



Dane Court Grammar School 2020: Covid-19 Term 2 Risk Assessment (to cover the period of the second national lockdown 5th November until 2nd December 2020)

The measures contained in this risk assessment are based on current 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](#)
- [Guidance for schools under national lockdown](#)

Risk assessment updated 15th November 2020

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE
<p>Contact with someone suffering from coronavirus</p>	<ul style="list-style-type: none"> ● Staff ● Students ● Contractors ● Visitors 	<p>Everyone will be asked not to come into school if they need to self-isolate under current guidance. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing 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"> ● If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask ● If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron ● If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection <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've developed symptoms at school, if providing one will increase the likelihood of them getting tested.</p> <p>If a parent or carer insists that a student with symptoms attends school, the school will use reasonable judgement and refuse the child if this is necessary to protect students and staff. The school will consider all circumstances and the latest public health advice when making this decision.</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 decontamination guidance.</p> <p>If the school becomes aware that a student or a staff member has tested positive for coronavirus, the school will contact the DfE helpline on 0800 046 8687 and select option 1 for advice. The advice service (or local health protection team, if the call is escalated to them), will carry out a rapid risk assessment to confirm who's been in close contact with the person when</p>	<p>MDJ, SLT, CH, AS, first aiders, SH</p>

infectious. The school will ask (using a template letter from the local health protection team) these people to self-isolate for **14 days** from the day they were last in close contact.

To help with this, records will be kept of:

- The students and staff in each group
- Any close contact that takes place between children and staff in different groups

Close contact means:

- Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including:
 - Being coughed on,
 - A face-to-face conversation, or
 - Unprotected physical contact (skin-to-skin)
- Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person
- Travelling in a small car with an infected person

If there are 2 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.

Parents/guardians will not be allowed to enter the school building without prior appointment.

Under the second national lockdown

Face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.

Some individuals are exempt from wearing face coverings and we expect adults and pupils to be sensitive to those needs. Students should be provided with the [NHS exemption card](#) in order to avoid repeated requests to wear a face covering. It will not be compulsory for students to carry this card.

<p>Contact with coronavirus when getting to and from school</p>	<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 government guidance.</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> <p>If the school becomes part of a local lockdown area where tier 1 to tier 4 restrictions apply, everyone will be asked to either keep on or put on a face covering when arriving at school and moving to their classroom or office, unless they're exempt from wearing one. Everyone will also be asked to wear a face covering whenever they're moving around indoors in places where social distancing is difficult to maintain, such as in corridors. Once they've arrived at their destination and need to take the covering off, they'll follow the above steps. A supply of spare face coverings will be kept for anyone who arrives without one or has a covering that's unsafe to wear.</p>	<p>MDJ, SLT, CH, AS</p>
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<p>Spreading infection due to touch, sneezes and coughs</p>		<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"> ● Frequently wash their hands with soap and water for 20 seconds and dry thoroughly (NHS guidelines), or use alcohol-based hand sanitiser to cover all parts of their hands ● Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing ● Be encouraged not to touch their mouth, eyes and nose ● Use a tissue or elbow to cough or sneeze, and use bins for tissue waste <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> <p>Bins for tissues will be emptied throughout the day.</p> <p><u>Safe use of face coverings</u></p> <p>It is vital that face coverings are worn correctly. Clear instructions will be provided to staff and students (through assembly/mentoring time presentations and regular reminders) on how to put on, remove, store and dispose of face coverings, to avoid inadvertently increasing the risks of transmission.</p> <p>Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.</p> <p>On the basis of current evidence, face coverings will not generally be necessary in the classroom even where social distancing is not possible. Face coverings can have a negative impact on learning and teaching and so their use in the classroom should be avoided.</p>	<p>MDJ, all members of staff</p>
<p>Spreading infection</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>	<p>MDJ, AS, SH, all teaching staff</p>

