

COVID19: Re-opening Risk Assessment and Action Plan

SIMON LANGTON GRAMMAR SCHOOL FOR BOYS

OWNER: Mr D J Watson

DATE: 21/08/2020

Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the re-opening of the school in September 2020 and ensure the school continues to operate in a safe and effective way.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- CYP Response Plan
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

Steps of Re-opening Preparation:



COVID19: Re-opening Risk Assessment and Action Plan

Step 1 Theme	Step 2 Who might this effect?	Step 3 Actions taken / to be taken	Risk Level pre action	Step 4 Is anything further needed?	Step 5 Action & review
Spot hazards by: <ul style="list-style-type: none"> ▪ walking around your workplace ▪ asking those doing the task what they think ▪ checking manufacturers' instructions ▪ considering health hazards Identify a 'theme' on which to focus	Identify groups of people, consider: <ul style="list-style-type: none"> ▪ employees ▪ temporary / agency staff ▪ contractors ▪ volunteers ▪ members of the public ▪ children (including work experience) ▪ lone workers ▪ pupils ▪ service users 	List what is already in place to reduce the likelihood of harm or make any harm less serious, examples include: <ul style="list-style-type: none"> ▪ guarding ▪ training ▪ procedures, safe systems of work ▪ personal protective equipment (PPE) 	Trivial, low, medium, high or stop (please see matrix below)	You need to make sure that you have reduced risks 'so far as is reasonably practicable'. An easy way of doing this is to compare what you are already doing with good practice. If there is a difference, list what needs to be done.	Remember to prioritise Deal with those hazards that are high-risk and have serious consequences first. List: <ul style="list-style-type: none"> ▪ actions required ▪ who needs to do them ▪ by when ▪ check actions completed

Risk rating

	Slightly harmful	Harmful	Extremely harmful
Highly unlikely	Trivial risk	Low risk	Medium risk
Unlikely	Low risk	Medium risk	High risk
Likely	Medium risk	High risk	STOP
Risk level	Action and timescale		
Trivial	No action required and no documentary record needs to be kept.		
Low	No additional physical control measures are required, however monitoring is necessary to ensure that the controls are maintained.		
Medium	Efforts must be made to reduce the risk and the reduction measures should be implemented before school opens. Where the medium risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.		
High	School will not open until the risk is reduced to an acceptable level. Considerable resources can be allocated to reduce the risk. Where the risk involves work in progress, urgent action must be taken.		
Stop	School will not open until the risk has been removed or reduced to an acceptable level. If it is not possible to reduce risk even with unlimited resources, school has to remain closed.		

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Simon Langton Grammar School for Boys

Assessment date: 16/07/20

Review date:

Step 1 Theme	Step 2 Who might this effect?	Step 3 Actions – person responsible	Risk Level Pre Action trivial/low/ medium/ high /stop	Step 4 Is anything further needed? - Person responsible	Completed /agreed	Step 5 Action & Review		
						Action required	Person responsible	Date completed
<p>Buildings and facilities - Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements 	<p>Potential hazards to all school users if servicing/checks are inadequate and the building is not compliant</p>	<p>Service contracts and relevant works will be checked and certificates updated as required. Estates team to carry out regular checks on all areas and ensure all safety measures have been implemented before the return date of September 2020 – Hardev Mudhar (HM)</p>	<p>Low</p>	<p>Report required confirming all checks have been completed and the building and all services are compliant – HM</p>				

Step 1 Theme	Step 2 Who might this effect?	Step 3 Actions – person(s) responsible	Risk Level Pre Action	Step 4 Is anything further needed? - Person responsible	Completed /agreed	Step 5 Action & Review		
Social distancing in office spaces	Admin staff and any person entering an office space	Where possible, office spaces designed to allow office-based staff to work safely. Screens erected where appropriate, signs in place, 2m ground markings as needed	Medium	Screening for main admin office – Darren Watson (DJW)				
	Staff using reprographics room	Reprographics – two people at a time in the reprographics room. Alcohol wipes to wipe down screen after every use. No student access – all staff	Medium	Signage – HM				
Entry and exit routes to the school and classrooms – one way system	All school staff and students	Designate entry and exit points for students and staff. Staff managing entry and exit of buildings ensuring social distancing maintained. Signs erected around the school indicating a one-way system to control movement and minimise contact in any unstructured time and transition.	Medium	One way system agreed – Stefan Peto (SP) Signs to clearly show one way system and flow around the school – Estates Team (ET), HM, DJW All staff to enforce				
Consideration given to premises lettings in place	All school users	Phased return of lettings considering NGB and Government guidelines	Trivial	Manage bookings – HM				
Consideration given to the arrangements for any deliveries	All school staff, students and delivery drivers	Deliveries to front school carpark, managed by estates team and reception. KS3 and KS4 students will not be entering the school through the main reception area – Sinead Scargill (SS), ET	Low	Heads of Year, Form Tutors, all staff inform students and enforce Signage - HM				

