## Samuel Cody Specialist Sports College: Re-opening Risk Assessment Updated 5th January 2021

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	UPDATES JANUARY 2021
Contact with someone suffering from coronavirus	<ul> <li>Staff</li> <li>Students</li> <li>Contractors</li> <li>Visitors</li> </ul>	<ul> <li>Everyone will be asked to not come into school if they need to self-isolate under <u>current guidance</u>. Now 10 days from December 16<sup>th</sup>. Regular reminders will be given about this.</li> <li>Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process.</li> <li>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. This will be in the Medical room. 999 will be called if they are seriously ill or injured or their life is at risk.</li> <li>In the case of a symptomatic student who needs to be supervised before being picked up:</li> <li>The student will be taken to the medical room and monitored by a member of staff trained in first aid.</li> <li>The supervising member of staff trained in first aid.</li> <li>Supervising staff will wash their hands thoroughly for 20 seconds after the student has been picked up.</li> <li>If there are home testing kits available in school, these will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if providing one will increase the likelihood of them getting tested.</li> <li>Only in exceptional circumstances will staff take</li> </ul>	All staff Parents Sue Woods SLT/Sue Woods	December 16th 2020	Update 5 <sup>th</sup> January 2021 All staff and students will be offered a Lateral Flow Test by the school. The asymptomatic testing regime will be run by three medically trained staff and offered to individuals in school on a weekly basis. Anyone exhibiting symptoms should not attend school and seek a PCR test at their earliest convenience. The Lateral Flow Test has to be self- administered and students not able to do this themselves will struggle to be tested. Whilst testing is a requirement by the school as an offer, it is optional in its take-up amongst staff and students. With the current test on offer, it is

<ul> <li>The 2m</li> <li>The sup about they about they</li></ul>	<ul> <li>the following steps will be taken:</li> <li>a driver and passenger will maintain a distance of from each other; or</li> <li>a driver will use PPE (the same PPE as when pervising a symptomatic student, as explained ove) and the passenger will wear a face mask if y are old enough and able to do so</li> <li>b clean will take place in the areas that the pomatic person has been in, and PPE will be ed of properly, following decontamination guidance.</li> <li>chool becomes aware that a student or a staff er has tested positive for coronavirus, the school htact the local health protection team. The team will be to self-isolate.</li> <li>b with this, records will be kept of:</li> <li>a students and staff in each group y close contact that takes place between children d staff in different groups contact means:</li> <li>a ct close contact – face-to-face contact with an ected person for any length of time, within 1 metre, luding:</li> <li>Being coughed on,</li> <li>A face-to-face conversation, or</li> <li>Unprotected physical contact (skin-to-skin) oximity contacts – extended close contact (within 1 2 metres for more than 15 minutes) with an infected person</li> <li>a are 2 or more confirmed cases within 14 days, or</li> </ul>	Cleaning contractors/Site Management Team Admin Team	not accessible to most of our students which places concern on the school's ability to identify asymptomatic cases in school. Additionally, a simpler test would make it possible for more students to be tested and for the monitoring of the virus in school to be made more accurate. Until this is in place, during a Lockdown situation, student and staff numbers on-site will need to be cautiously managed. We are advised that this is in development.
an over	rall rise in sickness absence where coronavirus is		

	suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.		
Contact with coronavirus when getting to and from school	Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible. Students naturally arrive at different times depending upon their transport and so it is expected that arrivals will not change from the procedures before the summer holidays. Students will on arrival, hand in their phones and be sent to either the playground or quad before being sent to their respective tutor rooms.	SLT/ Arrivals Team	September 1 <sup>st</sup> 2020
	Anyone who needs to take public transport will be referred to government guidance.		
	For dedicated school transport (i.e. buses, minivans), discussions will be held with the providers to make sure their staff:		
	Follow hygiene rules		
	<ul> <li>Try to keep their distance from passengers where possible</li> </ul>		
	<ul> <li>Do not work if they or a member of their household are displaying coronavirus symptoms</li> </ul>		
	In addition, the school will work with providers, students and parents/carers as appropriate to ensure that, wherever possible:	Transport Providers	September 1 <sup>st</sup> 2020
	• Students are grouped together on transport to reflect the groups that are adopted within school		
	<ul> <li>Hand sanitiser is available upon boarding and/or disembarking</li> </ul>		
	There is additional cleaning of vehicles		
	<ul> <li>Queuing and boarding is well organised</li> </ul>		
	Students practise distancing within vehicles		
	<ul> <li>Students will be leaving school at home time at staggered interval so that all can leave safely with</li> </ul>	SLT/Tutors	September 1 <sup>st</sup> 2020

