



Midsomer Norton
Schools Partnership

THIS IS A WORKING DOCUMENT

RISK ASSESSMENT FOR TEACHING AND SUPPORT STAFF

Date of Risk Assessment: 20th May

Signed: KWA

Covid-19 is an illness that can affect your lungs and airways. Symptoms can be mild, moderate, severe or fatal. Staff who are unable to work at home or who are supervising pupils can continue in their work place provided it is safe to do so and this means taking precautions against the transmission of Covid-19 and following the Government's "Social Distancing" guidelines and *Coronavirus (COVID-19): Implementing protective measures in education and childcare settings*. This risk assessment is for teaching and support staff and should be adapted by each of MNSP schools. Specialist staff, eg site and cleaning staff, will have a separate risk assessment. The document must be adapted to reflect the unique circumstances in your school. You need to add any additional controls and indicate who is responsible, by when and indicate when in place (ie you must complete the last 3 columns) There is an expectation that staff will work at a distance from each other. If staff are working totally alone in the school, please ensure that a lone-working assessment has been undertaken and safeguards put in place for that person. You will need to review other risk assessments you have in place, for example use of outdoor play equipment and practical lessons.

HAZARD: Spread of Covid-19 Coronavirus

Who Might be harmed:

- Staff
- Pupils
- Visitors to your premises
- Contractors
- Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions
- Anyone else who physically comes in contact with another person

Risk topics	Additional Controls	Action by whom? <i>[name]</i>	Action by when? <i>[insert date]</i>	Done <i>[initial and date]</i>
<p><u>Building safety</u></p> <ul style="list-style-type: none"> ● The site team (or mobile team) will continue with all compliance checks (fire safety etc). ● Competent Contractors will continue to carry out specialist testing ● Site team (or mobile team) will carry out and record flushing for water outlets not having normal use. ● Where practicable, competent contractor inspections and any associated remedial works will continue to maintain the school. 	<p>Headteachers or delegated senior leader will inspect health and safety records to confirm that compliance checks have been carried out.</p> <p>Where the school has not been able to organise external competent contractor inspections, the Trust's Estates Manager will be notified and a further risk assessment will be put in place if required.</p> <p>We will review our arrangements for fire evacuation to determine if any changes are required regarding exits, assembly points, methods of assembly and so on. If required we will undertake a drill of new arrangements as soon as possible. Covered in each home school risk assessment</p>			
<p><u>First Aid</u></p> <p>The Headteacher or senior leader will issue a revised First Aider list and ensure that all staff are aware of the nominated person each day</p>	<p>First aider list will be prominently displayed Covered in each home school risk assessment</p> <p>First aiders will be briefed on handling suspected Covid19 illness that occurs in school.</p> <p>PPE will be available for first aiders including face masks and gloves Covered in each home school risk assessment</p> <p>The cleaning team will be briefed on cleaning arrangements following first Aid and suspected Covid 19 illness</p>			

<p><u>Staff working</u></p> <p>Staff who are in vulnerable groups (extremely clinically vulnerable) will not be expected to work in school during the current period. Staff who are clinically vulnerable will only work if sufficient safeguards are in place. Schools will follow the government guidelines.</p>	<p>Headteacher/appropriate leader will be aware of members of staff in these vulnerable groups and will keep in touch regarding appropriate work at home or in school where safeguards are in place.</p>			
<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> ● Hand washing facilities with soap and water will be in place. ● Stringent hand washing will be taking place. ● See hand washing guidance. ● https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ ● Drying of hands will be with disposable paper towels rather than dryers ● https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ ● Gel (alcohol-based) sanitisers will be available in any area where washing facilities are not readily available including in classrooms, reception, staff rooms 	<p>Staff and pupils will be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. They will also be reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <ul style="list-style-type: none"> ● Posters (appropriate to setting) are displayed throughout the Sixth Form centre/ building reminding pupils to wash their hands for 20 seconds ● Pupils must wash their hands on arrival, before and after break and having lunch, after sneezing/using tissue. ● Reminders given to students at start and end of every session. 	<p>KWA to check facilities at regular intervals throughout the day and ensure displays and reminders are there.</p> <p>Teaching staff leading sessions</p>	<p>Each day</p>	

