

## Risk Assessment for The Bewdley School – Addendum

### Background

A full School Risk Assessment tool was developed by Worcestershire County Council and Worcestershire Children’s First to support schools with a phased opening recovery approach. The tool, and example risk assessment and other supporting documents are available at: <http://www.worcestershire.gov.uk/recoveryschools> and [http://www.worcestershire.gov.uk/downloads/download/1433/phased\\_re-opening\\_of\\_schools\\_and\\_settings\\_documents](http://www.worcestershire.gov.uk/downloads/download/1433/phased_re-opening_of_schools_and_settings_documents)

### General guidance and links for reference:

- Public health England <https://www.gov.uk/government/organisations/public-health-england>
- NHS: <https://www.nhs.uk/conditions/coronavirus-covid-19/>
- Government advice: <https://www.gov.uk/coronavirus>
- DfE <https://www.gov.uk/coronavirus/education-and-childcare>
- Worcestershire Recovery Planning: supporting the implementation of phased school return in Covid 19 conditions: [www.worcestershire.gov.uk/recoveryschools](http://www.worcestershire.gov.uk/recoveryschools)
- Worcestershire Covid 19 Education Bulletins: [http://www.worcestershire.gov.uk/downloads/download/1421/coronavirus\\_covid-19\\_education\\_and\\_early\\_help\\_bulletin\\_for\\_schools](http://www.worcestershire.gov.uk/downloads/download/1421/coronavirus_covid-19_education_and_early_help_bulletin_for_schools)

<b>School Name:</b>	The Bewdley School	<b>DfE Number:</b>	885/4001
<b>Date agreed by Head Teacher:</b>	25 <sup>th</sup> August 2020	<b>Date approved by Governing Body:</b>	27 <sup>th</sup> August 2020
<b>Date submitted to LA / WCF:</b>	27 <sup>th</sup> August 2020	<b>Submitted by:</b>	David Hadley-Pryce



## Opening Plans

**Q1. What date will you begin to welcome back pupils into school for the Autumn Term? If this will be later than Tuesday 1<sup>st</sup> September, please outline the reasons below (i.e. TED day etc.)**

Teacher Education Day: Tuesday 1<sup>st</sup> September  
Year 7 induction and year 12 enrolment: Wednesday 2<sup>nd</sup> September  
School commences for all year groups: Thursday 3<sup>rd</sup> September

**Q2. Will pupils have different return dates dependent on year groups? If yes, please outline plans for each year group.**

Year 7 (current year 6) have not been allowed into school during the summer term for their induction day, and so have no knowledge of school premises and processes. Induction day is there moved from July to 2<sup>nd</sup> September, taking the opportunity to enrol year 12 students at the same time.

**Q3. Please describe your plans for managing the school day to support full pupil attendance i.e. staggered start/end times, separate entrances etc.**

In order for year groups to operate as social bubbles, the school day has been altered so that lessons are spread over 7 sessions, with staggered lunches during sessions 4, 5 and 6. To make this possible within the timings of the school day, we are unable to offer a morning break. This also helps us to implement social bubbles. Consequently, the day is 10 minutes shorter for all students from year 7 to 11. Sixth Form students have significant study time and flexibility as a normal part of their timetable.

The normal curriculum will be taught to all year groups on a one-week rotation, with 6 lessons of 50 minutes each day and a 30-lesson week. We do not intend to remove any students from any GCSE subjects, as we feel that it is crucial that all students follow a broad and balanced curriculum in order to achieve a full suite of qualifications. We are using the normal timetable structure already written for September, but in order to make this work we have had to rotate lunches between years 7, 8, 9, 10 and 11 across sessions 4, 5 and 6 (note that Sixth Form have their own cafeteria/dining facilities so are unaffected):

Session/Day:	Monday	Tuesday	Wednesday	Thursday	Friday
1					
2					
3					
4	7/8 lunch	7/8 lunch	7/8 lunch	7/8 lunch	7/8 lunch
5	9/10 lunch	9/11 lunch	9/10 lunch	9/11 lunch	10/11 lunch
6	11 lunch	10 lunch	11 lunch	10 lunch	9 lunch
7					

