

## Francis Holland Schools Trust

### Full reopening of Schools, Risk Procedures and Assessment

This document should be read in conjunction with the individual school procedures

Amended 10<sup>th</sup> September 2020

Stage	Triggers/Guidance	Actions	Who	Risk
<p style="text-align: center;">Stage 1 – prior to reopening</p>	<p>The Government require all schools to assess the risks of reopening during the Covid-19 pandemic. As well as the Trust’s overarching assessment, each school has produced and communicated its own specific procedures. These include school operating and lesson times, social distancing, protective measures, cleaning regimes, hygiene, staffing and CV-19 signage.</p>	<ul style="list-style-type: none"> <li>- All procedures and assessment to be available (staff, parents &amp; pupils)</li> <li>- Enhanced cleaning regimes to be agreed</li> <li>- Staffing to be reviewed and agreed by SLT</li> <li>- SLT to identify classrooms/areas where specific procedures are required e.g. dining hall</li> <li>- SLT to agree the use of PPE</li> <li>- CV-19 signage to be agreed and installed</li> </ul>	<p style="text-align: center;">SLT/DoF/FMs</p>	<p style="text-align: center;"><b>LOW</b> – risk considered low to the planning and procedures being agreed and in line with Government guidelines</p>
<p style="text-align: center;">Stage 2 – full reopening (Social Distancing)</p>	<p>When the school reopens social distancing measures must be followed, as far as is practicably possible. In some subjects e.g. science this may not be possible</p>	<ul style="list-style-type: none"> <li>- One-way systems may be introduced in corridors &amp; stairs</li> <li>- The use of public transport should be avoided</li> <li>- Arrival and departure times at school will be staggered</li> <li>- Rooms will be set out to ensure SD as far as possible</li> </ul>	<p style="text-align: center;">SLT/Staff</p>	<p style="text-align: center;"><b>MEDIUM</b> – SD procedures will be in place but due to the physical layout of the schools and people’s natural behaviours this is deemed to be a medium risk.</p>

		<ul style="list-style-type: none"> <li>- The number of persons in a room/area will be controlled</li> <li>- Restrictions to some communal areas will be in place</li> <li>- The daily timetable is subject to alteration to ensure SD</li> <li>- Reduced contact with persons outside your 'bubble'</li> <li>- Where possible working from home arrangements will be available to minimise risk in offices</li> </ul>		
Stage 2 – full reopening (Health)	<p>The health of staff and pupils is paramount. The promotion of regular hand washing/sanitising and good respiratory hygiene 'catch it, bin it, kill, it' will be evident.</p> <p>It is the responsibility of all staff to ensure that hygiene rules are adhered too. Regular reminders and breaks should form part of the timetable to allow for this practice.</p> <p>PPE is available and the Head will inform staff of its appropriate use.</p>	<ul style="list-style-type: none"> <li>- All staff and pupils to adhere to the strict hygiene procedures. Hands to be cleaned when arriving and departing schools, regular hand washing/sanitising during the day, prior to eating and after sneezing or coughing.</li> <li>- Cleaning products, anti-bacterial wipes and sanitisers to be available in rooms/areas (products to be restocked regularly)</li> <li>- Specific hygiene lessons in class</li> <li>- Staff to wipe down keyboards, photocopiers, equipment and hard surfaces before/after use</li> <li>- PPE (masks, visors, gloves) will be available to staff and are to be used as directed by the Head.</li> <li>- All staff welfare facilities will be available. SD to be maintained.</li> </ul>	SLT/Staff/ Facilities	<p><b>LOW</b> – strict hygiene and cleaning regimes are in place. The management of people is vital to ensure that procedures are always adhered too. Poor management could increase to risk to medium</p> <p>Signage will be used to remind/encourage good practice</p>

		Note- some facilities may be designated for year group or staff use only (see local signs)		
Stage 2 – full reopening (Cleaning)	<p>The Government have issued cleaning guidelines that will be followed.</p> <p>Enhanced cleaning regimes have been introduced</p>	<ul style="list-style-type: none"> <li>- Additional cleaning staff have been employed and cleaning regimes throughout the school are being increased. Touch zones will be cleaned on a regular basis. All rooms to be cleaned daily.</li> <li>- Equipment will be cleaned by staff at the start/end of each lesson/after use.</li> <li>- IT, keyboards and mice to be wiped after use by the user</li> <li>- Classroom desks to be wiped before/after use (if user changes/ end of lesson)</li> </ul>	FM/Staff	<p><b>LOW</b> – procedures to be followed to ensure all equipment is cleaned on a regular basis. FM to monitor the cleaning of touch zones. Cleaning products to be available in all areas/rooms</p>
Stage 2 – full reopening (Response to Infection)	<p>The management of any outbreak is vital. Government guidelines are regularly changing and SLT must be aware of updates and procedures amended.</p> <p>The use of Test and Trace must be understood, and the school actively engage in it.</p>	<ul style="list-style-type: none"> <li>- The person is to be isolated asap. (use the medical room)</li> <li>- The latest Government guidelines then MUST to followed</li> </ul>	SLT/DoF	<p><b>LOW</b> – deemed low risk at this point but any outbreak would be reviewed, and the assessment amended.</p>
Stage 2 – full reopening (Transport)	<p>The schools are limited in what they can do to mitigate against the use of public transport.</p>	<ul style="list-style-type: none"> <li>- The use of coaches will be kept to a minimum</li> <li>- Transport contractor to ensure any vehicles hired are cleaned prior to be presented at school</li> </ul>		<p><b>LOW</b> – as the use of coaches is to be kept to an absolute minimum and strict regimes</p>

