

Ribston Hall High School Reopening in September

COVID-19 Risk Assessment



Government Guidance for Secondary School Reopening in September

On 2 July, the government published detailed guidance for the full opening of schools from the beginning of the autumn term. The guidance can be found via this link: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

This guidance sets out the actions school leaders should take to minimise the risk of transmission of coronavirus (COVID-19) in their school. This is public health advice and endorsed by Public Health England (PHE).

The rest of the guidance is focused on ensuring the essential measures are carried out in school which include:

- Minimising contact with individuals who are unwell by ensuring that pupils or staff who have coronavirus symptoms, or who have someone in their household who does, do not attend school.
- Cleaning hands more often than usual - pupils and staff should be encouraged to regularly wash their hands thoroughly for 20 seconds with running water and soap and dry them thoroughly, or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
- Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- Enhanced cleaning arrangements which include cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- active engagement with NHS Test and Trace
- Minimising contact and mixing, as far as possible, by keeping pupils in small groups for face-to-face support and keeping those groups as consistent as possible whilst in school (e.g. for arrival, lunchtime, breaks and departure) and altering the school environment (e.g. changing classroom layouts so desks are further apart or dividing groups into different classrooms). This will also include as much as is possible:
 - grouping children together
 - avoiding contact between groups
 - arranging classrooms with forward facing desks
 - staff maintaining distance from pupils and other staff as much as possible

The risk assessment itself will continue to focus on how we minimise infection risk by considering the following areas:

- school operations
- curriculum, behaviour and pastoral support
- assessment and accountability
- contingency planning to provide continuity of education in the case of a local outbreak

The majority of employees in education settings will not require PPE beyond what they would normally need for their work (determined by existing risk assessment), even if they are not always able to maintain a distance of 2 metres from others. However, where necessary, staff will wear appropriate PPE.

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Minimising Risks Outside of School

RHHS have considered how pupils travel to and from school. Pupils will be encouraged to walk or cycle where possible. We ask that parents minimise the use of public transport to travel to and from school as far as possible.

RHHS has considered the potential for broader social mixing outside school and will continue to communicate with pupils about not socialising with each other in groups outside school.

COVID-19 Risk Assessment Process for Ribston Hall

Ribston Hall is required to assess the risks associated with COVID-19 and implement preventative measures outlined in the documents referred to previously.

This risk assessment will supplement any existing risk assessments in educational settings and has been adapted specifically for Ribston Hall. This risk assessment has been written using guidance from the Safety, Health and Environment (SHE) unit at Gloucestershire County Council.

Employees and parents will be offered the risk assessments for review and feedback. Once complete, we will share the findings and provide any instruction needed to implement measures. Local monitoring will also follow to ensure measures are implemented and controlling the risks.

The preventative measures in this risk assessment are not mandatory but are provided by the SHE unit as guidance on reducing the risk of transmission. Ribston Hall has considered its own situation and adapted the SHE unit assessment by editing the measures where appropriate.



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COVID-19 Risk Assessment for Ribston Hall

Who may be at risk: Employees, pupils and young people, families (parents, carers and siblings), visitors, contractors, members of public.

Vulnerable groups – this risk assessment considers vulnerable groups which the NHS lists as ‘people at high risk (clinically extremely vulnerable)’; and ‘people at moderate risk (clinically vulnerable)’. An individual risk assessment may be appropriate for vulnerable employees/pupils including BAME and those who are very anxious about returning to their workplace/school.

Preparing the School Building – Control Measures to Minimise Risk of Infection Transmission

Control measures to minimise transmission	Actions taken	Action by whom?	Complete?
Ensure that all health and safety compliance checks have been undertaken before opening (e.g. fire alarm, emergency lighting, water hygiene, lifts, etc.).	The school site has remained open throughout lockdown with site checks performed as per usual routines. Flushing of little used outlets will be carried out prior to the re-introduction of pupils and staff from 15th June 2020.	Site Manager	Ongoing
Reviewing emergency and evacuation procedures (e.g. fire wardens, escape routes, roll-call, assembly areas, etc.).	A review has taken place. Teachers will be familiarised with any changes to these procedures due to year groups being in assigned areas of the school. The muster points for escape and evacuation will remain the same but strict adherence to social distancing whilst evacuating and at muster points will be in place.	SLT	
Ventilation and AC systems working optimally; (ventilation system should be kept on continuously, with lower ventilation rates when people are absent).	The school site has remained open throughout lockdown with site checks performed as per usual routines. Ventilation has been maintained throughout lockdown.	Site Manager	Ongoing
COVID-19 posters/ signage displayed (packs provided by GCC)	Signage has been prepared and is up around the school, including classrooms and corridors.	Site Manager	Completed

