

# The Judd School risk assessment

Version 2.0

Activity to be assessed: <b>Return of all students to school during Covid-19 pandemic</b>	Date of assessment: <b>25/08/2020</b>
Name of person completing the assessment: <b>TMK</b>	Date of review: <b>01/03/2021</b>

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health	H	H	H
	Serious: Causes physical injury or ill health requiring intervention	H	M	L
	Minor: Causes physical or emotional discomfort	M	L	L

Risk	Who is at risk	Risk rating prior to action (H,M,L)	Control measures	Further action/ comments	Residual risk rating (H,M,L)
Worry and anxiety surrounding returning to school	<ul style="list-style-type: none"> <li>Staff</li> <li>Students</li> </ul>	M	<p>Staff meeting to be held prior to opening to give all staff an opportunity to air their concerns. Questions arising from the meeting will be answered and documented and shared with all.</p> <p>This RA will be communicated to all staff prior to opening which should be used in conjunction with the guidance given to staff and students <a href="#">here</a>.</p> <p>Students who feel more anxious to be identified in order to support upon return many of whom are already known to pastoral staff.</p> <p>Regular contact has been made since the lockdown began, with students who are vulnerable.</p>	Further support for staff should be sought from KEM/HG should they require it	L
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>	H	<p>Staff/students will be asked 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>.</p> <p>Students and staff who have consented will be testing regularly using LF testing. Positive tests will require a follow up PCR test and will be required to self isolate.</p>		L

			<p>Anyone self-isolating with symptoms will be required to book a <a href="#">test</a>.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. The designated self-isolation room is the Medical Room - it will be secured from use by others and cleaned after the student exits. Should a student display COVID-19 symptoms they must be sent to this room immediately and reception notified, who will arrange for parental collection. Parents must phone reception on arrival and the student will then be dismissed. 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>Supervising staff should wash their hands thoroughly for 20 seconds after the student has been picked up.</p> <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 school minibus with the student at least 2m from the driver.</li><li>• The driver and passenger will maintain a distance of 2m from each other; or</li><li>• The driver will use PPE and the passenger must wear a face mask.</li></ul> <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> <p>If a student or a staff member working with students tests positive for coronavirus, the students in their group that came into close contact with them will be sent home and advised to self-isolate for 14 days (any staff member who looked after them in school while they were symptomatic will not be required to self-isolate unless they become symptomatic) <a href="#">see section 1 point 8</a>.</p> <p>If other cases are detected at school, the local health protection team from Public Health England will be in touch to advise on appropriate action, such as asking more people to self-isolate.</p>		
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<p>Contact with coronavirus when getting to and from school</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p>H</p>	<p>Students will report straight to their designated outside space upon arrival.</p> <p>Students arrive at different times naturally.</p> <p>Anyone who needs to take public transport should follow <a href="#">government guidance</a>.</p> <p>For students that will need to be dropped off and picked up, parents will be told that this must be done offsite, observing social distancing guidelines.</p> <p>No parent will be allowed on-site unless it is to collect a student displaying COVID-19 symptoms or for a pre-arranged meeting with a member of staff which is unable to take place over the phone/video conference.</p> <p>Anyone wearing non-disposable face coverings when arriving at school will be expected to bring a plastic bag to keep these in during the school day if they remove it.</p> <p>After school, students will be dismissed at staggered times to reduce the number of students exiting at one time and in doing so reduce the risk of contact between bubbles.</p>	<p>Separate guidance document to be distributed to students and staff. This will be kept under review based on the latest government guidance</p>	<p>L</p>
<p>Spreading infection due to touch, sneezes and coughs</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p>H</p>	<p>Students will be encouraged to bring in their own supply of hand sanitiser, tissues and a face mask.</p> <p>Hand sanitiser will be made available at the entrance to the school, outside buildings and in every classroom and must be used by all upon entry and at the start and end of every lesson.</p> <p>A supply of tissues will be made available in each classroom.</p> <p>A supply of anti-bacterial wipes will be available in each classroom</p> <p>Everyone in school will be encouraged to:</p> <ul style="list-style-type: none"> <li>• Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using <a href="#">NHS guidelines</a>, or use hand sanitiser to cover all parts of their hands</li> <li>• Clean their hands on arrival, before and after eating, and after sneezing or coughing</li> <li>• Not to touch their mouth, eyes and nose</li> <li>• Use a tissue or elbow to cough or sneeze, and use bins for tissue waste</li> </ul> <p>Students will be encouraged to practise these habits by posters around the school.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Lidded bins for tissues will be provided in classrooms and will be emptied at the end of the day.</p>	<p>Posters and other signage to be displayed in and around the Atwell building</p>	<p>M</p>