+12/13 lunch

8:50	Session 1: Years 7/8, 12/13
8:55	Session 1: Year 9
9:00	Session 1: Years 10/11
9:50	Session 2
10:40	Changeover
10:45	Session 3
11:35	Changeover
11.40	Session 4/lunch 1 & 2
12.30	Changeover
12:35	Session 5/lunch 3 & 4
13:25	Changeover
13:30	Session 6/lunch 5
14:20	Session 7
15:10	End: Years 7/8
15:15	End: Year 9
15:20	End: Years 10/11/12/13

Entrance/exit to the school will be via the main school entrance and the leisure centre. The Riverside path entrance and exit will remain closed for Health and Safety reasons. As school buses bring all year groups to school by the main entrance it will not be possible to segregate year groups by entry point.

The ideal scenario is for students to arrive and go straight to their classroom, whilst year 12 and 13 students will form a single bubble and go straight to the Sixth Form block. We appreciate however that both at the start and end of the school day students will need to wait. We will provide segregated hard standing areas for students to wait around the school, and segregated queueing areas in the bus bay, which will be clearly marked out and labelled. If students do arrive early, they will be required to wait in the following 'Student Zones':

**Year 7 – Gym**  
**Year 8 – Upper Playground [near B Block]**  
**Year 9 – Tennis Courts**  
**Year 10 – Upper Playground [towards the field]**  
**Year 11 – Outdoor seating area near the 'Pod'**  
**Year 12/13 – Sixth Form block**

During sessions 4 and 5, one year group will be in lunch for 20-25 minutes whilst the other has the use of outside space, and then they will swap. They will be segregated by the exiting group moving onto the playground next to A block, whilst the year group to enter will wait in the outdoor seating area. The outdoor servery will be closed. Whilst we recognize that 'late lunch' during session 6 at 13:30 makes for a very long morning, the year group which has it has the added advantage of having the whole site to themselves for the whole 50 minute lunch break, as all other year groups will be in lessons. The school will offer hot food during lunchtimes however the menu option will be reduced. We are encouraging parents/carers to send their child with a packed lunch.

The school site is not amenable to zoning for year groups in classrooms, as they are distributed unevenly in blocks: A (art/tech) - 8; B (drama/music/IT/library) - 8; C (maths) - 8; D (science) - 8; E (English, humanities, MFL, 2 science) - 16 and S (sixth form) - 5 (lecture theatre, normal classroom, 3 seminar rooms). Leaders are also confident that keeping students in the same room every lesson will lead to the destruction of curriculum breadth, and would be unsustainable over the long-term, which may become necessary if national/regional infection rates do not fall. We will therefore ask staff, at the end of each lesson, to clean down their work area with anti-viral wipes before moving on, and we are installing automatic hand sanitizer dispensers into every classroom for entry and exit.

Blocks A-E all have a clear and effective 1-way system in place. By staggering the exit of students into the one way stream, particularly in E block, social distancing between lessons is a workable and credible system. **We are asking all students to wear properly managed face coverings (with the exception of those exempt for specific [medical/SEND] reasons) when moving between lessons to minimise this risk.** Students at Bewdley are very compliant and well behaved, and we are confident that they will quickly adapt to this way of working. On the rare occasions where lessons are disrupted, we have moved our behaviour management area (lesson removal 'hotspot') into the staffroom so that year groups can be segregated.

**Q4. Guidance assumes that all pupils will be back to full-time education from September, if this will not be the case for your school, please describe the reasons below.**

All students will be in full time education. If circumstances necessitate the reducing of class sizes the school also has a comprehensive split day structure planned to bring every student into school for 4 lessons each day. The outline of this plan can be found here:

<https://www.bewdley.worcs.sch.uk/wp-content/uploads/2020/07/Contingency-Plan-for-1m-Social-Distancing.pdf>



