

## PHS Wider Covid-19 Wider Opening Risk Assessment

<b>Responsibility</b>	Phil Hanson
<b>Date of last review</b>	7 <sup>th</sup> June 2020
<b>Date of next review</b>	21 <sup>st</sup> June 2020
<b>Approval by:</b>	Avonreach Trustees
<b>Approval date:</b>	11 <sup>th</sup> June 2020
<b>Version Control:</b>	<p>V1 original 7<sup>th</sup> June 2020</p> <p>V1.1 addition of behaviour and uniform information, cleaning chairs, clarification of student routes, Yr 12 breaks, Yr 10 toilets, staff whiteboard pens, bike storage</p> <p>V1.2 addition of emergency evacuation route/assembly arrangements, clarification of staff duty responsibilities, arrangements for pm 'remote learning' for those waiting for buses, mixing of 'pods' (Yr 10 and Key worker), social distancing spacing indicators on tarmac under bus shelter, further toilet clarification for staff, clarification of Fladbury 1<sup>st</sup> end date, First teacher every morning to run through ZB's presentation</p> <p>V1.3 addition of face to face meetings with students and tutors</p>

### Notes:

- Risk assessment reviewed by LT Monday, 22<sup>nd</sup> June – no Year 10 options added due to mixing of pods, decision to offer one-to-one tutor sessions discussed with staff at the staff meeting and agreed. Other plans working smoothly so will continue until the end of the summer term.

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p>Everyone will be instructed not to come into school if they or anyone they live with is experiencing coronavirus symptoms, and instead follow official <a href="#">self-isolation guidance</a>. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access <a href="#">testing</a>, and the school will help them do this, using the national testing helpline and through the Worcestershire Employer Testing Route for staff.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. The conference room and Sixth Form staircase (access for Year 12 during wider opening will be the fire exit, should this area be closed) will be used as the isolation area. 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>Symptomatic students will be isolated in the Conference Room until they can be collected.</p> <p>In the case of a symptomatic student who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> <li>• If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask</li> <li>• If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron</li> <li>• If there is a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection</li> <li>• Full sets of PPE are available for supervising staff in the Student Hub</li> </ul>	LT  PH/LT  Student Hub  Student Hub  Student Hub	10 <sup>th</sup> June 2020  1 <sup>st</sup> June 2020  15 <sup>th</sup> June 2020 (Receptionist and LT prior to 15 <sup>th</sup> June)  15 <sup>th</sup> June 2020 (Receptionist and LT prior to 15 <sup>th</sup> June)  15 <sup>th</sup> June 2020 (Receptionist and LT prior to 15 <sup>th</sup> June)	

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		<ul style="list-style-type: none"> <li>• Symptomatic students will be expected to wear a face covering – either their own or one from the school’s non-PPE stock</li> <li>• Staff needing to wear PPE will be trained in safe removal and disposal using the recommended YouTube video:  <a href="https://www.youtube.com/watch?v=wLuYDv65_to">https://www.youtube.com/watch?v=wLuYDv65_to</a></li> </ul> <p>Supervising staff will wash their hands thoroughly for 20 seconds after the student has left.</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following <u>decontamination guidance</u>.</p> <p>If a student or a staff member working with students tests positive for coronavirus, the rest of their student group will be sent home/not allowed to return and advised to self-isolate for 14 days (as will any staff member who looked after them in school while they were symptomatic). Follow updated advice on testing and self-isolation as it is released. Staff to use the employer testing route in order to obtain fastest possible test results:  <a href="https://capublic.worcestershire.gov.uk/HREForms/Employe/cvCovidTesting.aspx">https://capublic.worcestershire.gov.uk/HREForms/Employe/cvCovidTesting.aspx</a>.        Please note you must select ‘WCC – School’ in the dropdown.</p>	<p>Cleaning team</p> <p>LT</p>	<p>15<sup>th</sup> June 2020</p> <p>In place</p> <p>10<sup>th</sup> June 2020</p> <p>In place</p>	<p>Follow advice from Track and Trace and local Public Health staff</p> <p>SIMS registers to be maintained by Student</p>