	<ul> <li>minimal contact with other groups.</li> <li>Children over the age of 11 use face coverings where appropriate, such as if they're likely to come into very close contact with people outside of their group or who they don't normally meet</li> <li>Parents/carers who need to drop off and pick up students will be told through messages and signage: <ul> <li>Their allocated drop off and collection times, with different groups being given different times</li> <li>The protocols for minimising adult to adult contact. Only one parent/carer should attend and socially distance from other parents/carers.</li> <li>Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment</li> </ul> </li> <li>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. If they're using disposable face coverings, these will be put in a covered bin.</li> <li>Students wearing any sort of face covering when arriving to school will wash their hands on arrival (as all students will), dispose of/store the covering, and wash their hands again before going to their classroom.</li> </ul>	Supervising staff/Form Tutors	September 1 <sup>st</sup> 2020	
Spreading infection due to touch, sneezes and coughs	Handwashing facilities will be provided. Hand sanitiser stations will be placed around the school site to enable all students and staff to keep hand hygiene to the highest standard possible. School desks will be cleaned in between lessons.	SLT/ Cleaning Contractors/ Teaching staff	September 1 <sup>st</sup> 2020	Update 5 <sup>th</sup> January 2021 More automatic hand sanitiser stations have been installed to enable
	<ul> <li>Everyone in school will:</li> <li>Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using <u>NHS guidelines</u>, or use alcohol-based hand sanitiser to cover all parts</li> </ul>	All Staff	September 1 <sup>st</sup> 2020	students and staff to sanitise more regularly.

	<ul> <li>of their hands</li> <li>Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing</li> <li>Be encouraged not to touch their mouth, eyes and nose</li> <li>Use a tissue or elbow to cough or sneeze, and use bins for tissue waste. Catch it, kill it, Bin it.</li> <li>Where possible all staff and students will wear a face mask or visor in transition times and between lessons, and when attending in-school appointments with professional therapists.</li> <li>Students will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</li> <li>Help will be available for any students who have trouble cleaning their hands independently. Skin friendly cleaning wipes can be used as an alternative. Young children will be supervised during hand washing.</li> <li>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</li> <li>Lidded bins for tissues, preferably operated by a foot pedal, will be emptied at the end of day by qualified cleaning contactors.</li> </ul>	Site Management Team	On-going	
Spreading infection through contact with coronavirus on surfaces	<ul> <li>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</li> <li>Banisters</li> <li>Classroom desks and tables</li> <li>Bathroom facilities (including taps and flush buttons)</li> <li>Door and window handles</li> <li>Furniture</li> </ul>	Cleaning Contractors/ Site Management Team	September 1 <sup>st</sup> 2020	Update 5 <sup>th</sup> January 2021 Enhanced cleaning strategies will be put into place to facilitate the presence of a dedicated cleaner who will be in school during the school day. A programme of cleaning

<ul><li>Light switches</li><li>Reception desks</li></ul>		will be in place to clean areas that students
Teaching and learning aids		have been in throughou the day in addition to
<ul> <li>Books and games and other classroom-based resources</li> </ul>		regular after school enhanced cleaning.
<ul> <li>Computer equipment (including keyboards and mouse)</li> </ul>		Community use of the
Sports equipment		school will be
Hard toys		suspended in the case of a Lockdown situation
Telephones		
<ul> <li>Outdoor play equipment</li> </ul>		
Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes.	Devente (servere	
Students and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, stationery and mobile phones.	Parents/carers	
Parents are asked to send in money for lunch in a sealed envelope to prevent staff having to handle money.		
Areas of the school that are used by students will be cleaned thoroughly at the beginning of each school day.	Cleaning Contractors/ All	
Any resources shared between groups, such as sports, art and science equipment, will be either:	staff	
<ul> <li>Cleaned frequently and meticulously, and always between groups using them; or</li> </ul>		
<ul> <li>Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups</li> </ul>		
The same rules will be followed for books and other shared resources that students or staff take home.		