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Consider if the school site can be split into separate zones where groups of pupils can remain to minimise mixing.	The School will be keeping year groups separated within the school buildings whilst offering a broad curriculum. Teachers will move between the classrooms to teach lessons as to minimise mixing.	SLT	Completed
Modify school reception/ entrance to maintain social distancing (e.g. provide screens or floor markings).	Perspex screen in position around the main reception desk. Floor markings to be marked on receipt of pre-printed tape.	Site Manager	Completed
Consider one-way system if possible for circulation around the building.	One way system has been decided on for breaks and lunchtimes in the main hall. The rest of the school site will utilise a 'keep left and socially distance' protocol. This will be made clear via signage around the school.	Site Manager	In Progress
Put down floor markings along the middle of two-way corridors/stairs to keep groups apart and 'keep left' signs.	The school site will utilise a 'keep left and socially distance' protocol. This will be made clear via signage around the school.	Site Manager	In Progress
Can separate doors be used for in and out of the building (to avoid crossing paths).	Doors for entrances and exits have been designated.	Site Manager	In Progress
Identify doors that can be propped open (to limit use of door handles and aid ventilation) taking account of fire safety and safeguarding. Seek advice from SHE if necessary.	F&OM and Site Manager currently reviewing with SHE unit.	F&OM Site Manager	In Progress
Identify rooms that can be accessed directly from outside (to avoid shared use of corridors).	Direct access will be made to Whitaker and Parrish as well as offering main building access. Each year group will be provided with a different entrance and stairwell to use to gain access to their classrooms. Information will be provided to students before opening. Hand sanitiser in place at main entrances to each of these buildings.	SLT	Decision made. To be implemented.
Door signs mounted to indicate the Year group that will be utilising the individual classrooms.	As classrooms will be in year group bubbles, doors will indicate the year group that can use the room.	Site Manager	In Progress
Organise classrooms for maintaining space between seats and desks.	Teacher's desks have been organised to maximise space between them and the pupils to observe safe distancing.	Site team	In Progress

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Inspect classrooms and remove unnecessary items. Remove soft furnishings.	Site Manager has removed soft furnishings from classrooms and Wellbeing areas.	F&OM & Site Manager	Completed
In toilets middle cubicle/ sink/ of 3 to be taken out of use.	Middle cubicle/ sink/ of 3 has been taken out of use. Toilets will indicate the year groups that can utilise them and the number of pupils that should be in there at any one time.	Site Manager	Completed
Put up laminated picture signs in toilets and classrooms in front of sinks showing handwashing routine.	Signage prepared and installed in all toilets.	Site Manager	Completed
Make arrangements with cleaners for additional cleaning and agree additional hours to allow for this.	Rotas been devised to ensure sufficient cleaners in before, during and after lessons each day.	F&OM & Site Manager	Completed
A COVID-19 message to display on screens when locked.	PHE/Government notices to be displayed on screens around the school site.	F&OM & Network Manager	In Progress
Outdoor tennis/netball/hockey courts and sports fields may open in a way compliant with social distancing restrictions.	Outdoor tennis/netball/hockey courts and sports fields will be used by the PE department for PE lessons with individual year groups and will be prioritised over indoor PE lessons as much as possible. This will enable the maximisation of social distancing between pupils. Scrupulous attention to cleaning and hygiene will take place.	SLT/ PE Dept.	In Progress
Access to the School Site – Control Measures to Minimise Risk of Infection Transmission			
Control measures to minimise transmission	Actions taken	Action by whom?	Completed?
Entry points to school controlled (including deliveries).	Designated entrances and exits for individual year groups provided for entry into classrooms in the school buildings. Deliveries to kitchen as usual as kitchen has external access point , other deliveries will be accepted in and out through the external lobby at the main entrance.	SLT	Ongoing

