


Coronavirus Risk Assessment – FOR PARENTS/ CARERS AND STUDENTS

ESTABLISHMENT:	RISK ASSESSMENT FOR:	CARRIED OUT / REVIEWED BY:	 Alsager School
Alsager School	Coronavirus	SLT; H&S Governor; Executive Head	
DATE CREATED:	ANY PREVIOUS ASSESSMENT FOR THIS ACTIVITY CARRIED OUT:		
22 nd May 2020	NO		
DATES UPDATED:	3rd March 2021 – changes in RED		
PERSONS IDENTIFIED	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 for schools: coronavirus (COVID-19) <https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19> (updated 22 February 21)
- Safe working in education, childcare and children’s social care (Updated 14 Dec 20).
- Coronavirus (COVID-19) asymptomatic testing in schools and colleges <https://www.gov.uk/guidance/asymptomatic-testing-in-schools-and-colleges> (updated 29 Jan 2021)
- **Face coverings in education**
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/965446/Face_coverings_in_education_-_March_2021.pdf (updated March 21)

DETAILS OF ACTIVITY / TASK	CONTROL MEASURES <i>After considering the hazards, decide on suitable control measures for each significant hazard and list below.</i>	ACTION REQUIRED / DECISION MADE
Buildings and facilities 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 https://www.alsagerschool.org/stay-alert-control-the-virus-save-lives/ <ul style="list-style-type: none"> • Anyone who shows symptoms of Covid-19 must not attend school. • Anyone whose household show symptoms must not attend school. • Signs at entry points to remind people not to enter if showing symptoms. • Everyone attending site should be encouraged to wash their hands thoroughly for 20 seconds or use hand sanitiser • Hand sanitiser in reception to be used when entering and exiting the building 	SLT to monitor Consider if face meeting necessary Duty staff to direct students

- Sign in process on the screen can be done once hand sanitised and then wiped down before next person signs in.
- Around the school – system of one way useage of the stairs or corridors in all building.
- Passing in the corridor / stairwell is low risk but people should not stop and talk, even at a distance to avoid congestion.
- **Anyone on site has to wear a face mask / covering (unless exempt) in all areas, including classrooms, where social distancing cannot be maintained and as a temporary extra measure.**
- **Masks can be purchased from the College Office if needed. There are reusable masks and disposable ones available.**
- 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.
- Siblings can travel to school together, but students should avoid walking to school with friends who are not in the same year group.
- The same entrances are used into the school (students should not come through the reception area unless specific permission is given).
- Parental access restricted to appointment only
- Visitors access restricted to appointment only
- 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.
- All visitors to site (including parents / carers) **MUST** wear a face covering (unless exempt).

Visitors / Parents / Carers / contractors on site	<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"> • Parents / carers / visitors will only be allowed on site through appointment only • Contractors may need access to the site and will carry out their own risk assessment and wear the appropriate PPE if required. Must wear masks • All visitors on site should be advised of infection control arrangements, no-access areas and expectations around personal hygiene. 	<p>Reception staff to monitor</p> <p>Site team to monitor contractors</p>
Testing in School	<p>Students 2nd March – 5th March</p> <ul style="list-style-type: none"> • Testing is being carried out in PE3 • Those opted for testing come into reception, and make way to Hollinshead Hall (HHH) (but you MUST NOT go through PE3) • Await further instruction in HHH • Take test in PE3 – follow the instructions given • Leave building through reception • Disperse immediately <p>Testing in School - from the 8th March</p> <ul style="list-style-type: none"> • Students will have been given times to attend for the testing. It is done by year group and alphabetically by last name. • Students to form a line in the courtyard by the gym. • Students must ensure they keep mask on and queue in a socially distanced manner. • This is a one way system so to access the courtyard walk down the corridor by PE1 and start to line by the doors going into Parker corridor (by the lockers). • The queue should form along the wall by the drama theatre and around towards the gym. Students must join the back of the queue. • Students will be directed into PE3 • Once taken the test, follow the exit signs out of PE3 and return straight back to the class. • Any positive cases will be informed and removed from class. • Parents will be contacted and must wait in the Medical room until collected. • Must self isolate and get a PCR test. 	

