

**CORONAVIRUS - RAYNES PARK HIGH SCHOOL RISK ASSESSMENT (PHASED REOPENING 15TH JUNE 2020)**

**References:**

- Merton Council COVID-19 Risk Assessment Tool for wider opening of schools
- Actions for education settings to prepare for wider opening
- Guidance on implementing protective measures in education settings
- Guidance on safe working in education settings
- Guidance for secondary school provision from 15th June 2020
- DfE guidance: supporting pupils' wellbeing
- Supporting children and young people with SEND as schools and colleges prepare for wider opening
- Planning guide for secondary schools: Trade Union guidance
- Professional Associations guidance: ISBA, AGBIS, IAPS, ISA
- BAME Guidance (awaiting DfE guidance)
- HSE managing risk and risk assessment at work guidance
- The Key Covid-19 Health & Safety checklist
- Safer Transport Campaign

POTENTIAL RISK/ISSUE	WHO DOES IT AFFECT?	SUGGESTED ACTIONS TO CONTROL THE RISK	FURTHER ACTION TO CONTROL RISK
<b>PREPARING THE SITE</b>			
<p><b>Health and Safety checks of the premises including fire safety, boilers, water, playgrounds etc.</b></p> <p>The following areas have been risk assessed since closure in March 2020:                      hot/cold water systems                      gas safety                      kitchen equipment                      security                      ventilation</p>	Site Team	Site Team undertaking this work w/c 25th May 2020	Screen placed at Reception in addition to social distancing measures for visitors. Water fountains marked as out of bounds to students. Air Con units (apart from server room) and hand dryers to be marked as out of action UFN. Site Team to open windows across the school when opening up (unless extreme inclement weather). Fans are not to be used. Doors to be kept open to increase natural air flow. Benches removed from playgrounds. Markings on floor (internal and external) to ensure social distancing in corridors and when queuing to enter the building.
<p><b>Fire safety and procedures</b></p> <p>The following area has been risk assessed since closure in March 2020:                      fire safety and evacuation procedures</p>	Site Team	Director of Operations will identify key personnel from those on site. This information will be cascaded, in case of emergency evacuation - such as marshalls etc Director of Operations has agreed extra doors are opened for air flow taking into account the number of people on site considerably lower for an evacuation	This to be done before 15th June 2020. Site Team have ensured all fire records up to date and equipment checks done
<p><b>Cleaning and hygiene</b></p> <p>Enhanced cleaning regime since w/c 23rd March                      Deep clean: Friday 12th June &amp; Friday 19th June - then Main Building/Sixth Form on alternate days                      All classrooms, offices/areas in use to be deep-cleaned after use; this includes desks, chairs, keyboards, touchpoints                      Anti-bac spray and wipes will be provided to clean surfaces throughout the day                      Additional cleaner to work alongside Site Team (10am - 2pm)                      Soap, hot water and paper towels available in every toilet open - hand sanitiser in key areas and classrooms in use</p>	All	Director of Operations has been in contact with the Cleaning Company for plans to be put in place re: enhanced/deep cleaning. Robust daily cleaning of all areas before school opens daily, special attention to touch points throughout the day: banisters, door & window handles, desks & table tops, computers (keyboards/mouse), sinks, taps, toilet flushes, light switches, photocopiers, telephones etc. Social distancing and handwashing signage to be put up in all buildings, starting with Main Building and 6th Form. Hand sanitiser stations in key locations. Students to be reminded not to touch their faces and to use tissues when needed. These to be disposed of quickly in double-bagged, lidded bins followed with hand washing with soap and hot water and hand sanitiser to follow. Promote 'catch it, bin it, kill it' - catch coughs and sneezes with a tissue or elbow Students to have sole control of their property at all times.	Extra supplies of cleaning products such as anti bac spray, wipes and gloves are being centrally stored with Director of Operations. Site Team to ensure anti bac wipes and spray in every classroom used & in all offices etc. Staff can regularly anti bac their assigned classroom / working space throughout the day should they wish to in addition to regular cleaning Soap, paper towels & sanitiser checked throughout the day Regular cleaning of work spaces throughout the day is essential including emptying double-bagged lidded bins regularly Disposable tissues available in every classroom Extra teaching equipment cannot be lent to students or shared amongst students Students will keep their work in an individual plastic wallet (Year 10)/subject file (Year 12) - staff will be reminded to wash/sanitise their hands after handling student work Any concerns about cleaning should be reported to the Director of Operations <b>immediately</b>
<p><b>Remodelling of work spaces/classrooms</b></p> <p>Revised safe working arrangements in place - areas of the school not in use will be locked/shut off and unnecessary items will be removed e.g furniture in Reception</p>	All	Desks and working spaces reconfigured for social distancing w/b 8th June Rooms in use emptied to enable 2m distancing Students and staff will have very limited contact and controlled access to limit risk Staff must stay in their assigned area, unless there is a need to be elsewhere (e.g. the toilet) Working environment is made safe for teaching & support staff	Identify all teaching spaces that will be used from w/b 15th June Reconfigure desks and working spaces for practical lessons we hope to deliver for face to face support offer