## Theme 1: Protective measures and hygiene

Consider:	Issues & actions to manage risk	R	A	G
Have you put in place opportunities for pupils and staff to clean their hands more often?	Automatic hand sanitizer dispensers are being installed in every classroom prior to September reopening. Opportunities are being sought to increase the number of handwashing facilities in the school, but this is restricted by affordability in our current deficit budget circumstance.			
Ensure that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble.	All equipment and work areas will be cleaned with antiviral wipes at the end of every session.			
Limit the amount of equipment brought into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.	All shared resources will stay in school. Staff will seek technological solutions for marking so that artefacts (books, papers etc) do not need to be taken home.			
Ensure the School has a process in place for removing face coverings when pupils (over the age of 11) and staff who use public transport arrive at school. And the process is communicated clearly to them.	Bins will be available in carpark and entry areas for safe disposal of face coverings where needed.			
Ensure that consistent groups are maintained and the Guidance for full opening: schools is adhered to	All year groups will be treated as 'bubbles' of 160-190 students. The only exception is the sixth form, which with approx. 120-140 students will be treated as a single bubble across years 12 and 13.			
Ensure groups are kept apart from other groups where possible and older children are encouraged to keep their distance within groups.	Year groups are segregated outside the school buildings at the start/end of the day and by social distancing in corridors on transitions. They are also segregated at lunch, the start of the school day and all students are advised to socially distance (ideally 2m but at least 1m).			
Ensure that when staff need to move between classes and year groups, they keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults	Staff are teaching in their normal rooms and when they need to move, they will be protected by the one way systems in operation and the social distancing which is the established norm in the school. They will also be protected by students wearing face coverings when moving between lessons, and all staff are provided with visors for use as they deem appropriate.			
Within the classroom ensure there is distance between people whilst inside and reducing the amount of time people are in face to face to contact lowers the risk of transmission.	All classrooms have a clearly demarcated area for teachers to ensure 2m social distancing. Students will face forwards were classroom space and furniture allow, which is the case in the majority of classrooms.			

<p>Ensure staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible.</p>	<p>Classrooms are marked with teacher areas which students should not enter. The staffroom will not be used in the normal way. Approx. 70% will be divided into booths for year groups, to be occupied by students removed from lessons. The remaining space will allow staff to make drinks in small numbers and refrigerate their lunch.</p>			
<p>Ensure that for children who are old enough, they are supported to maintain distance and not touch staff and their peers where possible. <i>(This may not be possible for the youngest children and some children with complex needs and it is not feasible in some schools where space does not allow. Schools doing this where they can, and even doing this some of the time, will help).</i></p>	<p>All students are instructed to socially distance by 2m where possible and 1m otherwise, though we are aware that this will be very challenging in many classroom settings.</p> <p>It is recognised that in corridors at lesson changeover, even with one way systems in place, students from different year groups will find 2m distancing extremely challenging. This will compromise the integrity of year group bubbles, so in line with updated WHO guidance the school will be asking all non-exempt students to wear masks at lesson changeover. The principle safety concern with mask wearing is the risk of contamination when removing/storing masks. WHO guidance on how this should be done has been shared with the community and all students will be given specific guidance on this during their first day back in school, to ensure correct handling of masks.</p>			
<p>Ensure that when staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk can also be reduced by keeping pupils in the smaller, class-sized groups.</p>	<p>This is not compatible with delivery of the secondary curriculum unless a rota system is used, which the school is not allowed to do under the reopening regulations. Year group bubbles will therefore be the principle means of containment.</p>			
<p>Ensure that adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space.</p>	<p>Classes have been organised in rows where possible and teacher areas marked out. There is no unnecessary furniture as class sizes reach 32. The doors of every classroom will also be left open to encourage natural airflow.</p>			
<p>Ensure schools avoid large gatherings such as assemblies or collective worship with more than one group.</p>	<p>There are no assembly gatherings planned and any assemblies will be broadcast to classrooms using Microsoft Teams.</p>			
<p>When timetabling, ensure groups kept apart and movement around the school site kept to a minimum. Schools should avoid creating busy corridors, entrances and exits. Schools should also consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).</p>	<p>The secondary curriculum is not compatible with students remaining in the same classroom all day. The normal timetable will run with staggered lunches and one-way systems in corridors. The capacity to socially distance on transition is assisted by the wide open nature of the site and large spaces between classroom blocks.</p>			

