

Schools Covid 19 Risk Assessment – March 2021



Name of School	The John of Gaunt School
Name of Headteacher	Mr Paul Skipp
Assessment completed by	Nigel Reeves / Matt Doughty
Assessment date	4 March 2021

This risk assessment template sets out the measures that may be used to maintain a safe environment for all occupants and visitors to the school/setting and to reduce the transmission risk of covid-19 coronavirus as far as is reasonably practicable. Particular attention must be given to those at greatest risk including vulnerable groups, pregnant women, and those with underlying health conditions; and to new staff and pupils who may be unfamiliar with the site.

Use the template to prepare a specific risk assessment for your school/setting. It must be kept under review and updated accordingly.

Useful links:

Government guidance for full opening of schools can be found [here](#)

Government guidance for after school clubs and other out of school settings can be found [here](#)

Right Choice Coronavirus Resources are available [here](#).

Science teaching Coronavirus advice is available from CLEAPSS [here](#)

Design Technology Coronavirus advice is available from CLEAPSS [here](#)

Physical Education Coronavirus advice is available from AfPE [here](#)

Where separate risk assessments are required for specialist situations as set out in the template below, these do not need to be submitted to the local authority but should be available for scrutiny from LA or HSE enforcement officers.

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
1. Maintaining Social distancing – external areas		
Numbers arriving simultaneously on school transport impede the means to distance or reduce contact, and impede effectiveness of staggered start/finish times of school day	<ul style="list-style-type: none"> • Liaise with School Transport Team where necessary, minimal changes to school times in place for September. • Arrange separate ‘holding’ areas for each group to minimise contact (ideally these should be outside if weather permits) • Encourage parents to make other arrangements for travel to/from school other than school transport. • Staff on duty to supervise • Signage at school transport pick up/drop off point 	<p>Limited numbers of students use School transport - HKE / VMA to liaise with transport providers where applicable.</p> <p>PSK – Letter to parents, each year group has been given a designated area on the School site.</p> <p>PSK – Letter to parents, specifying different entrances and exits for different year groups.</p> <p>Staff duty rota in place</p> <p>All public transport no directly organised school transport</p>
Numbers of parents and children at entrances and exits impede social distancing.	<ul style="list-style-type: none"> • Instructions for parents/carers on social distancing rules on site. • Staggered start/finish times for different year groups • Use of different entrances/exits for different groups. • Only one parent/carer to accompany student. • Staff on duty to supervise. • One-Way System introduced to control movement on Site. 	<p>PSK – Letter to parents – Shared with staff</p> <p>PSK – Letter to parent – Shared with staff - Y11’s and Y12/13’s to start at 8.30am all other year groups to start 8.40am – 3pm. Y11’s to complete period 6 until 4pm.</p> <p>PSK – Letter to parents, specifying different entrances and exits for different year groups.</p> <p>Members of duty staff on students entrances to control students – unlikely many parents will be waiting but where necessary to remain in cars</p> <p>Duty staff</p> <p>One-way system has been marked on site using signage as appropriate – to be shared with students at assemblies</p>
Changes to school routine cause vehicular and pedestrian traffic management issues.	<ul style="list-style-type: none"> • Encourage parents to walk/cycle to school with students. • Stagger drop off / pick up times for Students. • Minimise vehicles on site 	<p>Most students are not accompanied by parents</p> <p>PSK – Letter to parents – shared with staff</p> <p>PSK – Letter to parents, staggered start times and different entrances/exits to minimise</p>

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	<ul style="list-style-type: none"> Review traffic management risk assessment where changes to start/end of day apply. Encourage staff to walk/cycle to school. Staff on duty to supervise. 	<p>Parents would remain in cars when they need to be on site</p> <p>EGR – Cycle to work scheme implemented</p> <p>Duty staff rota</p>
<p>2. Maintaining distancing and reducing contact - internal areas and play areas</p>		
<p>Student numbers and room sizes impede the means to reduce contact</p>	<ul style="list-style-type: none"> Where practical, arrangements will aim to reduce contact and maximise distancing between students and staff; and between staff themselves. Students will reduce contact by being grouped together. Record the names of students in each group, and any close contact that takes places between students and staff in different groups. Remove excess furniture to safe storage areas to increase space Desks to be spaced out as far as possible but do not impede fire escape routes and exits All desks to face forward with students sat side by side Floor markings to illustrate 2m areas around teaching positions Students to remain at their desks when in the room Students to use the same desk each day Distancing and reducing contact to be explained to Students with regular reminders 	<p>PSK – Letter to students and staff</p> <p>Different year groups have been allocated locations around the School where they will stay in year group bubbles, for contact and non-contact time</p> <p>Registers taken at the start of each lesson will record this information</p> <p>Site Team will action where requested/necessary</p> <p>PSK – Note to staff to review and site team have assisted where necessary</p> <p>Classrooms where possible have been set up so they are forward facing and restored to normal capacity e.g. 30/32 for a standard classroom.</p> <p>Area has been left at the front of each classroom for the teacher to teach from</p> <p>Instruction will be issued by member of staff where appropriate</p> <p>All desks will be cleaned at the end of each day</p> <p>PSK – Assembly briefing first day back setting out expectations - Teachers to reinforce message at the start of the day</p>

