



COVID-19 Risk Assessment Process for Ribston Hall

Ribston Hall is required to assess the risks associated with COVID-19 and implement preventative measures.

This risk assessment is an update of the school's previous assessment to support the return of schools and education settings from 8 March 2021. It has been written using updated guidance from the Safety, Health and Environment (SHE) unit at Gloucestershire County Council. Ribston Hall has considered its own situation and adapted the SHE unit assessment by editing the measures where appropriate.

The aim of the risk assessment is to implement protective measures in [government's operational guidance](#) to minimise the risk of transmission COVID-19 in schools.

This update is to reflect the changes in the operational guidance from the government. Any changes to the previous version have been **highlighted**.

Local monitoring will continue to ensure measures are implemented and risks are controlled.

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 and comply with DfE/PHE 'system of control requirements.



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

Vulnerable groups –As Ribston Hall will apply the full measures in the guidance, the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. Some people with particular characteristics may be comparatively increased risk from COVID-19 (due to age, deprivation, ethnicity, pregnancy, etc). An individual risk assessment may be appropriate.

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 students 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	Ongoing
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
Consider if the school site can be split into separate zones where groups of students 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

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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
Ensure school has sufficient supplies of PPE, face coverings, cleaning materials and hand washing/sanitising liquids that meet DfE/PHE requirements.	Supplies of PPE, face coverings, cleaning materials and hand washing/sanitising liquids that meet DfE/PHE requirements are reviewed regularly by the Site and Cleaning team. Orders for stock are made regularly before stocks run low.	Site Manager	Ongoing
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	Completed
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	Completed
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	Completed
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	Completed
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	Completed
Create a plan of the building to mark out areas where bubbles do not mix (e.g., classroom).	Please see site plan and Year group zones in Appendix 1.	SLT	Completed
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	Completed
Door signs mounted to indicate the capacity of staff rooms and shared areas.	Please see site plan and staff work room areas for capacity in Appendix 1. Doors signs on designated spaces are also in place.	SLT / Site Manager	Completed
Organise classrooms for maintaining space between seats and desks.	Teacher's desks have been organised to maximise space between them and the students to observe safe distancing.	Site team	Completed
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

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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 students 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
Arrange desks for seating students side by side and facing forwards.	Classroom layouts have arranged desks for seating students side by side and facing forwards.	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
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 students. Scrupulous attention to cleaning and hygiene will take place.	SLT/ PE Dept.	Protocol established and in place
Furniture in offices, PPA work rooms and staffrooms where staff may work or meet, spaced 2 metres apart. Furniture that cannot be moved 2 metres apart taken out of use and removed or signs used to say do not use. Staff sharing rooms do not work facing each other. Desks moved so staff are back-to-back or side on, but still 2 metres apart, or if this is not possible screens used as a barrier between staff.	Furniture in offices had either been moved for an adequate 2 metre distance apart or labelled. Where this has not been possible, staff are reminded to keep a 2-metre distance from each other when entering a work room to use. Desks have been moved so they are not facing each other in staff sharing rooms.	Site Manager	Completed
Identify a suitable room(s) for asymptomatic testing.	The asymptomatic testing site for mass testing has been set up in the gym. The gym complies with the following expectations for a testing site to be large enough to set up one-way and queuing system, registration area, multiple test stations, areas for processing and recording results. It will allow for social distancing measures. It can be kept separate from all other activities. It is well lit. It will be kept clean by the cleaning team. It is easy to clean with non-porous flooring It can be ventilated.	SLT & Site Manager	Completed

