

# The Holt School

## COVID-19 Re-opening Risk Assessment

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<b>Assessment Conducted by:</b> Sian Lehrter	<b>Job Title:</b> School Business Director
<b>Date of Assessment:</b> 20 August 2020	<b>Review Frequency:</b> Weekly in conjunction with SLT

**This Risk Assessment constitutes The Holt School's 'system of controls' as referenced in government guidance**

### **Related policies, guidance, documents and contact details**

#### **Holt policies**

Infection Control Policy

Medical Policy

Health and Safety Policy

Security Policy

Code of Conduct

Behaviour for Learning Policy

COVID-19 Re-opening Plan

Student/Parent Handbook – August 2020

## **Government and other Guidance**

Guidance for full opening: schools – updated 28 August 2020

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Cleaning in non-healthcare settings – updated 15 July 2020

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Guidance for use of public transport – updated 11 August 2020

<https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020>

Coronavirus guidance during pregnancy – 24 July 2020

<https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/>

Planning for tier 2 local restrictions – 28 August 2020

<https://www.gov.uk/government/publications/how-schools-can-plan-for-tier-2-local-restrictions/how-schools-can-plan-for-tier-2-local-restrictions>

Guidance for households with possible COVID-19 infection – 13 August 2020

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

NEU – Workplace Checklist for September (July 2020)

**Telephone number for local Health Protection Team: 0344 225 3861**

HAZARD	WHO MIGHT BE HARMED	CONTROL MEASURES	WHO WILL BE RESPONSIBLE	RISK LEVEL PRIOR TO & POST CONTROL (L/M/H)	DATE OF CONTROL REVIEW AND AMENDMENTS MADE
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Contractors</li> <li>• Visitors</li> <li>• Hirers of school facilities</li> <li>• Delivery drivers</li> </ul>	<p>Everyone will be instructed not to come into school if they need to self-isolate under current NHS England guidance.</p> <p>The school will take advice from Public Health England via the school's Health Protection Team (HPT) if there is a confirmed case in the school community</p> <p>Regular reminders will be given about this to staff, students, visitors, contractors and hirers. All visitors will be issued with guidelines and will need to confirm they are not displaying coronavirus symptoms or living with someone who is displaying symptoms or has tested positive for COVID-19, and asked to confirm they understand the guidance on physical distancing and hygiene.</p> <p>Anyone self-isolating with symptoms will be directed to access testing and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up in the designated area in Student Support. 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic student who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> <li>• If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask</li> <li>• If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron</li> <li>• If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear a visor.</li> </ul> <p>Supervising staff will wash their hands thoroughly for 20</p>	<p>Co-Heads</p> <p>Co-Heads</p> <p>SBD ASBM – to produce guidelines Reception Staff Site team</p> <p>Student Support</p> <p>Student Support</p> <p>Student Support</p>	High---Medium	



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		<ul style="list-style-type: none"> <li>• Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> <li>○ Being coughed on,</li> <li>○ A face-to-face conversation, or</li> <li>○ Unprotected physical contact (skin-to-skin)</li> </ul> </li> <li>• Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person</li> <li>• Travelling in a small car with an infected person</li> </ul> <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p>	Student Support Co-Heads		
Contact with coronavirus when getting to and from school		<p>Everyone is encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible. The cycle scheme will be promoted to all staff at inset presentation. Anyone who needs to take public transport should be referred to the relevant government guidance (see above).</p> <p>For dedicated school transport, discussions will be held with WBC who will ensure providers make sure their staff:</p> <ul style="list-style-type: none"> <li>• Follow hygiene rules</li> <li>• Try to keep their distance from passengers where possible</li> <li>• Do not work if they or a member of their household are displaying coronavirus symptoms</li> </ul> <p>In addition, the school will work with providers, students and parents/carers as appropriate to ensure that,</p>	<p>Co-Heads</p> <p>SBD</p> <p>DSBM/Co-Heads PA</p>	High-----Medium	



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Spreading infection due to touch, sneezes and coughs		<p>Handwashing facilities have been enhanced. In addition to the facilities within the toilet blocks, 80 sanitiser stations have been provided at all entrances to the school and in all classrooms and communal spaces.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> <li>• Frequently wash their hands with soap and water for 20 seconds and dry thoroughly in accordance with NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands</li> <li>• Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing</li> <li>• Be encouraged not to touch their mouth, eyes and nose</li> <li>• Use a tissue or elbow to cough or sneeze, and use bins for tissue waste – teachers to reinforce 'catch it, bin it, kill it'.</li> </ul> <p>Students will be encouraged to learn and practise these habits via the daily 'Boarding Card' briefing from tutors and by posters displayed across the school.</p> <p>Where SEND students find it difficult to maintain good respiratory hygiene, Learning Link will work with Student Support to identify whether additional measures need to be put in place for the students and staff</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Covered bins for tissues will be emptied throughout the day.</p>	<p>Site team</p> <p>Co-Heads/teachers</p> <p>All staff</p> <p>Learning Link</p> <p>Site Team</p> <p>Haywards</p>	High-----Medium	

