

Risk Assessment for opening Cox Green School – 1st September 2020

**Reviewed 10th September 2020, Reviewed 8th October 2020, Reviewed 2nd November 2020, Reviewed 8th January 2021, 24th February 2021
4th March 2021 and 15th April 2021, 24th May 2021, 23 August 2021**

Who is at Risk? Pupils, Staff and Pupils' families

How can the hazards cause harm? Illness, COVID 19 outbreak

The Risk assessment for children and staff is in light of recent government guidance and the following principals are adhered to:

- The school offer adheres to guidance from the DfE
- The offer to the most vulnerable pupils is at the heart of the school offer
- All pupils should have access to full time learning either at home or in school
- Open and clear communication to all stakeholders, particularly parents/carers
- The emotional well-being of pupils and staff is a priority, and this must be a focus for all decisions made
- No pupils or member of staff to come to school if unwell, coronavirus symptoms or any other symptoms
- Hygiene routines to be established and adhered to

The DfE latest documents and guidance webpage is updated regularly:

<https://www.gov.uk/government/latest?departments%5B%5D=department-for-education>

- DfE Schools Coronavirus(COVID-19) operational guidance
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance>
- What parents and carers need to know about schools, colleges and other education settings during the coronavirus outbreak
<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/closure-of-educational-settings-information-for-parents-and-carers>
- SEND information
<https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance>

Specific Issue	Control Measures	By who and when	Notes
1. Preparing the site			
Health and safety check of the building	<p>Revisit all Health and Safety checks of site before September 2021 opening.</p> <p>Confirm that have completed:</p> <ul style="list-style-type: none">• Water treatment specialist to chlorinate and flush the complete system for all hot and cold water systems (including drinking water) and certified the water system are safe before the buildings were reoccupied.• Recommissioned all systems including gas, heating, water supply, mechanical and electrical systems, and catering equipment.• Checked fire safety systems including making sure:<ul style="list-style-type: none">○ all fire doors are operational○ fire alarm system and emergency lights are operational○ timetabled fire drill for each year group on return to school – done on instruction not on bell as by year group only	<p>Eric Teeder Site Manager</p> <p>Eric Teeder Site Manager</p> <p>Eric Teeder Site Manager</p> <p>Cathrin Thomas Headteacher</p>	<p>There are no water tanks installed in the school. All water systems have been kept in commission and regular flushing carried out. Water temperature checks and flushing in place</p> <p>All systems have remained commissioned and maintained by Site staff</p> <p>Fire safety system checks have continued. All systems fully maintained and fire bell testing weekly</p> <p>Student groups to be refreshed on evacuation systems in September with full practice evacuation.</p>

<p>Staffing</p>	<p>Staffing numbers to be confirmed ensuring that following roles are covered suitably</p> <ul style="list-style-type: none"> ○ First Aiders ○ Designated Safeguarding Lead (DSL) ○ SENCO ○ Site Staff ○ IT Support Staff ○ Senior Leadership Team <ul style="list-style-type: none"> ● Plans to respond to increased sickness levels are in place. ● Staff clothing expectations to return to standard policy. ● Approach to support wellbeing, mental health and resilience in place, including bereavement support ● Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance. ● Arrangements in place for any externally employed adults delivering learning in school e.g. music tutors, 	<p>Cathrin Thomas Headteacher</p>	<p>From 18th July 2021 schools no longer carry out track and trace process'. Close contacts will now be identified via NHS Test and Trace.</p> <p>NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace in a small number pf individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact.</p> <p>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> ● they are fully vaccinated ● they are below the age of 18 years and 6 months ● they have taken part in or are currently part of an approved COVID-19 vaccine trial ● they are not able to get vaccinated for medical reasons <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test.</p> <p>Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal even if waiting for a PCR results as a close contact. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.</p> <p>18-year-olds will be treated as children until 6 months after their 18th birthday.</p> <p>Cover Manager and sickness reporting system in place</p> <p>Absence procedures in place and recorded in recommended way.</p>
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Emergency Evacuation	<ul style="list-style-type: none"> • Evacuation routes are confirmed, and signage accurately reflects these. • NB In the event of emergency the priority is getting out of the building safely and calmly regardless of social distancing. • Consideration given to Personal Emergency Evacuation Plan for students with mobility issues or other disabilities – buddies are assigned or reassigned according to available persons. • Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff. 	IWE and HBU	<p>Evacuation routes remain the same and are fully signposted.</p> <p>Evacuation training in Sept 21</p> <p>Student list checked for any PEEP students and training done by EDO during September. PEEP documentation updated in September and copies sent to parents</p>
Pupil Reorientation	<ul style="list-style-type: none"> • Changes to the school day/timetables shared with parents. • Changes to emergency procedures 	Cathrin Thomas Headteacher	<p>Parent information letter and newsletter issued including opening of school and testing plan.</p> <p>Termly Headteacher letter and weekly communications through newsletter and text message.</p>
Cleaning	<p>Ensure that the school is clean and that cleaning products are available before opening.</p> <ul style="list-style-type: none"> • Arrangements for longer term continued supply of cleaning products is in place • Waste disposal process in place for potentially contaminated waste. • Capacity of cleaning staff is adequate to enable enhanced cleaning regime. • Sufficient time is available for the enhanced cleaning regime to take place. • Ensure processes are in place for cleaning during the day <p>Consider:</p>	Site Manager	<p>Supply of materials and products in place and specialist cleaning company employed who bring own supplies.</p> <p>Bagged and disposed of in normal waste as per guidance. Cleaning contractor has undertaken risk assessment. Disposable products being used. i.e. Mop heads, cloths etc All cleaning staff are trained in the safe use of chemicals and COSHH Regs</p> <p>Additional temporary hours in the day to clean contact points etc.</p> <p>Full cleaning takes place every night after staff and students left.</p>

