

Droitwich Spa High School
Recovery Planning: Supporting the Implementation of School Return in Covid19 conditions
Risk Assessment.

In the following pages our areas of concern are considered within the framework set out below:

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

General guidance and links for reference:

- Public health England <https://www.gov.uk/government/organisations/public-health-england>
- NHS: <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>
- Government advice: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
- DfE <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- A detailed Theme and key guidance for action for health and safety is available at: www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak
- Information re testing: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

Theme 1 Protective Measures and Hygiene

Area of Concern	Risk Rating on Initial Assessment H/M/L	Actions to manage risk	In Place? Yes/No	Staff	By (date)	Risk Rating on Reopening
School Policies do not reflect the Covid-19 Pandemic	L	All work is carried out in line with official guidance - <i>DfE (2020): Coronavirus(COVID-19): Implementing protective measures in education and Childcare setting.</i> Update Health and Safety Policy and obtain approval of Governors	Yes	NJW	July 2020	L

Area of Concern	Risk Rating on Initial Assessment H/M/L	Actions to manage risk	In Place? Yes/No	Staff	By (date)	Risk Rating on Reopening
Routine Health and Safety is overlooked	H	Ensure that all routine health and safety compliance checks have been undertaken	Yes	KSM	Ongoing	M
The school is not able to respond appropriately to a suspected case of COVID 19	H	Ensure that the school has sufficient First Aiders and that their training is up to date Order PPE for Reception and all First Aid stations in the school Update register of qualified first aiders	Yes	JL	July 2020	M
Vulnerable students and staff are exposed unnecessarily to the virus.	H	Identify shielded and extremely clinically vulnerable students and staff and ensure there is an individual risk assessment. Identify other clinically vulnerable staff with pre-existing conditions and undertake risk assessment Keep up to date record of staff status	Yes	JL staff JDB students	Sept 2020	M
Staff/students/visitors attend school with symptoms	H	Limit all but essential visitors to school. Parents and other visitors are required to make an appointment. Plan arrangements with suppliers and check they are following appropriate social distancing and hygiene measures including when in school. Refuse site access for non-compliance. Ensure staff/parents/students/suppliers are advised to not attend school if they or any member of their household has symptoms or has been identified as a positive case. Ensure staff/parents/students know and adhere to self-isolation (7 days for the case and 14 days for their household) Identify and communicate local testing facilities for staff as essential workers and include in staff absence procedure if staff develop symptoms Put system in place for parents to notify school of absence in the event of a suspected or positive case. Develop and share guidance/procedure for when a student or staff member develops COVID-19 symptoms whilst in school.	Yes	NJW JL AS	Sept 2020	M

Area of Concern	Risk Rating on Initial Assessment H/M/L	Actions to manage risk	In Place? Yes/No	Staff	By (date)	Risk Rating on Reopening
		Reception waiting area is converted so that a student can be isolated on developing symptoms – this can be ventilated, has a door that can be closed and access to a toilet.				
There is a suspected case of COVID 19 on site	H	<p>i) Dealing with Suspected Cases of Coronavirus on site</p> <p>a) The student must be isolated and parents contacted</p> <p>b) If a child is awaiting collection, they will be moved to the isolation room</p> <p>c) They will use the toilets on the admin corridor. These will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>d) PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained.</p> <p>e) Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.</p> <p>f) Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people.</p> <p>g) The class must be moved to new location and the room put out of use until it has been thoroughly cleaned</p> <p>h) Contact will be made with the local Public Health England health protection team who will provide advice and agree any local precautionary measures.</p> <p>i) This advice will be relayed to parents where appropriate.</p> <p>j) Staff members and parents/carers will be informed that they need to book a test if they are displaying symptoms.</p> <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS</p>	Yes	Reception and First Aid Team	Sept 2020	M

Area of Concern	Risk Rating on Initial Assessment H/M/L	Actions to manage risk	In Place? Yes/No	Staff	By (date)	Risk Rating on Reopening
		<p>119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>k) Parents and staff will be asked to inform the school immediately of the results of a test:</p> <ul style="list-style-type: none"> • if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. • if someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than a cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days. • The school will record of all incidents. 				
Staff and students are unable to practise good hand hygiene	H	<p>Providing opportunities to clean hands more frequently using hand sanitiser and soap/paper towels in toilets. Hand sanitiser is provided in every classroom. Students are encouraged to bring their own hand sanitiser.</p>	Yes	AS	Sept 2020	M
Staff and students do not adopt good respiratory and hygiene practice	H	<p>Promote the use of a tissue or elbow to cough or sneeze and use bins for tissue waste (‘catch it, bin it, kill it’) Arrangements for bins for tissues/hand towels to be emptied daily Encourage staff to keep windows and doors open to promote ventilation</p>	Yes	AS KSM	Sept 2020	M
The Cleaning Routines in the School are not sufficiently frequent and thorough	H	<p>Increased the thoroughness and frequency of cleaning of rooms and facilities with particular attention being paid to:</p> <ul style="list-style-type: none"> - Classroom desks and tables - Washroom facilities (including taps and flush buttons) 	Yes	AS KSM NJW	Sept 2020	M

