



## SHIRLEY HIGH SCHOOL PERFORMING ARTS COLLEGE

*Our Vision:*

*To develop aspirational learners who strive for excellence academically, creatively and culturally, benefitting from a wide range of opportunities led by inspirational educators.*

### CORONAVIRUS (COVID-19): RISK ASSESSMENT FOR REOPENING SCHOOL SEPTEMBER 2020

Assessment conducted by: Principal / SLT / SBM / Premises Manager	Job title: Principal / SLT / SBM / Premises Manager	Covered by this assessment: <u>staff, students, parents and visitors.</u>
Date of assessment: 13/07/2020	Review interval: Following updated guidance	Date of next review: Risk Assessment to be reviewed weekly

#### Ragged control measures:

- **Red:** this measure cannot be put in place in our school
- **Amber:** this measure isn't in place yet, but can be in place for the autumn term
- **Green:** this measure is already in place

The DfE have confirmed that the plan is for all students to return to school full time from the beginning of the autumn term. Returning to school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of learning and children's future ability to learn, and therefore we need to ensure all students can return to school sooner rather than later.

The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school. We know that school is a vital point of contact for public health and safeguarding services that are critical to the wellbeing of children and families.

In relation to working in schools, whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics' analysis on [coronavirus \(COVID-19\) related deaths linked to occupations](#) suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults.

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). 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.

This risk assessment is undertaken in compliance with the Management of Health and Safety at Work Regulations 1999 to aid the planning and monitoring of a safe reintroduction of the staff and students of the School in line with the government guidance.



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This assessment documents the risk control measures in place ahead of opening to all students in autumn term 2020. It covers the measures above and beyond the usual control measure in place.

The example measures we list are based on current (as at 8 July 2020) government guidance:

- [Guidance for full opening: schools](#)
- [Guidance for full opening: special schools](#) (this includes guidance on students with EHC plans that should be useful for mainstream schools as well)
- [Actions for early years and childcare providers during the coronavirus outbreak](#)
- [Actions for education settings to prepare for wider opening](#)
- [Implementing preventative measures in education settings](#)
- [Planning guide for early years and childcare settings](#)
- [Planning guide for primary schools](#)
- [Guidance for secondary school provision](#)
- [Safe working in education settings](#)

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	● Staff ● Students ● Contractors ● Visitors	Everyone will be asked not to come into school if they need to self-isolate under <a href="#">current guidance</a> . Regular reminders will be given about this.	Principal / SLT	By September 2020	
		Anyone self-isolating with symptoms will be encouraged to access <a href="#">testing</a> and engage with the NHS Test and Trace process.	SLT / FM	By September 2020	
		If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. 999 will be called if they are seriously ill or injured or their life is at risk.	SLT	By September 2020	



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		<p>In the case of a symptomatic student who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> <li>● If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask</li> <li>● If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron</li> <li>● If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection</li> </ul> <p>Supervising staff will wash their hands thoroughly for 20 seconds after the student has been picked up.</p>	First Aiders	By September 2020	
		<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>● Use of a vehicle with a bulkhead (i.e. the driver is in a separate compartment to any passengers); or</li> <li>● The driver and passenger will maintain a distance of 2m from each other; or</li> <li>● The driver will use PPE (the same PPE as when supervising a symptomatic student, as explained above) and the passenger will wear a face mask if they are old enough and able to do so.</li> </ul>	SLT	By September 2020	
		<p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following <a href="#">decontamination guidance</a></p>	FM	By September 2020	
		<p>If the school becomes aware that a student or a staff member has tested positive for coronavirus, the school will contact the <a href="#">local health protection team</a>. The team will carry out a rapid risk assessment to confirm who's been in close contact with</p>	Principal	By September 2020	



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		<p>the person, and these people will be asked to self-isolate.</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> <li>● The students 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> <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>	Principal	By September 2020	
Contact with coronavirus when getting to and from school		<p>Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible. This is communicated to parents via email / texts etc. Cycle storage is available for anyone cycling. Staggered starts will be implemented for year groups as will the end of the school day. Anyone who needs to take public transport will be referred to <a href="#">government guidance</a>. The school will inform parents to try where possible to use other forms of transport rather than public transport.</p>	SLT	By September 2020	This will be followed up in a letter sent to parents just before the start of the autumn term. This will reinforce the letter sent at the end of the summer term



