



Site Name: Testwood School

Date: For week beginning November 9<sup>th</sup> 2020

Version: 4.8

<b>RISK - Spread of Coronavirus Infection:</b>
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| <ul style="list-style-type: none"><li>• through Years 7-11 returning to full time education</li><li>• through school running as operationally full</li></ul> |
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Testwood school will follow guidance from the Department for Education regarding any confirmed cases. The helpline is staffed by a dedicated team of NHS Business Service Authority advisors who will work through a risk assessment with Testwood to identify close contacts, and will inform of what action is needed based on the latest public health advice. Advisors will be responsible for referring more complex cases to the PHE regional health protection team, as necessary, following a triaging of the circumstances during the call. The helpline contact number is:

**0800 0468687**

Staff to be able to feedback to SLT daily to support the evolving nature of the risk assessment through the nominated Health & Safety representative

Through this risk assessment, the control measures put in place along with the ongoing reviews, Testwood School considers that the overall risk of Covid-19 transmission or contraction is LOW. However, we acknowledge that we cannot eliminate the risk, we can only put in place control measures to minimise the risk.

Since the school opened during the lockdown for key worker children and vulnerable children (priority groups), as well as then the face to face learning of Year 10 students, there were no reported cases of COVID 19 arising from those attending the school over the period: 23/3/20 – 17/7/20

Although this risk assessment is written to predominately protect students and staff it also extends wider to consider the safeguarding of all visitors & contractors to the school and the families of the students where contact is made.

What are the hazards?	Who does this affect?	Existing Control Measures	Further actions needed	By whom & when
Maintaining semi-permeable zones across school site	Students	<ul style="list-style-type: none"> <li>• Break time &amp; lunch time zones specific for each year group outside when it is dry</li> <li>• Wet weather breaks from November 2<sup>nd</sup> will be with the class teacher of period 2 to reduce movement around the site</li> <li>• Wet weather lunch times from November 2<sup>nd</sup> will be in year group locations: Year 7 and 10: Sportshall Year 8: Gym Year 9: Dining Hall Year 11: ICT rooms 1-3 and the LRC</li> <li>• Staggered start and end times to the school day for students</li> <li>• Left only (in corridors) movement around school indicated by floor markings</li> <li>• Wearing of face coverings between lessons and on route to social areas for staff and students is now mandatory</li> <li>• Exceptions to wearing face coverings if local or national guidance enforces it: People who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability; Where putting on, wearing or removing a face covering will cause you severe distress.</li> <li>• Break and lunch time pre-ordered food collection zones for each year group</li> <li>• SLT/Year Leaders/catering team/duty staff to manage these zones</li> </ul>	<ul style="list-style-type: none"> <li>• Local changes to be monitored and in the event of local changes, staff and students to follow local/Testwood guidance</li> </ul>	AHT ongoing
Front facing rooms and social distancing	Students & staff	<ul style="list-style-type: none"> <li>• Department/faculty risk assessed rooms written and reviewed by SLT – see appendix 1.2</li> <li>• Marking in rooms for staff to maintain staff staying at the front of the room 2 metres from students</li> </ul>		

What are the hazards?	Who does this affect?	Existing Control Measures	Further actions needed	By whom & when
within classrooms		<p>where possible: 1.5 metres up to 15 minutes at a time is public guidance</p> <ul style="list-style-type: none"> <li>● Desk shields in every teaching room</li> </ul>		
Spread of infection across the site	Staff and students	<ul style="list-style-type: none"> <li>● All evolving Covid-19 guidance to be sent to parents, carers and trustees by HT</li> <li>● All classrooms will have the option of windows and doors open to provide natural ventilation within the room (where regulations allow. Fire doors must be kept closed at all times). Advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak: <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a></li> <li>● School cleaning rota to be followed every day and managed by Finance Director</li> <li>● Site manager observes protocols are in place and reports to Finance Director</li> <li>● Staff and students adhere to hygiene practice</li> <li>● No shared resources or equipment outside year groups</li> <li>● Daily feedback from staff to Health &amp; Safety rep and/or SLT. To be reviewed and actioned by SLT. SLT to have an open door policy</li> <li>● Extra cleaning slot of toilets per day, to include outside toilets – minimum of 3 times per day and cleaning signage on door</li> <li>● Where relevant, departments to follow CLEAPS guidance</li> </ul>	<ul style="list-style-type: none"> <li>● All evolving Covid-19 guidance to be sent to parents and carers by HT</li> </ul>	HT ongoing
Risk of Covid-19	Staff, students & visitors	<ul style="list-style-type: none"> <li>● Rooms have been modified to support social distancing from staff to students</li> </ul>		

