

Risk Assessment for Returning to School School Name: **Wrotham and Aylesford Schools**

Assessment written by: M Wright; M Cater

Date: 05/06/20 REVIEWED AND UPDATED – 9/11/2020

Shared with: WESBITE/ ALL STAFF

Governors: Y Date: 09-06-20

SLT: Y Date: 09-06-20

Staff: Y 09-06-20

To be viewed in line with the following policies:

- Health and Safety
- Covid –19 Procedures
- Safeguarding and Child Protection
- Staff Code of Conduct
- First Aid and Supporting Pupils with Medical Conditions.

The school has made best endeavors to produce a comprehensive risk assessment. The schools has used government guidance to complete this risk assessment.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks>

ACTION/S	HAZARDS	WHO IS AT RISK OF HARM	LEVEL OF RISK (LOW MEDIUM HIGH)	ACTIONS TO MINIMISE RISK	BARRIERS TO PREVENTION MEASURES	RISK LEVEL AFTER ACTIONS FOLLOWED
STUDENTS ATTEND SCHOOL IN FULL	Infection with COVID 19 Increased by New Covid 19 “Kent” strin that is more transmissbale.	Students, staff, families of	VERY HIGH	Year Groups bubbles/ Staggered start/ finish times/ longer periods/ reduced contact with others.	Logistical/ Scale/ untested. Large numbers of studenst in school due to key worker prpvision and vulnerable student	Medium

		students and		<p>Reduced classroom movement.</p> <p>School closed to government directed full lockdown. Open to key workers and vulnerable students.</p> <p>Student numbers of KW and V minimised by online learning support strategy and laptop/router provision.</p>	guidance widened by government.	
				Hand washing stations. New toilets	Minor misuse.	Medium

		staff, wider population		Space desks in rows and teacher space 2m away from students	Students do not follow social distancing	Medium
				Publish a clear social distancing policy to all stakeholders	Guidance ignored	Medium
			School connects households and increases spread and risk.	Mandatory (from 14/9) face coverings in all indoor spaces including classrooms as an extra layer of protection except those who are exempt.	Guidance ignored	Medium
			Risk to staff and families due to high exposure	Place marking on the floor in areas where students are waiting to enter a building or room, where students are taking a break outside.	Guidance ignored	Medium
				Posters around site regarding catch it/kill it/ bin it. Maintain distances.	Large numbers of students become hard to move around school safely at key times.	
				Students arrive at staggered times and are supervised by SLT member on the playground.	Cost of large volumes of sanitizer becomes a barrier to restocking.	
				Handwashing stations in playground to use on arrival before lessons.	Some parents have no choice but to have children use public transport and the system becomes overwhelmed.	
				Sanitiser in place on entry to every classroom.	Cases not reported as requested and isolation ignored.	
				Students dropped off by car only or walk into playground using one way drop off system. Airport style – no stopping.		
				Staff to maintain 2 metre safe zones in regard to contact with students and other staff – except in first aid emergencies.		

