



## COVID 19 School Risk Assessment September 2021

School:	Ryburn Valley High School
Date of update:	1 September 2021
Date of next review:	30 September 2021

**This risk assessment is compiled in line with Government guidance for the particular challenges of our Schools and reviewed regularly as and when circumstances change. The risk assessment should be reviewed alongside the Trust Guidance for Covid-19 Estate Management.**

**All staff need to be trained/issued with the risk assessments relevant to their work and this must be recorded.**

**The risk assessment is demonstrating Together Learning Trust Education and its Schools are reducing and mitigating risk so far as is reasonably practicable following the most up to date Government advice.**

**If the guidance cannot be achieved after plans have been put in place, then The Trust has to consider whether that activity or part of the School should be open.**

**COVID is a biological agent and comes under the COSHH Regulations and Health and Safety at Work Act. If you require any assistance with this process it is recommended you contact your health and safety manager at Together Learning Trust Education.**

*\*Please note that this risk assessment has been produced in line with the current Government guidance and advice available at the time of production (issued 07/08/2020). The risk assessment will be updated in line with further updates as and when they arise.*

What is the Activity and/or Hazards?	Who might be affected & how?	What controls have been put in place to reduce the risk of infection in accordance with Public Health advice?	What further actions are required to control the risk?	Action by whom?	Action by When?	Done
<p><b>1</b> <b>General controls to prevent risk of infection.</b></p>	<p>Staff, visitors, Pupils</p>	<ul style="list-style-type: none"> <li>○ Maintain increased cleaning regime, with identified high touch areas and daily cleaning programmes in place for specialised classrooms and staff workrooms. Door handles, light switches and door frames in offices/communal areas cleaned on a 4-hourly basis (as a minimum)</li> <li>○ Hand washing facilities in place in toilets and pupils encouraged to use these</li> <li>○ School will have hand sanitisers at entrance points and outside each student/staff toilet as well as in the canteen and library.</li> <li>○ All toilets are part of the cleaning schedule with Mitie and handles, locks, sinks and taps are cleaned 2-hourly on a rota system</li> <li>○ Staff or pupils who become symptomatic or record a positive LFT to remain home until a PCR test has been completed</li> <li>○ Non-fire safety doors propped open to allow ventilation</li> <li>○ Air purifiers will be used in PE changing rooms (Drama rooms to be monitored) to improve ventilation in these spaces.</li> </ul>	<p>1a Establish a record of cleaning 1b Review cleaning schedule for high touch areas 1c Posters on corridors to promote key principles of importance of hygiene 1d Reminder to parents and staff of symptomatic people or those in the household of someone who is symptomatic are not to attend School 1e Parents and staff reminded of the procedures in relation to COVID19 – update all on the changes to self isolation 1f LFT offered at start of September and kits sent home with staff and students for September 1g Air Purifier purchased (PE changing room – review Drama rooms) 1h CO2 detector received and regular monitoring of airflow in place</p>	<p><b>SALT (KPa, MTx), Mitie</b></p>	<p><b>Ongoing Review</b></p>	

		<ul style="list-style-type: none"> <li>○ Air Handling Units will remain on throughout school - these are still set to fresh air, so will never recycle stale air</li> <li>○ CO2 detectors will be used (once available) to monitor air flow through the school</li> <li>○ Students and staff will be allowed to use face coverings if preferred but this will not be mandatory</li> <li>○ Use of face coverings on transport strongly recommended</li> <li>○ All students will be offered two LFT at the start of the September term</li> <li>○ Rapid Flow Tests are now being offered to both staff and students twice per week from home; this is part of the national strategy to limit the spread of coronavirus through asymptomatic students/staff</li> <li>○ Any staff or students identified as close contacts are advised to take a PCR test, students and staff should continue to attend until the result is returned (unless they are symptomatic)</li> <li>○ Outbreak Management Plan in place to deal with escalating numbers of cases or respond to community increases</li> </ul>	1i Ensure sufficient LFTs, PPE and hand sanitizers in stock			
<b>2 Use of Classrooms</b>	Staff, Visitors, Pupils	<ul style="list-style-type: none"> <li>○ Classroom furniture will be returned to previous classrooms, where possible face-to-face seating should be minimised</li> <li>○ Windows to be open slightly in classrooms and, where necessary, a “purge” will be done at the end of each lesson to ensure adequate</li> </ul>	2a Monitor airflow (using CO2 monitors provided by DfE) 2b Ensure supply of PPE for staff working in regular close contact with students (including intimate and health care needs)	<b>SALT (CEv, MTx), HODs</b>	<b>Ongoing Review</b>	

