

Dartford Science and Technology College

risk assessment for the return to school

March 2021

Owner:

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Date Ratified:

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Signed:

26th February 2021

Date to be reviewed: April 2021

## Dartford Science and Technology College risk assessment for the return to school on 8th March 2021.

The following risk assessment template has been taken from the professional site The Key for School Leaders.

Persons considered when writing this assessment are Staff, Pupils, Contractors and Visitors to site.

Conducted by: Lesley McIntosh - Business Manager.

HAZARD	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
suffering from coronavirus	<ul> <li>Everyone will be asked not to come into school if they or anyone they live with is experiencing coronavirus symptoms, the most important are: <ul> <li>a new continuous cough OR</li> <li>a high temperature OR</li> <li>a loss of, or change in, your normal sense of taste or smell (anosmia)</li> </ul> </li> <li>For most people, coronavirus (COVID-19) will be a mild illness. However, if anyone has any of the symptoms stated above, they must stay at home, self-isolate for at least 10 days and arrange to have a test to see if they have COVID-19 and follow medical advice.</li> <li>Any Asymptomatic testing that shows a positive outcome then these individuals need to go home and self-isolate.</li> <li>We will promote and provide asymptomatic home testing kits for use twice a week.</li> <li>We expect staff/students to organise their own testing through the NHS website or 119 if symptomatic.</li> </ul>	First Aiders	08.03.2021 From 08.03.21	Letter to parents as a reminder

We also promote the use of NHS test and Trace process			
If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up.			
The medical room is located on the ground floor in B block B011. Reception is to be contacted and informed that a person is symptomatic. Arrangements to be made for the individual to be transported to the medical room. A first aider will be informed to attend the individual and site staff to make sure the route is clear and SLT will be alerted.	SLT	ongoing	
If it is a member of staff, their emergency contact to be informed and if it is a student Pastoral Leads will contact either the carers/parents. 999 will be called if they are seriously ill or injured or their life is at risk.			
In the case of a symptomatic pupil who needs to be supervised before being picked up:			
<ul> <li>Appropriate PPE of gloves and mask will be donned</li> <li>A distance of 2m will be maintained</li> <li>If contact is necessary/unavoidable, supervising staff will also wear 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 eye protection</li> </ul>			<u>https://tinyurl.com/DSTC-Fir</u> <u>st-Aid-Protocol</u>
Following the collection of the individual, the supervising first aider will doff their PPE in accordance with the instructions displayed within the medical room. (In addition, all first Aid staff will be given a personal	Site/ Cleaning Team		

	copy of the First Aid Responders COVID-19 Protocols for their information.)			
	Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.			<u>https://tinyurl.com/DSTC-En</u> <u>hanced-cleaning-regime</u>
	A deep clean will take place in the area that the symptomatic person has been – Please see DSTC Enhanced Cleaning Regime			
	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).	All Staff	08.03.2021	
	Centralised Seating plans and reduced movement around the site will support a reduction in the number of people who may be deemed close contacts.	SLT to advise PHE		
	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.			<u>https://tinyurl.com/DSTC-Cl ose-Contact</u>
Contact with coronavirus when getting to and from school	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.	All staff / students	08.03.2021	
	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:	All staff and students	08.03.2021	<u>https://tinyurl.com/Times-of-t</u> <u>he-day</u>

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	<ul> <li>Their allocated drop off and collection times, with different pupil groups being given different times -</li> </ul>			
	<ul> <li>To minimise adult-to-adult contact, carers/parents will not be allowed out of their vehicles during this time.</li> </ul>			
	<ul> <li>Students are not to gather at the student entrance or gates into the site and will observe social distancing rules.</li> </ul>			
	Parents/carers are encouraged not to attend school unless necessary and with a pre-arranged appointment time to see a member of staff, entering via the Reception area. Only one parent/carer attending if possible.			
Spreading infection due to to touch, sneezes and coughs	Handwashing facilities are provided within toilets. Within the classroom a "sanitisation station" is available for the use of all occupants.	Site Staff	08.03.21	
	Hand sanitisers are available at reception, pupil entrance into school, outside the medical room, washrooms and the canteen area.			
	Everyone in school will:	All staff/ students		
	• Frequently wash their hands with soap and water for at least 20 seconds and dry thoroughly. Paying particular attention to the back of your hand, in between the fingers and thumb as well as the palms, ensure that all of the hand is washed or use alcohol-based hand sanitiser.			
	<ul> <li>Clean their hands on arrival, before and after eating, and after sneezing or coughing</li> </ul>			
	Be encouraged not to touch their mouth, eyes and nose			
	• Use a tissue or elbow to cough or sneeze, and use bins for tissue waste			

