Return to school – September 2020 [updated November 2020]
Covid-19 risk assessment

Government guidance		
Document	**Version**	**Review**
Guidance for full opening: schools https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools	27 July [updated 5 November]	S Fletcher B Sussex SMT HoDs (practical subjects)
Safe working in education etc https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe	14 May [updated 22 October]	S Fletcher / B Sussex / L Beesley / medical staff / Mark Vernon
Managing school premises https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak	Updated 7 July	B Sussex / J Lemon
Working safely during coronavirus **Offices** https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres **Performing arts** https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts	11 May [updated 5 November]	S Fletcher / B Sussex / SMT / relevant heads of departments

Stay at home guidance for those with symptoms https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection	28 April 2020 [updated 23 October]	Communicated to staff and parents
Cleaning in non-healthcare settings https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings	Updated 16 October	Mark Vernon / Zibby Wasak
For guides on using PPE safely: https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures		Medical team / Mark Vernon / Zibby Wasak / cleaners (see quick guide poster)
Testing – how to book a test https://www.gov.uk/get-coronavirus-test		Communicated to staff and parents
Guidance on shielding https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19	Updated 4 November	Communicated to staff and parents
Transport https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers	12 May [updated 21 August]	Communicated to staff and parents Guidance for staff, parents and students
Construction https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-other-outdoor-work	11 May [updated 28 October]	J Lemon / B Sussex

Risk assessment

This risk assessment is supported by area / department specific risk assessment including those for:
- Cleaning and catering
- IT support functions
- Construction in the case of site works
- Use of the library
- Departments:
  o Art
  o Computer Science & Creative Technology
  o Drama
  o Music
  o Science
  o Sports

The Government and Public Health England guidance for schools refers to a **system of controls** that need to be addressed when assessing the risks and planning for an 'inherently safer system'. The controls are:

1. Minimising contacts with anyone who has coronavirus symptoms by ensuring that they isolate and do not attend school, and also do not attend if someone in their household has symptoms.

2. Where recommended, use of face coverings in schools
3. Cleaning hands thoroughly more often than usual.
4. Ensuring good respiratory hygiene by promoting 'catch it, bin it, kill it.'
5. Enhanced cleaning, including cleaning frequently touched surfaces often.
6. Minimising contact between individuals and maintain social distancing wherever possible
7. Where necessary, wear appropriate personal protective equipment. (PPE)
8. Always keeping occupied spaces well ventilated

And

- The school must have a plan for responding to an infection, including engaging with NHS test and trace

Measures to address these controls are detailed below, along with other risks that we have identified.

Status key

RED	Requires action prior to re-opening	Orange	Requires action when term starts	Green	Complete and plans in place but ongoing as part of regular review of procedures

Risk	Control measures	Action required	Responsibility	Status
Communication and awareness				
Those responsible are not aware of latest guidance and requirements	Ensure that govt guidance is regularly accessed & latest version logged on the risk assessment.	Guidance regularly checked by those responsible.	SMT	**Completed August 2020 and ongoing**
	Regular review and communication at SMT.	Senior management team monitor RA regularly and as guidance is updated	Ongoing by those responsible as guidance is updated and school opens	**Completed August 2020 and ongoing**
	Keep RA live and review regularly Update relevant staff with key changes.	Compliance officer monitors and circulates updates to guidance		

