

MARLING SCHOOL – Full School Re-Opening Risk Assessment

Risk Assessment

Location / Site	Location and site where activity taking place
Marling School – fully open to staff and students from 1st September 2020 – school closed from 5th January 2021 – reopening 8th March 2021 – update following Easter break	
Activity / Procedure	Name/type of activity or procedure being assessed
Full School re-opening following the Covid-19 pandemic in Term 5 (2020/21)	
Assessment date	Date when assessment is being carried out
13/04/2021 – to be updated regularly throughout academic year 2020-21	
Assessment serial number	Local serial/identification number for future reference
Version 1.7 – 19th April 2021	

Identify people at risk	YES or NO
Employees	YES
Students	YES
Visitors	YES
Contractors	YES

This document should be read in conjunction with Marling School Return to School Manual. The control measures within this risk assessment apply to the whole Marling School community (Staff AND Students) to minimise the risk of transmission of the virus. This Risk Assessment should be used in conjunction with all other School and Department Risk Assessments and Policies which still apply.

Government guidance states that schools must adopt measures in a way that addresses the risks identified in their assessment, works for our school, and allows us to deliver a broad and balanced curriculum for our students, including full educational and care support for students with SEND. The school's Risk Assessment has regard to government guidance, which in turn has regard to WHO guidance. The latter expressly considers the ages at which a child should wear a mask/face covering.

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) Students tested 3 times on return to school March 2021) Students and staff to continue twice weekly self-test and report results to NHS and via Google form.
- 3) clean hands thoroughly more often than usual
- 4) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 5) introduce enhanced cleaning, including cleaning frequently touched surfaces, often, using standard products such as detergents, bleach and proven sanitisers.
- 6) minimise contact between individuals and maintain social distancing wherever possible
- 7) correct use of PPE - face covering by all staff and students is advised and will be expected in areas where 2m distance cannot be maintained (including classrooms) however this is not compulsory. Individuals not wearing masks may be moved to reduce the risk of transmission to others.

Response to any infection:

- 8) engage with the NHS Test and Trace process
- 9) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 10) contain any outbreak by following local health protection team advice

This Risk Assessment does not remove the element of general common sense or professional decision making. If you have any questions please email

ELG@marling.school

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Hazard	Who might be harmed?	Controls	Further actions to control the risks	By who?	By when?	Complete
Getting or spreading coronavirus by coming into contact with someone at school who is displaying symptoms	Students Staff Visitors Contractors	<ul style="list-style-type: none"> • Staff to maintain twice weekly self-testing, 3-5 days apart • Students to maintain twice weekly self-testing, 3-5 days apart • Staff and Students advised to remain at home if displaying symptoms • Staff and Students advised to get a PCR test if LFD test positive and/or displaying symptoms • Visitors and Contractors to be queried if taken LFD test and refused entry to site if test declared positive and/or displaying symptoms. • All Visitors and Contractors to scan in with QR code before entry. 	<ul style="list-style-type: none"> • Students who start displaying symptoms during school day to be sent to sick bay (School House) for isolation until collection by parent • Staff who start displaying symptoms to be removed from classroom and go home (if safe to do so) or be taken home. 	All staff All staff	Ongoing Ongoing	
Getting or spreading coronavirus by not washing hands	Students Staff Visitors Contractors	<ul style="list-style-type: none"> • Water, Soap and drying facilities throughout School • Information given on how to wash hands properly • Facilities = 98 wash basins in total • Hand sanitiser throughout School and at building entrances • Signs encouraging use of hand sanitiser 	<ul style="list-style-type: none"> • Signs to remind on importance of hand washing • Information provided on when and where to wash hands • SLT to provide monitoring and supervision of controls • Monitor if additional hand washing facilities needed • Provide information on how and when to use hand sanitiser • Additional external handwash installed in Yard • Hand washing/ sanitising facilities to be monitored by Site and Cleaning teams and to be replenished at least twice a day. 	KZM/CB KZM/CB SLT ELG KZM/CB KZM/DW/ZC	31/08/2020 31/08/2020 Daily Weekly 31/08/2020 Daily	
Getting or spreading coronavirus in high traffic areas eg. Dining Hall, Toilets, Entry/Exit	Students Staff Visitors Contractors	<ul style="list-style-type: none"> • Year groups maintained in bubbles • Specific bubble groups to be established (eg Keyworker) in event of lockdown 	<ul style="list-style-type: none"> • Clearly signpost two-way areas • Staff to remind students of importance of following one way procedures as they move about site. 	KZM/CB All staff	31/08/2020 Daily	