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Emergency Evacuations	All those on site	Evacuation routes as previous, ignoring one-way signs. <i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i>	Medium	Fire drill planned for morning of first full day back in school. Muster point - main playground in year groups as previous – all staff				
		Consideration given to PEEP – buddies are assigned or reassigned according to available persons.	Medium					
		Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.	Medium					
Cleaning and waste disposal	All those on site	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance.	High	Adequate cleaning supplies and facilities around the school are in place.				
		Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	Medium	Arrangements for longer-term continual supplies in place.				
		Hand sanitiser available at the school entrance, in each classroom and at strategic points around the school. Disposable tissues in each classroom to implement the ‘catch it, bin it, kill it’ approach	Medium	Lidded bins in each classroom Soap dispensers in toilet blocks checked daily by estates team Staff place hand sanitiser bottles requiring refill in reception at the end of the day – ET to return				

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Sufficient time is available for the enhanced cleaning regime to take place	Teaching staff Students Cleaners Estates team	All staff will be advised to leave the site by 5.30pm in order for cleaning to be undertaken.	Medium	All informed on school 'closing' time – DJW				
Waste disposal process in place	Teaching staff Students Cleaners Estates team Contractors	Bins with lids in each classroom, emptied daily	Medium	Consider waste disposal process for potentially contaminated waste. Waste bags and containers - kept closed and stored separately from communal waste for 72 hours – ET, SS				
Teaching space	Teaching staff and students Cleaners	Student numbers – following government guidelines group numbers will return to pre-Covid	Medium	Organisation of classrooms and classroom signage – HM, DJW				
		All classrooms will be used	Medium					
		Classrooms rearranged to maximise space between individuals and ensure all facing forwards. Entry and exit routes determined with appropriate signage	Medium					
		Students cannot be taught in same room for the day, this is an acceptable/minimal risk. Desks and chairs cleaned at end of each day and between groups – wiped down by teachers	Medium					

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Hand Washing	All those on site	30 hand sanitizer dispensers placed at strategic points around the school – Estates team to check and refill every Wednesday		All staff continually remind students of the need to follow hand hygiene guidelines Briefing on first morning to include details on hand hygiene requirements – Form Tutors, Heads of Year, SP				
		All teaching rooms in use provided with hand sanitizer dispenser						
		In addition to hand sanitizer, some teaching rooms have sinks, taps, and soap and paper towels to enable hand washing as required.						
		Signs on display in every classroom and toilet block reminding students of the importance of good hand hygiene						
		Teachers and students instructed to wash hands/use sanitizer on entry and exit of every room on each occasion.						
		Lidded bins provided in every classroom for disposal of potentially contaminated waste, emptied every day.						
Ventilation		Teachers open windows at the start of the day and close them at the end. Doors can be wedged open if they do not contravene fire safety.		Staff briefed to ensure ventilation requirements are met – All staff, ET				
		Estates team ensure corridors are well ventilated by opening windows.						

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Teaching Resources	Teaching staff and students	Appropriate resources are available in all classrooms, NB: sharing of equipment or stationery not allowed. Surfaces should be cleaned and disinfected frequently [source: protective measures guidance]	Medium	Parents and students told to supply all materials, including laptops if available Check posters are clearly displayed - HM				
		Safety information posters displayed in every classroom, at the main entrance, in the staffroom and in all toilets.	Low	Handouts allowed following guidelines for copying and distribution – All staff, DJW				
Staffing Issues	Teaching staff and students	All staff are expected to attend school from September Staff must indicate issues preventing attendance to Mr Moffat	Medium	Arrangements for staff working from home (including those shielded, clinically vulnerable and/or living with someone in these groups) – Joe Eagle (JE), Ken Moffat (KM) Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear - KM				

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Staffing Issues (continued)	Teaching staff Admin staff Support staff	Approaches for meetings and staff training in place.		Consider plans to respond to increased sickness levels. (including leaders and safeguarding designated leads)				
	Students	Consideration given to staffing roles and responsibilities concerning continued remote provision, alongside in-school provision.						
	Teaching staff Estates team Support staff	Consideration given to the options for redeployment of staff to support the effective working of the school. If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with. Approach to support wellbeing, mental health and resilience in place, including bereavement support	Medium	Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable. Arrangements for accessing testing, if and when necessary, need to be established. Ensure return to school procedures are clear for all staff.				
	Staff room	Staff room open with adjustments to seating to ensure distancing. Alcohol wipes to clean hot water tap after each use. User must place unclean cups/mugs in dishwasher.	Medium					

