



Biddenham International School & Sports College

Biddenham coronavirus full reopening risk assessment

School Reopening: Risk Assessment

RISK ASSESSMENT FOR: Biddenham International School & Sports College	Coronavirus (COVID-19)	Date: 31st August 2021
Assessment by: David Bailey/Heather Harris. Signature:	Date of assessment: 1.08.20	Date of review: In line with government updates: The risk assessment will be reviewed when necessary, and every Friday of the operational period.
Print name: David Bailey	Location of activity: Whole school site	

Key risks:

- Spread of Covid-19.
- Someone becomes unwell with Covid-19 symptoms.
- There is a confirmed case of coronavirus.
- Staffing: The school is in danger of closing because of low staffing levels.
- Resources: Resources are running low so the school is at risk of closing.
- Cleaning: Stocks/staffing are dangerously low putting school at risk of closure.
- Health and Safety: Staff, parents, unions deem the health and safety measures in place inadequate resulting in low staffing or student attendance levels.
- Site constraints: adaptations to make the site safe within Covid-19 guidelines are physically or financially prohibitive.

- Adaptations to staff-student ratios and associated risks are prohibitive and dangerous.
- Workload: staff workload in terms of emergency curriculum planning and adaptation is prohibitive in terms of time and practicality.

The example measures we list are based on current (as at 24th August 2020) government guidance:

- [Guidance for full opening: schools](#)
- [Actions for education settings to prepare for wider opening](#)
- [Implementing preventative measures in education settings](#)
- [Guidance for secondary school provision](#)
- [Safe working in education settings](#)
- [Bedford Borough Council Education Settings Flowchart Sept 2020](#)
- [Bedford Borough Council Flowchart for Parents and Carers Sept 2020](#)

RAG rate your control measures

Mark up each control measure in the appropriate colour, to make it clear how prepared you are for each measure being in place for the autumn term.


- Red: this measure cannot be put in place in our school
- Amber: this measure isn't in place yet, but can be in place for the autumn term
- Green: this measure is already in place

To do this, highlight the text and then pick the relevant colour using the 'shading' tool above: 

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	<ul style="list-style-type: none"> • Staff • Students • Contractors 	Everyone will be asked not to come into school if they need to self-isolate under current guidance . Regular reminders will be given about this.	DB	September 2nd	

<p>suffering from coronavirus</p>	<ul style="list-style-type: none"> • Visitors 	<p>All staff have been made aware of the government guidance relating to attending the workplace and when amendments to the guidance are received from the Government/Borough Council.</p> <p>Anyone self-isolating with symptoms Coronavirus (COVID-1) will be expected to access testing and engage with the NHS Test and Trace process.</p> <p>If a symptomatic student comes into school or develops symptoms while in school has a positive test whilst at school they will go straight to reception, staff will direct them to A9, where they will isolate whilst office staff phone home and ask for the student to be collected immediately. Parents/carers will be asked to telephone reception when they are in the car park, and students will follow the one way system out and leave the site to their awaiting car. Students will need to undertake a Covid19 test and inform the school of the result, before returning to school.</p> <p>Staff becoming unwell during the day, should go straight to their car, or to the isolation room A9 and telephone the cover phone to inform us that they are leaving the site and isolating, until tested for Covid19. If used, A9 will be cleaned carefully, following contamination guidance.</p> <p>The Sanctuary should not be used for students who are suspected of or exhibiting Covid 19 symptoms and these will be clarified with all staff and students . Only students who have medical needs or require medical or counselling appointments will have access to The Sanctuary. and therefore will need to maintain a high standard of cleanliness and alertness. Staff should email/phone Caroline Gray or Kirsty Nice and wait for a reply before sending students out. All students entering the Sanctuary will be temperature checked</p>	<p>HH</p> <p>DB/On call staff</p> <p>Reception staff/On call staff member</p> <p>Teachers/First Aiders/Sanctuary staff</p> <p>DB/On call staff.</p>		
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		<p>with an IR thermometer and 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 student who needs to be supervised before being picked up in A9:</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 and be outside the door unless symptomatic and help is required.● 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 a visor● PPE will be disposed of properly, following decontamination guidance <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>If parental pick up is not available the student will be sent home in a taxi. Discussions will be held with the providers to ensure that 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 of 2m from each other; or● The driver will use PPE (the same PPE as when supervising a symptomatic student, as explained above) and the passenger will wear a face mask <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>	DB/On call staff		
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		<p>We will ask students to take 2 lateral flow tests per week at home.</p> <p>In all cases:</p> <ul style="list-style-type: none"> We will carefully read the government guidance on administering tests and ask the individuals to read the instructions given with the test kit carefully / explain to them (as appropriate) to make sure everyone knows how to safely administer tests. <p>We won't need to see evidence of a negative test result in order to allow staff and pupils to attend school.</p> <p>All staff and students will continue to follow the measures set out in this risk assessment, even if we are participating in rapid testing.</p> <p>We will ask students and staff to share positive test results with us, and we will keep accurate records of these results. We will only share health records with the relevant people.</p> <p>We will report rapid test results to NHS Test and Trace whenever this is required by government guidance.</p> <p>To help with this we will hold all attendance and class information on SIMs, which enables us to swiftly identify groups who have had contact.</p> <ul style="list-style-type: none"> The students and staff in each group Any close contact that takes place between students and staff in different groups <p> Responding to suspected cases Sept 21</p>	<p>HH / Ridgecrest</p> <p>DB</p>		
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<p>Contact with coronavirus when getting to and from school</p>		<p>Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible. We have adequate bike storage and do not use any dedicated school buses.</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 students will be told through messages and signage:</p> <ul style="list-style-type: none"> • Students should arrive just prior to start times and leave the site immediately after the end of the school session or wait in their car if waiting for sibling/s with a different finish time. • Students should arrive at school individually and not in groups. Social distancing guidance should be followed at all times by students - where possible 1 metre away from each other and 2 metres from staff and stay in year group bubbles throughout the day. • The school reserves the right to not admit students who have not maintained social distancing <p>The protocols for minimising adult to adult contact:</p>	<p>EG</p>	<p>1st September 2021</p>	<p>Letters to parents Posters in School</p>

