



## Dane Court Grammar School reopening September 2020: Risk Assessment PROTECTIVE MEASURES

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The measure contained in this risk assessment are based on current (as at 8 July 2020) government guidance:

- › [Guidance for full opening: schools](#)
- › [Actions for education settings to prepare for wider opening](#)
- › [Implementing preventative measures in education settings](#)
- › [Guidance for secondary school provision](#)
- › [Safe working in education settings](#)

ALL CONTROL MEASURES TO BE IN PLACE BY 1<sup>ST</sup> SEPTEMBER 2020

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p>Everyone will be asked not to come into school if they need to self-isolate under <a href="#">current guidance</a>.</p> <p>Anyone self-isolating with symptoms will be encouraged to access <a href="#">testing</a> and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic student who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> <li>• If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask</li> <li>• If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron</li> <li>• If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection</li> </ul> <p>Supervising staff will wash their hands thoroughly for 20 seconds after the student has been picked up.</p> <p>If there are home testing kits available in school, these will be given to parents/carers collecting symptomatic children, and to staff who have developed symptoms at school, if providing one will increase the likelihood of them getting tested.</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following <a href="#">decontamination guidance</a>.</p> <p>If the school becomes aware that a student or a staff member has tested positive for coronavirus, the school will contact the <a href="#">local health protection team</a>. The team will carry out a rapid risk assessment to confirm who has been in close contact with the person, and these people will be asked to self-isolate.</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> <li>• The students and staff in each group</li> <li>• Any close contact that takes place between students and staff in different groups</li> </ul> <p>Close contact means:</p> <ul style="list-style-type: none"> <li>• Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> <li>○ Being coughed on,</li> <li>○ A face-to-face conversation, or</li> <li>○ Unprotected physical contact (skin-to-skin)</li> </ul> </li> <li>• Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person</li> </ul>

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		<ul style="list-style-type: none"> <li>• Travelling in a small car with an infected person</li> </ul> <p>If there are two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p> <p>Parents/guardians will not be allowed to enter the school building without prior appointment.</p>
Contact with coronavirus when getting to and from school		<p>Everyone will be encouraged to walk or cycle into school, and advised to avoid taking public transport during peak times if possible. The school day will start at 8:40am, but students may arrive in school from 8:00am. On arrival, students must use their assigned entrance and go straight to their zone. This window for arrival and the use of separate entrances will reduce crowding and mixing.</p> <p>Anyone who needs to take public transport will be referred to <a href="#">government guidance</a>.</p> <p>We are expecting an increase in the amount of students arriving by car in September. Consequently, parents/carers will be told that, in the interests of safety, they cannot drive cars onto the school site.</p> <p>Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day. If they're using disposable face coverings, these will be put in a bin.</p> <p>Students will wash or sanitise their hands on arrival.</p> <p>Students will be made aware that they mustn't touch the front of the covering during use or removal.</p>
Spreading infection due to touch, sneezes and coughs		<p>Handwashing facilities are available in all toilets and there are many hand sanitising stations around the school, including in plazas, communal areas and at the main entrances and exits.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> <li>• Frequently wash their hands with soap and water for 20 seconds and dry thoroughly (<a href="#">NHS guidelines</a>), or use alcohol-based hand sanitiser to cover all parts of their hands</li> <li>• Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing</li> <li>• Be encouraged not to touch their mouth, eyes and nose</li> <li>• Use a tissue or elbow to cough or sneeze, and use bins for tissue waste</li> </ul> <p>Students will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Supplies of soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p>

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Spreading infection through contact with coronavirus on surfaces		<p>Bins for tissues will be emptied throughout the day.</p> <p>Cleaning staff will be on site throughout the school day and will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> <li>• Banisters</li> <li>• Bathroom facilities (including taps and flush buttons)</li> <li>• Door and window handles</li> <li>• Furniture</li> <li>• Light switches</li> <li>• Reception desks</li> <li>• Telephones</li> <li>• Fingerprint scanners</li> </ul> <p>Hygiene habits: when students move into different teaching rooms, they will wash or sanitise their hands. Students will use their own personal learning equipment e.g. pens, pencils, rulers and calculators. Students will also sanitise their hands when they enter and leave PE changing rooms. When teachers move to a new classroom, they will wipe the teacher's desk and any shared equipment available e.g. remote controls, HDMI cables. Teachers will use their own pens and board-markers.</p> <p>Items that need laundering (e.g. tea towels) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between students between washes.</p> <p>Students and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, stationery and mobile phones.</p> <p>Areas of the school that are used by students will be cleaned thoroughly at the end of the day.</p> <p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> <li>• Cleaned frequently and meticulously, and always between groups using them; or</li> <li>• Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups</li> </ul> <p>The same rules will be followed for books and other shared resources that students or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to student education and development.</p> <p>Communal spaces, such as the dining areas, will be cleaned between different groups using them.</p>

