



Agreed by: SLT, Trustees, Governors

Review Date: 26/6/2020 following first week of proposed re-opening

This risk assessment should be read in conjunction with:

- DfE Guidance: Opening Schools and educational settings to more pupils from 1<sup>st</sup> June: Guidance to Parents
- DfE Guidance: Actions for education and childcare settings to provide for wider opening from 1<sup>st</sup> June
- South Yorkshire Transport Coronavirus Guidance
- Government guidance on shielding and protecting extremely vulnerable persons from Covid19
- Government guidance: Coronavirus: implementing protective measures in education and childcare settings
- Appendix 1 – Risk Assessment for staff supervising students who are experiencing Coronavirus symptoms whilst in school
- Appendix 2 – Risk Assessment for staff car sharing
- Appendix 3 – Risk Assessment for staff who are identified as vulnerable
- Appendix 4 – Risk Assessment for Visitors to the school building

Hazard	Who might be harmed?	Control measures in place	Further action required
Contact with someone suffering Coronavirus	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Anyone who has coronavirus symptoms or has someone in their household with symptoms, will be reminded to stay at home and follow official guidance around self-isolation</li> <li>• Staff experiencing symptoms will be encouraged to access testing.</li> <li>• 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</li> <li>• If a student begins to experience symptoms whilst in school, they will be isolated and supervised in a suitable place until parents can be contacted and arrangements made for them to go home</li> <li>• If a student or staff member working with students tests positive for coronavirus, the rest of their student group will be sent home and</li> </ul>	Additional risk assessment in place for staff supervising students who are experiencing symptoms whilst in school. (Appendix 1)

		<p>advised to self-isolate for 14 days in line with government guidance</p> <ul style="list-style-type: none"> <li>Public Health England will remain in touch with school regarding local flare ups of coronavirus and will advise the school of any further action needed, such as asking more people to self-isolate.</li> <li>Government guidance regarding PPE for schools staff will be followed: 'Wearing a face covering or face mask in schools or other education settings is not recommended.'</li> </ul> <p>'The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others'</p> <ul style="list-style-type: none"> <li>The students on school roll who require personal care are not members of Y10 and therefore will not be returning to school.</li> <li>There is no requirement for staff to carry out personal care, government guidance is clear that PPE is therefore not required.</li> </ul>	<p>Government Guidance: Coronavirus: implementing protective measures in education and childcare settings.  <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#personal-protective-equipment-ppe-including-face-coverings-and-face-masks">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#personal-protective-equipment-ppe-including-face-coverings-and-face-masks</a></p>
Spreading infection due to touch, coughs and sneezes	<ul style="list-style-type: none"> <li>Staff</li> <li>Students</li> <li>Contractors</li> <li>Visitors</li> </ul>	<ul style="list-style-type: none"> <li>Hand sanitizer will be available on entry and exit points – all students and staff must sanitize before entry to the building and on exit</li> <li>Hand sanitizer will be provided in all classrooms being used and students and staff must sanitize regularly</li> <li>Regular hand washing will be encouraged, with students reminded to wash their hands before and after each social time.</li> <li>Everyone should wash their hands and/or sanitize after coughing or sneezing and be encouraged not to touch their mouth, eyes and nose</li> <li>Movement around the building will be managed by a high staff presence to ensure students adhere to social distancing and one-way systems</li> </ul>	<p>All students will access daily P1 which will revisit student expectations, including:</p> <ul style="list-style-type: none"> <li>- Winterhill Way</li> <li>- Social distancing</li> <li>- Handwashing and hygiene</li> <li>- Movement around the school building</li> </ul> <p>Posters will be visual around the school building reminding of the expectations</p>

Spreading infection through contact with Coronavirus on surfaces	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• 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</li> <li>• 2 reactive cleaners will be on site each day</li> <li>• Areas of the school that are used by staff and students will be ‘deep cleaned’ at the end of each day</li> <li>• Use of classrooms and meeting rooms will be limited, any areas not in use will be closed off to make cleaning more manageable</li> <li>• Closed off areas will be clearly marked and there should be no entry by any person</li> <li>• Equipment should not be shared – students should sit in a consistent seating plan in the classroom and use a consistent computer if in a computer room.</li> <li>• Social areas and the Main Hall will be regularly cleaned at intervals throughout the school day and at the end of each day</li> <li>• A reactive cleaner will be situated in the Green Social Area to ensure regular cleaning of a high use area and toilets as required throughout the day</li> <li>• If a person with coronavirus symptoms has been in the building, a deep clean will take place in the areas that the person has been.</li> </ul>	<ul style="list-style-type: none"> <li>• Regular meetings between SLT and Engie to review risk assessments and building protocols</li> </ul>
Spreading infection due to excessive contact and mixing between students and staff in classrooms	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Contractors</li> </ul>	<ul style="list-style-type: none"> <li>• Number of students in school each day will be limited. Y10 will be split into 4 groups with each group in for 1 day per week – approx. 40 students per day</li> <li>• Class sizes will be kept to a maximum of 12 students per classroom</li> <li>• Social distancing will be maintained with seats and desks arranged to allow this in all classrooms being used</li> <li>• 2 staff members will be in each classroom during AM sessions</li> </ul>	<ul style="list-style-type: none"> <li>• </li> </ul>

