



## School Reopening Risk Assessment- March 2021

### Securing social distancing for all students

- Classes of up to 30 students will be the maximum and students will remain in their classrooms for the duration of the sessions
- Two 30 minute break sessions throughout the day; Break1-11.15am & Break 2-1.45pm
- There will be a 2m area around the teacher desk and whiteboard which is clearly marked and restricted to teacher use
- Floor markings will be in all relevant internal and external spaces marking out 2m distancing
- Face coverings are worn by students and staff throughout all internal community areas and classrooms
- Toilets will be allocated to each bubble, and there will be a cleaner on stand-by
- Excess furniture will be removed from classrooms
- Enough ventilation is required in all classrooms and offices. Windows opened and doors to all rooms open.
- Vulnerable students will be invited in to rehearse the procedures ahead of the school return
- Addendums will be made to the behaviour policy accentuating safety, expectations and relevant sanctions, these will be shared with all stakeholders
- On Call and the Senior Leadership Team (SLT) will be trained and prepared to deal with unacceptable behaviour
- Separately staffed rooms will be allocated for students who are disruptive, these will have separate access
- Staff duty points to supervise entry and exit will be marked and scripted
- There will be repeated signage as reminders for distancing and face coverings to be worn in all community areas including classrooms
- All members of the community will be expected to use specific code words to remind each other of social distancing and hand washing protocols
- Staff will receive training and rehearsal prior to students entering the building
- At the start of each lesson for week 1 the expectations will be reinforced and repeated
- In each week, students will be taught the importance of social distancing and washing their hands
- Students are asked to use hand sanitiser on entry and exit into and from classrooms. There are sufficient sanitiser hand gel and wipes for each classroom.

### Sustaining social distancing on entry to and exit from school

- Separate entry and exit will be through one of the allocated entry/exit points for each year group, where possible. In the case of Helenswood and the Park Avenue entrance at WP.
  - At Helenswood Year 7 enter by side gates by Leisure centre. Year 8 enter via front playground gates. Students exit via the same gates at the end of the day.
  - At Park Avenue entrance students will be directed through different gates
- There will be a designated holding area for early arrivals, students will not be able to enter before their entry time
- Clear instructions will be communicated to parents and students about social distancing on the way to and from school
- The one-way system of travel from the gate to the building and inside the building will be marked

- The supervision and duty points will be marked and adhered to by all staff
- There will be bus stop duty points for staff

### **Managing student time in school**

- Two 30 minute break times during school time- the Hall and Canteen are in use with strict guidance for students and staff in regard to distancing and year group bubbles allocated a specific time to collect food.
- There will be clear guidance sent to parents and students about allocated arrival times, students will not be admitted before their time
- Clear rules and boundaries related to entrance and departure will be communicated in advance of week 1
- The toilets will be unavailable until the school day starts and only with a member of staff escorting the student
- All students, staff and visitors will be supervised washing / sanitising their hands before they enter the school building

### **Toilets and hygiene management**

- All students, staff and visitors will be supervised washing / sanitising their hands before they enter the school building
- Sanitiser will be available in all classroom
- Students will be escorted to the toilet and escorted back to the classroom
- There will be no access to toilets unless escorted – during breaks the toilets are overseen at duty points
- The escort will monitor that students wash their hands
- Only one student from bubble can be escorted to the toilet at any one time
- Classroom doors and windows will be left open to allow for enough ventilation
- Floor markings will be throughout the building
- Each year group will have designated toilets
- Cleaners will regularly clean the toilets as required after breaks
- Cleaners will monitor and ensure a constant supply of soap and paper towels
- Bins will be emptied regularly
- Students will be reminded regularly on how to wash their hands thoroughly (20 seconds)

### **Process for actual or suspected infection transmission within school due to staff/students (or members of their household) having undiagnosed Coronavirus**

**We will follow the Government guidance:** For more information, please visit [www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/)

#### **1. Should a student or member of staff show potential Coronavirus symptoms**

- We will isolate the student / member of staff in a designated room
- The member of staff supervising will wear PPE and will do all they can to maintain social distancing.
- The parent must then arrange for their child to have a test as soon as possible to see if they have the virus. <https://www.gov.uk/get-coronavirus-test>
- The member of staff should then have a test as soon as possible.
- The parent(s) / member of staff must let us know the results of the test as soon as they receive them.
- If tested negative, the student / member of staff can come back to school.

- If tested positive, the student / member of staff (and those identified as ‘close contact’) will have to self isolate for 10 days. If, after 10 days isolating the symptoms have gone, you can return to school. If not, remain at home and seek further medical advice and inform Attendance at school.
- For more information, please visit [www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection](http://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)
- **It is vital that the school is advised of the results immediately**, so we can take the necessary actions to let others know if they need to be tested.
- The member of staff will be asked to clarify which other members of staff they may have come into contact with so that appropriate action can be taken.

## **2. Should a student or member of staff show a positive Lateral Flow from Coronavirus testing conducted at school**

- We will isolate the student / member of staff in a designated room
- The member of staff supervising will wear PPE and will do all they can to maintain social distancing.
- The student / member of staff (and those identified as ‘close contact’) will have to self isolate for 10 days. If, after 10 days isolating the symptoms have gone, you can return to school. If not, remain at home and seek further medical advice and inform Attendance at school.
- For more information, please visit [www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection](http://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)

## **3. Should a student or member of staff show a positive Lateral Flow from Coronavirus testing conducted at home**

- The parent must then arrange for their child to have a PCR test as soon as possible to see if they have the virus.
- The member of staff should then have a confirmatory test as soon as possible.
- The parent(s) / member of staff must let us know the results of the test as soon as they receive them.
- If tested negative, the student / member of staff can come back to school.
- If tested positive, the student / member of staff (and those identified as ‘close contact’) will have to self isolate for 10 days. If, after 10 days isolating the symptoms have gone, you can return to school. If not, remain at home and seek further medical advice and inform Attendance at school.
- For more information, please visit [www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection](http://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)

## **4. Message to parents of children in the class following suspected Coronavirus symptoms – positive result**

- Parents of the students in the class will be informed immediately
- In line with government guidance and to reduce the spread, we will contact Public Health England and take their advice. It could be that the advice is to close your child’s class or the Year group bubble. In both cases we will ask that all other children in the class or bubble remain at home for 14 days to self-isolate.
- If the member of staff tested positive has come into contact with other staff, we will need to know immediately so that those members of staff can be informed and can be tested.
- We will inform parents / staff as to when we expect to reopen that class
- We will provide home learning materials and encourage parents/carers to support their child as best as practicable.

## **5. Message to all parents / staff following suspected Coronavirus (COVID-19) symptoms – positive results**

- We will inform all parents that a student / member of staff in school has been tested positive for the Coronavirus and we will explain the follow up actions that have been implemented.
- The students and teachers in school did / should not have mixed with any other class groups while in school, therefore all other class groups will remain open.

In the meantime, we will continue to maintain hygiene standards and strict cleanliness routines in the school, alongside ensuring students wash their hands regularly.



Liam Collins  
Principal  
10<sup>th</sup> March 2021