What are the hazards?	Who does this affect?	Existing Control Measures	Further actions needed	By whom & when
transmission to others		<ul style="list-style-type: none"> <li>● Students given equipment (if needed) by tutor and then kept by the student to take to each lesson</li> <li>● Work books to be handled by students</li> <li>● If staff handle, gloves must be worn</li> <li>● Assessed work to be completed on separate paper and staff wait 48 hours to mark or wear gloves when handling the paper</li> <li>● Staff &amp; students to use Sanitizer pumps at entrance/exit to every teaching room</li> <li>● Students are encouraged to bring in their own hand sanitizer</li> <li>● Daily spot checks by SLT</li> <li>● School site to be cleaned daily</li> <li>● Extra cleaning of touch points (e.g. door handles)</li> <li>● Network team to conduct IT issues remotely. When analysed, potentially 70% of issues can be rectified by talking the member of staff through the process</li> <li>● Break and lunch time specific zones</li> <li>● Finger print payment method replaced by identification cards</li> <li>● Cards to have year group coloured lanyards to help inform staff of correct zones at social times. Lanyards to be worn at all times</li> <li>● Movement around the school using keep left system – facial coverings strongly encouraged</li> <li>● Departments to be directed to use specific rooms for meetings</li> <li>● LRC to have timetabled lessons in only. No online booking for the first half term</li> </ul>		

What are the hazards?	Who does this affect?	Existing Control Measures	Further actions needed	By whom & when
Maintaining social distancing	Students & staff	<ul style="list-style-type: none"> <li>● Rooms have been modified to support social distancing: staff to student distance at the front of each room</li> <li>● No assemblies during Autumn term</li> <li>● Meetings to be carried out using google meet unless social distancing can be guaranteed</li> <li>● No movement within classrooms. Behaviour policy to be followed if students to not comply</li> <li>● Staff and students to follow a left only policy to move around the school</li> <li>● Main block and ICT block have an entrance and exit only for students. Staff remind their students at the end of every lesson and tutor time which way to enter/exit</li> <li>● Behaviour expectations updated and part of staff training on Inset by AHT</li> <li>● All staff to be briefed on updated behaviour expectations as part of Inset training</li> <li>● Daily spot checks by SLT</li> <li>● School site cleaned daily</li> <li>● Reminders through weekly bulletins</li> <li>● Volume of staff in reprographics to be no more than Mr Kakel plus 2 others at any given time</li> <li>● Staff to leave out the fire exit of the reprographics room if staff are waiting by the entrance</li> <li>● Volume of staff in the front office to be no more than the office staff plus 1 other at any given time</li> </ul>		
Spread of infection from	Students & staff	<ul style="list-style-type: none"> <li>● Staff and students to adhere to hygiene practice</li> </ul>		

What are the hazards?	Who does this affect?	Existing Control Measures	Further actions needed	By whom & when
external frequently touched surfaces/ resources		<ul style="list-style-type: none"> <li>● Staff and students to use sanitizers when entering and exiting rooms</li> <li>● No sharing of resources outside year groups</li> <li>● Classroom based resources such as text books can be used and shared within year group classes e.g. 2 Year 11 classes can use the same books</li> <li>● Any equipment used by a year group to another must be cleaned before the second year group use it or left for 48 hours, 72 hours for plastics, before using</li> <li>● Where relevant, departments to follow CLEAPS guidance</li> <li>● No cross contamination of personal belongings between year groups</li> <li>● Cleaning staff to perform daily cleans</li> <li>● Table tops/work stations may be wiped down by students should they wish to as an extra precautionary manner</li> <li>● Students to be given equipment by their tutor if needed for the day. Tutor to then contact home to address equipment issues</li> <li>● Cleaning of every table top after each lesson by the students</li> <li>● Photo copier to be wiped down after each use or staff to wear gloves when using the machine</li> <li>● Where possible, send resources for photocopying electronically</li> <li>● Staff outside of office staff not to use front office phones</li> <li>● Computer rooms focussing on keyboard usage – please refer to appendix 1.3</li> </ul>		

