



Dane Court Grammar School 2021: Covid-19 Term 4 Risk Assessment

The measures contained in this risk assessment are based on current (as at 24th February 2021) government guidance:

- [School coronavirus \(COVID-19\) operational guidance](#) (applies from 8th March)
- [Annex A: health and safety risk assessment](#)
- [Coronavirus: advice for pregnant employees](#)
- [Coronavirus: asymptomatic testing in schools and colleges](#)
- [Rapid asymptomatic testing in specialist schools](#)
- [Safe working in education, childcare and children's social care](#)

The DfE advises that we take the following approach (in this order) to reducing risks in school:

1. **Elimination:** if an activity isn't considered essential and has risks attached, stop it
2. **Substitution:** replace the activity with one that reduces the risk. Take care not to substitute the activity with one that'll introduce new hazards
3. **Engineering controls:** introduce measures that help control or mitigate risk
4. **Administrative controls:** identify and implement the procedures to improve safety (for example, by having markings on the floor or signage around school)
5. Having gone through this process, **use PPE where the guidance advises it is required**

HAZARD	CONTROL MEASURES	PERSON(S) RESPONSIBLE
<p>Contact with someone suffering from coronavirus</p>	<p>Everyone will be asked not to come into school if they need to self-isolate under current government guidance. Regular reminders will be given about this.</p> <p>If students or staff have travelled abroad, they will be asked not to come into school and to quarantine under the current government guidance.</p> <p>Anyone self-isolating with symptoms will be advised to do so in line with current government guidance, and to access testing and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school or develops symptoms while in school, or if a student has a positive test while at school, they will be sent home immediately or isolated until they can be picked up.</p> <p>999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a student who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> ● A window will be opened in the room to allow for fresh air ventilation ● If a distance of 2 metres 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>We will provide home testing kits to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if they are unable to get a test elsewhere.</p> <p>In exceptional circumstances, if parents/carers cannot collect their child and they agree it's age-appropriate and safe to do so, the student can walk, cycle or scoot home. If the student cannot be collected or travel home independently, we will make alternative arrangements to transport the student home. In this case one of the following steps will be taken:</p> <ul style="list-style-type: none"> ● Use of a vehicle with a bulkhead or partition that separates the driver and passenger; or ● The driver and passenger will maintain a distance of 2 metres from each other; or ● The driver will use PPE (the same PPE as when supervising a symptomatic student, as explained above) and the passenger will wear a face mask if they are old enough and able to do so 	<p>MDJ, SLT, CH, AS, first aiders, SH</p>

- We will speak to the local authority about sourcing a vehicle that would provide appropriate protection for the driver, and we will inform the driver that the student is displaying symptoms or has tested positive.

A deep clean will take place in the areas that the symptomatic person or student who has tested positive has been, and PPE will be disposed of properly, following [decontamination guidance](#).

Rapid testing programme:

We will provide staff and parents/students (as appropriate to the student's age) with a privacy notice, and parents/students (as appropriate to the student's age) with a consent form, so they can consent to testing.

We will offer **staff** 2 lateral flow tests per week, to take at home.

We will offer **students** 3 lateral flow tests on-site, upon their return to school.

Thereafter, we will ask **students** to take 2 lateral flow tests per week, at home.

In all cases:

- We will carefully read the government's guidance on administering tests and ask the individual to read the instructions in the test kit carefully/explain the instructions to them (as appropriate) to make sure everyone knows how to safely administer or self-administer tests
- If the lateral flow test is **positive**, we will follow the same steps (laid out above) as if that student/staff member were displaying symptoms. They will need to take a 'standard' coronavirus (PCR) test to confirm their result if the lateral flow test was done at home
- If the lateral flow test is **negative**, the student/staff member can continue to attend school

We won't need to see evidence of a negative test result in order to allow staff and students to attend school.

All staff and students will continue to follow the measures set out in this risk assessment, even if we're participating in rapid testing.

We will ask students and staff to share all test results with us, and we will keep accurate records of all results. We will only share health records with the relevant people.

We will report test results to NHS Test and Trace wherever this is required by current government guidance.