	<ul style="list-style-type: none"> Follow the Government's COVID-19 cleaning of non-healthcare settings guidance Cleaning tools available in each teaching area e.g. cloths, gloves, detergent, tissues 		<p>Training has already been carried out by cleaning contractor</p> <p>Cleaning equipment bucket in each cleaning area with disposable cloths, gloves, anti bac cleaner and box of tissues.</p>
Hygiene	<p>Consider:</p> <ul style="list-style-type: none"> NHS guidance on hand cleaning Soap, hot water in every toilet area Hand sanitiser stations e.g. school entrance, hall, sports area Location of bins Tissues in every learning area Doors propped open to reduce contact with door handles bear in mind fire safety & safeguarding. Windows open where possible to ensure good ventilation in line with Government guidelines. Blinds to be kept open 	<p>Checked by who and when</p> <p>Eric Teeder Site Manager</p> <p>Eric Teeder Site Manager</p> <p>Eric Teeder Site Manager</p> <p>Eric Teeder Site Manager</p> <p>Eric Teeder Site Manager</p> <p>Cathrin Thomas Headteacher</p>	<p>Checked daily by Site Manager & by cleaners and supplies refilled</p> <p>Hands free hand sanitiser stations at all entrances and exits of all buildings. Refilled by site staff daily</p> <p>Bins without lids to be located in all rooms in use and communal areas and checked by site Manager.</p> <p>Box of tissues in every learning area.</p> <p>Cleaning kit in each classroom</p> <p>RBWM H and S Advice that this is acceptable In an occupied premises as long as the doors are closed in the event of an emergency and at the end of the day. This will allow for minimal contact and better flow through the buildings.</p> <p>Site staff will walk routes first thing in morning and wedge open all doors and again at end of day before closing to remove wedges.</p> <p>Staff informed to close door in event of emergency evacuation in morning briefing</p> <p>Site staff to open windows in all learning areas each morning and shut at close of day</p> <p>Headteacher to inform staff to keep windows open wherever possible at morning briefing.</p> <p>Posters around school site and signage.</p> <p>Sign at reception and school gates.</p> <p>Window blinds to be opened by Site staff each morning to avoid contact points.</p>

<p>Movement around the school</p>	<ul style="list-style-type: none"> • One way systems in corridors where possible or designated routes. Two way corridors have directional arrows for single file passing. Signage in place • PPE when travelling around site 	<p>Eric Teeder Site Manager</p> <p>Cathrin Thomas Headteacher</p> <p>Headteacher</p> <p>Eric Teeder Site Manager</p> <p>Cathrin Thomas Headteacher</p>	<p>One way system in place where possible or designated routes where not possible and students and staff informed at morning briefing</p> <p>Staff, students and visitors are no longer required to wear a mask in classrooms or communal areas.</p> <p>The government recommend masks are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet.</p> <p>Students are required to wear a mask when travelling on the school bus.</p> <p>Students travelling on the school bus with exemptions must discuss their exemption with the Headteacher. Exempt students will be given a Cox Green Exemption badge that they must wear or have with them at all times and show when asked.</p> <p>Teachers must have seating plans.</p>
<p>Consideration given to the arrangements for any deliveries.</p>	<p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>	<p>Gill Newman & Eric Teeder</p>	<p>Staff, students and visitors are no longer required to wear a mask in classrooms or communal areas.</p> <p>The government recommend masks are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet.</p> <p>Students are required to wear a mask when travelling on the school bus.</p>