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Spreading infection through contact with coronavirus on surfaces		<p>Additional cleaning staff employed to work during the school day will regularly clean frequently touched surfaces using enhanced cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> <li>• Bannisters</li> <li>• Toilet facilities (including taps and flush buttons)</li> <li>• Door and window handles</li> <li>• Light switches</li> <li>• Student and staff toilets</li> <li>• Department kitchen areas</li> <li>• 6<sup>th</sup> form kitchen area.</li> </ul> <p>Students and staff will ensure that desks, chairs and computer keyboards are sanitised at the start and end of each session.</p> <p>Sharing of items between students will be minimised – e.g. students will be asked to provide their own aprons for technology lessons</p> <p>Students and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, stationery and mobile phones.</p> <p>Lockers will not be available for use until further notice</p> <p>Areas of the school that are used by students will be cleaned thoroughly at the end of the day by the school's contract cleaners. An enhanced cleaning schedule has been put in place, to ensure that all classrooms receive a full daily clean of all desks using the double cleaning method.</p> <p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p>	<p>SBD Facilities Manager Haywards</p> <p>Students/teachers</p> <p>Co-Heads</p> <p>Haywards</p> <p>Teachers Technicians</p>	High-----Low	





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		<p>staff for purchase of catering or other items. Petty cash will no longer be available in school. A Caxton card may be authorised for use for purchases that cannot be made using the school's normal purchasing procedures.</p> <p>Vouchers will be issued to PP students to purchase cooking ingredients.</p> <p>The position with charity collections remains under review and further guidance will be issued in due course.</p>	<p>Finance team SBD</p> <p>Finance Office</p> <p>SBD</p>		
Spreading infection due to excessive contact and mixing between students and staff in lessons and during breaks		<p>Students will operate in year group 'bubbles' and will move around the school to ensure they can benefit from the full range of specialist teaching in specialist rooms their year groups.</p> <p>Students will be reminded to maintain their distance and not touch staff or their peers using the boarding card and handbook.</p> <p>Students will wait in a designated area outside their classroom block to be called in by their teacher, to minimise the mixing between year groups and overcrowding in corridor areas and to allow teaching spaces to be cleaned between groups. Signage will indicate where students should wait.</p> <p>A number of car parking spaces will be removed from Car Park 2 to accommodate students waiting safely outside the MFL block. Additional car parking spaces will be made available on the field.</p> <p>Pupils will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this. A 2 metre distance will be maintained between the teacher and the students.</p> <p>Teachers will be provided with protective screens around their desk on request, and visors are available where staff</p>	<p>Teachers</p> <p>SBD/site team</p>	High-----Medium	

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		<p>are not able to maintain the 2 metre distance. Close face-to-face contact must be avoided.</p> <p>Lessons that involve singing or playing instruments (particularly wind or brass instruments) will be limited to no more than 15 pupils, and will take place outside wherever possible (if taking place inside, the space will be well ventilated). Students will be positioned either back-to-back or side-to-side at an appropriate distance. Instruments may not be shared. Singing or instrument playing may not take place in any larger groups such as choirs or assemblies. No carol concert will take place this year.</p> <p>For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between pupils will be maximised as much as possible.</p> <p>Staff will work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart).</p> <p>Assemblies will be in year groups only and phased in gradually after the start of term; no cross year group Harvest assembly will take place</p> <p>Supply teachers, peripatetic teachers and other temporary staff will be instructed using the Visitor guidelines to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to an absolute minimum. Approval must be given by the Co-Headteachers for any visitors. Visitors and contractors must wear face covering when moving around the school.</p> <p>Specialists, therapists, clinicians and other support staff</p>	<p>Music Department Berkshire Maestros</p> <p>PE Department</p> <p>Co-Heads</p>		

