



Coronavirus Risk Assessment for Education

Location/Dept: Sponne School	Date Assessed: 2 nd & 6 th November 2020 Date Updated: 6 th January 2021 Date Updated: 28 th February 2021 Date Updated: 12 th May 2021 Date Updated: 16 th June 2021	Assessed by: IM Assessed by SW / IM Assessed by SW / IM Assessed by SW / IM Assessed by SO/SW/IM
Task/Activity: Dealing with coronavirus	Review Date: 19 th July 2021	Persons at risk: Staff, Students, Visitors, Contractors

DfE guidance in relation to the full opening of schools states that, given the improved position, the balance of risk is now overwhelmingly in favour of children returning to school. For the vast majority of children, the benefits of being back in school far outweigh the very low risk from coronavirus (COVID-19). The guidance explains the steps schools need to take to reduce risks still further. This risk assessment is based on that guidance (Schools coronavirus COVID-19 operational guidance – May 2021).

The assessment below has been developed based on the following principles:

- That we will act together to ensure the safety and reassurance of all staff, children & young people.
- PPE will be recommended according to evidence of **efficacy and assessment of clinical risk**.
- All efforts will be made to secure a reliable and adequate supply of suitable PPE.
- PPE does not negate the need for appropriate social distancing and hand and respiratory hygiene.
- It is necessary to remain alert and continue to recognise that all staff and pupils could be potentially carrying Covid-19.
- Increased transmissibility of the new strain of the virus.
- Application of the published system of controls to individual school circumstances.

The government has downgraded advice for students wearing face coverings in the classroom from 17th May 2021. While coronavirus (COVID-19) remains in the community, this means making judgments at a school level about how to balance and minimise any risks from coronavirus (COVID-19) with providing a full educational experience for children and young people. Schools should use their existing resources to make arrangements to support children in school.



Risk	Control measures	Who	R	Additional control information
<p>Risk of Transmission of coronavirus within school by:</p> <p>1. Staff not having appropriate knowledge on virus, transmission and risk leading to increased transmission of covid-19</p>	<p>All staff to keep themselves updated and follow the latest DfE guidance for schools and national Public Health England/NHS guidelines via https://www.gov.uk/coronavirus https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>In particular staff should be familiar with the schools operational guidance – Schools coronavirus (Covid-19) operational guidance. This guidance was last updated 10 May 2021.</p> <p>The new ‘Indian variant’ B1.617.2 and the rapid speed of growth is concerning. Hygiene and PPE measures are still in place, and updates are being monitored as government and PHE guidance is updated. Face coverings are still required in all classrooms and communal areas. https://www.gov.uk/government/news/new-measures-to-boost-response-to-the-b16172-variant This guidance was published 13 May 2021</p>	<p>Employee, visitors, agency staff, member of the public</p>	<p>L</p>	<p>Headteacher sends bi-weekly email updates to all staff to provide latest information and highlight specific changes.</p> <p>Staff are encouraged to raise questions and responses are shared with all staff.</p> <p>Consultation with recognised trade union school reps have been held in advance of schools reopening 8 March 2021.</p> <p>Ofsted guidance and information relating to coronavirus (COVID-19) for schools Updated 3 June 2021</p>



<p>Risk of Transmission of coronavirus within School by:</p> <p>2. Contact with persons suffering from coronavirus or displaying symptoms</p>	<p>Limit the possibility of introduction of the virus to the site.</p> <ul style="list-style-type: none"> All staff, students and visitors will be told that they must not come into school if they are displaying Covid-19 symptoms or have tested positive in the last 10 days. All non-essential visitors to the school site will be discouraged. However, schools should ensure that contact details of any visitors and contractors be maintained so that in the event of a positive case they can engage with NHS Test and Trace. Anyone living in a household where someone is showing symptoms should stay at home for 10 days following the day of the onset of symptoms or positive test. If they then become ill then they must continue to isolate for 10 days from the day after they first showed their own symptoms. Testing of staff and students should be carried out in line with the latest guidance (see section 8 below). Parents will be asked to arrange for a test to take place, asked to share the results with the school and to engage with the NHS Test and Trace process. <p>Manage confirmed cases of coronavirus amongst the school community and contain any outbreaks at school by following the local health protection team advice.</p> <ul style="list-style-type: none"> If anyone becomes unwell with Covid-19 symptoms (high temperature and/or new cough and/or loss of sense of smell) during the school day they will be immediately isolated, sent home as soon as possible and asked to self-isolate in accordance with the government guidance. If a person becomes ill in a shared space, the area should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice. In addition cleaning of: 	<p>IM</p> <p>All staff and parents</p> <p>IM</p> <p>First Aid Team</p>	<p>M</p>	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Testing can be booked at: https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p>Use of the NHS COVID-19 app in education and childcare settings Updated 6 November 2020</p> <p>Guidance to employers and businesses about Working Safely during Coronavirus (Covid-19) Updated 11 May 2021</p> <p>Control measures will be revised and updated to reflect any changes to the government guidance.</p> <p>Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection Updated 30 April 2021</p>
---	---	--	----------	--