	<ul style="list-style-type: none"> Students to be registered by a member of staff so thumbprint machine is not needed to minimise cross - contamination. 			
<p><u>Cleaning</u></p> <p>We will follow the COVID-19: cleaning of non-healthcare settings guidance COVID-19: cleaning of non-healthcare settings guidance</p> <p>There will be frequent cleaning and disinfecting of objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. Also requiring more regular cleaning will be toys, books, desks, sinks, toilets and handrails. Doors can be left open to prevent the more frequent use of handles provided these are not fire doors.</p>	<p>Headteacher/senior leader to check that cleaners are aware of guidance and have an appropriate regime</p> <p>Where possible, Headteachers will organise cleaning through the school day so that regularly touched surfaces can be wiped down regularly and bins emptied more frequently. Covered in each home school risk assessment</p> <p>Each school will prepare a checklist which can be ticked and monitored by the senior leader responsible. Covered in each home school risk assessment</p> <p>Sixth Form to be closed on a Friday to allow for deep cleaning.</p>			
<p><u>Social Distancing for staff</u></p> <p>Social Distancing: We will reduce the number of persons in any area to comply with the 2-metre (6.5 foot) gap recommended by Public Health England the Public Health Agency https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p>We will ensure that the same teacher(s) and other staff are assigned to each group and, as far as</p>	<p>To help reduce the spread of coronavirus (COVID-19) we will be reminding everyone of the public health advice - https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance</p> <p>Posters, leaflets and other materials will be displayed prominently</p>			

<p>possible, these stay the same during the day and on subsequent days.</p> <p>We will take steps to review work schedules including start and finish times where this is possible for teaching staff.</p> <p>Staff who are able to fulfil their duties from home will be encouraged to do so.</p> <p>As far as possible, desks, telephones and computers will not be shared. Where offices are shared and the necessary distances are not possible then we will provide separation of these areas, with physical barriers or find alternatives space to relocate the work</p> <p>Support staff may be asked to undertake tasks which may be different from normal day to day routine but which are commensurate with their job role or processes may need to change to incorporate social distancing.</p> <p>Social distancing also to be adhered to in canteen area and staff room and during any rest breaks.</p>	<p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Checks need to be carried out by site managers, Business Managers or other senior leader Covered in each home school risk assessment</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Covered in each home school risk assessment</p> <p>Management checks will take place to ensure this is adhered to. Covered in each home school risk assessment</p> <p>Covered in each home school risk assessment</p> <p>If desks and computers must be shared due to reception rota, for example, these should be wiped between users with alcohol based wipe or other appropriate cleaner.</p>			
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<p>Staff are often required to meet parents and representatives from other organisations as part of day to day essential work. Staff must continue to follow social distancing during meetings, using larger airy spaces when possible. Non-essential meetings will not take place or may be held over the telephone or using Google Meet. If documents need to change hands during any essential meeting, care should be taken to wash hands afterwards.</p> <p>Face-to-face meetings, if they must happen, should only include “absolutely essential” participants, who should remain two metres apart.</p> <p>Staff at reception areas should be able to rearrange their work space to enable them to maintain a distance from visitors. Hand gel will be available on reception and should be used by all visitors to the school. Pens for signing in will not be shared.</p>	<p>Covered in each home school risk assessment</p> <p>Lunch and break times will be staggered Covered in each home school risk assessment</p> <p>Staff will not invite parents or other agencies to site unless it is absolutely essential and business cannot be satisfactorily conducted by telephone/on-line. All necessary visitors should be expected and reminded ahead of their visit that social distancing arrangements will be in place.</p> <p>Where possible (and appropriate), the school will have erected a Perspex barrier at the reception area. Covered in each home school risk assessment</p>			
<p><u>Social Distancing and reduction of mixing – pupils</u></p> <p>We will follow the guidance set out in <i>Coronavirus (Covid-19): implementing protective measures in education and childcare settings</i>.</p>	<p>Social distancing for settings with very young children will be harder to maintain. Staff should implement the recommended measures as far as</p>			