2. Practical steps to reduce risk

Lateral Flow Device testing of students on return to school starting 2nd September 2021.	Covid Lateral Flow Device testing on site. STUDENTS <ul style="list-style-type: none">• All students offered 2 lateral flow tests 3-5 days apart• Testing is not mandatory and parents/carers must consent to tests for under 16s• over 16s must complete consent form before test. After this students/parents/carers will undertake two home tests per week. STAFF Staff to carry out home LFD testing twice a week.		Testing set up as per NHS guidelines Full instruction provided Trained staff supporting process
Transport	<ul style="list-style-type: none">• Encourage walking and cycling to school		Headteacher to encourage in letter where students local All students on buses required to wear masks.

<p>PPE Equipment</p>	<ul style="list-style-type: none"> • Travelling around corridors and communal areas • Routines when offering basic first aid • Procedures if member of staff or pupil has symptoms of Covid-19 when onsite. 	<p>Cathrin Thomas Headteacher</p>	<p>Staff, students and visitors are no longer required to wear a mask in classrooms or communal areas.</p> <p>The government recommend masks are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet.</p> <p>Students are required to wear a mask when travelling on the school bus.</p> <p>Students with exemptions must discuss their exemption with the Headteacher. Exempt students will be given a Cox Green Exemption badge that they must wear or have with them at all times and show when asked.</p> <p>PPE equipment available for first aiders. No staff carry out personal care responsibilities so PPE not required under government guidance. PPE is available should staff request</p> <p>1st aid staff provided with PPE. Non Covid 19 symptoms students to be located in reception to be collected by parent. Covid symptoms students to wait in 1st aid collection area supervised by 1st aider. Or in inclement weather student to wait in interview room designated as isolation room for collection.</p> <p>Student who complains of Covid 19 symptoms to be located outside classroom immediately and 1st aider called who will accompany the student to the first aid collection area and supervised there.</p> <p>Student or staff member with Covid symptoms to go home and take PCR test and inform school of outcome.</p> <p>Follow Public Health England & RBWM guidance</p>
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Uniform	<ul style="list-style-type: none"> Students to wear full uniform 	Cathrin Thomas Headteacher	Headteacher to inform parents of requirement
Catering	<ul style="list-style-type: none"> School kitchen fully open 	Gill Newman BM	<p>Kitchen open with full offering.</p> <p>Prepared under food hygiene regulations as per catering risk assessment. Food individually packaged when in display units.</p>
Attendance	<ul style="list-style-type: none"> Attendance register each day x 2 Arrangements for parents contacting schools to inform of absences 	Cathrin Thomas Headteacher	<p>Attendance officer to follow up non-attendance.</p> <p>Parents to call reception at 8am if student absence or not attending for any reason.</p> <p>Attendance officer to complete any DfE returns and any amended attendance regulations.</p>
SEND and behaviour support	<p>Agree what returning support is available and put in place for the return of SEND pupils</p> <ul style="list-style-type: none"> Work with SEND department and families to identify what provision can be reasonably provided for in line with education, health and care (EHC) plans Ensure consideration for transitions are given for SEND pupils e.g. sharing of IEP info, SEND reports Discussions with staff on how behaviours may be an indication of a pupil's anxiety. (Refer staff to resources as to how to best manage this.) 	Cathrin Thomas	<ul style="list-style-type: none"> Attendance Officer to contact all children who do not return to school. Behaviour expectations to be shared with parents and agreement sought to ensure that any issues can be immediately addressed Mobile phones not permitted on school site and policy adhered to by students.
Extra-Curricular Activities	<ul style="list-style-type: none"> Provision of after school activities 		<ul style="list-style-type: none"> Extra-curricular activities can take place indoors or outdoors. All controls to remain in place e.g. ventilation, hand sanitising, equipment cleaning

