

The Trafalgar School at Downton – Covid-19 – Full Opening Risk Assessment Updated 11th November 2020

This is a dynamic risk assessment and will be updated regularly as new guidance is given from the DfE and as systems are put into practice. It is the responsibility of the Headteacher to evaluate the risk assessment ongoing – see monitoring.

Useful links:

Government guidance for full opening of schools can be found [here](#)

Government guidance for after school clubs and other out of school settings can be found [here](#)

Planning guide for secondary schools and colleges NEU/GMB/Unison/Unite: Commentary and checklist [here](#)

Right Choice Coronavirus Resources are available [here](#).

Science teaching Coronavirus advice is available from CLEAPSS [here](#)

Design Technology Coronavirus advice is available from CLEAPSS [here](#)

Physical Education Coronavirus advice is available from AfPE [here](#)

Risk Area	Control Measures - Actions	Associated risks through implementation	Other associated actions – Risk level post action	Staff responsible
1. Attendance, sickness and medical treatment				
Risk Area	Control Measures - Actions	Associated risks through implementation	Other associated actions – Risk level post action	Staff responsible
1.1 Attendance - <i>A requirement that people who are ill stay at home</i> - Medium	Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days, and ensuring anyone developing those symptoms during the school day is sent home. See medical.	Low – Risk of students missing work. Remote learning available for students.	Communication to parents. What to do if your child is feeling unwell or a member of their household. Who to notify if diagnosed. Key communication to parents. To be included in FAQs. <i>If anyone develops coronavirus (COVID-19) symptoms in an education setting they must be sent home and advised to follow government guidance.</i> https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance - Low	RF
1.2 Absence from school - <i>Minimising as far as possible the longer-term impact of the pandemic on children’s education, wellbeing and wider development.</i> - Low	Maintain processes for following up absence/making reasonable enquiries.	None	Update School Attendance Policy and make available on the website. Language in communications will reflect government policy – “Schools should be clear with parents that pupils of compulsory school age must be in school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc).” - Low	RF/BG/TB
1.3 Child exhibiting COVID 19 symptoms in school - High	Parents notified for collection and testing. “Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test.”	Low – Risk to Reception staff	Arrangements made for safe distancing in reception including signage for visitors. - Low	Duty Reception staff

	The student will await collection outside the school building (supervised) if the weather allows. If the student has to wait in the building, the Medical room will be used. The room will be cleaned by the duty cleaners.	Medium – Risk to Student Services staff as contact could be closer.	PPE to all Student Services staff - Low	DFo/Student Services staff
	PPE must be worn by staff caring for the child while they await collection	None	<u>See guidance - Low</u>	DFo/Student Services staff
	If test proves positive contact Public Health.	-	https://www.gov.uk/guidance/contacts-phe-health-protection-teams#avon-gloucestershire-and-wiltshire-hpt	RF
1.4 Risk of absence from school due to anxiety about returning. See also Vulnerable students - Medium	Offer reassurance through clear communication and positive relationships.	Low – Anxiety levels may be heightened on return. Continue to offer reassurance and support where needed.	Communicate clear and consistent expectations around school attendance to families ahead of the new school year. - Low	RF
			Identify students who are reluctant or anxious about returning or who are at risk of disengagement and develop plans for re-engaging them. This should include disadvantaged and vulnerable children and young people, especially those who were persistently absent prior to the pandemic or who have not engaged with school regularly during the pandemic. - Low	RF/BG HOH
	Use the additional catch-up funding schools will receive, as well as existing pastoral and support services, attendance staff and resources and schools’ pupil premium funding to put measures in place for those families who will need additional support to secure pupils’ regular attendance	None	Update Pupil Premium action plan to include actions around supporting good attendance. – Low MLP appointments made in English and Maths for Year 11 PPD intervention from Jan 21	GJ

