



SCHOOL NAME: The Joseph Whitaker School				
Activity / Environment Description: Social Distancing in Schools PHASE 1			Date of Assessment: 20 May 2020 and 2 June 2020	
Assessed by (name): David Bell Approved by (name): Hilary Darnbrough / LGB			Date of First Review: 22 May 2020 Date of Second Review: 3 June 2020	
<p>On Friday 22 May three LGB representatives reviewed these arrangements on site, secondary guidance was published on 25 May and the risk assessment was subsequently amended on 2-3 June. Read in conjunction with EMET Generic Risk Assessment Secondary Guidance published on 25 May. https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools</p> <p>The following considers social distancing in addition to existing measures identified in the Government guidance All staff should follow the government hierarchy of controls when undertaking activities and when developing associated risk assessments. These are:</p> <ul style="list-style-type: none"> • minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges • cleaning hands more often than usual - wash 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 - promote the 'catch it, bin it, kill it' approach • cleaning frequently touched surfaces often using standard products, such as detergents and bleach <p>minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break</p> <p>Always make sure everyone is washing their hands with soap and water for at least 20 seconds across the school day, particularly:</p> <ul style="list-style-type: none"> • After coming into school • After break times • After sneezing or coughing • Before and after handling or eating food • After going to the toilet 				
Risk	Hazard	Who is at risk? (students, staff, visitors)	Control Measures	Comments and Actions
LOW	Transport	students, staff, transport provider	<ul style="list-style-type: none"> • School buses – parents to be advised of government guidance on public transport • Taxi providers required to follow GOV.UK advice regarding COVID-19 hygiene practices and schools to request taxis drive with windows open, with children safely seated in rear passenger seats. • Staff should not transport children in personal vehicles. • There is no planned use of the school mini-bus at this stage. However, if current rules remain in force... • School mini buses to be driven by approved drivers following transport risk assessments and pre-journey checks, with suitable staff: pupil ratios. 1:7 • Minibuses to have hand sanitisers and wipes available. Children and staff to be spaced 2m apart where possible and windows to be open for ventilation. • Staff to travel to work via public transport only when social distancing can be achieved. 	GBR / MBA liaising with bus companies Student Services requested to notify taxi drivers of protocols Head to issue directives to staff Non-compliance to be highlighted to Line Managers
LOW	Meetings and visitors	students, staff, visitors	<ul style="list-style-type: none"> • Face masks are deemed to be non-essential by government guidelines in school settings. However, individuals can make a personal choice in this matter. • Staff whose job can be fully delivered from home can continue to work from home once the teaching timetables, rotas for looking after vulnerable and keyworker students plus other essential provision (for example Tutors ringing tutees) have been finalised. 	Main Office and Student Services to coordinate Heads to issue directives to staff

