

## James Calvert Spence College COVID-19 Accessible Health and Safety Risk Assessment

The school’s full risk assessment which describes the full risks assessed, control measures and subsequent actions is available on request.

This risk assessment has been developed alongside the school’s full risk assessment and guidance from NCC, unions, HSE and DfE. The full risk assessment has been consulted on with trades unions and staff and training has been provided on implementing actions where required. The actions are monitored to ensure effective outcomes are achieved. The risk assessment is reviewed and updated regularly by the Executive Leadership Team.

Hazards	Specific Focus	Control Measures
<p>Infection - to individuals, across a large group of staff and/or students and wider transmission to families and the community.</p>	<p>Classroom &amp; Assembly arrangements</p>	<p><b>Contacts and interactions are reduced through:</b></p> <ul style="list-style-type: none"> <li>❖ Creating Key Stage bubbles (see plan)                             <ul style="list-style-type: none"> <li>➤ KS2 – Y5 &amp; Y6</li> <li>➤ Lower KS3 – Y7</li> <li>➤ Upper KS3 – Y8 &amp; Y9</li> <li>➤ KS4 – Y10 &amp; Y11</li> <li>➤ KS5 – Y12 &amp; Y13</li> </ul> </li> <li>❖ Separate entrance, exits, toilets, breakout and outdoor spaces for each year group</li> <li>❖ Allocated ‘zone areas’ for each year group with no entry permitted for any other year groups*</li> </ul> <p><b>Classroom routines</b></p> <ul style="list-style-type: none"> <li>❖ Classrooms arranged with forward facing desks in rows and students must not sit directly face to face</li> <li>❖ Seating plans for all classes</li> <li>❖ Students up to and including KS3 have set seating plans and must sit in the same place at all times</li> <li>❖ Staff maintain distance from students and other staff as much as possible</li> <li>❖ Classroom routines established</li> <li>❖ Floor markings to show a 2m distance from the front row of student’s desks in classrooms</li> <li>❖ Students in Y7 and above and staff wear masks in all communal areas and spaces where it is difficult to maintain a 2m distance.</li> <li>❖ Students and staff will put on and remove masks safely</li> <li>❖ Use hand sanitiser on entering/leaving every room throughout the day and before and after eating. Also, on entry to the school buildings</li> <li>❖ Desks and chairs must not be moved from their location</li> <li>❖ Teachers should avoid movement during lessons and stay near the front, maintaining a 2m distance from students as much as possible</li> <li>❖ Spray bottle and tissues available in every classroom for staff and students to clean areas</li> <li>❖ Hand sanitiser dispensers outside of every classroom and around the buildings</li> </ul>

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		<ul style="list-style-type: none"> <li>❖ Ensure windows and doors are open for ventilation (not including fire doors).</li> <li>❖ Portable Perspex screens are available for use when staff need to work closely with students or each other. These must be wiped down by the staff member after use.</li> <li>❖ Staff will regularly reinforce these expectations with their classes throughout the day, every day.</li> <li>❖ Stationery should not be shared. Stationary packs provided to all students: pens, pencils, books, calculators etc should not be lent.</li> <li>❖ Documents will, where possible, be shared online and paper copies kept to a minimum.</li> <li>❖ Where paper is used, students should hand them out to the class (ideally only one child to reduce handling).</li> <li>❖ Wipes are to be used after using IT equipment.</li> </ul> <p><b>LSP support</b></p> <ul style="list-style-type: none"> <li>❖ Support from LSPs will continue as normal. Perspex screens can be used if required.</li> <li>❖ LSPs have been assigned to specific year groups.</li> <li>❖ Teacher must arrange for LSPs to have a space allocated to them within the classroom (consider exam desk and chair at front of class).</li> <li>❖ EHCP students will need to be appropriately seated for distanced support.</li> <li>❖ LSPs may relocate to another room at some points during a lesson to facilitate distanced support.</li> </ul> <p><b>Suspected cases</b></p> <ul style="list-style-type: none"> <li>❖ Any student that shows signs of Covid-19 is to be immediately reported; they will be isolated and parents contacted so they can be removed from the site.</li> <li>❖ Staff will be isolated should they show any symptoms however they will leave site asap.</li> </ul> <p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>❖ Deep cleaning on request and additional cleaning of frequently touched areas continuously throughout the day.</li> <li>❖ All classrooms to be cleaned each day.</li> <li>❖ Staff in other areas redeployed to increase cleaning capacity.</li> </ul>
	<p>Movement around school including toilets</p>	<p><b>The following measures are in place to support physical distancing:</b></p> <ul style="list-style-type: none"> <li>❖ Staggered break and lunch time at South Avenue.</li> <li>❖ Allocation of different outside spaces and breakout areas indoors for break and lunchtimes.</li> <li>❖ Restricted movement around school.</li> <li>❖ Allocated toilets to each bubble with supervision outside the entrance at break and lunchtimes.</li> <li>❖ Only students with a toilet pass should be allowed out of lessons to use the toilet. If giving permission during lesson time (only if absolutely necessary), only one student should be out of the classroom at a time.</li> <li>❖ One-way system in the main building at South Avenue.</li> </ul>