If the school becomes aware that a student or a staff member has tested positive for coronavirus, either with a lateral flow test or PCR test, and needs advice on next steps, the school will contact the DfE helpline on **0800 046 8687** and select option 1. (If no advice is required, the school will report the case using the DfE's '[online attendance form daily return](#)'). 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 infectious.

The school will ask (using a template letter from the local health protection team) all close contacts to self-isolate in line with current government guidance.

	<p>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, who can be reached by calling the DfE helpline and selecting option 1, to decide if additional action is needed. Any advice given by the team will be followed.</p> <p>To help with identifying staff's and students' close contacts, records will be kept of:</p> <ul style="list-style-type: none"> ● The students and staff in each group ● Any close contact that takes place between children and staff in different groups <p>Close contact with an infected person means:</p> <ul style="list-style-type: none"> ● Face-to-face contact, including: <ul style="list-style-type: none"> ○ Being coughed on ○ A face-to-face conversation within 1 metre ● Being within 1 metre for 1 minute or longer without face-to-face contact ● Sexual contact ● Being within 2 metres for more than 15 minutes (either as a one-off contact or added up together over one day) ● Travelling in a small vehicle or a plane 	
<p>Contact with coronavirus when getting to and from school</p>	<p>Everyone will be encouraged to walk, cycle or scoot into school, and asked to avoid taking public transport during peak times if possible. We have provided additional bike storage at the Fairfield Road entrance to accommodate additional bicycles.</p> <p>Anyone who needs to take public transport will be referred to government guidance.</p> <p>Students will enter and leave the school through dedicated year group/Sixth Form-specific gates. Students may arrive at school from 8am and wait for the start of school in their inside or outside year group zones. This window for arrival will reduce crowding at the start of the school day. Parents/carers who need to drop off and pick up students will be told through messages:</p> <ul style="list-style-type: none"> ● Their allocated drop off and collection times ● That only one parent/carer should attend ● Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment <p>Everyone will be asked to keep on or put on a face covering when arriving at school and moving around indoors in places where social distancing is difficult to maintain, such as in corridors, outside of classrooms and in communal areas, unless they're exempt from wearing one.</p>	<p>MDJ, SLT, CH, AS</p>

	<p>Everyone will also be asked to wear a face covering in classrooms or during activities, unless social distancing can be maintained or a face covering would impact on the ability to take part in exercise or strenuous activity (or they are exempt from wearing one).</p> <p>Anyone wearing reusable face coverings will be expected to bring a plastic bag to keep these in when not in use. Disposable face coverings will be disposed of in a bin.</p> <p>Everyone will be asked to wash their hands before and after putting on or removing a face covering.</p> <p>Everyone will be made aware that they mustn't touch the front of the covering during use or removal.</p> <p>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>Spreading infection due to touch, sneezes and coughs</p>	<p>Handwashing facilities are available in all toilets and there are many hand-sanitising stations located throughout the school, including at all entrances/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, 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 for 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>MDJ, all members of staff</p>

<p>Spreading infection through contact with coronavirus on surfaces</p>	<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> ● Banisters ● Bathroom facilities (including taps and flush buttons) ● Door and window handles ● Light switches ● 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. towels, flannels, bedding) 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>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>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <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 decontamination guidance.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're 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>MDJ, AS, SH, all teaching staff</p>
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<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. Where possible, students will be seated side-by-side and facing forwards.</p> <p>Revised behaviour protocols will minimise unsafe student conduct.</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.</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. Where possible, microphones, instruments or other equipment won't be shared.</p> <p>During music lessons and performances, students will be positioned either back-to-back or side-to-side at an appropriate distance.</p> <p>We will not host performances with an audience.</p> <p>For physical activity, we will follow the same guidance for cleaning equipment and grouping students as in all areas of the school. 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.</p> <p>For team sports, we will follow the government guidance on team sport. We will not compete with other schools until wider grassroots sport for under 18s is allowed.</p> <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>Supply teachers, peripatetic teachers and other temporary staff and volunteers will be told to minimise contact and maintain as much distance as possible from other staff. These staff will also participate in the school's rapid testing programme, as outlined for other staff/students above.</p>	<p>MDJ, SLT, HODs: Music, PE, Drama all teaching staff, including visiting coaches and teachers</p>
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	<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>Everyone will be asked to wear face coverings in areas of the school where social distancing is difficult to maintain, such as in corridors, outside of classrooms and in communal areas, unless they're exempt from wearing one.</p> <p>Everyone will also be asked to wear face coverings in classrooms or during activities, unless social distancing can be maintained or the face covering would impact on the ability to take part in exercise or strenuous activity (or they're exempt from wearing one).</p> <p>Everyone will be given clear instructions about how to put on, remove and store/dispose of face coverings safely.</p> <p>For more detail about our arrangements for face coverings, see the control measures above for the hazard 'Contact with coronavirus when getting to and from school'.</p> <p>Students who routinely attend other settings on a part-time basis, such as an alternative provision setting, should be able to continue attending both settings. The school will work with these other settings to work out a system to keep these students safe.</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>During break times, students will remain in their indoor or outside year group zones. The canteen will not be open for refreshments during morning break. 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>Educational visits will not take place.</p>	<p>MDJ, SLT, all teaching staff, all duty staff</p>

