

## Covid 19 – Safe Return to School - Risk Assessment

Site / school name:	The Corn Exchange – Tunbridge Wells (The Mead School)		
Name(s) of person(s) covered by this assessment:	<ul style="list-style-type: none"> <li>▪ Pupils</li> <li>▪ Staff</li> <li>▪ Parents</li> <li>▪ Visitors</li> </ul>		
Tasks and activities covered by this risk assessment:	<p>This risk assessment covers all activities and processes required to allow safe return of children and staff to school provisionally from 22<sup>nd</sup> June 2020 for Year 4</p> <p>This risk assessment should be read in conjunction to the School’s COVID (return of pupils) risk assessment and identifies those risks specific to the site named above.</p>		
Location(s) covered by this risk assessment:	<ul style="list-style-type: none"> <li>▪ The Corn Exchange</li> </ul>		
Name of person completing this risk assessment:	Ceri Stammers (SBM)	Date of completion:	12.06.20
Risk assessment approved by:	A Webster (Headmaster)	Date of approval:	13.06.20
Date risk assessment to be reviewed by:		Risk assessment no:	

### Record of risk assessment reviews

Date of review:	26.06.20	Reviewed by:	A Webster	Comments / date of next review:	<ul style="list-style-type: none"> <li>▪ No further review planned as the arrangement ends on the 10<sup>th</sup> July but all staff will remain vigilant of any new risk</li> </ul>
Date of review:		Reviewed by:		Comments / date of next review:	<ul style="list-style-type: none"> <li>▪</li> </ul>
Date of review:		Reviewed by:		Comments / date of next review:	<ul style="list-style-type: none"> <li>▪</li> </ul>

***The School has remained open to provide care for the children of designated Key Workers and those children identified as vulnerable. This has resulted in a reduction in occupation of the premises and staff implementing alternative working patterns, including working from home and the provision of remote learning. From the week commencing 15th June 2020 the government are asking that in England: nurseries and other early years settings to open to all children; primary schools to welcome back all pupils where it is deemed safe to do so.***

# The Mead School

*This risk assessment is undertaken in compliance with the Management of Health and Safety at Work Regulations 1999 to aid the planning and monitoring of a safe reintroduction of the staff and pupils of the School in line with the government guidance. The use of off site satellite premises is required to meet social distancing guidelines.*

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Who will do this?	When must this be done?	Completed on:
<p><b>Security of Site and Safeguarding</b></p>	<p>Pupils and Staff</p>	<p>The premises is accessed via it's front door from the pedestrianised area of the historic Pantiles.</p> <p>There is sufficient space on the pavement for parents to wait at drop off and pick up to allow for 2m distancing.</p> <p>The front door is electronically locked and accessed via a code for which only staff of the Mead on site will be notified.</p> <p>The teaching areas will be directly through reception into a main chamber.</p> <p>There are two fire exits from the main chamber as well as the front door; one door is alarmed and the other is operated by a green emergency button. Staff will be briefed upon security of the site and will be vigilant of children near the doors.</p> <p>There will be no visitors on site. The only possible exception is to the one office in use. It will be agreed that all visitors must be greeted by a member of the office they are</p>				

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		<p>visiting and all deliveries will be left at the front door.</p> <p>All Mead School staff will wear their school lanyards for identification.</p> <p>There is only one employee on site daily who is DBS checked and is registered with the DBS update service so a new check can be undertaken by the school. There will be no other members of staff of the Corn Exchange on site during school operating hours.</p>				
<b>Evacuation</b>	Pupils and Staff	<p>In the event of fire, the fire alarm will sound and pupils and staff must evacuate through the nearest emergency exit.</p> <p>Bubble 1 will exit through the side emergency door and walk to the front of the building to assemble at the assembly point next to the bear statue on the Pantiles.</p> <p>Bubbles 2 &amp; 3 will evacuate through the main front door to the assembly point described.</p> <p>The SBM will be on site and will ensure that all children and staff are accounted for at the assembly point.</p> <p>The onsite Maintenance employee of the Corn Exchange will contact emergency services.</p>				