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		<ul style="list-style-type: none"> <li>❖ Students in Y7 and above and staff wear masks in corridors and in communal spaces.</li> <li>❖ Masks to be worn in the dining hall until seated at a table.</li> <li>❖ Staff and students to apply and remove masks in line with PHE guidance.</li> <li>❖ Pastoral team, LSPs and SLT will oversee student movement at lesson changeover.</li> <li>❖ Regular cleaning of internal doors and surfaces throughout the day</li> <li>❖ Signage displayed throughout both sites to indicate instructions, regimes and reminders on hand cleaning and social distancing.</li> <li>❖ Staff must follow timings and stick to them and stand at the door at start and end of lesson to ensure no students are waiting on the corridor and only allow students out if it is clear to do so.</li> <li>❖ Students should go straight into classrooms when the bell sounds to reduce the number of people in communal areas.</li> <li>❖ Onsite cleaner to clean toilet after break and lunch</li> <li>❖ Handwashing or sanitising regularly throughout the day using the dispensers across the sites.</li> <li>❖ Staff at South Avenue should wear face coverings when they are unable to maintain a 2m distance from other staff and students. This applies to corridors and in the classroom.</li> </ul>
	First Aid Arrangements	<ul style="list-style-type: none"> <li>❖ List of first aiders available on Teams and next to first aid 'grab bags'.</li> <li>❖ Basic first aid e.g. applying a plaster should be done by the students with adult supervision to reduce contact.</li> <li>❖ PPE available for first aiders if required.</li> <li>❖ Staff will follow the flowchart should staff or students display symptoms, available on all teacher desks and in offices.</li> <li>❖ Students displaying symptoms will be taken to the designated isolation areas (Discovery disabled toilet at AR, disabled toilet at SA) by the member of staff on-call. A first aider does not need to be called unless they become physically unwell.</li> <li>❖ Parents/carers are informed they will automatically have to pick up their children from this point and the child sent home immediately. Parents/carers must not to come in to school but wait in the car park and phone school on their arrival.</li> <li>❖ PE lessons will take place but practical activities that may be classed as high risk will not.</li> </ul>
	Catering	<ul style="list-style-type: none"> <li>❖ Pre-order system for KS4 with lunches delivered to classrooms at the start of lunch. Lunches to be eaten outdoors or in classrooms/breakout areas on a wet day.</li> <li>❖ Dining Hall at AR only used by Y8 &amp; Y9</li> <li>❖ Lunch break extended at SA to enable to dining hall to be fogged in between use of bubbles.</li> <li>❖ On a wet day at SA a pre-order system for Y5 &amp; Y6 will apply</li> <li>❖ No cash accepted – online payments only.</li> </ul>

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	Student pastoral and behaviour support	<ul style="list-style-type: none"> <li>❖ Pastoral support will continue as usual.</li> <li>❖ On call system will continue though staff should avoid going into the classroom where a 2m distance cannot be maintained.</li> <li>❖ Assemblies are virtual for the foreseeable future.</li> <li>❖ Clear communication of expectations will be delivered to students via assembly and regularly re-enforced by tutors.</li> <li>❖ Behaviour policy to be applied as usual.</li> <li>❖ Teaching or supervising staff to identify any concerns over student anxiety and stress, and refer to pastoral/SLT.</li> <li>❖ Staff and students in Y7 and above must wear face coverings when moving between classrooms, in corridors and communal areas and when queuing for food inside at lunch time.</li> <li>❖ Staff and students in Y7 and above must wear face coverings in classrooms unless they are exempt, ate undertaking strenuous activity (e.g. PE) or can maintain a minimum 2m distance.</li> <li>❖ Staff and students are expected to use their own face coverings and have a small, sealable bag to store them in when not in use.</li> <li>❖ All face coverings should be washed daily. Disposable face masks should be disposed of in waste bins.</li> </ul>
	Visitors	<ul style="list-style-type: none"> <li>❖ Visitors are only permitted on site with prior agreement from ELT.</li> <li>❖ Visits should only be essential where they cannot take place virtually.</li> <li>❖ Wherever possible, visits will be scheduled for before or after school.</li> <li>❖ If collecting sick child, parents/carers should park outside and call reception.</li> <li>❖ Hand sanitiser must be used on entry to and exit from the building.</li> <li>❖ Reception staff or premises staff (for contractors) will induct visitors into school covid safe systems.</li> <li>❖ Any contractors or suppliers will provide a risk assessment for their visit for approval in advance.</li> <li>❖ Non-essential meetings for staff and events including performances and out of school activities have been cancelled for the Autumn term.</li> </ul>

