

CORONAVIRUS - RAYNES PARK HIGH SCHOOL RISK ASSESSMENT (Full Reopening - September 2020 & revised for January 2021 following updated DfE guidance)

References:

[Guidance for schools: Restricting attendance during the national lockdown - January 2021](#)
[Merton Council COVID-19 Risk Assessment Tool for the September Opening of Schools](#)
[Guidance for the full reopening of schools - July 2020 & updated October 2020](#)
[Initial planning framework for schools in England](#)
[Guidance on implementing protective measures in education settings](#)
[Preventing & controlling infection, including the use of PPE in education settings](#)
[Guidance on safe working in education settings - updated July 2020](#)
[Actions for schools during the coronavirus outbreak](#)
[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](#)
[HSE managing risk and risk assessment at work guidance](#)
[The Key Covid-19 Health & Safety checklist & check list for partial closure \(January 2021\)](#)
[Safer Transport Campaign](#)

POTENTIAL RISK/ISSUE	WHO DOES IT AFFECT?	ACTION/S TO CONTROL THE RISK	FURTHER ACTION TAKEN TO CONTROL RISK
PREPARING THE SITE			
Health and Safety checks of the premises including fire safety, boilers, water, playgrounds etc. The following areas have been risk assessed since closure in March 2020: hot/cold water systems gas safety kitchen equipment security ventilation	Site Team	Site Team undertaking this work during the summer holiday, October half-term and the Christmas holiday	Reception moved to separate office 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.
Fire safety and procedures The following area has been risk assessed since closure in March 2020: fire safety and evacuation procedures	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	Completed in readiness for full reopening - September 2020. Site Team have ensured all fire records up to date and equipment checks done
Cleaning and hygiene Enhanced cleaning regime since w/c 23rd March Deep clean: regular deep cleans throughout the Autumn Term 2020 All classrooms, offices/areas in use to be deep-cleaned after use; this includes desks, chairs, keyboards, touchpoints Anti-bac spray, wipes & paper towels will be provided to clean surfaces throughout the day Additional janitor 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	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 Hand sanitiser stations in key locations including 3 entrances in use from 4th September 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 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 Any concerns about cleaning should be reported to the Director of Operations immediately
Remodelling of work spaces/classrooms 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	All	IT Rooms identified and risk assessed for use by key groups in from January 2021 Rooms in use to have 2 metre 'teaching space' taped off 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	Reconfigure desks and working spaces where possible
First Aid procedures Medical room: door can be closed/window can be opened + separate bathroom	First-aiders	Trained first aider team identified - first aid to be administered by trained first aider only 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) and training to be given by Director of Operations