<p>Spreading infection through contact with coronavirus on surfaces</p>	<ul style="list-style-type: none"> <li>● Staff</li> <li>● Students</li> <li>● Contractors</li> <li>● Visitors</li> </ul>	<p>M</p>	<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> <li>● Bannisters</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>● Shared computer equipment (including keyboards and mouse)</li> <li>● Shared telephones</li> </ul> <p>Areas of the school that are used by students will be cleaned thoroughly at the end of the day.</p> <p>Students must not share any equipment, stationery or other items under any circumstances. All students must bring a set of stationery with them to school each day. Where items of equipment must be lent out by departments, anybody coming into contact with the equipment must thoroughly sanitise or wash their hands before use. This includes the use of any computer or computer rooms including the Chromebook trollies.</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 <a href="#">decontamination guidance</a>.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers should wash their hands when moving between classrooms. They should also wipe the computer, projector/remote, printer/copier before use. Wipes and hand sanitiser will be available in every classroom as well as the workroom and staff room.</p>	<p>Posters and other signage to be displayed in and around the Atwell building</p>	<p>L</p>
<p>Spreading infection due to excessive contact and mixing between students and staff in classrooms</p>	<ul style="list-style-type: none"> <li>● Staff</li> <li>● Students</li> </ul>	<p>H</p>	<p>Students will spend the majority of their time in school in year group bubbles minimising contact with other year groups. When this is not possible e.g. at the start and end of the day or lesson changeover, then they must make an effort to maintain a distance of 2m from those students outside their bubble.</p> <p>Wherever possible students need to maintain a 2m space to other students. Where able to do so, desks and chairs should be arranged so that they are forward facing.</p> <p>Students will be arranged in a seating plan to be used in all lessons to minimise the number of students who they came into close contact with. Staff will maintain</p>	<p>SLT on duty to ensure social distancing is maintained.</p>	<p>M</p>

		<p>an accurate record of where students are seated which will be made available in the event the information is needed to identify close contacts of a positive case. This record should be deviated from without keeping a record including when group work is carried out</p> <p>Students in Y7&amp;8 in DT and Maths where classes are of mixed houses - students of the same house should sit next to each other.</p> <p>Staff should not circulate around the classroom unless in an emergency or a 2m distance is able to be safely observed.</p> <p>Staff should not make contact with students belongings, if this happens they should wash their hands immediately or use hand sanitiser.</p> <p>Staff must maintain a safe 2m distance from students, when teaching from the front of the class, if unable to do so then staff must wear a mask.</p> <p>Students should wear a mask when seated in a classroom and when moving between lessons. Students do not need to wear a mask when eating or when moving around outside.</p> <p>The amount of take-home resources will be limited (zero where feasible).</p> <p>Department specific procedures where necessary can be found at the following links:</p> <p><a href="#">Art</a></p> <p><a href="#">D&amp;T</a></p> <p><a href="#">Biology</a></p> <p><a href="#">Chemistry</a></p> <p><a href="#">Physics</a></p> <p><a href="#">PE</a></p> <p><a href="#">Music</a></p>		
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<p>Spreading infection due to excessive contact and mixing between students and staff around the school</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> </ul>	<p>M</p>	<p>A one way system will be in operation for the routes around the school site. Buildings will have designated entry and exit points as detailed <a href="#">here</a>.</p> <p>The school day has been changed to reduce interaction between bubbles at break and lunch. Play spaces will be allocated to bubbles and the dining hall (which will be divided into sections) and other food outlets will be assigned to bubbles at different times depending on when their break/lunch is.</p> <p>Between lessons - Students will be dismissed in a timely fashion to allow the next class to enter without coming into contact with each other. Students should make an effort to maintain a safe distance from students in other bubbles when moving around the school, keeping to the designated routes.</p> <p>Only 1 student will be allowed out of a classroom at any one time to use the toilet. Students will be expected to adhere to social distancing guidelines when using the toilets. No breaks between lessons outside.</p> <p>The staff room will be arranged to facilitate social distancing whilst seated. Staff should maintain a 2m distance at all times when using the staff room. Cleaning products will be available in the kitchen area where contact with surfaces is unavoidable.</p> <p>In order to reduce the number of students on site, those in Y12 and 13 will be allowed to come to school in time for their first taught lesson. They do not need to attend registration unless their first taught lesson is P1. They may leave school after their last taught lesson. Leaving the school site at lunch will not be permitted.</p> <p>Staff and contractors not working with student groups will be asked to maintain 2m distances from each other and from the student groups.</p> <p>Assemblies will take place remotely with students remaining in their form rooms and the content projected on the screen. If a face to face assembly is needed then this must only be in year bubbles, no singing, chanting or shouting should occur. The presenter should remain on stage when speaking to the audience.</p>		<p>L</p>
<p>Spreading infection due to the school environment</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p>M</p>	<p><a href="#">Checks to the premises</a> 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. Students will assemble in bubbles in silence.</p> <p>Areas in use should be well ventilated by opening windows or doors (as long as they are not fire doors).</p> <p>The use of lifts should be avoided unless essential, where they are used they should be limited to 1 user only.</p>		<p>L</p>