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	<ul style="list-style-type: none"> • Signage/Posters in each classroom. E.g Hand Sanitisation • Consider the use of School grounds / local environment to extend the range of teaching spaces available • The wearing of any PPE is not considered a necessary control measure except where set out specifically in this risk assessment for first aid or medical attention needs. • Ventilation improved where practicable by having windows open 	<p>Signs have been put in place by the Site Team</p> <p>Utilised where the timetable allows e.g. PE and Forest Schools</p> <p>PPE has been purchased and is in place for first aid or medical attention needs</p> <p>Staff to open windows where possible</p>
<p>Number of students and staff moving around the school impede the means to distance and reduce contact in corridors and other communal spaces</p>	<ul style="list-style-type: none"> • Minimise movements of whole groups and individuals outside of the classroom • Use of a one-way system around the school. • Consider using the pathways around the perimeter of the building to assist with circulation (weather and site layout dependent). • Lane markings on floor and distancing markings in areas where queuing is likely • Areas not in use to be closed off (not escape routes) • Students to keep coats, bags, lunchboxes etc with them in the classroom (under desks) or in suitable storage area • Acts of worship and other typically communal events to take place in groups (not whole school) • Face coverings to be worn by students. Staff should also wear face coverings where distancing cannot be maintained indoors 	<p>PSK – Letter to parents/staff – Year group bubbles and designated year group spaces in place SLT – Timetable minimises movement One-way system in place ready to use Markings complete to assist with the one-way system implementation</p> <p>Markings in place</p> <p>Only areas required (most of School will be opened) No change to current operational arrangements</p> <p>To take place in groups</p> <p>PSK – Letter to parents/staff to advise, webinars offered to parents/staff</p>

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Number of students and size of space impede the means to distance and reduce contact when using toilets	<ul style="list-style-type: none"> • Apply a maximum number of students in toilet rule to maintain distancing and reduce contact • Where practicable avoid different groups using the same facilities at the same time • Toilets allocated around the School for different Year groups. • Signage • Toilet Cleaning. 	<p>Each year group have been allocated designated toilets a number of the cubicles are limited to one</p> <p>As above – toilets will be cleaned throughout the School day</p> <p>PSK – Letter to Parents, shared with Staff.</p> <p>Assemblies in September to share with students</p> <p>Signage in place in toilet areas to remind students to wash hands.</p> <p>On-site Cleaners will clean/check the toilet areas during the School day</p>
Number of students and available space impede the means to distance and reduce contact at breaktime and lunchtime	<ul style="list-style-type: none"> • Allocated internal areas for each group. • Allocated external areas for each year groups. • Mobile catering facilities will be available in each of the designated year group areas to serve hot and cold food mostly hand held with minimal use of cutlery. • Any crockery/cutlery used must be cleaned thoroughly. • Catering contractors and other food provision has been subject to specific risk assessment 	<p>PSK – Letter to parents, shared with Staff</p> <p>Assemblies in September to share with students</p> <p>ABM to work with School to send staff to each area with the support of School staff for serving and till operation</p> <p>ABM staff to wash cutlery which should be minimal</p> <p>ABM to review and update risk assessments</p>
Number of staff and size of staff rest spaces impede the means to distance and reduce contact	<ul style="list-style-type: none"> • Staff spaces to be utilised, staff room and various faculty offices around the site. • Various Staff toilets around the site can be used. 	<p>PSK – communication staff need to be mindful of social distancing and use professional judgement</p> <p>On-site cleaners to check/clean toilets during the day</p>
3. Hygiene and Cleaning	<u>Guidance on cleaning non-healthcare settings</u>	
Cleaning staff levels are insufficient to deliver enhanced cleaning regime.	<ul style="list-style-type: none"> • Confirm available cleaning staffing levels before re-opening. • Use of contractors or other school staff for cleaning. • Agree the new cleaning requirements and additional hours for this. 	<p>MDO/EGR – Cleaning staff levels are anticipated to be at normal in January with the addition of three 10am – 2pm cleaners to be on-site during the day.</p> <p>MDO produced a room/toilet checklist, additional three cleaners in place to undertake 10am -2pm shifts during the School day</p>