Area of Concern	Risk Rating on Initial Assessment H/M/L	Actions to manage risk	In Place? Yes/No	Staff	By (date)	Risk Rating on Reopening
		<ul style="list-style-type: none"> - Door and window handles - Light switches - Reception desks - Teaching and learning aids - Computer equipment (including keyboards and mouse) - Sports equipment - Telephones - Fingerprint scanners/photocopiers - Bannisters <p>Ensure rooms are always cleaned between cohorts of students.</p> <p>Ensure toilets are cleaned at least 3 times per day. All contact surfaces to be sanitised when used and disinfected. All cloths used to be disposed of after use.</p> <p>Ensure staff wipe down teachers' desks before and after use.</p> <p>Ensure equipment used in lessons is cleaned according to guidelines in between cohorts of students.</p>				
Stock levels are insufficient to meet increased cleaning requirements	H	<p>Cleaning products used will be of either bleach based product or sanitising contact spray with anti-bac/anti-viral properties.</p> <p>General cleaning cloths will be hot laundered/dried at the end of each day.</p> <p>Ensure increased supplies of usual cleaning products such as detergents, disinfectants and bleach for increased cleaning. Review and implement process for checking stock of cleaning products.</p> <p>Ensure availability and supply of deep cleaning products if needed to clean following any spillage of COVID-19 fluids.</p>	Yes	AS KSM	Sept 2020	M
Insufficient cleaning staff available to meet the increased need for cleanliness and hygiene of the premises	H	<p>Increase hours worked by cleaners</p> <p>Recruit additional cleaner to work during the school day</p> <p>Students and staff to clean desks and IT equipment (esp. keyboards) with anti-bacterial wipes after use.</p>	Yes	AS KSM	Sept 2020	M
PPE is used inappropriately	H	<p>PPE should be worn if a distance of 2 metres cannot be maintained from anyone displaying coronavirus symptoms</p> <p>Ensure a stock of PPE for use by staff supervising children who develop symptoms whilst at school before they go home.</p> <p>Train First Aiders</p>	Yes	TJL	Ongoing	M

Area of Concern	Risk Rating on Initial Assessment H/M/L	Actions to manage risk	In Place? Yes/No	Staff	By (date)	Risk Rating on Reopening
		Identify procedure for dealing with waste of PPE and from cleaning of possible symptomatic cases.				
There is too much social contact on arrival, departure and between lessons	H	<p>Communicate procedures for parents/visitors coming to Main Reception by letter and through posters at reception.</p> <p>Identify the entrance for each Bubble</p> <p>Plan to keep groups of students together where possible every day, using the same desks and the same rooms.</p> <p>Ensure that when students do move they are supervised and social distancing is enforced by staff</p> <p>Stagger departure at the end of the day</p>	Yes	NJW AS JMB	Sept 2020	M
The virus is transmitted by the sharing of equipment	H	<p>Students must bring their own basic equipment</p> <p>Equipment is not shared</p> <p>Any equipment used by a class in practical subjects is sterilised before being issued to another class</p>	Yes	HoDs	Sept 2020	M

Theme 2: Accommodation and Use of the School Site

Area of Concern	Risk Rating on Initial Assessment H/M/L	Actions to manage risk Recommended	In Place? Yes/No	Staff	By (date)	Risk Rating on Reopening
Staff, students and visitors are put at risk because the school site is not COVID friendly	H	<p>Reception Desk remains screened and it is made clear where visitors must stand.</p> <p>Students in each year group are assigned to a discrete Bubble.</p> <p>Signage around each Bubble encourages safe movement along corridors and up and down stairs.</p> <p>One way systems are put in place and staff/students adhere to them.</p> <p>Classrooms are set up to give a 2m distance between the teacher's desk and the front row.</p> <p>Each classroom is set up to allow students to be as widely spread as is possible.</p>	Yes	AS KSM and HODs	Sept 2020	M

Area of Concern	Risk Rating on Initial Assessment H/M/L	Actions to manage risk Recommended	In Place? Yes/No	Staff	By (date)	Risk Rating on Reopening
		The changing rooms are closed other than where access to the toilets is required.				
Toilets are not adapted effectively and cleaned frequently	H	Reduce the number of cubicles. Ensure soap is replenished frequently. Separate toilets are identified for use in each Bubble. Cleaner appointed to clean toilets throughout the day.	yes	AS KSM	Sept 2020	
Dining Facilities are overcrowded	H	Each Bubble has its own catering outlet which is only used by the students in that Bubble. This is staffed adequately, with duty staff insisting on social distancing in queues and at other times. Introduce a staggered lunch to allow adequate staff supervision of each Bubble.	Yes	AS SLT	Sept 2020	
The Use of the School's facilities in the evenings compromises other safety measures	H	Lettings introduced gradually and only if the school can provide adequate cleaning before and after use.	No	AS	Sept 2020 onwards	

