

COVID 19 – School General Risk Assessment

Date of Risk Assessment: updated 14/5/21

Risk assessment completed by: Leo Timmins (Deputy Headteacher)

Risk assessment produced in line with guidance from:

Schools coronavirus operational guidance May 2021 –

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/985138/10_May_Schools_Guidance.pdf

DFE – Guidance for full opening of schools - <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

PHE - Working safely during coronavirus - <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely>

NHS – <https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/>



	Who might be affected?	What additional controls have been put in place to reduce the risk of infection in accordance with Public Health advice?	Are there any further actions necessary?	Action by whom?	Action by When?
General controls to prevent risk of infection.	Staff Students	<ul style="list-style-type: none"> Continued liaison with local health protection team and review of guidance from Public Health England. Senior leadership are up to date related to NHS Test and Trace guidance. Senior leadership conduct and review Equality Impact Assessments for those with identified increased vulnerability. Staff whom have identified vulnerabilities as described in the Equality Impact Assessment are advised to arrange a meeting with HR to discuss their 		TIM/BAI/MAS	Ongoing

individual circumstances.

- Promotion of good hygiene and social distancing via signage throughout the building – adopting national strategy of ‘Catch it, Bin it, Kill It’.
- Handwashing and sanitizing facilities are available throughout the building and there will be an expectation that all staff and students will be required to use these on entry and exit and throughout the day.
- Expectations of appropriate social distancing to be communicated with staff and students.
- Daily enhanced cleaning of all areas used.
- Year group specific entrances and exits.
- Year group ‘bubbles’ for teaching and social time.
- Staggered break time and lunchtimes.
- Staggered finish times for the year groups (Y8 and 10 at 3:25pm; Y7, 9 and 11 at 3:30pm).
- Site to be cleared of all students and staff by 630pm each day to ensure that site can be cleaned effectively each day.
- Staff CPD and briefings to take place in appropriate group sizes or within departmental groups with appropriate social distancing.
- Weekly Senior Leadership review of COVID 19 adjusted provision; including any updated guidance, risk assessment and logistical arrangements.
- Students to be offered 2 lateral flow tests

		<ul style="list-style-type: none"> per week Staff to have offer of twice weekly Home testing. 			
Face coverings	Staff Students	<ul style="list-style-type: none"> Face coverings will no longer be compulsory for pupils in classrooms or communal areas in school. Students can continue to wear a face coverings if they choose to do so. Face coverings will also no longer be compulsory for staff in classrooms. If staff choose to use a face covering in the classroom they can continue to do so. Staff are recommended to wear face coverings outside of classrooms where social distancing is not possible. This will include circumstances such as when moving around in corridors and when in communal areas and workrooms (DFE Operational Guidance – May 2021). Face coverings may be removed when eating or drinking. 	<ul style="list-style-type: none"> As per guidance where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, we will have a contingency supply of face coverings in stock. 		
Clinically vulnerable staff	Staff	<ul style="list-style-type: none"> New guidance has been reviewed and staff working practices have been adapted accordingly. <p>NHS advice for clinically vulnerable staff: https://www.nhs.uk/conditions/coronavirus-s-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/</p> <p>Gov.uk guidance:</p>	<ul style="list-style-type: none"> HR to continue to review clinically vulnerable staff and provide appropriate guidance. Equality Impact Assessments updated as guidance changes. Individual staff risk assessments updated as necessary and as 	MAS	On going

		https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19	guidance changes.		
Curriculum adaptation	Staff	<ul style="list-style-type: none"> • Suspension of all activities which involve student interaction across year groups and with other schools – this will include music events and sporting activities. • Subjects to continue to review curriculum plan and plan delivery according to the updated guidance related subject – in particular Music, PE, Science, DT and ICT faculties. 		SLs BAI/FLG	
Use of Classrooms	Staff Students	<ul style="list-style-type: none"> • Windows and doors to be opened in classrooms to ensure good ventilation. • Sanitizing and cleaning materials will be available in every classroom and available to use by staff as appropriate. • When practicable teachers should minimise close proximity and face to face interaction with students. Staff will adjust their practice to minimise the time within 1m of students and colleagues – for example ‘Live Marking’ tables to be used thereby reducing staff and student contact. • Surface cleaning to take place at the end of each day. 	<ul style="list-style-type: none"> • Hand sanitizers installed outside every classroom. 	GRH	March