<p>Ensure that a plan of how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day.</p>	<p>All staff have a 50 minute break each day with one 15 minute duty per week to support lunch management. Use of the staffroom has been explained previously.</p>			
<p>Ensure that plans have been communicated to parents and remind them about the process that has been agreed for drop off and collection, including that gathering at the school gates and otherwise coming onto the site without an appointment is not allowed.</p>	<p>Plans have been emailed to parents and published: <a href="https://www.bewdley.worcs.sch.uk/2020/07/03/covid-19-update-friday-3-july/">https://www.bewdley.worcs.sch.uk/2020/07/03/covid-19-update-friday-3-july/</a> <a href="https://www.bewdley.worcs.sch.uk/2020/07/09/covid-19-update-thursday-9-july/">https://www.bewdley.worcs.sch.uk/2020/07/09/covid-19-update-thursday-9-july/</a> Parents are aware that meetings without appointments are always against school policy. The gate entry system allows the office to monitor and control entry of all visitors to the site. This is reinforced in all guidance.</p>			
<p>Ensure that the management of other visitors to the site, such as contractors, has been considered and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. A record should be kept of all visitors. Ensure that where a child routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and an alternative provision setting or special school, schools work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the child.</p>	<p>Policies are explained by reception staff and reinforced by signage. Leaflets are not appropriate as they constitute an additional potential vehicle for transmission of infection. A contactless sign-in system has been introduced which automatically ensures all visitors to the site are recorded. CCTV also ensures that there is a running record of vehicles which visit the site.  All students registered at alternative provision have individual management plans.</p>			
<p>Ensure the Schools understands the NHS Test and Trace process and how to contact their local Public Health Team and Public Health England Health Protection Team.</p>	<p>Guidance has been explained in detail to staff and all information made available to them as it has been updated.</p>			
<p>Ensure that all Staff are aware of the process if there is an outbreak within the school. All staff must be aware of actions to take as per the guidance and ensure that this is communicated to parents.</p>	<p>Procedures are in both the guidance document for parents and the guidance document for staff.</p>			

**Theme 2: Accommodation / site usage**

Consider:	Issues & actions to manage risk	R	A	G
A reminder to maintain the statutory compliance testing, flushing and monitoring during the holiday period.	These have all been carried out throughout closedown and the holiday period and a site management team has remained on site throughout.			
Consider the ways to maintain and increase the supply of fresh air and adequate ventilation throughout the school.	Doors and windows are being kept open as a matter of practice and windows in the sixth form block which are outdated and do not open are being replaced as part of a refurbishment over the school holidays. Enclosed smaller spaces are not being used by students unless they can be well ventilated. We will also encourage staff to keep classroom and corridor windows open.			
If you are using any form of Temporary Structures for provision e.g. gazebo, ensure correct procedures are followed to safely erect, maintain and dismantle the structure.	Whilst this has been considered for PE, for example a <a href="#">portable aircraft hangar</a> (15m x 14m) for PE, the logistics of groundworks have at present prevented us from pursuing this further.			