			<p>No crossover time on site due to staggered lunch/ break and end/ start of day.</p> <p>Students recommended not to use public transport unless completely unavoidable.</p> <p>Staff members recommended to wear masks at all times when indoors.</p> <p>Masks purchased by school for students who do not have their own for any reason.</p> <p>In case of reported outbreak – isolation of bubbles and contacts possible due to reduced movement/ classes.</p> <p>Parents asked to report cases/ positive tests in household or contacts.</p> <p>Staff room closed.</p> <p>Face to face staff meetings prohibited.</p> <p>School trips not running in 2020.</p> <p>Desks and surfaces cleaned and disinfected between whenever there is a change of students/ staff in each room.</p> <p>All rooms have doors and windows open where possible to ensure adequate ventilation.</p>	<p>Students return from foreign holidays with increased infection rates.</p> <p>A minority of parents do not understand rules or guidance.</p> <p>A minority of parents choose not to support or follow the guidance.</p>	
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				<p>Teachers to maintain 2 metre safe space at all times including with staff. Extra caution for teachers who are pregnant and in third trimester.</p> <p>To avoid hand sanitization queues – hand washing, as advised by government is strictly monitored and is compulsory for all students and staff at the prescribed times and at any other time a student leaves or returns to the working space. Hand sanitization products are allowed to be brought from home.</p> <p>Clear rules are sent to all parents.</p> <p>Procedure to be reviewed by HT and LT member each day as issues arise.</p> <p>All students and staff briefed fully on procedures.</p> <p>From 14/9/2020 – ALL STUDENTS AND STAFF TO WEAR MASKS/ FACE COVERINGS (UNLESS EXEMPT) IN ALL INDOORS SPACES INCLUDING CLASSROOMS.</p> <p>In case of infection HT to build a list of seating plans to identify close contacts of infected individual (within 2 metres) on seating plan and to interview infected students to identify close contacts associations at lunch/ break.</p>		
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				<p>This list will then be discussed with PHE/ DFE and reduction of students asked to isolate considered.</p> <p>Staff maintaining 2 metres at all times + wearing mask significantly reduces risk of infection and can be considered on advice from PHE/ DFE when making decision on staff required to isolate.</p> <p>Pregnant staff to be particularly aware of this and to inform the LT if there are any barriers/ concerns in doing this.</p>		
				<p>Cleaning of areas used by staff and students after each session and at end of day. This is to include spaces used for teaching, staff offices used, toilets, kitchens and communal areas.</p> <p>This will be on a clear rota and maintained throughout day when spaces change use/ occupants.</p>	Cleaning does not happen	Medium
MEETINGS IN PERSON, PARENT EVENINGS, SCHOOL EVENTS, OPEN EVENINGS ETC.	Infection with COVID 19	Students, staff, families of students and staff, wider population	HIGH	All face to face meetings in school prohibited and carried out by phone or video meeting with the exception of SG/ Medical interventions.	Guidance is ignored.	Low
Reported increased risk to BAME students and staff	Infection with COVID 19	BAME community	High	Staff and students encouraged to wear face coverings/masks and follow all the health and hygiene Procedures – This is an enhanced measure on basic guidance for all but particularly reduces risk in vulnerable or high risk groups.	Guidance is ignored	Medium

<p>INFECTED STUDENT OR STAFF MEMBER ATTENDS SCHOOL</p>	<p>Infection with COVID 19; employer liability for infection or death; In 'loco parentis' liability</p>	<p>Students, staff, families of students and staff, wider population, HT,</p>	<p>High</p>	<p>Communicate with all stakeholders that anyone showing symptoms or living in a household with someone showing symptoms must not attend school for at least 10 days</p> <p>Risk of outbreak amongst key worker and vulnerable student in school during January lockdown. All measures taken as above.</p>	<p>Guidance is ignored</p>	<p>High</p>
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		EHT, governors/Trustees		<p>Insist on COVID 19 test if showing symptoms and must see negative result before return, and expectation to co-operate with national test and trace scheme.</p> <p>School is setting up mass lateral flow testing for all students and staff.</p>	Availability of test; refusal to follow guidance	Low
				Guidance from school is clear in if parents choose to send their child to school, they understand that the school cannot guarantee that those attending school will not catch COVID 19 – this continues to apply for students attending during January 2021 lockdown.	Refusal to sign; may have no legal status	High/Unknown
				School to communicate to parents and staff that they and/or their children must follow the latest government guidance on Covid 19 guidance.	Guidance is ignored	High/Unknown
				<p>Ensure staff and students wash hands upon arrival at school site.</p> <p>All staff and families strongly advised to take part in test and trace scheme and provide clear test results as appropriate.</p>	900 students and staff on site everyday – risk increases by scale alone.	Medium/Unknown
RISK OF INFECTION ON PUBLIC TRANSPORT WHILST TRAVELLING TO AND FROM SCHOOL	Infection with COVID 19	Students, staff, families of students and staff, wider population	High			
				<p>Advice given not to use public transport except where no alternative.</p> <p>Students encouraged to walk/ drive/ car share.</p>	Public transport beyond schools influence or control to some degree. Every effort made.	Medium.

