

## PHS Wider Covid-19 Full Opening Risk Assessment

<b>Responsibility</b>	Phil Hanson
<b>Date of last review</b>	28 <sup>th</sup> August 2020
<b>Date of next review</b>	15/09/2020
<b>Approval by:</b>	Avonreach Trustees
<b>Approval date:</b>	02/09/2020
<b>Version Control:</b>	V1 original draft 28 <sup>th</sup> August 2020 V2 addition of extra one way instructions for English/Science V3 additional advice on using air conditioning units page 10

**Notes:**

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. The school should receive from the DfE some home testing kits to give to families if they are unable to attend the testing facility.</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 will be used as the isolation area (access for Sixth Form Staff and Students will be via one of the fire exits or the corner stairs, should this area be closed). 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>Students and staff developing symptoms students will be isolated in the Conference Room until they can be collected or leave in the case of staff.</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> </ul>	LT  PH/LT  Student Hub  Student Hub  Student Hub	1 <sup>st</sup> September 2020	

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		<ul style="list-style-type: none"> <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> <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</li> <li>• YouTube video:  <a href="https://www.youtube.com/watch?v=wLuYDv65_to">https://www.youtube.com/watch?v=wLuYDv65_to</a></li> </ul> <p>Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken:</p> <ul style="list-style-type: none"> <li>• A school minibus will be used The driver and passenger will maintain a distance of 2m from each other with the passenger in the rearmost seat; or</li> <li>• The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are able to do so</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</p>	<p>Cleaning team</p>		

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		<p>disposed of properly, following <u>decontamination guidance</u>.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact <a href="#">Worcestershire Public Health</a> or PHE West Midlands:</p> <p>PHE West Midlands West Health Protection Team,            2nd Floor, Kidderminster Library, Market Street,            Kidderminster,            DY10 1AB            Phone: 0344 225 3560</p> <p>The team will carry out a rapid risk assessment to confirm who has been in close contact with the person, and these people will be asked to self-isolate.</p> <p>To help with this, records, where possible, will be kept of:</p> <ul style="list-style-type: none"> <li>• The pupils and staff in each group</li> <li>• Any close contact that takes place between children and staff in different groups</li> </ul> <p>Close contact means:</p> <ul style="list-style-type: none"> <li>• Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including:               <ul style="list-style-type: none"> <li>○ Being coughed on,</li> <li>○ A face-to-face conversation, or</li> <li>○ Unprotected physical contact (skin-to-skin)</li> </ul> </li> </ul>	<p>LT</p> <p>Worcestershire Public Health and LT liaison</p>		<p>Follow advice from Track and Trace and local Public Health staff</p> <p>All teachers must maintain accurate attendance registers for tutor and every lesson. Any extra-curricular activities must also include a register of those taking part.</p>

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		<ul style="list-style-type: none"> <li>• Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person</li> <li>• Travelling in a small car with an infected person</li> </ul> <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p> <p>Staff should use the employer testing route in order to obtain fastest possible test results:  <a href="https://capublic.worcestershire.gov.uk/HRFormsEmployee/CVCovidTesting.aspx">https://capublic.worcestershire.gov.uk/HRFormsEmployee/CVCovidTesting.aspx</a>.            Please note staff must select 'WCC – School' in the dropdown.</p>	All staff		
Contact with coronavirus when getting to and from school		<p>Everyone will be encouraged to drive, walk or cycle into school, and warned to avoid using public transport wherever possible.</p> <p>Students walking to and from school should try to maintain social distance from their peers and especially those in other year groups wherever possible.</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>It is recommended that students using dedicated school transport should wear face coverings wherever possible.</p>	All staff, students & parents  School Transport	1 <sup>st</sup> September 2020	



