



Mayflower High School - COVID19: Risk Assessment

DATE: 04 January 2022

DATE FOR REVIEW: February 2022

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- CYP Response Plan
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

Theme	Control Measures	Key Staff	Pre action Risk Level	Action	Timescale	Post Action Risk level
<p>Dealing with those developing symptoms whilst at school</p> <p>Minimise contact with those who are unwell with (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p>	<p>Any student/member of staff tested positive in the last 7 days, anyone developing those symptoms during the school day is sent home, a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and follow guidance</p> <p>Student awaiting collection, moved, to an area where they can be isolated behind a closed door, with appropriate adult supervision if required. Separate toilet facilities disinfected after use</p>	SHW/JCS	H	<p>Establishment of 'symptom isolation area' to enable symptomatic student to await collection by parent/carers.</p> <p>Parents clearly communicated what to do in the event of symptoms being developed on collection of student.</p> <p>Parents to notify school of positive result via the school website.</p>	Completed / Ongoing	L
Engagement with the NHS Test and Trace process	Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team	SHW	M	Parents must notify the school of a positive test result as soon as they receive it via the school website. The form on the school website requires some extra information as well as confirmation from the NHS. Should further information be required by the school, parents will be contacted by telephone to establish details.	Ongoing	L

				<p>NHS test and trace usually conduct contact tracing, however the school will work with NHS Test and trace to identify potential contact should the need arise.</p> <p>Isolation Periods and criteria will be dependant on Government advice at the time of infection.</p>		
Premises, Cleaning and Waste Disposal	<p>Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance.</p> <p>Capacity of cleaning staff is adequate to enable enhanced cleaning regime.</p> <p>Sufficient time is available for the enhanced cleaning regime to take place.</p> <p>Waste disposal process in place for potentially contaminated waste.</p> <p>Office spaces re-designed to allow office-based staff to work safely.</p>	BCS/SHW	M	<p>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush. Caretaking team to be available at break to clean toilets when required. Cleaning contractor fully staffed and will resume thorough clean. Premises staff to carry out extra cleans during the day Cleaning undertaken in the mornings before school.</p> <p>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours.</p> <p>Furniture has been arranged to allow for social distancing where possible. Screens have been installed where necessary. Strict number of persons allowed in each area is displayed on doors.</p>	Ongoing	L

	Sanitiser/ Hand Washing Facilities			All sanitising stations will be regularly checked and refilled. Extra checks and cleans on toilets areas and hand washing areas		
	Water Fountains			All students instructed to bring a water bottle each day. Water fountains in use with strict social distancing in place.		
Asymptomatic Testing	Secondary school staff and pupils will be moving to a home testing model. However, the first test after the Christmas Break will be conducted in school and home tests will only be issued once these have taken place.	JWS	H	Information and guidance regarding the on-site Lateral Flow tests will be sent to parents and staff LF test centre is operational the first test. Staff and students have been asked to take one test at school. They will then be issued home test kits. A separate risk assessment for the testing centre is available. A lateral testing capacity will be maintained at the school to test those unable to do so at home.	Completed / Ongoing	L
Face coverings	Following publication of guidance and recommendations from the Department for	SLT	M	All adults and students should wear a face covering in crowded areas.	Ongoing	L

Including Infection Control	Education, face coverings are required in all communal areas and classrooms. This will be regularly reviewed and changed as and when government guidance changes.			<p>Safe wearing of face coverings requires the:</p> <ul style="list-style-type: none"> • cleaning of hands before and after touching – including to remove or put them on • safe storage of them in individual, sealable plastic bags between use <p>Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. Adults and students may consider bringing a spare face covering to wear if their face covering becomes damp during the day.</p> <p>Face shields they may be worn as well as a cloth or disposable face covering.</p>		
Measures within the Classroom	Ensuring a safe environment.	SLT	M	<p>Seating plans will be used to enable efficient contact tracing.</p> <p>Students must use their own stationery, and it is not to be shared.</p> <p>Equipment that may be used between year groups (i.e. Art, PE etc.) will be left for a period of time of meticulously wiped down before use.</p> <p>Students will be sat side by side / facing the front where ever possible.</p> <p>.</p>	Ongoing	L