Theme 3: Safeguarding

Area of Concern	Risk Rating on Initial Assessment H/M/L	Actions to manage risk	In Place? Yes/No	Staff	By (date)	Risk rating on Reopening
The updated School Policy is not put into practice by staff and governors.	M	Review safeguarding policy and share with Governors and Staff. Ensure that all adults have read the policy by setting up a work flow.	Yes	JDB	Sept 2020	L
Attendance procedures are not followed correctly	H	Ensure staff are taking registers P1 so that truancy call is accurate. Usual attendance procedures are followed.	Yes	JDB	Sept 2020	M
Students are not adequately supported on their return to school	H	Ensure staff appreciate that there may be an impact on the mental health of students and their parents. Set up links to support materials and keep this updated	Yes	JDB	Sept 2020	M
Students who have to stay at home are not kept safe	H	Online teaching and learning Policy is followed by all staff to mitigate safeguarding risks for those students accessing home learning Frequent contact with students and parents is made by a nominated member of staff and concerns are followed up in the usual way	Yes	JDB	Sept 2020	M

Theme 4: Communication

Area of Concern	Risk Rating on Initial Assessment H/M/L	Actions to manage risk	In Place Yes/No?	Staff	By (date)	Risk Rating on Reopening
Students and staff act irresponsibly because they have not been made adequately aware of the Control Measures	H	<p>Ensure staff, parents and students aware of the key national COVID-19 prevention control measures:</p> <ul style="list-style-type: none"> • avoiding contact with anyone with symptoms • frequent hand cleaning and good respiratory hygiene practices • frequent cleaning of settings, minimising contact and mixing (social distancing) <p>Ensure staff and parents have been signposted to government guidance on coronavirus symptoms and protection measures in school</p> <p>Share government key messages, information, guidance and resources (posters, social media, website links) with parents and students.</p>	Yes	NJW	Ongoing	M
Parents/carers are unclear about arrangements for return in September	H	<p>Ensure effective communication with parents including:</p> <ul style="list-style-type: none"> - day to day arrangements for students - how they can contact the school - social distancing rules for visitors - visits to school are by appointment only - What to do if their child displays symptoms of Coronavirus 	Yes	NJW	End of term	M
Students have not absorbed and accepted the arrangements under which they will return	H	<p>Invite parents/carers to assist in conveying arrangements and the reasoning behind them.</p> <p>Ensure staff prepare students for the return to school and anticipate problems this may bring.</p> <p>Meetings with students who are likely to find returning to school a challenge.</p> <p>Phased return on different days for different Bubbles across the first week in September to allow all students, especially the new Year 8, to familiarise themselves with the new school arrangements and their own areas.</p>	No – to be completed over summer	NJW Pastoral Team	Sept 2020	M

Area of Concern	Risk Rating on Initial Assessment H/M/L	Actions to manage risk	In Place Yes/No?	Staff	By (date)	Risk Rating on Reopening
		MS Teams assemblies in the first week to ensure a consistent message				
Parents feel anxious about sending their child to school and/or alienated and unsupported by school staff	M	Prepare staff to manage the different perspectives of parents including those fearful of sending their child to school and those who are worried about their child having fallen behind. Staff Training in July to cover this. Tutors to continue to build relationships with families. Reassure parents of the measures in place to keep students safe in school and consequences for those who do not follow them.	Yes	NJW	End of summer term	L
Staff communicate with each other in ways which are potentially unsafe	H	All staff understand and implement social distancing guidance Use of staff radios to communicate with duty staff and to support social distancing measures. Encourage use of Teams on Mobile Phones.	Yes	JMB	Sept 2020	L

Theme 5: Students' Well Being, Attitudes and Behaviour on Return to School

Area of Concern	Risk Rating on Initial Assessment H/M/L	Actions to manage risk	In Place Yes/No?	Staff	By (Date)	Risk Rating on Reopening
Students who have experienced poor mental health are unable to cope with the Bubble Regime	H	Contact made with these students before September. Support provided in each Bubble.	Yes	JDB & HOH	Sept 2020	M
Students' anxieties about the COVID 19 situation are manifested in poor behaviour	H	Ensure staff are confident and positive and are able to be warm and welcoming to students on their return. Give students opportunities to share their experiences of COVID-19 during extended tutor times as part of phased return.	Yes	GLD	Sept 2020	M
Students whose track record of behaviour is poor do not behave safely on return	H	Review Behaviour & Discipline Policy with zero tolerance of unsafe behaviour Issue new Code of Conduct and go through it with all TGs carefully at the start of the school year. Individual Meetings with Heads of House are set up to include signing of Code of Conduct and individual Pastoral Support Plans.	Yes	GLD	Sept 2020	M