	<ul style="list-style-type: none">- All surfaces and objects which are visibly contaminated with body fluids; and- All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc.- All surfaces that the person has come into significant contact with must be cleaned, including public areas. <ul style="list-style-type: none">● All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste.● Should the person test positive, the Health Protection Team will be contacted and any instructions given about what to do with the waste will be followed.● If an employee, student or known visitor tests positive for coronavirus, further advice will be sought from the local Health Protection Team. They should follow the stay at home guidance and continue to self-isolate for 10 days. PHE will take over the risk assessment process from this point. <p>PPE is available for staff dealing with symptomatic individuals. Adequate supplies of facemasks, eye protection, gloves and aprons are available for anyone who becomes unwell at school and needs direct personal care. Appropriate space where they can be isolated will be identified.</p>	Site Team & Cleaners		
		IM		



<p>Risk of Transmission of coronavirus within School by:</p> <p>3. Poor Hand Hygiene</p>	<p>Clean hands thoroughly more often than usual</p> <p>Regular and thorough hand cleaning is an easy way to kill the virus. Therefore basic infection controls should be followed as recommended by the government:</p> <ul style="list-style-type: none"> ● Ensure that the school has enough soap and hand sanitiser available so that all staff and students can clean their hands regularly. ● Supervision of hand sanitiser to ensure that it is used appropriately. ● All encouraged to wash hands with soap and water often – using hand sanitiser gel if soap and water are not available. To include on arrival at school, when there is any movement around school, and before and after eating. ● Building these routines into the school culture supported by behaviour expectations. ● Hand sanitiser to be available in each classroom (in use), offices, entrances and exits of buildings, in the canteen and near the toilets. 			<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated when the latest government guidance is released.</p> <p>NHS Coronavirus (Covid-19) information</p> <p>Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)</p>
<p>Risk of Transmission of coronavirus within School by:</p> <p>4. Poor respiratory hygiene</p>	<p>Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach and the wearing of face masks.</p> <ul style="list-style-type: none"> ● School to ensure that there are enough tissues and bins available so that this routine can be followed at all times. ● Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. ● Put used tissues in the bin straight away. ● Do not touch your eyes, nose or mouth if your hands are not clean. ● Face coverings are compulsory for staff and students in all communal areas including the classroom where a 1m social distance cannot be maintained. 			<p>Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)</p> <p>Updated 1 March 2021</p>



<p>Risk of Transmission of coronavirus within School by:</p> <p>5. Poor cleanliness and ventilation of buildings</p>	<p>Enhanced cleaning procedures, including frequently touched surfaces using standard products such as detergents and bleach.</p> <p>Regular cleaning of all areas used by students and staff</p> <ul style="list-style-type: none">● Students asked to wipe down their desk as they leave - after the teacher has sprayed it.● Toilets have a regular supply of hot and cold water complete with soap and towels.● Toilets and kitchen area to be regularly cleaned including during the day and between bubbles.● Toilet seats to be lowered when the toilet is flushed (where fitted).● Classrooms and offices will be ventilated regularly to ensure a flow of air such as opening of windows and doors where possible.	<p>Site Team</p> <p>Birkin cleaning team</p>	<p>L</p>	<p>See separate Covid-19 cleaning schedule.</p> <p>Current guidance on System of Controls: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak Updated 10 May 2021</p> <p>Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) Updated 1 March 2021</p>
--	---	--	----------	---



