

Charles Darwin School: Covid-19 Risk assessment

(Revised January 2021)

This risk assessment has been formulated following detailed consideration of the most recent government guidance:

- › [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](#)

Key changes

1. Students and staff to wear face coverings inside the school building, including classrooms and communal areas
2. Staff will be encouraged to take a weekly LFD test
3. Students attending the Key Worker Provision will be tested twice on entry
4. Students/staff who have been identified as being within close contact of a student testing positive will be required to take a LFD test each day for the next 7 days or isolate in accordance with government guidelines
5. Potential LFD testing of all students prior to full return depending on government guidance

Key to staff members

SCH - Mr. Chotai

LRE - Mrs. Rees

MBO - Mr. Boyden

JHO - Mrs. Hodgkinson

RJS – Mr. Jones

JSI - Mr. Simpson

DPA - Mrs. Paterson

SBO - Mrs. Booth

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
		<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"> • Use of a vehicle with a bulkhead (i.e. the driver is in a separate compartment to any passengers); or • The driver and passenger will maintain a distance of 2m from each other; • The driver will use PPE (the same PPE as when supervising a symptomatic pupil) and the passenger will wear a face covering if they are able to do so <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 decontamination guidance.</p> <p>If a pupil or a staff member working with pupil/staff tests positive for coronavirus, the rest of their pupil group will be sent home (as will any staff member who looked after them in school while they were symptomatic).</p> <p><i>SLT will establish a list of close contacts and parents/carers will be contacted. These students/staff must then undertake daily testing for a period of 7 days before their return to lessons or follow government guidance to isolate.</i></p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> • Pupils and staff in each year group • Seating plans for all classes • Any close contact taking place between children and staff in different groups. • Visitors log <p>Close contact means:</p>	<p>Premises Manager/Cleaning Team</p> <p>SCH/LRE/MBO</p> <p>Student Services</p>	<p>By 1st Sept 2020</p> <p>Daily implementation</p>	

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		<p>Direct close contact – face-to-face contact with an infected person for any length of time, within 1metre, including:</p> <ol style="list-style-type: none"> 1. Being coughed on 2. A face-to-face conversation 3. Unprotected physical contact (skin-to-skin) <ul style="list-style-type: none"> • Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person • Travelling in a small car with an infected person <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 by the school.</p>			
Contact with coronavirus when getting to and from school		<p>Everyone will be encouraged to walk, drive or cycle into school, and warned to avoid taking public transport during peak times.</p> <p>The school has the capacity to store bikes and has created a staggered start to both the start and end of the school day to help minimise the numbers of its students using public transport at the same time. It has actively worked with bus companies and the local authority to provide public transport whilst encouraging both parents and students to use alternative means of transport whenever possible.</p>	<p>SCH via letters to families.</p> <p>RJS</p>	By 1 st Sept 2020 onwards.	

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		<p>For anyone who needs to take public transport, they will be referred to government guidance.</p> <p>For pupils that will need to be dropped off and picked up, parents will be told through messages and signage:</p> <ul style="list-style-type: none"> • Their allocated drop off and collection times, with different pupil groups being given different times • The protocols for minimising adult to adult contact are: <ol style="list-style-type: none"> 1. That only one parent should attend 2. Parents/carers or family members dropping off should not get out of their vehicle. 3. Parents dropping off/collecting pupils are advised by the school to do this further up Jail Lane to avoid congestion and contact 4. Parents should not enter the school site unless they have a pre-arranged appointment and face coverings must be worn inside the school building <p>On arrival all pupils will be directed to wash or sanitise their hands thoroughly.</p>	<p>SCH messaging to staff.</p> <p>SCH/LRE/MBO via letters home</p>	<p>By 1st Sept 2020</p>	
<p>Spreading infection due to touch, sneezes and coughs</p>		<p>Sanitising/handwashing facilities will be provided. The usual sinks in the pupil toilets will be available. However these are few in number so hand sanitisers are available in the entrance and exit areas, classrooms and in various places around the school.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> • Frequently clean/sanitise their hands thoroughly using NHS guidelines 	<p>Premises Manager supervised by LRE/MBO</p>	<p>By 1st Sept 2020</p>	