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		<p>for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene and will sign the visitor guidelines</p> <p>All staff will be provided with their own personal PPE kit, with sufficient replacement stock maintained in a locked cage next to the IT workshop</p> <p>Breaks and lunch will be staggered (KS3 and KS4/5) to minimise contact between groups and the school day will end half an hour earlier to accommodate the timetable changes.</p> <p>Following changes to the administration and finance functions, the following activities will be dealt with by the Reception team: student catering and biometric queries, lockers, planners, Holt shop. All students coming to the Holt Building should report to Reception for further instructions/assistance.</p>	<p>DSBM Site team</p> <p>Finance Admin</p>		
Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school		<p>Students will be kept in the same groups whilst school is in session, and be kept separate from other groups.</p> <p>Students groups will have staggered break and lunch times, to avoid too many students being in one place at the same time and to separate year groups. Students will move to designated areas on the school field during break and lunch times. Year groups will use designated toilet blocks which will be cleaned between groups.</p> <p>Movement around the school site will be kept to a minimum and a one-way system will be observed when school is in session</p> <p>Students will be supervised whenever possible to ensure mixing between groups doesn't occur, and they will be reminded about the rules on arrival at school and</p>	<p>SLT Teachers</p> <p>Teachers</p>	High-----Medium	

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		<p>throughout the day.</p> <p>Toilet use will be managed to avoid crowding, signage will inform students of the policy for each toilet block according to size/number of cubicles.</p> <p>Use of staff rooms is strictly limited to ensure a 2 metre-distance can be maintained. For most department staff rooms this will mean a maximum of 2 staff per room. A maximum of 6 may use the main Holt building staff room. Department Heads are responsible for ensuring these guidelines are implemented effectively in their department.</p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival using the Visitor guidelines. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors.</p> <p>Letting of school buildings will take place outside school hours and individual risk assessments must be produced and approved by the Co-Headteachers before the let can take place. All hirers will agree to the control measures outlined in the COVID-19 Lettings Risk Assessment.</p> <p>There will be no overnight trips. Non-overnight domestic educational visits can take place in the same pupil groups, but only subject to a separate risk assessment that also considers the coronavirus measures in place at the destination.</p> <p>A programme of clubs will run after school by year group only</p>	<p>Site team</p> <p>HoD</p> <p>Reception Facilities Manager/site team</p> <p>DSBM/Co-Heads</p> <p>Trip leaders (if relevant)</p> <p>Head of extra-curricular activities</p>		
Spreading infection due		Enhanced checks to the premises will be done to make sure the school meets health and safety standards before	Facilities Manager	Medium-----Low	

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to the school environment		<p>opening in September.</p> <p>Fire, first aid and emergency procedures will be reviewed and tested as usual at the start of term to make sure they can accommodate changes required to minimise the spread of infection.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>The use of lifts will be avoided unless essential.</p> <p>Covered bins will be provided in classrooms and other key locations to dispose of tissues safely.</p> <p>Outdoor space will be used for exercise and breaks; students will not remain inside in classrooms. Marquees will be provided for break and lunchtimes from October half term to provide shelter in the case of bad weather. Prior to this, students will be asked to bring raincoats and umbrellas.</p>	<p>DSBM/Facilities Manager</p> <p>Teaching Staff</p> <p>Site Team</p> <p>DSBM</p>		
Spreading infection due to excessive contact and mixing in meetings		<p>Meetings involving more than 10 individuals will be conducted using TEAMS. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Other essential meetings will be conducted outside, or in a room large enough to allow for social distancing. SLT meetings, where they take place in person, will take place in the conference room.</p> <p>Department meetings to take place in classrooms, observing social distancing guidelines</p>	<p>All staff</p> <p>SLT</p> <p>Departments</p>	High-----Low	

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Infection spread by external contractors failing to follow guidelines		<p>Contractors (Haywards: cleaning, Chartwells, catering) will be required to provide a copy of their risk assessment and confirm they fully understand the school's procedures for the management of infection.</p> <p>All contractors and visitors will be asked to wear face coverings whilst moving around the school where social distancing guidelines cannot be maintained.</p> <p>All hirers of the school's premises will provide a risk assessment, confirm they fully understand the school's procedures and provide contact details of all users on site.</p>	<p>DSBM Facilities Manager</p> <p>DSBM Site team</p>	Medium-----Low	
Individuals vulnerable to serious infection coming into school		<p>All staff and students are currently expected to come into school, apart from a limited number of support staff who may be able to continue to work from home, with the approval of the Co-Headteachers.</p> <p>The school will continue to follow any shielding guidance in place to decide who should come into school.</p> <p>Individual risk assessments will be carried out for staff who are clinically vulnerable or clinically extremely vulnerable to ensure they are able to maintain social distancing and to ensure that appropriate adjustments are made if needed.</p>	<p>Co-Heads</p>    <p>HR Administrator</p>	High-----Medium	
Risk to health of inappropriate use of hygiene protection products in school	Students Staff	<p>Students are reminded to use sanitiser appropriately and alcohol spray remains under the control of the teacher and provided in PPE pack.</p> <p>In the case of accidental ingestion, Student Support to review the COSHH sheet and take the appropriate action.</p> <p>High alcohol hand wipes are locked away when not in use, and may only be used by staff wearing gloves.</p> <p>Art and Technology to ensure that Milton tablets</p>	<p>Teachers</p> <p>Student Support</p>  <p>Site team</p> <p>Art technician</p>	Medium -----Low	