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		<p>Sixth Form Students will not be allowed to leave the school site to visit local shops/cafes and return to school on the same day to avoid unnecessary contact. An additional servery will be provided to minimise contact between student groups and to create extra capacity.</p> <p>Student arrival times naturally staggered due to school transport.</p>	Catering/Site Teams		
Spreading infection due to touch, sneezes and coughs		<p>Students and staff will wash their hands or sanitise them as soon as they enter the school site. Students will then go directly to their designated year group base unless they are visiting Perschore Kitchen for breakfast.</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 guidelines</a>, or use alcohol-based hand sanitiser to cover all parts of their hands</li> <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>All 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 are not close to running out.</p>	Cleaning/Site Team	1 <sup>st</sup> September	All staff – encourage social distancing, SAS Protocol

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		<p>Bins for tissues will be checked and emptied if necessary through the day.</p> <p>Every classroom and office will be provided with hand sanitiser and in addition wall-mounted sanitiser stations will be installed in key areas of the school e.g. outside toilets.</p> <p>Parents have been asked to provide their children with a personal bottle of hand sanitiser. All staff have been provided with a personal bottle of sanitiser.</p> <p>Students will be instructed and reminded frequently on the school's SAS Protocol:</p> <ul style="list-style-type: none"> <li>• Sanitise</li> <li>• Action (e.g. remove mask, fill up water bottle etc.)</li> <li>• Sanitise</li> </ul>	All staff/students		
Spreading infection through contact with coronavirus on surfaces		<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>• Office desks</li> <li>• Toilet facilities (including taps and flush buttons) to be cleaned at least 3 times daily</li> <li>• Door and window handles</li> <li>• Furniture</li> <li>• Light switches</li> </ul>	Cleaning/Site Team		



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		<ul style="list-style-type: none"> <li>• Reception desks</li> <li>• Teaching and learning aids</li> <li>• Computer equipment (including keyboard and mouse)</li> <li>• Sports equipment (if required)</li> <li>• Telephones</li> <li>• Fingerprint scanners</li> </ul> <p>Unnecessary items, soft furnishings, that are hard to clean will be removed, where possible, from areas being used and stored elsewhere.</p> <p>Every classroom and office will have a supply of disinfectant wipes so that staff desks can be cleaned between users</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 wash/sanitise their hands and clean surfaces before and after handling students' books.</p> <p>All doors to classrooms and offices to be propped open where safe to do so to avoid touching door handles and windows and doors will be open to maintain airflow wherever possible.</p> <p>Air handling systems will be switched on to increase airflow. However, Air conditioning units which recirculate air within the room will not be used unless essential to maintain equipment health (in IT rooms if the</p>	<p>All staff</p> <p>Cleaning/Site Team</p> <p>Teaching staff</p> <p>All staff</p> <p>Teaching Staff/ Cleaning Team</p>		

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		<p>temperature builds up). Following HSE advice (09/07/20) that the risk of air conditioning spreading Coronavirus in the workplace is extremely low as long as there is an adequate supply of fresh air and ventilation. Air conditioning units may be used in air intake mode where available or in cooling mode provided all windows and doors are open to allow fresh air to enter the room.</p> <p>Any resources shared between groups, such as sports, technology, art and science equipment, will be either:</p> <ul style="list-style-type: none"> <li>• Cleaned frequently and meticulously, and always between groups using them; or</li> <li>• Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups</li> </ul> <p>The same rules will be followed for books and other shared resources. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared. Students informed not to bring unnecessary personal items to school.</p> <p>Shared rooms, such as halls and dining areas, will, wherever possible be timetabled to one year group at a time and where this isn't possible cleaned between different groups using them.</p> <p>Toilets – Each year group will have their own toilets and should not use others except accessible toilets if required. Students will be able to leave lessons to visit toilets to avoid mass usage at break and lunch times:</p>	<p>Parents/students</p> <p>JH and Cleaning Team</p> <p>Students/ Teaching staff</p>		