Hand hygiene/washing & toilets Soap, hot water and paper towels available in every toilet	All	Students will enter through the designated gate (Main Reception), 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>) and wash their hands (Main corridor) Staff to wash their hands on arrival & throughout the day	Key groups will have access to an identified toilet and procedure for key collection/return - supplies of soap, hand sanitiser and paper towels will be topped up regularly to ensure they do not run out Hand dryers out of action UFN
Provision of food and drinks Revaluators have been turned off and fingerprint readers removed	All	Main staffroom out of action for staff to gather in but available for staff to make a hot drink in a lidded cup (microwave etc out of action UFN) No usage of staff kettles & microwaves etc in staff areas All stakeholders to bring in own food and drink where possible Students to bring in a bottle of water, snack for break & a packed lunch if food not pre-ordered from canteen	There will be 2 30 minute breaks in assigned areas - see Partial Reopening Plan (January 2021) for further detail
Movement around the school In line with DfE guidance, staff and students should wear facial coverings in corridors and communal areas (October 2020) Students will arrive at/leave from the designated entrance & there will be a one-way system in place A member of senior staff 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 areas Post will be put in staff pigeon holes as usual Students must adhere to instructions on where they can go and must walk in single file Students must wash their hands on arrival every morning and hand sanitise on arrival to their assigned classroom Students must also sanitise their hands before eating Dismissal time staggered from 3pm in 5 minute intervals, supervised by staff on duty Staff must only use their badge to sign in/out and not touch the Inventory 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
REDUCING THE RISK			
Practical steps to reduce risk Only essential visitors on site Contractors aware of current precautions while on site Catering staff aware of new working practices	All	Social distancing measures: - staff & students to use Reception entrance UFN - rearranged furniture in teaching rooms - cleaning products available for each member of teaching staff Students will remain in key group bubbles and will stay in the same assigned classroom at the same desk for the majority of the day (prior to restricted attendance - January 2021 - previously, students were working in Year Group Bubbles, and used to sitting in an assigned seat) Parents should only visit the school in an emergency or if they have an appointment; other visitors will not visit until further notice	Clear guidance on entry procedures for essential visitors e.g contractors
Creating and staffing key group bubbles Further detail can be found in the January 2021 Partial Opening Plan - on website	All	Consistent groups reduce the risk of transmission; groupings (bubbles) have been developed in line with DfE guidance	Students will remain in their key group bubbles, in assigned classrooms for all lessons; staff will supervise on a rota basis
External support for SEND and Behaviour Ongoing and regular contact with the LA	SLT	Individual risk assessments in place for students attending since w/b 23rd March and updated for phased re-opening in June/full reopening in September & Restricted opening in January 2021 The Behaviour Policy has been revised to include a COVID-19 appendix - circulated to staff in September 2020	Staff to be aware that existing procedures and policies are to be adhered to in addition to any temporary updates
Changes to routines for staff and students All changes in line with guidance (see references above)	All	Expectations & all new regimes to be communicated clearly with staff (Staff Briefing 7.1.21) & to students (HoY Assemblies: 5.1.21) SLT will be in school on a rota basis from January 2021	Monitored & reviewed daily/weekly

Communicating with staff and parents	SLT	As above- robust communications continue; expectations set and all staff to have access to the risk assessment and re-opening plan in draft (by 21st August) before being approved by Governors (end of August))	
Regular communication from Head/SLT throughout lockdown (23rd March - 17th July) and during the summer Holiday (Summer mailing) - e-Bulletin sent out weekly from September			
Safeguarding arrangements	All	The Safeguarding Policy has been revised to include a Covid-19 appendix - updated for January 2021	LFN to ensure all staff know that robust practices have remained in place & staff complete a Safeguarding referral for the SG Team as usual
DSL &/or DDSL on site every day			
Managing student and staff wellbeing and mental health	Deputy Head (Pastoral) & Assistant Head (Safeguarding) with input from HoYs	Pastoral Team & other interested staff completed Bereavement Training: Summer Term 2020 Regular weekly contact with students in vulnerable category since w/b 23rd March & reinstated for January 2021	SLT to monitor workload to ensure reasonable work/life balance for staff since Remote Teaching launched for all: January 2021 - SLT Remote Wellbeing drop-ins (Spring Term rota) If a member of staff assigned to a group thinks there is a student/s who requires pastoral support, the Head of Year & LFN should be emailed
Resilience Curriculum			
Planning what to teach and how	Deputy Head (Curriculum) with input from HoDs	Heads of Department undertook a gap analysis and review of the curriculum in September	Curriculum Overview + accompanying information for families - on website January 2021
Recovery Curriculum			
Covid 19 financial planning and management - impact of Covid-19	Director of Finance	Record of additional spend for partial closure - ASCL proforma	July & September 2020
		No residential trips are currently permitted	Until further notice
Staff absence and contingency planning	SLT	Constant review of staffing levels needed for in school supervision of online provision	Will be reviewed on a daily/weekly basis
Contingency planning / confirmed Covid-19 case in school	Colleagues in contact with student/staff member	If there is a confirmed case of Covid 19 (ie a positive test) then that department/area would be shut for a deep clean 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 10 days and not return to school until the end of the isolation period From 8th January, the school will operate an in-house testing centre from the Main Hall - all staff and students on site will be requested to take part in weekly lateral flow testing to identify asymptomatic cases within the school - a positive LFT will require a further PCR test (staff/students to be provided with a PCR test/ asked to book a test).	Director of Operations to liaise with cleaning company and advise stakeholders of closure and actions being taken plus liaising with LA as appropriate - please see separate risk assessment for in-house testing centre (January 2021) All staff will be encouraged to sign up for 'track and trace'
If staffing levels fall to a level where safety cannot be assured, the school may close at short notice			
Staff/students will be asked to remain at home if they or anyone they live with is experiencing coronavirus symptoms			
If a symptomatic person (staff or student) comes into school, they will be sent home immediately			