Students more generally do not follow the Code of Conduct	H	See above. New Code of Conduct is reviewed at the start of the school year. Sanctions for breaches are clear, consistent and severe.	Yes	GLD	Sept 2020	M
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Theme 6: Teaching and Learning

Area of Concern	Risk Rating on Initial Assessment H/M/L	Issues & actions to manage risk	In place Yes/No?	Staff	By (date)	Risk Rating on Reopening
The exam board syllabuses are not adapted to take account of the lockdown leading to high levels of anxiety among staff and students	M	Respond to outcome of Ofqual consultation for KS4/KS5. In the meantime continue to cover content required. Adapt schemes of work and assessments in KS3 to reflect time lost due to the lockdown. Staff identify key component knowledge and skills within individual year groups and subjects that should have been covered during the lockdown period and prioritise these when students return.	No	SLT	Sept 2020	n/a
Students who have fallen behind find it difficult to catch up	M	Teachers and curriculum leaders take into account records of online learning as well as low stakes testing on return to identify key gaps in knowledge and skills. They provide additional support in school for identified students.	No	SLT	Sept 2020	n/a

Theme 7: Vulnerable Students and Students on SEND Register

Concern	Risk Rating on Initial Assessment H/M/L	Issues & actions to manage risk	In Place Yes/No?	Staff	By (date)	Risk rating on Reopening
Vulnerable students and those on the SEND register feel anxious and this manifests itself in poor behaviour and attendance	H	Identify key member of staff to draw up an action plan and liaise with parents (Based on those allocated during the lockdown) Ensure that students currently shielded continue to be supported when the school re-opens.	Yes	JDB	Start summer 2020	M
Some students do not understand how to implement social distancing rules	H	Provide support for students with SEND to understand social distancing through LSAs.	No	SAE	Start summer 2020	M

Theme 8: Staffing

Area of Concern	Risk Rating on Initial Assessment H/M/L	Actions to manage risk	In Place Yes/No?	Staff	By (Date)	Risk Rating on Reopening
Staff feel unsupported and unclear about plans and control measures	M	Consult over the reopening plan for the school and communicate the outcome during the Staff Training Days in last week of term.	Yes	NJW	Sept 2020	L
Staff do not keep themselves safe and are not kept safe	H	Issue all staff with up to date information and national guidance about the signs, symptoms and transmission of COVID-19. Issue all staff with current guidance regarding social distancing and hand-washing. Ensure that wipes are placed in all areas school and staff are directed to wipe phones/shared desks and keyboards before and after use. Involve all staff in considering their role in the context of the room or office which they will be using	Yes	NJW AS	Sept 2020	M
Insufficient support for the well-being and personal and emotional needs of staff who are dealing with personal or professional issues associated with COVID-19	M	Ensure staff are aware of resources to support their mental health. Signpost staff to Education Support (free, 24hr service for education workers) Provide staff with guidance on protecting and maintaining good mental health. Ensure that staff feel able to raise practical or emotional concerns that they may have about returning.	Yes	NJW	Sept 2020	L
Communication with staff who are shielding is poor and they feel unsupported	M	Staff to e-mail JL who will set up appropriate support	Yes	JL	Sept 2020	L
There are insufficient staff to operate the school safely	H	Ensure school leaders know which staff to expect in school Ensure all staff clear on the absence reporting system linked to COVID-19 so that the school can respond to a spike in absence Classes or whole year groups revert to Online learning if the school cannot be adequately staffed. Plans are in place for this to happen.	Yes	NJW	Sept 2020	M

Managing confirmed cases of coronavirus (COVID-19) amongst the school community

If there is a confirmed case the school will contact the local health protection team. This team will also contact the school directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified through NHS Test and Trace.

The health protection team will carry out a rapid risk assessment to identify who has been in close contact with the infectious person. These contacts will be asked to self-isolate.

Based on the advice from the health protection team, the schools must send home those people who have been in close contact with the person who has tested positive. They will be advised to self-isolate for 14 days since they were last in close contact with the infected person. Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

The health protection team will provide definitive advice on who must be sent home. To support them in doing so, the school will use its records of students and staff in each group, and any close contact that takes places between children and staff in different groups.

When a student is sent home other members of the household do not need to self-isolate unless the student or staff member concerned subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#). They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform the school immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#)

iii) Contain any outbreak by following local health protection team advice

If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak. The school must continue to work with its local health protection team who will be able to advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group.