		<ul style="list-style-type: none"> <li>○ ventilation (doors open during lesson change over)</li> <li>○ PPE will be available for staff who work closely with students for intimate and personal care needs</li> <li>○ Antibacterial Spray will remain available for staff to use in their classrooms if they wish to do so. There will also be a supply of antibacterial wipes available. Staff can request a supply of these through the Facilities Officer/Business &amp; Compliance Manager.</li> </ul>				
<b>3 Use of Corridors</b>	Staff, pupils, visitors	<ul style="list-style-type: none"> <li>○ Lunch and break are split into smaller groups to reduce the number of students in social areas at one point in time</li> <li>○ All visitors should sign in and the number of visitors to school should be kept to a minimum. All visitors should be pre-approved and registered through reception to reduce face to face contact</li> </ul>	3a Routes monitored throughout first half term. 3b Ensure emergency supply of face masks for students 3c Monitor and review on a daily basis	<b>SALT (NJo, MTh)</b>	<b>Ongoing Review</b>	
<b>4 Use of toilets and cloakrooms</b>	Staff, pupils, visitors	<ul style="list-style-type: none"> <li>○ Available hand washing facilities with encouragement to use these facilities regularly</li> <li>○ Toilets will be monitored by staff before school and during break/lunch to manage traffic</li> <li>○ Hand Sanitiser provided outside each toilet block for use before/after use</li> </ul>	4a Duty rotas set up for before school, break and lunch 4b Monitor and review on a daily basis	<b>SALT (ICu, MTh), Mitie</b>	<b>Ongoing Review</b>	
<b>5 Use of common social spaces</b>	Staff, Pupils, Visitors	<ul style="list-style-type: none"> <li>○ All students to be released from Period 5 in a staggered manner – this will be in two groups (rota)</li> <li>○ Additional bins with flip tops installed in communal areas</li> </ul>	5a Duty rotas set up for before school, break and lunch 5b Monitor and review on a daily basis	<b>SALT (ICu), Mitie, All Staff</b>	<b>Ongoing Review</b>	

		<ul style="list-style-type: none"> <li>Common social spaces will be cleaned between break and lunch slots</li> </ul>				
<b>6</b> <b>Use of staff social spaces</b>	Staff,	<ul style="list-style-type: none"> <li>Staff social spaces to be included in the regular cleaning routine – the high touch areas in these spaces are cleaned twice daily (minimum) by Mitie and after school.</li> </ul>	5a Ensure regular cleaning in all high touch areas 5c Monitor and review on a daily basis	<b>SALT (MTh), All Staff</b>	<b>Ongoing Review</b>	
<b>7</b> <b>Drop off/collection areas with parents</b>	Staff, pupils, visitors, parents	<ul style="list-style-type: none"> <li>All students encouraged to use hand sanitizer on entry and when using toilets</li> <li>Students to follow guidance for school buses, use of school ties to identify year groups</li> <li>No parental access down the drive unless by appointment or disabled access required</li> <li>Staggered release at end of school day</li> </ul>	7a Communicate staggered end time with pupils 7b Finalise duty staffing, meet with duty staff to clarify duty protocol	<b>SALT (ICu, NJo), All Staff</b>	<b>Prior to Sept opening</b>	
<b>8</b> <b>Catering and use of exiting food hall</b>	Staff, pupils, Visitors	<ul style="list-style-type: none"> <li>Staggered breaks (3) and lunches (2) to reduce number of students using canteen facilities at one point</li> <li>Students encourage to go to outside areas once they have finished their lunch to minimise the number of students in the canteen at any one point</li> <li>Library available at lunch as an extra venue</li> <li>Year 7 will start lunch 10 minutes earlier</li> <li>Cashless process in place (via ParentPay)</li> <li>Additional seating available in the canteen extension</li> </ul>	8a Mitie to relay this to all members of their teams 8b Duty rotas in place and monitored for efficiency 8c Monitor and review on a daily basis 8d Additional seating will be provided in the outside courtyard area a couple of weeks into term	<b>SALT (ICu), Mitie</b>	<b>Prior to Sept opening</b>	
<b>9</b> <b>Reception area</b>	Staff, Pupils, Visitors,	<ul style="list-style-type: none"> <li>Parents informed first point of contact is to call the School if attending in person</li> <li>Students with specific needs who are being escorted to school will be met at reception as appropriate</li> </ul>	9a Clear guidance in place at reception for visitors 9b Monitor and review on a daily basis	<b>SALT (TBo, MTh), Admin Team</b>	<b>Prior to Sept opening</b>	