Governors not kept aware of procedures and any changes to policy	Governors updated through High Mistress to the Chair and through SMT to designated governors.	Governors to review and approve risk assessment and plans prior to re-opening to all students. Ongoing review of risk assessment by Governors, usually monthly	SMT / Governors	**Completed August 2020 and ongoing** **Ongoing**
	Committees review school policies including those that are updated as a result of Covid-19 procedures.	Ongoing review through Committees and approval by the Board.	SMT	**Ongoing as procedures developed and policies are updated**
	Staff briefed on changes to policy as a result of Covid-19 procedures	Safeguarding and fire safety briefing for staff at the start of term including impact of any changes due to Covid-19 procedures.	SMT	**Competed and ongoing as procedures developed and policies are updated**
Non-teaching staff not properly briefed on requirements to get the site ready or not clear on expectations. No opportunity for consultation.	Operations team have a coordinated plan for return with agreed actions and target for completion IT involved in all planning for continuity of service and hybrid learning solutions. Non-teaching staff safety procedures are in place for those on site prior to full re-opening. Consultation with those responsible for specific areas to ensure input on procedures.	Managers responsible must read latest guidance and brief their teams. SMT discuss and agree key protocols and procedures.	SMT and line managers	**Completed August 2020 and ongoing as site re-opens**

Teaching staff are not properly briefed on site operating procedures or have not been consulted.	Issue clear guidance for staff.	Staff to be issued with outline return to school plans.	SMT	**Completed – letter 17 August**
	Opportunity to comment on and review detailed plans.	Discussion with HoDs / HoYs about key procedures and opportunity to feedback		**Completed– 13 August**
	Share risk assessment measures.			
		Staff to be issued with staff handbook explaining procedures in detail.	SMT	**All completed by 1 September 2020**
	Provide opportunity to raise concerns so that procedures are continuously reviewed.	Share final risk assessment with staff.	SMT	
		Opportunity to discuss in HoDs and HoYs meetings at INSET and feedback to SMT.	All	
		Briefings for all teaching staff on procedures on 1 September (in year group tutor teams).	SMT	
		Signage across the site to remind all of procedures.	Operations team	
		Ongoing reminders and updates as procedures change through staff briefing or other updates	SMT	**Ongoing**
Students attending site not aware of procedures and expectations	Issue clear guidance for students.	Students to be issued with handbook explaining procedures in detail.	SMT	**Completed**
	Issue information for parents.	Information letter sent to parents on return to school procedures.	SMT	**Completed – 13 August**
	Provide opportunity for ongoing feedback on procedures.	Students given time to discuss return to school arrangements with tutors on first day back.	All tutors	**Completed 2 September**

		Clear signage and markings throughout the site to control any queuing, washing hands, cleaning own spaces, areas not in use.	Operations team	**All in place by 1 September**
Visitors to the site are not aware of procedures.	Limit the number of visitors to the site and hold meeting remotely where possible. Events involving visiting speakers are reviewed by the relevant line manager Any events involving visitors are assessed for suitable capacity. Visitors complete checklist on entry to the school and informed of procedures by member of staff responsible. Visiting speakers remain distanced from students and staff and hygiene measures are in place.	Brief staff on visitor arrangements Update policy for management of visitors on site with Covid-19 procedures. Develop checklist for visitors to the site. Maintain records of visitors in accordance with government guidance for the purpose of NHS track and trace.	SMT SMT Front office	**Completed** **Completed** **Completed – process in place**
Minimising contact with anyone who has coronavirus symptoms				
Students, staff or anyone else permitted to attend site has coronavirus symptoms and infects others.	Procedures issued state that anyone displaying symptoms should not attend site and also do not attend if anyone in their household is displaying symptoms: - Staff - Students - Visitors Follow procedure for what to do if someone becomes unwell while on site.	Include in communication to parents and staff. Draft management response plan with the medical team. Notification plan for staff Follow guidance on use of PPE for those who need to come into close contact with pupil displaying symptoms.	SMT SMT SMT Medical team	**Completed– 13 August** **Completed 1 September** **Completed and issued 3 September**

		Purchase required PPE and prepare packs for first aiders.	Medical team	**Completed**
	PPE for medical team and first aiders	Response plan includes cleaning of area if someone is suspected of having coronavirus.		
		From 5 November, further limit visitors to the site and conduct meetings remotely unless site presence is required.	SMT	

Where recommended, use of face coverings in school (face masks, rather than visors)

| Staff, students and visitors are not clear on expectations for the wearing of face coverings when on site.