<p>STAFF ANXIOUS AND FEARFUL ABOUT ATTENDING SCHOOL</p>	<p>Stress and anxiety to staff</p>	<p>Staff and students</p>	<p>High</p>	<p>Reassured by HT and general strategy. Personal support for concerns discussed with individuals. School fully Covid complaint to reduce anxiety.</p> <p>Individual cases looked at with staff and measures taken to ensure safety is highest priority – this applies during January 2021 lockdown. Student numbers in school minimal – all staff encouraged to work from home where possible – absolute minimising of risk.</p>	<p>Availability, guidance is ignored by staff.</p>	<p>Low/ Medium.</p>
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					Staff remain absent from school	
STAFF OR STUDENTS REQUIRE FIRST AID	Infection with COVID 19	Students, staff, families of students and staff, wider population	High	<p>First aider has correct PPE and process in place for noon- emergency first aid to be assessed and undertaken immediately.</p> <p>School provides PPE mask and gloves for first aider – includes a screen in reception.</p> <p>Sick bay procedure clear with reception and first aid – all staff briefed.</p> <p>Parents contacted as appropriate if a child needs picking up.</p> <p>Extremely clinically/vulnerable members of staff should not conduct first aid where social distancing/ direct contact is required. Even when using PPE.</p>	PPE used incorrectly	Low
					Guidance is ignored	High
RISK OF POOR BEHAVIOR STANDARDS OF SOME FOLLOWING PROLONGED ABSENCE FROM SCHOOL.	Standards	Students/ Staff	Medium	<p>Clear induction and reintegration sessions planned for all to readjust to school expectations and life.</p> <p>Key students contacted and supported by pastoral and SG team throughout lockdown and over summer.</p>	<p>Guidance is ignored</p> <p>Risk to important safety measures.</p>	Medium -

				<p>High standards and expectations published and delivered by staff on return.</p> <p>Introduction of increased pastoral team capacity and new intervention team.</p> <p>Planning is underway for second lockdown return and cumulative damage that may have been caused by this break.</p> <p>SG staff team identify and contact all vulnerable students or those not engaging to support throughout any period of school closure.</p>		
FIRE ALARM SOUNDS AND SCHOOL	Infection with COVID 19	Students, staff, families of	High	New fire drill in place for first week back with adaptations to ensure safety	Message isn't clear – confusion	Medium/ Low

POPULATION EVACUATES		students and staff, wider population		in fire and protection of bubbles all to be drilled in week 2. Staff briefed first day back.	in real fire situation. Students on break unaware of where to go.	
STUDENTS AND STAFF (AND/OR MEMBERS OF HOUSEHOLD)	Infection with COVID 19; stress and anxiety	Students, staff, families of students and	High	The school's social distancing guidance and risk assessment will be shared with all other workers. Support by trained SG team and using local and national resources are well publicised to staff, parents and studentson a regular basis.	Guidance is ignored	Medium
WHO ARE ON 'VULNERABLE LIST'		staff, wider population				
FURTHER GOVERNMENT AN ENFORCED LOCKDOWN OR LOCAL LOCKDOWN LEADS TO SCHOOL CLOSURE.	Further loss of learning time.	ALL	HIGH	School will consult with local health teams and consider their advice when making decisions on need for partial or full closure – at discretion of HT, EHT and Governing body. Schools have been asked to remain open in second lockdown 9/11/2020. New lockdown in Jan 2021 has directed school closure again. Online learning support is clear, well attended, well publicised and of the highest quality – full online learning policy and guidance published and comprehensively communicated.	By the time school is advised to close infections have already taken place. Government and limited scientific advice is wrong.	High.
OTHER WORKERS	Infection with COVID	Students, staff,	High	Clear signage and expectations made clear by reception at all times – masks at all times when inside and standard caution and distancing/ hygiene when anywhere on school site.	Guidance is	Medium
ON SITE E.G.	19; stress and anxiety	families of			ignored	