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		<ul style="list-style-type: none"> • Clean their hands on arrival, before and after eating, and after sneezing or coughing • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze and use bins for tissue waste <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across 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 are not close to running out.</p> <p>Bins for tissues, will be provided and emptied throughout the day.</p> <p>All staff and students will be required to wear face coverings in the school building, in classrooms and communal areas</p> <p>Any room that has been used by students during the day will be cleaned thoroughly at the end of each day or in between use by different bubbles</p>	Premises Manager	By 1 st Sept 2020 onwards	
Protecting staff who might be the first point of contact for visitors / deliveries/ enquiries		<p>The school reception area has been adapted with a protective screen</p> <p>Disposable pens have been provided for visitors to sign in.</p> <p>All magazines, newsletters, books etc. have been removed from the reception area</p> <p>A process for delivery that is in marked zones has been established</p>	Premises Team JHO/ Admin Team	By 12 th June 2020 By 1 st Sept 2020	

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		<p>Unnecessary items and soft furnishings that are hard to clean will be removed from areas being used and stored elsewhere.</p> <p>Any equipment that is shared will be cleaned between groups of children.</p> <p>Unnecessary sharing of resources that pupils or staff take home will be avoided, especially where it does not contribute to pupil education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>Shared rooms such as halls and dining areas will be cleaned between different groups using them and these areas will not be used (in the case of the dining room) to consume food.</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 decontamination guidance.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they are not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling pupils' books.</p>			

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<p>Spreading infection due to excessive contact and mixing between pupils and staff in classrooms</p>		<p>The school will be separated in 'zones' with each zone containing a year group. Year 12 and 13 will have a larger zone allocated and will be treated as one group allowing for teaching of mixed year 12 and 13 classes where appropriate.</p> <p>The zones have been carefully considered to allow for different entrance/exit points across the school thus avoiding mixing of year groups at the start, break, lunch and end of school as possible.</p> <p>The school will use staggered starts to the day to avoid interaction with other year groups as much as possible. Again these starts will be managed according to entrance points across the school and also based on priority of certain year groups (starting with exam groups)</p> <p>At break times a detailed timetable has been created to allow for year groups to make their way to designated areas at different times and again based on zones 'exit points' to minimise interaction with other year groups or 'bubbles'</p> <p>Staggered lunches will allow all year groups the option of collecting hot/cold food from the canteen although due to circumstances a limited range of food will be provided to students wishing to purchase food on site. Pupils will take food to their designated area and remain within their own year group.</p> <p>Pupils will not normally be allowed to eat in the school canteen unless in exceptional adverse weather conditions.</p> <p>The end of day arrangements will also be staggered to allow year groups to exit the school site at different time thus avoiding interaction with students from other year groups as well as avoiding congestion issues at the front of school (it is advised that where possible parents/carers who are collecting their son/daughter park further up Jail</p>	<p>SLT to oversee these aspects SCH/MBO and LRE in particular</p>	<p>By 1st Sept 2020</p>	

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		<p>Lane in order to facilitate a more orderly exit)</p> <p>Pupils will remain in their year groups/bubbles during the day and within their zone (an allocation of roughly 10-12 classrooms). Wherever possible they will have access to specialist rooms (allowing the school to offer a balanced curriculum) whilst at the same time efforts will be made to reduce movement within their zone if it is not necessary.</p> <p>All students and staff will be required to wear face coverings when inside school buildings (as recommended by guidance from WHO). This will apply to all staff and students in the classroom unless exempt on medical grounds.</p> <p>Students exempt from wearing a face covering on medical grounds will be required to wear a badge. Medical grounds will be established via Achievement Coordinators.</p> <p>Where students have face coverings that are damaged or they forget to bring one then staff will have a limited supply available.</p>			<p><i>WHO guidance 21st August 'children aged 12 and over should wear a face covering under the same conditions as adults, in particular when they cannot guarantee at least 1m distance from others and there is widespread transmission in the area'</i></p>