		<ul style="list-style-type: none"> <li>○ Protocol introduced establishing expectations regarding visitors attending the site</li> <li>○ Where possible meetings should be limited to 15 minutes</li> </ul>				
<b>10 Clinically Extremely Vulnerable Adults</b>	Staff	<ul style="list-style-type: none"> <li>○ Risk Assessment updated by SLT link for all CEV and third trimester pregnancy staff</li> <li>○ Adaptations (if appropriate) will be discussed with staff to minimise risk at work</li> <li>○ Where a positive case is identified, risk to CEV adults will be assessed on an individual basis</li> <li>○ Occupational health referral made for any staff that identify as having ongoing medical issues</li> </ul>	10a Leadership to review termly with any clinically extremely vulnerable staff and those in third trimester of pregnancy	<b>SALT (NRa), JLx</b>	<b>Prior to Sept opening</b>	
<b>11 Extremely Clinically Vulnerable Students (previously identified)</b>	Staff, pupils, visitors	<ul style="list-style-type: none"> <li>○ School will work with parents/carers to identify any adaptations needed (via Healthcare Assistant and Additional Needs Coordinator)</li> </ul>	11a Health Care Assistant to liaise with parents of students who have previously been identified as CEV 11b SENDCo to support parents of students with intimate care needs as appropriate	<b>SALT (NRa), JLx</b>	<b>Jul/ Aug 21</b>	
<b>12 Staff contingency arrangements</b>	Staff, pupils	<ul style="list-style-type: none"> <li>○ Ensuring there is a plan in place to have a suitable and sufficient staff ratio to pupils that may include having cover staff</li> <li>○ All supply staff to be briefed on the school protocols and expectation on arrival prior to working in any classroom</li> </ul>	12a Ensure staff are aware of the reporting procedure to highlight if they have any symptom 12b Staff to be aware of the changes to self-isolation 12c SLT to monitor staffing on a daily basis	<b>SALT (KPa), JLx</b>	<b>Ongoing Review</b>	
<b>13 Attendance</b>	Staff, Pupils,	<ul style="list-style-type: none"> <li>○ Clear expectations communicated to families, including changes to self isolation guidelines</li> <li>○ Daily submission of attendance data to DfE</li> </ul>	13a Regular cleaning throughout the day	<b>SALT (ICu)/ all staff, first aiders</b>	<b>Ongoing</b>	

		<ul style="list-style-type: none"> <li>○ Attendance to be monitored and appropriate action taken, including home visits where appropriate (see section 18)</li> <li>○ Support for families with children previously identified as CEV</li> </ul>	13c Monitor and review on a daily basis			
<b>14 Symptomatic staff or pupils / isolation due to COVID and First Aid support</b>	Staff, visitors, pupils	<ul style="list-style-type: none"> <li>○ Former ICT Admin Office to be used for students who are symptomatic, this will be supervised by a member of SALT, and will be collected from classrooms by SLT, all symptomatic students will be required to wear a face covering at all times (provided by the school)</li> <li>○ ICT Admin Office to undergo an Infection control clean as soon as it is vacant</li> <li>○ Students who test positive from a LFT need to be fully isolated by a member of SLT until collection (use of interview room)</li> <li>○ Those staff who require close supervision while awaiting collection will be provided with PPE i.e. face covering, respirator FP3, gloves and apron, these will be kept at Student Services</li> <li>○ A small number of home testing kits will be available</li> <li>○ Staff and students will have access to bi-weekly LFT</li> <li>○ First Aid Room identified as an appropriate area that will be used for First Aid, maintain cleaning standards and cleaned after each treatment</li> </ul>	14a Communicate the procedure for staff 14b Establish a clear procedure for students and staff in how to access testing and communicate it to parents 14c Guidance to staff regarding arrangements for First Aid during the school day (emergencies only)	<b>SALT (KPa)/ all staff</b>	<b>Ongoing</b>	