CONSTRUCTION WORKERS		students and staff, wider population				
Parents do not send their child back to school.	Risk of lower grades at GCSE and A level;	Students	Medium	High quality online learning is provided. The quality of this is checked through line management and feedback. Student engagement is checked through the curriculum and pastoral teams.	Students do not engage	Medium
Sudden School closure due to increase in infection – move to online learning		Back-up learning using MS teams in place – well drilled, ready to go.	Medium	<p>Led by HT communications with all stakeholders is regular and quick to ensure everyone is up to date and on board with changes as they happen.</p> <p>This has been delivered and initiated to a high standard in January 2021 following the announcement of the nationwide full lockdown.</p> <p>Safeguarding team is in regular contact with vulnerable students; psychotherapist is conducting therapy session online and over the phone; students have a way of contacting school staff if they need to seek help.</p> <p>All returns to in school support and addition of student’s intervention team to boost this work.</p>	<p>Approx 20% fail to engage with on-line learning as per last year.</p> <p>This has improved and is being monitored in January 2021.</p>	Medium

STAFF FAIL TO FOLLOW SOCIAL DISTANCING AT SCHOOL	Infection with COVID 19; stress and anxiety	Students, staff, families of students and staff, wider population	High	Clear guidance given. High expectations made. 1 warning in place. Further concerns dealt with by disciplinary procedure.	Repeated issues.	Low
CHANGES IN GOVERNMENT ADVICE.	Confusion amongst parents, students and staff	All	High	Unpredictable and many errors already made since March. Short notice of changes. School to maintain high levels of communications with parents. School to work in best interests of the children at the school in our context and take government advice as advice.	Speed of change. Errors and poor guidance could lead to risk to staff, students and their families.	Medium/ High
STUDENTS SUFFER POOR MENTAL HEALTH AND WELL BEING AS A RESULT OF LOCKDOWN	Poor mental health becoming clinical; students engage less in work	Students	High	SG team fully operational and on site in September. SG fully in place and supporting all SG students during lockdown Jan 2021. Students reviewed and monitored throughout closure and summer break. Emerging issues with mental health to be monitored on return through form group survey and work of SG team. Student intervention team set up to work with those most at risk .	Unknown issues not picked up or reported to SG team.	Medium/ varied.

GAPS IN THE ACHIEVEMENT OF DISADVANTAGED	Lower achievement of disadvantaged students	Students	High	Full catch up plan in place. Highly successful and big impact measured so far – particularly with year 11.	Some disadvantaged	Medium/ low
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AND NON-DISADVANTAGED STUDENTS WIDEN				<p>Early identification of knowledge gaps planned for in first 4 weeks starting with year 11. See timetable.</p> <p>Processes in place for addressing further absence and knowledge gaps/ catch up via department and pastoral system.</p> <p>Same system in place for return following lockdown Jan 2021.</p>	students don't return to school.	
STAFFING AND ABSENCE	<p>Risk of increased absence due to Covid 19, isolation times if in contact or partial school lockdown.</p> <p>Increased risk of having supply staff on site in regards to quality of education and safety.</p> <p>Lockdown changes mean vulnerable staff have to isolate.</p> <p>Guidance on vulnerable and clinically vulnerable staff has changes 5/11/2020 and the school will be implementing guidance directly from DFE.</p> <p>Re-Categorisation of pregnant staff 5 11 2020.</p>	All	High	<p>Supply staff chains established and critical number levels in place.</p> <p>All supply staff used through credible agencies with full DBS checks.</p> <p>Fully briefed on Covid 19 restrictions.</p> <p>Consultation with local health teams.</p> <p>Sections of school, groups, bubbles and year groups may need to be shut down. Worst case scenario.</p> <p>Risk assessment reviewed for all pregnant staff on 9/11/2020 in light of new lockdown – pending individual circumstances.</p> <p>School awaiting information from any staff written to by NHS following 5/11/2020 lockdown and will act immediately on direction/ advice to ensure safety of those staff.</p>	The numbers needed to isolate by track and trace or local health advice causes school closure.	High.