What are the hazards?	Who does this affect?	Existing Control Measures	Further actions needed	By whom & when
Risk of catching Covid-19 and/or other diseases from students and staff who are unwell	Students & staff	<ul style="list-style-type: none"> <li>● In all cases for concern, Testwood to follow the PHE South East Health Protection Team: Guidance for childcare &amp; educational settings in the management of Covid-19 (Appendix 1.1)</li> <li>● After a positive test by a student or adult at Testwood, SLT can also contact the dedicated advice service introduced by PHE and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687</li> <li>● Pupils, staff and any other adult must not come into school if they have coronavirus symptoms or have tested positive in at least the last 10 days</li> <li>● If anyone at Testwood develop any of the following symptoms during the school day, they are to be sent home: new &amp; persistent cough, high temperature and a loss or change in their normal sense of taste or smell (anosmia)</li> <li>● On being sent home they must be advised to follow the ‘stay at home: guidance for households with possible or confirmed coronavirus infection (<a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a>). This sets out that they should self-isolate for at least 10 days and should arrange to have a test (<a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a>)</li> <li>● If they test positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop the symptoms and must inform the school</li> </ul>	<ul style="list-style-type: none"> <li>● Parents and carers to be informed where to find stay at home guidance and the getting tested guidance – letter &amp; website</li> </ul>	HT

What are the hazards?	Who does this affect?	Existing Control Measures	Further actions needed	By whom & when
		<ul style="list-style-type: none"> <li>● Testwood have tests kits on site. After using, they must register each test kit after the sample has been collected, and before it is given to the courier, at <a href="http://test-for-coronavirus.service.gov.uk">http://test-for-coronavirus.service.gov.uk</a> Information required will be the barcode number of the test kit and the email and phone number for where the results should be sent to</li> <li>● If any siblings attend Testwood, they must self-isolate for 14 days from when the symptomatic person first had symptoms</li> <li>● If a student is awaiting collection, where possible the student is to be moved to the Conference Room where they can be isolated behind a closed door, with supervision if age of student requires this. This room should ideally have the windows open for ventilation</li> <li>● If the student requires to use the toilet they must use the gender neutral toilet and then it is to be cleaned and disinfected before being used by anyone else</li> <li>● Any member off staff who has been in close contact with someone with symptoms will follow DFE guidance</li> <li>● After contact with anyone unwell, hands must be washed thoroughly for 20 seconds with running water and soap or use hand sanitiser</li> <li>● Matron &amp; other First Aiders must use PPE if they are called to deal with a student or member of staff who has been identified as having any of the symptoms</li> </ul>		



What are the hazards?	Who does this affect?	Existing Control Measures	Further actions needed	By whom & when
		<ul style="list-style-type: none"> <li>● Staff to be vigilant and report immediately to SLT/Matron/First Aider if they have concerns regarding any student who does not seem well</li> <li>● Matron's office will be functioning every day. PPE provided</li> <li>● No student or staff who is unwell should be in school and should observe the 48-hour rule following bouts of sickness and diarrhoea</li> <li>● No member of staff will be required to give mouth to mouth unless willing to do so. Use of resuscitation aid or disposable face mask to be used by first aiders. Two defibrillators on site to be used as a first and only measure where possible</li> <li>● Staff who present Coronavirus symptoms, isolated and relevant action taken – isolate and sent home/picked up</li> <li>● Staff may wear PPE where necessary – presently optional</li> <li>● Medical packs to be kept in Matron's room for First Aider to access prior to responding to student/staff with suspected symptoms</li> <li>● After any positive test results, staff or students to engage with the NHS Track &amp; Trace process</li> <li>● Parents/carers must inform the school</li> <li>● Testwood (SLT or matron) to contact the local health protection team if anyone who has attended the school site has then been tested positive for Coronavirus</li> <li>● Records to be monitored by the front office</li> </ul>		
Supporting students who have anxiety	Students & staff	<ul style="list-style-type: none"> <li>● Staff to use same processes pre-Covid 19. Highlight situation to key staff within the school – tutor, PSW, YL, SLT</li> </ul>		