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	No ad-hoc visitors will be allowed into the school buildings but those that have prior appointment will be brought in through the main entrance into reception.		
Building access rules clearly communicated through signage on entrances.	Signage has been arranged. Handwashing notices are displayed in all toilets. Further PHE notices and floor marking tape have been added.	Site Manager	Completed
Parents' drop-off and pick-up protocols to minimise contact.	No parents will be permitted on school site for pick up and drop off. All pupils to walk through the main school entrance at an acceptable 2 metre distance from one another. Specific arrangements will be made with any parents whose children are unable to walk to the school entrance from the main road.	SLT	To be sent to stakeholders in advance of opening.
Clear messages to pupils about minimising the use of public transport and how to reduce the risks of transmission outside of school.	Information to be added to additional staff/pupil/parent information document and risk assessment offering clear message about minimising use of public transport.	SLT	To be sent to stakeholders in advance of opening.
All pupils told to provide personal equipment (pens, pencils, rulers, calculators etc.) to ensure no shared use in class.	Information to be added to additional staff/pupil/parent information document and risk assessment offering clear message about providing personal equipment. Supplies will be issued to PP families and those who require assistance to buy personal equipment	SLT	To be sent to stakeholders in advance of opening.
School start times staggered so class groups arrive at different times.	As the school is able to accommodate all pupils in year group bubbles, it is not necessary to stagger the school's start time.	SLT	Decision made. To be implemented.
Registers to be taken at the start of the day of all staff and pupils on site.	Attendance registers for pupils will continue to be taken as per school protocol. School staff will continue to use the ID badge swipe card system upon entry and exit to the school site.	All staff/AO	Ongoing
Floor markings outside school to indicate distancing rules (if queuing during peak times).	Floor markings that indicate social distancing expectations will be added outside the designated school entrances for specified groups of pupils – in progress.	F&OM & Site Manager	Completed
Screens installed to protect employees in reception.	Screen is in place for reception desk to protect employees/visitors.	Site Manager	Completed
Hand sanitiser provided at all entrances.	Hand sanitiser stations are in place at all main entrances.	Site Manager	Completed

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Visitors do not sign in with the same pen or touch screen devices in reception.	Visitors to be minimised and pre arranged- badge system in place to reduce the need for contact- scanning to be maintained.	Receptionist	Ongoing
Staff on duty outside school to monitor protection measures.	Entry point to be supervised by school staff to maintain social distance measures and remind pupils of the critical need for social distancing	SLT	Decision made. To be implemented.
No pupils are on the school grounds without prior arrangement.	The school will not be able to offer a place for early drop off or late pick up of students in school. School will be open from 8.25am in the morning and students will be expected to go directly to their assigned classrooms via their year group school entrance. We are unable to offer study club as we will not be able to prevent year groups from mixing.	SLT	Decision made. To be implemented.
Implementing Social Distancing – Control Measures to Minimise Risk of Infection Transmission			
Control measures to minimise transmission	Actions taken	Action by whom?	Completed?
Safe distancing or 2 metres is a preventative measure that will be adopted so far as is reasonably practicable but it is acknowledged that this is not always possible in schools. However, all the measures in this assessment are aimed at reducing transmission risk	Safe distancing of 2 metres is a preventative measure that will be adopted so far as is reasonably practicable. Daily reminder for pupils will be implemented before the day's session's start. Staff will be vigilant and remind pupils when they see the rules for social distancing not being adhered to. Ongoing issues with pupils who do not follow the rules will be sanctioned and parents contacted if behaviour is not modified.	SLT and staff	Ongoing
Larger spaces that support social distancing to be used and numbers limited to reflect the distancing requirements and the space available.	The main hall will be offered as the dining area space to individual year groups during staggered break and lunchtimes. To enable this, the School will be offering a split lunchtime. This means that KS3 will take their lunch first whilst KS4 & 5 have lesson 4. KS4 & 5 will then take their lunch in the normal lunchtime slot. Physical assemblies will not take place until after the October half-term or when guidance changes.	SLT	Decision made. To be implemented.
Mixing between different groups of pupils should be kept to a minimum.	Year groups will be in bubbles in designated areas on school site. It is recognised that the range of subjects taught in secondary schools	SLT	Completed