Summary check list for partial opening	
Availability of soap, water and paper towels in toilets	Site Team to ensure plentiful supplies of soap and paper towels in all toilets. Any requests for supplies contact Sam (Director of Operations).
Tissues available in every class room in use	Site Team to ensure tissue supplies in every used classroom and working area.
Location of hand sanitiser stations	Site Team to ensure hand sanitiser is available in each used classroom, office and working area, medical room, Reception and entrance to school.
Location of lidded bins / double bagging	In each used classroom - Site Team to ensure bin bags available in each used classroom, medical room and school offices.
Designated area cleaning products (and disposable PPE)	Each member of staff will have a bottle of anti bac spray and anti bac wipes to use during the school day under their control for cleaning desks/tables or if someone sneezes, coughs etc and for touch points throughout the day.
Social distancing arrangements: arrival/dismissal	Students to enter the school at Reception. Students will wash their hands on arrival and make their way to the assigned classroom every morning.
Students in lessons	Students will remain in the same seat, in the same teaching room for their online lessons every day.
Social distancing measures for dismissal	Students will be escorted to Reception and dismissed by staff on duty.
First aid arrangements	This will be undertaken in the medical room, PPE (disposable face mask, apron and gloves) to be worn by the first aider and thorough hand washing after care
Child Protection and Pastoral Team	Any student concern should be flagged up through usual processes and referred to Pastoral Team.

Hand dryers, water fountains, benches and air conditioning (not server room) to be taken out of use	Hand dryers in toilets are not to be used. Water fountains are not to be used (students and staff need to bring in their own watter bottle). Air conditioning units in classrooms, staff rooms, or offices are not to used under any circumstances. The Site Team when opening the school in the morning will open windows in classrooms and doors opened appropriately, to increase natural air flow. Fans are not to be used as the circulation of air must be natural. Doors can be
Signing In and Out processes for staff	Staff must only sign in and out using their pass/Inventry - staff should not touch the Inventry screen
Staff access to admin offices, classrooms and staff rooms	Social distancing must be enforced. Staff should not congregate in any school area, e.g classrooms, admin office or staffrooms. The main staffroom will be available for staff to make a hot drink in a lidded/reusable cup
Site Team procedures - opening up and opening windows in all used areas	As above the Site Team to open windows and doors as part of their 'opening the school' procedures.
Doors to be kept open for ventilation	The Director of Operations has fully risk assessed this and is happy the level of risk of COVID-19 is higher than the fire risk at the moment.
Cleaning regimes during the day	Each classroom and working office/area will have touch points wiped down with anti bac wipes/spray throughout each day.
Provision of food and drink	Ideally, staff will need to bring in their own food/water as there will be limited usage of the staffroom/department areas.
<i>Please remember social distancing when liaising with these colleagues</i>	
Access to: SLT	SLT will be available on a rota basis; please continue to email where possible unless urgent or confidential.
Access to: Site Team	Please contact Sam in the first instance.
Access to: Director of Finance/HR Manager Office Manager/Senior IT Technician Data Manager/Exams Leader	Eva & Jelena will be available on email in the first instance. Carol & Charles will be available on email in the first instance. Sonia & David will be available on email in the first instance.
Social distancing ethos	When it is not possible to maintain the 2m social distancing, due to the building layout (e.g corridors), then every effort should be made to maximise the