

## MARLING SCHOOL – Covid-19 Risk Assessment

### Risk Assessment

<b>Location / Site</b>	Location and site where activity taking place
<b>Marling School – fully open to staff and students from 1<sup>st</sup> September 2021</b>	
<b>Activity / Procedure</b>	Name/type of activity or procedure being assessed
<b>Amendments to Risk Assessment for 2021-22 following removal of Covid-19 restrictions in July 2021.</b>  <b>Risk Assessment includes Outbreak Management Plan.</b>  <b>Implementation of Outbreak Management Plan from 3<sup>rd</sup> – 19<sup>th</sup> November at request of Regional Health.</b>	
<b>Assessment date</b>	Date when assessment is being carried out
<b>3<sup>rd</sup> November 2021 – to be updated regularly throughout academic year 2021-22</b>	
<b>Assessment serial number</b>	Local serial/identification number for future reference
<b>Version 1.12 – 3<sup>rd</sup> November 2021</b>	

<b>Identify people at risk</b>	YES or NO
<b>Employees</b>	<b>YES</b>
<b>Students</b>	<b>YES</b>
<b>Visitors</b>	<b>YES</b>
<b>Contractors</b>	<b>YES</b>

Control measures within this risk assessment apply to the whole Marling School community (Staff AND Students) to minimise the ongoing risks of transmission of the virus following removal of Government restrictions in July 2021. This Risk Assessment should be used in conjunction with all other School and Department Risk Assessments and Policies, which still apply.

Government guidance states that schools must adopt measures in a way that addresses the risks identified in their assessment, works for our school, and allows us to deliver a broad and balanced curriculum for our students, including full educational and care support for students with SEND. The school's Risk Assessment has regard to government guidance, which in turn has regard to WHO guidance. The latter expressly considers the ages at which a child should wear a mask/face covering

#### **Prevention:**

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend school.
- 2) Students to undergo return-to-school testing in asymptomatic testing centre, 2 tests 3-5 days apart with a staggered start in September. Students and staff to continue twice weekly self-test.
- 3) Advise to clean hands thoroughly more often than usual
- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 5) Continue enhanced cleaning, including cleaning frequently touched surfaces using standard products such as detergents, bleach and proven sanitisers.
- 6) Maintain social distancing wherever possible
- 7) Keep occupied spaces well ventilated
- 8) Students and staff may continue to wear face covering, if wished, in areas where 2m distance cannot be maintained.

#### **Response to any infection:**

- 9) Engage with the NHS Test and Trace process as appropriate
- 10) Adopt Outbreak Management Measures
- 11) Following local health protection team advice

This Risk Assessment does not remove the element of general common sense or professional decision making. If you have any questions please email [ELG@marling.school](mailto:ELG@marling.school)

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<b>Hazard</b>	<b>Who might be harmed?</b>	<b>Controls</b>	<b>Further actions to control the risks</b>	<b>By who?</b>	<b>By when?</b>	<b>Complete</b>
Transmission and infection rates rising in local area.	Students Staff Visitors Contractors	<ul style="list-style-type: none"> <li>Implementation of Outbreak Management Plan controls from <b>3<sup>rd</sup> November 2021</b></li> </ul>	<ul style="list-style-type: none"> <li>Face coverings to be worn in all indoor areas where social distancing not possible, including classroom.</li> <li>Enhanced Cleaning, between lessons by staff and students and thorough daily cleaning by site team.</li> <li>Increased Ventilation, windows and doors to be held open.</li> <li>Food service staggered by year group at break and lunchtime</li> <li>Enforcement of one-way systems</li> <li>Assemblies on-line</li> <li>Risk Assessment of enrichment activities and trips</li> <li>Seating plans in classrooms to be kept as common as possible</li> <li>LFT tests to be taken by all twice weekly (where consenting)</li> </ul>	Staff, students, visitors, contracts (where 2m distancing not possible)	3 <sup>rd</sup> – 19 <sup>th</sup> November	
Getting or spreading coronavirus by coming into contact with someone at school who is displaying symptoms	Students Staff Visitors Contractors	<ul style="list-style-type: none"> <li>Staff to maintain twice weekly self-testing, 3-5 days apart</li> <li>Students to maintain twice weekly self-testing, 3-5 days apart</li> <li>Staff and Students advised to remain at home if displaying symptoms</li> <li>Staff and Students advised to get a PCR test if LFD test positive and/or displaying symptoms</li> <li>Visitors and Contractors to be queried if taken LFD test and refused entry to site if test declared positive and/or displaying symptoms.</li> <li>All Visitors and Contractors to scan in with QR code before entry.</li> </ul>	<ul style="list-style-type: none"> <li>Students who start displaying symptoms during school day to be sent to sick bay (School House) for isolation until collection by parent</li> <li>Staff who start displaying symptoms to be removed from classroom and go home (if safe to do so) or be taken home.</li> <li>Students and staff with protected characteristics to be separately risk assessed.</li> </ul>	All staff  All staff  ELG	Ongoing  Ongoing  Ongoing	
Getting or spreading coronavirus by not	Students Staff	<ul style="list-style-type: none"> <li>Water, Soap and drying facilities throughout School</li> </ul>	<ul style="list-style-type: none"> <li>Signs to remind on importance of hand washing</li> </ul>	KZM/CB	Sept '21	