				<p>Windows and doors will be opened in classrooms where possible to improve ventilation.</p> <p>Desks are placed as far apart as possible</p> <p>Sanitiser will be supplied for keyboard use between classes. Printer use to be avoided. Where necessary hand sanitizer should be used afterwards.</p> <p>Exams</p> <p>Exams will be conducted in line with government guidelines.</p> <p>Specifically the Oral exams the following procedure will apply;</p> <p>They will be conducted in 2 designated rooms 84 & 84a <u>in person</u></p> <p>Students will go to one classroom for their study hour and then their formal preparation time. Face coverings are to be worn as per a normal classroom situation.</p> <p>Students are then called to the second room, where their teacher will be seated behind a screen. Teacher not wearing a face covering due to the nature of the exam.</p> <p>An external microphone will capture the student's responses on the other side of the</p>		
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				screen, at the safe distance. The student will also not be required to wear a face covering.		
Behaviour	Behaviour causing risk to others from COVID 19	Pastoral Team	M	<p>Students will follow the behaviour protocol. This has been sent to parents and has been displayed around the school site</p> <p>If there is intent to cause deliberate harm and/or their behaviour is deemed to cause risk to others from Covid-19 then the student could be sent home immediately and further consequences could be applied.</p>	Ongoing	L
Transport		VGY	M	<p>From 29th November Students must wear face coverings on School and public transport.</p> <p>A bin for disposal of face coverings will be placed in the entrance to the school along with a hand sanitising station.</p>	Ongoing	L
Uniform	<p>Approach and expectations around school uniform determined and communicated with parents.</p> <p>We expect all pupils to wear full school uniform. Uniforms do not need to be cleaned any more often than usual, nor do they need</p>	Pastoral Teams	M	In line with government recommendations all students are required to wear full uniform or dress code.	Ongoing	L

	to be cleaned using methods which are different than normal.					
Safeguarding	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures. Updated Child Protection Policy in place. Consideration given to the safe use of physical contact in context of managing behaviour.	Pastoral Teams	M	Ongoing use of MyConcern by all staff. Tutors carried out a welfare check on tutees. Comprehensive safeguarding procedures in place. LA policy guidance followed. Policy in place. Behaviour Management Policy reviewed by the Pastoral Team and updated.	Ongoing	L
Alternative Provision	APs should implement the system of controls outlined above, as much as possible and appropriate.	RGS	M	The very limited number of students using alternative provision will be required to follow the procedures in place at the provider. Requests for procedures to be made by Vocational Coordinator.	Ongoing	L
Communication	On-going regular communication plans determined to ensure parents are kept well-informed Schools with over 50 staff are now expected to publish risk assessments.	JWS SHW	M	Regular updates sent to parents via in touch. Risk Assessment to be reviewed regularly and published on School Website.	Ongoing	L
School Trips	Advise against domestic (UK) overnight and overseas educational visits	JWS/SHW	M	If any are to be planned for, a full risk assessment will be provided, including consideration of COVID 19 measures.	Ongoing	L

	Schools can resume non-overnight domestic educational visits. These trips should include any trips for pupils with SEND connected with their preparation for adulthood. Risk assessment will be needed					
Staffing	<p>It is expected that most staff will attend school.</p> <p>Some people with particular characteristics may be at increased risk from coronavirus. If people with these significant risk factors are concerned, schools should discuss their concerns, explain the measures in place to reduce risks and try to accommodate additional measures where appropriate.</p>	SLN/SHW /JWS	M	<p>Staff informed</p> <p>Twice weekly Lateral Flow Tests available</p> <p>Staff to contact HR if they need to discuss any concerns.</p>	Ongoing	L
School Workforce	<p>Considerations to staff wellbeing</p> <p>Plans to respond to increased sickness levels are in place.</p>	CFD/JRH/ SHW/JWS	M	<p>Wellbeing information and help is available via the employee assistance programme. As well as help and guidance from line managers and HR.</p> <p>The school has adequate level 3 safeguarding trained staff to allow for absences.</p> <p>Use of Cover Supervisors, regular supply and other in house options to be considered before bringing in agency supply.</p>	Ongoing	L

	<p>Approaches for meetings and staff training in place.</p>			<p>Physical meetings should take place in a space to allow for appropriate social distancing, for large faculties this may mean using very large spaces e.g. hall, 6th study etc.</p> <p>Remote meetings to be monitored by Line Manager dropping in. Staff to access training remotely where possible. In-house training, if carried out physically will have to be planned very carefully in appropriate sized groups.</p>		
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