<p>Stage 2 – full reopening (Transport)</p>	<p>Pupils to be educated on the use of public transport and procedures when arriving at school</p>	<ul style="list-style-type: none"> <li>- Cleaning kits to be made available for offsite activities (using transport)</li> <li>- The use of public transport to be avoided, where possible</li> <li>- Face masks to be worn if using public transport</li> </ul>	<p>SLT/FM</p>	<p>in place, the risk is deemed to be low.</p> <p><b>MEDIUM</b>- the risk may increase as more people use public transport.</p>
<p>Stage 2 – full reopening (Catering)</p>	<p>The Government has issued guidelines to catering contractors and these will be followed in conjunction with the school’s guidelines and RA</p>	<ul style="list-style-type: none"> <li>- Catering to be available in schools. The catering contractor to follow Government sector guidelines.</li> <li>- Cleaning to be increased in the dining areas</li> <li>- SD to be maintained, as much as possible, by adjusted lunchtimes and management of pupils by staff on duty</li> <li>- The catering provision will be reviewed daily to ensure time for cleaning and SD is followed</li> <li>- Tuck Shop provision maybe suspended during this period</li> <li>- Alternative areas to eat will be made available to ease congestion in the dining areas</li> </ul>	<p>SLT/DoF/ Caterers</p>	<p><b>MEDIUM</b> – the dining area is a congested area, while times have been amended to assist with SD and cleaning will take place between sittings this risk will continually be monitored and reviewed. Further control factors or operational changes may be required.</p>
<p>Stage 2 – full reopening (Events)</p>		<ul style="list-style-type: none"> <li>- Assemblies will be held in group ‘bubbles’ or will be stream into form rooms. No whole school assemblies are to be held.</li> <li>- No in-school events should be held until further notice</li> </ul>	<p>SLT</p>	<p><b>LOW</b> – this risk is managed by reducing in-school events and keeping bubbles separated as much as possible</p>

		<ul style="list-style-type: none"> <li>- Events should be held remotely/virtually</li> </ul>		
Stage 2 -full reopening (Visitors)		<ul style="list-style-type: none"> <li>- Visitors to school should be minimised, as far as possible and should be by prior appointment only.</li> <li>- All visitors MUST adhere to the school's procedures, sanitise their hands, discard any disposable face covering or store reusable ones</li> <li>- Visitors must be escorted while on site</li> <li>- Maintenance contractors are to report to the Facilities Office and follow all guidance given.</li> </ul>	Staff/Visitors	<p><b>LOW</b> – appropriate control measures are in place to reduce this risk to an acceptable level. Strict hygiene rules must be observed</p>
Stage 2- full reopening (Non-contact Periods)		<ul style="list-style-type: none"> <li>- Any persons who leaves site must sign out and back in and wash/sanitise their hands upon return. Where possible avoid bringing externally purchased items back into school.</li> </ul>		<p><b>LOW</b> – strict hygiene rules must be observed. This may require management by staff.</p> <p><b>MEDIUM</b>- the risk may increase if items purchased outside of the school are brought in. Pupils to be reminded.</p>
Stage 2 – full reopening (Fire Drills)	<p>Schools have an obligation to carry out a fire drill for all new building users (staff and pupils)</p> <p>Due to the need to socially distance, full school fire drills will not be held at this time.</p>	<ul style="list-style-type: none"> <li>- No planned full school drills to be carried out In the Autumn Term</li> <li>- New staff will be shown the muster point(s) and procedures explained during their new staff induction session.</li> </ul>	FM/SLT/Staff	<p><b>LOW</b> – during staff induction sessions participants will be kept SD. This also applies to individual pupil or in-bubble sessions.</p>

	The school's fire safety obligation will be fulfilled as noted in the actions.	<ul style="list-style-type: none"> <li>- New pupils will have individual/in bubble sessions to ensure they are fully aware of emergency procedures.</li> <li>- In the event of a real emergency, evacuations will be carried out as normal and SD procedures waived. On returning to school ALL participants will be required to wash their hands/sanitise</li> </ul>		<b>MEDIUM</b> - in the event of a real emergency, pupil bubbles will be compromised.
Stage 3 – Contingency	<p>Remote education, where required, should be aligned as closely as possible to the in-school provision</p> <p>Introduction of the new four tier lockdown process (CONTAIN schedule) Schools may be required to operate a rota for pupils attending in-school lessons</p>	<ul style="list-style-type: none"> <li>- In the event of further closures, either full or partial, those affected will receive education remotely.</li> <li>- Technology further developed for any future need for remote teaching</li> <li>- Consider cross school training for support functions to ensure adequate staffing levels can be maintained in the event of further outbreaks</li> <li>- Plan for the implementation of a rota for pupil attendance under the Governments CONTAIN schedule</li> </ul>	SLT/IT	<b>LOW</b> – during the previous lockdowns, most lessons were delivered successfully. A full review should take place and any shortfalls identified and resolutions put in place.

