

# PHS Wider Covid-19 Full Opening Risk Assessment

<b>Responsibility</b>	Phil Hanson
<b>Date of last review</b>	25/01/2021
<b>Date of next review</b>	19/02/2021
<b>Approval by:</b>	Avonreach Trustees
<b>Approval date:</b>	02/09/2020
<b>Version Control:</b>	<p>V1 original draft 28<sup>th</sup> August 2020</p> <p>V2 addition of extra one way instructions for English/Science</p> <p>V3 additional advice on using air conditioning units page 10</p> <p>V4 Removal of Draft watermark</p> <p>V5 Addition of extra dining room precautions, classroom layout information, face coverings on school transport update, daily bulletin messages</p> <p>V6 Update to reflect compulsory face coverings in communal areas from Wednesday 4<sup>th</sup> November 2020 (p16)</p> <p>V7 Update to include appendix – Protocols for PPEs 26 November 2020</p> <p>V8 Update – Lateral Flow Testing included (p17) PPE Protocols removed, Travelling in the school minibus to college, Separate, additional risk assessment for LFT created</p> <p>V9 Addendum with details of January restricted opening (p20), withdrawal of 7 day serial testing strategy (p17) and staff twice weekly LFD testing</p>

**Notes:** Separate Risk Assessment for LFT created

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>	<p>LT</p> <p>PH/LT</p> <p>Student Hub</p> <p>Student Hub</p> <p>Student Hub</p>	1 <sup>st</sup> September 2020	

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
		<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>		

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
		<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. <del>See page 17 for alternative to self-isolation (LFT programme)</del></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>• Detailed seating plans will be created and rigidly adhered to, these will be updated where required and where changes made these will be dated to allow 48hr tracing following a confirmed case</li> <li>• Any close contact that takes place between children and staff in different groups</li> </ul> <p>Close contact means:</p>	<p>LT</p> <p>Worcestershire Public Health and LT liaison</p> <p>All teachers</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> <p>Seating plans were in place from start of September but not specifically listed in the RA</p>

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
		<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> <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> <p>Students travelling to college in the school minibus will follow the SAS protocol and ensure that they wear face coverings at all times when in the vehicle and ensure that they rigorously sanitise their hands before travelling in the minibus. A seating plan for the minibus will be used to identify possible contacts should anyone test positive.</p>	All staff		









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
		<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. <del>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 temperature builds up).</del> 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> </ul>	<p>Teaching staff</p> <p>All staff</p> <p>Teaching Staff/ Cleaning Team</p>		

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
		<ul style="list-style-type: none"> <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:        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>	<p>Parents/students</p> <p>JH and Cleaning Team</p> <p>Students/ Teaching staff</p> <p>Teaching Staff/TAs</p>		





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
		<p>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. 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>			
Spreading infection due		Movement around the school site by students will be kept to a minimum. Break and lunchtimes are staggered	All staff	1 <sup>st</sup> September	

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																														
to excessive contact and mixing between students and staff around the school		<p>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="562 667 1227 1150"> <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 (until 1.10pm)</td> <td>Hall</td> <td>Perschore Kitchen</td> </tr> <tr> <td>Outdoor space</td> <td>Bottom playground</td> <td>Opposite Library</td> <td>Opposite Library</td> <td>Bottom playground</td> </tr> </tbody> </table> <p>A One-way system will be in operation in the main building between 9am and 3:40pm – Main corridor L1 to Quad only, PE Corridor Quad to Perschore Kitchen entrance only, outside paths will be two-way. Perschore Kitchen one-way system – entry only by PE doors and exit to the Hall via the extension or through the main corridor doors.</p>		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 (until 1.10pm)	Hall	Perschore Kitchen	Outdoor space	Bottom playground	Opposite Library	Opposite Library	Bottom playground			
	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 (until 1.10pm)	Hall	Perschore Kitchen																															
Outdoor space	Bottom playground	Opposite Library	Opposite Library	Bottom playground																															