	Communication with other professionals	None	Work closely with other professionals as appropriate to support the return to school, including notifying the child's social worker, if they have one, of non-attendance. - Low	RF/BG
2. Hygiene & Cleaning				
Risk Area	Control Measures - Actions	Associated risks through implementation	Other associated actions – Risk level post action	Staff responsible
2.1 Minimising the risk of infection – Risk of transmission through coughing and sneezing - High	Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach	None	'Catch it, bin it, kill it' posters to go up around the School. - Medium	CB/ME
2.1 Minimising the risk of infection – Risk of transmission through contact with surfaces. - High	Enhanced cleaning schedule, including cleaning frequently touched surfaces often, using school licensed products. Additional capacity on day time duty cleaning rota. Students use hand sanitizer on entry to lessons and wipe down surfaces – desks/equipment/chairs at the end of each lesson. Cleaning product in every classroom.	Low – Possible ingestion of hand sanitizer. Risk to students with sensitive skin. Increased risk if cleaning hours impacted due to staff self-isolating. Contingency planning in place.	Organise additional daytime hours cleaning and enhanced cleaning schedule. Further advice here: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings - Medium	ME/LW Class teachers ME
2.3 Minimising the risk of infection – Risk of transmission through not washing hands frequently. - High	Regular handwashing. Access to hand sanitizer. Supervision of hand sanitiser use given risks around ingestion.	Low – See above	Hand sanitizers positioned in key locations. Hand sanitizer available in every classroom to be used at the start of every lesson. Training for staff on practicing safe hygiene and cleaning in the classroom.	ME/L.Wood ME/JS JC

			– INSET Day 1 - Completed - Medium	
2.5 Minimising the risk of infection – Risk of infection through shared equipment - Medium	Reduce the sharing of equipment. Where this is not possible ensure equipment is cleaned “frequently and meticulously” before and after use. Students must have their own basic equipment. Without compromising the curriculum - Lessons planned so sharing of resources is minimised.	Low	Cleaning materials in all classrooms. Communicate the expectations regarding basic equipment to parents. Lesson Planning - Low	ME JC SLs/Classroom teachers
2.6 Minimising the risk of infection – risk of infection through sharing the drinking fountains. - Medium	No direct drinking from the fountains. Staff operate the fountains at peak times to minimise the number of contacts with the tap. Students have to fill their personal reusable water bottle.	Low – Water available from outside tap and canteen.	Clear signage around the drinks fountains. – Low Letter to parents to include reference to not sharing drinks bottles	ME
3. Maintaining Social Distancing				
Risk Area	Control Measures - Actions	Associated risks through implementation	Other associated actions – Risk level post action	Staff responsible
3.1 Numbers arriving simultaneously on school transport impede the means to distance or reduce contact. - High	Changes to the normal school day - <ul style="list-style-type: none"> • School open from 8.00am. Widening the arrival window. • Designated holding areas from 08:00 – 08:15 • Classrooms open from 8.15am and supervised. • Entrances and exits used directly to classrooms where they exist. Classes in the Tower Block emptied 	None	Schedule published Shared with students in assembly - Medium	JC RF

	<p>before the bell.</p> <ul style="list-style-type: none"> • Bus based holding areas for late buses to support social distancing. • Masks to be worn on transport. 			
<p>3.2 Minimising the risk of infection – ‘Bubbles’ broken at lesson changeovers. - Medium</p>	<p>Adapting movement routines around the school. Facemasks to be worn inside the building where social distancing cannot be maintained. (Additional signage added on entry to buildings) Hotspots – stairwells from the Tower Block, outside S1 and S2. (Risk – High) Facemasks to be removed on entry to the classroom and safely stored. Updated communication to parents (RF). Reminders on Social Media.</p> <p>Briefing for students on safe wearing of masks through Tutor time:</p> <ul style="list-style-type: none"> - Place it over the nose and mouth and securely under the chin. - Fit it snugly against the contours of the face. - Do not compromise normal breathing. - Masks should be carefully put on and taken off in order to prevent self-contamination. - They should not be used by persons with chronic respiratory disease. - Stow the mask safely when not in use and launder as needed or at least daily. 	<p>Facemasks can give a false sense of security. Safe storage is important. – Hand sanitiser on entry to classroom. Other factors:</p> <ul style="list-style-type: none"> - Heat stress - Low - Psychological stress - Low - Students do not need to wear a mask <i>‘if putting on, wearing or removing a face covering causes a student severe distress.’</i> - Impaired vision (fogged eyeglasses, for instance) – Low. Medium when moving on stairs - Difficulties with verbal communication – Low 	<p>One-way system in place where required.</p> <p>Outside entrances and exits used directly to classrooms where they exist.</p> <p>All students and staff to wear facemasks where 2m cannot be maintained in corridors and offices.</p> <p>Designated up and down stairs for the middle and top floors of the Tower block to aid movement in the corridors as usual.</p> <p>A ‘walk on the left’ policy if one-way not practicable. Moving ‘with purpose’ Students not to congregate in shared spaces.</p> <p>If students accessing classrooms from the corridors (where no external door) ‘Straight in’ avoid lining up.</p> <p>- Low</p>	<p>SLT (supported by all staff)</p> <p>Classroom teachers</p> <p>RF</p> <p>JC</p> <p>All staff</p>