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	<ul style="list-style-type: none"> • PPE to be worn by cleaning staff as dictated by risk assessment. • Leave resources to de-contaminate for 72 hours if possible. • Daily Cleaning. 	<p>MDO to update cleaning staff and to ensure PPE available</p> <p>Parents/Students have been provided with an equipment list to bring own resources e.g. pens/pencils etc, and not to share</p> <p>Ongoing since initial close and continuing</p>
<p>Insufficient handwashing and hygiene facilities increase the risk of transmission.</p>	<ul style="list-style-type: none"> • Hand gel dispensers at strategic locations around the site to complement handwashing facilities. • Students to handwash on entry to school, before and after each break and lunch, leaving school and after using toilet. • Extra signage for washing hands. • Supplies of tissues and bins in each teaching space and classroom. • Parts of school uniform which cannot be machine washed should not be worn. • Ensure supplies of Hand Sanitiser / soap. • Promotion of the 'Catch it, Bin it, Kill it' campaign to pupils and staff • Resources are rotated or left to de-contaminate for 48 hours (or 72 hours if plastic) if being used by different groups or unable to be cleaned between groups 	<p>Dispensers installed and placed inside all classrooms and other strategic locations e.g. halls</p> <p>Students to apply gel upon entry / exit to classrooms – Soap in toilets.</p> <p>Signage in toilets and by all gel dispensers in place</p> <p>Bins emptied each day</p> <p>PSK – Letter to parents – copied to staff</p> <p>Sanitiser/Soap to be replenished each day, toilets to be checked hourly</p> <p>Students to be reminded, signage on display screens</p> <p>PSK to advise staff</p>
<p>Exposure to new hazardous substances (products)</p>	<ul style="list-style-type: none"> • COSHH assessment to be carried out for any new cleaning/sanitising products in use and file updated. • Additional cleaning staff to be made aware of the COSHH risk assessments. • Appropriate storage of hazardous substances. 	<p>MDO to review and update COSHH register</p> <p>If appropriate this will be completed as part of induction process</p> <p>Not applicable we don't use these</p>

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4. Site and Buildings	<u>DfE Guidance on school premises management</u>	
Visitors/contractors/suppliers on site increase the risk of transmission.	<ul style="list-style-type: none"> • Site visits only by pre-arrangement. • A record of some visitors must be kept for 21 days <u>specific guidance</u> • Information/signage for visitors informing them of the infection control procedures. • Deliveries and visits outside of school opening hours where possible. • Provision of hand sanitiser in reception. • Process for the acceptance of deliveries required i.e. area where deliveries can be safely left. • Adult visitors to wear face covering unless exempt 	<p>Staff to advise reception of planned visits Visitors records retained for the academic year</p> <p>Sign on reception with Sanitiser</p> <p>Where possible this will be requested</p> <p>Sanitiser in place Deliveries have a pre-defined area</p> <p>Reception to advise of this requirement when visitors sign in</p>
Changes affect normal emergency procedures.	<ul style="list-style-type: none"> • Review of fire assembly point to accommodate social distancing. • Fire drill practice to review any adjustments made. • Other contingency emergency plans to be reviewed including lockdown procedures, major disruption through loss of services, gas leak etc. 	<p>Assembly point to remain the School field the class of students to remain with the class teacher PSK – To advise when practice takes place</p> <p>NRE to review Business Continuity Plan and lockdown procedures</p>
Site security is compromised by new arrangements.	<ul style="list-style-type: none"> • Normal security standards will apply, doors which may be used for drop-off/pick up should then be closed during the school day (and locked if not fire doors). • Additional ventilation via open doors and windows should not occur in unoccupied parts of the site. 	<p>Normal arrangements will apply only open gate will be via Wingfield entrance</p> <p>Areas will be kept locked whilst mindful of any fire regulations</p>

