have to self-isolate.</p> <p>As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.</p>	<b>M</b>	<b>L</b>	<b>MLO</b>	<p>Prior to 01/09 then ongoing</p>
<p>Pupil movement between lessons, at break time and lunch time increases the risk of infection</p>	<p>Staggered starts to be put in place for lunchtime.</p> <p>Put in place additional time between lessons for staff to coordinate release times allowing buildings to be emptied before the next wave of children enter and to allow any necessary sanitisation to occur.</p> <p>One-way circulation to be put in place for pupils arriving and leaving lessons where possible.</p> <p>Allocated outdoor areas for groups of pupils to be identified for break time.</p> <p>Pupils to be supervised in washing / sanitising hands before and after lunch.</p> <p>Pupils who bring a packed lunch, to eat in designated outdoor year space to reduce movement and maintain social distancing.</p>	<b>H</b>	<b>M</b>	<b>MLO</b> <b>SLT</b>	<p>Prior to 01/09 Ongoing</p>

	As a result, the risk of infection during unstructured time is reduced.				
Spread of infection in classrooms/shared areas	<p>All unnecessary items to be removed from classrooms and learning environments and stored elsewhere.</p> <p>All soft furnishings and items that are hard to clean to be removed or stored securely</p> <p><b>Bins to be emptied at least daily in classrooms.</b></p> <p>Contact with communal surfaces, such as door handles etc. to be minimised. Doors to be kept open.</p> <p>Where possible, windows to be opened to provide ventilation.</p> <p><b>Inform all the pupils that they must bring the required equipment to school (stationary, calculators etc.) to reduce the risk of infection.</b></p> <p>Shared teaching resources (such as science equipment) to be cleaned prior to and after use.</p> <p><b>Guidance issued to staff on the use of the staff room. Social distancing measures in place.</b></p> <p><b>Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc.</b></p> <p>Staff must wash and dry their own cups, plates and utensils.</p> <p>The library will be closed at break and lunchtimes. When books are taken out, there will be an isolation period before they return to use.</p> <p>Activities where students would normally mix between year groups will be postponed to maintain year group bubbles such as Homework Club and other extracurricular activities.</p> <p>As a result, the risk of infection to staff and pupils in classrooms / shared areas is reduced.</p>	<b>H</b>	<b>M</b>	<b>Staff / site team</b> <b>NGA</b> <b>MLO</b>	Prior to 01/09  Ongoing Prior to 01/09
Poor practice leads to the spread of potential infection at the start and end of the school day	<p><b>Issue information to parents about departure procedures, including safe pick-up.</b></p> <p><b>Inform pupils and their parents of the allocated exit points and pick up points.</b></p> <p><b>Make it clear to parents and pupils that they cannot congregate at the front of school prior to the end of the school day. If waiting to collect pupils, parents are to remain in cars and park safely.</b></p> <p><b>Make parents and pupils aware of government recommendations with regard to transport.</b></p> <p><b>Inform parents and pupils of restrictions and plans relating to school transport.</b></p> <p>As a result, the risk of infection is reduced as pupils and staff leave school.</p>	<b>H</b>	<b>L</b>	<b>MLO</b>	Prior to 01/09
Emergency evacuation due to fire etc.	<p><b>Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained.</b></p> <p><b>Leaders to communicate procedures to all staff.</b></p>	<b>H</b>	<b>L</b>	<b>NGA</b>	Prior to 01/09