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		<p>Year 8: English            Year 9: Humanities            Year 10: Main Corridor            Year 11: PE            Year 12/13: Sixth Form</p> <p>Teachers/TAs will be provided with their own whiteboard pens and board rubbers to avoid shared use. Disinfectant wipes will be available in all rooms to wipe down any equipment that must be shared.</p>	Teaching Staff/TAs																		
Spreading infection due to excessive contact and mixing between students and staff in classrooms and offices		<p>Vertical Tutoring has been temporarily suspended and students placed in year based tutor groups to minimise mixing of students. Tutor groups will be located in year base areas.</p> <p>Teaching, where specialist facilities are not required, will take place in year bases as follows:</p> <table border="1" data-bbox="607 1023 1187 1425"> <thead> <tr> <th>YEAR POD</th> <th>Main Teaching Hub</th> <th>IT Facilities (main)</th> <th>Art Room</th> </tr> </thead> <tbody> <tr> <td>8</td> <td>New English (E1-8 + New Library)</td> <td>IT4</td> <td>A4</td> </tr> <tr> <td>9</td> <td>Humanities (H1-9)</td> <td>H10</td> <td>A6</td> </tr> <tr> <td>10</td> <td>Maths (M1-7)</td> <td>B1, B2</td> <td>A3</td> </tr> </tbody> </table>	YEAR POD	Main Teaching Hub	IT Facilities (main)	Art Room	8	New English (E1-8 + New Library)	IT4	A4	9	Humanities (H1-9)	H10	A6	10	Maths (M1-7)	B1, B2	A3	<p>LT</p> <p>All staff/students</p>	1 <sup>st</sup> September	
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		<table border="1" data-bbox="607 403 1189 560"> <tr> <td data-bbox="607 403 698 469">11</td> <td data-bbox="698 403 887 469">Quad (Q1-8)</td> <td data-bbox="887 403 1016 469">IT1</td> <td data-bbox="1016 403 1189 469">A1</td> </tr> <tr> <td data-bbox="607 469 698 560">Sixth Form</td> <td data-bbox="698 469 887 560">C2, C3, L1-5, Old Library</td> <td data-bbox="887 469 1016 560">IT2, IT3</td> <td data-bbox="1016 469 1189 560">A7 (+workroom)</td> </tr> </table> <p data-bbox="557 563 1238 655">Specialist facilities are timetabled to avoid use by multiple year groups in the same day or to allow time for cleaning between groups.</p> <p data-bbox="557 671 1238 732">Key Stage 3 students will be taught in consistent groups and use the same classroom where possible.</p> <p data-bbox="557 780 1238 936">Social Distancing space will be maintained between students and staff, 1-2m apart where this is possible. Staff and students to work side to side not face to face. Seats and desks in classrooms and offices arranged to allow this where space allows.</p> <p data-bbox="557 952 1238 1013">Staff will be provided with a face visor should they wish to use it where social distancing cannot be maintained.</p> <p data-bbox="557 1061 1238 1153">Hazard tape available for staff to create their own safe zone in their office/classroom and encourage social distancing.</p> <p data-bbox="557 1201 1238 1386">All large gatherings suspended until further notice. Assemblies delivered to tutors via Teams. Staff meetings via Teams – departmental and team meetings can take place in large, well ventilated spaces where social distancing between staff can be maintained. Staff room only available for working and for collecting drinks.</p>	11	Quad (Q1-8)	IT1	A1	Sixth Form	C2, C3, L1-5, Old Library	IT2, IT3	A7 (+workroom)	<p data-bbox="1263 560 1447 588">Cleaning Team</p> <p data-bbox="1263 793 1352 821">All staff</p> <p data-bbox="1263 1064 1357 1093">All Staff</p> <p data-bbox="1263 1220 1357 1249">All Staff</p>		
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		<p>Students will be reminded to maintain their distance and not touch staff or peers.</p> <p>Students will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this.</p> <p>Lessons that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) will not take place. Singing or instrument playing won't take place in any larger groups such as choir or orchestra.</p> <p>For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between pupils will be maximised as much as possible.</p> <p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 1-2 metres apart).</p> <p>All extra-curricular activities will be suspended until further notice.</p> <p>Any students with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene and will use appropriate PPE.</p> <p>Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff.</p>			

