

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 – 1/9/2021

Shared with: WESBITE/ ALL STAFF

To be viewed in line with the following policies:

- Health and Safety
- Covid –19 Procedures
- Covid contingency plan
- 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 "Delta strain that is more transmissible.	Students, staff, families of	VERY HIGH	Some staggering remains in place. All staff now have had access to 2 X vaccinations. Ventilations checks in classrooms as regular part of site walk.	Logistical/ Scale/ untested.	Medium

		students and				
				Hand washing stations. New toilets	Minor misuse.	Medium

		staff, wider population		Space desks in rows and teacher space 2m away from students this remains in place.	Students do not follow social distancing	Medium
				Retain clear social distancing advice to all stakeholders to now be monitored and advised, not enforced.	Guidance ignored	Medium
			School connects households and increases spread and risk.	Face coverings remain optional for staff and students.	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.	
				Handwashing stations in playground to use on arrival before lessons.	Cost of large volumes of sanitizer becomes a barrier to restocking.	
				Sanitiser in place on entry to every classroom.	Some parents have no choice but to have children use public transport and the system becomes overwhelmed.	
				Students dropped off by car only or walk into playground using one way drop off system. Airport style – no stopping.	Cases not reported as requested and isolation ignored.	
				Staff to maintain 2 metre safe zones in regard to contact with students and other staff – except in first aid emergencies.		

				<p>Students no longer required to isolate if in contact unless they show symptoms or test positive.</p> <p>Testing in school (LFT) to take place before school starts in 09/21. 2 X tests for every child.</p> <p>LFT continue to be given out and encouraged in all students twice a week.</p> <p>Parents asked to report cases/ positive tests in household or contacts.</p> <p>Face to face staff meetings to be minimised where possible unless necessary.</p> <p>School trips phased back in but risk assessed for safety.</p> <p>Desks and surfaces cleaned and disinfected on a routine basis by enhanced cleaning regime.</p> <p>All rooms have doors and windows open where possible to ensure adequate ventilation.</p> <p>Air quality to be tested as soon as possible.</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>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. These students will then be asked to test each day but still attend school.</p>		
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				<p>This list will then be discussed with PHE/ DFE and advise taken in case of wider outbreak.</p> <p>Staff maintaining 2 metres at all times + wearing mask significantly reduces risk of infection.</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
<p>MEETINGS IN PERSON, PARENT EVENINGS, SCHOOL EVENTS, OPEN EVENINGS ETC.</p>	Infection with COVID 19	<p>Students, staff, families of students and staff, wider population</p>	HIGH	<p>All face-to-face meetings in school To be held online as appropriate to reduce risk. and carried out by phone or video meeting with the exception of SG/ Medical interventions.</p>	Guidance is ignored.	Low

Reported increased risk to BAME students and staff	Infection with COVID 19	BAME community	High	Staff and students option 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
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INFECTED STUDENT OR STAFF MEMBER ATTENDS SCHOOL	Infection with COVID 19; employer liability for infection or death; In 'loco parentis' liability	Students, staff, families of students and staff, wider population, HT,	High	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	Guidance is ignored	High
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		EHT, governors/Trustees		School is setting up mass lateral flow testing for all students on return September 2021 to identify cases.	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
				Ensure staff and students wash hands upon arrival at school site. All staff and families strongly advised to take part in test and trace scheme and provide clear test results as appropriate.	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	Students encouraged to walk/ drive/ car share.	Public transport beyond schools influence or control to some degree. Every effort made.	Medium.

STAFF ANXIOUS AND FEARFUL ABOUT ATTENDING SCHOOL	Stress and anxiety to staff	Staff and students	High	Reassured by HT and general strategy. Personal support for concerns discussed with individuals. School fully Covid complaint to reduce anxiety. Individual cases looked at with staff and measures taken to ensure safety is highest priority.	Availability, guidance is ignored by staff.	Low/ Medium.
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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	
RISK OF POOR BEHAVIOR STANDARDS OF SOME FOLLOWING PROLONGED ABSENCE FROM SCHOOL.	Standards	Students/ Staff	Medium	Clear induction and reintegration sessions planned for all to readjust to school expectations and life.	<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 in place for catch up and repair of any 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 or absence due to C-19</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. 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	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. 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 9/11/2021 i pending individual circumstances.</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 rota 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).	Individual company rules to be followed.	KCC/ Bus companies/	High
PE	PE involves confined space and increased contact which could increase risk of virus.	Students/ Staff	High	PE to return to full sporting curriculum.	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 9/11/201 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>		
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.		
CATCH UP	Student's educational progress is damaged by the period out of school since closure.	Students	Varied/ unknown	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/ Unknown.	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.	Students don't engage/ Families don't return.	Varied/ 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>Plan in place and scheduled to be inplace 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	New Kent strain – highly transmissible nationally – students recognised by government and PHE as “vectors” – High risk of contact and transmission.	ALL	VERY HIGH	MONITOR ON RETURN SEPT 2021	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 quality and consistency. - Attendance monitored accurately and regularly and interventions made to engage all students. - Support packages in place and being distributed for all students who struggle to access. - Coverage 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"> - Pastoral time continues to be delivered online etc etc. - Laptops, routers and paperwork also distributed by intervention team. - SG students monitored very carefully and contacted regularly by the MAC team. - Safeguarding information updated and policies 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>	Not enough resources/ workforce limit is capacity. Accuracy of testing. Numbers needed to return safely and test all students are high.	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 upper/ lower school	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	Return to some in person assemblies.	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