Use of shared office space	Staff	<ul style="list-style-type: none"> • Departmental and support staff offices are to remain open and available for use. • Staff are to ensure that they adjust their working practices to ensure that social distancing is adhered to, minimising the time within 2m of colleagues. • Layout for offices may be changed according to safer working practices. • Staff are to ensure that they maintain hand hygiene when working in shared spaces – sanitizing their hands before and after working in these areas. • Where social distancing is not practicable, colleagues must work in other locations in school. 	<ul style="list-style-type: none"> • Line managers for each area will continue to review the layout of shared spaces and adjust the expectations of their teams accordingly when working and meeting. • To support teaching staff to work effectively timetable of available rooms (additional to their department/workrooms) will be provided and updated 	SLs/Line managers of HR, Administration, Data, Finance, A&S, Premises, Catering BAI	March
Use of Corridors	Staff Students	<ul style="list-style-type: none"> • Corridors will have appropriate and clear signage to encourage social distancing. • A one-way system will be implemented where appropriate to ensure that social distancing is achievable in narrow corridors, with all students walking on the left. • Student ‘bubbles’ will reduce corridor interaction of students across year groups 		GRH	
Use of toilets and cloakrooms	Staff Students	<ul style="list-style-type: none"> • Toilet areas cleaned hourly. • Year group specific toilet facilities allocated. 	<ul style="list-style-type: none"> • Staffing plan ensures that toilet areas are supervised during social times • Cleaning plan in place 	OLW/TIM GRH	

Social time provision	Staff Students	<ul style="list-style-type: none"> • Students have split break and lunch provision. • Students allocated specific social time areas at break time and lunch time – dining provision to be provided in allocated social areas at break and lunch time. • Each year group will have an allocated outdoor area near to their year group hub. • At lunchtime there will allocated outdoor provision on the Astroturf and new court areas. 	<ul style="list-style-type: none"> • Duty rota updated to provide supervision relating to before school, break, lunch and after school. 	OLW/TIM	March
Before school provision		<ul style="list-style-type: none"> • School will open to students from 8am. • Before school provision students will be in allocated year group areas with breakfast available. 	<ul style="list-style-type: none"> • Duty rota to provide supervision relating to before school, break, lunch and after school. • Dining provision adjusted to meet needs of student bubbles 	OLW/TIM WII/GRH	
After school provision		<ul style="list-style-type: none"> • Detentions are delivered through year group hubs. • After school Study provided in year group hubs. • After school outdoor sports provision in place. 	<ul style="list-style-type: none"> • Plans for detentions and after school study communicated and implemented 	END/OLW	
Drop off/collection areas with parents	Staff Students Parents	<ul style="list-style-type: none"> • Clear guidance provided to parents about methods of transport (walk, cycle and car drop offs are acceptable) and expectations that parents do not come to student entrance with students. • Drop off area is staffed and supervised each morning/end of school day. 		TIM SLT	

		<ul style="list-style-type: none"> Staggered finish times will be in place to reduce student interaction (Y8 and 10 at 3:25pm; Y7, 9 and 11 at 3:30pm) 			
Reception area	Staff Students Parents	<ul style="list-style-type: none"> Hand hygiene facilities available for all staff and students who enter the site which they are expected to use on entry and exit. Visitors to site are by appointment only. Appropriate signage in place to ensure that social distancing is promoted. Reception is cleaned daily. 	<ul style="list-style-type: none"> Sign in plan communicated to staff. Registration plan communicated to students. Cleaning plan in place 	SLT GRH	
Critically vulnerable and extremely critically vulnerable	Students Parents	<ul style="list-style-type: none"> Those students with identified vulnerabilities will have individual care plan in place led by SENCO All vulnerable students (SEN and Social care) have had a reintegration meeting offered prior to summer holiday 	<ul style="list-style-type: none"> Students identified and care plans in place and communicated to staff and parents as appropriate 	MOR/OLW	March
Staff contingency arrangements	Staff	<ul style="list-style-type: none"> Staffing arrangements are as per normal timetable for 2020/21 which includes some 'built in' contingency planning in terms of staff availability and grouping Where staffing issues may arise contingency will be provided by appropriate supply and in exceptional circumstances 'rarely cover' will be implemented 	<ul style="list-style-type: none"> Timetable and contingency plans communicated to middle leaders Supply to be thoroughly briefed in arrival to school in relation to RHS risk assessment and expectations 	BAI	March
Area for isolation/first aid and separate toilet	Students	<ul style="list-style-type: none"> Areas identified for student isolation – Room 1: rear of Year 11 office – with Year 11 toilets available as a separate toilet. Room 2: First Aid room. First aid staff are provided with 	<ul style="list-style-type: none"> First aid plan communicated to students and staff Staffing plan ensure first 	TIM SLT	March