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	means that some mixing may be unavoidable to provide pupils with face-to-face support from subject teachers. Pupil movements around the school site, either in groups or individuals will be controlled to limit contact and mixing. Year groups will stay within a specific areas of the site to minimise mixing.		
Minimise mixing of pupils for lunchtime and breaks.	Designated staggered break times and lunch times will be offered in the dining hall will limit mixing. Areas in the main hall will be laid out for eating snacks and lunch with markings to show where pupils can sit to adhere to the 2 metre rule.	SLT	Decision made. To be implemented.
Year groups do not mix to play sports or games together.	Pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor tennis/netball/hockey courts and sports fields will be used by the PE department for PE lessons with individual year groups and will be prioritised over indoor PE lessons as much as possible. This will enable the maximisation of social distancing between pupils. Scrupulous attention to cleaning and hygiene will take place.	SLT/ PE Dept.	Decision made. To be implemented.
Assemblies/ gatherings in large numbers will not be held.	Physical assemblies are not planned until after October Half Term unless guidance changes. Assemblies will be filmed and shown remotely to all pupils. If essential gatherings of staff / pupils required, this will be undertaken where there is a physical layout supporting a minimum of 2 metres separation (preferably outside).	SLT	Decision made. To be implemented.
Separate spaces for each group clearly indicated in shared spaces (e.g. barriers or floor markings).	Floor markings and designated year group areas (which include individual year group entrances and stairwells in the school) will limit persons crossing by one another/ mixing. Barriers and floor markings will be clearly added to the site. Pupils will be informed and reminded to stay within the designated spaces for their group within school.	SLT	In progress.

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Limiting the number of pupils who use the toilet facilities at one time.	Only one student at a time to be released from classes.	SLT / Staff	Ongoing
Where possible, groups use the same classroom or area of a setting throughout the day.	As previously explained.	SLT	Ongoing
Where there are appropriate sources of guidance, Heads of Departments should refer to curriculum specific guidance on reopening (e.g. CLEAPSS, afPE, CILIP, etc.).	Curriculum Leads will refer to the curriculum guidance to ensure awareness of specific guidance for reopening. Lessons will be planned and risk assessed by staff responsible for them to avoid high risk activities (to reduce the likelihood of first aid being required).	SLT link/ Curriculum Leads	Decision made. To be implemented.
Members of staff come to the classroom rather than groups of pupils circulate to different parts of the building/site.	Staff to move between classroom groups to minimise mixing of pupils.	SLT	Ongoing
Rooms accessed directly from outside where possible.	Floor markings and designated year group areas (which include individual year group entrances and stairwells in the school) will limit persons crossing by one another/ mixing. Barriers and floor markings will be clearly added to the site. Pupils will be informed and reminded to stay within the designated spaces for their group within school.	SLT	In progress
The occupancy of staff rooms and offices limited to ensure 2 metres social distancing. Staff in shared spaces (e.g. office) to avoid working facing each other.	Limited use of staff room and offices is expected with maximum occupancy made clear. Staff will be offered a space for lunch and breaktime. Shared spaces will be rearranged to ensure staff are not working facing each other.	SLT	Ongoing
Radios provided and/or encouraging use of phones to communicate between different parts of school.	Email systems to be used to communicate between buildings. This will be written into the staff guidance. Staff can use progressio and the emergency button as per the usual staff protocols if there is an emergency that SLT/ first aid need to attend.	SLT	Ongoing
Reducing use of lifts to only those that need to use them.	Lift in Whitaker not to be used, unless in emergencies or if a staff or student is unable to use the stairs due to medical reasons.	SLT	Ongoing

