



Blenheim

COVID 19 Reopening Risk Assessment

Approved by: The Governing Body

Dates: 15th June 2020 to 10th July 2020

www.blenheim.surrey.sch.uk

Introduction

The Governors and School are committed to maintaining a learning and working environment that is safe, secure and, as far as is possible, mitigates the risk to the health of students, staff and anyone else affected by our activities.

Blenheim High School is committed to maintaining a high quality learning environment. The school recognises it has a duty to ensure that its controls comply with the appropriate statutory, regulatory and corporate standards. The physical premises must provide a safe, secure and continuous operation of the school, taking into account building regulations and other non-education statutory requirements.

On 24 May 2020, the Prime Minister announced that secondary schools should plan on the basis that from the week commencing 15 June 2020, they can invite Year 10 and 12 pupils back into school for some face-to-face support with their teachers, subject to the government's five tests being met.

Secondary schools are asked to offer this face-to-face support to supplement the remote education of Year 10 and year 12 pupils, which should remain the predominant mode of education during this term for pupils in these year groups.

The Government's assessment, based on the latest scientific and medical advice, is that we need to continue to control the numbers attending school to reduce the risk of increasing transmission. Therefore, schools are able to have a quarter of the Year 10 and Year 12 cohort (for schools with sixth forms) in school at any one time.

The mitigation of the risk of coronavirus infection in the school environment for school staff, students, contractors and other visitors is paramount and the following areas have been considered as priorities by the School.

This Risk Assessment (RA) identifies, measures and directly addresses:

- **Risks associated with coronavirus, so that sensible measures can be put in place to control these risks for students and staff.**
- **Implementing Protective Measures in Education and Childcare Settings on cleaning and handwashing, Personal Protection Equipment (PPE) and the steps to be taken in the event of a case of COVID 19 being confirmed.**

The following summarises the measures that will be put in place to ensure that the identified risks are controlled, supported with a detailed risk assessment outlining the hazards and controls in place:

1. Members of our community who are regarded as being at increased risk are advised by current Government guidance will not be allowed in the school including contractors, visitors and parents. This likewise applies to those living with someone who is extremely clinically vulnerable.
2. No members of our community who are required by current Government guidance to maintain self or family isolation will be allowed in the School.

3. All staff must be fully briefed on Covid-19 symptoms to assist in the early identification of affected people.
4. The transmission of Coronavirus is mainly through respiratory droplets from coughing and sneezing, and through contact with contaminated surfaces. Controls in place include:
 - a. Control of the temperature and air changes across the School can be controlled by the Building Maintenance System (BMS) but this is limited to certain parts of the building. To reduce risk of airborne contamination, where appropriate, available windows should be opened to circulate fresh air.
 - b. To reduce the risk of surface contamination there will be an increased frequency of the standard cleaning and sanitising procedures for hands and contact surfaces. Every hour, cleaning staff will routinely clean key areas in use to support the risk of surface contamination. Surfaces to be sanitised frequently throughout the day and hands to be washed regularly. Equipment should not be shared and it is asked that iPads should be wiped down with anti-bacterial wipes by families and staff members each evening.
 - c. There must be a plentiful supply of staff PPE (for those individuals that require it i.e. Estates and First Aid) which include, disposable gloves, aprons, mouth masks and eye goggles.
 - d. Individuals travelling to school on public transport must wear a face mask.
5. As far as possible, social distancing must be observed. Through:
 - a. Reduction of the number of staff to the minimum level required for the safe operation of the School.
 - b. Restriction of visitors to the School to essential Staff only. Any essential visitors will be strictly managed to reduce unnecessary movement around the School areas and to assist maintenance of social distancing from School staff.
 - c. Access to School will be confirmed as necessary by intercom at the main entrance.
6. For those individuals who require the use of PPE for standard operations, it must be available at the point of use, stored in a clean dry area, and be single use, changed regularly or as required. Disposal of PPE must be done in the same way as clinical waste.
7. Hand hygiene is essential to reduce the transmission of infection and is a critical element of normal daily hygiene. All staff and visitors must sanitise their hands with alcohol-based hand sanitiser when entering and leaving the School premises.

Hand hygiene must be performed immediately before every activity or contact that potentially results in hands becoming contaminated, including the removal of personal protective equipment (PPE), use of equipment or interaction with external people. Anyone who wears PPE must be inducted by a suitably knowledgeable person (Site Supervisor).

