**[](http://www.winterhill.org.uk/)Winterhill School Full School Reopening Risk Assessment – COVID19**

**Agreed by: SLT, Trustees, Governors**

### September 2020 (Updated 17th May 2021 – Use of face coverings)

### Review Date: As required by government guidance/local public health

This risk assessment should be read in conjunction with:

* [Guidance for full opening: schools](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools)
* [Safe working in education settings](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe)
* Appendix 1 – Supervising students who are experiencing symptoms whilst in school
* Appendix 2 - staff who may be required to deliver personal care to students and medication
* Appendix 3 – visitors to the school site
* Appendix 4 – staff identified as ‘vulnerable’
* Appendix 5 – asymptomatic lateral flow testing

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| Hazard | Who might be harmed? | Control measures in place | Further action required |
| Contact with someone suffering Coronavirus | * Staff * Students * Contractors * Visitors | * Anyone who is experiencing coronavirus symptoms is expected to follow government guidance and self-isolate at home. Regular reminders to staff, students and parents will be provided regarding this. * Students/staff **must** self-isolate if anyone if their household has symptoms and will be encouraged to access testing * Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process. * If a member of staff begins to experience symptoms whilst in the school building, they will inform their line manager and leave the building immediately, limiting all contact with others * If a student begins to experience symptoms whilst in school, they will be isolated in The Network Boardroom until parents can be contacted and arrangements made for them to go home * 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. * A deep clean will take place in all areas that the symptomatic person has been in, any used PPE will be disposed of properly, following decontamination guidance * If the school becomes aware that a student or a staff member has tested positive for coronavirus, the school will liaise with local public health teams to identify who may have been in close contact with the infected person   **Consenting students will receive home testing kits for twice weekly tests.**  **Staff will also be provided with home testing kits for twice weekly tests.**  Positive tests from an assisted LFT should self isolate according to government guidance with out the need to take a PCR test.  **Parents/carers and staff must report a positive test from a home testing kit** and those receiving the positive test should self-isolate according to government guidance. This includes taking a confirmatory PCR test. Parents/cares and staff should also report void and negative test results in line with current guidance. | Further guidance on Government Guidance around self isolation: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks>  Additional risk assessment in place for staff supervising students who are experiencing symptoms whilst in school. (Appendix 1)  To support test and trace processes, registers and seating plans will be used to identify students and staff in each group.  Any close contact that takes place between children and staff in different groups is defined as:  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   Additional risk assessment for asymptomatic lateral flow testing (appendix 5) |
| Spreading infection due to touch, coughs and sneezes | * Staff * Students * Contractors * Visitors | * Hand sanitizer will be available on entry and exit points – all students and staff must sanitize before entry to the building and on exit * Hand sanitizer will be provided in all classrooms and students and staff must sanitize on entry to every new classroom * Hand sanitizer will be available at key points around school, including in dining areas and break time areas. * Regular hand washing will be encouraged, with students being reminded to wash their hands before and after each social time. * Everyone should wash their hands after coughing or sneezing and be encouraged not to touch their mouth, eyes and nose * Hand sanitizer, surface cleaner, tissues and lidded bins will be present in all classrooms * Movement around the building will be managed by visual cues and a ‘keep left’ system to prevent ‘pinch points’ on busy corridors and stairwells. * Stairwells will be ‘one way’ with students using different stairwells to travel up and down. * High staff presence at change over will support students to use the correct route to travel around the school building * Additional cleaning staff will be on site to ensure high use areas are cleaned regularly | All students will access daily form time which will revisit student expectations, including:   * Winterhill Way * Social distancing * Handwashing and hygiene * Movement around the school building   Posters will be visual in all classrooms and around the school building reminding of the expectations |