	However, unnecessary sharing will be avoided, especially where it doesn't contribute to student education and development.			
	Individual and very frequently used equipment, like pens and pencils, will not be shared.			
	Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:			
	Restricted to one user; or			
	<ul> <li>Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals</li> </ul>			
	Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.			
	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 <u>decontamination guidance</u> .			
	Cleaning supplies will be topped up regularly and monitored to make sure they are not close to running out.			
	Teachers will wash their hands and surfaces before and after handling students' books.			
Spreading infection due to excessive contact and mixing between	<ul> <li>Staff will be asked to socially distance from each other and from students whilst in school where possible. Where this is not possible, staff will have been issued PPE which can be worn if necessary. The staff room will be split into 2 rooms to facilitate social distancing between staff.</li> </ul>	SLT/ All Staff	September 1 <sup>st</sup>	Update – 5 <sup>th</sup> January 2021 In the event of a National Lockdown situation, students who are most at risk and
students and staff in lessons	<ul> <li>The school will operate in 3 bubbles. A Primary bubble, a Secondary bubble and a Cody Hill bubble. This will enable all students full access to their curriculum.</li> </ul>			highly vulnerable and those of critical workers will be offered a school place. It will not be
	<ul> <li>Tutors will have bags in their room and each student will have their own equipment which will travel around</li> </ul>			possible without accessible mass testing of the whole school

school with them. Students will leave their equipment in period 7 and a member of staff will return it to the tutor room.	population to ensure the safety of our wider population. Until this is
<ul> <li>A one-way system will be in place as per before the summer holidays, in order to reduce contact between students during changeover of classes.</li> </ul>	in place numbers of students and adults accessing the school site will have to be
Note: Wheelchair users can go in any direction in order to get to their lesson.	reduced. This will be reviewed weekly.
<ul> <li>PE lessons will be taught in year groups.</li> </ul>	Decisions on who has
<ul> <li>Classroom tables and chairs will be cleaned between each class.</li> </ul>	enhanced vulnerability will be made through
<ul> <li>Students wanting hot food will be sat at their usual table in the dining hall but diagonally socially distanced. The menu on offer is smaller than normal and food will be boxed or bagged to limit the need for washing utensils etc.</li> </ul>	Individual Student Risk Assessments. Other vulnerabilities that become apparent for those undertaking
<ul> <li>Primary students will eat lunch in their classroom. If they have ordered a hot lunch, this will be taken to them.</li> </ul>	learning at home will be managed by the school and parents will be able to communicate these
<ul> <li>Students eating cold food or packed lunches will be allocated seating. Yrs. 7,8 and 9 will eat in the Main Hall, years 10 and 11 will eat in the Activity Hall.</li> </ul>	via telephone calls with their child's tutor.
<ul> <li>There will be no whole school assemblies initially at the start of the year. This will be reviewed at Christmas.</li> </ul>	Staff are advised to wear face masks at all times when in the
<ul> <li>Primary Students will be kept to their class groups.</li> </ul>	presence of another or
<ul> <li>Children in the EYFS will be kept in consistent groups based on their age groups, while adhering to the usual staffing ratios.</li> </ul>	group of students or staff or when moving around school.
Where students are old enough and capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers.	When working closely with students it is advised for staff to wear both a mask and a clear
Students will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this.	visor. Students should continue to wear face

