# Woodlane High School

## Covid-19 Risk Assessment Phase 2/3

| School name | Woodlane High School (relevant for all staff/visitors/pupils/main school/MNU) | | |
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| Assessment carried out by (name/role) | Claire Maynard (Headteacher), Tim Heapy (Deputy), Rob Morgan (Deputy), Brigid Simmons (SBM) | | |
| Date of assessment | 19/05/20, most recent update 16/06/20 | Date of next review | 23/06/20 |

| Hazard identified | The spread of Covid-19 coronavirus |
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| Who might be harmed and how? | Measures to control the risk | How are you already controlling this risk? | What further action (if any) do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
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| • Staff<br>• Pupils<br>• Parents<br>• Volunteers / governors<br>• Visitors<br>• Contractors<br><br>Risk of contracting Covid-19 and risk of transmission to others | Minimising contact with individuals who have coronavirus symptoms (or have someone in their household who does). | • Staff given instruction on what to do if they or someone in their household experiences symptoms.<br>• Staff given instruction on what to do if a pupil shows symptoms at school.<br>• Any staff/pupils displaying symptoms of coronavirus in school will be put in isolation and sent home.<br>• Parents/pupils and other potential visitors informed that they must not enter the school if they are displaying any symptoms. | • Staff to follow self-isolation protocols for 14 days and request test. Regular phone/email contact to check on wellbeing.<br>• Staff to inform First Aider, DSL and SLT on site immediately.<br>• Suspected person with symptoms isolated in the medical room and then room closed and disinfected/sprayed by staff using PPE, gloves and mask.<br>• Reception area to ensure glass door is closed when greeting others. | CM/TH/RM/BS<br><br>All staff | May 2020 | On-going |

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| Heightened risk for those in vulnerable groups (clinically vulnerable or extremely clinically vulnerable) | | • Staff/pupils will be encouraged to get tested if they or any of their household display symptoms of coronavirus.<br><br>• If a member of staff or pupil tests positive, the rest of the class/pod and potentially the school (depending on contact) will be required to self-isolate for 14 days:<br><br>- Staff/pupils to inform the school as early as possible, well before school opening<br>- Likely outcome is for class/pod to isolate at home<br>- Text parents to alert early<br>- Follow up with phone call from senior managers<br>- Inform staff<br>- Inform transport<br>- Pupil or member of staff displaying symptoms to ensure they are tested as the earliest opportunity<br>- If positive, class/pod remain isolated at home for 14 days<br>- If negative, class/pod can return to school | • Staff and pupils to enter their allocated room on arrival. This room will remain the same.<br>• Small groups (1:6) created to form a pod/family structure to segregate pods from each other.<br>• Temperatures taken on arrival to school by class/pod leader, wearing PPE, mask and gloves.<br>• Staggered breaks/lunches segregated, so only spent with own pods. The gym can accommodate 2 pods at distance at one time. | TH/RM | | |
| | Shielded children and adults:<br><br>Ensuring that shielded (i.e. | • Staff given advice on who can/cannot attend school.<br><br>• Parents given advice through Stage 2 risk assessment on who/who cannot attend. | • Updated staff risk register and staff put in to teams coming in to school on rota excluding | CM/TH/RM | May 2020 | On-going |

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| | extremely clinically vulnerable) children and adults are not expected to be in school. | | those shielding and clinically vulnerable. | | | |
| | Clinically vulnerable children and adults: Parents are expected to follow medical advice if their child is in this category. School will support clinically vulnerable staff to work from home where possible. | • Staff and parents given advice through Stage 2 risk assessments on who can/cannot attend school. <br>• Individual Stage 2 pupil risk assessments conducted for all pupils seeking attendance. <br>• Reasonable adjustments for disabled workers to be assessed on an 'as required' basis. | • Every pupil has an individual risk assessment and shared with LAs. <br>• Staff wellbeing checks weekly through staff meetings/calls and emails; ongoing risk assessments and amendments to staff rotas. <br>• Regular online meetings through Microsoft Teams. <br>• Regular contact through calls and emails. | CM/RM/TH/BS | May 2020 | On-going |
| | Children and adults living with a shielded person: A child or adult who is living with | • Staff and parents given advice on who can/cannot attend school. <br>• Individual stage 2 pupil risk assessments conducted for all pupils seeking to attend. | • Risk assessment updated as required. | CM/RM/TH | May 2020 | On-going |