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<p>points, Communal areas</p>		<ul style="list-style-type: none"> • Toilets designated to year groups to maintain bubble • Students discouraged from using toilets during lesson • Staff to devise classroom seating plan • Areas of high traffic identified. • Appropriate one way system in place to minimise inability to maintain social distance • Staggered lunch and break times for students • Students to go straight to their classroom on arrival. • Classroom box of equipment to minimise need to share equipment • Teacher area marked in every classroom • Social spaces identified for students and staff • Regular cleaning regimes during school day and after school. • Sanitiser stations around school to minimise queuing 	<ul style="list-style-type: none"> • ‘Near-miss’ reporting system in place • Staff to report where difficulties in following controls are found. • Maximum occupancy numbers signposted where appropriate • Spacing of furniture to meet social distancing • Perspex barriers in place at Reception areas • Keep doors open to increase ventilation and minimise contact • Internal doors unlocked to maintain ease of access for staff • Lockers provided for staff • Expectation that Staff and Students to wear face coverings at all times inside school. • Posters on “facemask etiquette” to inform staff and students of proper use. • Risk Assessments required for ‘out of bubble’ after school and lunchtime activities. 	<p>ELG All Staff KZM/CB ELG/DW ELG/DW All staff All staff/DW ELG/SXW All staff</p>	<p>31/08/2020 As required 31/08/2020 31/08/2020 31/08/2020 Daily Daily 31/08/2020 14/09/2020</p>	
<p>Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations</p>	<p>Students Staff Visitors Contractors</p>	<ul style="list-style-type: none"> • Increased cleaning staff numbers during school day • Caretakers to be assigned cleaning duties during the school day • Whole school to be cleaned at end of school day • Student movement around site minimised. Teachers move around classes • Cleaning of classroom to be undertaken in event of bubble change over • Teachers to be given equipment to clean workstation before and after use. Provide information on best use. 	<ul style="list-style-type: none"> • Cleaning products to be monitored and replenished when necessary • Share documents electronically if possible • Keep surfaces clear to assist in efficacy of cleaning • Empty bins daily or more regularly • Clean social equipment daily eg. footballs 	<p>DW/ZC All staff All staff DW/ZC DW/ZC</p>	<p>Daily As required Daily Daily Daily</p>	

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		<ul style="list-style-type: none"> • Minimise need to touch equipment and fittings where possible • Remove excess furniture and equipment from classrooms if possible • PE changing rooms to be opened from 19th April. New cleaning rota in place. 		DW/ZC	Daily	
Mental health and wellbeing affected through isolation or anxiety about coronavirus	Students Staff	<ul style="list-style-type: none"> • All members of school community to monitor each other for signs of ill health and report to line managers (staff), tutors (students) • Identify and communicate system for raising concerns for both staff and students • Keep everyone updated so they feel reassured and involved • Make sure staff are taking their break times and not working long hours • WB17 and Pastoral staff available for distressed students 	<ul style="list-style-type: none"> • Share information on mental health and well being • Consider occupational health referrals if anxiety or stress is identified • Awareness. Consider individual needs and circumstances. Risk assess individuals if they display signs of anxiousness 	RW SLT/ELG	31/08/2020 As required 08/03/2021	
Getting or spreading coronavirus by not social distancing	Students Staff Visitors Contractors	<ul style="list-style-type: none"> • Marker tape on floor to mark teacher only areas • Teacher to remain in area marked • One way systems clearly marked • Meetings to be held virtually • Arrange social and work areas to enable social distancing • Staff and students to go home as soon as possible at end of their working day. • Install Perspex screen where inability to socially distance identified. • Maximum occupancy of rooms and spaces (inc. Lifts) clearly signed. 	<ul style="list-style-type: none"> • Enhanced cleaning regimes in place to reduce risks in areas where it is difficult to social distance • Signpost hand washing facilities to protect where it is difficult to social distance. • Face covering expected in school including classrooms. Individuals not wearing a mask may be moved within the classroom seating plan to reduce risks to others • Parents discouraged from entering site (including at drop off and collection) 	ELG/DW ELG/KZM SLT	Daily 31/08/2020 08/03/2021	
Getting or spreading coronavirus via Catering staff	Staff Students	<ul style="list-style-type: none"> • Aspens staff to maintain their own bubble and minimise contact with staff and students using 2m distance where possible. 	<ul style="list-style-type: none"> • Biometrics to be sanitised between bubbles • Dining Hall surfaces to be sanitised between bubbles 	Aspens staff	Ongoing	

