



Dartford Science and Technology College  
risk assessment for the return to school

March 2021

Owner: Lesley McIntosh - Business Manager

Date Ratified: Anne Davis

Signed: 26th February 2021

Date to be reviewed: April 2021





	<p>copy of the First Aid Responders COVID-19 Protocols for their information.)</p> <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>A deep clean will take place in the area that the symptomatic person has been – Please see DSTC Enhanced Cleaning Regime</p> <p>If a student or a staff member tests positive for coronavirus, those who have been in close contact will be sent home and advised to self-isolate for 10 days (as will any staff member who looked after them in school while they were symptomatic).</p> <p>Centralised Seating plans and reduced movement around the site will support a reduction in the number of people who may be deemed close contacts.</p> <p>If further cases are detected at school, the local health protection team from Public Health England will be in touch to advise on appropriate action, such as asking more people to self-isolate.</p>	<p>All Staff</p> <p>SLT to advise PHE</p>	<p>08.03.2021</p>	<p><a href="https://tinyurl.com/DSTC-Enhanced-cleaning-regime">https://tinyurl.com/DSTC-Enhanced-cleaning-regime</a></p> <p><a href="https://tinyurl.com/DSTC-Close-Contact">https://tinyurl.com/DSTC-Close-Contact</a></p>
<p>Contact with coronavirus when getting to and from school</p>	<p>All staff and pupils are encouraged to drive, walk or cycle into school, and are warned to avoid taking public transport during peak times. Should you have no other alternative but to use public transport please try to avoid peak times, plan ahead being prepared to pay for your ticket with contactless payment, planning alternative routes and delays and wearing a face covering.</p> <p>For pupils that will need to be dropped off and picked up, parents will be told through messages, direction from members of staff and signage:</p>	<p>All staff / students</p> <p>All staff and students</p>	<p>08.03.2021</p> <p>08.03.2021</p>	<p><a href="https://tinyurl.com/Times-of-the-day">https://tinyurl.com/Times-of-the-day</a></p>



	<p>Students will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they are not close to running out.</p> <p>Lidded bins for tissues, operated by a foot pedal, have been provided and will be emptied throughout the day.</p> <p>Face Masks must be worn as students and staff enter the site and in all communal areas. It is recommended that Face masks are also worn within lessons but this is not mandatory and will be reviewed at Easter 2021.</p> <p>If an individual has medical exemption from wearing a mask, this will be signified by a sunflower lanyard being worn.</p> <p>Face shields/visors should not be worn as an alternative to face covering.</p>	<p>Site/ Cleaning team</p> <p>All</p>		
<p>Spreading infection through contact with coronavirus on surfaces</p>	<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. disinfectant, detergent), including:</p> <ul style="list-style-type: none"> <li>● Banisters</li> <li>● Washroom facilities (including taps and flush buttons)</li> <li>● Door and window handles</li> <li>● Furniture</li> <li>● Light switches</li> <li>● Reception desks</li> </ul>	<p>Site/ Cleaning team</p> <p>Site/ Cleaning team</p>	<p>08.03.2021</p> <p>08.03.2021</p>	<p>Enhanced cleaning regime document should be read with this.</p> <p><a href="https://tinyurl.com/DSTC-Enhanced-cleaning-regime">https://tinyurl.com/DSTC-Enhanced-cleaning-regime</a></p>

	<ul style="list-style-type: none"> <li>● Teaching and learning aids</li> <li>● Computer equipment (including keyboards and mouse)</li> <li>● Telephones</li> <li>● Water coolers</li> </ul> <p>Items that need laundering (e.g. towels, tea towels and cleaning clothes) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting.</p> <p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in as previously stated.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p>			
<p>Spreading infection due to excessive contact and mixing between Students and staff in classrooms</p>	<p>Students are organised into year groups bubbles and form groups wherever possible. These are not allowed to mix and centralised seating plans ensure all know where they should be.</p> <p>Allocated areas for each year group bubbles are identified with allocated toilet break areas and staggered times.</p> <p>Seating within class follows current Government guidelines, all students facing forward in rows where possible. Pupils will stay in the same classroom at the same desk throughout the teaching session.</p>	<p>SLT</p> <p>Teaching staff</p>	<p>08.03.2021</p>	