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		<p>Parents/carers who need to drop off and pick up students will be told through messages, signage and advanced communications home:</p> <ul style="list-style-type: none"> <li>● The modified start times of their child</li> <li>● The protocols for minimising adult to adult contact Explain what your protocols are here, such as using different entrances and exits or marking out spots to queue</li> <li>● Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment</li> </ul>	Principal / SLT	By September 2020	This will be followed up in a letter sent to parents just before the start of the autumn term. This will reinforce the letter sent at the end of the summer term
		<p>For dedicated school minibus, staff will ensure they:</p> <ul style="list-style-type: none"> <li>● Follow hygiene rules</li> <li>● Try to keep their distance from passengers where possible</li> <li>● Do not work if they or a member of their household are displaying coronavirus symptoms</li> <li>● Students are grouped together on transport to reflect the groups that are adopted within school               <ul style="list-style-type: none"> <li>● Hand sanitiser is available upon boarding and/or disembarking</li> <li>● There is additional cleaning of vehicles</li> <li>● Queuing is well organised</li> <li>● Students practise distancing within vehicles</li> </ul> </li> </ul>	All staff	By September 2020	
		<p>Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day. If they're using disposable face coverings, these will be put in a covered bin. Students wearing any sort of face covering when arriving to school will wash their hands on arrival (as all students will), dispose of/store the covering, and wash their hands again before going to their classroom. Students will be made aware that they mustn't touch the front of the covering during use or removal.</p>	All staff	By September 2020	



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Spreading infection due to touch, sneezes and coughs	Hand sanitiser will be placed at entrances, exits, and rooms used within the school.	FM	By September 2020	
	<p>Everyone in school will:</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, after breaks, if they change rooms, 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>	All staff	By September 2020	Process will be monitored closely when school starts back in September
	Students will be encouraged to learn and practise these habits in lessons and by posters put up across the school.	All staff	By September 2020	Assemblies and induction will ensure students are aware of their safety and hygiene expectations
	increased handwashing facilities and opportunities throughout the school will be available. Help will be offered to those having difficulty. Safe hand sanitizers will also be available.		By September 2020	
	Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.	FM	By September 2020	
	Lidded bins for tissues, preferably operated by a foot pedal, will be emptied throughout the day.	FM	By September 2020	
Spreading infection through contact with	Staff and cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:	FM	By September 2020	



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coronavirus on surfaces	<ul style="list-style-type: none"> <li>● Banisters</li> <li>● Classroom desks and tables</li> <li>● Bathroom facilities (including taps and flush buttons)</li> <li>● Door and window handles</li> <li>● Furniture</li> <li>● Light switches</li> <li>● Reception desks</li> <li>● Teaching and learning aids</li> <li>● Books and games and other classroom-based resources</li> <li>● Computer equipment (including keyboards and mouse)</li> <li>● Sports equipment</li> <li>● Fingerprint scanners</li> </ul>			
	Students and parents/carers will be asked to bring the appropriate amount; and essential equipment to school everyday. Where possible resources will be stored in identified working areas	SLT	By September 2020	This will be followed up in a letter sent to parents just before the start of the autumn term. This will reinforce the letter sent at the end of the summer term
	Areas of the school that are used by students will be cleaned thoroughly at the end of the day.	FM	By September 2020	
	Any resources shared between groups, such as sports, art and science equipment, will be cleaned frequently and meticulously, and always between groups using them. The same rules will be followed for books and other shared resources that students or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to student education and development.	All staff	By September 2020	
Individual and very frequently used equipment, like pens and pencils, will not be shared.	All staff	By September 2020		



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	Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.	FM	By September 2020	
	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 <a href="#">decontamination guidance</a> .	FM	By September 2020	
	Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.	FM	By September 2020	
	Teachers will wash their hands and surfaces before and after handling students' books.	All staff	By September 2020	
Spreading infection due to excessive contact and mixing between students and staff in lessons	Students will be placed in year group bubbles and allocated to the same working area of the school unless they have a specialist subject, for example DT. When this is the case the specific group will go to the cleaned classroom and use equipment specifically for that group. The decision of the size of our working groups has been made to comply with safety expectations and ensure that we continue to offer a broad and ambitious curriculum. A teacher zone will be created for each classroom to ensure social distancing. Students will be educated through a detailed and in depth induction on the role they play in keeping themselves and others safe. Students will be educated to observe social distancing within their groups.	SLT and teaching staff	By September 2020	Assemblies and induction will ensure students are aware of their safety and hygiene expectations
	Staff will be provided with equipment such as disinfected / gloves / hand sanitiser to use as recommended. The touching of books / roaming marking will follow strict expectations		By September 2020	
	Where students are old enough and capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers.	All staff	By September 2020	
	All classrooms will be set up so that students are not facing each other and focused on the teacher. Where appropriate spaced will be freed up by the removal of furniture.	All staff / FM	By September 2020	