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		<p>The number of temporary staff entering the school premises will be kept to a minimum.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p>																												
<p>Spreading infection due to excessive contact and mixing between students and staff around the school</p>		<p>Movement around the school site by students will be kept to a minimum. Break and lunchtimes are staggered to allow on year group at a time to use the Dining Room and outside areas:</p> <ul style="list-style-type: none"> <li>• 10.00 – 10.20am: Year 8 break</li> <li>• 10.20 – 10.40am: Year 9 break</li> <li>• 10.40 – 11.00am: Year 10 break</li> <li>• 11.00 – 11.20am: Year 11 /12/ 13 break</li> </ul> <table border="1" data-bbox="562 1023 1227 1422"> <thead> <tr> <th></th> <th>Year 8</th> <th>Year 9</th> <th>Year 10</th> <th>Year 11</th> </tr> </thead> <tbody> <tr> <td>Lunchtime</td> <td>12.20 – 1.10pm</td> <td>12.20 – 1.10pm</td> <td>1.20 – 2.10pm</td> <td>1.20 – 2.10pm</td> </tr> <tr> <td>Servery access</td> <td>12.20 – 12.45pm</td> <td>12.45 – 1.10pm</td> <td>1.20 – 1.45pm</td> <td>1.45 – 2.10pm</td> </tr> <tr> <td>Period 4</td> <td>1.10 – 2.10pm</td> <td>1.10 – 2.10pm</td> <td>12.20 – 1.20pm</td> <td>12.20 – 1.20pm</td> </tr> <tr> <td>Indoor eating space</td> <td>Hall (until 1.00pm)</td> <td>Perschore Kitchen</td> <td>Hall</td> <td>Perschore Kitchen</td> </tr> </tbody> </table>		Year 8	Year 9	Year 10	Year 11	Lunchtime	12.20 – 1.10pm	12.20 – 1.10pm	1.20 – 2.10pm	1.20 – 2.10pm	Servery access	12.20 – 12.45pm	12.45 – 1.10pm	1.20 – 1.45pm	1.45 – 2.10pm	Period 4	1.10 – 2.10pm	1.10 – 2.10pm	12.20 – 1.20pm	12.20 – 1.20pm	Indoor eating space	Hall (until 1.00pm)	Perschore Kitchen	Hall	Perschore Kitchen	<p>All staff</p>	<p>1<sup>st</sup> September</p>	
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Year 8	Area between English Block & Quad (pathway)	Entrance to English & Science Blocks															
Year 9	Outside Humanities	Technology Atrium															
Year 10	Tennis Courts (behind Sports Hall)	Changing Room / Sports Hall Link Seating shelter															
Year 11	Lower Playground	PE Corridor Quad															
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>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>Emergency evacuation practice will take place in year group bubbles to avoid unnecessary mixing, muster stations are re-allocated to year based tutor groups.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>The use of lifts will be avoided unless essential.</p>	<p>Site Team</p> <p>LT and Student Hub</p>	1 <sup>st</sup> September													
Spreading infection due to excessive		Where possible, all meetings will be conducted using Microsoft Teams or equivalent video conferencing	LT/Pastoral/SEN Teams	1 <sup>st</sup> September													



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contact and mixing in meetings		<p>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>Visitor Reception will be limited to a maximum of 2 visitors wherever possible and a one-way system will be in operation. A screen to protect the Receptionist from close contact will be installed</p>			
Individuals vulnerable to serious infection coming into school		<p>The school will continue to follow any shielding guidance in place to decide who should come into school.</p> <p>If the guidance is paused, all staff and pupils are expected to come into school.</p> <p>Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will be placed in the safest possible on-site roles where it is possible to maintain social distancing and will be encouraged to wear appropriate PPE.</p> <p>Individual Risk Assessments will be undertaken for vulnerable staff</p>	<p>LT</p> <p>KB</p>	1 <sup>st</sup> September	LT continue to review in light of updated DfE/LA/Liberata guidance and local policy