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| | someone who is shielding (i.e. extremely clinically vulnerable) will not be able to attend school during Phase 2/3. | | | | | |
| | Hygiene measures<br><br>Increased frequency of hand washing for 20 seconds with soap and water. regular use of alcohol hand rub / sanitiser.<br><br>Promoting good respiratory hygiene ('catch it, bin it, kill it' approach). | • Briefings for staff on expectations with regard to hygiene measures at school (for staff and pupils on site), including washing hands, with hot water on arrival, before/after eating and after sneezing/coughing etc.<br><br>• Provision of hand soap and disposable paper towels instead of hand dryers (where practical) in toilets and regular checking of supply.<br><br>• Regular verbal and visual reminders about hand washing and social distancing (e.g. posters in prominent positions).<br><br>• Hand sanitiser and tissues available in classrooms and other key locations.<br><br>• Gloves worn when food is prepared with the pupils.<br><br>• Water bottles should be used in place of water fountains. | • Daily briefings to disseminate crucial information to staff.<br>• Daily reminders for pupils and staff.<br>• Ensure visuals are refreshed and referred to throughout the day.<br>• Staff/pupils to ensure clothes are changed daily. | RM/TH/BS<br><br>All staff | May 2020 | On-going |

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| | Thorough cleaning. | • Thorough cleaning protocols are in place. These include:<br><br>-Thorough cleaning of classrooms and communal areas at the end of the pupil day.<br><br>-Cleaning of frequently touched surfaces often, with anti-bacterial cloths or gel throughout the day.<br><br>-Bins for tissues emptied at the end of the pupil day.<br><br>-Cleaning of other equipment for practical lessons between groups.<br><br>• Additional protocols, including provision of PPE, will be followed for cleaning any area where a person with possible or confirmed coronavirus has spent time, use gloves and mask.<br><br>• Regular checks on cleaning standard. | • Class teams to clean surfaces throughout the day.<br>• Equipment shared such as gym must be cleaned between users.<br>• Limiting the classrooms used. This will increase as numbers increase.<br>• Removal of unnecessary items from learning environments by class teams.<br>• Removal of soft furnishings, soft toys and toys that are hard to clean/ do not use.<br>• No use of sensory room. However, in the unlikely/rare event where pupils present behaviour that is a risk to themselves or others e.g. violence, the internal exclusion room can be used, for a limited period of time.<br>• Lunch tables cleaned between class/pod.<br>• Staff to take lunches to tables. | BS/RM/TH<br><br>All staff | May 2020 | On-going |
| | Maximising ventilation | • Windows opened to encourage natural ventilation. | | All staff | May 2020 | On-going |

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| | Minimising contact and mixing between groups of staff and pupils | • Staggered use of office space.<br>• Limited numbers using toilet facilities at one time.<br>• Very small group attending.<br>• Limited use of shared resources and prevention of sharing stationery and other equipment where possible – pouches created for each pupil.<br>• Rearrangement of classrooms with sitting positions 2 metres apart (with pupils occupying the same desk where possible). | Additional measures:<br><br>• Maximum of 25 pupils attending at one time during Phase 2.  50 during Phase 3.<br>• One-way circulation in corridors.<br>• Accessing rooms directly from outside where possible.<br>• Staggered break/lunch times.<br>• Staffroom closed.<br>• Introduction of drop-off / pick-up protocols that minimise contact, pupils and staff go straight to their set classroom.<br>• Consistent groupings of staff/pupils wherever possible with minimal mixing.<br>• Conducting regular classroom activities outdoors where possible.<br>• Reduction of unnecessary travel where possible.<br>• Provision of additional support to children as necessary to follow these measures. | TH/RM/BS<br><br>All staff | May 2020 | On-going |

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| | | | • Ongoing review of numbers accessing provision.<br>• Lunches eaten within class pod group. No whole school interaction. 2 groups in gym at one time, sat at distant tables. Staff to collect and deliver lunch for their class. | | | |
| | PPE<br><br>In line with government guidance, face coverings are not required at school, however, for intimate/ personal care gloves, aprons and masks will be worn as part of school safety measures. | • A supply of face masks, gloves and aprons will be maintained for use as necessary in personal care situations where contact is required, e.g. intimate care needs, provision of first aid or if a child becomes unwell with symptoms of coronavirus at school and requires personal care until they return home. | • New order of PPE to be placed to replenish stock.<br>• Staff briefings on appropriate use of PPE. | BS/RM/TH | May 2020 | On-going |
| | Reducing face-to-face contact between staff and between staff and visitors. | • Protocol is that face-to-face meetings between staff and between staff and visitors are to be avoided where possible in favour of audio/video conferencing through Microsoft Teams. | • Contractor visits are scheduled outside pupil hours where possible.<br>• Parents must stick to cross markers when collecting their children. | TH/RM/BS | May 2020 | On-going |