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Lifts are single occupation only (if 2 metres not achievable).	Notices to be placed on the lift to manage this expectation.	Site Manager	Completed
Members of staff are on duty at breaks to ensure compliance with rules.	Staff guidelines will include instructions on breaks and lunchtimes. SLT members to support so that staff gain a break during the day.	SLT	Rota to be completed.
Implementing Infection Control Measures to Minimise Risk of Infection Transmission			
Control measures to minimise transmission	Actions taken	Action by whom?	Action
Sufficient handwashing facilities are available.	Handwashing facilities are offered in the student and staff toilet facilities. The number that are available is currently deemed as sufficient.	N/A	N/A
Where there is no sink, hand sanitiser provided in classrooms.	Hand sanitisers are available at regular stations throughout the school as well as hand sanitiser available within each classroom.	Site Manager	Ongoing
Frequent hand washing encouraged for adults and pupils (following guidance on hand cleaning).	The PHE video on washing hands will be shown at the beginning of a group's sessions. Handwashing video can be accessed here: https://www.youtube.com/watch?v=bQCP7waTRWU	All staff running sessions.	Ongoing
Hands cleaned on arrival at school, before and after eating, and after sneezing or coughing.	Student behaviour around cleanliness will be offered in guidance prior to pupils arriving on school site. Pupils will receive a daily reminder in regards to handwashing and will sanitise their hands on first entry into the school. Staff will be vigilant and will remind pupils when they see cleanliness expectations not being adhered to. Ongoing issues with pupils who do not follow the rules will be sanctioned and parents contacted if behaviour is not modified.	All staff	Ongoing
Adults and pupils are encouraged not to touch their mouth, eyes and nose. Adults and pupils encouraged to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')	Pupils will be encouraged not to touch their mouth, eyes and nose, and will also be encouraged to use a tissue or elbow to cough or sneeze and use bins for tissue waste. Staff will remind pupils of 'Catch it, bin it, kill it' and posters and the school's plasma screens will offer the same information as regular visual reminders.	All staff	Ongoing

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Bins for tissues provided and are emptied throughout the day.	Bins have been provided in each classroom assigned for tissues and will be emptied by cleaning staff each day.	Site Manager / Cleaning Team	Ongoing
Spaces well ventilated using natural ventilation (opening windows) or ventilation units.	All spaces where pupils and staff are placed will be well ventilated through open windows and air vent systems where applicable.	Site Manager / Cleaning Team	Ongoing
Doors propped open, where safe to do so to limit use of door handles. Ensure closed when premises unoccupied.	Door wedges from across school have been sourced and will be used in designated areas to keep doors open. This will be first reviewed for H&S by the F&OM and SM.	F&OM and Site Manager	Ongoing
Sanitising spray and paper towels to be provided in classrooms for use by members of staff.	Sanitising spray and paper towels have been provided in classrooms for use by members of staff.	Site Manager	Ongoing
Thorough cleaning of rooms at the end of the day.	Cleaning regime is planned and will be maintained. Rotas been devised to ensure sufficient cleaners in before, during and after lessons each day.	F&OM & Site Manager	Ongoing
Shared materials and surfaces cleaned and disinfected frequently (e.g. books, desks, chairs, laptops, doors, sinks, toilets, light switches, bannisters, etc.).	Cleaning regime is planned and will be maintained. Rotas been devised to ensure sufficient cleaners in before, during and after lessons each day.	Site Manager & Cleaning staff	Ongoing
Equipment used in practical lessons cleaned thoroughly between groups.	Scrupulous attention to cleaning and hygiene will take place in practical lessons and between groups.	Teaching & Cleaning staff	To be implemented.
Outdoor equipment appropriately cleaned between groups of pupils.	Scrupulous attention to cleaning and hygiene will take place with any outdoor equipment used during PE lessons.	PE Dept.	To be implemented.
Avoid sharing books, laptops and other materials and limit shared resources being taken home.	Government guidance explains that pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Pupils will be provided with individual resources where possible or will be expected to use their own equipment. Sanitiser spray and cloths will be provided where this might be an issue. It is envisaged that	SLT / Staff / Librarian	To be implemented.