<b>First Aid procedures</b> Medical room: door can be closed/window can be opened + separate bathroom	First-aiders	Trained first aider on site every day - first aid to be administered by trained first aider on assigned day First aid supplies kept as usual in the medical room Surfaces/kit to be wiped down by first aider before/after use	PPE (disposable apron, disposable mask and disposable gloves to be used when appropriate (i.e in medical room and disposed of in double-bagged lidded bin in the medical room after use)
<b>Temperature checks</b> Carried out daily under the supervision of SLT (LFN/SB*)  Temperatures will be taken from behind a screen & barrier (Reception) and at as safe a distance as possible (Bushey Road gate) - PPE (gloves) to be worn	All	All staff and students upon arrival in school will have their temperature checked using hand held non contact thermometers, 37.8 degrees is the maximum permitted temperature Staff: Main Reception Students: Main entrance (Bushey Road)	Staff or students with a raised temperature to go home asap and self isolate for 7 days. The student will be isolated until collection with disposable PPE worn (see above); this also applies to a new persistent cough PPE to be disposed of in double-bagged lidded bins and then moved centrally for collection
<b>Handwashing/toilets</b> Soap, hot water and paper towels available in every toilet open - carried out on arrival under the supervision of SLT (students) - after sneezing or coughing, before & after handling food & after going to the toilet	All	Students will enter through Bushey Road gate and remove facial coverings/masks on arrival ( <i>please note facial coverings/masks to be worn on public transport w/b 15.6.20 - these should be stored in a plastic bag until dismissal</i> ) Students will queue in the playground (2M apart) & enter the Main Building by CR2 Students will wash their hands in toilets opposite Reprographics Staff to wash their hands on arrival & throughout the day using toilets on the main corridor and those allocated on the day	Teaching staff to check this has happened  Students to be lined up to do this whilst maintaining social distancing & supplies of soap, hand sanitiser, paper towels and tissues will be topped up regularly to ensure they do not run out Hand dryers out of action UFN
<b>Provision of food and drinks</b> Canteen will only be used by students in vulnerable/key worker group  Revaluators have been turned off and fingerprint readers removed	All	Main staffroom out of action UFN No usage of staff kettles, fridges, microwave etc All stakeholders to bring in own food and drink Only vulnerable group will take break/lunch in the KS3 canteen - it will be closed to other students Students will bring in a bottle of water and snack for break (11.30am) to be taken in assigned classroom	Students will have a 15 minute break in the teaching room - SLT will be available to supervise visits to the toilet etc
<b>Movement around the school</b> Students will be socially distanced on arrival and supervised to wash their hands  They will not have access to other parts of the school  They will be escorted to their classroom and supervised there  There will be a one-way system in place  A member of SLT will be on duty at all times	All	Staff must adhere to instructions on where they can go. Staff should not congregate in staff rooms, toilets, admin offices and can only go into their assigned area as advised.  Post will not be put in staff pigeon holes but will be sorted and distributed by one member of the admin team on a rota.  Students must adhere to instructions on where they can go and must walk in single file Students must wash their hands on arrival before moving to assigned classroom Students to wash their hands before and after eating. Dismissal time staggered from 1pm in 5/10 minute intervals, supervised by SLT  Staff must only use their badge to sign in and out at Main Reception and not touch the screen - if any issues with their badge they must email Director of Operations who will remotely sign them in/out	Staff will be expected to enforce all procedures for the safety of all and to report any concerns regarding failure to follow social distancing  All concerns and social distancing breaches will be followed up  Lifts not to be used unless arranged with Director of Operations and will be cleaned after use
<b>REVIEWING STAFF AVAILABILITY</b>			
<b>Audit of Staff</b> Identification of staff needed for face to face support, remote learning using SMHW and staff needed for online provision for students not in phased return (KS3)  Student/staff ratios assessed to ensure sufficient staff in school to deal with students in smaller groups	SLT	In readiness for school closure (March), staff completed an audit to identify those in the vulnerable category in line with Government guidelines (at that time) & medical data the school held on staff. Since then the Government has redefined categories and there are 2 now: <b>1) High risk</b> - Extremely clinically medically vulnerable and shielded <b>2) Moderate risk</b> - clinically medically vulnerable Group 1 are housebound and cannot come into work. Group 2 are not housebound and Government guidelines say they can return to work, whilst adopting social distancing etc.  HR tracking: unwell, shielding or self-isolating. Support provided in cases of staff absence	Survey sent to all staff (22.5.20) with responses due 1.6.20 The school asked for staff shielding or prime carers of a shielded person to send in their shielding letter for confidential HR reasons and planning  Staff in the moderate risk group will not be required to come in at this stage, unless they have requested to do so - individual circumstances will continue to be taken into account  Staff who may be anxious about returning can discuss this, in confidence, with the HR Manager - individual risk assessments may be carried out as/when appropriate upon staff request or for those staff in identified risk categories  Please note: HR Manager is required to differentiate between Covid-related absence and other absences - daily return to DfE (staff & student attendance)