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	Communication	<ul style="list-style-type: none"> <li>❖ Regular updates and information sent home to parents and staff.</li> <li>❖ Weekly staff briefings with staff virtually.</li> <li>❖ Staff to follow the flowcharts published in all classrooms and offices should someone display symptoms in school. Also available on Teams and the school website.</li> <li>❖ Parents to inform school immediately if a student tests positive.</li> <li>❖ Immediate contact with parents for pick up and removal from school site.</li> <li>❖ Staff and students required to go home immediately and obtain a test.</li> </ul>
	Heating	<ul style="list-style-type: none"> <li>❖ When the heating is on and a room is occupied by a group, ensure at least one window is open to allow ventilation (high level if possible).</li> <li>❖ If an individual is in a room alone the window can be closed.</li> <li>❖ When rooms are not in use windows should be closed.</li> <li>❖ Rooms without ventilation should be avoided.</li> <li>❖ Issues with heating should be reported to facilities.</li> <li>❖ Doors to be wedged open.</li> <li>❖ Coats should not be worn by students unless the weather is inclement.</li> </ul>
Significant staff and student absence - illness (including mental health), self-isolation, shielding and childcare availability will impact staff and student attendance and may make the viability of running schools difficult	Staff capacity	<ul style="list-style-type: none"> <li>❖ We will limit the use of supply teachers/staff during this time, wherever possible.</li> <li>❖ Staff with symptoms will not attend school and will immediately be tested for Covid-19:               <ul style="list-style-type: none"> <li>➤ they will inform the Headteacher immediately if they test positive:</li> <li>➤ they will isolate for 10 days in line with government guidelines if they test positive</li> <li>➤ they will return to work if they test negative and are free of symptoms and feel well enough</li> <li>➤ Staff will self-isolate for 10 days if a member of their household tests positive for Covid-19 or they have been identified as a 'close contact' by PHE.</li> </ul> </li> <li>❖ Consideration has been given to staff deemed 'CEV or 'CV':               <ul style="list-style-type: none"> <li>➤ Those with underlying health conditions, classed as 'clinically extremely vulnerable', can attend school from 1 September but will have a 1-2-1 discussion and risk assessment at the start of term.</li> <li>➤ Those with underlying health conditions classed as 'clinically vulnerable' including pregnant staff can attend school based on current guidance.</li> </ul> </li> </ul>
Unacceptable premises safety and cleanliness standards - maintenance and cleaning standards are poor due to a period of closure, staff absence, contractor delays	Site safety and cleanliness	<ul style="list-style-type: none"> <li>❖ Deep clean of sites during the Easter holidays.</li> <li>❖ Statutory testing and maintenance such as water hygiene testing/flushing, gas safety, fire safety continue to take place.</li> <li>❖ Hand sanitiser at entry points to school as well as all other rooms in school. Sanitiser is replenished daily or as and when required. Handwashing is the preferred controlled method whenever possible.</li> <li>❖ Touch points disinfected several times throughout the day.</li> </ul>