				<p>Unavoidable situation where not enough staff able to teach would mean potential roat system being put in place and further unavoidable absence from school.</p> <p>Online backup procedure in place.</p>		
ACTION/S	HAZARDS	WHO IS AT RISK OF HARM	LEVEL OF RISK (LOW MEDIUM HIGH)	ACTIONS TO MINIMISE RISK	BARRIERS TO PREVENTION MEASURES	RISK LEVEL AFTER ACTIONS FOLLOWED

TRANSPORT	KCC and bus companies fail to adequately provide for school routes and transport is inadequate and therefore over crowded or unsafe.	No alternative way of getting to school; guidance is ignored. Overcrowding students left behind. Unable to attend school	High (based on on previous experience).	Ask parents to ensure students do not use public transport to get to school and ask staff to do the same.	KCC/ Bus companies/	High
PE	PE involves confined space and increased contact which could increase risk of virus.	Students/ Staff	High	PE to conduct non- contact sports only in open/ well ventilated spaces. PE changing rooms closed – students arrive in PE kit on days where they have sport.	Incorrect kit.	Medium/ Low.
FIRE DRILL	Fire alarm lineup breaches current bubbles/ confusion increases risk of important fire safety procedure failing.	All	Medium	New line up arrangements to mirror fire lineup. In classes not form groups. New process for register cross checks. Students remain in zones. Fire drill in week 2. All staff and students briefed on first day back. 3 X fire drills completed with 1 more to follow in term 2.	Confusion. School to monitor and repeat drills until confident it is working.	Low
PREGNANT STAFF	Risk to pregnant staff of covid 19 contraction and impact unknown.	Pregnant staff/ partners.	Medium	We are following RCOG guidance and speaking to staff in the third trimester about their safety at work and ability to stay safe at work. We discuss with individuals the option of working remotely either fully or flexibly based on their personal choices and medical advice. This is updated 5/11/2020 We are advising all pregnant staff from the 5/11/2020 to work at home when not in the classroom and for anything but essential school work.	Advice is emerging and incorrect or changes. Risk is still unclear or unknown. 9/11/2020.	Medium

				<p>See links – school provides this information and includes in individual RA for all pregnant members of staff.</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/pregnancy-and-coronavirus/</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#school-workforce</p> <p>Information is still unclear relating to teaching staff., - review of pregnant staff RA's on 9/11/2020 to update with any additional information about working.</p> <p>For women in the 3rd trimester – based on RCOG guidelines we are offering the individual the option of working from home as required.</p> <p>Face mask/ covering mandatory implementation reduces risk in all indoor spaces for all vulnerable staff.</p> <p>All pregnant staff able to work from home from December 2020. Advised individually. Until infection rates are low.</p>		
TEST AND TRACE	Test and trace causes large number of staff to isolate.	All	Varied.	School cooperates and works closely with test and trace and takes recommend action based on	Staff/ Families don't engage with T+T.	Varied/ Unknown.

	Test and trace informs school of infection.			information available and advice from local health team. This work continued of X mas period 2020.		
CATCH UP	Student's educational progress is damaged by the period out of school since closure.	Students	Varied/ unknow n	Rapid assessment, monitoring and targeted curriculum to identify and correct any issues. Planned and delivered by SLT and middle leaders. Compulsory catch up sessions where rapid catch up is not seen.	Students don't engage/ support.	Varied/ Unknown.
MENTAL HEALTH	Student's mental health impacted by Covid 19 closure.	All – specifically students.	Varied/ Unknow n.	Confidence survey completed on return. All SG concerns identified during lockdown and managed throughout. Pre start sessions completed for those who needed support with mental health and transition. Form time programme to monitor and address anxiety and mental health issues. Repeat on return from Jan 2021 lockdown.	Students don't engage/ Fmailies don't return.	Vaired/ Unknown.
CURRICULUM	Curriculum needs to be adapted to incorporate new lesson length, catch up needs and changes to exams.	Students and staff.	Medium	Staff led by JTR and SMO are coordinating carefully a revised curriculum and T+L strategy with a focus on the main changes to curriculum time and need. See online learning policy.	Rollout is to slow/ not taken up.	Low.

