

**COVID-19: Addendum to Operational Risk Assessment for Partial School Opening - 6th January onwards**

**This document deals with changes specific to January 2021 and must be read in tandem with main RA**

**Review: Weekly from the 11th January 2021**



# COVID-19: Operational risk assessment for school reopening

Please note: this risk assessment should be undertaken in conjunction with the guidance on school partial opening issued by the Department for Education in January 2021

[Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020?utm_source=3daf3f8c-87d9-4a78-90ec-6196e4a070e5&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate) and KHS from 22nd June

[Coronavirus (COVID-19): implementing protective measures in education and childcare settings](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings?utm_source=0e6da19a-f422-4893-af47-770e78e58269&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)

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| Assessment conducted by:  | R. Conefrey | Job title: | Headteacher | Covered by this assessment: | Staff, students, contractors, visitors, volunteers |

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| Date of assessment:  | 11th January 2021 | Review interval: | Weekly | Date of next review: | 26th February 2021 |

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**Risk matrix**

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| Risk ratingHigh (H), Medium (M), Low (L) | **Likelihood of occurrence** |
| **Probable** | **Possible** | **Remote** |
| **Likely impact** | **Major:** Causes major physical injury, harm or ill-health. | H | H | H |
| **Severe:** Causes physical injury or illness requiring first aid. | H | M | L |
| **Minor:** Causes physical or emotional discomfort. | M | L | L  |

| Areas for concern | Risk rating prior to action(H/M/L) | Control measures | In place?(Yes/No) | Further additional actions where necessary | Residual risk rating(H/M/L) |
| --- | --- | --- | --- | --- | --- |
| **1. Establishing a systematic process of partial opening, including social distancing** |
| **1.1 Net capacity** |
| **Available capacity of the school is reduced when social distancing guidelines are applied** | M | * Agreed number of students in each new bubble to enable compliance with social distancing rules (less than 15 students)
* Review of spaces to enable safe movement around the site and learning to take place
* Each group follow on line lessons supervised by support staff e.g. vulnerable, critical workers and appropriate ratios
* Arrangements in place to support students at home with remote learning through Microsoft Teams live lessons
 | Y | Update attendance register and monitor size of bubbles  | L |
| **1.2 Organisation of teaching spaces** |
| **Classroom sizes will not allow adequate social distancing**  | M | * 4 computer rooms assigned – I bubble in each
* Classrooms re-modelled, with chairs and desks in place to allow for social distancing and spare furniture removed
* Clear signage displayed in classrooms promoting social distancing
* Staff rota clearly states route to classrooms and entry and exit expectations
* Signage and one way system in place to facilitate safe movement
* Floor taping to ensure appropriate distancing at student entrance
* All other non-essential items and unnecessary furniture and desks are removed for storage
 | Y | N/A. | L |

| Areas for concern | Risk rating prior to action(H/M/L) | Control measures | In place?(Yes/No) | Further additional actions where necessary | Residual risk rating(H/M/L) |
| --- | --- | --- | --- | --- | --- |
| **1.3 Prioritising provision** |
| **The continued prioritisation of vulnerable students and the children of critical workers will create ‘artificial groups’ within schools when they reopen** | M | * Plans are in place to meet the learning needs of the students who attend school and ensure they follow online lessons
* Pastoral and SEND support is deployed
* Inclusion team monitoring students and a member of the team is available for intervention should the need arise
* Clear records kept of students contacted at home – SLT QA of this
* TAC/TAF meeting for students occur online
* Efforts continue to support the attendance of vulnerable students
* All students returning to school have updated EHCP
 | Y | * Updated EHCPs to be shared with staff via shared area
 | L |
| **1.4 The school day** |
| **The start and end of the school day create risks of breaching social distancing guidelines** |  M | **(TAs attend a 5 minute briefing in the conference room at 9am)****Student entrance** * Early duty TA is based in atrium from 8:30am
* Vulnerable students and children of critical workers will arrive at 8.45am each day.
* **Key Stage 3 and Key Stage 4 will enter the atrium via student entrance.**
* The Inclusion Lead will be on duty outside ensuring that KS3 and KS4 students do not enter together (e.g. if there are KS3 students walking through the door, KS4 students should be asked to wait)

Students will make their way to the below locations based on their room.* KS3 (CM1) Front of the atrium by reception
* KS3 (CM2) Rear of atrium, in front of the hellerup
* KS3 (Inclusion) The hellerup
* KS4 (PC1) Front of canteen by the atrium
* KS4 (PC2) Back of the canteen by external doors