<p>Social distancing of 2 metres will be encouraged and expected. Where it is not possible, mitigating steps will be taken.</p> <p>There will be no more than 15 pupils per small group and one teacher (and/or teaching assistant). If the room size dictates, we will reduce the size of the class further. Desks will be placed as far apart as possible.</p> <p>We will ensure that pupils only mix in a small, consistent group and that small groups will stay away from other people and groups. As far as possible the group will remain in the same area and avoid using areas already used by other groups.</p> <p>The Headteacher/senior leader will plan how each class will be used and create a seating/layout plan. If possible children will use the same desks each day.</p> <p>As much as possible we will prevent the sharing of food, drink, utensils, equipment and toys.</p>	<p>they are able, whilst ensuring children are kept safe and well cared for.</p> <p>Only First Aid incidents may require the 2M rule to be not maintained and in this situation please see guidance above on first aid procedures.</p> <p>Teachers and other staff will use age appropriate ways to encourage children to follow social distancing, hand-washing and other guidance. They should encourage parents/carers to reinforce these messages at home, by asking them to remind their children.</p> <p>Detailed procedures will be sent to parents and students prior to each session they attend in Sixth Form. This will detail the social distancing rules and also the procedures they need to follow whilst in school.</p> <p>Students will not attend more than once a week for a session. Students will have 7 days between each session. Students will remain in social bubble for the duration of the time they are in school.</p> <p>All Subject sessions in school will have students seated at least 2 metres apart. They will use the same desk for the entire day and this will be deep cleaned at the end of each day.</p>	<p>KWA</p> <p>Site team</p>		
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<p>Soft toys and items that are difficult to clean will be removed from classrooms.</p> <p>We will consider the best place and timings for lunch. If it is not possible to provide sufficient distance and in order to prevent mixing of groups, lunch may be brought into the classroom.</p> <p>Practical lessons will have the risk assessment reviewed to identify if necessary cleaning of equipment can be managed.</p> <p>We will not hold assemblies.</p>	<p>Seating which is fabric covered will be removed from the rooms in use to ensure all furniture in rooms can be effectively cleaned.</p> <p>Each desk will be numbered and students will be allocated a number on arrival. Students will enter the classroom individually and staff will supervise to ensure this is enforced.</p> <p>Teachers will be asked to make sure their sessions are as paperless as possible.</p> <p>There will be no more than two sessions taking place on site at the same time and these students will all have separate breaks and lunchtimes to ensure social distancing can be maintained.</p> <p>There will be no access to vending machines and water fountain due to risk of cross contamination.</p> <p>Students who are attending as key workers students or part of the vulnerable group will use the same desk to reduce cross contamination.</p> <p>Students will be required to bring in their own lunch and also water supply for the whole day. Sixth form students will use an allocated area during lunchtime - Writh - the areas behind the sixth form centre and for NHill this will be the courts by the coach turning circle. They should also bring in their own equipment and resources. Teachers need to inform students before sessions</p>			
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	<p>if there is any specific equipment they need to bring with them.</p> <p>Any chrome books used by students will be used for the entire day and will be deep cleaned each day.</p> <p>No practical lessons will take place due to difficulty in social distancing.</p> <p>If a teacher needs to meet with a student individually to provide additional subject support then this will be done either by video conference (following MAT guidelines) or phone call.</p> <p>Students should not wear lanyards as these cannot be cleaned daily. Students should carry student ID cards with them in case they need to verify their identity to safeguard other students. Students will be registered by sixth form staff and entrances will be monitored.</p> <p>Sixth Form students are expected to adhere to the social distancing guidelines. If a student repeatedly does not adhere to these requirements they will be sent home and will not be able to return for future sessions in school.</p>			
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	Equipment, toys and surfaces should be cleaned and disinfected more frequently. Covered in each home school risk assessment			
<p><u>Arrival at school</u> To support social distancing and to avoid gatherings we will stagger the arrival of pupils (and staff) at school).</p> <p>We will review entrances and exits to identify where a class has its own discrete entrance/exit that avoids contact with other groups.</p> <p>We will review entrances and exits and nominate who should use each one in order to restrict the numbers at any one time.</p> <p>Consideration will be given as to whether any different arrangements are necessary for the arrival of contractors to site.</p>	<p>Sixth Form students to have a separate entrance from the rest of the school:</p> <p>Writhlington: Students can only use the Sixth Form building and they can use the Leisure centre car park. The centre will be open from 8.45 and students will be told not to arrive before 8.50. Students will be directed to handwashing facilities and then to take seats in their session. If students need to wait outside then social distancing needs to apply and floor marking will be in place. Students will be sent a reminder of the entrances and exits the day before their session.</p> <p>There will be a separate entrance and exit in use.</p> <p>Norton Hill: Car Parking - Students not to use cars where possible. Students can use car parking by the coach turning circle by the building and also near to where they will spend break and lunchtime. Staff to park at the front of school or by technology.</p> <p>Start times to be staggered for different groups and to be different from main school start times if applicable departure times to be equally staggered.</p>	KWA/ COH/ CTA		