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5. Equipment and furniture		
Shared PE equipment increases the risk of transmission.	<ul style="list-style-type: none"> Individual items of equipment to be cleaned between each use. Handwashing before and after each lesson. 	PSK – Shared with staff, could be student/cleaner or Teacher is necessary, MDO can provide wipes, Sanitiser units in place
Shared equipment, fittings and resources increase the risk of transmission.	<ul style="list-style-type: none"> Handwashing before and after each lesson. Remove unnecessary items from the classrooms and store elsewhere. Cleaning regime for door handles, press to exit buttons, communal surfaces. Students asked to bring in own stationery or have allocated, named, packs of stationery per Student. Resources and surfaces to be cleaned each night. Lessons planned so sharing of resources is minimised Limit the number of resources/books taken home. 	<p>Gel sanitisers installed in each of the classrooms</p> <p>Items to be removed where necessary</p> <p>Daily cleaning checklists to be followed</p> <p>PSK – Letter - Students to bring in own stationery from home</p> <p>Daily cleaning checklist to be followed</p> <p>SLT curriculum plan</p> <p>Teacher to decide</p>
Increased manual handling tasks increase the risk of musculoskeletal injuries.	<ul style="list-style-type: none"> Staff must not attempt to move large or heavy items. 	MDO – All requests to go via site team
6. Health and Wellbeing		
Staffing levels (insufficient) cause supervision, ratio and safeguarding issues.	<ul style="list-style-type: none"> Carry out an audit of all staff availability and review it regularly. Introduce a process for staff to inform you if their health situation changes. If there is a shortage of teachers consider use of suitably qualified TAs to lead a group and maintain ratios. 	<p>EGR – to continually review</p> <p>EGR/EBA – staff to contact EGR or EBA</p> <p>SLT to decide on a case by case basis</p>
Volunteer wellbeing (if applicable)	<ul style="list-style-type: none"> Volunteers will be treated in the same way as school staff and provided with the same 	PSK to decide when to allow volunteers on site

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	information, instruction, training and equipment. <ul style="list-style-type: none"> • Volunteers will be included in regular communications and be given the opportunity to feedback any concerns. 	PSK to decide when to allow volunteers on site
Vulnerable / Extremely vulnerable children at higher risk of infection.	<ul style="list-style-type: none"> • Parents should follow current medical/government advice if their child is in this category. 	HKE – Individual care plans produced
Person becomes unwell with Covid 19 symptoms in school	<ul style="list-style-type: none"> • Move to a pre-designated room where person can be isolated, with adult supervision if a child. • Ventilate the room if possible. • PPE should be worn if contact is required. • Inform parent/carer to arrange collection. • Cleaning regime after each usage of the space. • Consider purchase of non-contact thermometer. 	W19 is the designated room, supervision required by a first aider Window can be opened in the room PPE supplies are available Reception to phone home, MDO to be advised if room needs cleaning by reception School has purchased thermometers
Outbreak of Covid-19 within the School (defined as more than two confirmed cases within a fortnight)	<ul style="list-style-type: none"> • Senior leaders have awareness of the PHE “local outbreak management plan” • Local school management plan is in place and relevant staff have been made aware • Remote education plans in place • Engage fully with NHS Test & Trace 	PSK Co-ordinates with Local Authority PSK advises staff and parents Microsoft Team set up ready to use School will engage with NHS
Staff wellbeing affected by the working experience.	<ul style="list-style-type: none"> • Application of national guidance in respect of shielding and at-risk groups. • Staff use of face masks/shields if required. • Include staff in risk assessment process. • Staff meetings and communication. • Defined wellbeing support measures for staff. • Designated staff rest areas. • Mass Testing 	EGR to coordinate EGR to coordinate following national guidance Staff questionnaire circulated – risk assessment can be shared with staff PSK – staff updates EGR – Cycle to work / Technology scheme Access to Employee Wellbeing support Staff room available / faculty area offices To be rolled out week commencing 11 January 2021 for any staff who are on site

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<p>Student wellbeing is impacted by the current situation causing physical and mental ill health. School Effectiveness guidance on Right Choice</p>	<ul style="list-style-type: none"> • Students to follow normal timetable • Provide opportunities to talk about their experiences/concerns. • Pastoral support activities. 	<p>SLT – Curriculum Plan / Timetable HKE – to coordinate HKE / Pastoral Support Team</p>
<p>First aid provision</p>	<ul style="list-style-type: none"> • Ensure all staff know First Aiders on site if less than normal. • If provision is less than usual, minimise hazardous activities which may result in injury. • Ensure a supply of PPE is available for provision of first aid and use and dispose of accordingly. 	<p>EGR – Share list with staff – G109/G21 location of first aiders SLT – Curriculum Plan / Timetable First aid audit has been completed and PPE is available on-site</p>
<p>Pupils with special medical needs (administering medication)</p>	<ul style="list-style-type: none"> • Required number of competent staff on site • Staff training up to date • Alternative arrangements in place if staff training/competence has lapsed. 	<p>Competent staff on site Training is up to date, new training course booked Training expiry dates under review, training providers also keep us informed</p>
<p>1:1 teaching, physical restraint and children with SEND or EHC plans are adversely affected by the current situation.</p>	<ul style="list-style-type: none"> • Individual risk assessments of Students with behavioural difficulties. • Ensure a supply of PPE is available based on need. • Reduced timetable or consideration of other solutions if Student’s behaviour puts staff at risk. • 1:1 teaching to be done with reduced contact e.g. Pastoral / Careers 	<p>HKE to coordinate PPE is available on site this will need to be constantly audited for new stock to be ordered PBSC will be open in September behaviour policy to be followed Register of all sessions to be recorded by staff member</p>
<p>7. Risk assessments and Policies</p>		
<p>Standard risk assessments do not take account of additional covid-19 risks</p>	<ul style="list-style-type: none"> • Ensure all work environments and teaching/learning activities have been subjected to risk assessments in line with conventional H&S requirements. • Review and where necessary update all risk assessments with additional control measures to counter any significant infection transmission risk 	<p>Risk assessments in place for all areas of the School, to be kept under constant review This risk assessment to be kept under constant review</p>

