

MARLING SCHOOL – Full School Re-Opening Risk Assessment

Risk Assessment

Location / Site	Location and site where activity taking place
Marling School – fully open to staff and students from 1st September 2020	
Activity / Procedure	Name/type of activity or procedure being assessed
Full School re-opening following the Covid-19 pandemic in Term 1 2020	
Assessment date	Date when assessment is being carried out
1/8/2020 – to be updated regularly throughout academic year 2020-21	
Assessment serial number	Local serial/identification number for future reference
Version 1.2 – 1st October 2020	

Identify people at risk	YES or NO
Employees	YES
Students	YES
Visitors	YES
Contractors	YES

This document should be read in conjunction with Marling School Return to School Manual which details instructions on flow of movement around the school, entrance and exits, acceptable behaviour and other control measures and scenarios.

The control measures within this risk assessment apply to the whole Marling School community (Staff AND Students) to minimise the risk of transmission of the virus. This Risk Assessment should be used in conjunction with all other School and Department Risk Assessments and Policies which still apply.

Government guidance for reopening states that schools must adopt measures in a way that addresses the risks identified in their assessment, works for our school, and allows us to deliver a broad and balance curriculum for our students, including full educational and care support for students with SEND.

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Response to any infection:

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) contain any outbreak by following local health protection team advice

This Risk Assessment does not remove the element of general common sense or professional decision making. If you have any questions please email ELG@marling.school

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Hazard	Who might be harmed?	Controls	Further actions to control the risks	By who?	By when?	Complete
Getting or spreading coronavirus by coming into contact with someone at school who is displaying symptoms	Students Staff Visitors Contractors	<ul style="list-style-type: none"> • Staff and Students advised to remain at home if displaying symptoms • Staff and Students to advised to get a test if displaying symptoms • Visitors and Contractors to be refused entry to site if displaying symptoms 	<ul style="list-style-type: none"> • Students who start displaying symptoms during school day to be sent to sick bay (School House) for isolation until collection by parent • Staff who start displaying symptoms to be removed from classroom and go home (if safe to do so) or be taken home. 	All staff All staff	Ongoing Ongoing	
Getting or spreading coronavirus by not washing hands	Students Staff Visitors Contractors	<ul style="list-style-type: none"> • Water, Soap and drying facilities throughout School • Information given on how to wash hands properly • Facilities = 98 wash basins in total • Hand sanitiser throughout School and at building entrances • Signs encouraging use of hand sanitiser 	<ul style="list-style-type: none"> • Signs to remind on importance of hand washing • Information provided on when and where to wash hands • SLT to provide monitoring and supervision of controls • Monitor if additional hand washing facilities needed • Provide information on how and when to use hand sanitiser • Hand washing/ sanitising facilities to be monitored by Site and Cleaning teams and to be replenished at least twice a day. 	LJN/CB LJN/CB SLT ELG LJN/CB LJN/DW/ZC	31/08/2020 31/08/2020 Daily Weekly 31/08/2020 Daily	
Getting or spreading coronavirus in high traffic areas eg. Dining Hall, Toilets, Entry/Exit points, Communal areas	Students Staff Visitors Contractors	<ul style="list-style-type: none"> • Year groups maintained in bubbles • Toilets designated to year groups to maintain bubble • Students discouraged from using toilets during lesson • Staff to devise classroom seating plan • Areas of high traffic identified. • Appropriate one way system in place to minimise inability to maintain social distance • Staggered lunch and break times for students • Students to go straight to their 	<ul style="list-style-type: none"> • Clearly signpost two-way areas • Staff to remind students of importance of following one way procedures as they move about site. • ‘Near-miss’ reporting system in place • Staff to report where difficulties in following controls are found. • Maximum occupancy numbers signposted where appropriate • Spacing of furniture to meet social distancing • Perspex barriers in place at Reception areas 	LJN/CB All staff ELG All Staff LJN/CB ELG/DW ELG/DW	31/08/2020 Daily 31/08/2020 As required 31/08/2020 31/08/2020 31/08/2020	