<p>Risk of Transmission of coronavirus within School by:</p> <p>6. Failure of staff and students to maintain social distancing</p>	<p>Minimise contact between individuals and maintain social distancing wherever possible.</p> <p>Minimising contact between individuals reduces the risk of transmission of coronavirus. In order to balance this priority with the need to deliver a broad and balanced curriculum the school will do the following:</p> <ul style="list-style-type: none"> ● Teaching is to return to faculty teaching. Faces masks will continue to be worn in school, though they are voluntary in lessons. ● Seating plans will be set up for each lesson on G4S to support 'track and trace'. ● Procedures in place to continue to minimise the risk of mixing of students, see revised timetable June 2021. Staggered breaks: Years 7,8 and 9 to share a break. Years 10 and 12 to share a break. ● Break spaces indoor, year groups given specific areas- LRC and front canteen for Y7, Y7 and 8 areas for Y8 and YBR and canteen extension for Y9. ● Break spaces outdoors, year groups given specific areas - science and tennis courts for Y7, outside the canteen and on the field by the tennis courts for Y8 and by the house and on the D block side of the field for Y9. ● Staggered ends to the school day will continue. ● Students will continue to use their designated toilets. ● One way routes through the school. ● Arrange all classrooms so that students face the front and do not face each other where possible. ● Any interaction between staff and students closer than 1 metre to be limited, to be side by side rather than face on and to involve the use of face coverings. ● Avoid large gatherings with more than one year group. 	<p>SLT All staff</p>	<p>M</p>	<p>Section 6: Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) Updated 1 March 2021</p>
---	--	--------------------------	----------	---



	<ul style="list-style-type: none">● Stagger social times so that year groups do not mix at break or at lunch and stagger the finish times of the day so that students in different year groups leave at different times. Break will be scheduled as part of an extended period 2 and the same will happen for lunch during an extended period 4.● Work with the LA to arrange for seating plans to be used on the dedicated school buses.● Face coverings are compulsory for staff and students in communal areas e.g. corridors, canteen, where a 1m social distance cannot be maintained.● To target the intervention of SEND staff to specific year groups.● If the evacuation bell rings this will be turned off briefly and investigated immediately by IM/site team. The bell will be rung a second time if an evacuation is required and the registering of students at this point will take precedent over social distancing. Once this has happened, year groups will be separated further on the field as required.● All students to be encouraged to ensure that they bring in their own equipment and water bottles.● Plan how shared staff spaces are set up and minimise the use of the whole school staffroom.	IM/ Site team		<p>See Revised structure of the school day: September 2020</p> <p>Latest guidance on the use of Face coverings in education Updated May 2021</p>
--	---	---------------	--	--



<p>Risk of Transmission of coronavirus within School by:</p> <p>7. Inadequate use of personal protective equipment and face coverings</p>	<p>Where necessary, wear appropriate personal protective equipment (PPE).</p> <p>PPE is not recommended for the majority of school situations or staff. However, it will be available in the following circumstances:</p> <ul style="list-style-type: none"> • Where any individual becomes ill with coronavirus symptoms during the school day reports to the first aid room and a distance of 2 metres cannot be maintained. • Where a young person already has routine intimate care needs that involve the use of PPE, in which case the same PPE should continue to be used. • From 17th May the government requirement to wear a mask in lessons has been relaxed nationally. However, due to an increase in local Covid cases and concerns about the increase of the new Indian variant, students and teachers can voluntarily wear facemasks in lessons. • Face coverings must be worn by teachers and classroom support staff if they need to support a pupil in the classroom where this can't be done at more than 1m distance. • Face coverings will still be required for students and staff in communal areas such as corridors and the canteen. • Face coverings are recommended (see school transport information) for students to wear when travelling on school buses and public transport. A member of the SLT will be available as buses arrive and depart to ensure that face coverings are worn on buses and when pupils disembark and enter school. • Students will be advised they will need to bring a couple of face coverings with them to school each day. Reminders to all staff and students on the safe wearing of face covering requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. • Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully. 	<p>All staff and students</p>	<p>M</p>	<p>Full PPE is not recommended in schools. If staff are anxious then they should seek further support and guidance from IM.</p> <p>Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) Updated 1 March 2021</p> <p>Latest guidance on the use of Face coverings in education Updated May 2021</p> <p>Transport to schools and colleges: 2020 to 2021 academic year Updated 12 May 2021</p>
---	--	-------------------------------	----------	---