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washing hands	Visitors Contractors	<ul style="list-style-type: none"> <li>Information given on how to wash hands properly</li> <li>Facilities = 98 wash basins in total</li> <li>Hand sanitiser throughout School and at building entrances</li> <li>Signs encouraging use of hand sanitiser</li> </ul>	<ul style="list-style-type: none"> <li>Information provided on when and where to wash hands</li> <li>SLT to provide monitoring and supervision of controls</li> <li>Students encouraged to use sanitiser on entering and leaving classrooms</li> <li>Provide information on how and when to use hand sanitiser</li> <li>Additional external handwash installed in Yard</li> <li>Hand washing/ sanitising facilities to be monitored by Site and Cleaning teams and to be replenished at least twice a day.</li> </ul>	KZM/CB  SLT All Staff KZM/CB  KZM/DW/ZC	Sept '21  Daily Sept '21 Sept '21  Daily	Sept '20
Getting or spreading coronavirus by not social distancing	Students Staff Visitors Contractors	<ul style="list-style-type: none"> <li>All adults may continue to maintain 2m social distance from students and other staff</li> </ul>	<ul style="list-style-type: none"> <li>2m tape on floor in classrooms where it may be difficult to maintain social distance</li> </ul>	KZM/DW	Sept '21	
Getting or spreading coronavirus in high traffic areas eg. Dining Hall, Toilets, Entry/Exit points, Communal areas	Students Staff Visitors Contractors	<ul style="list-style-type: none"> <li>All advised to maintain social distancing where possible</li> <li>Students may continue to wear a face covering on school and public transport</li> <li>Staff to devise and adhere to classroom seating plan</li> <li>Areas of high traffic identified.</li> <li>One way systems in place in South Block and West Block.</li> <li>Staggered break times and timed dining hall use at lunch for students</li> <li>Students to go straight to their classroom on arrival.</li> <li>Regular cleaning regimes during school day and after school.</li> <li>Sanitiser stations around school to minimise queuing</li> </ul>	<ul style="list-style-type: none"> <li>Staff to report where difficulties in following controls are found.</li> <li>Perspex barriers in place at Reception areas</li> <li>Keep doors open to increase ventilation and minimise touch contact</li> <li>Staff and Students advised to continue to wear face coverings in areas where social distancing is not possible, such as corridors and communal areas.</li> <li>Risk Assessments required for after school and lunchtime activities.</li> </ul>	All staff ELG All Staff All staff  All staff/ELG	As required Sept '21 Sept '21 Daily  As required	
Getting or spreading coronavirus by not cleaning surfaces,	Students Staff Visitors	<ul style="list-style-type: none"> <li>Students encouraged to sanitise surfaces at the end of every lesson</li> <li>Seating plans to be maintained</li> </ul>	<ul style="list-style-type: none"> <li>Cleaning products to be monitored and replenished when necessary</li> <li>Surface sanitiser and cloths/paper</li> </ul>	DW/ZC DW/ZC	Daily Daily	

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equipment and workstations	Contractors	<p>consistently in similar classes to facilitate track and trace.</p> <ul style="list-style-type: none"> <li>• Increased cleaning staff numbers during school day</li> <li>• Caretakers to be assigned cleaning duties during the school day</li> <li>• Whole school to be cleaned at end of school day</li> <li>• Teachers to be given equipment to clean workstation before and after use. Provide information on best use.</li> </ul>	<p>towels available in every classroom</p> <ul style="list-style-type: none"> <li>• Share documents electronically if possible</li> <li>• Keep surfaces clear to assist in efficacy of cleaning</li> <li>• Empty bins daily or more regularly</li> </ul>	<p>All staff</p> <p>All staff</p> <p>DW/ZC</p>	<p>As required</p> <p>Daily</p> <p>Daily</p>	
Mental health and wellbeing affected through isolation or anxiety about coronavirus	Students Staff	<ul style="list-style-type: none"> <li>• All members of school community to monitor each other for signs of ill health and report to line managers (staff), tutors (students)</li> <li>• Identify and communicate system for raising concerns for both staff and students</li> <li>• Keep everyone updated so they feel reassured and involved</li> <li>• Make sure staff are taking their break times and not working long hours</li> <li>• WB17 and Pastoral staff available for distressed students</li> </ul>	<ul style="list-style-type: none"> <li>• Share information on mental health and well being</li> <li>• Consider occupational health referrals if anxiety or stress is identified</li> <li>• Awareness. Consider individual needs and circumstances. Risk assess individuals if they display signs of anxiousness</li> </ul>	<p>RW</p> <p>SLT/ELG</p> <p>All staff/ELG</p>	<p>Sept '21</p> <p>As required</p> <p>Sept' 21</p>	
Getting or spreading coronavirus via Catering staff	Staff Students	<ul style="list-style-type: none"> <li>• Aspens staff to be self-test twice weekly</li> <li>• Deliveries to be pre-arranged, access only via Downfield Road gate when no students are in yard (no vehicles to enter yard)</li> </ul>	<ul style="list-style-type: none"> <li>• Biometrics to be sanitised regularly</li> <li>• Dining Hall surfaces to be sanitised regularly</li> <li>• Aspens staff to follow Marling School risk controls</li> </ul>	<p>Aspens staff</p>	<p>Ongoing</p>	
Poor ventilation leading to risks of coronavirus spreading	Students Staff Visitors Contractors	<ul style="list-style-type: none"> <li>• Windows and doors to be held open</li> <li>• Velux windows (West Block) to be open</li> <li>• Each room to be designated to named teacher who is responsibility to maintaining covid ventilation and seating plans.</li> </ul>	<ul style="list-style-type: none"> <li>• Signs to remind staff to keep doors and windows open</li> <li>• Signs to remind staff of buildings using air exchange (drawing fresh air)</li> </ul>	<p>KZM/CB</p>	<p>Sept '21</p>	
Increased risk of infection and	Students Staff	<ul style="list-style-type: none"> <li>• Maintain records of staff and students falling into categories identified:</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor Government guidance and act swiftly to inform those in</li> </ul>	<p>ELG/SXW/NB</p>	<p>ongoing</p>	