<p><b>15 Assembly &amp; gatherings</b></p>	<p>Staff, Pupils Visitors</p>	<ul style="list-style-type: none"> <li>○ Assemblies can be held, however doors should be open to enable adequate ventilation</li> <li>○ Parents evenings to be reviewed in Autumn Term (virtual meetings to be considered based on local rates)</li> </ul>	<p>15a Ensure theatre doors open for large assemblies</p>	<p><b>SALT (CEv, TBo, LRo)</b></p>	<p><b>Ongoing</b></p>	
<p><b>16 Transport arrangements</b></p>	<p>Staff, Pupils, Contractors</p>	<ul style="list-style-type: none"> <li>○ Remind parents and pupils still using public transport that face coverings are strongly recommended for children 11 years+</li> <li>○ Work with home-to-school transport providers to determine appropriate protective measures to take on transport to align with school policies</li> <li>○ Liaise with school transport regarding travel arrangements for Looked After Children and Alternative Provision students to ensure that appropriate protective measures are in place</li> <li>○ Encourage all staff and children to make alternate travel arrangements that avoid public transport at key times</li> <li>○ Arrangements in place for safe storage / 'parking' of cycles (staff and students)</li> <li>○ Staggered end of school day to reduce numbers outside school at one point</li> </ul>	<p>16a Establish an agreement with the transport provider of the controls they will have in place to ensure safety</p> <p>16b Secure additional bus provision where demand is high</p>	<p><b>SALT (NJo)</b></p>	<p><b>Prior to Sept opening</b></p>	
<p><b>17 Personal Protective Equipment (PPE)</b></p>	<p>Staff, Pupils</p>	<ul style="list-style-type: none"> <li>○ Full PPE identified for personal and intimate care</li> <li>○ Liaise with parents to ensure all Pupil Premium students have access to suitable face coverings on a daily basis if required</li> <li>○ Maintain Stock Levels of PPE throughout school opening</li> </ul>	<p>17a Inform staff of the requirements for PPE and provide information for their safe usage</p> <p>17b Individual risk assessments to be conducted</p>	<p><b>SALT (MTx)/ all staff</b></p>	<p><b>Prior to Sept opening</b></p>	



		<ul style="list-style-type: none"> <li>○ Ensure relevant PPE signed out when used</li> <li>○ Risk assessment in place for children with personal and intimate care needs</li> </ul>	17c Recording system established and monitored in relation to when PPE is deployed and used (for tracking and stock management purposes)			
<b>18 Home visits into the property</b>	Staff, Families, Pupils	<ul style="list-style-type: none"> <li>○ No home visits conducted for those who are symptomatic</li> <li>○ Home visits to adhere with current social distancing guidance and as far as possible be conducted 2m from outside the front door (any concerns will be directed to social services in the normal manner)</li> </ul>	18a Establish/ update home visit procedure to include COVID19 controls	<b>SALT (ICu, AMi)/ pastoral staff</b>	<b>From Sep 21</b>	
<b>19 Visitors &amp; Contractors in School</b>		<ul style="list-style-type: none"> <li>○ Where possible avoid visitors and contractors from attending the School without an appointment</li> <li>○ Reception should obtain confirmation (verbal or written) those who will be on site are not showing signs of COVID19 and take contact details for all visitors</li> <li>○ Where an appointment is necessary aim to keep meetings below 15 minutes where possible</li> <li>○ Provide hand sanitiser facilities for visitors/ contractors</li> <li>○ Contractors should not be working in areas where students are based during school time</li> </ul>	19a Aspects relating to COVID to be included in the contractor rules for the School	<b>SALT (MTx), Mitie, reception staff</b>	<b>From Sept 21</b>	

<p><b>20 Waste</b></p>	<p>Staff, pupils</p>	<ul style="list-style-type: none"> <li>○ Waste regularly removed from within the building and in the outdoor bins</li> <li>○ Procure and implement covered bins (e.g. flip top) wherever practicable</li> <li>○ If someone is symptomatic and while isolating, ensure that any items tissues or waste is then bagged up and stored for 72 hours prior to collection</li> <li>○ Waste from Rapid Flow Tests will be removed daily</li> </ul>	<p>20a Monitor and review on a daily basis</p>	<p><b>SALT (MTx), Mitie</b></p>	<p><b>From Sep 21</b></p>	
<p><b>21 Health and Safety general considerations</b></p>	<p>Staff and pupils</p>	<ul style="list-style-type: none"> <li>○ School maintains all statutory requirements for maintenance of mechanical and electrical systems e.g. water system, fire system etc.</li> <li>○ Site inspection to be conducted prior to reopening of any section of the School</li> <li>○ Sixth Form entrance changed from keycode to contactless card entry and contactless registration</li> <li>○ Fire drills conducted as single year bubbles in order to reduce social mixing between year groups</li> <li>○ Staff to remove door wedges if fire alarm sounds</li> <li>○ Lockdown procedure reviewed and shared with staff</li> </ul>	<p>21a Monitor and review on a daily basis</p>	<p><b>SALT (KPa, MTx )/ All Staff</b></p>	<p><b>Prior to Sept opening</b></p>	