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		<p>At no point must a member of staff re-enter the building. A fire drill will be undertaken on the first day of occupation.</p>				
<p><b>Suspected/ confirmed case of COVID-19 on site.</b></p> <p><b>Staff, pupils, contractors, and/or visitors may display symptoms of COVID-19 whilst on site and may subsequently test positive for COVID-19.</b></p>	<p><i>Potential spread of COVID-19 to other staff, pupils and others on site.</i></p>	<p><i>If a member of staff, visitor (including parents) or contractor becomes unwell with a new, continuous cough or a high temperature whilst on site they must be sent home and advised to follow the <a href="#">stay at home guidance</a>.</i></p> <p><i>If a member of staff is diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure at work, this must be reported to the enforcing authority under RIDDOR 2013 as an exposure to a biological agent</i></p> <p><i>If a member of staff, pupil, visitor, or contractor displaying symptoms is awaiting collection, they should be moved, if possible to an empty room where they can be isolated behind a closed door, mindful of individual pupils' needs – for example it would not be appropriate for younger children to be alone without adult supervision. Ideally, a window should be opened for ventilation. Suitable Personal Protective Equipment (PPE) should be worn by staff caring for the individual whilst they</i></p>	<p>No visitors to be allowed on site</p>			



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		<p><i>await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</i></p> <p><i>If they need to go to the bathroom while waiting to be collected, they should use the bathroom on the lower floor which will be cleaned and disinfected using standard cleaning products before being used by anyone else.</i></p> <p><i>The school rightfully takes a cautious approach to the above and so a child or member of staff will be sent home for testing if displaying even one mild symptom. In light of this, the relevant bubble or wider school will not be informed until a positive test result is returned, in which case, the entire school community will be told. The Head may choose to communicate early with a bubble or the wider school if multiple staff/children display symptoms before any COVID infection is confirmed.</i></p> <p><i>Where a pupil or member of staff tests positive for COVID-19, the rest of their class or group within the school should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate</i></p>				



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		<i>unless the pupil or staff member they live with in that group subsequently develops symptoms.</i>				
<b>Failure to implement suitable social distancing measures – classrooms and other teaching spaces</b>	<i>Potential spread of COVID-19 between staff, pupils and others on site.</i>					
	Pupils and teacher – spread of virus	<p>The year group will be divided in to three bubbles. Each bubble will enter the building and go directly to their desk and chair. The pupils will stay at the same desk and chair throughout all lesson time.</p> <p>When walking around the chamber each bubble will keep to their own dedicated spaces.</p> <p>The shared spaces – ie reception and staircase to the toilets will be sanitised during the day.</p> <p>Each bubble will have its own toilet cubicle (1 for girls and 1 for boys) and hand basin, and will be signed to show this.</p>				



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		<p>Only one child at a time will be allowed in to the toilet. Teachers will monitor and work out a rota to ensure this.</p> <p>Pupils waiting for the toilet will do so in 2m spaces, marked out by signs.</p> <p>Signs and markings will be used to remind pupils and staff of the 2m rule.</p> <p>Staff will maintain social distancing at all times. Staff breaks will be undertaken separately and shared areas such as kitchen (kettles etc) will be wiped down by the employee after use.</p>				
<p><b>Teaching Areas – ‘Bubbles’</b></p>	<p>Pupils and teacher – spread of virus</p>	<p>Year groups will be divided into small groups of a maximum of 15 pupils.</p> <p>There is adjacent public courtyard space. Bubbles might be taken outside for short periods to allow them to sit and socialise. Staff will maintain vigilant supervision at all times.</p> <p>Ball games will not be allowed.</p> <p>Access to the outside will be through the front door and along Coach and Horses Passage.</p>	<ul style="list-style-type: none"> <li>▪</li> </ul>			



