

Goldington Academy reopening: risk assessment

The measures listed are based on current (as at 17 September 2020) government guidance:

- > [Guidance for full opening: schools](#)
- > [Guidance for full opening: special schools](#) (this includes guidance on pupils with EHC plans that should be useful for mainstream schools as well)
- > [Actions for early years and childcare providers during the coronavirus outbreak](#)
- > [Safe working in education settings](#)
- > [Face coverings in education](#)
- > [COVID-19 contain framework: a guide for local decision makers](#)
- > [How schools can plan for tier 2 local restrictions](#)
- > [Critical workers who can access schools or educational settings](#)

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors 	<p>Everyone will be asked not to come into school if they need to self-isolate under current guidance.</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process.</p>	Admin Staff, Business Manager, Site Team	Sept 2020	The Business Manager will be responsible for contacting the local help protection team if someone has tested positive.

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		<p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. The small meeting room in the reception area will be used for this purpose. 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 pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron • If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>Home testing kits are available in school, these will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if providing one will increase the likelihood of them getting tested.</p> <p>Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken:</p> <ul style="list-style-type: none"> • Use of a vehicle with a bulkhead (i.e. the driver is in a separate compartment to any passengers); or • The driver and passenger will maintain a distance 			<p>The Site Team will be responsible for ensuring deep clean is carried out</p> <p>Admin Staff will supervise anyone with symptoms, communicate with parents and advise on testing.</p>

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		<p>of 2m from each other; or</p> <ul style="list-style-type: none"> The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are old enough and able to do so <p>If a parent or carer insists that a pupil with symptoms attends school, the school will use reasonable judgement and refuse the child if this is necessary to protect pupils and staff. The school will consider all circumstances and the latest public health advice when making this decision.</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the DfE helpline on 0800 046 8687 and select option 1 for advice. The advice service (or local health protection team, if the call is escalated to them), will carry out a rapid risk assessment to confirm who's been in close contact with the person when infectious. The school will ask (using a template letter from the local health protection team) these people to self-isolate for 14 days from the day they were last in close contact.</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> The pupils and staff in each group Any close contact that takes place between children and staff in different groups <p>Close contact means:</p> <ul style="list-style-type: none"> Direct close contact – face-to-face contact with an 			

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		<p>infected person for more than 1 minute, within 1 metre, including:</p> <ul style="list-style-type: none"> ○ Being coughed on, ○ A face-to-face conversation, or ○ Unprotected physical contact (skin-to-skin) <ul style="list-style-type: none"> ● Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person ● Travelling in a small car with an infected person <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>			
Contact with coronavirus when getting to and from school		<p>Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible. Staggered start and end times will be implemented from September for year group bubbles. Each year group will be given a ten-minute window to arrive and a five-minute window to depart site.</p> <p>Anyone who needs to take public transport will be referred to government guidance.</p> <p>Parents/carers who need to drop off and pick up pupils will be told through messages:</p> <ul style="list-style-type: none"> ● Their allocated drop off and collection times, with different groups being given different times ● That only one parent/carer should attend ● Not to gather at entrance gates or doors, or enter the 			

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		<p>site unless they have a pre-arranged appointment</p> <ul style="list-style-type: none"> • Anyone wearing any sort of face covering when arriving to school will wash or sanitise their hands on arrival (as all individuals will), dispose of/store the covering, and wash their hands again when they arrive at their classroom or office. 			
Spreading infection due to touch, sneezes and coughs		<p>Handwashing facilities will be provided. In areas where there are no sinks hand sanitiser will be provided.</p> <p>Free standing hand sanitising stations have been placed in the following locations:</p> <ul style="list-style-type: none"> - Main reception - Small Hall - Main Hall - Staff Room - Arts Centre - Performing Arts Centre - Sports Barn - Entrance to each stairwell <p>Everyone in school will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands • Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after 	All staff		<p>Site team to ensure supplies are regularly replenished.</p> <p>All staff to promote good hygiene.</p>