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	pupils will be able to loan library books by booking through an online system. The library space will not be in use until further guidance is issued.		
Hand sanitiser provided for the operation of lifts.	A hand sanitiser pump will be available outside the lift in the Whitaker building.	Site Manager	Ongoing
Guidance on cleaning in non-healthcare settings followed after someone with suspected COVID-19 has left.	The School will be following government guidance and protocols for deep cleaning school spaces if there has been suspected COVID-19 within the School.	F&O Manager/ Site Manager/ Cleaning team	Ongoing

Completed by:	Sarah Colombini & Senior Leadership Team	Date	28.05.2020
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Reviewed by	Date	Next Review Due
S Colombini / L Hughes	08/06/2020	12/06/2020
S Colombini / L Hughes	12/06/2020	Summer Holidays
Reviewed and Updated	Date	Next Review Due
S Colombini / L Hughes	18/08/2020	October 2020

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Prevention – Minimising contact with individuals who are unwell by ensuring those who have coronavirus (COVID-19) symptoms, or have someone in their household who does, do not attend.

Pupils, staff and other adults **must not come into the school** if they have [coronavirus \(COVID-19\) symptoms](#), or have tested positive in at least the last 10 days. Anyone developing these symptoms during the school day will be sent home to reduce the risk in school and further drive down transmission of coronavirus (COVID-19).

If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they should self-isolate for at least 10 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19).

Procedures should a staff or student become unwell whilst attending school.

The Wellbeing area and affiliated staff will only be available to children who are feeling ill or require first aid. Wellbeing and First Aid Staff providing close hands-on contact with pupils need to increase their level of self-protection, such as minimising close contact and having more frequent hand-washing and other hygiene measures, and regular cleaning of surfaces.

If a staff member, child, young person or other learner becomes unwell with symptoms of coronavirus while in the setting and needs direct personal care until they can return home, the following measures will be adopted:

- PPE will be worn by staff caring for a staff member or child while they await collection if a distance of 2 metres cannot be maintained.
- If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.

Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).

Those who are showing symptoms of COVID-19 will be isolated in a pre-prepared office with a closed door in the Wellbeing hub. Supervision will be given where appropriate. A window will be opened for ventilation where available. If they need to go to the bathroom while waiting to be collected, they will use the visitor's toilet. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.

- Staff will be asked to make themselves known to the Wellbeing Hub who will contact a member of SLT to make them aware and to manage the staff member's classes.
- Parents will be called and asked to collect their child. Parents will be instructed to drive around to the school's back exit near to the far side of the Wellbeing Hub to pick up their child.
- Staff will be asked to send children to Wellbeing only if they feel unwell and need to go home or require first aid.
- Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with

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symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people.

Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace (See Appendix 1).

Employees providing first aid to pupils will not be expected to maintain 2m distance. The following measures will be adopted:

- Washing hands or using hand sanitiser, before and after treating injured person;
- Wear gloves or cover hands when dealing with open wounds;
- if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives;
- If CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxial arrest.
- Dispose of all waste safely.

Minimising Infection Transmission- Cleaning hands and ensuring good respiratory hygiene

- Staff and pupils will be asked to wash or sanitise their hands immediately on arrival.
- Pupils will be encouraged not to touch their mouth, eyes and nose, will also be encouraged to use a tissue or elbow to cough or sneeze and use bins for tissue waste. Staff will remind pupils of 'Catch it, bin it, kill it'. Posters will also be in all classrooms and corridors.
- The PHE video on washing hands will be shown at the beginning of a group's sessions. Handwashing video can be accessed here: <https://www.youtube.com/watch?v=bQCP7waTRWU>
- Bins for tissues will be provided and are emptied throughout the day. Hand sanitiser will also be available in your classroom as well as sanitising spray and paper towels to be provided in classrooms for use by members of staff and pupils.
- Staff will remind pupils of not putting things in their mouths.
- All student equipment to be brought from home and utilised only by the individual student. Pupils to be supplied with basic equipment where necessary, such as pens, but these will be kept permanently by the student and not returned.

Minimising Infection Transmission- Minimising contact and maintaining social distancing

Ribston Hall will do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum. It is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children.

The School expects to be able to follow stringent social distancing due to the age of the returners and after producing this risk assessment. If when in place, we advise that social distancing cannot be adhered to, we do not expect those individuals to attend. They will be supported to learn or work at home.

- The School intends on keeping Years groups separated within the school buildings whilst offering a broad curriculum. This can be accommodated as the government guidance says that

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'all teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable.' Teachers will move between the classrooms to teach lessons as to minimise mixing. This will include seating pupils side by side and facing forwards in classrooms.