<p>Risk of Transmission of coronavirus within School by:</p> <p>8. Insufficient testing of staff</p>	<p>The availability of testing kits for staff has been made much more accessible with effect from 8th March 2021. Home testing kits have been distributed for staff to test at home twice a week.</p> <ul style="list-style-type: none">● Up until 8th March, Lateral Flow Test (LFTs) kits have been distributed to schools to test staff either once a week or twice a week depending on their frequency in school.● Full instructions on how to take the test have been distributed to staff via email and are repeated in the test centre.● Any staff receiving a positive indication for the virus, however faint, should inform the Headteacher and go home immediately, and isolate for 10 days or following the latest Government guidelines.● From 8th March, staff can use the home testing kits to test at home and log their results both in school and on the NHS testing site.● Any staff receiving a positive indication for the virus, however faint, should inform the Headteacher and stay at home, and isolate for 10 days following the latest Government guidelines.● A positive LFT test at home does require a confirmatory PCR test.	<p>All staff</p>	<p>M</p>	<p>30 March 2021 guidance on Covid-19 asymptomatic testing in schools and colleges</p>
--	--	------------------	----------	--



<p>Risk of Transmission of coronavirus within School by:</p> <p>9. Insufficient testing of students</p>	<p>All students who have been attending school during the lockdown have been tested on a weekly basis. From 8th March, a test centre has been set up in Hollick Hall in preparation for the mass testing of students prior to their return to school during that week. For clarity:</p> <ul style="list-style-type: none">● All testing will be done in line with the Government and NHS guidance.● Staff administering the tests will be provided with appropriate PPE to carry out this function.● Testing stations will be sanitised between use.● All testing waste will be disposed of in a neutral coloured plastic bag (yellow with black stripe) in accordance with government guidelines.● Any students testing positive, however faint, will be asked to go home and isolate in line with Government guidelines.● A positive LFT at school under controlled conditions does not require a further PCR test. However, a positive test at home does require a confirmatory PCR test.● Each student will be tested 3 times in school at the test centre before being issued with a home testing kit in order to test themselves at home twice a week.● Training on how to do the home testing will be given during the first 3 formal tests done in school.● From 17th May home testing will continue to take place twice weekly, and results must be reported to the NHS and to school via a google form.	<p>All students</p>	<p>M</p>	
--	---	---------------------	----------	--



Coronavirus Risk Assessment for Education

Location/Dept: Sponne School	Date Assessed: 2 nd & 6 th November 2020 Date Updated: 6 th January 2021 Date Updated: 1 st March 2021 Date Updated: 12 th May 2021 Date Updated; 16th June 2021	Assessed by: IM Assessed by IM / SW Assessed by IM / SW Assessed by IM / SW Assessed by IM/SO/SW		
Task/Activity: Face to Face Meetings	Review Date: 7 th June 2021	Persons at risk: Staff, Students, Visitors, Contractors		
Risk	Control measures	Who	RR	Additional information
Risk of Transmission of coronavirus within School by: 1. face to face meetings with internal & external providers	Internal meetings of 4 or less staff can take place face to face providing: <ul style="list-style-type: none"> There is sufficient space for full social distancing of up to 2 metres. Face masks are worn while moving around and only removed when participants are static. The room is adequately ventilated. The meeting does not last longer than an hour. Any equipment and furniture used will be wiped down after use. Resources will be shared electronically so that no documents are physically shared. Any meeting/activity taking place will follow the guidance given on social distancing and avoiding mixing between year groups. Meetings with external participants will be discouraged and only essential face to face meetings can take place providing they meet all the criteria and follow all of the procedures in place for internal meetings plus: All visitors will sign in and out at the main reception and use the hand sanitiser available. A copy of the school risk assessment will be available for them to read if they have not already done so. All visitors will be asked to complete a covid-19 declaration form to disclose any potential contact or symptoms present at the time of the visit. Visitors will remain in their designated area and should not go anywhere else. 	All staff and visitors	M	Face shields can be used by visitors in addition to face coverings if this is required. To minimise face to face contact only essential participants for the meeting should be present.



- Visitors will be required to wear face coverings at all times when on site.

