

MARLING SCHOOL – Full School Re-Opening Risk Assessment

Risk Assessment

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|---|---|
| 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 3 (2020/21) | |
| Assessment date | Date when assessment is being carried out |
| 4/1/2021 – to be updated regularly throughout academic year 2020-21 | |
| Assessment serial number | Local serial/identification number for future reference |
| Version 1.4 – 4th January 2021 | |

| 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 |
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| 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 weekly testing to commence w/c 11/01 • Student testing (for students in school) to commence w/c 11/01 • 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 • Additional external handwash installed in Yard • Hand washing/ sanitising facilities to be monitored by Site and Cleaning teams and to be replenished at least twice a day. | KZM/CB KZM/CB SLT ELG KZM/CB KZM/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 • Specific bubble groups to be established (eg Keyworker) in event of lockdown • Toilets designated to year groups to maintain bubble • Students discouraged from using toilets during lesson • Staff to devise classroom seating plan | <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 | KZM/CB All staff ELG All Staff KZM/CB | 31/08/2020 Daily 31/08/2020 As required 31/08/2020 | |

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| | | <ul style="list-style-type: none"> • 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 classroom on arrival. • 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"> • Spacing of furniture to meet social distancing • Perspex barriers in place at Reception areas • 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>ELG/DW</p> <p>ELG/DW</p> <p>All staff</p> <p>All staff/DW</p> <p>ELG/SXW</p> <p>All staff</p> | <p>31/08/2020</p> <p>31/08/2020</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 | Students Staff Visitors Contractors | <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 | Students Staff | <ul style="list-style-type: none"> • All members of school community to monitor each other for signs of ill | <ul style="list-style-type: none"> • Share information on mental health and well being | <p>RW</p> | <p>31/08/2020</p> | |

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| through isolation or anxiety about coronavirus | | <p>health and report to line managers (staff), tutors (students)</p> <ul style="list-style-type: none"> • Identify and communicate system for raising concerns for both staff and students • Keep everyone updated so they feel reassured and involved • Make sure staff are taking their break times and not working long hours • WB17 and Pastoral staff available for distressed students | <ul style="list-style-type: none"> • Consider occupational health referrals if anxiety or stress is identified | SLT/ELG | As required | |
| 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/KZM 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. • Aspens staff to be tested in weekly routine with all staff • 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 | Students Staff | <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 | KZM/CB | 31/08/2020 | |

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| coronavirus spreading | Visitors Contractors | | <ul style="list-style-type: none"> • Signs to remind staff of buildings using air exchange (drawing fresh air) | | | |
| 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 ○ Groups who may be at higher risk of poorer outcomes | <ul style="list-style-type: none"> • Monitor Government guidance and act swiftly to inform those in categories should local lockdown occur. • Air exchange/replace to be reinforced during new variant higher transmission | ELG/SXW/NB All staff | ongoing | |
| 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 | |