<p>through contact with coronavirus on surfaces</p>	<ul style="list-style-type: none"> ● Banisters ● Bathroom facilities (including taps and flush buttons) ● Door and window handles ● Furniture ● Light switches ● Reception desks ● Telephones ● Fingerprint scanners <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 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"> ● Cleaned frequently and meticulously, and always between groups using them; or ● Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups <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 thorough clean will take place in the areas that the person has been in, following decontamination guidance.</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>If the school becomes part of a local lockdown area where tier 2 restrictions apply, we'll move to a rota model for students. The school will ensure that equipment, facilities and rooms are adequately cleaned between rota groups.</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 & 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>Drama & Music</u></p> <p>We will follow the government's guidance for lessons involving drama, singing, chanting, shouting or playing instruments (particularly wind or brass instruments). If taking place inside, larger, well-ventilated rooms will be used and the number of people will be limited to allow for social distancing.</p> <p>Any background or accompanying music will be kept to levels which don't require teachers or other performers to raise their voices if they don't have to. Microphones will be used to avoid</p>	<p>MDJ, SLT, HODs: Music, PE, Drama all teaching staff, including visiting coaches and teachers</p>

the need for shouting or prolonged periods of loud speaking or singing. Where possible, microphones, instruments or other equipment won't be shared.

During music lessons and performances, students will be positioned either back-to-back or side-to-side at an appropriate distance. Singing or instrument playing will **only** take place in assemblies if there's enough natural airflow and space to allow for strict social distancing between each person (at least 10l/s/person natural airflow for all present, including audiences).

Sport

Outdoor sports will be prioritised where possible, - where it is not, we'll use large indoor spaces with sufficient ventilation. Distance between students will be maximised as much as possible.

For team sports, we will follow the [return to recreational team sport framework](#). For individual sports, we will follow the [guidance](#) on the phased return of sport and recreation.

Staffing

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.

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.

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.

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.

Tier 2, 3 & 4 provision

If the school becomes part of a local lockdown area where **tier 2** restrictions apply, we'll move to a rota model. This will combine on-site provision with remote learning for all students except for [vulnerable students](#) and children of [critical workers](#), who will be asked to attend school full-time.

ROTA GROUP 1: Years 7, 12 & 13
 ROTA GROUP 2: Years 8, 9, 10 & 11

		<p>Students from different rota groups will not mix. Rota groups will not involve mixing of existing 'bubbles'. The school will follow any advice, including from the LA and health protection team.</p> <p>If the school becomes part of a local lockdown area where tier 3 restrictions apply, we will move to remote learning for all students except for vulnerable students and children of critical workers and selected year groups (selected by the DfE), who will be asked to attend school full-time.</p> <p>If the school becomes part of a local lockdown area where tier 4 restrictions apply, we will move to remote learning for all students except for vulnerable students and children of critical workers, who will be asked to attend school full-time.</p> <p><u>Under the second national lockdown</u></p> <p>Face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.</p> <p>Some individuals are exempt from wearing face coverings and we expect adults and pupils to be sensitive to those needs. Students should be provided with the NHS exemption card in order to avoid repeated requests to wear a face covering. It will not be compulsory for students to carry this card.</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>We encourage senior students (Years 10-13) and staff to wear a face covering when moving between lessons.</p> <p>If the school becomes part of a local lockdown area where tier 1 to tier 4 restrictions apply, everyone will be asked to put on face coverings when moving around the school, unless they're exempt from wearing one. They'll be given instructions about how to put on, remove and store/dispose of face coverings safely.</p>	<p>MDJ, SLT, all teaching staff, all duty staff</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> <p>If the school becomes part of a local lockdown area where tier 2 restrictions apply, we'll move to a rota model for students.</p> <p><u>Under the second national lockdown</u></p> <p>Face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.</p> <p>Some individuals are exempt from wearing face coverings and we expect adults and pupils to be sensitive to those needs. Students should be provided with the NHS exemption card in order to avoid repeated requests to wear a face covering. It will not be compulsory for students to carry this card.</p>	
Spreading infection due	<p>Checks to the premises have been completed to make sure the school is up to health and safety standards.</p>	MDJ, AS, JL, RB

to the school environment		<p>Fire, first aid and emergency procedures have been reviewed (fire drill in Term 1) 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 or remotely if possible. If necessary, appointments will be made and socially distancing measures will be taken.</p>	MDJ, all staff
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>As shielding guidance was paused in August, 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>Individual risk assessments will be completed for extremely vulnerable staff.</p> <p>Headteacher and/or senior line managers will maintain close communication with BAME staff in line with BAMEed guidance.</p>	MDJ, SAS, AS, CH