<p>3.3 Minimising the risk of infection – Maintaining social distancing in lessons - High</p>	<p>Classroom organisation - All classroom desks and seating forward facing. Students to use the same desks each lesson. Students to remain in their seat where practicable. Regular reminders regarding reducing contact and the importance of social distancing. Ventilation improved where practicable by having windows/doors open.</p>	<p>None</p>	<p>Seating plan for all classes - spread out where possible. On ClassCharts. - Low</p>	<p>ME/Classroom teachers Classroom teachers</p>
<p>3.4 Minimising the risk of infection – Increase risk of transmission during break and lunchtimes. - High</p>	<p>Additional split break to facilitate social distancing. Specific timings communicated to Year groups for service in the restaurant at break and lunch. Signage required (CB) Allocated queues to maintain Year group bubbles and minimise mixing. Food offer considered to support restaurant service (speed up process) and maintain distancing. Service routine maintains distancing for restaurant staff. Tables removed and specific year group areas communicated. Designated social spaces for break and lunchtimes. Designated places for year group ‘bubbles’.</p>	<p>Low – Safe distancing to maintained at all times.</p>	<p>Year 7 – Sports Hall and Sports Hall Courtyard 1. Field area 1 Year 8 - School Hall 1 and Tennis courts – 1. Field Area 2. Year 9 - Performance Studio and Courtyard (outside Drama). Field Area 3. Year 10 - School Hall 2 and Tennis courts – 2. Field Area 4. Year 11 – Sports-hall 2 and Sports-hall Courtyard 2. Field Area 5. Low</p>	<p>SLT RF Duty Staff SW/DL</p>
<p>3.5 Minimising the risk of infection – Increase risk of transmission during large</p>	<p>Students remain in year group ‘bubbles’. No gatherings outside of ‘bubbles’. Remote assembly rota. Year group only</p>	<p>None</p>	<p>Low</p> <p>HOH deliver to one tutor group each week to maintain contact.</p>	<p>- RF/HOH</p>

gatherings. - High	assemblies.			
	Additional staff on duty at lesson changeover and during social times. SLT/Free staff/non-student facing support staff.	None	Duty schedule to be adjusted.	PS
3.6 'Detentions' – Risk of Year groups 'mixing' - High	Bubbles cannot be maintained for detentions. D10 detentions to run at lunchtime in the Drama Studio. Social distancing will be maintained. D20/30 will run with distancing in the Drama Studio. Students to wear facemasks. E10 will be removed from the detention system to reduce numbers.	None	Detention supervision runs as normal. Hand sanitiser to be used Masks to be worn - Low	RF/SB
4. Vulnerable students				
Risk Area	Control Measures - Actions	Associated risks through implementation	Other associated actions – Risk level post action	Staff responsible
4.1 Risk for most vulnerable both physical (transmission) and emotional. - Medium	Supporting students with SEND Individual risk assessments in place to support students with complex needs. Individual RA in place and detailed guidance to support staff in providing intimate care to individual students (where required through the EHCP)	None	Identify SEND students who will need specific help and preparation for the changes to routine. Plan to meet these needs, for example using social stories. SENDCo led training for individual staff and procedures reviewed for identified students to ensure effective measures in all classrooms taught in. Full PPE used directed by the relevant guidance. - Low	SBU/RF/SB SBU/RF SBU
4.2 Behaviour – Non-compliance with social distancing and	Guidance issued to staff on managing breaches health and safety e.g., breaking social distancing rules with	None	The Behaviour Policy will be amended reflecting non-compliance with social distancing.	RF