<p>Spreading infection due to the school environment</p>	<p>Checks to the premises will be done to make sure the school is up to health and safety standards.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>This will include checking that all fire doors are operational at all times, and that the fire alarm system and emergency lights have been tested and are fully operational. Emergency fire drills will be carried out as normal with adjustments made to allow for social distancing.</p> <p>Areas in use will be well ventilated by:</p> <ul style="list-style-type: none"> ● Using ventilation units - if possible, systems will be adjusted to full fresh air or, if not, then systems will operate as normal as long as they are within a single room and supplemented by an outdoor air supply. These systems will be maintained in accordance with the manufacturers' recommendations ● Opening windows ● Propping open internal and external doors, where fire safety and safeguarding wouldn't be compromised <p>A comfortable temperature will be maintained alongside increased ventilation by:</p> <ul style="list-style-type: none"> ● Opening high level windows in preference to low level to reduce draughts ● Providing flexibility to allow additional, suitable indoor clothing ● Increasing the level of ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused). This means keeping windows slightly open while the room is occupied and opening more widely while unoccupied ● Rearranging furniture where possible to avoid direct drafts <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, and for education where possible.</p>	<p>MDJ, IW, AS, RB</p>
<p>Spreading infection due to excessive contact and mixing in meetings</p>	<p>Where possible, meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Where this isn't possible, meetings will be conducted outside, outside of school hours, or in a room large enough to allow for social distancing.</p>	<p>MDJ, all staff</p>
<p>Individuals vulnerable to serious infection coming into school</p>	<p>Staff who are clinically extremely vulnerable will have received a shielding letter or been advised to stay at home by their GP/clinician. They will not come into school, and instead will work from home if they can. This applies even if the staff member has received the vaccine.</p>	<p>MDJ, SLT links, CH, AS</p>

	<p>Clinically vulnerable staff will come into school if they can't work from home. If in school, they will closely follow the protective measures outlined in this risk assessment, including:</p> <ul style="list-style-type: none">○ Where possible, maintaining 2 metre distance from others○ Avoiding close face-to-face contact and minimising time spent within 1 metre of others <p>Staff that may be otherwise at increased risk of coronavirus will come into school if they can't work from home. We will consider putting specific protective measures in place.</p> <p>Staff that live with someone who's extremely clinically vulnerable, who's clinically vulnerable, or who may be otherwise at increased risk of coronavirus, will come into school if they can't work from home, and will follow good prevention practices.</p> <p>We will follow the government guidance for pregnant employees. Staff who are pregnant will work from home where possible. Where home working isn't possible, we will carry out risk assessments for staff who are pregnant, and remove or manage identified risks where possible. Pregnant staff will not be required to continue working if this is not supported by the risk assessment, and will be offered alternative arrangements (which may include working from home or suspension on normal pay). Staff who are 28 weeks pregnant or beyond, or staff who are pregnant with underlying health conditions, will be considered clinically extremely vulnerable and offered further flexibility to work from home in a different capacity.</p>	
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