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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. 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.	SLT	Protocols in place and monitored
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 students 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	Information sent to stakeholders
Clear messages to students 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/student/parent information document and risk assessment offering clear message about minimising use of public transport.	SLT	Information sent to stakeholders
All students told to provide personal equipment (pens, pencils, rulers, calculators etc.) to ensure no shared use in class.	Information to be added to additional staff/student/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	Information sent to stakeholders
School start times staggered so class groups arrive at different times.	As the school is able to accommodate all students in year group bubbles, it is not necessary to stagger the school’s start time.	SLT	Decision made
Registers to be taken at the start of the day of all staff and students on site.	Attendance registers for students 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 students – 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, protocol established
Staff on duty outside school to monitor protection measures.	Entry point to be supervised by school staff to maintain social distance measures and remind students of the critical need for social distancing	SLT	SLT duties established
No students 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	Flexibility offered to ensure student safety for later pick-ups. Students sit in canteen in designated year group areas
No lettings with external providers permitted at this stage.	No lettings currently being offered.	F&OM	Ongoing
Visitors <ul style="list-style-type: none"> • Wherever possible, staff will keep meetings on a virtual platform. • Parents/carers and visitors coming onto the site without an appointment will not be permitted. • Supply staff and other temporary or peripatetic staff will follow the school's arrangements for managing and minimising risk. • Volunteers will be limited and only used if essential for educational activities. • Site guidance on physical distancing and hygiene will be explained to all visitors on or before arrival. • Where possible visits (e.g., service contractors) will be arranged outside of school hours. • A record kept of all visitors to assist NHS Test and Trace. 		All staff	Ongoing
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 students will be implemented before the day's session's start. Staff will be vigilant and remind students when they see the rules for social distancing not being adhered to. Ongoing issues with students 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	SLT	Protocol established and in place

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	<p>lunch first whilst KS4 & 5 have lesson 4. KS4 & 5 will then take their lunch in the normal lunchtime slot.</p> <p>Physical assemblies will not take place until after the October half-term or when guidance changes.</p>		
Mixing between different groups of students 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 means that some mixing may be unavoidable to provide students with face-to-face support from subject teachers. Student movements around the school site, either in groups or individuals will be controlled to limit contact and mixing. Year groups will stay within specific areas of the site to minimise mixing.	SLT	Completed
Minimise mixing of students 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 students can sit to adhere to the 2-metre rule.	SLT	Protocol established and in place
Year groups do not mix to play sports or games together.	Students 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 students. Scrupulous attention to cleaning and hygiene will take place. Adequate ventilation through opening windows.	SLT/ PE Dept.	Protocol established and in place
Assemblies/ gatherings in large numbers will not be held.	Physical assemblies are not planned until after Christmas unless guidance changes. Assemblies will be filmed and shown remotely to all students. If essential gatherings of staff / students required, this will be undertaken where there is a physical layout supporting a minimum of 2 metres separation (preferably outside).	SLT	Protocol established and in place
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. Students will be informed and reminded to stay within the designated spaces for their group within school.	SLT	Completed

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Limiting the number of students 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	Protocol established and in place
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	Protocol established using additional guidelines and in place
Members of staff come to the classroom rather than groups of students circulate to different parts of the building/site.	Staff to move between classroom groups to minimise mixing of students.	SLT	Protocol established and in place
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. Students will be informed and reminded to stay within the designated spaces for their group within school.	SLT	Protocol established and in place
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	Protocol established and in place
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 progresso and the emergency button as per the usual staff protocols if there is an emergency that SLT/ first aid need to attend.	SLT	Protocol established and in place
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	Protocol established and in place
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. KS3 supervision in place with non-teaching staff member. SLT members to support	SLT	Completed
Staff including supply teachers, peripatetic teachers and/or other temporary staff should minimise contact and maintain as much	Staff including supply teachers, peripatetic teachers and/or other temporary staff have been advised to minimise contact and maintain as much distance as possible from students and other staff.	All staff	Ongoing