Lack of consistent practice has limiting impact on aim to reduce potential infection | Assess areas of risk and develop policy for the use of face coverings by staff, students and visitors

Face coverings to be worn by staff, students and visitors in all internal communal areas where social distancing cannot easily be maintained (including for students in social year group areas when not in smaller class groups)

Face coverings are not required outside.

Staff also wear face coverings when moving around communal work areas but do not have to do so when seated at their desk (or when eating and drinking). Staff may choose to wear face coverings when at own desk but other mitigation is in place including distancing and ventilation. | Policy to be clearly communicated to staff, students, parents and visitors
• Handbooks updated
• Policy communicated to parents
• Policy communicated to staff (document Staff Guidance on Face Masks)
• Ongoing reminders and updates via staff briefings or through tutors to students

Ongoing review based on school and local risk

Spare stock of face covering to be available in case of loss or damage during a school day

Staff and students understand how to safely wear and remove face coverings | SMT | **Completed 1 September – ongoing review of procedures in place** |

Cleaning hands regularly more often than usual				
Staff and students do not regularly follow handwashing routines.	Signage is posted in all toilets and at entry points. External handwash station in car park for staff, contractors– wash hands on arrival and departure and regularly while on site. Hand sanitiser at every student entry point. Signage in toilets to remind users to wash hands before and after using facilities. Hand sanitiser in common areas, all classrooms and all offices. Cleaners all briefed on required handwashing. Hand sanitiser used on entry to dining hall. Visitors asked to use hand sanitiser on arrival. 3 additional external hand wash stations for use by staff and students. Students asked to bring in own hand sanitiser in addition to that provided around the site. Non-alcohol based sanitiser provided in areas when there is potential for practical work involving flames / sparks (science, CS&CT, Art)	All signage in place by start of term. Signage in toilets must state to wash hands before and after using facilities. Ensure we have lots of soap and hand sanitiser, and paper towels. Include clear guidance on proper hand washing in staff and student guidance	Operations team Genera services team General services team SMT	**All completed by 1 September**

Ensure good respiratory hygiene

Staff and students do not regularly follow good respiratory hygiene and risk of infection is increased.	Signage in all areas in use.

Tissues in offices, classrooms, toilets and other areas in use

Use pedal bins in classrooms, toilets, any other common areas.

Information included in student handbook.

Teachers remind students. | Check signage in place throughout the site.

Ensure plentiful supply of tissues in all areas in use. | Operations team

General services team | **All completed by 1 September** |

Introduce enhanced cleaning

Heightened risk of infection as key areas are not cleaned regularly (management by cleaning team)	Clean areas to be used before students and staff return.

Cleaning schedule for all areas in use including door handles, bannisters and keypads.

Clean larger gathering spaces more often than usual (singing hall, theatre).

Clean office areas more often than usual.

Staff told not to share office equipment.

Staff have own laptops and teacher computers have been removed from classrooms to reduce need for cleaning, and to reduce risk of infection.

If shared keyboards have to remain in use, there are cleaning protocols within | Cleaning schedule in place, reviewed regularly and focuses on areas in use.

Brief cleaners on schedule and procedures in guidance 'decontamination in non-healthcare settings.'

Ensure cleaners have PPE if required and know how to use it safely. Agree risk assessment.

Provide sanitizing wipes/hand gel in all classrooms and offices.

Procedure for cleaning the dining hall between each year group.