8. Respiratory and cough hygiene – ‘Catch it, bin it, kill it’. All staff must be reminded of good respiratory hygiene measures:
 - a. Disposable, single-use tissues should be used to cover the nose and mouth when sneezing, coughing or wiping and blowing the nose. Used tissues should be disposed of promptly in the nearest waste bin.
 - b. Hands must be cleaned and sanitised after coughing, sneezing or using tissues.
 - c. Staff must be encouraged to keep hands away from the eyes, mouth and nose.
 - d. There will be signage in every classroom of the Education Guidance published by Public Health England. This guidance will be given to every student and staff member.

9. Any staff who have had and recovered from COVID-19 must continue to follow infection control precautions.

A daily revision on updated Government guidance must be maintained and acted upon as required.

10. The Risk Assessment is the primary policy tool for reopening the school but should be read in conjunction with The Child Protection & Safeguarding Policy, Health & Safety Policy and Behaviour Policy.

Blenheim High School – Risk Assessment

Control measures

Each control measure is highlighted in the appropriate colour, to make it clear how prepared you are for each measure being in place for when your school opens.

- > Red: this measure cannot be put in place in our school at any time
- > Amber: this measure can be put in place, but not in time for when we've been asked to reopen
- > Green: this measure is in place, or can be in place for when we've been asked to reopen

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> • Staff • Students • Contractors • Visitors 	<p>Everyone will be told not to come into school if they or anyone they live with is experiencing coronavirus symptoms, and instead follow official self-isolation guidance. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing, and the school will help them do this.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. A room near reception has been assigned specifically for these types of situations. 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic Student who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • A distance of 2m should be maintained across the building; if this is not possible, supervising staff will wear a mask. • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron • If there's a risk of splashing to the eyes, such as 	HT / DHT / DFO	15 June 2020	<p>Regular communication in place with all staff, Students, Contractors and visitors via the daily bulletin by the HT and individual SLT colleagues leading works within the school.</p> <p>Those staff that are self-isolating will be in contact with the DHT & DFO on a daily basis and anyone returning to work will undergo a return to work discussion with the HR Manager.</p> <p>PPE is available in the</p>

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>from coughing, spitting or vomiting, supervising staff will also wear eye protection</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, as per the government guidelines.</p> <p>If a staff member or student tests positive for COVID19 they must self-isolate for seven days.</p> <p>The rest of their student group will be sent home and advised to self-isolate for 14 days (as will any staff member who looked after them in school while they were symptomatic).</p> <p>If other cases are detected at school, the local health protection team from Public Health England will be in touch to advice on appropriate action, such as asking more people to self-isolate.</p>			<p>form of a disposable mask, gloves, aprons and eye protection glasses.</p> <p>The Estates team ensure the dispose of daily waste in line with the government guidelines.</p>
Contact with coronavirus when getting to and from school		<p>Everyone will be encouraged to walk or cycle into school, and warned to avoid taking public transport during peak times.</p> <p>For anyone who needs to take public transport, they will be referred to government guidance.</p> <p>If transport is used, then those using it must make sure they:</p> <ul style="list-style-type: none"> • Follow hygiene rules • Try to keep their distance from other passengers where possible • Do not travel if they or a member of their 	HT/ DHT / DFO	15 June 2020	The HT via the communication to staff, students and parents will ask the use of public transport to and from school to be minimised as far as possible and to follow the government hygiene rules. The DHT is looking at avoiding setting lessons during peak

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>household are displaying coronavirus symptoms</p> <p>For Students that will need to be dropped off and picked up, parents will be told through messages and signage:</p> <ul style="list-style-type: none"> • Their allocated drop off and collection times, with different Student groups being given different times • The protocols for minimising adult to adult contact will be maintained at all times by adhering to the 2 metre distance. No adult will be allowed to work closely to another unless there is a risk assessment and appropriate PPE provided. • That only one parent should attend • Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment <p>Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day.</p>			<p>times and introducing staggered start and finish times.</p> <p>Key designated areas will be sign posted and communicated to staff, students and parents on school timings and area of the building for entering and exiting.</p> <p>HT to communicate only parent drop and collect.</p> <p>HT to communicate information Re: Face coverings.</p>
Spreading infection due to touch, sneezes and coughs		<p>Hand sanitiser facilities will be available at entrance and exits of the building. Handwashing will take place in designated toilets which will be marked cleaned and checked at regular intervals during the day.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands 	DFO	15 June 2020	<p>Site Supervisor to be responsible for regularly checking toilet hygiene.</p> <p>As per the Public Health England guidelines a handout</p>