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and poor implementation / communication of new processes		<ul style="list-style-type: none"> <li>❖ Additional cleaning hours (as required) to facilitate increased cleaning regime;</li> <li>❖ ICT equipment cleaned by staff and students when used.</li> <li>❖ Sufficient stocks of cleaning materials and sanitiser maintained and stock constantly monitored. Additional foot pedal operated lidded bins have been provided in all classrooms.</li> <li>❖ Additional bins for communal areas and outdoors purchased.</li> </ul>
	Building evacuation procedures	<ul style="list-style-type: none"> <li>❖ Assembly points have been reviewed and updated.</li> <li>❖ Addendum to the fire procedure created and shared with staff and students.</li> <li>❖ Fire drills to take place during the first half term.</li> </ul>
	Staff safety	<ul style="list-style-type: none"> <li>❖ All staff must adhere to DfE and PHE guidance on hand and respiratory hygiene and social distancing.</li> <li>❖ Face coverings to be worn by staff and students in Y7 and above.</li> <li>❖ Face coverings can only be worn in lessons by exception.</li> <li>❖ 2m student-free zone at the front of classrooms.</li> <li>❖ Staff to implement social distancing with other staff and visitors at all times.</li> <li>❖ Minimising, where possible, the extent of staff movement between lessons.</li> <li>❖ Where possible, support learning whilst maintaining appropriate distance and using ICT creatively.</li> <li>❖ Reduce the handling of books - camera image shared using IT available.</li> <li>❖ Prevent sharing of equipment by pupils.</li> <li>❖ Any staff member that shows any symptoms to follow school procedure (see flowcharts in classrooms, offices or on Teams).</li> <li>❖ Staff with underlying health conditions have an individual risk assessment and must inform the Business Manager of any changes.</li> <li>❖ Staff must adhere to social distancing rules at all times when entering/exiting their vehicles and also ensure that social distancing rules are adhered to around the grounds when approaching or leaving the site.</li> <li>❖ Staff should not use department offices if they are not able to socially distance themselves from each other.</li> <li>❖ Staff should use designated areas for comfort breaks and PPA.</li> <li>❖ Staff must only use the staff room if there is sufficient space to maintain a 2m distance. Staff should wipe down ICT before and after use with wipes provided.</li> <li>❖ Staff should only use the PC if it is designated to them.</li> <li>❖ Staff should use a hand sanitiser when entering and leaving all rooms.</li> <li>❖ Staff are encouraged to bring in their own kitchenware and cutlery and keep this with them at all times. It must be washed.</li> <li>❖ Lockers are available for all staff on request.</li> </ul>
	School transport	<ul style="list-style-type: none"> <li>❖ NCC are responsible for the full management of school transport.</li> </ul>

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Travel restrictions - school trip and public transport restrictions affecting daily school transport, school trips and staff/student holidays as well as quarantine arrangements delaying returns from holidays and school trips		<ul style="list-style-type: none"> <li>❖ NCC sent letter to parents outlining actions to be implemented including:                             <ul style="list-style-type: none"> <li>➤ Physical distancing within year group bubbles, where possible.</li> <li>➤ Possible use of face coverings.</li> <li>➤ Driver will exit the vehicle and stand well clear before embarkation/disembarkation.</li> <li>➤ Seating plans to be used as much as possible.</li> <li>➤ Bus contractor to ensure coaches fully cleaned and high touch points disinfected prior to each journey.</li> </ul> </li> </ul>
	School pick up and drop off	<ul style="list-style-type: none"> <li>❖ Students encouraged to walk or cycle to school if possible.</li> <li>❖ Parents advised to:                             <ul style="list-style-type: none"> <li>➤ Stay in their car when dropping off.</li> <li>➤ Not to enter the school sites - communicate with school via phone or email.</li> </ul> </li> </ul>
	Start and end of the school day	<ul style="list-style-type: none"> <li>❖ Students must sanitise their hands on entry.</li> <li>❖ Tutors must be in classrooms to greet students as they arrive.</li> <li>❖ Students must go straight to tutor room and not hang around in communal areas.</li> <li>❖ Year groups must only enter the school sites through their designated entrance.</li> </ul>
New strain of Covid-19 could increase risk	National lockdown – access to school restricted to KWV children only	<ul style="list-style-type: none"> <li>❖ All students other than KWV children to remain at home for virtual learning</li> <li>❖ All teaching staff to teach from their homes where they are able to do so to reduce number of contacts onsite.</li> <li>❖ Teaching staff only to come onto site as and when required (e.g. to supervise KWV children).</li> <li>❖ KWV children split into small bubbles and not be above 50% occupancy of a normal class to aid social distancing</li> <li>❖ Face coverings to be worn by staff and students in Y7 and above when moving around the building and 2m distance cannot be achieved.</li> <li>❖ Y5 &amp; Y6 based at South Avenue and Y7 and above at Acklington Road to reduce number of contacts on each site.</li> </ul>

\*with the exception of 6<sup>th</sup> form who may walk through other zones.