

Risk Assessment of transmission of Covid-19 in the school setting – Vandyke Upper School

This Risk Assessment is set in the context of current government guidance and advice and will be kept under review and updated as appropriate.

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Review date: This is a working document updated as circumstances change.

Current version: 14 May for 17 May 2021

What are the risks?	Who might be at risk?	Control measures required	Additional measures	Who	When
Spreading the virus through contact with the virus on surfaces	Students Staff Visitors Contractors	<p>Hand washing Advice to staff and students about the importance of regular and thorough hand washing Hand washing facilities in place – hot water, soap, paper towels Hand sanitiser, tissues, paper towels and bins at entry point to buildings and at entry to all classrooms</p> <p>Cleaning Thorough cleaning using appropriate materials. Cleaning staff trained. Additional rotas in place eg additional full-time cleaner in post. Commonly touched objects and surfaces cleaned more frequently throughout the day eg door handles, light switches, kettles, printers, keyboards.</p> <p>Teachers wipe down surfaces in between lessons of different year groups – teachers may choose to have students do this. Materials provided.</p>	<p>Frequent reminders through signage, the bulletin, assemblies, noticeboards Also following Catch it, Bin it, Kill it and avoid touching face, eyes, nose, mouth.</p> <p>Letters to parents/carers.</p> <p>Frequent reminders through signage, the bulletin, assemblies, noticeboards. Daily checks by tutors and spot-checks.</p>	Keep stock replenished and signage updated – site team and cleaners	Daily

<p>Spreading the virus through aerosol transmission</p>	<p>Students Staff Visitors Contractors</p>	<p>Testing Students and staff are provided with lateral flow device test kits and asked to test twice-weekly.</p> <p>Social distancing Reduce numbers of staff working in office and work spaces eg staffroom. Re-position desks and seating to optimise space.</p> <p>In shared office/work-spaces staff to be tested twice weekly. Where a staff member does not wish to be tested they wear a face covering when in the shared office or work-space.</p> <p>Staff meetings, etc, by TEAMS. Some activities (eg Monday staff briefing) taking place socially distanced in person and on Teams so staff have choice.</p> <p>Staggered start and finish to the school-day to reduce mixing of different year groups. Y9/12/13 enter/exit by one gate, Y10/11 by another. Staggered finish reduced to 5 mins from 10 mins.</p> <p>One-way systems in each block and corridors to minimise occasions when people are passing face-to-face (and face coverings to be worn). "No through" area in A Block between Dance Studio and A66.</p> <p>Keep left policy in place in the few areas where there is two-way traffic – additional signage and floor markings.</p>	<p>Signs on doors indicating correct capacity.</p> <p>Regular checks by Leadership Group and reminders for staff and students.</p> <p>Floor signage and further signage in place to indicate direction.</p> <p>Year groups use separate entrances.</p> <p>Reminders through assemblies and tutor</p>	<p>All staff</p>	<p>Twice weekly</p> <p>Twice weekly</p>
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		<p>Early departure for classes in the few areas where there is otherwise unavoidable two-way traffic eg on staircases.</p> <p>Good ventilation – doors wedged open, windows open.</p> <p>Café to re-open from 7 June for Y9/10 with new queuing arrangements.</p> <p>Assemblies by TEAMS.</p> <p>School trips and visits can take place in UK with additional risk assessment.</p> <p>Separate areas for break-times with additional covered areas provided for wet weather breaks.</p> <p>Seating in classrooms arranged to face front wherever possible with teacher area at front. Accurate seating plans to be kept to facilitate contact tracing if needed.</p> <p>In lessons, staff to remain 2m distant from students and other staff.</p> <p>Guidance for teachers and TAs on classroom practice re. exercise books, sharing equipment, access to IT, storage. Minimise lending of pens, etc, to students – they bring their own.</p>	<p>messages including keep left in 2-way corridors.</p> <p>Teacher area marked out by tape on floor as visual reminder.</p> <p>Advice for TAs on supporting SEND students and maintaining distancing.</p>		
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		<p>Face coverings Wearing of a suitable face covering is mandatory inside the buildings including in lessons apart from those who are exempt until 28 May when expectation will be removed. Staff also unless in socially distanced box at front of classroom.</p> <p>A list of exempt students is displayed on srnb. Exempt students must wear an exempt lanyard or clip-on badge as issued by school.</p> <p>Staff may wear other PPE if they choose eg visor.</p> <p>Visitors to the school site are expected to wear a face covering on entry to reception.</p>	<p>Agreement published for all staff to be aware.</p> <p>Use of staff meetings, bulletin and memos to remind staff about classroom expectations and routines.</p>		
Spreading the virus in PE	Students Staff	<p>PE curriculum Where possible PE lessons take place outdoors; Where indoor PE is essential, careful planning of use of different indoor spaces and thorough cleaning as well as ensure good ventilation. Careful planning for use of the different sets of changing rooms to keep year groups separate; additional cleaning rota.</p>		Head of PE	Daily planning dependent on weather
Spreading the virus in music lessons	Students Staff Visitors	<p>Music curriculum No singing. Curriculum re-designed for Covid-safe music activity.</p> <p>Peripatetic music lessons continue with distancing and other protocols in place.</p> <p>Enhanced hand hygiene and cleaning of instruments.</p>		Head of music	Daily

