

**CORONAVIRUS - RAYNES PARK HIGH SCHOOL RISK ASSESSMENT (Full reopening September 2020 - revised February 2021)**

**References:**

Merton Council COVID-19 Risk Assessment Tool for the September Opening of Schools  
Guidance for the full reopening of schools/Schools coronavirus operational guidance February 2021)  
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  
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  
Safer Transport Campaign

POTENTIAL RISK/ISSUE	WHO DOES IT AFFECT?	ACTION/S TO CONTROL THE RISK	FURTHER ACTION TAKEN TO CONTROL RISK
<b>PREPARING THE SITE</b>			
<b>Health and Safety checks of the premises including fire safety, boilers, water, playgrounds etc.</b>  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 in line with agreed schedule	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.
<b>Fire safety and procedures</b> 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	New procedures for evacuation - onto the Astro - since September 2020). Site Team have ensured all fire records up to date and equipment checks done
<b>Cleaning and hygiene</b> Enhanced cleaning regime since March 2020 Deep clean: during February Half Term 2021 and in readiness for 8th March 2021 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 in weekly contact with the Cleaning Company 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 September 2020  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 <b>immediately</b>
<b>Remodelling of work spaces/classrooms</b> 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	Desks and working spaces reconfigured: desks to face the front 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 for practical lessons where possible

<b>First Aid procedures</b> 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
<b>Hand hygiene/washing &amp; toilets</b> Soap, hot water and paper towels available in every toilet	All	Students will enter through one of 3 designated gates and sanitise on entry to school and classrooms, before and after eating Staff to wash their hands on arrival & throughout the day	Each Year Group 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
<b>Provision of food and drinks</b> 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, toasters & 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 to be taken in assigned canteens/FSM students to pre-order hot meal to be taken during am/pm breaktime	There will be 2 30 minute breaks in assigned areas - see September 2020/March 2021 Reopening Plan for further detail
<b>Movement around the school</b> In line with DfE guidance, staff and students should wear facial coverings in corridors and communal areas (October 2020) and are recommended to be used in classrooms (February 2021)  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 (On-Call)	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 hand sanitise on arrival to their assigned classroom Students must sanitise their hands before eating Dismissal time staggered from 3pm in 5/10 minute intervals, supervised by SLT  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
<b>REDUCING THE RISK</b>			
<b>Practical steps to reduce risk</b> Only essential visitors on site  Contractors aware of current precautions while on site  Catering staff aware of revised working practices	All	Social distancing measures: - Revised start/end to school day - rearranged furniture in teaching rooms - cleaning products available for each member of teaching staff  Students will remain in Year Group bubbles and will stay in the same assigned classroom at the same desk for the majority of the day. All staff, students and families reminded of requirements in March following the updated DfE guidance 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
<b>Creating and staffing Year Group bubbles</b>  Further detail can be found in the September 2020 reopening plan (shared with stakeholders in August 2020) - updated for March 2021 reopening	All	Consistent groups reduce the risk of transmission; groupings (Year Group bubbles) have been developed in line with DfE guidance	Students will remain in their Year Group bubbles, in assigned zoned areas for all lessons; staff will move between Year Group bubbles
<b>External support for SEND and Behaviour</b>  Ongoing and regular contact with the LA	SLT	Individual risk assessments in place for students attending since w/b 23rd March 2020 and updated for full reopening in March 2021  The Behaviour Policy has been revised to include a COVID-19 appendix - circulated to staff (September 2020)	Staff to be aware that existing procedures and policies are to be adhered to in addition to any temporary updates
<b>Changes to routines for staff and students</b>	All	Expectations & all new regimes to be communicated clearly (for September 2020)	Monitored & reviewed daily/weekly

All changes in line with guidance (see references above)		reopening) and re-established (for March 2021 reopening)	
		SLT will be visibly present during the day	
<b>Communicating with staff and parents</b>	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			
<b>Safeguarding arrangements</b>	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
DSL &/or DDSL on site every day			