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		<p>At the end of the morning session, the children will be walked by teaching staff (see separate risk assessment) to the Nevill ground (top cricket pitch) for break, lunch and PE. Children will be dismissed by PE staff from the Nevill at 2pm. Year 4 team will ensure that a full handover occurs each day including a roll call when departing the Corn Exchange and upon arrival at the Nevill.</p> <p>PE lessons will be outdoors with strict social distancing adhered to by the staff.</p>				
<b>Cleaning</b>	Pupils and teacher – spread of virus	<p>School staff will ensure toilet facilities are constantly cleansed, all hand rails and door handles, will be wiped regularly.</p> <p>All play equipment in the classes will be sanitised over night in Milton liquid. Staff will be advised how to use the Milton liquid according to directions or COSHH instructions.</p> <p>Classroom staff will ensure pupil water bottles are cleaned daily.</p> <p>School cleaning staff will ensure that the chamber, reception area and entry walkway, staff breakout area and children’s toilets will</p>				



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		<p>be cleaned daily and kept to the high standard of the Corn Exchange.</p> <p>School staff will ensure that all desks and chairs are cleaned and sanitised each evening.</p> <p>Cleaning materials and equipment will be kept on site at the Corn Exchange but locked away from the children either in the SBM office or within the staff break out area.</p>				
<p><b>Teaching areas – managing resources</b></p>	<p>Pupils and teacher – spread of virus</p>	<p>There will be no soft furnishings or hard to clean resources in the learning spaces.</p> <p>Limited resources will remain in class. All resources to be washed thoroughly each evening/ morning with Milton sterilising liquid.</p> <p>Children to be allocated zip wallet with individual writing equipment, glue, scissors etc. This is to be retained by the child and used only by each child.</p> <p>School desks will be separated to accommodate just two pupils at least 1.5m apart</p> <p>Each child will stay in the same desk all day and each day.</p>	<ul style="list-style-type: none"> <li>▪</li> </ul>			



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		<p>Pupils will be required to bring in their own laptops/ tablets, and parents will be instructed on how to set parental parameters. Parental consent will be recorded. Pupils will only be instructed to access agreed websites. All screens will be visible to the bubbles teacher. All laptops will be wiped clean with antibac wipes each morning and used only by that child.</p>				
<p><b>Lunch</b></p>	<p>Pupils and teacher – spread of virus</p>	<p>School lunches will be provided by the school. The Catering team will be located in the drama studio at the school. Lunches will be brought to the Corn Exchange by the Catering Manager.</p> <p>Lunches will be stored in the welfare room fridge until needed, collated by a member of staff in each bubble.</p> <p>Lunches will be eaten outside whenever possible, in the bubble’s allocated outside space.</p> <p>Children will be required to bring in named water bottles each day.</p> <p>Lunches will be served in named picnic bags to avoid allergen contamination.</p>	<ul style="list-style-type: none"> <li>▪</li> </ul>			



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		<p>A lunch choice register will be sent out each afternoon by the school office for pupils and staff to choose the following day's lunch. This must be completed and emailed back to Elizabeth by the end of the teaching afternoon.</p>				
<b>Hand washing/ sanitisation</b>	Pupils and teacher – spread of virus	<p>All pupils and staff will be required to sanitise their hands on arrival at the Corn Exchange.</p> <p>Children will be encouraged to wash hands at least hourly, plus on arrival at school, before and after eating, and before and after playing outside.</p> <p>All classrooms will be provided with hand sanitiser.</p> <p>All facilities will be topped up daily by the school cleaning team.</p>	<ul style="list-style-type: none"> <li>▪</li> </ul>			
<b>First Aid</b>	Pupils and teacher – injury	<p>All bubbles will be provided with first aid boxes to deal with minor first aid</p> <p>All teaching staff will be first aid trained</p> <p>All first aid must be recorded as per normal, and bumped heads/ medication must be dealt with as per school policy.</p>	<ul style="list-style-type: none"> <li>▪</li> </ul>			