### Additional notes

Specifics	Actions/Notes	Who
PPE	<ul style="list-style-type: none"> <li>- To ensure adequate PPE supplies are available</li> <li>- Staff to wear PPE as per the SLT agreed protocol</li> </ul>	SLT/DoF/FM
Social distancing	<ul style="list-style-type: none"> <li>- Staff to adhere to social distancing measures, where possible, within school utilising space available to them, including the outdoors</li> <li>- SLT to review social distancing measures for staff and pupils including high risk times such as breaks</li> <li>- Where social distancing is not possible between staff and pupils, staff should have access to PPE</li> <li>- Manage pupils to ensure that social distancing is adhered too.</li> <li>- Timetables to be reviewed and amended to assist with social distancing</li> <li>- Avoid contact with people outside of your bubble, where possible</li> <li>- Rooms to be set up with desks facing forward</li> <li>- An area in each room to be designated as the staff only area (min 1m at front of room, where possible)</li> <li>- Where social distancing is not possible PPE should be worn (if appropriate)</li> <li>- Some rooms may be closed/restricted, please see local signage.</li> <li>- Some functions can be carried out while working from home to minimise risk. These are to be agreed by the Head or COO</li> </ul>	SLT/Staff/Pupils
Personal hygiene	<ul style="list-style-type: none"> <li>- Strict hygiene procedures, handwashing/sanitising MUST be followed by all staff and pupils</li> <li>- Ensure adequate stock levels of tissues, cleaning and hygiene products for each class / office, to be replenished as needed</li> <li>- Ensure sanitiser dispensers are full at the start of each day and replenished regularly</li> <li>- All pupils to have time for regular handwashing</li> <li>- Promotion of 'catch it, bin it, kill it'</li> <li>- Personal hygiene reminder posters to be put up</li> <li>- Hygiene reminders to pupils (from teaching staff)</li> </ul>	Facilities/Staff/Pupils

Cleaning	<ul style="list-style-type: none"> <li>- Cleaning products for staff/pupil use to be available in all areas. Facilities to maintain adequate stock levels</li> <li>- Additional cleaning staff will carry out cleaning of 'touch zones' regularly, throughout the day</li> <li>- All resources and equipment are to be wiped/cleaned by staff/pupils at the start/end of each lesson</li> <li>- Keyboards and mice to be cleaned by staff/pupils before/after use</li> <li>- Classroom desks to be wiped down when the user changes and/or the start/end of lesson</li> <li>- Whole school clean at the end of each day</li> </ul>	FM/Staff/Pupils
Suspected case	<ul style="list-style-type: none"> <li>- Follow current Government guidelines</li> <li>- SLT to be informed</li> <li>- Appropriate cleaning actions to be followed</li> </ul>	SLT
Confirmed case	<ul style="list-style-type: none"> <li>- Follow current Government guidelines</li> <li>- SLT to send communications</li> </ul>	SLT
Staff shortage	<ul style="list-style-type: none"> <li>- Teacher- Supply / Splitting classes / SLT Cover, where too many – partial closure for certain classes or part time</li> <li>- Support - Supply / Prioritise tasks / If TA can classes with continue with remaining staff, who else can do that task?</li> <li>- Facilities – cover from other school or contact Xenon for additional staff</li> <li>- Kitchen – DoF to discuss cover with contractor or pupils bring packed lunches</li> <li>- Cleaning – FM to discuss with cleaning contractor cover arrangements</li> </ul>	SLT/DoF/FM
Vulnerable pupils	<ul style="list-style-type: none"> <li>- Identify any vulnerable pupils e.g. underlying health conditions that may require additional support/ adjustments to procedures</li> </ul>	SEN team/SLT
Staff with health issues	<ul style="list-style-type: none"> <li>- Any staff with health issues or concerns should discuss their individual circumstances with the Head or HR</li> </ul>	Head/HR/Staff
Pregnant staff	<ul style="list-style-type: none"> <li>- Ask them to contact their midwife to seek advice; Consider working from home</li> <li>- Discuss their situation with the Head</li> </ul>	Head/Staff
Contractors	<ul style="list-style-type: none"> <li>- Inform them of current control measures</li> <li>- Ensure they follow procedures</li> <li>- Arrange for work when school is unoccupied, where possible</li> </ul>	FM