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distance as possible from students and other staff.	<ul style="list-style-type: none"> • Staff to keep 2 metres from other adults as much as possible. • Where possible staff to maintain distance from their students, staying at the front of the class. • Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone. • Older children to be encouraged to keep their distance within bubbles. 		
Implementing Infection Control Measures to Minimise Risk of Infection Transmission			
Control measures to minimise transmission	Actions taken	Action by whom?	Action
Face coverings <ul style="list-style-type: none"> • Face coverings to be worn by students (unless exempt), outside classrooms and when moving around the premises. • Face coverings should be worn in classrooms or during activities if social distancing cannot be maintained. • Face coverings to be worn by staff or visitors (unless exempt), outside classrooms and when moving around the premises. • Face visors or shields only used after assessing the specific situation in addition to a face covering and not to be worn as an alternative to face coverings. 	<ul style="list-style-type: none"> • Staff and students will be told that face coverings to be worn (unless exempt), outside classrooms and when moving around the premises. • Staff and students will be told that face coverings should be worn in classrooms or during activities if social distancing cannot be maintained. • Face coverings to be worn by staff or visitors (unless exempt), outside classrooms and when moving around the premises. • Students, staff and visitors will be expected to provide their own face covering. • A supply of face coverings will be available for anybody that does not have one due to having forgotten it or it has become soiled or unsafe. • Cleaning of hands before and after removing or putting on face covering. • Face coverings should be placed in sealable plastic bags between use. • Face visors or shields will only be used after assessing the specific situation in addition to a face covering and not to be worn as an alternative to face coverings. 	All staff and students	Ongoing
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 students (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

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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 students arriving on school site. Students 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 students when they see cleanliness expectations not being adhered to. Ongoing issues with students who do not follow the rules will be sanctioned and parents contacted if behaviour is not modified.	All staff	Ongoing
Adults and students are encouraged not to touch their mouth, eyes, and nose. Adults and students encouraged to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')	Students 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 students 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
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 students 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

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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	Protocol established and in place
Outdoor equipment appropriately cleaned between groups of students.	Scrupulous attention to cleaning and hygiene will take place with any outdoor equipment used during PE lessons.	PE Dept.	Protocol established and in place
Avoid sharing books, laptops and other materials and limit shared resources being taken home.	Government guidance explains that students and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to student education and development. Students 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 students 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.	SLT / Staff / Librarian	Protocols established and in place.
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
Adequate ventilation through opening windows and doors or using air conditioning systems.	Staff will ensure a reasonable level of ventilation through the following actions: <ul style="list-style-type: none"> • having windows open a little to provide some air movement. • keep internal doors open to provide natural ventilation. • temporary purge ventilation by intermittently opening windows/doors wider at the start, during and end of the day for about 15 minutes. • Action will be taken to prevent occupants being exposed to draughts where possible. For example, partially open high-level windows as oppose to low-level windows, close external doors, and arrange the furniture if appropriate and possible. • Occupants are encouraged to wear additional, suitable indoor clothing. 	All staff.	Ongoing

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<p>PE and School Sport</p> <ul style="list-style-type: none"> • Sporting activities delivered by external coaches, clubs and organisations will only go ahead if they can satisfy the above requirements. • Staff fully aware of COVID-19 guidance issued by the relevant sport’s governing bodies for team sports and the required actions for each sport. • Competition between different schools not to take place until wider grassroots sport for under 18s in permitted. 	<p>Sporting activities delivered by external coaches, clubs and organisations will only go ahead if they can satisfy the above requirements.</p> <p>The Curriculum Lead in charge of PE and teaching staff are fully aware of COVID-19 guidance issued by the relevant sport’s governing bodies for team sports and the required actions for each sport.</p> <p>Competition between different schools will not take place until wider grassroots sport for under 18s in permitted.</p>	<p>Curriculum Lead in charge of PE</p>	<p>Ongoing</p>
<p>Music</p> <ul style="list-style-type: none"> • Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. • Measures to be taken when playing instruments or singing in small groups such as in music lessons include: <ul style="list-style-type: none"> ○ physical distancing. ○ limiting group sizes. ○ positioning students back-to-back or side-to-side. ○ avoiding sharing of instruments. ○ ensuring good ventilation. • No performances with an audience. 	<p>Singing, wind and brass playing will not take place in larger groups such as school choirs and ensembles, or school assemblies.</p> <p>All Music and Peripatetic teacher know, understand, and will implement the measures that must be taken when playing instruments or singing in small groups such as in music lessons. This includes:</p> <ul style="list-style-type: none"> ○ physical distancing. ○ limiting group sizes. ○ positioning students back-to-back or side-to-side. ○ avoiding sharing of instruments. ○ ensuring good ventilation. <ul style="list-style-type: none"> • No performances with an audience. 	<p>Music Staff and Peris</p>	
<p>Educational Visits and journeys</p> <p>No educational visits to take place during at this stage.</p>	<p>No educational visits will take place until new government guidance indicates that it is safe to do so.</p>	<p>HT & EVO</p>	
<p>Asymptomatic Testing –</p> <ul style="list-style-type: none"> • COVID-19 Coordinator, Team Leaders (SCo & AW) and all participating testing staff have carried out training and understand the Standard Operating Procedures (SOP). They are being followed by all the testing team. • Testing registration arrangements have been made and details shared with all participants. • Adequate staff have been recruited to support testing. This includes school staff, volunteers, and supply agency staff. • Testing staff are appropriately trained and provided with sufficient information to understand their duties and adhere to SOP. 		<p>HT & DH</p>	<p>Ongoing</p>