<b>Key staff cover during phased return</b> SLT + key staff as identified by DfE	All	SLT will be in school every day in the first instance in addition to: Daily Site cover (to include fire warden) Trained first aiders* Trained Child Protection staff, including the DSL/DDSL  Staff for face to face support for Year 10 (w/b 15th June) & Year 12 (w/b 22nd June)  Staff on rota for Vulnerable/Key worker group - reduced from 3 staff per day to 2 staff per day + Access Centre	Continue to monitor in case of illness - reserves identified
<b>Maximum safe group size/student work</b> <i>Face to face support for Year 10 &amp; 12'</i> 25% of cohort in at any one time  Maximum of 12 students per group as risk assessed by the Director of Operations and in line with DfE guidance & dependent on room size - average group size will be no more than 10	All	Social distancing measures: - new school day (Vulnerable/Key workers to continue with 9.30 - 2pm/Year 10 & Year 12: 10am - 1pm - rearranged furniture in teaching rooms - cleaning products and radio available in each teaching room  Students will remain in the same small groups at all times and will stay in the same assigned classroom at the same desk/work station throughout the day	Split day rotas will not be used  SLT will collect students from assigned rooms and take them to the toilet  Year 10 students will work on paper that will be stored in an individual plastic wallet to remain in school  Year 12 students will work on paper that will be stored in their subject files as usual  There will be no marking of books until further notice
<b>Creating and staffing temporary teaching groups</b>  As above - teaching groups to be agreed (w/b 8th June)  Survey/phone calls to Year 10 and 12 to ascertain how many students will come in to school for face to face  w/b 15th June: Year 10 in Monday - Thursday (Year 12: Remote meetings with 6th Form Team) w/b 22nd June: Year 10 (Monday - Wednesday - Friday)/Year 12 (Tuesday & Thursday)	All	Following staff survey (1.6.20):  Staff identified for face to face support w/b 15th June  Staff identified by their Head of Department to continue to set work on SMHW  Staff volunteers will trial remote teaching using Microsoft Teams: w/b 22nd June - training w/b 29th June - pilot with identified cohort	Staff in school for face to face support/continuing to support Vulnerable/Key worker group/Access Centre will be invited to attend a socially distanced meeting on Thursday 11th June to outline changes and expectations
<b>Practical steps to reduce risk</b> Only essential visitors on site  Contractors aware of current precautions while on site  Catering staff aware of new working practices	All	All staff, students and families to be made aware of the new requirements before 15th June  Parents should only visit the school in the case of an emergency; other visitors will not visit until further notice  <u>Signage at the entrance/front gate/car park</u>	Continued communication with families and stakeholders
<b>External support for SEND and behaviour</b>  Ongoing and regular contact with the LA	SLT	Individual risk assessments have been in place for students currently attending since w/b 23rd March Further risk assessments required for phased re-opening w/b 15th June  The Behaviour Policy has been revised to include a COVID-19 appendix - temporary rules sent to all staff w/b 8th June	Staff to be aware that existing procedures and policies are to be adhered to in addition to any temporary updates  Clear guidance on entry procedures for essential visitors e.g contractors
<b>Changes to routines for staff and students</b>  All changes in line with guidance (see references above)	All	Expectations & all new regimes to be communicated clearly with staff coming in to school (Thursday 11th June) and students (w/b 15th June)  SLT will be visibly present during the day	Monitored & reviewed daily/weekly
<b>Communicating with staff and parents</b>  Regular communication from Head/SLT since partial closure (Friday 20th March)	SLT	As above- robust communications continue; expectations set and all staff to have access to the risk assessment and re-opening plan in draft (5.6.20) before being approved by Governors (8.6.20)	Weekly updates to continue
<b>Safeguarding arrangements</b> DSL &/or DDSL on site every day since w/b 23rd March	All	The Safeguarding Policy has been revised to include a Covid-19 appendix	LFN to ensure all staff know that robust practices have remained in place & staff complete a Safeguarding referral for the SG Team as usual