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<ul style="list-style-type: none"> • Clean their hands on arrival, before and after eating, and after sneezing or coughing • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste <p>Students will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they are not close to running out.</p> <p>Bins used during the lessons will be emptied throughout the day.</p>			<p>will be given to every member of staff and students on arriving into the school day.</p> <p>This will provide information on the coronavirus symptoms, how to stop the spread of coronavirus, cleaning and disinfecting regularly.</p>
Spreading infection through contact with coronavirus on surfaces		<p>Cleaning staff will regularly (specify frequency) clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> • Banisters • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Teaching and learning aids 	DFO	15 June 2020	A program will be in place where the Estates team will be routinely cleaning the mentioned areas in and across the school.

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<ul style="list-style-type: none"> • Computer equipment (including keyboards, mice and remote controls where present) • Sports equipment • Telephones • Fingerprint scanners <p>Areas of the school that are used by Students will be cleaned thoroughly at the end of the day and after each lesson.</p> <p>Areas of the school not in use will be shut off to make cleaning more manageable.</p> <p>There will no sharing of equipment.</p> <p>Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they are not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling Students' books.</p>			<p>After each lesson the Estates team will clean the classrooms in readiness for the next scheduled lesson. The timetable will allow enough time for this to happen.</p>
Spreading infection due to excessive contact and mixing		<p>Students will be organised into small groups of no more than 9 to ensure social distancing.</p> <p>A quarter of students in Years 10 and 12 will be in school at any one time. However, vulnerable children</p>	HT / DHT	15 June 2020	The timetable is being drawn up to reflect small class sizes and only 25% of the year groups in at any point

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
between Students and staff in classrooms		<p>or children of critical workers can continue to attend full-time.</p> <p>There will be 2 sessions for 90 minutes each, meaning that no more than a quarter of Year 10 and Year 12 students will be in school at any one time.</p> <p>Space will be maintained between Students, 2 metres apart with seats and desks arranged to allow this.</p> <p>The amount of take-home resources will be limited, and the sharing of stationery and other equipment will be prevented.</p>			<p>during the day.</p> <p>HT to communicate to all parents that students should bring their own personal equipment.</p>
Spreading infection due to excessive contact and mixing between Students and staff around the school		<p>Students will arrive before their 90 minutes' lesson and leave immediately after.</p> <p>Students groups will have staggered timetables and will be in the same groups for their respective subjects.</p> <p>Students will stay in the same classroom at the same desk throughout.</p> <p>Students will be supervised at all times to ensure mixing between groups does not occur, and they will be reminded about the rules throughout the day.</p> <p>Rooms will be accessed directly from outside where possible, and any corridors will have one-way circulation.</p> <p>Toilet use will be managed to avoid crowding. Designated toilets will be available to each department and clearly sign posted.</p>	DHT	15 June 2020	<p>Lunches will be provided to the vulnerable children or children of critical workers who can continue to attend full-time. FSM Students will be offered a grab and go at the end of the lesson consisting of a sandwich, drink and a small snack from an area to allow for social distancing.</p> <p>No contractor will be allowed unless H&S</p>

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>Staff toilets will be clearly designated.</p> <p>Staff will not be able to use the staffroom.</p> <p>Staff and contractors not working with Student groups will be asked to maintain 2 meter distances from each other and from the Student groups.</p>			<p>driven. If works are required these will be completed outside the normal teaching day.</p>
Spreading infection due to the school environment		<p>Checks to the premises will be done to make sure the school is up to health and safety standards before reopening.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>Areas in use will be well ventilated by opening windows. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>The use of lifts will be avoided unless essential.</p> <p>Bins will be provided in classrooms and other key locations to dispose of tissues and any other waste and regularly emptied.</p>	DFO	15 June 2020	<p>The site team will routinely check the building on closing and opening each day with regular spot checks during the day.</p> <p>Fire Evacuations should be defaulted to normal procedures i.e. assembly point is the tennis courts ensuring social distancing.</p>
Spreading infection due to excessive contact and mixing in meetings		<p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents, visitors and governors.</p> <p>Where this is not possible, essential meetings will be in a room large enough to allow for social distancing.</p>	HT	15 June 2020	
Individuals		No member of staff or student will be obliged to	MND	15 June 2020	The safeguarding lead

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
vulnerable to serious infection coming into school		<p>come to school.</p> <p>Any student or member of staff who is clinically vulnerable or lives with anyone who falls into this category will liaise with the Safeguarding Lead before coming into School.</p>			is the point of contact for these type of individuals.