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Staffing (continued)	All staff	Furloughed staff	Low	Consider return of furloughed staff.				
				Consider staff contracts that need to be issued, extended or amended.				
				Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, must be resolved – Sue Rollinson (SR)				
				Arrangements in place for any visitors/ contractors. Reception must be manned at all times. NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor - SS				
		Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors. Protocols and expectations shared.		Arrangements agreed with subject leads (SLs) - DJW				

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Group Sizes	Teaching staff Students Support staff	Teaching groups return to pre-Covid levels	Medium	Chris Eagle (CE), JE work on timetable for full return in September				
	Teaching staff Support staff Students	Staffing allocations to groups determined.	Medium					
Collaboration with Canterbury Academy	Teaching staff Support staff Students Cleaners Estates team	Elite sports provision and facility use decided. A Level Biology and Politics lessons delivered by Langton teachers to CA students agreed.	Medium	Elite sports provision agreed – PL, DJW, Jesse Sazant (JS) Lesson timings, venues, staffing, cleaning agreed – DJW, JE, SS				
Social Distancing	Teaching staff Support staff Students Cleaners Estates team	Arrangements for social distancing in place: <ul style="list-style-type: none"> • Arrival at/departure from school supervised • Muster points identified • Movement around school/corridors limited • Classrooms designed to maximise distancing • Timetable appropriate • Break and lunch supervised • Arrangements for lunch time • It is not possible / practicable for groups to be allocated separate toilet blocks 	Medium	Logistics to be confirmed and information distributed to all staff - DJW				
	Students	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.	Low	KM to manage communications with parents.				

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Social Distancing	Teaching staff Support staff Students Cleaners Estates team	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.	Medium	Constant reminders, signage in place. Deliberate transgression will result in removal from site - SP				
	Teaching staff Support staff Students	Approach to assemblies – year group assemblies now possible, distancing and ventilation maximised	High	Ongoing review - DJW				
	Teaching staff Support staff Students Cleaners Estates team	Social distancing plans communicated with parents, including approach to breaches.	Low	Letter/email to communicate actions with parents – SP, KM				
	Teaching staff Support staff Students Cleaners	Arrangements in place for the use of the playground, including equipment. NB: sports equipment must not be used unless it is appropriately cleaned between groups, multiple groups must not use equipment simultaneously.	Medium	Sports activity programme must be decided and agreed, minimising contact between individuals and groups. Cleaning protocols in place – Paul Lyttle (PL)				
Catering	Teaching staff Support staff Students	Arrangements in place for food normal provision to resume. PPE provided to catering staff. Hand sanitising procedures in place.	Low	Protocols communicated and agreed with catering team – Gay Austin (GA)				
	Teaching staff Support staff Students	Arrangements for when and where each group will take lunch and snack time if necessary in place so year group bubbles maintained	Medium	Designated lunch/snack breaks for each group. Lunch activities supervised to ensure bubbles maintained – DJW, SP.				

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PPE	Teaching staff Support staff Students Cleaners Estates team	Government guidelines indicate PPE does not need to be worn by teachers or students. Social distancing and appropriate cleaning are the primary defence against the spread of infection. PPE to be worn by catering staff and peripatetic music teachers.	Low	The school has purchased 300 masks and a donation of a large number perspex visors. Students and teachers may choose to use. Compulsory for catering staff and peripatetic music teachers – Emily Renshaw-Kidd (ERK), GA				
Response to suspected/ confirmed case of COVID19 in school	Teaching staff Support staff Students Cleaners Estates team Contractors Members of the public	A person on school site with either suspected or confirmed infection will be sent home. If a case is identified the person will be isolated in the Care Suite, supervised by a member of the SMT, until they are collected. Government guidelines concerning isolation and testing will be followed from that moment.	High	Government guidelines will be followed if suspected or confirmed case of Covid-19 is identified – Lisa Page (LP), DJW, KM, SP, MTi				
	Teaching staff Support staff Students Cleaners Estates team Parents	Parents and staff informed of any suspected or confirmed cases of Covid19. Arrangements for informing parent community in place	High	In case of suspected or confirmed case of Covid-19, communication with all stakeholders is key - KM				

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Pupil Re-orientation <i>back into school after a period of closure/ being at home</i>	Students Parents	Approach and expectations around school uniform determined and communicated with parents	Low	Normal school uniform except on days when a student has PE/Games – PL, DJW, KM				
	Students	Changes to the school day/timetables shared with parents.	Low	Communicated clearly – KM, JE				
	Students	All students instructed to bring a water bottle each day. Water fountains primarily not in use or strict social distancing and cleaning arrangements in place.	Medium	Communicated clearly – KM, JE, DJW				
	Students	Approach to preparing pupils for a return to academic work and new social situations developed and shared with all teaching staff.	Low	Orientation and reintegration programme – SP, Heads of Year, Form Tutors				
	Students Parents	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.	Medium	Oversight and management - MTi				
	Students Parents	Consideration of the impact of COVID19 on families and whether any additional support may be required: <ul style="list-style-type: none"> • Financial • Increased FSM eligibility • Referrals to social care and other support • PPG/ vulnerable groups 	Medium	Review needs – MTi, SP				