	<p>Staff to communicate emergency evacuation procedures to pupils at the beginning of each day.</p> <p>As a result, social distancing is maintained in the event of an emergency evacuation.</p>				
Cleaning is not sufficiently comprehensive	<p>Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening.</p> <p>A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures.</p> <p>Where possible, additional cleaning staff employed (or given additional hours) to increase the regularity of cleaning.</p> <p>Whilst pupils are at break time/lunch time clean tables/door handles with a disinfectant spray. Gloves to be worn during this and hands washed afterwards.</p> <p>Wipes/sprays next to photocopiers/printers etc.</p> <p>Cleaners to act upon guidance normally linked to 'deep cleans' as part of their daily procedures (i.e. a focus on door handles, toilets, changing rooms etc.) – pupils to clean IT equipment (especially keyboards) with anti-bacterial wipes after use.</p> <p>Ensure classrooms being used are deep cleaned each week</p> <p>As a result, high standards of cleanliness are maintained in school.</p>	<u>H</u>	<u>M</u>	<u>NGA</u>	Prior to 01/09
Contingency plans for outbreaks and students with no access for remote learning	<p>In the event of a local outbreak where students are set to study from home:</p> <ul style="list-style-type: none"> <li>• ICT device scheme in place for parents to loan equipment to the cost of a new device</li> <li>• Vulnerable families highlighted and loaned laptops</li> <li>• Government scheme used to support students with social workers.</li> <li>• Printing work where needed</li> <li>• Continue use of SMHW</li> </ul> <p>As a result all students have access to high quality remote education.</p>	<u>M</u>	<u>L</u>	<u>SLT</u>	As needed
Curriculum in place to address gaps in knowledge	<p>Subject leaders reassess curriculum sequence to reflect knowledge gaps and any exam board changes.</p> <p>Teaching planned to support learners catch up and reinforcement in Term 2.</p> <p>Pupils in need of 1:1 support identified and support put in place.</p> <p>Additional catch up sessions provided for Years 11 &amp; 13 students</p> <p>Review and implement changes in assessment model for Term 2.</p> <p>As a result, pupils are able to close their knowledge gaps swiftly.</p>	<u>H</u>	<u>L</u>	<u>SLs</u> <u>SLT</u>	From 03/09 From 03/09

<p>Pupils not attending school</p>	<p>Tutors to monitor students' attendance and raise concerns to RLO or WLC around any new challenges students may be facing since lockdown.</p> <p>Ensure support is in place for those who can attend to encourage pupils to return.</p> <p>Have in place live streamed lessons for those who cannot attend.</p> <p>As a result all who can attend do, and those who cannot have access to live streamed high quality lessons.</p>	<p><b>M</b></p>	<p><b>L</b></p>	<p><b>Staff</b> <b>RLO</b> <b>MLO</b></p>	<p>From 03/09 As needed As needed</p>
<p>Pupils have poor mental health</p>	<p>Have a phased return in September to enable those children who have not been in school since March to be fully supported:</p> <ul style="list-style-type: none"> <li>• Wednesday 2<sup>nd</sup> – Years 7 &amp; 12</li> <li>• Thursday 3<sup>rd</sup> and Friday 4<sup>th</sup> – Years 7, 8, 9, 10 &amp; 12</li> <li>• Monday 7<sup>th</sup> – whole school</li> </ul> <p>Revamped tutor programme to support mental health wellbeing. This will address:</p> <ul style="list-style-type: none"> <li>• rebuilding of friendships</li> <li>• social engagement</li> <li>• issues linked to C-19</li> </ul> <p>SEND students to have additional support from the nurture team.</p> <p>Pastoral small group programmes delivered to those identified to be suffering issues from the pandemic such as bereavement / anxiety / social isolation.</p> <p>Update behaviour policy to reflect Covid guidance.</p> <p>Develop further induction / transition support for new Year 7 and 12 students</p>	<p><b>M</b></p>	<p><b>L</b></p>	<p><b>MLO</b> <b>SLT</b> <b>AGR</b></p>	<p>Prior to 01/09 Prior to 01/09 Ongoing</p>
<p>Spread of infection due to visitors (Supply staff, Parents, Careers, Professionals) poor hygiene</p>	<p>Reception staff to question any visitors on site about whether they have had symptoms or tested positive in at least the last 10 days and deny access if necessary.</p> <p>Reception staff to instruct visitors that should they develop COVID-19 symptoms whilst, on site they are to inform the member of staff that they are visiting and will be sent home.</p> <p>Reception staff to direct all visitors to hand sanitize on arrival.</p> <p>Visitors to the school such as peripatetic teachers, parents, other professionals etc. will be expected to comply with the school's arrangements for managing and minimizing risk, including taking particular care to maintain distance from other staff and pupils.</p>	<p><b>M</b></p>	<p><b>L</b></p>	<p><b>Staff</b></p>	<p>From 03/09</p>