**Staff Duty Locations (8:45- 9:00am)*** KS3 supervised by 1 member of SLT and early duty TA and remaining mentor (atrium)
* KS4 supervised by 1 member of SLT (canteen)
* The Inclusion Lead will be on duty outside ensuring that KS3 and KS4 students do not enter together (e.g, if there are KS3 students walking through the door, KS4 students should be asked to wait)
* SLT speak to students in the atrium before they go to classrooms to remind all students of the expectations regarding learning and behaviour

**End of School day – Key Stage 4** * 2pm all students from PC1 to be escorted by rota TA down stairwell B to middle floor. Students to be asked to wait until CM1 students have made their way up the canteen stairs to their room (via inclusion). There should not be any crossover as CM1 students should be logged on for 2pm. Students to make their way down canteen stairs to student exit in atrium
* If any KS4 students remain in school until 3pm (agreed by SLT) there will be snacks and water available in PC2. They must leave the classroom at 2.50pm to avoid crossing with KS3. Again, they must leave via the KS4 allocated route

**End of School day – Key Stage 3** * At 3pm, all students to be escorted by rota TAs via the allocated route to exit the school building via the atrium doors
 | Y | N/A | L |

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| **1.5 Planning movement around the school** |
| **Movement around the school risks breaching social distancing guidelines** | M | **Student Routes (at 8:55am, break and lunch)*** KS3 (CM1) Up the canteen stairs and through inclusion
* KS3 (CM2) Up humanities stairs and down middle corridor (AKE office)
* KS3 (Inclusion) After CM1 and CM2 have left, up hellerup steps, down middle corridor and into Inclusion.
* KS4 (PC1) Member of staff to keep KS4 students in the canteen until all KS3 students have made their way to their classrooms. KS4 students to then make their way up canteen stairs and through English
* KS4 (PC2) After PC1 have left, up canteen stairs and through Maths

**Classroom Procedures*** On arrival to classrooms, SLT/Inclusion lead/mentors ensure students have –
* Seating plan
* Allocated equipment (exercise book and pen/pencil) in plastic wallet
* Allocated headphones - to be in plastic wallet
* Ensure Sky News is on the big screen in classrooms
* TAs take charge of supervision after briefing (by 9.10am at the latest) and mentors return to daily duties. According to rota, each classroom has 1 TA in and there is 1 TA floating between 2 classrooms.
* GHA will call to classrooms to register the students and update the attendance spreadsheet on the shared area
* AKE will make phone calls to children who have not arrived and will inform SLT, GHA, RFR and KHU via email
* Any students arriving to school late will be escorted to their classroom by a mentor. GHA will contact via the radio to inform
* TAs in classrooms fill lunch order form by 9.15am. This will be collected from the classroom by kitchen staff
* Sky News to be switched off at 9.15am
* Students must log on and be ready to learn for 9.20am
* Allocated toilets – PC1 (KS4) - English home base, KS3 (CM1) – Inclusion toilets, KS3 (CM2) – middle corridor toilets and PC2 (KS3) - maths home base
* Students may use toilets in the atrium during break/lunch
* Staff can access behaviour support / first aid etc, by dialling “0” while in the classroom
* Staff can access behaviour support/first aid by reporting to reception during break or lunchtimes
* For SEN support, dial 3015
* Staff should continuously promote social distancing with students and each other

**KS3 and KS4 Break 11.20am – 11.50pm (to return to lesson and logged on to Teams for 12.00pm)*** TAs are to ensure students are social distancing at break times and lunches
* KS3 - 2 students only are allowed to sit at a table and they must sit facing each other to maintain maximum distance
* Students that are on the hellerup must be monitored closely and reminded at all times to maintain a 2 metre distance
* KS4 students must be monitored in the canteen to ensure that they maintain social distancing measures at all times
* Rota TAs and inclusion lead to supervise breaks in atrium / canteen. Mentors on duty in indoor / outdoor area and outside canteen. TAs get 20 minutes break (as per rota)
* Snacks and water will be available in PC1, PC2, CM1 and CM2
* Students will be seated in the same area as in the morning for break/ lunch
* **KS3 (CM1)** students will be escorted through inclusion and down the canteen stairs into the atrium and sit at the front by reception
* **KS3 (CM2)** students will be escorted through the middle corridor and down the humanities stairs into the atrium tabled area in front of the hellerup
* **KS3 (Inclusion)** Students held in Inclusion until corridor clear of CM1 students, escorted down the corridor to the hellerup stairs
* **KS4 (PC2)** students escorted through Maths, held at the top of the stairs until corridor is clear of other students. Students go down the canteen stairwell into the back of the canteen.
* **KS4 (PC1)** down stairwell A, to middle floor. Asked to wait until corridor clear of CM1 students. Then, students escorted down canteen stairs to the front of the canteen.
* Food will be delivered to the KS4 students in the canteen by canteen staff
* Students will be involved in a variety of activities and opportunities to include socially distanced games, quizzes and challenges (Timetable and activity provided by KHu)
* Students can use the indoor/outdoor area, using allocated classroom areas
* 11.50am students to be escorted, via their own key stage route, to use the toilet if needed and wash hands before returning to the classroom