		appropriate PPE.	aider availability		
			<ul style="list-style-type: none"> PPE to be provided to First Aid staff 		
Symptomatic staff or pupils	Students Staff	<ul style="list-style-type: none"> If a pupil presents with coronavirus symptoms they should not come to school site. If a pupil presents with symptoms (temperature, new persistent cough and/or loss of smell/taste) they will be isolated in a ventilated room and parents contacted to collect the child. We will advise families to follow guidance related to the Test and Trace. https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works If a staff member presents with coronavirus symptoms they not should come to school site. If a staff member presents with symptoms whilst at school they will be asked to leave site safely and follow guidance related to Test and Trace. https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works School will contact local health England protection team if cases of COVID 19 are identified. 		TIM/MAS END/OLW	On-going

		social distancing.			
Visitors & Contractors in schools	Staff Parents	<ul style="list-style-type: none"> Visitors to school are only accepted by appointment only. If they are to come onto school site they will use main reception, following protocols for staff and are briefed on entry to the building. 			On -going

Equality Impact Assessment (Pupils and Staff)

Introduction

Staff should use this document to assess their individual or cumulative vulnerabilities against the criteria provided. Following your assessment, any member of staff who identifies vulnerabilities that they wish to have taken into consideration should arrange a meeting with HR to discuss their individual circumstances.

This document has been produced and reviewed after consideration of the following guidance and documentation:

[Risk Reduction Framework for NHS Staff at risk of COVID-19 infection](#)

[Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19](#)

[People at higher risk from coronavirus](#)

[Advice on social distancing](#)

COVID-19: Equality impact assessment - pupils

Policy or Decision:	COVID-19: School wider-opening Individuals with increased vulnerability to infection or poorer outcomes from COVID-19 ¹
School name:	Rastrick High School
Covered by this assessment:	Pupils

Assessment conducted by – name:	Leo Timmins
Assessment conducted by – job title:	Deputy Headteacher
Assessment date:	1/3/2021

Considerations regarding groups that may be affected:

Groups with protected characteristics	It is assessed that this decision could have a:			Impact comments:	Reasonable Adjustments Identified:	Negative Impact: <i>Please provide details as to why reasonable adjustments are not being made</i>
	Positive Impact	Neutral Impact	Negative Impact			
Age (Adults only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Applicable for this assessment.	Not Applicable.	Not Applicable.
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>a. High Risk - 'Clinically Extremely Vulnerable': Identified specific medical conditions have been identified as placing someone at greatest risk of severe illness from coronavirus.</p> <p>b. Moderate Risk - 'Clinically Vulnerable': Identified health conditions have been identified as placing someone at higher risk of severe illness from coronavirus.</p> <p>c. Other - Do not fall into one of the above categories, however, have received medical advice to remain at home.</p>	<p>a. Pupils within this category will have been contacted by the NHS and advised with regards to shielding requirements. These pupils will be provided with study to be carried out from home.</p> <p>b. Pupils within this category have been advised by the NHS/government to follow advice on social distancing. Parents are offered a meeting with school to identify any possible reasonable adjustments.</p> <p>c. Pupils within this category will provide a letter from their GP confirming advice. Parents are offered a meeting with school to identify any possible reasonable adjustments.</p> <p>d. Parents are offered a meeting with school to identify any possible reasonable adjustments.</p>	Not Applicable – all reasonable adjustments will be made.