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<ul style="list-style-type: none"> • Written consent is being obtained for each participant before test is performed. Tests will not be conducted without evidence of consent being given. • Strict hygiene, social distancing and cleaning measures will be followed and reinforced. • Testing is staggered across several days and timetables in morning and afternoon sessions to avoid overcrowding. • Students are tested from the same bubble to avoid mixing. • Procedures for participants with positive test results to be isolated and sent home. 		
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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
S Colombini / L Hughes	October 2020	January 2020
S Colombini / L Hughes	March 2021 (Due to lockdown delay)	June 2021



Minimising Risks Outside of School

RHHS have considered how students travel to and from school. Students 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 students about not socialising with each other in groups outside school.

Safeguarding

Ribston Hall has revised its Child Protection Policy (led by their Designated Safeguarding Lead) to reflect the return of more students. 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.

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 students 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.

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 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 students 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

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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 students 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.
-

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 has symptoms - the main symptoms are a high temperature, a new continuous cough, a loss or change to your sense of smell or taste. Staff and students must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school.
- self-isolate immediately and not come to school if:
 - they develop symptoms or they have been in close contact with someone who tests positive for coronavirus (COVID-19) 24
 - anyone in their household or support or childcare bubble develops symptoms of coronavirus (COVID-19)
 - they are required to do so having recently travelled from certain other countries
 - they have been advised to isolate by NHS test and trace or the PHE local health protection team, which is a legal obligation
- provide details of anyone they have been in close contact with, if they test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace Polymerase Chain Reactions (PCR) tests for symptomatic testing

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 Ribston Hall becomes aware that someone who has attended has tested positive for coronavirus (COVID-19) having developed symptoms and taken a PCR test outside of school. Ribston Hall will contact Public Health England (PHE) and 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.

PHE 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. Based on the advice from the PHE, 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 10 days counting from the day after contact with the individual that tested

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positive. Ribston Hall will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

Close contact means:

- anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19)
- anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test:
 - face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre
 - been within 1 metre for 1 minute or longer without face-to-face contact
 - sexual contacts
 - been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
 - travelled in the same vehicle or a plane

Household members of those contacts who are sent home do not need to self-isolate themselves unless the student or staff member who is self-isolating subsequently develops symptoms, unless they have been told to self-isolate by NHS Test and Trace or their public health protection team, in which case they must self-isolate.

If someone in a class or group that has been asked to self-isolate develops symptoms themselves within the 10 days from the day after contact with the individual who tested positive, they should follow 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 10-day isolation period. This is because they could still develop coronavirus (COVID-19) within the remaining days. • if the test result is positive, they should inform their school immediately, and should isolate from the day of onset of their symptoms and at least the following 10 full days. Their household should self-isolate starting from when the symptomatic person in their household first symptoms and the next 10 full days had, following guidance for households with possible or confirmed coronavirus (COVID-19) infection

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

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Appendix 1

