

SHS Covid Secure Risk Assessment: LESSON PROCEDURES AND PROTOCOLS SEPT 21

RA No:	Severity X Likelihood + Weighting WITHOUT control measures = Risk	S	L	W	R	(S) Severity (L) Likelihood	(W) Weighting (R) Risk	Severity X Likelihood + Weighting WITH control measures = Risk	S	L	W	R
7		4	3	5	17				2	2	5	9

Hazard: Transmission of infection

Control measures to reduce the risk:

This Risk Assessment has been updated to reflect Step 4 guidelines July 21 and **Operational Guidance for Schools**. Updates are in yellow.

General:

- Form tutors give regular H&S update briefings to remind students of the correct procedures.
- All classrooms, toilets and communal areas are thoroughly cleaned and sanitised daily and during holidays. Areas are deep cleaned following notification of a positive case.
- Doors in the area are pegged back with door wedges to reduce the need to touch handles and doorplates. Enough windows are to be left open in rooms and office to create a constant background ventilation and more fully during breaks to purge air in the space. If the AC is on, windows must be left open.
- Wall mounted hand sanitiser units are installed on building entry points and key locations around site. Classroom sanitisers are wall mounted by each door. All staff and students must use sanitiser when entering a building or a room. If students/staff are allergic to the sanitiser, they should use the antibacterial soap in all toilets. Staff should monitor level and notify site staff by email if it is running low.
- With effect from 19th July, HMG rescinded the recommendation for students and staff to wear face coverings. **However, HMG still advise face coverings to be worn in enclosed spaces which are poorly ventilated, crowded or with people with whom you would not normally meet.** The High School continue to require students to wear face coverings (visors/shields are permissible) whilst in the corridors, all of which are enclosed and crowded at lesson change/break/lunch. This does not apply to students with medical exemption. Students and staff may continue to wear face coverings in lessons if they so wish. **HMG and LCC still expect face coverings to be worn on public transport and designated school transport for the duration of the journey.**
- Some students carry exemption cards from their HOYs.

Health and first aid: See General Health and Suspected Case of Covid-19 Risk Assessments.

- Staff and students must not attend school if they are displaying any of the symptoms of Covid 19 (no matter how mild).
- If staff are concerned about the health of a student, they should contact reception for assistance.
- Students must not be sent to the medical room/reception (**one** exception explained below). If a child needs a first aider or to visit the medical room, assistance should be called and a first aider will attend the classroom.
- It is possible the need for first aid might overlap a lesson change. If first aid has not arrived by the bell, the student is not to go to the next lesson but given a note and sent to reception. If the teacher thinks the student too unwell to report to go alone, they should quickly accompany them to ensure they get to reception safely – at reception the member of staff can leave. This exception is only applicable when the child tells a colleague at the end of a lesson – it is not to be routinely used.

Fire Orders:

In the event of the fire alarm ringing, students & staff exit via the main primary escape route signposted and assemble on the school field. If safe to do so staff should shut doors and remove door wedges as they go. There will be increased distance between year groups on the field.

Student arrival at the start of the day and to lessons: See Student Entry/Exit Risk Assessment.

Students will arrive between 8.30 and 8.55am. No student should arrive on site before 8am. All form tutors should be in their form room by 8.50am and follow the directions in the **Computer, Phones and General Equipment Risk Assessment** and the **Offices and Staff Desks Risk Assessment**.

Within the first few minutes of the session, form tutors should:

- Welcome students and take register

- If necessary, deliver H&S briefings or updates
- Reminded to switch their phone off and store safely in their bag.

Phones:

Students are not to leave phones in lockers, therefore mobile phones need to be switched off and kept safely in bags. Mobile phones should not be taken out during the day, unless permission is given by the teacher for the purpose of learning. Form tutors are to remind students on a daily basis to switch their phones off. Phones may be checked at the end of the day for messages but are not to be visible when arriving on site/ leaving site or in the bus queues.

Break and lunch time: See Canteen and Lunchtime Risk Assessment

The canteen will be shut in the morning but operate according to the published rota and timings at break time and lunchtime. Each year group have an allocated time slot to use the canteen (see below “Lunchtime” instructions.)

Using the toilet:

- Students will be permitted to leave their room to visit the toilet when they need to during lessons in order to avoid congestion at break and lunch time. Students MUST use the toilet allocated to their year group zone and not another anywhere else on the site.
- Students should only be allowed to leave the room one at a time to control the number of students in the toilet at any one time.
- Students MUST use the hand sanitiser as they leave the classroom and reminded to wash their hands (at least 20 seconds) when they have finished in the toilet.
- Students should be reminded to keep distance from others as they leave the room and return to their seat.
- Toilets will be sanitised during the school day by a (female) cleaner. If the cleaner is cleaning the toilets when a student needs to use it, she will leave the room and wait outside until the student has left.

During lessons:

- Social distancing rules have been lifted with effect from July 19th. It is likely to take some time for students and staff to feel confident and comfortable in each other’s space. We must all respect each other’s preferences and ask if someone is comfortable when moving in to work at close contact with each other. To begin with, staff and students may feel more comfortable and confident wearing a face mask when working in close contact. We should respect a person’s preference and wear a mask if they would prefer us to.
- Students must not be made to line up outside of classrooms but allowed to move straight into a room to avoid congestion.
- Each classroom has a cleaning station. Personal tissues, disposable gloves and used anti-bac wipes MUST be bagged in a nappy sack and disposed of in the GREEN bin.
- Staff should be vigilant about the use of classroom equipment [See Computer, Phones and general equipment Risk Assessment] and must ensure that students do not share equipment. Staff have their own board pens/eraser and should use these rather than general classroom stock.
- Subject equipment and books can be used and “should be cleaned regularly (for example twice per day)”. The new DfE regulations remove the need to clean equipment between different groups of users. Students may help to wipe down the equipment, computers they have used.
- Work/books can be collected in, marked and given back.
- Dismissal routines (and times) for classes using specialist practical rooms is to be 2mins before the bell.
- Students moving to a new room must be allowed to enter as they arrive. Where possible, staff should be present in the room ahead of the group.
- Staff and students should use sanitiser when entering a room/office.
- Teachers must keep a seating plan for each class and store this in T drive / whole school / seating plans. Students can sit in different places but they, and staff, must be vigilant about movement due to the potential need to identify close contacts.

When staff take over from a colleague in the same room:

- Staff MUST follow the [Computer, Phones and general equipment Risk Assessment](#) and the [Offices and Staff Desks Risk assessment](#) between users.
- Staff must be prompt and arrive and leave in a timely manner. Staff must not “teach to the bell”.

Lunchtime:

Staff are to make sure that anyone who want to go to the toilet should do so (one by one and according to the procedures above) before the start of lunchtime.

Before lunch time bell, staff are to remind students of the following:

- As the weather improves over the Summer, students will be encouraged/directed to their outside areas at break and lunchtime
- Wash hands/sanitise before eating
- Do not share food or bottles
- Only use year group stair wells, toilets, outside areas and their form rooms
- Go to the canteen at their allocated time if they want food ([See Canteen Risk Assessment](#))
- The zones and outside spaces are supervised; if students need the toilet then should notify the duty staff who will direct them to use the toilet in their year group zone.

Dismissing students at the end of the day: [See Student Entry and Exit Risk Assessment.](#)