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		<p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following <a href="#">decontamination guidance</a>.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they are not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling students' books.</p> <p>The amount of 'take away' marking will be limited. When traditional teacher marking is required, teachers must leave 48-hours before marking the work and not return the work to students until 48-hours have passed after marking. Teachers will be encouraged to provide alternative forms of feedback, including whole-class feedback and electronic feedback via Google Classroom.</p>
<p>Spreading infection due to excessive contact and mixing between students and staff in lessons</p>		<p>Students will be taught in year group bubbles. In Key Stage 3 (Years 7-9) most lessons will be taught in form group bubbles in 'base classrooms' or specialist spaces. Some lessons will be taught in half-year group bubbles e.g. PE.</p> <p>In Key Stages 4 and 5, students will be taught in year group bubbles.</p> <p>Each year group will be allocated 'base classrooms'. In certain subjects (e.g. Science, Computer Science, PE, Food &amp; Nutrition, Drama, Music and Art), specialist rooms will be used to enable the teaching of a broad curriculum. Classes in Key Stage 4 and 5 will have priority access to these spaces.</p> <p>Students will be taught and reminded to maintain their distance and not touch staff or peers.</p> <p>Where possible, students will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this.</p> <p>Revised behaviour protocols will minimise unsafe student conduct.</p> <p><u>Music</u></p> <p>Lessons that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) will be limited. Students will be positioned either back-to-back or side-to-side at an appropriate distance. Instruments won't be shared. Singing or instrument playing won't take place in any larger groups such as choirs.</p> <p><u>PE</u></p> <p>For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between students will be maximised as much as possible.</p> <p><u>Staffing</u></p>

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		<p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from students and other staff as much as they can (ideally 2 metres apart). This won't always be possible, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Any students with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum.</p> <p>Specialists, therapists, clinicians and other support staff for students with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p>
<p>Spreading infection due to excessive contact and mixing between students and staff around and outside of the school</p>		<p>Students will be kept in year group bubbles at all times each day, and, as far as possible, be kept separate from other year groups. Movement time between lessons will be carefully managed to ensure that mixing between year groups is minimised. Passing in corridors is unavoidable but will be limited as KS3 students will spend the majority of time in their zones or base classrooms.</p> <p>For students who routinely attend other settings on a part-time basis, such as an alternative provision setting, the school will work with these other settings to work out a system to keep these students safe.</p> <p>During break times, students will remain in their indoor or outside year group zones. The canteen will not be open for refreshments. Lunchtime will be staggered to create two serving opportunities. Year groups will not mix whilst eating.</p> <p>Revised behaviour protocols will minimise unsafe student conduct. Students will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>Staffrooms and department offices will have limited occupancy.</p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors.</p> <p>Non-overnight domestic educational visits can take place in the same student groups, but only subject to a separate risk assessment that considers the coronavirus measures in place at the destination.</p> <p>After-school extra-curricular provision will be based on year group bubbles. Where this is not possible, small and consistent groups will be maintained.</p>

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Spreading infection due to the school environment		<p><a href="#">Checks to the premises</a> will be completed to make sure the school is up to health and safety standards before opening in September.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with the changes to how the school space is being used.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>The use of lifts will be avoided unless essential.</p> <p>Bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks where possible.</p>
Spreading infection due to excessive contact and mixing in meetings		<p>Staff meetings will be conducted remotely or as socially distanced face-to-face meetings.</p> <p>Meetings with parents should be conducted by telephone if possible. If necessary, appointments will be made and socially distancing measures will be taken.</p>
Individuals vulnerable to serious infection coming into school		<p>The school will continue to follow any shielding guidance in place to decide who should come into school.</p> <p>If the guidance is paused, all staff and students are expected to come into school, apart from staff who can continue to work from home (e.g. some admin staff).</p> <p>Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will be placed in the safest possible on-site roles where it's possible to maintain social distancing. Individual risk assessments will be completed for extremely vulnerable staff.</p>