<p><u>Movement around the school</u></p> <p>Lessons will be planned to reduce the movement around the school.</p> <p>If possible we will design a one-way system around the school.</p> <p>We will avoid queues (eg outside of classrooms)</p>	<p>All Sixth Form sessions will take place in one room and students will remain there for the duration except for lunch and break time.</p> <p>Students to use outside doors to each of the areas. Each subject is allocated their own entrance for the day and this will not be used by the other group.</p> <p>At Writh - one way system with main entrance as entrance and fire exit at back of building as the exit for all. This will be signposted.</p> <p>At Nhill students will have a separate entrance and exit for their own session. One way system not required.</p> <p>Where we cannot eliminate the need to queue we will put up signage or mark the floor to delineate distance to be maintained.</p>	<p>KWA</p> <p>KWA/ Sixth Form team</p>		
<p><u>Use of toilets</u></p> <p>Toilet use will be staggered and restricted to one group/one set of toilets at a time. Toilet use will be</p>	<p>Staff should pay particular attention to handwashing before and after supporting children who need help with toileting (or eating),</p>	<p>KWA/ Sixth Form Staff</p>	<p>Guidance for students and staff/ reminders</p>	

<p>monitored to ensure social distancing insofar as it is possible. All children will be required to wash hands for 20 seconds after using the toilet.</p>	<p>as well as avoiding touching their own face whilst at work.</p> <p>Only one student is allowed out of a session at a time to go to the toilet.</p> <p>Staggering of break and lunchtimes will ensure there is not unrealistic demand on the toilets to support social distancing.</p> <p>Nhill - Sixth Form students to have exclusive use of downstairs Cotswold Toilets and use of the toilet outside H5. During lesson time students to only used the disabled toilet in the Cotswold area or the outside H5. This is as students will be able to see that these are not occupied before entering. At the beginning of break and lunchtime these will be supervised to support social distancing.</p> <p>Writhlington : Students to use upstairs individual cubicles and also downstairs disabled toilet. This is to allow students to know that the toilets are not occupied by anyone else. At the beginning of break and lunchtime these will be supervised to support social distancing.</p> <p>Posters displaying reminders to wash hands and good practice for handwashing. Students to be reminded at the end of each session when they leave for break or lunch,</p>		<p>carried out each day.</p>	
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<p><u>Use of outdoor space</u></p> <p>When possible, we will use outdoor space as this can limit transmission and allow distance between children</p> <p>Outdoor equipment should not be used unless the school can clean appropriately between groups of children and multiple groups do not use it simultaneously.</p> <p>Play time will take place in discrete groups. Where necessary the playground will be marked out into designated areas</p>	<p>Students to use allocated outside space for both break and lunchtime to limit transmission. Social distancing rules will still be enforced by staff. Students will not be able to play ball games in their break time as there is not enough space in their allocated area to allow for this and social distancing and also these activities increase risk of transmission.</p> <p>Sixth form will have allocated locations outside: Writh - space behind Sixth Form building NHill - the courts by the coach turning circle.</p> <p>Length of lunch breaks have been reduced to limit social contact.</p> <p>Break and lunchtimes will be staggered as follows: Writh Break time one: 10.30-10.50 Break time two : 11.00-11.20 Lunch one - 12.30 - 1pm Lunch two - 1pm - 1.30pm</p>			

	<p>Nhill Break time one: 10.15- 10.30 Break time two:10.45-11.00 Lunch one:12.00 -12.30 Lunch two:13.20 - 13.50</p>			
<p><u>PPE: gloves</u></p> <p>When possible, spillages etc. should be cleared by the cleaning staff. If these staff are not available, then disposable gloves must be worn. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p>Gloves will be worn for the administration of all First Aid and for support children with toileting, nappy changing etc</p> <p><u>PPE: Face masks</u></p> <p>In non-health care settings there is currently no requirement or guidance for face masks. However, the schools will have disposable masks available for use should the guidance change and for situations where an urgent requirement to break the social distancing guidelines is required (in early years or primary setting or during first aid need for example). Those staff who wish to wear a face mask may request one.</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing and that gloves can also spread the virus.</p> <p>Covered in each home school risk assessment</p>			