risk management. Putting themselves and others at risk. - Low	staff etc. - <i>What to do if...</i>		Contact parents of those who will find this new routine difficult. Agree an appropriate strategy. Communicated to staff on the 1 st September 2020. - Low	HOH RF/JC
5. Staff Wellbeing and Contingency Planning				
Risk Area	Control Measures - Actions	Associated risks through implementation	Other associated actions – Risk level post action	Staff responsible
5.1 Minimising the risk of infection – Transmission between staff and students – students and staff - High	Staff maintaining distance from students. Staff to have the option of a face shield. Staff to wear masks when moving outside of the classroom at lesson changeovers where 2m cannot be maintained.	None	Staff must consider their movement around the school in order to minimise contact with students. Face shields available for staff on request. - Low	All staff
5.2 Minimising the risk of infection – Transmission between staff - High	Staff maintaining social distance at all times. Where this is not possible, a facemask is to be worn.	None	Briefings held in the School Hall with staff social distancing. T&L Briefings to be done via Loom. - Low	RF/JC JC
	Use of staffroom minimised. Maximum number is 8. Hot water available in the staff room but staff to minimise the time spent in the staffroom.	None	Staffroom to be regularly deep cleaned. Social distancing maintained. Staff to use own cups (with lids) and water bottles. - Low	ME All staff
5.3 Meetings with staff - Medium	Visitors will need to make an appointment to meet a member of staff. Where possible meetings will take place via the telephone or virtually.	None	Communication to parents/stakeholders. Process communicated via letter to those parents involved. Letter will be	RF/CB BG

	All SAM (School Attendance Meetings) will be held remotely.		amended. - Low	
5.4 Risk to pregnant staff or students - Medium	Please follow the guidance - https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people	None	Safeguarding team to undertake risk assessments for students in this group. HR to undertake risk assessments for staff in this group. - Low	RF tbc
5.5 Staff absence – School closure due to staff absence. - Medium	Any staff member exhibiting symptoms must book a test immediately.	- Medium – Staff absence	SLT to liaise with MLP HR. Protocols in for staff for use across MLP. What to do if they have been in contact. What to do if they develop symptoms. - Low	SLT
	Contingency planning in case of self-isolation of multiple pupils or staff or local outbreaks.	None	Remote Learning Guidance developed and shared with teaching staff.	PS/CD
6. Visitors				
Risk Area	Control Measures - Actions	Associated risks through implementation	Other associated actions – Risk level post action	Staff responsible
6.1 Visitors, contractors, suppliers on site increase the risk of transmission. - Medium	Site visits only by pre-arrangement. A record of some visitors must be kept for 21 days Information/signage for visitors informing them of the infection control procedures. Deliveries and visits outside of school opening hours where possible. Process for the acceptance of deliveries required i.e. area where deliveries can be safely left. Provision of hand sanitiser at main school entrance.	None	- Low Stocks to be checked regularly and replenished.	ME DFo ME VBS ME Reception Staff

	Ad hoc visitors remain outside the front door to liaise with reception staff.			
6.2 Supply teachers on site increase the risk of transmission. - Medium	Communicate arrangements with supply teachers.	None	Update the Supply Handbook for supply teachers to include Covid 19 related routines. - Low	RR/SLT
6.3 Peripatetic teachers on site increase the risk of transmission. - Medium	Communicate arrangements with peripatetic teachers.	None	Update the Supply Handbook and distribute to peripatetic teachers to include Covid 19 related routines for peripatetic teachers. Draft amended communication to parents of students wanting music lessons. - Low	PS/RR Distribution - JC JC
7. Emergency Procedures				
Risk Area	Control Measures - Actions	Associated risks through implementation	Other associated actions – Risk level post action	Staff responsible
7.1 Changes affect normal emergency procedures. - Low	Review of fire assembly points to accommodate reduced contact and distancing where practicable. Fire drill practice to train new arrangements.	None	Fire Safety practice completed. - Low	JCu/ME
8.0 Monitoring				
Risk Area	Control Measures - Actions	Associated risks through implementation	Other associated actions – Risk level post action	Staff responsible
8.1 Control measures set out in this risk assessment do not prove effective. Levels of compliance are inadequate.	The Headteacher will monitor the application and effectiveness of the control measures set out within this risk assessment, and the level of compliance by staff, visitors and students. Non-compliance will be addressed immediately.	None	Staff to notify Charley Baines via email regarding effectiveness of control measures and any breaches. Covid group set up in Term 2. Weekly review of Risk Assessment.	JCu/CB

	Regular communication with staff on the outcomes of the monitoring.			
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9.0 Transport – To and from school

Following on from the Government’s guidance on home to school transport, Wiltshire Council have provided a comprehensive set of local guidelines and FAQ’s. School’s within Magna learning Partnership have chosen to align their policy closely with these guidelines. In summary, the overall risk to children from coronavirus (Covid-19) whilst travelling on dedicated school transport is low.