	<p>Testing after the 12th March</p> <p>The three lateral flow tests will have been completed for all year groups by Friday 12th March.</p> <p>Students will then be provided with a Covid-19 self-test kit, which will be taken twice-weekly at home. Students must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone, as set out in the home test instructions.</p> <p>If the test is positive, please inform the school, self-isolate and get a PCR 'standard coronavirus test.</p> <p>Mass Testing Risk Assessment March 21 available on the school website.</p>													
<p>Entering the school</p>	<p>There will be a staggered entry and exit into the school buildings.</p> <p>This will be achieved through changing the school day pattern.</p> <p>On entry into the school either via bus, bike, walking or car, students should go to the area for their year group. Also they should arrive on site at the times noted. Please note those travelling by bus may arrive earlier but should assemble at their allocated point/zone.</p> <table data-bbox="457 971 1123 1187"> <tr> <td>Year 7 – Tennis Courts</td> <td>8.20am</td> </tr> <tr> <td>Year 8 – Astro Turf</td> <td>8.25am</td> </tr> <tr> <td>Year 9 – Astro Turf</td> <td>8.30am</td> </tr> <tr> <td>Year 10 – Outside Hollinshead Hall</td> <td>8.35am</td> </tr> <tr> <td>Year 11 – ADT area</td> <td>8.35am</td> </tr> <tr> <td>Year 12/13 – Outside 6th Form area.</td> <td>8.35am</td> </tr> </table> <p>Duty staff at the ADT area will allow the Year 11 students to enter the building, then radio for Year 10 to enter and follow on down the year groups until Year 7 have entered the building.</p>	Year 7 – Tennis Courts	8.20am	Year 8 – Astro Turf	8.25am	Year 9 – Astro Turf	8.30am	Year 10 – Outside Hollinshead Hall	8.35am	Year 11 – ADT area	8.35am	Year 12/13 – Outside 6 th Form area.	8.35am	<p>Duty staff to direct students</p>
Year 7 – Tennis Courts	8.20am													
Year 8 – Astro Turf	8.25am													
Year 9 – Astro Turf	8.30am													
Year 10 – Outside Hollinshead Hall	8.35am													
Year 11 – ADT area	8.35am													
Year 12/13 – Outside 6 th Form area.	8.35am													

<p>Teaching</p> <p>In year groups</p>	<p>Aim is to minimise contact and to keep year groups ‘bubbles’. All lessons are taught in year groups. We will continue to deliver a broad and balanced curriculum.</p> <p>In the event of any closure, the ‘live lesson’ and set work structure that has been used will start immediately.</p> <p>Students must follow school expectations on conduct when doing lessons remotely.</p> <p>We are awaiting confirmation of the qualifications consultation to enable us to put in place provision for certain subjects e.g. drama, music and ADT.</p> <p>In rooms where forward facing is not fully achievable, we have put in mitigating measures i.e. Perspex shields (art rooms, textile rooms); additional desks where possible.</p> <p>All students to bring their own equipment.</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 the school will follow the government guidance.</p> <p>The students should make their way to their allocated zone after each period.</p>	<p>SLT monitor</p> <p>Teachers</p>
<p>Classrooms</p> <p>‘Bubble’ concept Staggered times Resources</p>	<ul style="list-style-type: none"> • All desks to face forward where possible • Students should remain seated during activities, unless the room allows for movement – e.g. drama theatre, HHH, PE • All students to use hand sanitiser on entry and exit of classrooms • We recommend students carry their own hand sanitiser as well • Students should have a mask (unless exempt) and if they don’t have one they will have to purchase one from the College Office. • When using computers students should sanitise their hands before using keyboards. • Computers will be cleaned at the end of each day 	<p>Teachers</p> <p>Cleaning team</p>

	<ul style="list-style-type: none"> • Additional hand sanitiser stations placed in key areas around school. • Classrooms cleaned daily • Sharing of equipment or stationery should be prevented where possible • Shared materials and surfaces should be cleaned and disinfected more frequently • There will be signs to show if a specific stairwell is to be used and the one way system in place. • Students to wear face masks in the corridors and when in areas in the inside areas if there is a wet break. Also in classrooms where social distancing is not possible. • Face coverings would not be required if it would impact on the ability to take part in exercise or strenuous activity. • Windows to be opened where possible to increase air flow and ventilation • As windows will be ajar in the classrooms students should consider having a school jumper or extra layer in the event of cold weather. • No College (mixed year group) assemblies to take place • 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. 	
<p>Break times / lunch provision</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>Please note no cash payments in the canteen. The canteen machine where cash can be loaded will be unavailable. All payments to be made via Parent Pay.</p> <p>There will be no break time service in the canteen 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>Year 10 and 11 will NOT be allowed offsite at lunch time but this will be reviewed in light of government guidance changing.</p> <p>11:50 – Year 8 Hollinshead Hall 12.05 – Year 9 Canteen Year 11 Shack / Classrooms 12:30 – Year 7 – Canteen Year 10 Hollinshead Hall</p>	<p>Supervision by staff</p>