**Theme 3: Staffing**

Consider:	Issues & actions to manage risk	R	A	G
<p><b><u>Clinically Vulnerable staff</u></b></p> <p>1. Please can you confirm that <b>you have individually risk assessed all staff</b> against the updated July 20 schools reopening guidance for Clinically Vulnerable staff and HR Guidance.</p>	<p>All vulnerable staff have had individual Risk Assessments. Issues which have arisen through discussions around practical subjects include:</p> <p><i>Social Distancing space in practical rooms</i> Staff area at the front of the room is marked out and students must not enter. Demonstrating skilled techniques will be difficult, but will be mitigated by use of a camera setup. Meeting suggested the possibility of exploring a wireless camera setup for portability to large equipment.</p> <p><i>Supportive one to one teaching – GCSE / A Level</i> This again will be difficult and will need to be mitigated by technology as much as possible. Staff could consider the use of a perspex screen with perhaps a designated desk at the front for students to receive feedback through the screen.</p> <p><i>Marking and handling of work</i> Ideally students will photograph their work with their phone or portable webcam. If they use the webcam they will need to wear gloves to handle it and dispose of afterwards. Staff can give feedback as verbal sound clips sent via Teams or SMHW.</p> <p><i>Demonstrations</i> Demonstrations should be done with the webcam. Where the screen is too far away for students at the back, teachers could consider streaming the webcam feed through a Teams meeting and using laptops for students to access it on their desk.</p> <p><i>Teaching of Machine Based Skills (art/tech)</i> This will need to be done at a distance of 2m+. On the usually frequent occasions when the teacher needs to reset the apparatus which has been incorrectly setup by the student, the student will step away and the teacher will wear visor and gloves (disposed afterwards) to correct the mistake.</p> <p><i>Cleaning of room and equipment in between lessons and during lessons</i> All cleaning of equipment at the end of a lesson will be carried out by students under teacher supervision (from the front) using Dettol wipes. For some subjects it would also be advisable to keep boxes for separate equipment for each year group.</p>			



	<p><i>Procedure for hand washing</i> Students will wash hands when the can, but the principal method of cleaning hands will be using automatic hand sanitizers installed in each room.</p> <p><i>Use of staff toilets</i> Wipes and extra bins will be provided in the staff toilets, with increased cleaning during the day.</p> <p><i>Availability of immediate support</i> The call facility in Teams can be used; IT support will explore the practicalities of this.</p> <p><i>Use of PPE</i> PPE will be provided on request, so that correct specific items of PPE can be sourced</p> <p><i>Student movement around room</i> As little as possible and certainly not into the teacher's area.</p> <p><i>Students entry on arrival</i> Students enter rooms immediately in all cases and are trusted to behave, as the school cannot risk year groups interacting in the corridors.</p> <p><i>Equipment sharing within bubbles</i> Equipment can be shared within bubbles, though it is advisable for it to be sterile wiped between uses, and it MUST be sterile wiped before another year group/bubble has access to it, or quarantined for 48 or 72 (plastics) hours</p> <p><i>Procedure for stock arrival</i> Stock will be deposited in an unused store and time &amp; date of arrival written on it. It will be quarantined for 48/72 hours as appropriate.</p>				
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<p><b><u>BAME staff</u></b></p> <p>2. Please can you confirm that <b>you have individually risk assessed all staff</b> as per HR guidance, who identify themselves as BAME staff.</p>	<p>All BAME staff have had individual Risk Assessments.</p>			
<p><b><u>Clinically Extremely Vulnerable staff (known as Shielding)</u></b></p> <p>3. For all staff that fall into the <b>Extremely Clinically Vulnerable category (known as Shielding)</b>. Please supply the following information for <b>each individual staff member</b>. Please note: If you do not have any staff that fall into this category <b>please can you send a nil response</b>.</p> <p><b>Please do not send names or medical information for each individual but please mark each individual as worker a, worker b, worker c etc. Please include the following information:</b></p> <ol style="list-style-type: none"> <li>Job Role;</li> <li>Contracted hours;</li> <li>What roles can this individual undertake in light of the new updated guidance that will come into effect from the 1<sup>st</sup> August; and</li> <li>Please can you confirm that you <b>have or will</b> individually risk assess all staff as per the updated <b>July 20 schools reopening guidance</b> for Clinically Extremely Vulnerable staff and HR Guidance, that includes that stringent social distancing being adhered to.</li> </ol>	<p>This guidance has been adhered to in full and information shared confidentially with Worcestershire Children First.</p>			
<p><b><u>Impact on school</u></b></p> <p>4. <b>Reviewing your answers to question 3 above</b> please can you answer the following questions:</p> <ul style="list-style-type: none"> <li>What impact does this have on your available staffing and the full re-opening?</li> <li>How will you cover these posts if required to do so?</li> </ul>	<p>The principle impact is on support staff and the role(s) affected can be carried out in full, from home.</p> <p>It is not anticipated that there will be any impact on available staff at this time, but if this develops over time we as a school have an experienced bank of supply teachers who have been supporting our Key Worker and Vulnerable Children throughout lockdown.</p>			