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		<p>If other cases are detected at school, the local health protection team from Public Health England will advise on appropriate action, such as asking more people to self-isolate.</p> <p>Accurate attendance and group membership details will be maintained so that contact tracing can be best managed.</p> <p>Temporary attendance of those in school for one-to-one tutor sessions will be recorded for emergency evacuation and track and trace purposes by a member of the admin team based in the Kingsley Office for the duration of this phase. These registers will be kept for 21 days after the last attended tutor session.</p>	<p>Worcestershire Public Health and LT liaison</p> <p>LT, Student Hub</p> <p>Admin Team/Tutors</p>	<p>29<sup>th</sup> June 2020</p>	<p>Hub, student team lists maintained by LT</p> <p>Tutors to provide a copy of their scheduled 'in school' appointments for Admin staff based in the Kingsley Office</p>
<p>Contact with coronavirus when getting to and from school</p>		<p>Everyone will be encouraged to drive, walk or cycle into school, and warned to avoid using public transport wherever possible.</p> <p>Bike storage: bike loops and fencing o/s DT to front of school, metal fencing o/s Humanities</p> <p>For anyone who needs to take public and school transport, they will be referred to <u>government guidance</u>. Currently this means wearing a face covering.</p> <p>Everyone will be informed that car sharing with non-household members is not permitted – including Year 12 students who drive to school</p> <p>School transport providers will follow all national and local guidance to make sure their staff:</p>	<p>All staff, students &amp; parents</p>	<p>15<sup>th</sup> June 2020</p>	

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		<ul style="list-style-type: none"> <li>Follow hygiene rules</li> <li>Try to keep their distance from passengers where possible</li> <li>Do not work if they or a member of their household are displaying coronavirus symptoms</li> </ul> <p>For students that will need to be dropped off and picked up, parents will be told:</p> <ul style="list-style-type: none"> <li>To use the Pavilion car park to drop off and collect</li> <li>Remain in their cars and avoid contact with other parents</li> <li>Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment</li> <li>Students to walk from the car park and wait under the bus shelter, socially distanced until they can enter through the Art Block gate – spacing indicators on tarmac under shelter</li> </ul> <p>Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day.</p>	<p>Parents/Students</p> <p>Site Team</p>		
<p>Spreading infection due to touch, sneezes and coughs</p>		<p>Students will sanitise their hands at stations immediately on entry through the Art Gate and be directed to go immediately to their teaching space.</p> <p>Everyone in school will be encouraged to:</p> <ul style="list-style-type: none"> <li>Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using <a href="#">NHS</a></li> </ul>	<p>Site Team</p> <p>Teaching Staff Team - Duty</p>	<p>In place and wider by 15<sup>th</sup> June 2020</p>	<p>Staff Teaching Duty team – encourage social distancing</p>

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		<p>guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands</p> <ul style="list-style-type: none"> <li>• Clean their hands on arrival, before and after eating, and after sneezing or coughing</li> <li>• Be encouraged not to touch their mouth, eyes and nose</li> <li>• Use a tissue or elbow to cough or sneeze, and use bins for tissue waste</li> </ul> <p>Students will be encouraged to follow these guidelines by posters displayed in key areas of the school.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Bins for tissues will be checked and emptied if necessary through the day.</p>	<p>Admin Staff</p> <p>Site Team</p> <p>Cleaning/Site Team</p>		
<p>Spreading infection through contact with coronavirus on surfaces</p>		<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> <li>• Banisters</li> <li>• Classroom desks, tables and chairs</li> <li>• Toilet facilities (including taps and flush buttons) to be cleaned 3 times daily</li> <li>• Door and window handles</li> <li>• Furniture</li> <li>• Light switches</li> <li>• Reception desks</li> </ul>	<p>Cleaning Team</p>	<p>In place and wider by 15<sup>th</sup> June</p>	

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		<ul style="list-style-type: none"> <li>• Teaching and learning aids</li> <li>• Computer equipment (including keyboards and mouse)</li> <li>• Sports equipment (if required)</li> <li>• Telephones</li> <li>• Fingerprint scanners</li> </ul> <p>Areas of the school that are used by students will be cleaned thoroughly at the end of the day. Hall, Drama Studio, Phillips Room, Sixth Form Study, A1, A7 – refer to timetable, Key worker and Vulnerable student zone, Base, Hampton Centre Classroom.</p> <p>Areas of the school not in use will be shut off to make cleaning more manageable. Students will be instructed not to enter closed areas of the school and these will be locked where safety allows.</p> <p>Unnecessary items, soft furnishings, that are hard to clean will be removed, where possible, from areas being used and stored elsewhere.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following <u>decontamination guidance</u>.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will be asked to identify unused desks with a green laminated tick signs to enable cleaners to concentrate their effort on used spaces first.</p>	<p>Teaching Staff Team</p> <p>Site Team</p> <p>Student Hub ⇒ Cleaning Team</p> <p>Cleaning Team</p> <p>Teaching staff</p>		