Social distancing does not need to apply as:

- Students do not encounter the general public on dedicated home to school transport.
- Home to school transport often carries the same group of children on a regular basis, and those children may also be together at school.

Attendance, sickness and medical treatment			
Attendance - <i>A requirement that drivers and students who are ill stay at home.</i>	Ensuring that Drivers, staff and students who travel on the minibus do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days, and ensuring anyone developing those symptoms during the school day is sent home.	As per the Trafalgar school Risk Assessment for Covid 19 where communication has taken place to parents, in the event of sickness or Covid 19 symptoms. What to do if your child is feeling unwell or a member of their household. Who to notify if diagnosed. Key communication to parents. To be included in FAQs. <i>If anyone develops coronavirus (COVID-19) <u>symptoms</u> in an education setting they must be sent home and advised to follow government guidance. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</i>	RF, AC, MW
Hygiene & Cleaning			
Minimising the risk of infection – Risk of transmission travelling on school transport and through contact with surfaces.	Enhanced cleaning schedule, for minibuses. Frequently touched surfaces such as, hand rails, seat belts, door handles etc. are cleaned quickly after each journey. Go south Coast buses to follow their own Hygiene & Cleaning RA.	Cleaning checklists set up to be completed by driver responsible. Document held in each minibus grab bag. Documents collated weekly and held in Transport Office. Liaise with Go South Coast bus company.	MW, AC, Staff Drivers AC, MW

Minimising the risk of infection – Risk of transmission through not washing hands frequently or sanitising hands.	Students should sanitise their hands prior to boarding and when alighting the minibus Go South Coast to operate using their own RA Covid 19 practices based on Gov. guidelines	Hand sanitisers will be available on each minibus and the staff drivers will prompt students to hand sanitise when entering and leaving the vehicle;	MW, AC, Drivers
Minimising the risk of infection – Risk of transmission through facemasks.	In line with Government advice, it is strongly advised that over 11's wear a face covering on dedicated home to school transport on buses. It will be compulsory for all students to wear a face cover on the supplied 16 seater minibuses. Eating or drinking will not be permitted on board buses or minibuses.	Drivers will have on their minibus several unused disposable masks, which they will hand to a student if they forget their mask	MW. AC, Drivers
Maintaining Social Distancing			
Numbers arriving simultaneously on school transport impede the means to distance or reduce contact.	Changes to the normal school day - School opening from 8.00am. Widening the arrival window. Bus based holding areas for late buses to support social distancing. Organised queuing and boarding on buses and minibuses (end of the school day).	Ensure staff on duty are consistent with queuing arrangements.	PS/MW
Minimising the risk of infection – Maintaining social distancing	It will not be practically or realistically possible to provide transport in year group bubbles, as this is geographically prohibitive. Separation by year group within the bus operation again is difficult to enforce and not feasible.		MW, Drivers, AC

	For Go South Coast Buses, they will follow Government guidelines On the school minibuses, students will fill from the back to the front, a first on last off approach. Where possible, if the minibus is not full, the 2 front seats adjacent to the driver, remain empty	Regular communication with Go South Coast Leadership team	AC/MW Drivers, MW, AC
Students behaviour whilst on school transport			
Behaviour – Non-compliance with social distancing and risk management. Putting themselves and others at risk.	Guidance issued to drivers on managing breaches health and safety e.g., breaking Covid 19 rules by students i.e.... <i>What to do if a student coughs on another student etc.</i>	The transport operational procedures will be amended reflecting behaviour non-compliance for Covid 19 rules. First response, Drivers must ask the student respectfully and politely to abide by the rules. With continual episodes, drivers to report to Transport Manager who will report to Teaching staff.	MW Drivers, MW, PS
Driver Wellbeing			
Minimising the risk of infection – Transmission between staff and students – students and staff	Although difficult to achieve on school minibuses, staff should maintain distance from students as much as possible.	Drivers must consider their movement around the school in order to minimise contact with students.	Drivers, MW