Clear signage by all keyboards in use and cleaning equipment available. | General services team

General services team

General services manager

General services team

General services team

General services team | **All completed by 1 September**

Completed June 2020 |

	departments and keyboard covers are used to ensure more effective cleaning. Cleaning arrangements in place for the swimming pool between use by each year group. Use by outside hirers currently suspended and will be reviewed in line with ability to manage strict hygiene requirements.	Procedure in place for cleaning of impacted area as part of response to infection and cleaning staff wear PPE	Medical team / General services team	**Completed September 2020**
Heightened risk of infection due to shared equipment by students.	Students briefed on not sharing personal equipment. Students encouraged to bring in own laptop and headphones. Procedures in place within department risk assessments where equipment has to be used (e.g. science, sports etc) – items are either cleaned or quarantined if used between different year group bubbles and where possible, students are assigned their own equipment. Homework set online Procedure for collecting in and handing out paper-based material Procedure for students using books from the library.	Include in student handbook. Communication to parents and students. Include in handbook and briefing. Library staff aware and have a risk assessment in place.		**All completed by 1 September**
Classrooms are not kept clean.	Classroom desks and chairs cleaned by students after each class and at the start of period 3 (after break) and period 5 (after lunch) by students	Ensure teachers are clear on cleaning protocols – include in handbook and briefing.		**All staff briefed and process in place. Ongoing review**

	Cleaning equipment and instructions provided in every classroom. In addition, classrooms are cleaned by the cleaning team at the end of the day and more frequently if they are classrooms that have frequent use by multiple year groups.			**Procedures in place**
Minimise contact between individuals and maintain social distancing wherever possible				
Risk of students infecting each other and no control over transmission across the school.	Students told to maintain distance from each other whenever possible. Students told not to attend site if they are experiencing any symptoms. Students kept in year group 'bubbles' and wherever possible are taught in smaller consistent classes. Students kept in year group bubbles at lunch and break times to limit interaction. Face coverings are worn when in internal communal areas including corridors, locker rooms, toilets, shared internal social spaces at lunch (when in wider year group bubble). Year groups have designated entrances and locker areas. Designated areas of the site have been identified for year groups and movement will be restricted to those areas as far as possible. One-way routes are in place to access for practical subjects. Year group rota for the use of the library.		SMT	**All arrangements in place and detail to be communicated through Handbooks, briefings and signage**

	Year group rota for the use of outside space at lunchtime and break [*rota suspended in winter months as sufficient space with less people outside – students know to remain in year group bubbles and keep distance from other years*]. Co-curricular activities are run in year groups (unless using technical solutions to enable remote collaboration across bubbles) so that there is no interaction between students from different year groups. Increased supervision duties so that there is staff presence at the start and end of the day, at break and at lunch time. Capacities in place for larger group spaces – Singing Hall and Theatre. Year group assemblies to take place in the sports hall which is a large space and has good ventilation.			
Risk of transmission between students and staff.	It is not possible to socially distance student desks so desks are set up facing forward. Screens are in use in certain areas to separate work stations (e.g. between work stations in computer science) Distance from students to teacher desk maximised and screens in place on teacher desk. Students told to maintain distance from staff.		SMT	**All arrangements in place and detail to be communicated through Handbooks, briefings and signage**

	Staff and students wear face coverings in communal areas Rooms kept well ventilated by opening doors and windows. Where mechanical ventilation is in place, systems have been optimised to increase fresh air intake. Students told not to share their personal equipment. Students asked to use hand-sanitiser when use practical equipment (e.g. in science). Specific arrangements are in place in practical lessons, limiting group sizes or distancing students for activities (e.g. drama, music, sports). Staff provided with visors for use as required – use recommended in practical lessons if distancing can't be maintained for short periods Cleaners provided with masks and other PPE. All catering arrangements are in line with government guidance for the management of food production and risk assessments are in place. Capacities in place for larger group spaces – Singing Hall and Theatre. Year group assemblies to take place in the sports hall – large space and good ventilation.			