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complications for vulnerable people		<ul style="list-style-type: none"> <li>○ <a href="#">Clinically extremely vulnerable</a></li> <li>○ People self-isolating</li> <li>○ People with symptoms of coronavirus</li> <li>○ Groups who may be at higher risk of poorer outcomes</li> </ul>	<p>categories should local lockdown occur.</p> <ul style="list-style-type: none"> <li>● Air exchange/replace to be reinforced during new variant higher transmission</li> </ul>	All staff		
Exposure to coronavirus due to not wearing PPE	Students Staff Visitors Contracts	<ul style="list-style-type: none"> <li>● PPE available for all staff</li> <li>● Full PPE available for First Aiders</li> <li>● The wearing of face coverings is acceptable if wished by individual.</li> </ul>	<ul style="list-style-type: none"> <li>● To monitor face covering and PPE usage</li> </ul>	SLT	Ongoing	
Exposure to coronavirus following external trips		<ul style="list-style-type: none"> <li>● All trips only to be approved FOLLOWING full risk assessment by trip leader</li> </ul>	<ul style="list-style-type: none"> <li>● All trip proposals to go through Finance Office</li> </ul>	ELG	Ongoing	
Exposure to coronavirus following school clubs and societies	Students Staff	<ul style="list-style-type: none"> <li>● All clubs to be risk assessed and approved by ELG</li> <li>● Staff and Students to sanitise hands and surfaces on entry and exit</li> </ul>	<ul style="list-style-type: none"> <li>● Consider numbers taking part if clubs run across year groups</li> </ul>	Staff leading club	Ongoing	

### Outbreak Management Plan

Outbreak Management will be led by the Business Manager, in communication with the local health protection team and the School Leadership Team. In the event of a localised outbreak, the following measures may be temporarily re-introduced at any time. Any changes to school operations will be communicated to parents and staff via email.

Face Covering	<p>Face covering (masks) may be re-introduced in the event of a localised outbreak. This may be in all areas, or in areas where social distancing is not possible, such as corridors and communal areas. Students may be asked to wear face masks on school and public transport. Face masks will be made available from school stocks if guidance is introduced at short notice.</p>
Re-enforcement of “rules”	<p>Over time, staff and students may relax their attention to the measures that reduce the transmission of the virus. The measures may be re-enforced in the event of a local outbreak to include;</p> <ul style="list-style-type: none"> <li>● “Catch it, bin it, kill it”</li> <li>● Regular hand washing</li> <li>● Sanitising hands on entry and exit of a classroom</li> <li>● Cleaning down surfaces following each classroom use</li> <li>● Staff strict 2m rule</li> <li>● Ventilation – doors and windows open</li> </ul>

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	<ul style="list-style-type: none"><li>• Classrooms rearranged to face forwards</li><li>• Re-check Seating plans for every classroom</li></ul> <p>In addition, the following measures may also be temporarily re-introduced;</p> <ul style="list-style-type: none"><li>• Postponement of assemblies, events and larger gatherings</li><li>• Postponement of trips and visits</li><li>• Staggered start and finish times, and lunch times</li><li>• Restriction of visitors to the school</li><li>• Shielding, when instructed by national government</li></ul>
Student Bubbles	In the event of a local outbreak, it may be necessary to re-introduce student year group bubbles in order to minimise transmission between year groups. This will inevitably impact on education and is not a decision that will be taken lightly.
Lockdown	A lockdown measure, in which all learning converts to remote online learning, will only be taken if required by the local health protection team or central government. In the event of lockdown the school will be open for the children of key workers and vulnerable children as before.