

## Coronavirus Risk Assessment – FOR PARENTS/ CARERS AND STUDENTS

<b>ESTABLISHMENT:</b>	<b>RISK ASSESSMENT FOR:</b>	<b>CARRIED OUT / REVIEWED BY:</b>	 Alsager School
Alsager School	Coronavirus	SLT; H&S Governor; Executive Head	
<b>DATE CREATED:</b>	<b>ANY PREVIOUS ASSESSMENT FOR THIS ACTIVITY CARRIED OUT:</b>		
22 <sup>nd</sup> May 2020	NO		
<b>DATES UPDATED:</b>	<b>9<sup>th</sup> September 2020 – updates in Blue</b>		
<b>PERSONS IDENTIFIED</b>	All students, parents and visitors to the school		

This risk assessment will be reviewed weekly and in line with any new Government advice and guidance:

- Guidance on protective measures for education settings – [Coronavirus: implementing protective measures in education and childcare settings.\(Updated 1 June 2020\)](#)
- [Guidance for full opening: schools \(27 July 2020\)](#)
- Working Safely during coronavirus (COVID-19) (Updated 29 May 20)

<b>DETAILS OF ACTIVITY / TASK</b>	<b>CONTROL MEASURES</b> <i>After considering the hazards, decide on suitable control measures for each significant hazard and list below.</i>	<b>ACTION REQUIRED / DECISION MADE</b>
<b>Buildings and facilities</b>  Entry and exit points Hand sanitising Signing in and out	Aim is to move around the building and have measures in place to manage the risk. Movement around the school takes places after each period and at lunch time.  Information on symptoms of Covid-19 and test and trace are located on the school website <a href="https://www.alsagerschool.org/stay-alert-control-the-virus-save-lives/">https://www.alsagerschool.org/stay-alert-control-the-virus-save-lives/</a> <ul style="list-style-type: none"> <li>• Anyone who shows symptoms of Covid-19 <b>must not</b> attend school.</li> <li>• Anyone whose household show symptoms <b>must not</b> attend school.</li> <li>• Signs at entry points to remind people not to enter if showing symptoms.</li> <li>• Everyone attending site should be encouraged to wash their hands thoroughly for 20 seconds or use hand sanitiser</li> <li>• Hand sanitiser in reception to be used when entering and exiting the building</li> <li>• Sign in process on the screen can be done once hand sanitised and then wiped down before next person signs in.</li> <li>• Around the school – one way system in areas or tape on the floor to show direction of travel.</li> </ul>	SLT to monitor  Consider if face meeting necessary  Duty staff to direct students

	<ul style="list-style-type: none"> <li>• Passing in the corridor / stairwell is low risk but people should not stop and talk, even at a distance to avoid congestion.</li> <li>• To ensure limited contact when students may meet outside of a bubble, students should wear a mask when in corridors / toilets etc...</li> <li>• To discourage year groups mixing on the way to and from school as much as possible we are suggesting the times below for you to arrive at school. If it is not possible please make sure students arrive by 8.35am. Then go straight to the year group zone.</li> <li>• Siblings can travel to school together, but students should avoid walking to school with friends who are not in the same year group.</li> <li>• The same entrances are used into the school (students should not come through the reception area unless specific permission is given).</li> <li>• Parental access restricted to appointment only</li> <li>• Visitors access restricted to appointment only</li> <li>• Meetings with parents / carers or visitors will be held in suitable locations that enable the social distancing requirements to be met and should only be held if online meetings are not possible.</li> </ul>	
<b>Visitors / Parents / Carers / contractors on site</b>	<p>Aim is to limit the amount of foot traffic and minimise face to face meetings unless it can be achieved within the social distancing guidelines.</p> <ul style="list-style-type: none"> <li>• Parents / carers / visitors will only be allowed on site through appointment only</li> <li>• Contractors may need access to the site and will carry out their own risk assessment and wear the appropriate PPE if required.</li> <li>• All visitors on site should be advised of infection control arrangements, no-access areas and expectations around personal hygiene.</li> </ul>	<p>Reception staff to monitor</p> <p>Site team to monitor contractors</p>