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															
		<p>Access to English/Science will be one way from the Quad into the Science foyer. Students leaving the Science Building must use the fire exit at the playground end of the building. Year 8 students entering/exiting Science may do so from/to the English building. Year 8 students exiting that building must use the fire exit nearest the girls' changing rooms.</p> <p>Face coverings will be optional until further notice and may be worn on leaving classrooms and moving between them and around the school buildings. Students should follow our SAS protocol and sanitise their hands before and after touching their face covering and they should be stored in a plastic bag when not being worn.</p> <p>Year group bubbles are allocated specific areas for their use before school as follows:</p> <table border="1" data-bbox="562 954 996 1345"> <thead> <tr> <th></th> <th>Dry plan</th> <th>Wet plan</th> </tr> </thead> <tbody> <tr> <td><b>Year 8</b></td> <td>Area between English Block &amp; Quad (pathway)</td> <td>Entrance to English &amp; Science Blocks</td> </tr> <tr> <td><b>Year 9</b></td> <td>Outside Humanities</td> <td>Technology Atrium</td> </tr> <tr> <td><b>Year 10</b></td> <td>Tennis Courts (behind Sports Hall)</td> <td>Changing Room / Sports Hall Link Seating shelter</td> </tr> <tr> <td><b>Year 11</b></td> <td>Lower Playground</td> <td>PE Corridor Quad</td> </tr> </tbody> </table>		Dry plan	Wet plan	<b>Year 8</b>	Area between English Block & Quad (pathway)	Entrance to English & Science Blocks	<b>Year 9</b>	Outside Humanities	Technology Atrium	<b>Year 10</b>	Tennis Courts (behind Sports Hall)	Changing Room / Sports Hall Link Seating shelter	<b>Year 11</b>	Lower Playground	PE Corridor Quad	Students/Parents	29 <sup>th</sup> June 2020	
	Dry plan	Wet plan																		
<b>Year 8</b>	Area between English Block & Quad (pathway)	Entrance to English & Science Blocks																		
<b>Year 9</b>	Outside Humanities	Technology Atrium																		
<b>Year 10</b>	Tennis Courts (behind Sports Hall)	Changing Room / Sports Hall Link Seating shelter																		
<b>Year 11</b>	Lower Playground	PE Corridor Quad																		

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
		<p>Additional measures in place to enable suitable distance from catering staff: Barriers used to keep students away from servery, new queue management arrangements to avoid contact under 2m, screens installed at till points where closer contact is necessary</p> <p>Students reminded to wear face coverings in communal spaces when not eating (Hall, Dining Room and Sixth Form Common Room.</p> <p>All students who consent to be offered 2 Lateral Flow Tests 3-5 days apart on return to school in January 2021. Positive cases will be confirmed with a PCR test.</p> <p>Staff, regular visitors and contractors who consent to be offered <b>twice weekly</b> Lateral Flow Tests from January 2021.</p> <p><del>Students and staff identified as close contacts of positive cases in school to be offered 7 day serial Lateral Flow Testing where they/parents provide consent as an alternative to self-isolation. See separate Risk Assessment for School Testing Centre.</del></p>	<p>Catering and Site Team, Duty Staff</p> <p>All duty staff</p> <p>Leadership Team</p>	<p>30<sup>th</sup> September 2020</p> <p>6<sup>th</sup> January 2021</p>	<p><b>Updated guidance received from Public Health and the DfE putting 7 day serial testing on hold</b></p>
Spreading infection due to the school environment		<p><u>Checks to the premises</u> 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>Site Team</p> <p>LT and Student Hub</p>	<p>1<sup>st</sup> September</p>	

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
		<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>From 4<sup>th</sup> November students, staff and visitors will wear face coverings (unless medically exempt) in transit between buildings and inside all buildings in communal areas where social distancing cannot be assured. Face Coverings will not be worn in lessons/tutor time/whilst eating. Students will be reminded of this through the daily bulletin and staff will instigate a formal procedure at the start and end of lessons in order to safely remove/don and store their face covering using the school's SAS procedure. A small stock of face coverings is available from the Student Hub if students forget to bring theirs to school.</p> <p>Students have been instructed on safe storage (a sealed plastic bag), disposal (a 'black bag' bin), and cleanliness (SAS protocol, avoiding touching the front of their covering, not putting coverings on surfaces, replacing damp coverings with a clean version).</p> <p>Students entry and exit from classrooms should be managed where possible to avoid unnecessary mixing of students in doorways</p>	Teaching Staff	4 <sup>th</sup> November	Signage to be included in Visitor Reception



## January 2021 – Restricted Opening Addendum

The school is currently open for vulnerable learners and children of critical workers only and the following adaptations to the risk assessment have been made:

- Staff, wherever possible, are asked to work from home and only attend school on a pre-determined rota. Where this is not possible working in school must be approved by the line manager and a member of the Leadership Team
- Everyone in school reminded to maintain 'at least' 2m social distance from each other
- Instigation of remote learning plan for the majority of students
- Changes to student bubbles:
  - Year 8 base: IT4
  - Year 9 base: IT2
  - Year 10/11 mixed bubble base IT1
  - KS3 Toilets main corridor
  - KS4 toilets – PE changing rooms
  - Some students accessing the Base and the inclusion centre – records of this kept for contact tracing purposes
- Students to use the same PC every day and sit according to their seating plan
- Students use their own headphones or where provided by the school they use the same pair every day and do not share equipment
- No student access to other areas of the school
- No change to break arrangements due to timetabled split break times
- Lunchtime arrangements – KS3 and KS4 bubbles access the dining room separately but in mixed year groups
- Dining room table use identified by laminated tick or cross to ensure used tables are cleaned between sittings