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Safeguarding	Students	Individual student risk assessments are in place and welfare checks being undertaken.	Medium	Staff refresher training session on return on processes and procedures and the revised wellbeing material – SP, MTi				
	Teaching and support staff Students	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	Medium					
	Students	Adopted Temporary COVID19 Child Protection Policy	Medium					
	Students	Work with other agencies has been undertaken to support vulnerable students and families.	Low					
	Teaching and support staff Students	Consideration given to the safe use of physical contact in context of managing behaviour.	Medium					
Curriculum / learning environment	Teaching staff Students	Current learning plans, revised expectations and required adjustments considered.	Low	Science – Tim Lesworth (TL), Science SLs Sports activities, including elite sports – PL, department, DJW Drama – Alice Taylor (AT) Music – ERK Design – Dan Pledger (DP) Staff trained, supported in classroom delivery style, and aware of how best to provide students with additional support. – SLs Students purchase own lab coats / aprons - DJW				
	Teaching staff Support staff Students Cleaners	Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place Each activity should be risk assessed and should not be run unless the risks can be mitigated <ul style="list-style-type: none"> • PE • Practical science lessons • DT • Drama • Music 	Medium					

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Curriculum / learning environment	Teaching staff Support staff Students	Student behaviour policy reviewed and amended where necessary in line with the current circumstances.	Low	Amendments communicated with staff during initial meeting before return - SP				
Attendance	Teaching staff Students Parents	Return to pre-Covid approach to supporting attendance	Low	Admin support determined School accountable for attendance data - SP				
	Students Parents	Approach to support for parents where rates of persistent absence were high before closure.	Low					
Communication	Teaching and support staff	Information shared with staff around re-opening plan, returning to site, amendments to usual working patterns/practices and groups.	Low	Letters, email, website updates, social media, staff meeting – KM, JE				
		Re-opening plans shared with governors.	Low	Communicate with governors - KM				
	Teaching staff Support staff Students Parents	Communications with parents: <ul style="list-style-type: none"> • Plan for full re-opening • ‘Bubbling’ and hygiene plan • Wellbeing/ pastoral support/ thanks to parents for home learning 	Medium	Letters, email, website updates, social media - KM				
	Students	Student communications around: <ul style="list-style-type: none"> • Timetable • Social distancing and hand hygiene • School start times • Expectations when in school • Travelling to and from school safely 	Medium	Send information home - JE, SP Briefing staff - DJW Reminders in lessons - all staff				
	Parents	On-going regular communication plans determined to ensure parents are kept well-informed	Low	Letters, email, website updates, social media				

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School events, including trips	All	Discouraged for term 1 and 2 in the first instance	Stop	Review before the end of term				
Finance	Teaching staff Support staff Students Cleaners Estates team Parents Contractors Members of the public	Additional costs incurred due to COVID19 understood and documented.	Low	Laura Illsley (LI)				
		Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM	Low	LI				
		Loss of income understood, including impact of lettings and financial implications of possibly not restarting.	Medium	Review as restrictions ease – contact being maintained - HM				
		Insurance claims, including visits/trips booked previously, initiated	Low	Dedicate time to follow up, refund parents when possible – Zoe Knott (ZK), LI				
		Reintroduce services, such as: <ul style="list-style-type: none"> • Cleaning • IT support • Catering 	Medium	Furloughed staff return – KM, LI				
		Consideration given to any support that may be brokered through working together, for example, partnerships	Low	Canterbury Academy - exploring possibilities				

<u>Step 1</u> Theme	<u>Step 2</u> Who might this effect?	<u>Step 3</u> What are you already doing?	Risk Level Pre Action	<u>Step 4</u> Is anything further needed?	Completed /agreed	<u>Step 5</u> Action & Review		
Governors/ Governance	Teaching staff Support staff Students Cleaners Estates team Parents Governors	Approach to communication between Leaders and governors is clear and understood.	Low					
		Governors are clear on their role in the planning and re-opening of the school, including supporting leaders.	Medium					
		Certain aspects of governance are on-hold in order to deal with the immediate situation, agreed and cleared with all governors, and there is a plan for when to review and potentially reinstate.	Low					
		Meetings and decisions that need to be taken prioritised.	Low					
Assessor name(s): Mr D J Watson		Job title: Deputy Head Teacher			Review date:			
Signature:								