What are the hazards?	Who does this affect?	Existing Control Measures	Further actions needed	By whom & when
issues around returning to school		<ul style="list-style-type: none"> <li>● Year Leaders identified possible students in advance who may have needed the support and liaised with PSW/SENCO/ELSA</li> <li>● Students to be offered support through Testwood staff and/or sign posting to relevant external support agency</li> <li>● Support booklet/video produced by AHT/SENDCO to be used to facilitate relevant support</li> </ul>		
Supporting staff/students who have experienced or may experience bereavement during Covid-19	Staff & students	<ul style="list-style-type: none"> <li>● Pastoral team to support staff/student and families as set out in the critical incident policy</li> <li>● Students and families to be sign posted to relevant support e.g. Simon Says</li> </ul>		
Operating fire and emergency procedures during partial opening	Staff and students	<ul style="list-style-type: none"> <li>● Same process in place for alerting the discovery of a fire or using the emergency procedures system</li> <li>● Fire assembly points are the same</li> <li>● Fire officer to observe correct protocol is in place and to report back to SLT</li> <li>● Year 7 had a run through on their first day in September</li> <li>● Whole school fire drill was completed on 17/09/20</li> <li>● New exit routine to maintain social distancing rehearsed: Year groups to re-enter the school separately</li> </ul>		
Inadequate staffing levels causing safety concern –	Staff & students	<ul style="list-style-type: none"> <li>● Full staff to return in September 2020</li> <li>● BAME members of staff can contact HT directly with any concerns</li> </ul>		

What are the hazards?	Who does this affect?	Existing Control Measures	Further actions needed	By whom & when
management of students		<ul style="list-style-type: none"> <li>● AHT to review daily cover situation with office staff as normal and to inform HT when concerns arise</li> <li>● Any health concern to be raised to HT</li> <li>● HT to maintain confidential staffing list</li> <li>● Individual risk assessments will be put in place for individuals as required</li> <li>● Staff must meet with HT to outline reasoning for home working</li> </ul>		
Staff/students not following expectations which increases potential risk of infection and worry/anxiety to others		<ul style="list-style-type: none"> <li>● Home/school agreement signed in planners</li> <li>● Clear expectations will be shared with each year group on their afternoon return prior to their full return</li> <li>● Curriculum designed to maintain 5 hours mandatory teaching hours but reduced social times</li> <li>● Open door policy for teaching staff to give daily feedback to SLT – ideally then also sent in an email</li> <li>● SLT monitoring in place for all 5 lessons as normal and tutor time</li> <li>● Students not adhering to expectations will be removed from lesson in line with behaviour policy and Year Leader to liaise with home</li> <li>● Parents/carers will be able to give feedback via email to relevant Year Leader:  Year 7: <a href="mailto:c.jenkins@testwood.hants.sch.uk">c.jenkins@testwood.hants.sch.uk</a>  Year 8: <a href="mailto:m.holmes@testwood.hants.sch.uk">m.holmes@testwood.hants.sch.uk</a>  Year 9: <a href="mailto:g.mabey@testwood.hants.sch.uk">g.mabey@testwood.hants.sch.uk</a>  Year 10: <a href="mailto:c.manning@testwood.hants.sch.uk">c.manning@testwood.hants.sch.uk</a>  Year 11: <a href="mailto:j.marlio@testwood.hants.sch.uk">j.marlio@testwood.hants.sch.uk</a></li> <li>● Year Leader to relay to SLT and SLT to review and take any necessary planning</li> </ul>		