**KS3 Lunch 1pm – 2pm (to be in lesson and logged on to Teams for 2.00pm)*** KS3 students escorted down to atrium using their allocated route
* KS3 students supervised by TAs and P Rogers (as per rota). Two staff on duty in the indoor/outdoor area. Inclusion and CM2 to use the indoor/outdoor area, CM1 to use the canteen outdoor space
* Food will be delivered to the students in the atrium by canteen staff
* Students will be involved in a variety of activities and opportunities to include socially distanced games, quizzes and challenges (Timetable and activity provided by KHu)
* 1.50pm - Students to be escorted, via their own key stage route, to use the toilet if needed and wash hands before returning to the classroom
* Staff are to engage with students at break and lunchtimes and encourage them to join in with the activities
 | Y | Daily briefing to staff to remind of protocols  | L |

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| --- | --- | --- | --- | --- | --- |
| **1.6 Staff workspaces** |
| **Staff rooms and offices do not allow for observation of social distancing guidelines** | M | * Members of staff on the rota have clear guidance about workspace
* Teachers who opt to deliver online lessons from school have a designated workspace
* Limited number of staff in main office
* Other staff not permitted in the main office without permission.
* Parents/carers are not allowed in school and must conduct conversations via email or phone
* Staff to ask queries through the glass opening. Only 1 member of staff (with query) allowed behind reception desk
 | Y |  | L |
| **1.7 Free school meals**  |
| **Students eligible for free school meals do not receive them** | M | * Orders for FSM sent LA
* KHS staff on rota to deliver FSM to 500 families
* Students in school receive a FSM daily
 | Y | Admin will continue to support families with FSM | L |
| **1.8 School transport** |
| **Changes to bus schedules as a result of COVID-19 adversely affect students’ attendance and punctuality and do not align with staggered start and departure times** | M | * There are no Stage Coach school buses available during this period of partial re-opening
* A mentor drives the school bus and collects some students classed as vulnerable
* Family calls identify transport issues
* Communications to parents ensure that they are aware of temporary suspension of bus provision.
 |  Y | N/A | L |

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| --- | --- | --- | --- | --- | --- |
| **2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19** |
| **2.1 First Aid/Designated Safeguarding Leads** |
| **The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children’s safety at risk** | M | * Trained first aider on site each day and name displayed on board in reception area
* Second first aider on site daily
* Suitable and sufficient PPE equipment purchased for staff with guidelines on when it can be used and how it can be accessed
 | Y | N/A | L |
| **2.1 Medical rooms** |
| **Medical rooms are not adequately equipped or configured to maintain infection control** | M | * The reception area is set up as partitioned medical areas/sick bays
* Procedures are in place for medical areas to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.
* Staff will be provided with appropriate PPE, if necessary
 |  Y | Staff flow charts on processes related to covid to be updated  | L |

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| **3. Maximising social distancing measures** |
| **3.1 Student behaviour** |
| **Students’ behaviour on return to school does not comply with social distancing guidance** | M | * There is one TA in each room/bubble to support behaviour management plus an additional TA who floats between the four rooms
* EHCPs have been reviewed
* Inclusion lead and TA for Intervention will support with strategies for appropriate behaviour where the need arises
* Mentor on call at all times
* SLT present in the building to support, where needed
 | Y | Students identified that are potentially challenging and parental contact made and advice from Inclusion leads is sought | L |
| **3.2 Classrooms and teaching spaces** |
| **The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures**  | M | * Four classrooms in use are fully compliant with social distancing measures and in line with government guidance
* Students have their own learning space, PC, headphones and equipment
 |  Y | Continual review of learning spaces to ensure they are fit for purpose | L |
| **3.3 Medical Rooms** |
| **The configuration of medical rooms may compromise social distancing measures** | M | * Social distancing provisions are in place for medical areas in reception
* Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.
 | Y | N/A  | L |

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| **4. Operational issues** |
| **4.1 Review of fire procedures** |
| **Fire procedures are not appropriate to cover new arrangements and do not comply with with the RR(FS)O BB100** | L | * For the PFI Building the Authority Requirements specify that the building was constructed to BB100 and current fire regulations.  In addition, substantive works have been undertaken to address fire compartmentation issues and this will continue to ensure that the buildings remain safe to occupy.  Reviews have also been undertaken to align the requirements of the RRO with the Contractual Requirements to identify the responsible person(s) for each element
* Adapted fire procedures are in place and shared with all staff
 | Ongoing | Share adapted procedures with students | L |