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	<ul style="list-style-type: none"> • Pay particular attention to curriculum areas and activities being resumed for the first time since school restrictions were introduced • LoTC activities are restricted to non-residential activities and are subject to the usual process of risk assessment and authorisation. • One -off activities such as PTA and other fundraising events, firework displays etc will be subject to separate risk assessment. • Lettings of facilities will be subject to separate risk assessment. • School clubs, Breakfast clubs and after-school provision are subject to a separate risk assessment. • Behaviour policy amended to reflect covid-19 protocols. 	<p>Awareness of all School measures has been promoted via staff Teams meetings and will be followed up on TD Day</p> <p>School process to be followed no residential visits to take place until summer 2021 at the earliest</p> <p>No events currently planned, any requests will be risk assessed</p> <p>No internal/external lettings to take place before 29 March 2021 at the earliest</p> <p>Each activity will be risk assessed</p> <p>New behaviour policy will be followed</p>
8. Monitoring		
<p>Control measures set out in this risk assessment do not prove effective</p> <p>Levels of compliance are inadequate</p>	<ul style="list-style-type: none"> • Named school staff will monitor the application and effectiveness of the control measures set out within this risk assessment, and the level of compliance by staff, visitors and pupils • Non-compliance will be addressed immediately • Regular communication with staff on the outcomes of the monitoring <p>LA H&S Advisers are able to visit the school site to assess compliance</p>	<p>All staff responsible for health and safety of the School environment</p> <p>SLT to action PSK staff updates</p> <p>Wiltshire Council Health and Safety Team service purchased to support the School</p>
9. Other risks – specific to your school		
Students working from home – Teams Lessons	<ul style="list-style-type: none"> • Student attendance • Identify students • Students welfare 	<p>Register taken for each lesson</p> <p>Cameras switched on</p> <p>Staff call home to check in with students</p>

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<p>Key Worker / Vulnerable students</p> <p>Staff working from home – Including Teams</p> <p>Mass Testing</p>	<ul style="list-style-type: none"> • IT Provision • Free School Meals • Communication • Students identified and bookings made • Student attendance • Designated year group areas • Staffing • Catering • Cleaning • Testing for those onsite • IT provision • Staff wellbeing • Lateral Flow Testing Procedures week commencing 8 March 2021 • Staff Testing – Ongoing at Home • Student Testing – Ongoing at Home 	<p>Students provided with laptops where need identified / IT Support assistance BACS payments made or vouchers supplied Headteacher updates to parents</p> <p>Booking form Register and follow up by staff for non-attendance Specific rooms identified to be used Staffing Timetable in operation On-site catering available On-site cleaning To be rolled out week commencing 11 January 21</p> <p>Staff laptops purchased Cameras switched on Access to Employee Wellbeing support Line Management meetings</p> <p>Students asked to attend site for a test prior to returning to School – PSK Communication Wingfield Hall designated as the testing area and set up accordingly Staff assisting with testing have undertaken appropriate training Staff collect and sign for testing kits, tests to be taken twice weekly – PSK Communication Students to be allocated testing kits, parents/ carers encouraged to share result with the School - PSK Communication</p>

I confirm that the above is a suitable and sufficient risk assessment based on current information. The risk assessment will be reviewed on a regular basis and whenever anything relevant changes. All relevant parties will be informed of the outcomes of this risk assessment.

Name of Headteacher		
Signature of Headteacher		Date:
Name of Chair of Governors / Trustees		
Signature of Chair of Governors / Trustees		Date:
Date of review	4 March 2021	