3. Policies and Procedures

<p>Communicate updated policy and procedures to staff and Governors</p>	<p>Update Staff/Governors with (but not limited to):</p> <ul style="list-style-type: none"> • Share information with staff and pupils re updated fire evacuation and lockdown drills • Covid-19 Policy and procedures • Safeguarding and Child Protection • Updates from the DFE and guidance from the Public Health England • Copies of COVID-19 specific risk assessment published on website • Arrangements for the return of pupils and parents. • Website 	<p>Cathrin Thomas Headteacher</p>	<p>Staff and Student morning briefings on MS Teams SLT meet each morning</p> <p>Staff briefings and inset training day September. Student assemblies and tutor times</p> <p>Policy addendum added and circulated to governors and on website</p> <p>Issued in Headteachers end of term letter and reminder texts of start dates and times sent at end of August.</p> <p>Information for parents and students, letters, newsletter Staff briefing by Headteacher</p>
<p>Safeguarding</p>	<ul style="list-style-type: none"> • Support for vulnerable families in order to help them transition back to school. • Telephone calls to families if needed • Individual support plans around the family, working alongside other agencies as appropriate. • Evacuations or on site emergencies <ul style="list-style-type: none"> • Students medication in place 		<p>Regular contact from SAFE Managers</p> <p>Tutors and SAFE team carrying out regular phone calls to all families</p> <p>Undertaken by SAFE Managers</p> <p>Students reminded of evacuation procedures</p> <p>Ensure Buccolam and EpiPen users have medication on site.</p>

4. Communication			
Communication with staff	<ul style="list-style-type: none"> • Ensure all staff are up to date with: <ul style="list-style-type: none"> ○ Operational procedures ○ Regulation updates and changes 	Cathrin Thomas Headteacher	Headteacher briefing MS Teams to staff and documentation issued.
Communication with parents / visitors	<ul style="list-style-type: none"> • Ensure all parents are up to date with: <ul style="list-style-type: none"> • Operational procedures • Regulation updates and changes 	Cathrin Thomas Headteacher	Letter and return to school information, parent newsletter, website information to be shared with parents
Front office	<ul style="list-style-type: none"> • Reception screen • Cleaning equipment provided • Visitors not to enter the school if they are displaying any symptoms of coronavirus • Hand sanitiser 		Screen in place in reception Signage on front door Hand sanitiser at entrance Contact points cleaned

5. Home learning and Curriculum			
Curriculum	<ul style="list-style-type: none"> • Timetable and schedule of the day 	Cathrin Thomas Headteacher And link LT	<ul style="list-style-type: none"> • No requirement for bubbles • No requirement for social distancing • Cleaning box in each classroom • Ventilation to rooms to continue – windows and doors open • Staff supporting SEND students do not require PPE but can chose to use if they wish
Curriculum cont...			<ul style="list-style-type: none"> • Curriculum designs to take account of the need for remote learning both with and without access to computers to ensure equity for students self-isolating and be prepared for potential local outbreak. • Pastoral teams and SAFE to support vulnerable students through regular conversations to check in. • Regular cleaning of equipment used <p>Consortium</p> <ul style="list-style-type: none"> • During the travel by taxi, students will wear face coverings at all times and taxis will be used that follow all government guidance on being covid safe.

Home learning	<ul style="list-style-type: none"> Plan ongoing learning offer in case of local outbreak. 		<ul style="list-style-type: none"> Curriculums developed to allow for switch to on line learning in case of local outbreak.
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REVIEWS AND REVISIONS				
Review date	Name of Assessor	Is assessment still valid?	If not, list adjustments with details of who will action and by when	Notes
7/7/20	Gill Newman Cathrin Thomas	Yes	Adjustments made above	
10/9/20	Gill Newman Cathrin Thomas	Yes	Reviewed and updates completed	
8/10/20	Cathrin Thomas Gill Newman	Yes	Reviewed and update to marking page	
2/11/20	Cathrin Thomas Gill Newman	Yes	Reviewed and updates regarding wearing of masks	
24/2/21	Cathrin Thomas Gill Newman	Yes	Reviewed and updates from DfE Schools Coronavirus operational guidance Feb 2021 – wearing of masks & Asymptomatic Mass testing.	
15/4/21	Cathrin Thomas Gill Newman	Yes	Review and updates regarding school trips and visits	
24 ⁵ /21	Cathrin Thomas Gill Newman	Yes	Review of face mask wearing by students and updated risk assessment accordingly Music tutors admitted to site for lessons.	
23/8/21	Cathrin Thomas Gill Newman	Yes	Changes to step 4 of Roadmap	