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		<p>Teachers will wash their hands and surfaces before and after handling students' books.</p> <p>Dining Room closed to all but vulnerable/key worker team and those who have to stay for the afternoon due to school transport.</p> <p>All doors to rooms in use to be propped open where safe to do so to avoid touching door handles</p> <p>Access to rooms used for priority cleaning:</p> <ul style="list-style-type: none"> <li>• Main Hall – Main Entrance then main corridor – red fences at old entrance end to separate groups of students in hall and studio.</li> <li>• Studio – Main Reception then outside path to entrance by playground toilets (Reception doors to be propped open)</li> <li>• C2/C3 external fire exit staircase</li> <li>• Library front extension door for library use whilst Faldbury 1<sup>st</sup> remain in site, then back doors to Sixth Form Study once returned to PHS use.</li> <li>• Sixth Form Study – rear door</li> <li>• Training Room – fire exit door at Humanities end</li> <li>• Art rooms – through auto doors into Technology, not Art Gallery</li> </ul> <p>Toilets – Year 10 students in the Studio will use the disabled toilet at the playground end of the quad. Students in Main Hall will use the girls' toilets next to Armstrong. Both toilets will be unisex and only one student to use them at a time.</p>	<p>Teaching staff</p> <p>Catering Team</p> <p>Site Team</p> <p>Site Team/ Cleaning Team</p> <p>Duty Teaching Staff Team to monitor</p> <p>Teaching staff</p>		



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		<p>Teachers to use their own whiteboard pens to avoid shared use, green paper towels in all rooms for board cleaning (no shared board rubbers)</p> <p>Meetings on-site for students in face-to-face tutor sessions will use the Humanities block classrooms H1-5 and possibly H9 and H10 if overspill space is required on particular days. They will access site via the pedestrian gate nearest the Humanities Block and go straight to their appointed room. One toilet in this block will be available for student use and one for staff use. Hand sanitiser will be available at the gate and inside outside the Kingsley Office.</p>	Tutors and Students	29 <sup>th</sup> June 2020	
Spreading infection due to excessive contact and mixing between students and staff in classrooms		<p>Following staff consultation, it has been agreed to teach a maximum of 25 students in year 10 in two large spaces with a main teacher and a subsidiary in both rooms, this will be reviewed after week one and week two and refined if required. This model allows for greater social distancing, air flow and air volume within the room. Year 12 will be taught in groups, maximum 13, in rooms allowing for 2m social distancing.</p> <p>Only a quarter of students in year 10 and 12 will be in on any day. A rota will be used to decide which of these students will be in on each day. Students will be in school, mornings only, to avoid the need for use of the dining room at break and lunch times. However, vulnerable children or children of critical workers can continue to attend full-time, unless changes to school transport mean they also finish at lunchtime.</p>	<p>LT</p> <p>LT</p>	15/06/20	Fladbury First remain on site until Friday 19 <sup>th</sup> June in Sixth Form Study and using back gate entrance for their pupils.

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		<p>Social Distancing space will be maintained between students and staff, 2m apart where possible, with seats and desks arranged to allow this.</p> <p>The amount of take-home resources will be limited, and the sharing of stationery and other equipment will be prevented where possible. Students who require a pen will be issued one and not asked to return it.</p> <p>Staff and students in Year 10 will be assigned to a team for each day of the week, this will mean the minimum mixing of 4 staff with 50 students (2 groups of 25 students to be separated during their time in school).</p> <p>Year 12 students will be split by option group into smaller teaching groups taught either by two different teachers or the same teacher over two days</p> <p>Students will not be expected to wear uniform and must wear freshly laundered clean clothes to school each day.</p> <p>Where staff have concerns or reports that students and families are not observing social distancing regulations either in school or in their communities they may be sent home and told to isolate for 14 days before they are allowed to return to school.</p> <p>Teachers will sit behind a desk in the classroom and students will sit at a chair and not touch the desks in the classroom. Windows will be opened and air handling switched on. Doors will not be propped open to enable personal discussions to take place. Students to hand sanitise on arrival and on leaving the tutor appointment.</p> <p>Alternatively, tutors may wish to hold their appointments outside in the open air on one of the benches in the area</p>	<p>LT/Site Team</p> <p>Teaching Staff/SRO</p> <p>LT</p> <p>Students/Parents/ Carers</p> <p>Tutors and Students</p>	<p>Lists complete by end of Wednesday 10<sup>th</sup> June</p> <p>15<sup>th</sup> June 2020</p> <p>29<sup>th</sup> June 2020</p>	