Spreading the virus in DT/Food lessons	Students Staff	<p>Food curriculum Until 28 May students must wear a face covering when cooking – no exemptions as staff cannot maintain social distancing due to nature of the practical activity and health & safety.</p> <p>Food/DT Additional cleaning carried out by students and staff of shared equipment.</p>		Head of DT/Food	Daily
Spreading the virus through visitors or visits out of school	Students Staff	<p>Visitors Visitors are asked to follow protocol including wearing a face covering. On-line meetings held where appropriate.</p> <p>Record kept of visitor contact details in the event of track/trace. Only designated offices to be used to host visitors</p> <p>Reduce staff visits out of school to a minimum.</p> <p>Trips/visits in the UK can take place with additional risk assessment in place.</p>	Information in parental letters and prominent signage.	School office team EVC	Daily
Spreading the virus through contact with somebody with symptoms	Students Staff Visitors Contractors	<p>Symptoms of Covid-19 If anyone has symptoms they must stay at home and get a test, keeping school informed.</p> <p>Use of the lateral flow device tests identify asymptomatic individuals who are infectious so they go home and school implements track and trace of close contacts.</p>		Medical room team House and Sixth Form teams Headteacher	

		<p>If anyone becomes unwell with symptoms in school they will be isolated and sent home or collected and advised to follow the PHE stay-at-home guidance and to get a test.</p> <p>Staff and students will not return to work until after 10 days' self-isolation from point of contact with somebody who has tested positive.</p> <p>Medical room and first aiders Medical room staff trained for different situations including a student or staff member having Covid symptoms or a positive test. Necessary PPE available including for first aiders. Thermometer available for temperature checking.</p> <p>Student absence House teams monitor attendance and support students who are absent from school with appropriate work, as well as maintaining contact with them.</p> <p>Clinically extremely vulnerable staff/students Staff and students identified in this group work from home.</p>	<p>Medical room staff to monitor stocks of supplies and order more as needed.</p> <p>Use Google Classroom to support learning away from school.</p>	House teams	
Spreading the virus through poor behaviour	Students Staff	<p>Student behaviour Behaviour policy amended. Usual approach to behaviour concerns to be used to address with students any behavioural concerns. Students understand why we have mitigation measures in place and the consequences of not following the rules on this.</p>		All staff	Daily

		The return to subject teaching bases means staff are in situ and better able to exercise supervision of the corridor areas to ensure orderly movement with one-way systems and wearing of face coverings.			
Spreading the virus on the way to and from school	Students	<p>Staggered starts/ends Staggered start and finish times reduce mixing between year groups. Staggered finish reduced to 5 mins. Students from different year groups use different entrance points.</p> <p>Travel to and from school Advice to students and parents/carers re. travel including avoiding public transport. Risk assessment and protocol for travel on school buses are in place. Students must wear face coverings. Daily monitoring and contact with bus drivers. Bus drop-off and pick-up re-located to meet requirements of pedestrian flow at start and finish to the day.</p>		All staff Deputy Headteacher	Daily
Spreading the virus through contact at break-times	Students Staff Visitors Contractors	<p>Separate social spaces Separate areas for break-times with additional cover provided for wet weather breaks. Continue both break-times as 20 mins only.</p> <p>Food and drink Café re-opens fully from 7 June for Y9/10 with changed queuing arrangements.</p> <p>Break-time staff tea/coffee provided for collection from the staffroom.</p>		Duty teams Catering team Duty teams	Daily

		Staff and students to carry own water bottle. Additional water bottle filling stations installed. Drinking fountains are switched off.			
Staff well-being and staff absence mean the school is not properly staffed	Staff	<p>Well-being The school will continue to publicise the range of support available to staff for self-referral and to be watchful of staff for signs in terms of any concerns re. well-being. School has bought into more comprehensive staff support package through Bedford Borough.</p> <p>Staff absence Normal absence reporting procedures are in place. Risk assessments carried out and reviewed at regular intervals for staff who may be clinically vulnerable or extremely clinically vulnerable.</p>	<p>Maintain regular communications with staff – TEAMS meetings and briefings as well as the bulletin and regular written updates. Publicise staff well-being support package.</p> <p>Maintain fortnightly meetings with union reps.</p>	DSL Headteacher	Weekly
Student well-being declines leading to poor attendance	Students	<p>Safe-guarding Designated safe-guarding staff to be available to students every day along with house teams. Guidance and protocols are up-to-date.</p> <p>Student well-being survey undertaken. House teams watchful for concerns re. student well-being.</p> <p>Curriculum Almost the full curriculum in place but without some aspects of group-work, trips/visits, visitors, house events.</p>		DSL Headteacher	Weekly

		Extra-curricular programme Students benefit from a continuing programme of extra-curricular activities including sport and drama.		Deputy Headteacher	
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