

SUMMARY OF THE FULL RISK ASSESSMENT FOR THE MANAGEMENT OF COVID AT TOTTINGTON HIGH SCHOOL

This document is a sensible summary of the full COVID risk assessment which is maintained for our school. The intention is to make the salient points accessible for all.

The risk assessment process

We hold a full risk assessment for COVID. This has been developed by the Headteacher using a Trust proforma. The risk assessment is also reviewed and amended by the Site Manager who has overall responsibility for Health and Safety onsite. The Site Manager and Headteacher simultaneously view and amend the risk assessment on a weekly basis.

The last review of the risk assessment occurred on 14th April 2021

ACTIVITY	CONTROL	ACTION
Buildings and facilities Movement around the building	We will move around the building and have measures in place to manage the risk. Movement <ul style="list-style-type: none">• Movement around school takes place at the end of each lesson and at social times.• There is a clear, one way system around the school and this is well established. Additional signage has been in place since September and students are well versed in this.• At social times, students have identified year group areas to use, with marquees for indoor cover.• New fire doors are propped open as they automatically close in the event of a fire.	All staff to monitor and support with the smooth running of this SLT and all staff monitor and support

	<ul style="list-style-type: none"> • Relevant additional doors are propped open as needs be but in line with fire risk. <p>Toilets</p> <ul style="list-style-type: none"> • In terms of toilet use, there are designated Key Stage toilets to use. • Toilets are approached via a two way system and the corridor is marked to ensure that students keep right. • Staff are on duty in all key areas at social times. • The IT corridor leading to Room1 and the gym area is labelled “keep right” to allow social distancing in the corridors during break and lunch times for toilet use. <p>Sanitising/face masks</p> <ul style="list-style-type: none"> • Hand sanitizer is available at the door of every classroom and in other key areas including reception. • Wipes/spray and roll are issued to students on entry to a classroom in order that they sanitise their work space at the end of their session. • Students are expected to wear masks – but this is not enforceable. Nonetheless, training has been given; reminders are given; requests are made; publicity has been high; parents have been contacted; spares are available to purchase and 	<p>Site team mark areas</p> <p>Site team ensure areas are replenished</p> <p>Staff ensure masks are worn in classes and around school SLT enforce and support</p> <p>Reception staff support this and seek SLT assistance if required</p> <p>9th April – Note from the DFE bulletin that wearing masks indoors in schools settings is to continue until further notice.</p> <p>All staff to note</p>
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	<p>these are both the disposable and non disposable variety</p> <ul style="list-style-type: none"> • Students, staff and visitors are expected to wear a face covering on site in classrooms and on corridors. This is an additional safety measure. • Those with exemptions have been asked to provide them and parents are aware. <p>Reception and visitors</p> <ul style="list-style-type: none"> • Visitors only access one place in the school when they arrive so this is well controlled. • Meetings with parents/visitors will be in the conference room or another large venue which enables social distancing. Meetings are kept to a minimum and also should be no longer than 15 minutes where possible. • All visitors to site must wear a mask/face covering unless exempt. Signage reinforces this. <p>Coming to and from school</p> <ul style="list-style-type: none"> • Students have been given clear information about social distancing on the way to/from school and on buses. Masks have been clarified on buses. • On exit, there is a staggered approach and also an earlier finish to avoid peak times. • Each year group has its own area for arriving and socializing. 	<p>Headteacher letters and reminders</p> <p>All staff and duty teams</p> <p>Fire drills reinforce the plan</p>
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	<ul style="list-style-type: none"> • Duty teams are clearly positioned. <p>Emergency evacuation</p> <ul style="list-style-type: none"> • Fire drills have been rehearsed regularly • All staff and students know that the main focus is to exit the building in case of fire • Students and staff will follow usual procedures on the South Yard • Students should prioritise exit over ensuring they have face masks on. Masks should be put on once they are lined up on the South Yard. 	
Teaching	<ul style="list-style-type: none"> • All classrooms have relevant PPE • In the event of COVID related absence, 'live' learning is now available for those not in school. • The code of conduct for remote learning is clear. • Students face forward in rooms. • Teachers remain 2m+ away from students. • Masks are strongly encouraged. • Students bring and use their own equipment. • Uniform requirements are clear. • Attendance will be recorded in line with requirements 	<p>Teaching staff</p> <p>Attendance team</p> <p>Teaching staff</p>

	<ul style="list-style-type: none"> • Students should remain seated as appropriate. • PE activities are carefully selected and changing is supervised with relevant cleaning between small groups as was the case previously. • Masks are available to purchase via Scopay. • All rooms and equipment are cleaned at the end of the day. • Sharing of equipment should be discouraged where possible. • Windows and ventilation is paramount. • Full year group assemblies will only be held where absolutely necessary. 	
Social times	<ul style="list-style-type: none"> • Each year group has a designated area. • Cash is not used for lunches. • Food will be sandwiches only week one and then some hot food week two onwards. • Food will be offered from certain points to avoid movement of students. • Lunch will be shortened in order to minimize risk and control measures. 	Caterlink
Visitors	<ul style="list-style-type: none"> • The aim is to limit the number of visitors • Visitors will be by appointment only • Contractors will be by appointment and will need to conform to PPE expectations 	All staff to note and act on this
Testing	Testing 5th March onwards for Test 1	

	<ul style="list-style-type: none"> • Testing is being carried out in the main hall with registration in the dining hall. • Clear arrangements and a one way system is in place. • Students queue outside and are registered. Masks have to be worn. • Staffing is clear and strong. • Reminders about expectations are given. <p>Testing 8th March onwards for Tests 2 and 3</p> <ul style="list-style-type: none"> • The remaining two tests will be completed by Friday 19th March. • Students will complete these during P1 which will be extended tutor time. • A clear plan is in place for this in Room 9 and the Gym. All groups are collected, supervised and returned to bases. • There is a room (back of repro) set aside for any positive cases. 	
Shielding/CEV students and staff	<ul style="list-style-type: none"> • CEV students and staff should be working remotely. ICT will be made available if students do not have equipment. 	Headteacher and attendance team
Wellbeing/positive mental health	<ul style="list-style-type: none"> • Staff and students are aware that this is a key focus and that support is available to all • Tutor activities/resources are in place to support this for students • Access to counselling is available • Resources are shared via the website 	<p>Year teams SEN team</p> <p>Headteacher and Operations Manager</p>

	<ul style="list-style-type: none"> • For staff, Education mutual is in place • The pastoral systems are well staffed and staff are available to help students 	
Cleaning/appropriate measures	<ul style="list-style-type: none"> • One way system in operation on corridors • Sanitising should take place on entry and exit to classrooms • Masks should be worn in classrooms and on corridors • Cleaning of work area on exit is in place • Cleaning is carried out during the day in high traffic areas • Handles, bannisters, light switches, computers, keyboards – all cleaned regularly. • Classrooms have relevant cleaning items. • Hand sanitizer is the appropriate % • Bins and tissues available • Bins emptied regularly • Reminders about handwashing in place • Toilets checked regularly throughout the day • Separate positive LFT room behind repro room 	<p>All staff</p> <p>Site team</p>