| Spreading infection through contact with Coronavirus on surfaces | * Staff * Students * Contractors * Visitors | * Cleaning staff will regularly clean frequently touched surfaces including but not limited to – bannisters, desks and tables, toilets, door and window handles, light switches and computer equipment * An additional cleaner will be on site each day to support regular cleaning of high use areas such as bannisters, door handles, toilets. * Areas of the school that are used by staff and students will be thoroughly cleaned at the end of each day * Any resources shared between groups, such as sports, art and science equipment, will be cleaned thoroughly (as set out in subject risk assessments) and always between groups using them * Unnecessary sharing will be avoided * Individual and very frequently used equipment, like pens and pencils, will not be shared – students will be encouraged to bring their own equipment in line with Winterhill Way expectations. * Breaks and lunchtimes will be held in the Blue Gym and the Main Hall. These areas will be cleaned between different groups using them. * The Blue Gym and the Main Hall will be thoroughly cleaned at the end of each day * Teachers will wash their hands and surfaces before and after handling students’ books. * If a person with coronavirus symptoms has been in the building, a deep clean will take place in all areas that the person has been. | * Regular meetings between SLT and Engie to review risk assessments and building protocols * Please refer to individual practical subject risk assessments for details of equipment used and cleaning protocols |
| Spreading infection due to excessive contact and mixing between students and staff in classrooms | * Staff * Students * Contractors | * Sanitizer, surface cleaner and lidded bins will be provided in all classrooms and windows and doors should be open where possible to ensure good ventilation * Students will remain in ‘year group bubbles’ throughout the school day * Students will access their full timetable in their ‘normal’ class groups * Students will be seated side-by-side and facing forwards, unnecessary furniture will be moved out of classrooms to allow for this. * Students should remain in their seats at all times and be regularly reminded there should be no physical contact with their peers * Adults must remain distant from students and will remain at the front of the class when teaching. * Staff can approach students to offer support but this should not be face to face and should not be closer than 2M for any longer than 15 minutes * Refer to individual subject area risk assessments regarding cleaning of resources, machinery and equipment and seating plans. * There will be no contact sports played in PE * 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. * Staff will teach their ‘normal’ timetable and can work across different groups in order to deliver the school timetable * Adults should maintain 2M distance from other adults wherever possible | ASW working protocols confirmed  Individual Subject Area risk assessments in place:  PE  Technology  Art  Science  Music |
| Spreading infection due to excessive contact and mixing between students and staff around the school | * Staff * Students * Contractors | * Students will only be permitted entry into the building from 8.45am and must make their way directly to their form rooms. Separate entrances will be used for Y7&8, Y10 and Y9&11. Wherever possible, entrances that are used by two year groups will allow students into designated areas on site to minimise mixing (Staggered starts are not appropriate due to limitations on suitable space and the possibility of ‘bunching’) * ‘Late’ students will access school via student reception and report to the attendance office * Year groups will remain in ‘bubbles’ throughout the school day and will not mix at breaks or lunchtimes * To ensure that quality in education is maintained students will move between lessons in year ‘bubbles’. This allows specialist resources to be available for teachers to use their rooms and further minimises the need for sharing of equipment resources. It also supports the climate for learning which ensures good standards of behaviour and discipline. * Movement around the school will be managed at changeover by visual cues to limit the number of students on corridors at any one time – staff to ensure they manage when class groups are dismissed * **From Monday 17th of May the wearing of face coverings for students, in all circumstances, becomes optional. NB. The guidance no longer recommends the use of face coverings in any settings for students, particularly classrooms.** * **The wearing of face coverings for staff is also optional, though in classroom settings where the teacher is teaching from the front, the use of face coverings is not advised. NB. The guidance only recommends the use of face coverings for staff and other adults in communal and high traffic areas where social distancing between adults is not possible. They are no longer recommended for use in classrooms.** * Stairwells will be ‘one way’ and will be clearly marked as either ‘up’ or ‘down’ to ensure fluid movement around the school site * ‘Keep Left’ on corridors will be rigorously enforced * High staff presence will ensure students adhere to all movement rules and routines * Students will access the school site via 3 entry points to limit numbers of students entering together – Main student reception, high street entrance, PE entrance will be used for different year groups. Students must sanitize on entry and exit * Student year group ‘bubbles’ will remain in place at break and lunchtimes and there will be no mixing between year groups   Breaktime:   * Breaktimes will be staggered – Year 7&8, Year 9&10 and Year 11 will have separate breaktimes with different year groups accessing different areas * The Blue Gym and The Main Hall will be used for breaktimes and year group ‘bubbles’ must remain in their designated area * Teaching staff will escort their groups to the allocated area to ensure movement around the school is well managed * Duty rotas will be in place to ensure a high staff presence at all times * Furniture will be spaced to ensure distancing can be maintained * The Blue Gym and The Main Hall will be cleaned between each new group   Lunchtimes:   * Lunchtimes will be staggered – Year7&8, Year9&10, Year 11. * Different year groups will have their lunchtimes in different areas * The Blue Gym and the Main Hall will be used to serve lunch to different groups * Students must remain in their year group bubbles at all times * Teaching staff will escort their groups to the allocated areas at the start of lunch time to ensure movement around the school is well managed * The Blue Gym and the Main Hall will be cleaned between each different group * The Blue Gym and the Main Hall will be thoroughly cleaned at the end of each day * Toilets will be staffed and access to them will be monitored. During break and lunchtimes, year group bubbles will have access to identified toilets in their allocated areas * Cleaners will be on site throughout the school day to ensure toilets are cleaned regularly | **All students are now expected to be attending school fully** |