	<p>Bag racks will be allocated to Year groups – these will be labelled</p> <p>In Food Tech rooms, all utensils will be available to use, but must be washed up after use.</p> <p>Uniform must be worn in line with the schools standards and the uniform policy should be followed. Standard cards will still be used and will implement sanctions if students do not follow the policy.</p> <p>Attendance to be recorded and as the school is fully opening in September it means the legal duty on parent/carer to send child to school will apply. There is specific guidance on those who are currently shielding and can be found at <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p>The students should make their way to their allocated zone after each period.</p>	
<p><b>Classrooms</b></p> <p>'Bubble' concept</p> <p>Staggered times</p> <p>Resources</p>	<ul style="list-style-type: none"> <li>• All desks to face forward where possible</li> <li>• Students should remain seated during activities, unless the room allows for movement – e.g. drama theatre, HHH, PE</li> <li>• All students to use hand sanitiser on entry and exit of classrooms</li> <li>• When using computers students should sanitise their hands before using keyboards.</li> <li>• Computers will be cleaned at the end of each day</li> <li>• Additional hand sanitiser stations placed in key areas around school.</li> <li>• All students to be encouraged to bring their own sanitiser.</li> <li>• Classrooms cleaned daily</li> <li>• Sharing of equipment or stationery should be prevented where possible</li> <li>• Shared materials and surfaces should be cleaned and disinfected more frequently</li> <li>• There will be signs to show if a specific stairwell is to be used and the one way system in place.</li> <li>• <a href="#">Students to wear face masks in the corridors and when in areas in the inside areas if there is a wet break.</a></li> <li>• Windows to be opened where possible to increase air flow and ventilation</li> <li>• No College (mixed year group) assemblies to take place</li> <li>• The Learning Resource centre will be open after lessons to specific year groups on specific days. The most up to date information will be posted on the school website.</li> </ul>	<p>Teachers</p> <p>Cleaning team</p>

<p><b>Break times / lunch provision</b></p> <p>Student areas</p>	<p>Aim is to minimise contact within different year groups. Therefore, aim to keep each year group apart and they will be allocated specific areas. Signs will be placed in these areas.</p> <p><b>Please note no cash payments in the canteen or school. The canteen machine where cash can be loaded will be unavailable. All payments to be made via Parent Pay.</b></p> <p>There will be no break time service in the canteen when we start back in September and lunch will be available as a 'grab and go' service on a reduced menu.</p> <p>Year groups will be allocated a location to have their lunch and will be able to purchase a grab bag and drink.</p> <p>Please also refer to the FAQ's for parents/ carers and student's on the website that shows the break and lunchtime plan and where students should be located.</p> <p>Two extra breaks added into the school day, which will also allow more access to the toilets.</p>	<p>Supervision by staff</p>
<p><b>Detention Room</b></p>	<p>Aim is to enable social distancing and supervision.</p> <p>Detentions will be held in the <b>Gym</b></p>	
<p><b>SEND / SEMH</b></p>	<p>Any student with mobility issues will have a separate risk assessment, which will be discussed with parents. SEND students will have access to a supported breakfast, break and lunch club. SEND students will have access to social stories to support hygiene procedures. Staff will be available for additional support for any students with SEMH LSAs will work within year group bubbles. In order to facilitate closer working, staff may wear visors.</p>	<p>SENCO to review</p>
<p><b>Shielded and Clinically vulnerable young people</b></p>	<ul style="list-style-type: none"> <li>• Students who have a positive test result or in close contact with someone who have Covid-19 will <u>not</u> be able to return to school.</li> <li>• Those who were on the shielding list should be able to return to school (depending upon Government guidance) <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></li> <li>• Students who are unable to attend as complying with clinical and/or public health advice will be able to access remote education.</li> </ul>	

<p><b>Exiting the school</b></p>	<p>Each year group will be released from lessons minutes apart.</p> <p>Year 7 will leave on the bell followed by Year 8, Year 9, Year 10 and Year 11.</p> <p>Students should leave site as soon as they have been dismissed from the lesson. No congregating of groups on or around the site.</p>	<p>Duty staff to direct students</p>
<p><b>Cleaning and Hygiene practices</b></p> <p>Handwashing protocols Catch it, bin it, kill it Enhanced cleaning</p> <p><i>Follow COVID-19: Cleaning on non-healthcare settings guidance</i></p>	<p>Aim is to keep areas clean. Individuals must follow handwashing protocols and be responsible for following hygiene and social distancing measures.</p> <ul style="list-style-type: none"> <li>• Everyone should sanitise their hands on entering the classroom.</li> <li>• Cleaning will be carried out by the team throughout the day in high traffic areas.</li> <li>• Regular cleaning of bannisters, door and window handles, light switches, and frequently touched surfaces.</li> <li>• Every classroom will have a spray and cloth to enable table(s) to be wiped if necessary.</li> <li>• Toilets checked regularly throughout the day and disposables fully stocked</li> <li>• Posters in toilets and around the school to remind on washing hands and throw tissues away.</li> <li>• Students should maintain good hygiene by washing hands for 20 seconds.</li> <li>• Hand washing facilities are available around the school in toilets, Art, Food, Science, ADT quad.</li> <li>• Hand sanitiser (60% plus alcohol content) is available in normal classrooms.</li> <li>• Hand sanitiser stations located around in high traffic areas like the canteen, reception, D&amp;T Quad, College office.</li> <li>• Tissues are available in each room to 'catch it, bin it, kill it'</li> <li>• Bins emptied regularly and rubbish removed daiy.</li> <li>• <b>Non Fire doors</b> will only be propped open where it is safe to do so and not compromise fire safety and safeguarding to limit the use of door handles and aid ventilation.</li> </ul>	<p>Site team / Cleaning team check stock regularly</p> <p>Staff / Students responsible for personal hygiene</p>
<p><b>First Aid and COVID-19</b></p>	<p>Aim is to follow Government advice</p> <ul style="list-style-type: none"> <li>• If someone has becomes unwell with symptoms of Covid-19 while in school they should be taken to <b>medical room</b>.</li> <li>• Windows should be kept open for ventilation</li> </ul>	<p>First Aider First Aid RA</p>