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		<p>classroom on arrival.</p> <ul style="list-style-type: none"> • Classroom box of equipment to minimise need to share equipment • Teacher area marked in every classroom • Social spaces identified for students and staff • Regular cleaning regimes during school day and after school. • Sanitiser stations around school to minimise queuing 	<ul style="list-style-type: none"> • Keep doors open to increase ventilation and minimise contact • Internal doors unlocked to maintain ease of access for staff • Lockers provided for staff • Staff and Students to wear face covering in high traffic areas, when moving through school 	<p>All staff</p> <p>All staff/DW</p> <p>ELG/SXW</p> <p>All staff</p>	<p>Daily</p> <p>Daily</p> <p>31/08/2020</p> <p>14/09/2020</p>	
Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	<p>Students</p> <p>Staff</p> <p>Visitors</p> <p>Contractors</p>	<ul style="list-style-type: none"> • Increased cleaning staff numbers during school day • Caretakers to be assigned cleaning duties during the school day • Whole school to be cleaned at end of school day • Student movement around site minimised. Teachers move around classes • Cleaning of classroom to be undertaken in event of bubble change over • Teachers to be given equipment to clean workstation before and after use. Provide information on best use. • Minimise need to touch equipment and fittings where possible • Remove excess furniture and equipment from classrooms if possible 	<ul style="list-style-type: none"> • Cleaning products to be monitored and replenished when necessary • Share documents electronically if possible • Keep surfaces clear to assist in efficacy of cleaning • Empty bins daily or more regularly • Clean social equipment daily eg. footballs 	<p>DW/ZC</p> <p>All staff</p> <p>All staff</p> <p>DW/ZC</p> <p>DW/ZC</p>	<p>Daily</p> <p>As required</p> <p>Daily</p> <p>Daily</p> <p>Daily</p>	
Mental health and wellbeing affected through isolation or anxiety about coronavirus	<p>Students</p> <p>Staff</p>	<ul style="list-style-type: none"> • All members of school community to monitor each other for signs of ill health and report to line managers (staff), tutors (students) • Identify and communicate system for raising concerns for both staff and students • Keep everyone updated so they feel reassured and involved 	<ul style="list-style-type: none"> • Share information on mental health and well being • Consider occupational health referrals if anxiety or stress is identified 	<p>RW</p> <p>SLT/ELG</p>	<p>31/08/2020</p> <p>As required</p>	

MARLING SCHOOL – Full School Re-Opening Risk Assessment

		<ul style="list-style-type: none"> • Make sure staff are taking their break times and not working long hours • WB17 and Pastoral staff available for distressed students 				
Getting or spreading coronavirus by not social distancing	Students Staff Visitors Contractors	<ul style="list-style-type: none"> • Marker tape on floor to mark teacher only areas • Teacher to remain in area marked • One way systems clearly marked • Meetings to be held virtually • Arrange social and work areas to enable social distancing • Staff and students to go home as soon as possible at end of their working day. • Install Perspex screen where inability to socially distance identified. • Maximum occupancy of rooms and spaces (inc. Lifts) clearly signed. 	<ul style="list-style-type: none"> • Enhanced cleaning regimes in place to reduce risks in areas where it is difficult to social distance • Signpost hand washing facilities to protect where it is difficult to social distance. • Parents discouraged from entering site (including at drop off and collection) 	ELG/DW ELG/LJN SLT	Daily 31/08/2020 31/08/2020	
Getting or spreading coronavirus via Catering staff	Staff Students	<ul style="list-style-type: none"> • Aspens staff to maintain their own bubble and minimise contact with staff and students using 2m distance where possible. • Deliveries to be pre-arranged, access only via Downfield Road gate when no students are in yard (no vehicles to enter yard) • Delivery drivers to wear face covering at all times 	<ul style="list-style-type: none"> • Biometrics to be sanitised between bubbles • Dining Hall surfaces to be sanitised between bubbles • Aspens staff to follow Marling School risk controls 	Aspens staff	Ongoing	
Poor ventilation leading to risks of coronavirus spreading	Students Staff Visitors Contractors	<ul style="list-style-type: none"> • Windows and doors to be held open • Velux windows (West Block) to be open 	<ul style="list-style-type: none"> • Signs to remind staff to keep doors and windows open • Signs to remind staff of buildings using air exchange (drawing fresh air) 	LJN/CB	31/08/2020	
Increased risk of infection and complications for vulnerable people	Students Staff	<ul style="list-style-type: none"> • Maintain records of staff and students falling into categories identified: <ul style="list-style-type: none"> ○ Clinically extremely vulnerable ○ People self-isolating ○ People with symptoms of coronavirus 	<ul style="list-style-type: none"> • Monitor Government guidance and act swiftly to inform those in categories should local lockdown occur. 	ELG/SXW/NB	ongoing	

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		<ul style="list-style-type: none"> ○ Groups who may be at higher risk of poorer outcomes 				
Exposure to coronavirus due to not wearing PPE	Students Staff Visitors Contracts	<ul style="list-style-type: none"> ● Visitors and Contractors requested to wear face coverings during school day ● PPE available for all staff ● Full PPE available for First Aiders ● The wearing of face coverings supported in school. 	<ul style="list-style-type: none"> ● Staff and Students to wear face coverings in high traffic areas and when moving through school. ● Staff maintaining the classroom distance do not need PPE but should wear visor if moving to less than 2m distance from students. ● To monitor face covering and PPE usage 	All staff and students All staff SLT	Ongoing Ongoing Ongoing	
Exposure to coronavirus following external trips		<ul style="list-style-type: none"> ● No residential or overseas trips to take place until further notice ● All day trips only to be approved FOLLOWING full risk assessment by trip leader 	<ul style="list-style-type: none"> ● All trip proposals to go through Finance Office 	ELG	Ongoing	
Exposure to coronavirus following school clubs and societies	Students Staff	<ul style="list-style-type: none"> ● All clubs to be risk assessed and approved by ELG ● Clubs to take place in well-ventilated space of appropriate size to allow for social distancing ● Staff and Students to sanitise hands and surfaces on entry and exit 	<ul style="list-style-type: none"> ● Endeavour to arrange clubs within bubbles ● Limit numbers if clubs run across bubbles ● Staff to ensure social distancing (at least 2m) of students if more than one bubble involved 	Staff leading club ELG	Ongoing	