Groups with protected characteristics	It is assessed that this decision could have a:			Impact comments:	Reasonable Adjustments Identified:	Negative Impact: <i>Please provide details as to why reasonable adjustments are not being made</i>
	Positive Impact	Neutral Impact	Negative Impact			
				d. Disability which is the subject of reasonable adjustments		
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No evidence of impact.	Not required.	Not required.
Marriage and civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No evidence of impact.	Not required.	Not required.
Pregnancy and maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Moderate Risk - 'Clinically Vulnerable' - Pregnancy.	Pupils within this category have been advised by the NHS/government to follow advice on social distancing. Parents are offered a meeting with school to identify any possible reasonable adjustments.	Not Applicable – all reasonable adjustments will be made.
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Current evidence that ethnicity of a BAME background may be associated with increased vulnerability.	All children are asked to follow the risk assessment.	Not Applicable – all reasonable adjustments will be made.
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No evidence of impact	Not required.	Not required.
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Current evidence of males being at higher risk of being admitted to hospital.	All children are asked to follow the risk assessment.	Not Applicable – all reasonable adjustments will be made.
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No evidence of impact	Not required.	Not required.

COVID-19: Equality impact assessment - staff

Policy or Decision:	COVID-19: School wider-opening Individuals with increased vulnerability to infection or poorer outcomes from COVID-19 ²
School name:	Rastrick High School
Covered by this assessment:	Staff

Assessment conducted by – name:	Leo Timmins
Assessment conducted by – job title:	Deputy Headteacher
Assessment date:	1/3/2021

Considerations regarding groups that may be affected:

Groups with protected characteristics	It is assessed that this decision could have a:			Impact comments:	Reasonable Adjustments Identified:	Negative Impact: <i>Please provide details as to why reasonable adjustments are not being made</i>
	Positive Impact	Neutral Impact	Negative Impact			
Age (Adults only)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	a. Moderate Risk - 'Clinically Vulnerable' - those aged over 70. b. Current evidence that those aged over 55 of BAME ethnicity, particularly those with co-morbidities, may be associated with increased vulnerability. c. Current evidence that those aged over 60 of White European ethnicity, may be associated with increased vulnerability.	Staff are offered a meeting with HR to identify any possible reasonable adjustments.	Not Applicable – all reasonable adjustments will be made.

Groups with protected characteristics	It is assessed that this decision could have a:			Impact comments:	Reasonable Adjustments Identified:	Negative Impact: <i>Please provide details as to why reasonable adjustments are not being made</i>
	Positive Impact	Neutral Impact	Negative Impact			
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> a. High Risk - 'Clinically Extremely Vulnerable': Identified specific medical conditions have been identified as placing someone at greatest risk of severe illness from coronavirus. b. Moderate Risk - 'Clinically Vulnerable': Identified health conditions have been identified as placing someone at higher risk of severe illness from coronavirus. c. Other - Do not fall into one of the above categories, however, have received medical advice to remain at home. d. Disability which is the subject of reasonable adjustments 	<ul style="list-style-type: none"> a. Staff within this category will have been contacted by the NHS and advised with regards to shielding requirements. These staff will be provided with work that can be carried out from home. b. Staff within this category have been advised by the NHS/government to follow advice on social distancing and follow the school risk assessment. Staff are offered a meeting with HR to identify any possible reasonable adjustments. c. Staff within this category will provide a letter from their GP confirming advice. Staff are offered a meeting with school to identify any possible reasonable adjustments. d. Staff are offered a meeting with HR to identify any possible reasonable adjustments. 	Not Applicable – all reasonable adjustments will be made.
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No evidence of impact	Not required.	Not required.
Marriage and civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No evidence of impact	Not required.	Not required.

Groups with protected characteristics	It is assessed that this decision could have a:			Impact comments:	Reasonable Adjustments Identified:	Negative Impact: <i>Please provide details as to why reasonable adjustments are not being made</i>
	Positive Impact	Neutral Impact	Negative Impact			
Pregnancy and maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Moderate Risk - 'Clinically Vulnerable' - Pregnancy.	Staff within this category have been advised by the NHS/government to follow advice on social distancing and follow the school risk assessment. Staff are offered a meeting with HR to identify any possible reasonable adjustments.	Not Applicable – all reasonable adjustments will be made.
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Current evidence that ethnicity of a BAME background may be associated with increased vulnerability	Staff are offered a meeting with HR to identify any possible reasonable adjustments.	Not Applicable – all reasonable adjustments will be made.
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No evidence of impact.	Not required.	Not required.
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Current evidence of males being at higher risk of being admitted to hospital.	Staff are offered a meeting with HR to identify any possible reasonable adjustments.	Not Applicable – all reasonable adjustments will be made.
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No evidence of impact.	Not required.	Not required.