<p><b>Managing student and staff wellbeing and mental health</b></p> <p>Latest staff survey (1.6.20) - followed up by HR Manager</p> <p>Regular weekly contact with students in vulnerable category since w/b 23rd March</p>	<p>SLT</p>	<p>Pastoral Team have completed Bereavement Training June 2020 - other interested staff will be offered the opportunity to complete online training</p> <p>Phone calls home to every student since w/b 20th April</p> <p>Staff contact by Line Manager; weekly/bi-weekly HR Manager phone calls to staff as appropriate</p>	<p>SLT to monitor workload to ensure reasonable work/life balance for staff</p> <p>Student survey on return to school (Year 10 &amp; Year 12 in attendance) - survey for those remaining at home - before EoT - Pastoral Team to collate and action findings</p> <p>Possible training for staff on preparing to reopen - The Key training tbc</p> <p>If a teacher assigned to a group thinks there is a student/s who requires pastoral support, the Head of Year &amp; LFN should be emailed</p>
<p><b>Planning what to teach and how</b></p> <p>Latest student survey: Year 10 &amp; Year 12 (1.6.20)</p>	<p>Deputy Head (Curriculum) with input from HoDs</p> <p>Deputy Head (Pastoral) with input from HoYs</p>	<p>A balance between staff availability, supervision ratios, not having too many staff in when not needed and meeting the needs of students (Year 10 &amp; Year 12) who have indicated that they will return w/b 15th June</p> <p>Ensuring remote learning provision is engaged with and followed up where students have not engaged</p>	<p>Decision &amp; timetabling finalised (5.6.20) - only 25% of the cohort in on any one day in socially distanced teaching spaces with staff who have identified themselves as available to come in</p>
<p><b>Remote learning during wider opening</b></p>	<p>Deputy Head (Curriculum) &amp; Teaching &amp; Learning Team + HoDs IT Department Senior IT &amp; Media Technician</p>	<p>Continue to set work on SMHW - HoD to identify colleagues working from home to oversee this provision</p>	<p>Pilot group to teach remotely using Microsoft Teams - T&amp;L Team to run small pilot with Year 12 before staff training for interested colleagues w/b 22nd June</p>
<p><b>Covid 19 financial planning and management - impact of Covid-19</b></p>	<p>Director of Finance</p>	<p>Record of additional spend for partial closure - ASCL proforma</p> <p>No off site trips are currently permitted</p> <p>Refunds paid to families for trips due out this term</p>	<p>Ongoing</p> <p>Until further notice</p> <p>June</p>
<p><b>Staff absence and contingency planning</b></p>	<p>SLT</p>	<p>Constant review of staffing levels needed for in school teaching and online provision - taking into account staff absence</p>	<p>Will be reviewed on a daily/weekly basis</p>
<p><b>Contingency planning / confirmed Covid-19 case in school</b></p> <p>If staffing levels fall to a level where safety cannot be assured, the school may close at short notice</p> <p>Staff/students will be asked to remain at home if they or anyone they live with is experiencing coronavirus symptoms</p> <p>If a symptomatic person (staff or student) comes into school, they will be sent home immediately</p>	<p>Colleagues in contact with student/staff member</p>	<p>If there is a confirmed case of Covid 19 (ie a positive test) then that department/area would be shut for a deep clean</p> <p>All students in that teaching group and all staff who have come into contact with that child or member of staff are to self isolate for 14 days and not return to school for 2 weeks.</p> <p>If a child or staff member develops Covid-19 symptoms 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>Director of Operations to liaise with cleaning company and advise stakeholders of closure and actions being taken plus liaising with PHE as appropriate. If other cases are detected at the school, the local health protection team from Public Health England will advise on the appropriate action to take</p> <p>Anyone (staff and students) self-isolating with symptoms will be encouraged to access testing</p> <p>All staff will be encouraged to sign up for 'track and trace'</p>