

Charles Darwin School Full Reopening: Risk assessment

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 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 |
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| | | <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 mask 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 the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the local health protection team which will carry out a rapid risk assessment to confirm who's been in close contact with 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"> • Pupils and staff in each year group • Any close contact taking place between children and staff in different groups. <p>Close contact means:</p> <ul style="list-style-type: none"> • Direct close contact – face-to-face contact with an infected person for any length of time, within 1metre, including: | <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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| | | <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 a pupil or a staff member working with pupils tests positive for coronavirus, the rest of their pupil group will be sent home and advised to self-isolate for 14 days (as will any staff member who looked after them in school while they were symptomatic).</p> <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</p> | <p>SCH via letters to families.</p> <p>SCH in letters to families</p> <p>RJS</p> | By 1 st Sept 2020 onwards. | |

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| | | <p>whenever possible.</p> <p>For anyone who needs to take public transport, they will be referred to <u>government guidance</u>.</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 <p>Pupils wearing any sort of face covering when arriving at school will be directed to wash their hands thoroughly on arrival (as will all pupils) dispose of/store the covering, wash hands again before going into the classroom. Pupils will be made aware that they mustn't touch the front of the covering during use or removal.</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>Handwashing facilities will be provided. The usual sinks in the pupil toilets will be available. However these are few in number so we will provide hand sanitisers in the entrance and exit areas as well as the classrooms being used.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> • Frequently clean their hands with soap and water for | <p>Premises Manager supervised by LRE/MBO</p> <p>All staff on duty</p> | <p>By 1st Sept 2020</p> | |

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| | | <p>20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands</p> <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're not close to running out.</p> <p>Bins for tissues, will be provided and emptied throughout the day.</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>Establish signing in where visitor disposes the pen used for signing in – use disposable pens</p> <p>Remove all magazines books etc. from reception area</p> <p>Establish a process for delivery that is in marked zones</p> | Premises Team JHO/ Admin Team | By 12 th June 2020 By 1 st Sept 2020 | |

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| | | <p>Areas of the school not in use will be shut off to make cleaning more manageable.</p> <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>Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.</p> <p>Unnecessary sharing of resources that pupils or staff take home will be avoided, especially where it doesn't 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're 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>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>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>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.</p> | <p>Reception Site team/Premises Manager</p> | <p>By 1st Sept 2020</p> | |
| <p>Spreading infection due to the school environment</p> | | <p>Checks to the premises 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 considered again to make sure they can still 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> | <p>By 12th June 2020</p> | |
| <p>Spreading infection due to excessive contact and mixing in meetings</p> | | <p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents, visitors and governors.</p> <p>Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.</p> | <p>SCH</p> | <p>From 1st March 2020</p> | |

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| Individuals vulnerable to serious infection coming into school | | <p>Shielding advice for all adults and children will pause on 1st August, subject to a continued decline in the rates of community transmission. From 1st August those who are Clinically Extremely Vulnerable and those who are Clinically Vulnerable may now return to school. Staff members in these categories are advised to maintain social distancing.</p> <p>Staff or students with significant risk factors should contact school leaders to discuss their individual circumstances.</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable may attend school.</p> | SCH | From August 2020 | |
| Risk of infection spreading from use of IT and other equipment including photocopiers & printers | | <p>Personal issue and no sharing where possible</p> <p>Users to clean with disinfectant wipe before and after use if something must be shared</p> | 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 | |