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	Lessons that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) will be limited to no more than 15 students, and will take place outside wherever possible (if taking place inside, the space will be well ventilated). Students will be positioned either back-to-back or side-to-side at an appropriate distance. Instruments won't be shared. Singing or instrument playing won't take place in any larger groups such as choirs or assemblies.	PA staff	By September 2020	
	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 students will be maximised as much as possible.	PE staff	By September 2020	
	Staff must follow social distance expectations so that they can safely teach different groups and help maintain a broad and ambitious curriculum.	All staff	By September 2020	
	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. Classroom support will follow classroom expectations as under "normal" circumstances. Consistent support for those students with SEN will be from the same key worker where possible.	SEN staff	By September 2020	
	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.	SLT	By September 2020	
	Support staff for students with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene. Where appropriate staff will stay with an identified student.	SEN staff	By September 2020	Process will be monitored closely when school starts back in September



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Spreading infection due to excessive contact and mixing between students and staff around and outside of the school	Students will be kept in the same groups at all times each day, and be kept separate from other groups. Sets and options within a group will be implemented to ensure the education development of all students when appropriate to do so.	SLT	By September 2020	Process will be monitored closely when school starts back in September
	Student groups will have staggered timetables, including start and finish times, break and lunch times, and assemblies, to avoid too many students being in one place at the same time. Timetable model has already been presented to staff.	SLT	By September 2020	Process will be monitored closely when school starts back in September
	Movement around the school site will be kept to a minimum.	SLT	By September 2020	
	Students will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.	All staff	By September 2020	
	Rooms will be accessed directly from outside where possible, and any corridors will have one-way circulation or allocated to only one group.	All staff	By September 2020	
	All shared rooms, such as sport halls and dining areas, will be allocated to one group and any one time and cleaned before use of another group should that group not be within the same bubble.	SLT, Premises and Catering Team	By September 2020	Process will be monitored closely when school starts back in September
	Toilet use will be managed to avoid crowding. This will be achieved through group allocated toilets and only 2 groups (maximum) being on break or lunch as any one time.	SLT	By September 2020	
	Staggered break and lunch times will be supervised by a team allocated by senior leaders.	SLT	By September 2020	



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		The school will maintain its ability to remove students from learning spaces should their behaviour not maintain the expectations of the school. Safe locations will be used to ensure bubbles remain at a low risk level.	SLT (Pastoral Lead)	By September 2020	Staff will be informed of the process during the start of year induction process
		Staff areas such as staff rooms will be set up to be socially distanced as will other staff areas allocated due to set classrooms being constantly used by students.	SLT and Premises	By September	
		Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors.	Reception	By September 2020	
Spreading infection due to the school environment		<a href="#">Checks to the premises</a> will be done to make sure the school is up to health and safety standards before opening in September.	Principal & FM	By September 2020	
		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- where required meeting places will change to protect working bubbles of the school.	Principal & SBM	By September 2020	
		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.	All staff	By September 2020	
		Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.	FM	By September 2020	
		Outdoor space will be used for exercise and breaks, and for education where possible.	SLT	By September 2020	
Spreading infection due to excessive contact and		Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.	All staff	By September 2020	
		Where this isn't possible, essential meetings will be conducted	All staff	By September	



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mixing in meetings		outside, or in a room large enough to allow for social distancing.		2020	
Individuals vulnerable to serious infection coming into school		The school will continue to follow any shielding guidance in place to decide who should come into school. If the guidance is paused, all staff and students are expected to come into school, apart from staff who can continue to work from home.	Principal & SLT	By September 2020	
		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's possible to maintain social distancing. You may want to complete <a href="#">individual risk assessments</a> to help with this. All risk assessments for individuals will be reviewed at the start of September	Principal & SLT	By September 2020	

**Related documents**

Social Distancing Policy Statement, Child Protection Policy & Covid 19 addendum, Health & Safety Policy and Procedures & Safeguarding Action Plan & Updates Covid 19  
[Covid 19 Related Documents](#)

We want all at SHS to believe in and maintain the values of our school:

