



Coronavirus Risk Assessment for Education

Location/Dept: Sponne School

Date Assessed: 9th July 2020

Assessed by: IM

Task/Activity: Dealing with coronavirus

Review Date: 1st September 2020

Persons at risk: Staff, Students, Visitors, Contractors

Risk	Control measures	Who	Risk Rating L/M/H	Additional control information
<p>Transmission of coronavirus within school:</p> <p>1. Contact with persons suffering from coronavirus or displaying symptoms</p>	<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> <p>All staff and students will be told that they should not come into school if they have coronavirus symptoms or have tested positive in the last 7 days.</p> <p>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. 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. In addition:</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 	<p>IM</p> <p>Site Team</p> <p>Site Team</p> <p>Site 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>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update</p> <p>Control measures will be revised and updated to reflect any changes to the government guidance .</p>



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	<p>If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.</p> <p>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.</p> <p>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.</p> <p>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 7 days. PHE will take over the risk assessment process from this point.</p> <p>PPE available for staff dealing with symptomatic individuals. Adequate supplies of facemasks, eye protection, gloves and aprons are available for anyone who become unwell at school and need direct personal care. Appropriate space where they can be isolated will be identified.</p>	<p>All staff and parents</p> <p>IM</p>		<p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p>
<p>Transmission of coronavirus within school:</p> <p>2. Keeping hands clean</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>			<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p>



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	<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>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p>
<p>Transmission of coronavirus within school:</p> <p>3. Good respiratory hygiene</p>	<p>Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.</p> <ul style="list-style-type: none"> • To ensure that there are enough tissues and bins available so that this routine can be followed. • 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. 			
<p>Transmission of coronavirus within school:</p> <p>4. Cleanliness 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"> • A cleaning schedule that ensures that the cleaning of rooms and shared areas is more regular and that frequently touched surfaces are wiped down more often, including during the day. 	<p>Site Team</p> <p>Norse cleaning team</p>	<p>L</p>	<p>See separate Covid-19 cleaning schedule.</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p>



	<ul style="list-style-type: none"> • Toilets to 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. 			
<p>Transmission of coronavirus within school:</p> <p>5. Mixing of staff and students</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"> • Modify the timetable to keep Year groups in bubbles across the school site. All Year groups will have dedicated rooms that lessons will be allocated to. • Limit the number of staff that come into contact with each bubble. • Procedures in place to minimise the risk of mixing of students between year group such as staggered social times, dedicated rooms and one-way routes through the school. • Year 7 and 8 will additionally be taught as form group bubbles in E Block with no other year group lessons timetabled in this area. • Arrange all classrooms so that students face the front and do not face each other where possible. • Avoid large gatherings with more than one year group. • Minimise the movement of students across the school by keeping Years 7 and 8 in E Block and other year groups in dedicated rooms that they can rotate round in order to allow specialist teaching to take place. For example specific science labs will be allocated to each of Years 9, 10, 11 and sixth form. • 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 	<p>SLT All staff</p>	<p>M</p>	



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	<p>year groups leave at different times. An additional canteen space will be added at the bottom of E Block so that Years 7 and 8 do not need to use the main canteen. Break will be scheduled as part of an extended period 2 and the same will happen for lunch during an extended period 4. Each year group will get an individual allocated slot.</p> <ul style="list-style-type: none"> • Work with the LA to arrange for seating plans to be used on the dedicated school buses. • Face masks are not recommended in school settings but can be worn on school transport. A member of the SLT will be available as buses arrive to ensure that any masks worn are disposed of or stored appropriately. • To target the intervention of SEND staff to specific year groups. • To ensure that any classroom based resource is cleaned regularly. • For 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. 			<p>See Revised structure of the school day: September 2020</p>
<p>Transmission of coronavirus within school: 6. Use of personal protective equipment</p>	<p>Where necessary, wear appropriate personal protective equipment (PPE). 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. 	<p>All staff and students</p>	<p>M</p>	<p>PPE is not recommended in schools. If staff are anxious then they should seek further support and guidance from IM.</p> <p>Further guidance can be found at: https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</p>



SCHOOL ACTION PLAN

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 17 th July



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 Norse and Sponne School and monitored by the site team.
Ensure that there is sufficient sanitiser in all rooms and at all stations. To be checked at 11 am and at 4 pm.	Staff	11 am and 4 pm	
Toilets in use to be cleaned daily once staff and students have left the building. Soap dispensers to be checked and refilled twice daily.	Cleaners	From 3.15 pm	
All rooms being used by staff and students to be cleaned at the end of the day.	Cleaners	From 3.15 pm	
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	



Revised structure of the school day: September 2020

Proposal 2

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
Year 8		Lesson 2		10.45-11.05 Break E Block & bus park		Lesson 4		Lunch E Block & bus park		Finishing times:
Year 9		9.45-10.05 Break Canteen & YBR	Lesson 2			Lesson 4 Part 1	Lunch Canteen & YBR	Lesson 4 Part 2		Year 7 14.45
Year 10		Lesson 2 Part 1	10.15-10.35 Break Canteen & YBR	Lesson 2 Part 2		Lunch Canteen & YBR	Lesson 4			Year 8 14.50
Year 11		Lesson 2		10.45-11.05 Break Canteen & YBR		Lesson 4		Lunch Canteen & YBR		Year 9 14.55
Sixth Form		Lesson 2		Break		Lesson 4		Lunch		Year 10 15.00
								Year 11 15.05		