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<p>Spreading infection due to excessive contact and mixing between pupils and staff around the school and between members of staff</p>		<p>Lessons that involve singing, chanting, shouting or playing instruments (particularly brass or wind instruments) will be avoided.</p> <p>For physical activity, contact sport will be avoided. Outdoor sport will be prioritised where possible, or large indoor spaces used where it is not. Distance between pupils will be maximised as much as possible.</p> <p>Staff at the school will work across different groups to deliver a balanced and broad curriculum but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). Close face-to-face contact will be avoided and time spent within 1 metre will be minimised.</p> <p>Pupils with complex needs who require close contact care will have the same support as normal. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Supply teachers, peripatetic teachers, specialists, clinicians, support staff and other temporary staff will be told to minimise contact and maintain distance as much as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum</p>	<p>SLT and subject staff on duty on any given day.</p> <p>PE Department</p> <p>Admin/Reception</p>	<p>By 1st Sept 2020</p> <p>By 1st Sept 2020</p> <p>From 1st Sept 2020</p>	

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		<p>Pupils will be kept in the same year groups each day.</p> <p>Pupil groups will have well-structured arrangements, including for drop off and pick up times, and assemblies, to avoid too many pupils being in one place at the same time.</p> <p>Pupils will stay in the same zone throughout the day as much as possible.</p> <p>Pupils will be supervised as far as possible to ensure mixing between groups does not occur, and they will be reminded about the rules throughout the day.</p> <p>Rooms will be accessed directly from outside where possible, a clear line down the middle of corridors will be used to keep pupils apart.</p> <p>All shared rooms will be cleaned between each use.</p> <p>Toilet use will be managed to avoid crowding. This will be done through the use of duty staff and also the use of staggered start, break and lunch times. Separate toilet facilities (such as the sixth form hub) will be used by specific year groups to avoid mixing wherever possible.</p> <p>A supervised queuing system will be in place limiting access to a safe level. Cleaning of toilets will be very frequent.</p> <p>Staff use of staff rooms and offices where close proximity is unavoidable, will be discouraged and alternative areas found.</p> <p>Staff not working with pupil groups will be asked to maintain 2m distances from each other and from the pupil groups.</p>	<p>Supervision and cleaning rota devised by SLT and Premises Manager</p> <p>All staff</p>	<p>By 1st Sept 2020</p> <p>By 1st Sept 2020</p>	

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		<p>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 and visitors will be required to wear face coverings. A record will be kept of all visitors.</p> <p>All members of staff will be encouraged to take a Lateral Flow Device (LFD) test – twice in the first instance – and then on a weekly basis.</p> <p>Pupils attending the Key Worker Provision will be LFD tested twice on entry to the provision subject to consent forms being received.</p> <p>Depending on government guidance, all pupils will be LFD tested prior to a return to full schooling</p>	<p>Reception Site team/Premises Manager</p> <p>Student Services</p> <p>Student Services</p>	<p>By 1st Sept 2020</p> <p>January 2021</p> <p>January 2021</p>	
Spreading infection due to the school environment		<p>Regular checks to the premises will be carried out to make sure the school meets required health and safety standards.</p> <p>Fire, first aid and emergency procedures will be regularly reviewed to ensure they can be followed with limited staff and changes to how the school space is being used.</p> <p>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.</p> <p>The use of lifts will be avoided unless essential.</p> <p>Lidded bins will be provided in classrooms/ areas to be used and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible</p>	<p>Premises Manager</p> <p>JSI/ SBO/ LRE</p> <p>Premises Manager and Site Team.</p> <p>Site Team</p>	By 12 th June 2020	

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Spreading infection due to excessive contact and mixing in meetings		Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents, visitors and governors. Where this is not possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.	SCH	From 1 st March 2020	
Individuals vulnerable to serious infection coming into school		Those who are Clinically Extremely Vulnerable should adhere to the latest guidance from DHSC with regard to Shielding. Clinically Vulnerable staff should adhere to government guidance where at all possible. Staff or students with significant risk factors should contact school leaders to discuss their individual circumstances. People who live with those who are Clinically Extremely Vulnerable or Clinically Vulnerable should adhere to government guidance.	SCH	From August 2020	
Risk of infection spreading from use of IT and other equipment including photocopiers & printers		Personal issue and no sharing where possible Users to clean with disinfectant wipe before and after use if something must be shared	All staff	From 15 th June 2020	
Close contact during medical emergency	Cleaners first aiders	Ensure that PPE kits are available for those who are likely to have to respond to a medical incident	SBO/ DPA	From 12 th June 2020	