<b>Managing student and staff wellbeing and mental health</b>	Deputy Head (Pastoral) & Assistant Head (Safeguarding) with input from HoYs	Pastoral Team have completed Bereavement Training June 2020 - other interested staff will be offered the opportunity to complete online training	SLT to monitor workload to ensure reasonable work/life balance for staff
Resilience Curriculum		Regular weekly contact with students in vulnerable category since January 2021 & phone calls home to every student (February/March 2021)	Student survey on return to school before EoT - Pastoral Team to collate and action findings
		Wellbeing Tutor session: Wednesday 10th March 2021	If a teacher assigned to a group thinks there is a student/s who requires pastoral support, the Head of Year & LFN should be emailed
<b>Planning what to teach and how</b>	Deputy Head (Curriculum) with input from HoDs	Heads of Department have undertaken a gap analysis and been reviewing their curriculum since September 2020	Ongoing in light of recent lockdown for Spring Term 1
Recovery Curriculum			
<b>Covid 19 financial planning and management - impact of Covid-19</b>	Director of Finance	Record of additional spend for partial closure - ASCL proforma	Termly review of Covid spend
		No residential trips are currently permitted	Until further notice
<b>Staff absence and contingency planning</b>	SLT	Constant review of staffing levels needed for in school teaching (and online provision) in the event of having to take into account staff absence	Will be reviewed on a daily/weekly basis
<b>Contingency planning / confirmed Covid-19 case in school</b>	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	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
If staffing levels fall to a level where safety cannot be assured, the school may close at short notice		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	Anyone (staff and students) self-isolating with symptoms will be encouraged to access testing
Staff/students will be asked to remain at home if they or anyone they live with is experiencing coronavirus symptoms		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 10 days	All staff will be encouraged to sign up for 'track and trace'
If a symptomatic person (staff or student) comes into school, they will be sent home immediately			

<b>Summary check list for reopening</b>	
<b>Availability of soap, water and paper towels in toilets</b>	Site Team to ensure plentiful supplies of soap and paper towels in all toilets. Any requests for supplies contact Sam (Director of Operations).
<b>Tissues available in every class room in use</b>	Site Team to ensure tissue supplies in every used classroom and working area.
<b>Location of hand santiser stations</b>	Site Team to ensure hand santiser is available in each used classroom, office and working area, medical room, Reception and 3 entrances to school.
<b>Location of lidded bins / double bagging</b>	In each used classroom - Site Team to ensure bin bags available in each used classroom, medical room amd school offices.
<b>Designated area cleaning products (and disposable PPE)</b>	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 some one sneezes, coughs etc and for touch points throughout the day.
<b>Social distancing arrangements: arrival/dismissal</b>	Students to enter the school at one of the 3 entrances - Year Group bubbles. Students will sanitise their hands under supervision and make their way to line up for registration or Period 1.
<b>Students in lessons</b>	Students will remain in the same teaching room for the majority of their lessons.
<b>Social distancing measures for dismissal</b>	Students will be escorted to the designated gate and dismissed from 3pm by SLT.
<b>First aid arrangements</b>	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
<b>Child Protection and Pastoral Team</b>	Any student concern should be flagged up through usual processes and referred to Pastoral Team.
<b>Hand dryers, water fountains, benches and air conditioning (not server room) to be taken out of use</b>	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
<b>Signing In and Out processes for staff</b>	Staff must only sign in and out using their pass/Inventry - staff should not touch the Inventry screen
<b>Staff access to admin offices, classrooms and staff rooms</b>	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

<b>Site Team procedures - opening up and opening windows in all used areas</b>	As above the Site Team to open windows and doors as part of their 'opening the school' procedures.
<b>Doors to be kept open for ventilation</b>	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.
<b>Cleaning regimes during the day</b>	Each classroom and working office/area will have touch points wiped down with anti bac wipes/spray throughout each day.
<b>Provision of food and drink</b>	Ideally, staff will need to bring in their own food/water as there will be limited usage of the staffroom/department areas.
<b><i>Please remember social distancing when liaising with these colleagues</i></b>	
<b>Access to:</b> SLT	SLT will be available on their radios as usual; please continue to email where possible unless urgent or confidential.
<b>Access to:</b> Site Team	Please contact Sam in the first instance.
<b>Access to:</b> 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.
<b>Social distancing ethos</b>	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