	<ul style="list-style-type: none"> <li>• A first aider will speak to the individual to gather information on the symptoms experiencing and follow appropriate guidance.</li> <li>• Hand washing facilities are available in the medical room</li> <li>• A non-contact thermometer is available for use</li> <li>• Parent to be contacted to collect students</li> <li>• The area around the person with symptoms must be cleaned after they have left to reduce risk of transmission.</li> <li>• Everyone who has been in contact with the person who is unwell must wash their hands thoroughly for 20 seconds or use hand sanitiser.</li> <li>• They must self-isolate for 10 days and arrange to have a test to confirm if Covid-19</li> <li>• Other members of the household (including siblings) should self-isolate for 14 days.</li> <li>• Parents/carers must be willing to engage with the NHS test and trace process.</li> <li>• Student should be tested and the result given to the <b>Attendance Team</b> before returning to school.</li> </ul>	
<p><b>Confirmed case of coronavirus in school</b></p>	<ul style="list-style-type: none"> <li>• If a student or staff member tests positive after being in the school they must self-isolate for at least 10 days.</li> <li>• The school will contact the local health protection team or may be contacted if identified by NHS Test and Trace.</li> <li>• The school will be guided by the health protection team.</li> </ul>	<p>SLT</p> <p>NHS Test and Trace</p> <p>Local health protection team</p>
<p><b>Travel Arrangements</b></p> <p>Buses</p> <p>Car</p> <p><i>Coronavirus (COVID-19) safer travel guidance for passengers</i></p>	<p>Updated (10/9/20). Bus services to the school will be running in September and students must follow the guidance issued by the Local Council or bus company on staying safe.</p> <ul style="list-style-type: none"> <li>• Students should be encouraged to walk or cycle where possible.</li> <li>• Parents will need to ensure any bicycle is road worthy and wearing a helmet.</li> <li>• Students should follow Government guidance when using public transport.</li> <li>• Awaiting further guidance from Cheshire East Transport Services on the requirements.</li> <li>• Students <b>MUST</b> follow the guidance issued by the LA / bus company when travelling on dedicated school transport.</li> <li>• Information shared with parents to encourage students to walk and to avoid public transport as much as possible.</li> </ul>	<p>Local Council</p> <p>Transport companies</p> <p>SLT</p>

<b>Emergency Evacuations</b>	<p>In the event of an evacuation the priority is to leave the building.</p> <p>Evacuation routes are confirmed and signage accurately reflects these. In the event of an evacuation the priority is to get out of the building calmly and ‘bubbles’ will be difficult to sustain as multiple groups of people will come in contact.</p> <p>Students and staff will follow the usual procedure and line up on the tennis courts.</p>	All students and visitors
<b>Trips</b>	<p>Essential daily domestic educational trips that form part of the curriculum only can take place following the Trip procedure and Evolve.</p> <p>The DFE continues to advise against UK residential and overseas educational visits at this time so no new trips will be planned.</p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings</a></p>	SLT Curriculum leader
<b>Mental Health and Wellbeing</b>  <i>(Guidance on the mental health and wellbeing aspects of coronavirus (COVID-19))</i>	<p>Aim is to ensure students are supported with mental health and wellbeing during this pandemic and to support in getting back into school.</p> <p>There are lots of people to talk to in school if a student is worried. Heads of College and the learning support team are available throughout the day, but students can also to their form tutor or teacher.</p>	All

ACTIONS REQUIRED	By Whom	When
Increased frequency of handwashing by everyone	All staff, students, visitors, contractors – anyone on site	An ongoing action by everyone.
<b>Document Reviewed by:</b>	<b>Executive Headteacher, AMAT; Health and Safety Governor; Headteacher</b>	
<b>Date for Next Review</b>	<b>Weekly or as Government guidance changes</b>	