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		(containing bleach) used to sanitise equipment, are safely stored. Facilities Manager to ensure supplies are kept in a locked cage outside the IT workshop	Technology technician Facilities Manager		
Staff and student well-being is negatively affected as a consequence of the pandemic		<p>Staff will be reminded of the availability of counselling support from Qwell (staff) and Kooth (students), as well as the Education Support Partnership.</p> <p>The school will identify and support any member of staff who has suffered bereavement as a result of the pandemic or feels overly anxious in returning after shielding during the lockdown period.</p> <p>Continue to seek feedback from staff and work with union representatives to ensure staff have confidence in measures taken to reduce risk.</p> <p>Full presentation of updated risk assessment on 1 September inset day, to include all support staff.</p> <p>Students requiring additional support will be identified and supported by the pastoral teams. Staff to be reminded about the 'See, hear, respond' initiative from the NSPCC to look out for students who have experienced trauma during school closure.</p>	<p>SBD</p> <p>SLT/HoDs</p> <p>NEU rep</p> <p>SBD</p> <p>Student Support HoY/DSLs</p>	High---Medium	
Poor student attendance at school	Students	<p>HoY have identified students who might struggle to return to school and this will be following up daily where students are absent.</p> <p>Parents will be reminded of attendance expectations as well as of procedures where students show signs of COVID-19, or someone in their household shows symptoms/tests positive for COVID-19, or is advised to self-isolate through the test and trace programme</p>	<p>HoY Co-Heads</p> <p>Co-Heads</p>	High.....Medium	



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Students are unable to catch up lost learning	Students	HoY/HoD identify students who have lost significant learning due to disengagement during school closure. Students to be monitored and targeted for small group after school tuition by specialist tutors to address gaps in knowledge.  HoY/HoD hold high expectations for a broad and ambitious curriculum to ensure students continue with a range of subjects and only exceptionally drop subjects.	HoY HoD	High.....Medium	
Safeguarding concerns emanating from lockdown	Vulnerable Students	Risk assessments to be updated for all s47 and s17 or students deemed to be vulnerable – to focus on catch up as well as support for wellbeing as needed.	SENCO/DSL	High.....Medium	
Lack of socialisation during lockdown leading to detachment	Students	Socialisation to be encouraged through registrations in year groups every morning, break and lunchtime, with tutors remaining vigilant of students who appear detached and lonely  House events to encourage socialisation within year groups	Tutors  Heads of House HoY HoD	High-----Low	
Students exhibit poor behaviour and fail to follow COVID-19 control measures	Students Staff	Staff to be reminded of high behaviour expectations and additional expectations to address COVID-19 risks Staff to communicate/remind students of behaviour expectations and consequences HoY have identified students who might struggle with the rigidity of school after lockdown. These students will receive individual encouragement to follow guidelines	Co-Heads – staff inset SLT – in assemblies HoY	Medium-----Low	

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School is subject to restrictions resulting from an increase in COVID-19 cases in the local area	Students Staff	<p>Full review of timetable options to enable tier 2 or above local restrictions to be implemented at the school if needed.</p> <p>SLT to plan for an effective rota system</p> <p>IT to ensure a stable platform for facilitating remote working/learning</p> <p>Staff to ensure they are able to deliver high quality remote learning at short notice- HoLT Meeting 20 September</p> <p>CPD events to continue to focus on high standards of pedagogy face to face and remotely</p> <p>HoY to ensure all students have access to internet/laptop at home at the beginning of term. Identify how we can assist in equipping them where parents are unable to help.</p> <p>Introduction of additional measures including the wearing of face covering for all students and staff whilst moving around the school and in communal areas.</p> <p>Work with the catering contactor to ensure FSM meals can be provided for students during any period of home working.</p>	<p>SLT</p> <p>IT Manager</p> <p>HoY /HoD</p> <p>Assistant Head</p> <p>HoY</p> <p>Co-Heads</p> <p>SBD</p> <p>DSBM/Chartwells</p>		