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<b>Symptoms of Covid - 19</b>	Pupils and teacher – spread of virus	<p>Any pupil/ staff member showing signs of Covid will be required to leave the site immediately.</p> <p>Tracing and notification to other pupil families and staff will be undertaken as per school code of practice determined from government guidelines as set out at that point in time.</p>				
<b>Wellbeing/ Welfare of Staff</b>	Pupils and teacher – spread of virus	<p>Staff will ensure they support each other with sufficient breaks</p> <p>Staff are expected to distance themselves within the welfare area and wipe down shared equipment after use.</p> <p>Signage will be placed around the Corn Exchange to remind and instruct pupils and staff regarding distancing, cleaning etc</p> <p>SLT to ensure continued pastoral care to all staff and pupils (whether working at home or in school)</p> <p>No face to face meetings to take place – all meetings to continue remotely via teams.</p> <p>Staff to adhere to social distancing with each other.</p>	■			



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<b>People on site</b>	Pupils and teacher – spread of virus	<p>No visitors will be allowed on the site</p> <p>No parents allowed within the Corn Exchange</p> <p>Regular contractors will need to confirm they are not with symptoms and adhere to government guidelines regarding social distancing, PPE and safe working practices.</p> <p>Parents will be directed to 2m distancing at drop off through sign posting.</p>				
<b>Communication with school</b>	Pupils and teachers	<p>Personal mobile phones will be allowed to be used for contact with the school office as follows:</p> <ul style="list-style-type: none"> <li>Where a child is ill and needs to go home. The teacher will call the school office, informing Elizabeth of the symptoms. Elizabeth will call the parent and email any response back to the teacher.</li> <li>If a child or member of staff requires urgent medical attention then paramedics will be called.</li> </ul> <p>All other communication will be via teams or email.</p>				

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		<p>Personal mobile phones will be left on in case the school office needs to contact the bubble.</p> <p>However, safeguarding regulations will still apply and no photographs will be allowed to be taken using personal phones.</p> <p>A daily register must be completed on site and emailed to Elizabeth by 10am.</p>				
<b>Other considerations:</b>	Pupils and teacher – spread of virus	<b>PPE</b> – staff will not be required to wear PPE in class or on premises, but may do so if they wish, unless instructed to do so by government advice.				

**Appendix 1 The latest government guidance document Coronavirus (COVID-19): implementing protective measures in education and childcare settings states:**

# The Mead School

- Clinically extremely vulnerable individuals are advised not to work outside the home. We are strongly advising people, including education staff, who are clinically extremely vulnerable (those with serious underlying health conditions which put them at very high risk of severe illness from coronavirus and have been advised by their clinician or through a letter) to rigorously follow shielding measures in order to keep themselves safe. Staff in this position are advised not to attend work;
- Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the Staying alert and safe (social distancing) guidance have been advised to take extra care in observing social distancing and should work from home where possible. Education and childcare settings should endeavour to support this, for example by asking staff to support remote education, carry out lesson planning or other roles which can be done from home. If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within 2 metres of other people, settings must carefully assess and discuss with them whether this involves an acceptable level of risk;
- If a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting; and
- If a member of staff lives in a household with someone who is clinically extremely vulnerable, as set out in the COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance, it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to learn or work at home.

## **Appendix 2 The latest government guidance document [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#) states:**

- *Children and young people (0 to 18 years of age) who have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield. We do not expect these children to be attending school or college, and they should continue to be supported at home as much as possible;*
- *Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. A small minority of children will fall into this category, and parents should follow medical advice if their child is in this category;*
- *If a child or young person lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting; and*
- *If a child or young person lives in a household with someone who is extremely clinically vulnerable, as set out in the [COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance](#), it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to learn or work at home.*