		<ul style="list-style-type: none"> <li>• PM classes will be supported by a team of 'patrol staff' who will be on patrol duty and will be used to support student movement to toilets/student reception and to support behaviour management</li> <li>• Students will remain in the same classroom for all core subjects, limiting movement and potential mixing</li> <li>• Seating plan will be in place and will be consistent – students must remain in their own seats</li> <li>• Teaching will be front faced, students will remain in seats throughout the lesson with no movement around the classroom</li> <li>• Students will not be permitted to leave classrooms during lesson times unless in an emergency – in an emergency, the second member of staff or patrol staff will escort students to their destination</li> <li>• Staff who are not timetabled to be with a class should not go in and out of different classrooms whilst lessons are ongoing, unless in an emergency</li> <li>• All classroom windows to be kept open to allow good ventilation</li> </ul>	
Spreading infection due to excessive contact and mixing between students and staff around the school	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Contractors</li> </ul>	<ul style="list-style-type: none"> <li>• Students will be kept in the same small groups for all core subjects – AM session. Mixing for Options subjects – PM session will be kept to a minimum.</li> <li>• There will be no school bells – movement between lessons and social times will be managed by high staff presence using visual cues and radios to ensure movement is planned and coordinated to avoid mixing</li> <li>• Students will be supervised at all times – minimum of 6/8 adults throughout break and lunchtimes</li> <li>• One way system will operate throughout school – this will be indicated by floor markers</li> <li>• Students will move around in single file at all times</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

		<ul style="list-style-type: none"> <li>• Staff will use The Link as a base before and after lessons. Individual subject area workrooms will not be accessible.</li> <li>• Rooms for staff meetings can be arranged in discussion with SLT but consideration must be given to number of staff present, size of room etc.</li> <li>• All staff not working directly with students must maintain 2M distance in offices and work areas.</li> <li>• Access to offices and work areas will be limited to ensure social distancing is maintained.</li> <li>• Students will remain with their class group for break and social time in zoned areas – to avoid mixing</li> </ul> <p>Breaktime:</p> <ul style="list-style-type: none"> <li>• Each class group will have a designated social area for break time</li> <li>• Hand sanitizers will be available in social areas and removed after breaktime</li> <li>• High staff presence</li> <li>• Allocated toilets will be open with 2 staff on duty on all accessible toilets to limit number of students allowed into toilets at one time</li> </ul> <p>Lunchtime:</p> <ul style="list-style-type: none"> <li>• Staff will escort their own class to the hall</li> <li>• 2M distancing tape will be operational in the dining hall</li> <li>• All seating will be laid out to allow appropriate distance between students</li> <li>• Students must sit with their own class groups throughout lunchtimes on their designated tables</li> <li>• Lunch choice will be limited to reduce time spent at the counters – only 3 tills will be operational</li> <li>• Hand sanitizers available and removed after lunch</li> <li>• All windows in the hall will be kept open to allow good ventilation</li> <li>• Deep cleaning of the main hall will be completed each day, this will include high-use areas such as counters and tills.</li> </ul>	
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<p>Spreading infection due to the school environment</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Checks to the building will be done to make sure the schools is up to health and safety standards before opening</li> <li>• Emergency procedures will remain in place – fire evacuation procedure has been reviewed and will be maintained. Assembly points have been adjusted and all students will assemble within class bubbles in designated areas which will be clearly marked. All students will be reminded of fire evacuation procedures on day 1 of re-opening.</li> <li>• Lockdown procedures will remain in place and are unchanged.</li> <li>• Areas in use will be well ventilated by opening windows, doors should be propped open where fire safety would not be compromised.</li> <li>• The use of lifts will be avoided unless essential – we have no students in the Y10 cohort who require lift access. Staff access should be limit to 1 person in the lift at a time and cleaning staff should be informed if the lift has been used on a daily basis to ensure cleaning.</li> <li>• Perspex shielding will be in place in main reception to protect the main reception desk</li> <li>• 2M distancing tape will be in place in reception to ensure social distance is maintained in this area</li> <li>• Parent and external professional meetings will happen by appointment only and only in exceptional circumstances. ‘Drop in’ visitors will not be permitted.</li> <li>• 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.</li> <li>• Visitor risk assessment will be available on the school website and hard copy in school reception for reference</li> <li>• The school behaviour policy has been reviewed to ensure clear guidance is in place for the</li> </ul>	<ul style="list-style-type: none"> <li>• Refer to school behaviour policy</li> <li>• Additional Risk Assessment in place for Visitors – see Appendix 4</li> <li>• See amended fire evacuation plan</li> </ul>
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		management of poor behaviour, including refusal to adhere to social distancing measures/refusal to adhere to this risk assessment	
Spreading infection due to excessive contact and mixing in meetings	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors</li> <li>• Contractors</li> </ul>	<ul style="list-style-type: none"> <li>• Communication with staff will remain predominantly virtual – emails, calls and video conferencing</li> <li>• Essential meetings and training will be conducted only in rooms large enough to ensure social distancing and numbers will be limited to appropriate sized groups</li> </ul>	
Contact with coronavirus when getting to and from school	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors</li> </ul>	<ul style="list-style-type: none"> <li>• Everyone will be encouraged to walk or cycle to school</li> <li>• Anyone required to use public transport will be referred to government guidance alongside South Yorkshire specific coronavirus guidance</li> <li>• For students arriving by car with parents, parents will be advised to adhere to social distancing protocols and advised of safe areas of ‘drop off’ and ‘collect’.</li> <li>• Only 25% of the Y10 cohort will attend on each day, limiting the numbers of movement around the local community</li> <li>• 2 entrance and exit points will be staffed each day to reduce numbers entering the building together</li> <li>• Anyone wearing non-disposable face coverings when arriving to school will be expected to provide a plastic bag to store them in throughout the day to avoid cross-contamination.</li> <li>• Students will be advised of the need to social distance during their commute to and from school, at all times. Parents will be requested to reinforce this message daily.</li> <li>• Staff will be on duty at the school gates and at the different entry points to ensure students move single file and do not gather at the gates or in doorways.</li> </ul>	<p>South Yorkshire transport guidance  <a href="https://www.travelsouthyorkshire.com/coronavirus/">https://www.travelsouthyorkshire.com/coronavirus/</a></p> <p>Staff who would normally car share are able to do so in line with Government Guidance:  <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></p> <p>A further risk assessment will be completed for staff who may car share to and from school – Appendix 2</p>