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| | | • Any face-to-face meetings on site observe the 2-metre distancing rule and will be held outdoors where practical.<br><br>• Only essential visitors are allowed on site with the prior permission of the senior leadership team.<br><br>• Visitor protocol to be observed at all times, including hand washing, with hot water and provision of sanitiser on arrival. | | | | |
| | Social distancing in school office and communal spaces. | • Reduced occupancy of office space by rotation of staff and home working.<br><br>• IT workstations in use simultaneously are distanced at least 2 metres apart.<br><br>• Staff work back-to-back or side-to-side (rather than face-to-face).<br><br>• Staff should not to share workstations, telephones or other equipment unless properly sanitised between users.<br><br>• Office staff to ensure glass door is closed and windows open, whenever possible.<br><br>• Office staff instructed on how to deal with deliveries safely. | • Maximum of two people in office at any time.<br>• Anti-bacterial gel available at work stations.<br>• PPE (masks, gloves and apron) to be worn for the delivery of First Aid – the First Aider can provide advice to pod/class leader. | BS | May 2020 | On-going |
| | Reduction in use of public transport to get | • Parents / pupils encouraged to walk or cycle to school where this is practical. | • Promotion of Cycle to Work scheme. | CM/TH/RM/BS | May 2020 | On-going |

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| | to and from school. | • Pupils should not use pupil transport.<br><br>• Transport providers working for the school are expected to follow government guidance on transport, including adherence to hygiene and social distancing rules.<br><br>• Staff asked to avoid public transport where possible, otherwise encouraged to wear a non-surgical face mask and wash hands thoroughly on arrival. | • Staff travelling on public transport should exercise social distancing or wear face masks.<br>• In Phase 2 the school will be open to pupils from 09.00-12.30, staff should avoid peak hour travelling on public transport.<br>• During Phase 3 staff travelling by public transport offered altered start/finish times where operationally feasible to avoid rush hour. | | | |
| | Monitoring | • Management checks to be undertaken each day on the control measures in place and reported back to the team.<br><br>• Staff encouraged to report any breaches of health and safety protocol they have witnessed. | • These measures are the responsibility of all staff, they must be followed. | TH/RM/BS<br><br>All staff | May 2020 | On-going |

| Hazard identified | Stress and anxiety relating to coronavirus workload |
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| • Staff<br>• Volunteers / governors<br>• Homeworking staff<br><br>Additional work pressures relating to operating under coronavirus restrictions resulting in stress reaction or anxiety. | Ensure sufficient rest breaks. | • Those working remotely encouraged to ensure that they take breaks from work during the day.<br><br>• SMT have considered home demands when setting tasks.<br><br>• When attending school staff encouraged to take breaks outdoors where practical, maintaining social distancing. | • Staff to be timetabled to attend school in blocks to ensure sufficient down time and build in recovery time in case of developing symptoms.<br><br>• Staff encouraged to take breaks during the day for those staff working on site.<br><br>• Breaks should not be taken in the staffroom, but outside when possible. | CM/TH/RM<br><br>All staff | May 2020 | On-going |
| | Regular contact with all staff by line managers. | • Line managers in regular contact with staff through calls/email/Teams etc.<br><br>• All staff have the headteacher's/deputies/SBM number. | | CM/TH/RM/BS | May 2020 | On-going |
| | Regular communication with all staff. | • Weekly staff meeting with wellbeing on the agenda.<br><br>• Provision of regular update email from school leaders ensuring that | | CM/TH/RM/BS | May 2020 | On-going |

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| | | all staff are well informed of key messages. | | | | |
| | Provision of Employee Assistance Programme / Signposting support. | • School has offered counselling service to all staff.<br><br>• Staff encouraged to come forward confidentially with any concerns they have about workload or wellbeing. | | | | |
| | Rotation of staff required on site where possible. | • Staff to work from home remotely when not required to be on site. | • Staff required to work on site will, where practical, be rotated with other staff. | CM/TH/RM/BS | May 2020 | On-going |