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		<ul style="list-style-type: none"> • Aspens staff to be tested in weekly routine with all staff • Deliveries to be pre-arranged, access only via Downfield Road gate when no students are in yard (no vehicles to enter yard) • Delivery drivers to wear face covering at all times 	<ul style="list-style-type: none"> • Aspens staff to follow Marling School risk controls 			
Poor ventilation leading to risks of coronavirus spreading	Students Staff Visitors Contractors	<ul style="list-style-type: none"> • Windows and doors to be held open • Velux windows (West Block) to be open 	<ul style="list-style-type: none"> • Signs to remind staff to keep doors and windows open • Signs to remind staff of buildings using air exchange (drawing fresh air) 	KZM/CB	31/08/2020	
Increased risk of infection and complications for vulnerable people	Students Staff	<ul style="list-style-type: none"> • Maintain records of staff and students falling into categories identified: <ul style="list-style-type: none"> ○ Clinically extremely vulnerable ○ People self-isolating ○ People with symptoms of coronavirus ○ Groups who may be at higher risk of poorer outcomes 	<ul style="list-style-type: none"> • Monitor Government guidance and act swiftly to inform those in categories should local lockdown occur. • Air exchange/replace to be reinforced during new variant higher transmission 	ELG/SXW/NB All staff	ongoing	
Exposure to coronavirus due to not wearing PPE	Students Staff Visitors Contracts	<ul style="list-style-type: none"> • Visitors and Contractors requested to wear face coverings during school day • PPE available for all staff • Full PPE available for First Aiders • The wearing of face coverings is expected inside school (though not compulsory) 	<ul style="list-style-type: none"> • Expectation that Staff and Students to wear face coverings at all times inside school. • Staff advised to wear face covering in classroom and maintain 2m distance from students. • Mask break opportunities given between periods and at break and lunchtimes • To monitor face covering and PPE usage 	All staff and students All staff SLT	Ongoing Ongoing Ongoing	
Exposure to coronavirus following external trips		<ul style="list-style-type: none"> • No residential or overseas trips to take place until further notice • All day trips only to be approved FOLLOWING full risk assessment by trip leader 	<ul style="list-style-type: none"> • All trip proposals to go through Finance Office 	ELG	Ongoing	
Exposure to	Students	<ul style="list-style-type: none"> • All clubs to be risk assessed and 	<ul style="list-style-type: none"> • Endeavour to arrange clubs within 	Staff leading	Ongoing	

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coronavirus following school clubs and societies	Staff	<p>approved by ELG</p> <ul style="list-style-type: none"> • Clubs to take place in well-ventilated space of appropriate size to allow for social distancing • Staff and Students to sanitise hands and surfaces on entry and exit 	<p>bubbles</p> <ul style="list-style-type: none"> • Limit numbers if clubs run across bubbles • Staff to ensure social distancing (at least 2m) of students if more than one bubble involved 	club ELG		
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