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		<p>sneezing or coughing</p> <ul style="list-style-type: none"> • 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 <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Help will be available for any pupils who have trouble cleaning their hands independently. Skin friendly cleaning wipes can be used as an alternative.</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>Lidded bins for tissues will be emptied throughout the day.</p> <p>Everyone will be asked to either keep on or put on a face covering when arriving at school and moving to their classroom or office, unless they're exempt from wearing one.</p> <p>Everyone will also be asked to wear a face covering whenever they're moving around the premises, outside of classrooms or activity rooms, such as corridors and communal areas where social distancing cannot be easily maintained. Once they have arrived at their destination and need to take the covering off, they will sanitise their hands on arrival, (as all individuals will) dispose of/store the covering in a plastic bag and re-sanitise their hands.</p> <p>A supply of spare face coverings will be kept for anyone who arrives without one or has a covering that's unsafe to wear.</p>			

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<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. detergent), including:</p> <ul style="list-style-type: none"> • Banisters • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Computer equipment (including keyboards and mouse) • Telephones <p>Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes.</p> <p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day. Cleaners and the site team have been provided with a checklist and additional cleaning requirements are logged on a spreadsheet to ensure all areas are covered.</p> <p>The site team will ensure that there is a sufficient supply of disposable gloves, tissues and two bottles of sanitiser in every classroom every day (one sanitiser for the students and one for the teacher).</p>	<p>Site Team Cleaners</p>		

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		<p>Pupils 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>Every child will be provided with a labelled zip wallet, a whiteboard (or diary) a purple pen and a whiteboard pen. All their personal stationery should be kept at school in these wallets.</p> <p>Pupils and/or teachers will hand out exercise books and text books within bubbles (form groups). They will be expected to sanitise their hands both before and after giving out and collecting in books.</p> <p>Although every child should have a glue stick, extra glue sticks (in packs of six) and class sets of scissors will be available from student services. After use they must be returned where they will be stored for 48/72 hours before being re-issued.</p> <p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> • Cleaned frequently and meticulously, and always between groups using them; or • Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups <p>The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it</p>			

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		<p>doesn't contribute to pupil education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>Marking: Live marking is encouraged. Where books need to be marked, staff are encouraged to leave them for 48 hours before removing them for marking. The same 48 hours should be applied before work is handed back to the student. SLT appreciate that this may mean work is not marked as frequently; this is particularly the case for those subjects where teachers see the pupils daily (e.g. English & maths).</p> <p>Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:</p> <ul style="list-style-type: none"> • Restricted to one user; or • Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals <p>Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.</p> <p>Toilets will be cleaned after lunch and at the end of the day. There will be a plentiful supply of paper towels and sanitiser.</p> <p>Photocopier: staff should sanitise their hands both before and after using the photocopiers.</p> <p>Staff room: use of the staff room should be kept to a minimum. Staff are encouraged to bring in their own cold</p>			

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		<p>drinks/lunches which should be kept in a personal cool bag rather than using the fridge. Hand sanitiser will be available in the kitchen area. Every second seat has been taped off and must not be used.</p> <p>The work room: some seating has been removed to facilitate social distancing. The staff room can be utilised as a work space (see above). Where a teacher has a non-contact time and they are not needed for duty, there is no necessity to work from school. Please agree with SLT first.</p> <p>If a person with a confirmed case of coronavirus has been in school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling pupils' books.</p> <p>In addition to enhanced cleaning measures, all teachers will be provided with a mouse and a keyboard for their own personal use.</p>			
Spreading infection due to excessive contact and mixing between		<p>Pupils in Key Stage 3 will be kept to their class groups, with the exception of maths, where they will be taught in sets.</p> <p>Pupils in Key Stage 4 will be kept to their year groups.</p> <p>SLT have scrutinised the timetable and made room</p>	SLT		