SCHOOL ACTION PLAN FOR SEPTEMBER 2020

Action	Yes	Confirmed by	Comments
New timetable for September devised		IM	Currently investigating the best approach that is practical
Communicate plans to staff and parents		IM	To be completed before the end of August.
Ensure sufficient stocks of soap, hand sanitiser and PPE		IM	By 17th July
Update staff, students and parents on the use of face coverings in school (following latest guidance 25/08/20)		IM	To be completed before the end of August.
Risk Assessments and cleaning schedule updated for January 2021 and March 2021		IM / SW	In force during partial closure. Will be reviewed again once school re-opens to all students.
Guidance about returning to work, updated risk assessments, individual risk assessments and guidance on mass testing issued to staff, students and parents w/b 1st March		IM / SW	



SCHOOL CLEANING PLAN

Daily Actions	Who	Time	Comments
Ensure all areas of the school that are not in use are locked.	Site team		See detailed schedule for daily cleaning. Plan agreed with Birkin and Sponne School and monitored by the site team. Separate procedures for cleaning are detailed for times when partial closure is in force i.e. only vulnerable students and children of key workers on site.
Ensure that there is sufficient sanitiser in all rooms and at all stations. To be checked at 11 am and at 4 pm.	Staff	11am and 4pm	
Toilets in use are to be cleaned daily once staff and students have left the building. Soap dispensers to be checked and refilled twice daily. Toilet seat lids to be closed when toilet is flushed (where fitted)	Cleaners	From 3.15pm	
All rooms being used by staff and students to be cleaned at the end of the day.	Cleaners	From 3.15pm	
Corridors and surfaces to be cleaned and wiped down twice daily.	Site team /cleaners	11 am and 4 pm	
Canteen to be cleaned daily.	Cleaners	From 3.15 pm	
Any equipment used by staff or students during the day to be wiped down once activity is completed.	Staff	All day	
Computer keyboards to be sanitised after use and at the end of the day.	Staff	From 3.15 pm	
Ensure disposal facilities for face coverings are available and disposed of daily.	Cleaners	From 3.15 pm	



Revised structure of the school day: September 2020 (when full school in session)

Period	1	2		3	4			Tutors	5		
Time	8.45-9.45	9.45-11.05		11.05-12.05	12.05-12.35	12.35-13.05	13.05-13.35	13.35-13.55	13.55-14.55		
Year 7	Normal Lesson 1	9.45-10.05 Break E Block & bus park	Lesson 2		Normal Lesson 3	Lunch E Block & bus park	Lesson 4		Normal Tutor time	Normal Lesson 5 Finishing times: Year 7 14.45 Year 8 14.50 Year 9 14.55 Year 10 15.00 Year 11 15.05	
Year 8		Lesson 2		10.45-11.05 Break E Block & bus park		Lesson 4		Lunch E Block & bus park			
Year 9		9.45-10.05 Break Canteen & YBR	Lesson 2			Lesson 4 Part 1	Lunch Canteen & YBR	Lesson 4 Part 2			
Year 10		Lesson 2 Part 1	10.15-10.35 Break Canteen & YBR	Lesson 2 Part 2		Lunch Canteen & YBR	Lesson 4				
Year 11		Lesson 2		10.45-11.05 Break Canteen & YBR		Lesson 4		Lunch Canteen & YBR			
Sixth Form		Lesson 2		Break		Lesson 4		Lunch			



Structure of the school day from June 21st 2021

Reverting back to normal rooms for staff and one canteen operating with Sixth Form back in their area

Period	1	2		3	4			Tutors	5
Time	8.45-9.45	9.45-11.05		11.05-12.05	12.05-12.35	12.35-13.05	13.05-13.35	13.35-13.55	13.55-14.55
Year 7	Normal Lesson 1	9.45-10.05 Break Canteen & YBR	Lesson 2	Normal Lesson 3	Lunch Canteen & YBR	Lesson 4		Normal Tutor time	Normal Lesson 5 Finishing times: Year 7 14.45 Year 8 14.50 Year 9 14.55 Year 10 15.00 Year 12 15.05
Year 8		9.45-10.05 Break Canteen & YBR	Lesson 2		Lunch Canteen & YBR	Lesson 4			
Year 9		9.45-10.05 Break Canteen & YBR	Lesson 2		Lunch Canteen & YBR	Lesson 4			
Year 10		Lesson 2	10.45-11.05 Break Canteen & YBR		Lesson 4		Lunch Canteen & YBR		
Year 12		Lesson 2	Break Canteen & Hall		Lesson 4		Lunch Canteen & Hall		