- Large gatherings such as assemblies will be avoided and carried out electronically.
- The School will avoid creating busy corridors, entrances and exits by utilising staggered break times and lunch times.
- Some schools may keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching,
- Different year groups will be using the same practical spaces to allow for practical activities
- Shared staff spaces are set up and used to help staff to distance from each other. Limited use of staff room and offices is expected with maximum occupancy made clear. Staff will be offered a space for lunch and breaktime. Shared spaces will be rearranged to ensure staff are not working facing each other.
- Any physical contact made between pupils or any other attempt to deliberately breach social distancing guidance or infection control will be considered a breach of the school's behaviour expectations. Actions of this nature will result in the school using its updated behaviour policy to sanction pupils who do not follow clear expectations of behaviour.
- Unless pre-arranged, no visitors will be permitted onto site. All meetings, where possible should be virtual meetings- this will include parent meetings.
- The school will work in close cooperation with relevant employers who would like to visit the school for business. The School will have discussions with key contractors about its control measures and ways of working as part of planning for the autumn term. On site guidance will include physical distancing and hygiene explained to visitors on or before arrival. Where visits can happen outside of school hours, they will. A record will be kept of all visitors.

Classroom Preparation to Minimise Infection Transmission

- Thorough cleaning by designated cleaners using trained protocols will take place every day. Shared materials and surfaces will be cleaned and disinfected frequently (e.g. books, laptops, desks, chairs, doors, sinks, toilets, light switches, bannisters, etc.).
- Doors will be propped open, where safe to do so to limit use of door handles.
- Spaces will be well-ventilated using natural ventilation (opening windows) or ventilation units.
- Bins for tissues will be provided and will be emptied throughout the day.
- Hand sanitiser will also be available in your classroom as well as sanitising spray and paper towels to be provided in classrooms for use by members of staff and pupils.

School Equipment

- For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared.
- Classroom based resources, such as books and games, can be used and shared within a year group; these will be cleaned regularly, along with all frequently touched surfaces.
- Resources that are shared between year groups, such as sports, art and science equipment will be cleaned frequently and meticulously and always between year group use, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different year groups.
- Pupils will be asked to limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones.
- Bags are allowed.
- Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided.

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- e avoided, especially where this does not contribute to student education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.
- No books or work handed in on paper will be expected. The school will continue to use electronic submission for work that needs to be submitted via 'Show My Homework'.
- IT equipment will be designated to an assigned corridor.

Safeguarding

Ribston Hall has revised its Child Protection Policy (led by their Designated Safeguarding Lead) to reflect the return of more pupils. We will continue to have regard to the statutory safeguarding guidance, including [keeping children safe in education](#) .

Designated safeguarding leads (and deputies) will provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies where these are appropriate, and agencies and services should prepare to work together to actively look for signs of harm.

Educational visits

The government continues to advise against domestic (UK) overnight and overseas educational visits at this stage see [coronavirus: travel guidance for educational settings](#).

In the autumn term, schools can resume non-overnight domestic educational visits. This will be done in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination. The School will also make use of outdoor spaces in the local area to support delivery of the curriculum. As normal, the School will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, the School will need to consider what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues. The School will consult the [health and safety guidance on educational visits](#) when considering visits.

Appendix 1

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Engaging with the NHS Test and Trace process

Ribston Hall will ensure that staff members and parents/carers understand that they will need to be ready and willing to:

- [Book a test](#) if they or their child are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school.
- provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- [self-isolate](#) if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet.

Ribston Hall will be asking parents and staff to inform them immediately of the results of a test:

- If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- If someone tests positive, they should follow the '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste.

Manage confirmed cases of coronavirus (COVID-19) amongst the school community

Swift action will take place when the School becomes aware that someone who has attended has tested positive for coronavirus (COVID-19). Ribston Hall will contact the local health protection team. This team will also contact the School directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

The health protection team will work with the School in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, Ribston Hall will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

The health protection team will provide definitive advice on who must be sent home. Ribston Hall will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

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Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms.

If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)'. They should get a test, and:

- If the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- If the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)'

Further guidance is available on [testing and tracing for coronavirus \(COVID-19\)](#).