Individuals vulnerable to serious infection coming into school	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors</li> </ul>	<ul style="list-style-type: none"> <li>• Staff have been asked to complete a survey which indicates whether they are 'shielding' or a member of a vulnerable group</li> <li>• Staff who are officially 'shielding' as a result of being 'clinically extremely vulnerable' in line with government guidance will not be requested to attend school and they should continue to adhere to government guidance and follow any GP advice</li> <li>• Staff who are identified as vulnerable, but are not officially shielding will receive personalised timetables which limit the contact with students</li> <li>• Staff who are vulnerable will not be expected to complete any social time duties to limit mixing with students.</li> <li>• Parents will be asked to inform school if their child is 'shielding' or vulnerable and parents will make the informed decision about whether students will return to school.</li> <li>• Government guidance states that those living with a vulnerable person can return to work 'If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting' however, we want to be as supportive as possible and staff are encouraged to communicate with SNR about personal circumstances.</li> <li>• Individual personal circumstances will be considered on a case by case basis and reviewed by SNR.</li> </ul>	<p>Guidance on extremely clinically vulnerable groups:  <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p> <p>A separate risk assessment for 'vulnerable' staff is available – Appendix 3</p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#shielded-and-clinically-vulnerable-adults">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#shielded-and-clinically-vulnerable-adults</a></p>
Impact of current situation on staff and student mental health and wellbeing	<ul style="list-style-type: none"> <li>• Students</li> <li>• Staff</li> </ul>	<p>Students:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Resources will be available on the school website covering sleep hygiene, change management, managing anxiety, managing emotions</li> </ul>	<p>Refer to With me In Mind Social media pages:  Twitter: @me_therham  Facebook: With me In Mind Rotherham  Refer to school website and social media pages:  <a href="http://www.winterhill.org.uk">www.winterhill.org.uk</a></p>



		<ul style="list-style-type: none"> <li>• Links to support agencies are available on the school website which direct students and parents/carers to external agency support</li> <li>• Period 1 sessions will be held daily to allow a 'check in' for students</li> <li>• Safeguarding staff will be available at all times when students are in school to offer support to students and advice and guidance to staff</li> <li>• Safe and well visits and check ins will continue to be completed for all students who are vulnerable whether they are in school or remaining at home</li> <li>• Parent Newsletter will be provided by With Me in Mind to support parents with managing their child's worries</li> </ul> <p>Staff</p> <ul style="list-style-type: none"> <li>• Reduced timetable in place for all staff which allows for flexible working</li> <li>• Smaller student groups</li> <li>• CPD training package in place every Friday in set 'staff bubbles'</li> <li>• Clear protocols and procedures are in place for re-opening, all staff will access training prior to school opening</li> <li>• Staff in school will have a morning 'check in' each day in a COVID secure base with a member of SLT</li> <li>• COVID secure base – The Link is provided as a staff space</li> <li>• Virtual curriculum area and team meetings will continue regularly</li> <li>• Staff Wellbeing will be a standing agenda item for all area meetings</li> <li>• All staff have direct access to the Headteacher for support, advice and guidance</li> <li>• All staff will be provided with individual hand sanitizer</li> </ul>	
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