	<p>Teaching staff will move between rooms to teach, keeping 2 meters apart from students and not wandering within the class amongst students. This will minimise cross contamination and possible infection as much as possible. Good hygiene practices to be adhered to throughout the college day.</p> <p>Classroom windows and doors are to be open to allow ventilation.</p> <p>Resources will not be shared unless they are specialist equipment needed and this will be quarantined after use 72 hours for plastic or 48hrs for other materials. Alternatively these can be washed thoroughly and used again.</p> <p>Movement around the school will be minimised where possible.</p>	Teaching staff	08.03.2021	
Spreading infection due to excessive contact and mixing between pupils and staff around the school.	<p>Year group bubbles will be kept separate from other bubbles.</p> <p>Pupil groups will have staggered drop off and pick up times to avoid too many pupils being in one place at the same time. There will be segregated areas for breaks and lunch. Assemblies in the Hall cancelled until further notice.</p> <p>Corridors have one-way circulation to keep groups apart and this is clearly labelled.</p> <p>Year group bubbles have allocated toilets to be used.</p> <p>Staff use of staff rooms and offices are configured to limit occupancy and to encourage social distancing.</p>	Teaching staff	08.03.2021	



	Staff and contractors not working with pupil groups will be asked to maintain 2m distances from each other and from the pupil groups.			
Spreading infection due to the school environment	<p>Check to the premises will be done to make sure the school is up to health and safety standards before reopening.</p> <p>Fire, first aid and emergency procedures have been reviewed to make sure they can still be followed with the current changes to how the school space is being used.</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 would not be compromised.</p> <p>The use of lifts will be avoided unless essential. Should the use be unavoidable only one occupant at a time will be allowed in the lift. Increased cleaning of touch surfaces within lifts will be carried out.</p> <p>Lidded pedal bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks where possible.</p>	<p>Site team</p> <p>Business Manager</p> <p>Teaching staff</p>	<p>05.03.2021</p> <p>05.03.2021</p>	<p>Designated areas have been designed for the Year group bubbles to maintain distance from each other and friendship groups identified to further reduce contact.</p>
Spreading infection due to excessive contact and mixing in meetings	<p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents, visitors and governors.</p> <p>Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing and good ventilation.</p>	All Staff	08.03.2021	

Cross contamination from Lateral Flow Testing	<p>Testing to be allocated at intervals to avoid queues</p> <p>Testing to be allocated to Form bubbles</p> <p>Covid workforce trained in correct procedures to complete tests safely</p> <p>Cleaning of Booth areas to be done after each test has been undertaken</p> <p>Cleaning of test site areas to be completed frequently</p> <p>The testing workforce to be carefully trained in correct donning and doffing of PPE.</p> <p>Extra signage to support social distancing in test area to be put up.</p>	RAR/LMC	05.03.2021	
Individuals vulnerable to serious infection coming into school	<p>Clinically extremely vulnerable individuals should shield until 31st March 2021. If they do attend, they will be sent home.</p> <ul style="list-style-type: none"> <li>● Parents should follow medical advice if their child is in this category, and staff in this category will continue to work from home wherever possible. If these staff members cannot work from home, they will be given a role that allows them to be kept 2 metres away from others wherever possible</li> <li>● If they live with someone who is clinically extremely vulnerable, they will only attend if stringent social distancing can be adhered.</li> </ul>	All staff/pupils Carer/parent	08.03.2021	<a href="https://tinyurl.com/DSTC-CEV">https://tinyurl.com/DSTC-CEV</a>
Supporting clinically extremely vulnerable workers returning to work	All Clinically extremely vulnerable staff will be able to work from home until 31 <sup>st</sup> March 2021. On their return a risk assessment will be conducted to mitigate any further risks following their return to work.	SLT	31.03.2021	

Supporting workers in higher-risk groups	<p>The Public Health England report <a href="#">Disparities in the risk and outcomes of COVID-19</a> shows that some groups of people may be at more risk of being infected and/or an adverse outcome if infected.</p> <p>The higher-risk groups include those who:</p> <ul style="list-style-type: none"> <li>• are older males</li> <li>• have a high body mass index (BMI)</li> <li>• have health conditions such as diabetes</li> <li>• are from some black, Asian or minority ethnicity (BAME) backgrounds</li> </ul>	All staff	08.03.2021	<p>Additional risk assessments carried out for vulnerable groups as outlined.</p> <p>All staff have been re-emailed offering a risk assessment should staff feel they are more at risk and wish to have one..</p>
Pregnant workers	<p>During the pandemic, pregnant workers have been advised to follow stringent social distancing to reduce the risk of severe illness from coronavirus. We expect that any pregnant staff will have had a risk assessment on their return from lockdown and will adhere to any control measures.</p> <p>Some pregnant workers will be at greater risk of severe illness from coronavirus. They are defined as clinically extremely vulnerable and should stay at home where possible.</p>	SLT	08.03.2021	<p>If it is not possible to put the necessary control measures in place, such as adjustments to the job or working from home, DSTC will consider suspending the pregnant worker on paid leave. This is in line with regulation 16(3) of the Management of Health and Safety at Work Regulations 1999.</p>