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pupils and staff in lessons		<p>changes to ensure that those who are clinically vulnerable, extremely clinically vulnerable or in other vulnerable groups (e.g. BAME, pregnant, over 50 years of age), are not teaching in the smaller teaching spaces wherever possible.</p> <p>All classrooms will have a 2 metre marking around the teacher's desk. Where this is not possible a 1 metre+ mark has been made.</p> <p>Where pupils are old enough and capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers.</p> <p>Pupils will be seated side-by-side and facing forwards, where the classroom layout allows it and unnecessary furniture will be moved out of classrooms to allow for this.</p> <p>We will follow the government's guidance for lessons involving drama, singing, chanting, shouting or playing instruments (particularly wind or brass instruments). Larger, well-ventilated rooms will be used and the number of people will be limited to allow for social distancing.</p> <p>Any background or accompanying music will be kept to levels which don't require teachers or other performers to raise their voices if they don't have to. Microphones will be used to avoid the need for shouting or prolonged periods of loud speaking or singing. Where possible, microphones, instruments or other equipment won't be shared.</p> <p>During music lessons, pupils will be positioned either back-to-back or side-to-side at an appropriate distance.</p>			

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		<p>For physical activity, we will follow the same guidance for cleaning equipment and grouping pupils as in all areas of the school. Outdoor sports will be prioritised where possible, - where it is not, we'll use large indoor spaces with sufficient ventilation. Distance between pupils will be maximised as much as possible.</p> <p>For team sports, we will follow the return to recreational team sport framework. For individual sports, we will follow the guidance on the phased return of sport and recreation.</p> <p>Staff can 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). This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Supply teachers, peripatetic teachers and other temporary staff will be told 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 a minimum.</p> <p>Instrumental lessons with peripatetic staff will take place in large practice rooms in which a minimum of a 2-metre distance between staff and pupils can be kept at all times</p>			

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		<p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p> <p>For those pupils who are extremely clinically vulnerable, are self-isolating or have symptoms of Covid, a blended approach to remote learning will take place within 24 hours.</p>			
Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school		<p>When inside, pupils will be kept in the same groups/bubbles and be kept separate from other groups where this is practical.</p> <p>During national lockdown, everyone will be asked to put on face coverings when moving around the school, unless they're exempt from wearing one. They will be given instructions about how to put on, remove and store/dispose of face coverings safely.</p> <p>For pupils who routinely attend other settings on a part-time basis, such as an alternative provision setting, the school will work with these other settings to work out a system to keep these pupils safe.</p> <p>Pupil groups will have staggered timetables, including for start and finish times, break and lunch times, and assemblies, to avoid too many pupils being in one place at the same time.</p> <p>Movement around the school site will be kept to a minimum to avoid creating busy corridors. Pupils will all have the same break time, but will be allocated an area</p>	SLT		

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		<p>depending on their bubble. Movement around the school site will be kept to a minimum.</p> <p>Pupils will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>Rooms will be accessed directly from outside where possible, and corridors will have floor markings to encourage social distancing.</p> <p>Each year group will be allocated a separate entrance/ stairwell to use.</p> <p>All shared rooms, such as the dining area, will be cleaned between each use.</p> <p>Toilet use will be managed to avoid crowding. During lessons, staff will only allow one pupil at a time to go to the toilet if students ask to go. At break and lunch time, staff on duty will supervise toilets appropriately.</p> <p>Staff use of staff rooms and offices will be staggered to limit occupancy.</p> <p>Where possible, clinically vulnerable members of staff, including those who are pregnant, should be allocated outside duties where the risk of transmission is reduced.</p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors.</p> <p>Non-overnight domestic educational visits can take place in the same pupil groups, but only subject to a separate</p>			

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		risk assessment that considers the coronavirus measures in place at the destination.			
Spreading infection due to the school environment		<p>Checks to the premises will be done to make sure the school is up to health and safety standards before opening in September.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and 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 wouldn't be compromised.</p> <p>The use of lifts will be avoided unless essential.</p> <p>Lidded 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, and for education where possible.</p>	Site Team		
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/carers, visitors and governors.</p> <p>Where this isn't possible, essential meetings will be conducted in a room large enough to allow for social distancing.</p>	All Staff		
Individuals		While Bedford remains in tier 2 high alert, in line with	SLT		

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vulnerable to serious infection coming into school		<p>Government guidance, all staff, including clinically extremely vulnerable, can continue to attend school in all three local restriction tiers.</p> <p>Staff who are clinically vulnerable and coming into school will be placed in the safest possible on-site roles where it's possible to maintain social distancing.</p>			