Lessons that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) will be limited to no more than 15 students, and will take place outside wherever possible (if taking place inside, the space will be well ventilated). Students will be positioned either back-to-back or side-to-side at an appropriate distance. Instruments won't be shared. Singing or instrument playing won't take place in any larger groups such as choirs or assemblies.		masks where possible dependant upon their individual needs when transitioning around school, in between lessons and whilst queuing for lunch
For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between students will be maximised as much as possible.		
Students will be asked to wear PE kit on a PE day and stay in that kit for the day negating the need for using changing rooms and limiting the amount of items that students bring into school. Students will be issued with extra PE tops to enable a rotation of kit during the week.	Effective from 22 <sup>nd</sup> September 2020	
Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from students and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with younger children, but close face-to- face contact will be avoided, and time spent within 1 metre will be minimised.		
Any students with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.		
Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum.		
Specialists, therapists, clinicians and other support staff for students with SEND should provide interventions as		

	usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene. All other visitors and contractors will be asked to wear a mask whilst inside school buildings.		Effective from 22 <sup>nd</sup> September 2020	
Spreading infection due to excessive contact and mixing between students and staff around and outside of the school	Students will be kept in their bubbles at all times each day, and be kept separate from other bubbles where possible. For students who routinely attend other settings on a part-time basis, such as an alternative provision setting, the school will work with these other settings to work out a system to keep these students safe. Students will have access to separate outside areas at break times, but if the weather is wet they will remain with	SLT/All staff	September 1 <sup>st</sup> 2020	Update – 5 <sup>th</sup> January 2021 In the event of a National Lockdown situation, students who are most at risk and highly vulnerable and those of critical workers
	the teacher that they had during period 2. Students will be supervised at all times to ensure mixing between bubbles doesn't occur, and they will be reminded about the rules throughout the day.			will be offered a school place. Students may need to be placed in smaller temporary tutor groups to enable as little
	All shared rooms, such as sport halls and dining areas, will be kept at half capacity to allow groups to keep apart when using them. They will be cleaned between each use. If necessary, lunch will be brought to students in their classrooms.			mixing as possible. It will not be possible without accessible mass testing of the whole school population to
	Toilet use will be managed to avoid crowding. We have been using the 'one out, one in' rule, thus limiting the chances of spreading the virus.			ensure the safety of our wider population. Until this is in place numbers of students and adults
	Staff use of staff rooms and offices will be staggered to limit occupancy.			accessing the school site will have to be
	Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors. Non-overnight domestic educational visits may take place in the same student groups later in the year, but only			reduced. This will be reviewed weekly. Decisions on who has enhanced vulnerability will be made through Individual Student Risk Assessments.
	in the same student groups later in the year, but only subject to a separate risk assessment that considers the			Other vulnerabilities that become apparent for

	coronavirus measures in place at the destination.			those undertaking learning at home will be managed by the school and parents will be able to communicate these via telephone calls with their child's tutor.
Spreading infection due to the school environment	<ul> <li><u>Checks to the premises</u> will be done to make sure the school is up to health and safety standards before opening in September.</li> <li>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.</li> <li>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</li> <li>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</li> <li>Outdoor space will be used for exercise and breaks, and for education where possible.</li> <li>The indoor space used for children in the EYFS will meet the following requirements: <ul> <li>2.3m<sup>2</sup> per child for children aged 3 to 5 years' old</li> <li>The Trim Trail will be in use with strict and washing before and after use.</li> </ul> </li> </ul>	SLT/ Site Maintenance Team	September 1 <sup>st</sup> 2020	Update 5 <sup>th</sup> January 2021 Enhanced cleaning strategies will be put into place to facilitate the presence of a dedicated cleaner who will be in school during the school day. A programme of cleaning will be in place to clean areas that students have been in throughout the day. During a Lockdown situation the temporary reduction in student numbers will ensure that more space is afforded that ordinarily required when the Covid-19 virus was less virulent.

Spreading infection due to excessive contact and mixing in meetings	Where possible all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors. Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.	SLT/All Staff	September 1 <sup>st</sup> 2020	
Individuals vulnerable to serious infection coming into school	The school will continue to follow any shielding guidance in place to decide who should come into school. If the guidance is paused, all staff and students are expected to come into school, apart from staff who can continue to work from home (e.g. some admin staff). Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will be placed in the safest possible on-site roles where it's possible to maintain social distancing subject to individual Risk Assessment recommendations.	All	September 1 <sup>st</sup> 2020	Update 5 <sup>th</sup> January 2021 Students who it is felt are at high risk of acquiring the virus and who have underlying health issues will be supported with learning from home packages. Where parents prefer to keep their children at home during a Lockdown situation, they will be given leave of absence to do so.