| Spreading infection due to the school environment | * Staff * Students * Contractors * Visitors | * Checks to the building will be done to make sure the schools is up to health and safety standards before opening * Emergency procedures will remain in place – fire and lockdown procedures will be maintained * **Areas in use must be well ventilated by opening windows, doors should be propped open where fire safety would not be compromised.** * The use of lifts will be avoided unless essential – if used, access should be limited to 1 person at a time and cleaning staff should be informed if the lift has been used on a daily basis to ensure cleaning. * Perspex shielding will be in place in main reception to protect the main reception desk * 2M distancing tape will be in place in reception to ensure social distance is maintained in this area * Parent and external professional meetings will happen by appointment only and only in exceptional circumstances. ‘Drop in’ visitors will not be permitted. * Parents who may be called to collect children during the school day due to illness etc will be asked to wait outside while the student goes out to them. * The school behaviour policy has been reviewed to ensure clear guidance is in place for the management of poor behaviour, including refusal to adhere to social distancing measures/refusal to adhere to this risk assessment * Large student gatherings such as assemblies will not be held. A programme of virtual assemblies will be developed for delivery in form time. | * Refer to school behaviour policy |
| Spreading infection due to excessive contact and mixing in meetings | * Staff * Visitors * Contractors | * General school communication will remain virtual where possible – emails, calls and video conferencing * Meetings and training will be conducted only in rooms large enough to ensure social distancing * Shared office spaces should only be used if they ae big enough to ensure 2M distancing between staff can be maintained * Workrooms can be used but staff must ensure 2M distancing is maintained |  |
| Contact with coronavirus when getting to and from school | * Staff * Students * Visitors * Contractors | * Everyone will be encouraged to walk or cycle to school * Anyone required to use public transport will be referred to government guidance alongside South Yorkshire specific coronavirus guidance * Winterhill use one dedicated school bus provided by ‘Cawthornes’. We will liaise with ‘Cawthornes’ to ensure they: * Follow hygiene rules * Try to keep their distance from passengers where possible * Do not work if they or a member of their household are displaying coronavirus symptoms * Have hand sanitizer for students to use when boarding/disembarking the bus * 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 covered bin. | South Yorkshire transport guidance <https://www.travelsouthyorkshire.com/coronavirus/>  Cawthornes Risk Assessment will be provided |
| Individuals vulnerable to serious infection coming into school | * Staff * Students * Visitors * Contractors | * The school will continue to follow any shielding guidance in place to decide who should come into school. * If the guidance is paused, all staff and students are expected to come into school, but conversations will continue to be held with staff on an individual basis. * Individual personal circumstances will be considered on a case by case basis and reviewed by SNR. * Individual risk assessments may be completed if required. |  |
| Impact of current situation on staff and student mental health and wellbeing | * Students * Staff | Students:   * Winterhill school are working closely with With Me in Mind to produce resources and materials to support students with the changes and ongoing uncertainty of the situation * Resources will be available on the school website covering sleep hygiene, change management, managing anxiety, managing emotions * Links to support agencies are available on the school website which direct students and parents/carers to external agency support * Form time will have a wellbeing focus each day * Safeguarding staff will be available at all times to offer support to students and advice and guidance to staff * Parent Newsletter will be provided by With Me in Mind to support parents with managing their child’s worries   Staff   * CPD programme of Wellbeing Support has been delivered virtually to all staff – the programme was developed and provided by Rotherham LA Educational Psychologists * Wellbeing resources have been shared with all staff via email – these have been provided by With me In Mind * Staff are encouraged to talk openly with their line managers regarding any individual concerns * Curriculum Area meetings will continue to have staff wellbeing as a standing agenda item | Refer to With me In Mind Social media pages:  Twitter: @me\_rotherham  Facebook: With me In Mind Rotherham  Refer to school website and social media pages:  [www.winterhill.org.uk](http://www.winterhill.org.uk) |