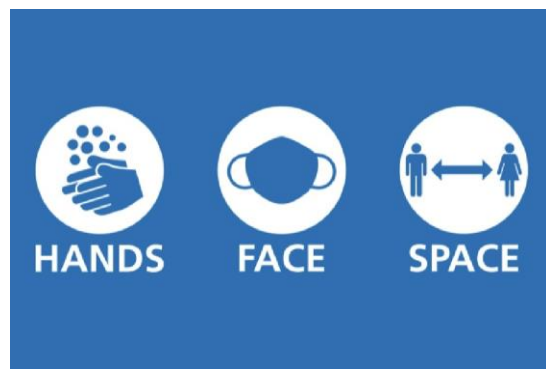
	<p>Students must sanitize hands before entering the eating area, they must wear a face covering (unless exempt) whilst in the queue and maintain social distancing.</p> <p>Sixth form must wear face masks and socially distance when in 'Best Bite'. Sixth form are to go home at lunch time where feasible and in their free periods. When off the school grounds you must still follow the current government guidance.</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>	
Detention Room	<p>Aim is to enable social distancing and supervision.</p> <p>Detentions will be held in the Gym</p>	
SEND / SEMH	<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. In order to facilitate closer working, staff may wear visors.</p>	SENCO to review
Shielded and Clinically vulnerable young people	<ul style="list-style-type: none"> • 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. • Students who are unable to attend as complying with clinical and/or public health advice will be able to access remote education. 	
Exiting the school	<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>Students must follow the most current Government guidance when outside of school.</p>	Duty staff to direct students

Cleaning and Hygiene practices

Handwashing protocols
Catch it, bin it, kill it
Enhanced cleaning

*Follow COVID-19:
Cleaning on non-
healthcare settings
guidance*

Aim is to keep areas clean. Individuals must follow handwashing protocols and be responsible for following hygiene and social distancing measures.



- Everyone should sanitise their hands on entering the classroom.
- **Everyone should wear a face covering / mask (unless exempt) in areas where social distancing is not possible.**
- Cleaning will be carried out by the team throughout the day in high traffic areas.
- Regular cleaning of bannisters, door and window handles, light switches, and frequently touched surfaces.
- Every classroom will have a spray and cloth to enable table(s) to be wiped if necessary.
- Toilets checked regularly throughout the day and disposables fully stocked
- Posters in toilets and around the school to remind on washing hands and throw tissues away.
- Students should maintain good hygiene by washing hands for 20 seconds.
- Hand washing facilities are available around the school in toilets, Art, Food, Science, ADT quad.
- Hand sanitiser (60% plus alcohol content) is available in normal classrooms.
- Hand sanitiser stations located around in high traffic areas like the canteen, reception, D&T Quad, College office.
- Tissues are available in each room to 'catch it, bin it, kill it'
- Bins emptied regularly and rubbish removed daiy.
- **Non Fire doors** 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.

Site team /
Cleaning team
check stock
regularly

Staff / Students
responsible for
personal
hygiene

First Aid and COVID-19	<p>Aim is to follow Government advice</p> <ul style="list-style-type: none"> • If someone has becomes unwell with symptoms of Covid-19 while in school they should be taken to medical room (Meeting room is specific for students who are unwell). • First Aiders will not take someone's temperature. If an individual is feels ill then a parent/carer will be contacted to collect them. • Windows should be kept open for ventilation • A first aider will speak to the individual to gather information on the symptoms experiencing and follow appropriate guidance. • Hand washing facilities are available in the medical room • A non-contact thermometer is available for use • Parent to be contacted to collect students • The area around the person with symptoms must be cleaned after they have left to reduce risk of transmission. • Everyone who has been in contact with the person who is unwell must wash their hands thoroughly for 20 seconds or use hand sanitiser. • They must self-isolate for 10 days and arrange to have a test to confirm if Covid-19 • Other members of the household (including siblings) should self-isolate for 14 days. • Parents/carers must be willing to engage with the NHS test and trace process. • Student should be tested and the result given to the Attendance Team before returning to school. 	<p>First Aider First Aid RA</p>
Confirmed case of coronavirus in school	<ul style="list-style-type: none"> • If a student or staff member tests positive after being in the school they must self-isolate for at least 10 days. • The school will contact the local health protection team or may be contacted if identified by NHS Test and Trace. • The school will be guided by the health protection team. 	<p>SLT NHS Test and Trace Local health protection team</p>

<p>Travel Arrangements</p> <p>Buses Car</p> <p><i>Coronavirus (COVID-19) safer travel guidance for passengers</i></p>	<p>Bus services to the school will be running and students must follow the guidance issued by the Local Council or bus company on staying safe.</p> <ul style="list-style-type: none"> • Students should be encouraged to walk or cycle where possible. • Parents will need to ensure any bicycle is road worthy and wearing a helmet. • Students should follow Government guidance when using public transport. • Students MUST follow the guidance issued by the LA / bus company when travelling on dedicated school transport. 	<p>Local Council</p> <p>Transport companies</p> <p>SLT</p>
<p>Emergency Evacuations</p>	<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 Astro Turf (Year 7-11) and Tennis Courts (Sixth Form).</p> <p>Students should then put on their masks/ face coverings.</p>	<p>All students and visitors</p>
<p>Trips</p>	<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>https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings</p>	<p>SLT Curriculum leader</p>
<p>Mental Health and Wellbeing</p> <p><i>(Guidance on the mental health and wellbeing aspects of coronavirus (COVID-19)</i></p>	<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>	<p>All</p>

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