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	Students will be encouraged to learn and practise these habits in lessons and by posters put up across the school. 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.	Site/ Cleaning team All		
	Lidded bins for tissues, operated by a foot pedal, have been provided and will be emptied throughout the day.			
	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.			
	If an individual has medical exemption from wearing a mask, this will be signified by a sunflower lanyard being worn.			
	Face shields/visors should not be worn as an alternative to face covering.			
Spreading infection through contact with coronavirus on surfaces	Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g.disinfectant, detergent), including: • Banisters	Site/ Cleaning team	08.03.2021	Enhanced cleaning regime document should be read with this.
	<ul> <li>Danisters</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>	Site/ Cleaning team	08.03.2021	https://tinyurl.com/DSTC-En hanced-cleaning-regime

	<ul> <li>Teaching and learning aids</li> <li>Computer equipment (including keyboards and mouse)</li> <li>Telephones</li> <li>Water coolers</li> </ul>			
	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.			
	Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day.			
	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.			
	Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.			
excessive contact and	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.	SLT	08.03.2021	
	Allocated areas for each year group bubbles are identified with allocated toilet break areas and staggered times.	Teaching staff		
	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.			

	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. Classroom windows and doors are to be open to allow ventilation. 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. Movement around the school will be minimised where possible.	Teaching staff	08.03.2021	
Spreading infection due to excessive contact and mixing between pupils and staff around the school.	Year group bubbles will be kept separate from other bubbles. Pupil groups will have staggered drop off and pick up times o 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. Corridors have one-way circulation to keep groups apart and this is clearly labelled. Year group bubbles have allocated toilets to be used. Staff use of staff rooms and offices are configured to limit occupancy and to encourage social distancing.	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	Check to the premises will be done to make sure the school is up to health and safety standards before reopening.	Site team	05.03.2021	
		Business Manager	05.03.2021	
	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.			
	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.	Teaching staff		Designated areas have been designed for the Year group bubbles to maintain
	Lidded pedal bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.			distance from each other and friendship groups identified to further reduce contact.
	Outdoor space will be used for exercise and breaks where possible.			
excessive contact and	Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents, visitors and governors.		08.03.2021	
	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.			

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Cross contamination from Lateral Flow Testing	Testing to be allocated at intervals to avoid queues	RAR/LMC	05.03.2021	
	Testing to be allocated to Form bubbles			
	Covid workforce trained in correct procedures to complete tests safely			
	Cleaning of Booth areas to be done after each test has been undertaken			
	Cleaning of test site areas to be completed frequently			
	The testing workforce to be carefully trained in correct donning and doffing of PPE.			
	Extra signage to support social distancing in test area to be put up.			
Individuals vulnerable to serious infection coming into school	Clinically extremely vulnerable individuals should shield until 31st March 2021. If they do attend, they will be sent home.	All staff/pupils Carer/parent	08.03.2021	
	• 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			<u>https://tinyurl.com/DSTC-CE</u> V
	• If they live with someone who is clinically extremely vulnerable, they will only attend if stringent social distancing can be adhered.			
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	<ul> <li>The Public Health England report <u>Disparities in the risk and outcomes</u> of COVID-19 shows that some groups of people may be at more risk of being infected and/or an adverse outcome if infected.</li> <li>The higher-risk groups include those who: <ul> <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> </li> </ul>	All staff	08.03.2021	Additional risk assessments carried out for vulnerable groups as outlined. All staff have been re-emailed offering a risk assessment should staff feel they are more at risk and wish to have one
Pregnant workers	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. 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.	SLT	08.03.2021	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.