What are the hazards?	Who does this affect?	Existing Control Measures	Further actions needed	By whom & when
Risk to our most vulnerable students. Those not attending school	Students identified as most at risk if not at school for prolonged periods of time	<ul style="list-style-type: none"> <li>● Attendance officer, tutors, YLs, to call home each to encourage to student(s) to attend</li> <li>● All staff to be trained on safeguarding responsibilities and must follow these everyday</li> <li>● DSL keeps HT appraised of safeguarding concerns and takes action as necessary</li> </ul>		
Risk to staff safety, well-being, illness	Staff	<ul style="list-style-type: none"> <li>● Screens erected on teaching desks</li> <li>● SLT open door policy at all times</li> <li>● Staff to be briefed and informed through a weekly staff bulletin</li> <li>● No student starting times before teaching staff scheduled to begin work</li> <li>● Staggered student start and end times</li> <li>● SLT &amp; Year Leaders to support tutors at lunch time who have high teaching loads on specific days</li> <li>● Line management with curriculum leaders every two weeks to include standing agenda point of staff well being</li> <li>● DFE information about extra mental health support for student and teachers is available at <a href="https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers">https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers</a></li> <li>● Extra targeted support for school staff regarding mental health and well-being available from The Education Support Partnership 0800 562561 <a href="http://www.educationsupport.org.uk/">http://www.educationsupport.org.uk/</a></li> <li>● Staff may wear gloves and/or a face covering to school if they so wish</li> <li>● Disposable gloves will be provided to staff. These must be changed when they move rooms</li> </ul>		

What are the hazards?	Who does this affect?	Existing Control Measures	Further actions needed	By whom & when
		<ul style="list-style-type: none"> <li>● Staff to use emails to contact colleagues to minimise volume of movement around the school</li> <li>● Departments to be allocated meeting rooms to allow social distancing to continue</li> <li>● Staff room use to be minimised</li> <li>● Staff to maintain social distancing when using the staff room</li> <li>● Staff to use gloves when handling documents into pigeon holes</li> </ul>		
Social distancing whilst travelling to and from school	Students & Staff	<ul style="list-style-type: none"> <li>● Each year group has staggered start and end times to the day. Year Leader's &amp; SLT to supervise morning gates and SLT to supervise afternoon gates</li> <li>● Staff are encouraged to travel to school alone or with only members of their own household and avoid public transport where possible</li> </ul>		
Two or more confirmed cases within 14 days	Students and staff	<ul style="list-style-type: none"> <li>● If we have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, we may have an outbreak. We will work with our local health protection team who will advise what, if any, additional action required. Until this action (if any) is confirmed, Testwood continues to run as per daily operations during coronavirus</li> <li>● In all cases for concern, Testwood to follow the PHE South East Health Protection Team: Guidance for childcare &amp; educational settings in the management of Covid-19 (Appendix 1.1)</li> <li>● After a positive test by a student or adult at Testwood, SLT can also contact the dedicated advice service introduced by PHE and delivered by</li> </ul>		

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		the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687		
Lack of knowledge of new procedures	Staff, students & parents	<ul style="list-style-type: none"> <li>• All staff received training through Loom prior to school re-opening during inset days with departments. Videos and presentations pre-populated by DHT</li> <li>• Regular reminders of all operational matters on weekly staff bulletin</li> <li>• Health &amp; Safety staff representative to work closely with PW throughout all Covid-19 operations relating to health and safety</li> <li>• Risk assessment to be made available for all staff, parents, carers and trustees</li> <li>• Risk assessment to be shared with parents/carers via the website</li> </ul>		

**Appendix: all documents located in STAFF RESOURCES – RISK ASSESSMENT – APPENDICES**

Any queries or requests regarding the appendices please direct to Mr Ward [p.ward@testwood.hants.sch.uk](mailto:p.ward@testwood.hants.sch.uk)

**1.1:** PHE South East Health Protection Team: Guidance for Childcare & Educational settings in the Management of Covid-19

**1.2:** Structure of school day for September 2020.

**1.3:** Faculty rooming risk assessments

**Appendix 1.1**

**Appendix 1.2**

**Appendix 1.3**