ASSESSMENT	<p>Assessment required to plan effective curriculum.</p> <p>Assessment changes to ensure year 11 and 13 are ready for changes to GCSE and A level exams. Next summer.</p>	Students and Staff	Low	<p>Pan in place and scheduled to be in place from week 2 onwards.</p> <p>Peer assessment in pairs solves the issue of groups.</p> <p>Staff committed to monitoring change to coursework and exams and monitored by SLT.</p> <p>See online learning policy.</p>	Quick changes or further disruption sets this back.	Low.
HIGH INFECTION RATES LOCALLY (January 2021).	New Kent strain – highly transmissible nationally – students recognised by government and PHE as “vectors” – High risk of contact and transmission.	ALL	VERY HIGH	<p>School closed except for KW and V – as directed by government.</p> <p>Enhanced measures for those in school already in place.</p> <p>Work from home where possible in place across school.</p>	Large numbers of students/ staff still need to attend school.	Medium/ Unknown.
Online Learning – quality, accessibility and safety.	All students working at home from Jan 2021 except KW and V. This means all working is now transferred online. For all staff and students.	ALL	Medium	<ul style="list-style-type: none"> - Clear policy in place for students and staff. - Highest expectations - Parent feedback reviewed and acted on. - Currnet online provision (Jan 2021 is all live lessons and are of a high monitored wqulaity and consistency. - Attednace monitored accurately and regularly and intevrneitons made to engage all students. - Support packages in place and being distributed for all students who struggle to access. - Covergae aims to be 96% as you would expect from standard national attendance 	<p>The longer the lockdown continues – motivation may become an issue.</p> <p>Parental supervision of online working and motivation is inconsistent.</p>	Low – if followed – high if not.

				<p>averages.</p> <ul style="list-style-type: none"> - Patoral time continues to be delivered online etc etc. - Laptops, routers and paper work also distributed by intervention team. - SG studenst monitored very carefully and contacted regularly by the MAC team. - Safeguarding informaiton updated and polcies added to site. - Staff fully trained in SG and online SG relating to live lessons and contact. (now low risk). 		
Covid testing for staff and students when they return.	Aim to be set up for return to school following Jan 2020 lockdown.	All staff and students	LOW/ Mid	<ul style="list-style-type: none"> - Being set up and staffed ready for return. <p>Progress on this is good.</p>	<p>Not enough resources/ workforcve limit is capacity. Accuracy of testing. Numbers needed to return safely and test all students are high.</p>	Low

	Peer assessment becomes harder in classes where social distancing is maintained.					
LUNCH/ BREAKS	Risk of social transmission in crowded or unregulated areas.	Students and staff	Medium	Staggered/ Limited at any one time to bubbles. Grab and go food in canteen only.	Some leave /early late. Weather changes safety.	Medium/ low.
ASSEMBLIES/ GATHERINGS	Gatherings of students as whole year group. Risk inside transmission.	Students and staff	Medium	One assembly at start of term for each No assembly permitted.	Minimal increase in risk.	Medium/ low.
VENTILATION	Poor ventilation known to increase risk of virus spread.	Students and staff	High	All classrooms to teach with doors and windows open. When colder compromise with coat wearing and heating to be found.	Weather changes.	Medium

The school operates an open and honest approach to health and safety. If you have a health and safety concern, and/or any questions about this risk assessment or the issues covered in this document please contact the Headteacher, Mr Cater