	Technical solutions in place to stream lectures and assemblies across the school.			
Risk of transmission between staff attending site.	Teachers bring their own devices so that there is no shared use of computers in classrooms. Teachers wipe down teacher desk before leaving a classroom. Staff work areas have been re-arranged and a new staff work area created to distance desks. Additional tea/coffee points to reduce need to use one location and risk of congestion. Food items are provided in sachets/individually wrapped. Offices checked for distancing and screen used where required. Staff must wear face coverings in communal areas such as corridors and toilets and may wear a mask in shared office areas (including the teacher work rooms) Staff told to bring own mug or disposables will be provided. Provide sanitising wipes and hand sanitiser by photocopiers. Hand sanitiser provided in all workspaces.		SMT	**All arrangements in place and detail to be communicated through Handbooks, briefings and signage**

	Signage in place to remind users of procedures. Staff provided with own board pens, interactive screen pen and headphones so that there is no shared use of equipment.			
Risk posed by visitors or contractors on site	Screen at reception to protect staff. Deliveries dropped away from reception to reduce congestion. Meetings held remotely whenever possible so that visitors are limited. Contractors enter via the car park and are inducted by a member of the site or IT team. Contractor procedures in place and contractors managed and supervised by the estate team. Safeguarding risk assessments in place if works taking place when students on site. Deep clean of all areas after contract completion. Procedures in place for students coming from other schools for admissions tests include: using exams spaces at reduced capacities to ensure appropriate distancing, visiting students wear masks at all times, limiting time on site and using designated entrances to separate from SPGS students. Students coming from other schools are only brought in after the end of the school day, so very few of our students are on site		SMT / operations teams	**Completed and ongoing review as term starts**

	and they never come into contact with those from other schools, or when they have not yet returned from holiday in the case of the entrance exam. Exam papers have been shortened to allow phasing of the exam day so that students from other schools arrive and depart in a staggered manner and can be kept distanced from each other. Where computers are used for CEM tests, keyboards are covered in plastic and sanitised both before and after their usage.			
Risk to students and staff who are vulnerable.	Provide support and make arrangements for staff that are vulnerable. Parents have been invited to contact the Director of Pastoral Care to discuss any concerns for their daughter or families. Staff have been invited to contact the Director of People and Diversity to discuss any concerns and there is ongoing contact with those members of staff who have been identified as vulnerable.	Shielding paused as of 1 August. From 5 November during the period to 2 December, those that are **clinically extremely vulnerable** are advised to work from home and not to go into work. Make suitable arrangements for staff who fall within this category. For the period 5 November to 2 December, discuss working arrangements with staff that are clinically vulnerable, or over 60 – individual arrangements agreed with staff. Staff are aware that if their situation changes, they should speak to HR or the Director of People and Diversity We currently do not have any students that are clinically extremely vulnerable. Director of Pastoral Care has ongoing contact with parents and students who have concerns or are vulnerable	SMT / HR SMT / HR	**Arrangements underway with staff** **Ongoing to provide support for anyone who has concerns**

Risk to students, staff travelling on public transport or on buses	Arrangements in place for the use of the school bus in accordance with government recommendations including the use of face coverings, seating plan to keep students with their year group and use of hand sanitiser when boarding. School bus providers has strict cleaning procedures in place after every journey.	Communicate procedures to parents.	Operations team	**All completed by 1 September**
	Staff and students reminded of government guidance on safe use of public transport including wearing of face covering		SMT	
	More cycle parking provided, and staff and student cycle parking is separated.		Operations team	
Where necessary, wear appropriate PPE				
Staff do not have appropriate PPE for their role or do not know how to use it	Medical team provided with PPE in case of having to deal with a case, or suspected case, or coronavirus.			**Completed June 2020**
	Cleaning team provided with PPE in case of having to clean area where there has been a suspected case of coronavirus.			**Completed June 2020**
	Procedures for the disposal of equipment are in place.			**Completed June 2020**
	First aiders briefed on how to put on and take off PPE.		Nurse	**Completed September 2020**
	PPE kits provided with each first aid kit in case it is required.			**Completed June 2020**

Always keeping occupied spaces well ventilated				
Risk of infection increased due to inadequate ventilation	Windows and doors kept open throughout the site where possible and safe to do so Students told to wear warmer clothes for winter months Review of mechanical ventilation systems and fresh air intake maximised Ventilation increased in between lessons in indoor sports spaces		Site team and all staff	**Completed and ongoing**