<p>Staff should remember that current guidance emphasises good distancing and handwashing behaviours above all else.</p>				
<p><u>Symptoms of Covid-19 – staff</u></p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. Staff who work in our schools are eligible for testing and this should take place when appropriate. Here is the guidance to access testing https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p>Line managers will maintain regular contact with staff members during this time. Government guidelines will be followed in relation to return to work.</p>	<p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. Covered in each home school risk assessment</p> <p>The person who has shown symptoms will need to self-isolate for 7 days.</p> <p>Where Covid-19 is confirmed, the rest of the class or group will be sent home and advised to self-isolate for 14 days</p>			
<p><u>Symptoms of Covid-19 – pupils</u></p> <ul style="list-style-type: none"> ● The school will designate (if possible) a specific identified room (or area) to isolate someone who shows symptoms of Covid-19 ● Any pupil who displays signs of being unwell will be moved to the isolation room whilst awaiting collection (whilst still ensuring pupil is safe). ● Areas used by unwell pupils who need to go home will be thoroughly cleaned once vacated. ● Unwell pupils waiting to go home, should use different toilets (if possible) to the rest of the school to minimise the spread of infection. 	<p>Covered in each home school risk assessment</p> <p>The child who has shown symptoms will need to self-isolate for 7 days.</p> <p>Where Covid-19 is confirmed, the rest of the class or group will be sent home and advised to self-isolate for 14 days.</p>			

<p>These facilities should then be cleaned prior to use by others</p>				
<p><u>Confirmed Covid-19 and Riddor reporting</u></p> <p>There may be a requirement for RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) if:</p> <ul style="list-style-type: none"> ● An incident at work as led to possible or actual exposure to Covid-19 ● A member of staff has Covid-19 caused by exposure at work 	<p>Headteachers or senior leaders will seek advice prior to making Riddor reports. This will be through Services Director. If reports are needed these will be made on our behalf through B&NES</p>			
<p><u>Transport arrangements</u></p> <p>We will encourage parents and children to talk or cycle where possible and will signpost to government guidance.</p> <p>We will make any necessary arrangements and communications in relation to start and finish times</p> <p>The MAT senior leadership will engage with transport providers in relation to the appropriate steps they will take to mitigate risk. <i>(We await the issuing of Government guidance on this topic).</i></p>	<p>This will be done in communications from Trust CEO to parents.</p> <p>Trust CEO and senior leaders will liaise with local authority regarding transport arrangements.</p> <p>Covered in each home school risk assessment</p>			
<p><u>Communications</u></p>				

<p>The Trust will communicate with staff and parents to make it clear that those who have coronavirus symptoms or who have someone in their household who does, do not attend school.</p> <p>The school will effectively communicate local arrangements for school regarding arrival/departure times and arrangements for transport.</p> <p>The school will communicate with parents regarding the arrangements for drop off and collection in order to avoid gatherings outside of school.</p> <p>We will tell parents that only one parent should attend if their child needs to be accompanied.</p> <p>We will communicate with contractors coming to site so they are aware of appropriate arrival times, entrances/exits to use and procedures that are in place.</p>	<p>Trust CEO communicates regularly with parents and staff</p> <p>Covered in each home school risk assessment</p> <p>Students will be asked to sign up for each session. Those students will then receive an individualised letter prior to the session with details of the procedures on site and where their session. They will be given details of the access arrangements and a reminder will be sent to them and parents the day before the session.</p> <p>Students are not to arrive at the school site before 8.45 and need to leave immediately at the end of the session.</p> <p>Students will be reminded that they should not be sharing lifts with each other.</p>	<p>KWA</p>	<p>For each session</p>	
<p><u>Environmental issues</u></p> <p>Schools with air conditioning will keep this turned off as much as possible to avoid the recirculation of air. Natural ventilation is encouraged and windows should be opened where it is safe and appropriate.</p>	<p>In Sixth Form centres - windows and doors will be kept open to maintain ventilation. If lights are not automatic they are to be turned in the</p>	<p>KWA/ CTA/ COH</p>	<p>To be checked each day.</p>	

<p>Where lights need to be turned on, these should be left on (frequent touching of switches to be avoided)</p>	<p>morning and to remain on the rest of the day. All air conditioning will be turned off.</p>			
<p><u>Mental Health</u></p> <p>Management will promote mental health and wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. Staff can call the Employee Assistance Helpline at any time (0800 030 5182)</p> <p>Other guidance: https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p>	<p>Leaders, as relevant to your school setting will be required to oversee this. Covered in each home school risk assessment</p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Regular communication of mental health information and open door policy for those who need additional support. Also senior leader will refer to MAT Central HR team when in doubt.</p>			