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<p>Spreading infection due to excessive contact and mixing between students and staff around the school</p>		<p>outside T8, the memorial garden or using classroom chairs on the field. Students must register with the Kingsley Office on arrival for health and safety reasons.</p> <p>Year 10 will be split into two teams of maximum 25 students each day, these teams will be kept separate during the day using the Hall and Drama Studio. Students will have a 20 minute break during the morning:            Hall – outside the shelter and shelter if wet (and work complete)            Studio – bottom playground and quad if wet</p> <p>Year 12 will remain in their teaching space unless using the toilets and may use the tennis court for outdoor space until Fladbury 1<sup>st</sup> leave site and then the grass to the rear of the Sixth Form Study. Year 12 to use the sixth form locker area toilets only.</p> <p>Staff in each Year 10 Team to provide duty cover – registration at the gate, shared break duty, shared supervision for those remaining for buses at 3.30.            Rooms for pm 'remote learning' from 1.20:            Bredon Pod: B1            Malvern Pod: IT4</p> <p>Student arrival and departure automatically staggered due to school transport. Break times in separate locations.</p> <p>Assembly/Information Sharing in teaching spaces via Teams.</p>	<p>LT and Teaching Staff</p> <p>Cleaning Team – shelter benches            Teaching Staff</p> <p>Teaching Staff Team</p> <p>Teaching Staff Team</p>	<p>15<sup>th</sup> June 2020</p>	<p>ZB student first assembly resource for</p>



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		<p>however use the Dining Room as normal but must maintain social distancing.</p> <p>Students coming into school for one-to-one sessions with their tutor will only use the pedestrian gate and will stay in the Hampton Centre for their appointment and waiting time only. Parents will not be permitted on-site. A maximum of 10 additional students will be in school at any time.</p>	Tutors/Students/Parents	29 <sup>th</sup> June 2020	
Spreading infection due to the school environment		<p>Checks to the premises will be done to make sure the school is up to health and safety standards before reopening.</p> <p>Emergency evacuation routes have been checked and each room has an assembly point – shared via posters in the room, Student First Assembly presentation and staff protocols document.</p> <p>First Aid cover will remain in place through the staff rota</p> <p>Areas in use will be well ventilated by opening windows and doors will be propped open, where fire safety and safeguarding aren't compromised.</p> <p>No use of lifts</p> <p>Tissues and hand sanitiser to be available in every teaching area.</p> <p>All staff to be given a personal bottle of hand sanitiser</p> <p>Bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p>	<p>PH</p> <p>CW</p> <p>Site Team, Teaching Staff</p>		AP – continue with Health and Safety checks up to and after opening

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		<p>Outdoor space will be used for exercise and breaks, and for education where possible. Teaching staff to discuss outdoor teaching with LT to confirm arrangements and suitable location.</p>	<p>SRO/TD Site Team</p>		
<p>Spreading infection due to excessive contact and mixing in meetings</p>		<p>Where possible, all meetings will be conducted using Microsoft Teams or equivalent video conferencing software. This includes meetings with staff, parents, visitors and governors.</p> <p>Where this isn't possible or a face-to-face meeting is more appropriate, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.</p> <p>See comments above regarding face-to-face tutor meetings</p>	<p>LT</p>	<p>In place</p>	
<p>Individuals vulnerable to serious infection coming into school</p>		<p>For everyone who could come into school:</p> <ul style="list-style-type: none"> <li>• If they're clinically extremely vulnerable (as defined <a href="#">here</a>), they will continue to learn or work from home</li> <li>• If they're clinically vulnerable (as defined <a href="#">here</a>) – parents should follow medical advice if their child is in this category, and staff in this category will continue to work from home wherever possible. If these staff members cannot work from home, they will be asked to undertake tasks that allow them to maintain a 2 metre distance from others wherever possible</li> </ul>	<p>LT</p>	<p>In place</p>	<p>LT continue to review in light of updated DfE/LA/Liberata guidance and local policy</p>

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		<ul style="list-style-type: none"> <li>If they live with someone who's clinically extremely vulnerable, they will only attend if stringent social distancing can be adhered to.</li> </ul>			