			<ul style="list-style-type: none"> It is envisaged that this will be a 'mixed system' to begin with, depending upon roles and responsibilities and any additional government guidance. Staff wishing to work in school must work in designated areas agreed with line managers and observe all social distancing rules. Staff office spaces must be assessed by line managers for suitability and capacity. Meetings can take place via Teams / Zoom / Google or within school. See below. All meeting organisers to request, receive and assess completed <u>visitor checklists</u> for each attendee prior to arrival. On site meetings to follow <u>social distancing guidelines</u> of 2m spacing using suitably sized meeting space with adequate ventilation. Room 12 and the Library are suitable places for meetings of up to 10 people. All meetings to have hand sanitisers and wipes available. Discourage parents from entering site without appointment 	Non-compliance to be highlighted to Line Managers
LOW	Classroom	students, staff, visitors	<ul style="list-style-type: none"> Pods will be located within science, maths, humanities, MFL and English. Students will be directed to these on arrival, these are significant distances apart. Classrooms will need to be de-cluttered and the teachers' desk must be totally clear. Cleaning wipes for the keyboard will be required. Staff are asked to wipe keyboards after and before use. Each pod will have a sanitisation table centrally located. Y10 and Y12 will be asked to opt into the programme. (Y10 will be 09:00-12:15, 4 x 45 min lessons) Y10 Class sizes of 6-10 max in normal classroom spaces Y12 will be 12:00-15:00, 2 x 1 hour 20 min lessons in the same subject per day. Smaller Y12 subjects will take place in 6th form classrooms. Larger subjects will use the main hall. All rooms should be well ventilated and light. Air conditioning units should not be used. Rooms will be used once only before cleaning and all desks will be 2m apart. Keep pupils at their desks, away from each other, at all times, 2 metres (3 steps) apart –the teacher has 2m minimum space at the front of each room. No group activities involving students leaving seats or sharing of equipment Each Y10 group will have the same classroom and seat for all sessions, cleaned at the end of every day and no other group will use that classroom within that week initially. Parents will be expected to collect any student who <u>flagrantly and repeatedly</u> dis-regards the rules in terms of social distancing. The behaviour policy has been amended to reflect this. However, the C system will be suspended during this programme. Teachers will use On Call if required. 	<p>SLT / site to coordinate implementation and constant monitoring</p> <p>Heads to issue directives to staff</p> <p>Non-compliance to be highlighted to SLT</p>
LOW	Off-site visits	students, staff	<ul style="list-style-type: none"> No off site visits to take place 	Head to issue directives to staff
LOW	Break and lunchtime arrangements	students, staff, visitors	<ul style="list-style-type: none"> There will be no catering provision initially Students will be on site for max of 3.5 hours in Y10 and 3 hours in Y12. They will need to bring a drink and snack with them for a supervised break within their 'pod' of 6-10, exercising social distancing rules Each 'pod' will have access to designated toilets and handwashing facilities, thereby reducing numbers accessing those areas. These areas will be constantly monitored and cleaned Each Pod has their own designated areas for their brief 20 min break period. Y10 and Y12 student programmes are on staggered timings for arrival and departure. Pods will be directed to their areas by staff to minimise passing in corridors. The risk assessment site walk indicated there was no need for a one way system with such low numbers. Taped 2m guidelines to be evident on entrances. 	<p>Head to issue directives to staff</p> <p>Non-compliance to be highlighted to SLT</p> <p>Amended behaviour policy</p>
LOW	Cleaning	students, staff, visitors	<ul style="list-style-type: none"> Cleaning teams following social distancing protocols, wearing aprons and gloves as standard. Site staff to maintain 2m distance from cleaning contractors and staff and pupils during school hours 	See EMET Generic Risk Assessments
LOW	Interventions / SSC	students, staff	<ul style="list-style-type: none"> Risk assessment of individual pupils to be undertaken where likelihood of need for physical intervention is deemed high. Each classroom to have space for LSA where needed. LSAs remain 2m apart wherever possible. However, the majority of teaching will be <u>direct instruction</u> to support home learning If classroom space does not allow for an LSA to support a SEN student safely, the student to be withdrawn to the SSC and supported using social distancing rules where possible The student should return to the classroom as soon as possible to ensure that direct teaching is not missed. SEN students will be in groups as close as possible to the SSC. 	<p>Heads to issue directives to staff</p> <p>Heads to issue directives to staff</p> <p>Staff to supervise toilet areas at break Non-compliance to be highlighted to SLT</p>
LOW	Toilets and washing facilities		<ul style="list-style-type: none"> Students to wash hands on arrival at school Students to be reminded of hand washing throughout the sessions in line with guidance No more than 2 students in toilet areas at any time, thereby maintaining social distancing 	<p>Heads to issue directives to staff</p> <p>Non-compliance to be highlighted to SLT</p>

LOW	First Aid and caring for a child with symptoms of Covid-19 awaiting collection	students, staff, visitors	See Generic Risk Assessment	Appropriate PPE to be sourced Heads to issue directives to staff Non-compliance to be highlighted to SLT
LOW	Extremely Clinically Vulnerable Staff Clinically vulnerable staff Staff living with partners / family that are shielding	Staff	<ul style="list-style-type: none"> Individual risk assessments to be completed and in place before any wider re-opening of school All staff to be reminded about social distancing to protect colleagues 	See Generic Risk and Individual Risk Assessments
LOW	Managing suspected cases of Covid-19		<ul style="list-style-type: none"> When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms <u>Cleaning protocol – To be managed by site team</u> Cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people. Wherever possible, wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished. Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles. If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), consider using protection for the eyes, mouth and nose, as well as wearing gloves and an apron. Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning. Wash hands regularly. 	GP to deliver training to First Aiders on 5 June in the use of PPE and recommended protocols. See Generic risk assessments