			<p>Lidded bins will be provided in classrooms to dispose of tissues and any other potentially contaminated waste.</p> <p>Each building/room will have a specified entry and exit point which must be adhered to unless in an emergency. Signs will be displayed indicating where these are.</p>		
Spreading infection due to excessive contact and mixing in meetings	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	M	<p>If social distancing is not possible in school, meetings should be conducted by telephone or using Google Meet. This includes meetings with staff, parents, visitors and governors.</p> <p>All office spaces have a maximum capacity notice on the door which must be adhered to. Masks must be worn when in somebody else's office space.</p> <p>Social distancing must be adhered to in the staff room and unless seated masks must be worn unless exempt.</p> <p>Face to face meetings will be conducted outside or in a room large enough to allow for social distancing.</p>		L
Contact between subjects and staff during the testing process increasing the risk of transmission of COVID-19	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> </ul>	M	<p><b>Asymptomatic:</b> All subjects are to be advised in advance not to attend if they have any symptoms of COVID-19, live with someone who is showing symptoms of COVID-19 (including a fever and/or new persistent cough), have returned within 10 days from a part of the world affected by the virus, or have been in close contact with someone who is displaying symptoms.</p> <p>Management of queues to maintain social distancing of year group bubbles during the first round of testing.</p> <p><b>Face masks:</b> Prominent signage reminding students to wear face masks to be displayed at the entrance to the building.</p> <p>Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing.</p> <p>Requirement to wear a face covering/mask to be reminded to all subjects in advance.</p> <p>Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception.</p> <p>Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff.</p> <p>Training for all staff involved in process to understand roles and responsibilities and risks in test area, including use of PPE modules.</p> <p>All students to be given clear instructions on how the process will work.</p>	Regular toolbox talks for all staff involved in testing.	L

			<p><b>Hand hygiene:</b> All subjects to use hand sanitiser provided on arrival and adherence to this enforced by staff.</p> <p><b>Social distancing:</b> Two-metre social distancing to be maintained between subjects to ensure compliance, in addition to verbal reminders if necessary from reception, queue management and sampling staff.</p> <p>A one-way flow of subjects through the building is to be initiated and maintained at all times. Compliance with this is to be enforced by staff.</p> <p><b>Cleaning:</b> Testing carried out in area with non-porous floor. Regular cleaning of the site, including wipe down of all potential touchpoints in accordance with PHE guidance.</p> <p>Regular cleaning of the desks and processing areas as per training guidance and checklist.</p> <p>Regular changing of PPE as per the training module guidance.</p>		
Contact between samples and sample testers increasing the transmission of COVID-19: Sample processing and analysis	<ul style="list-style-type: none"> <li>• Testing staff</li> <li>• Cleaning staff</li> </ul>	H	<p><b>PPE:</b> Processor wears the following PPE:</p> <ul style="list-style-type: none"> <li>• Fluid-resistant (type 11R) surgical mask;</li> <li>• Disposable gloves (changed after each sample);</li> <li>• Disposable plastic apron; and</li> <li>• Eye protection (goggles or visor as per individual preference).</li> </ul> <p>Testing assistant wears:</p> <ul style="list-style-type: none"> <li>• Fluid-resistant (type 11R) surgical mask; and</li> <li>• Disposable gloves.</li> </ul> <p><b>Training:</b> All staff involved with testing are trained in line with gov guidance.</p> <p><b>Cleaning:</b> Regular cleaning of the site, including wipe down of all potential touchpoints in accordance with PHE guidance.</p>		L
Damaged barcode, lost LFD, failed scan of barcode resulting in	<ul style="list-style-type: none"> <li>• Students</li> </ul>	M	<p>Subjects are called for a retest.</p> <p>Checking that all results have been uploaded and school register and track and trace have no gaps in data.</p>		L



no result communicat ed to student					
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A review of this risk assessment is to be undertaken annually or else if any changes occur that affect the facts given above		
Date of review:	Reviewed by (name):	Comments:
Mar 1st 2021	Tristan Kemp	Amended document to reflect changes in gov guidance due to school return on 8th Mar and to include in school LF testing