		<ul style="list-style-type: none"> • Only one parent/carer should drop off and pick up and should remain in their vehicles at all times. • Not to gather at entrance gates, car parks or doors, or enter the site unless they have a pre-arranged appointment • We recommend that staff should not car share if they are not from the same household. <p>Masks/face coverings:</p> <p>We strongly recommend that students and staff bring masks to school to wear in corridors, more confined spaces and in close contact situations, such as queuing for food. Also, if in a class situation where a member of staff requests the wearing of a mask, this could be for health reasons or protecting a vulnerable family member. The same goes for students who may wish to continue to wear masks for similar reasons.</p> <p>Government guidance around 'how to wear a face covering' will be followed.</p> <p>A supply of spare face masks will be kept for anyone who arrives without one or has a covering that is unsafe to wear.</p>			
Spreading infection due to touch, sneezes and coughs		<p>Handwashing facilities will be provided in all blocks, and hand sanitising gel will be available in classrooms, the main hall, sports hall, dance studio, drama studio, meeting rooms, dining areas, reception and offices.</p> <p>Hand sanitising stations will be located at the entrance to every block.</p> <p>Everyone in school will:</p>	HH	September 2021	

- Wash their hands with soap and water for 20 seconds and dry thoroughly if they have easy access to a washroom using [NHS guidelines](#), but more likely they will use alcohol-based hand sanitiser to cover all parts of their hands. Students will be allowed to bring in their own.
- Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing
- 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

Pupils will be encouraged to learn and practise these habits in lessons and morning briefings and by posters put up across the school.

Tutor time has been moved to the start of the day to enable tutors to ensure students are well, fit for school, have washed/sanitised their hands and are following the new systems. This will allow us to teach students the new school routines, conduct welfare checks and set the tone for the day, every day.

There will be a focus initially on wellbeing, hygiene and health starting school in September after such a long time out of the classroom.

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.

Bins for tissues will be located by hand sanitising stations and will be emptied throughout the day. Lidded bins will be provided for higher risk areas eg. isolation room

<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. bleach, detergent), including:</p> <ul style="list-style-type: none"> ● Banisters ● Bathroom facilities (including taps and flush buttons) ● Door and window handles ● Furniture ● Light switches ● Reception desks <p>All groups need to limit the amount they touch all of the above where possible. External and internal doors need to be open at all times. students and staff will be reminded of this in safety briefings.</p> <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, stationary, chromebook and mobile phones.</p> <p>Areas of the school that are used by staff and students will be cleaned thoroughly at the end of the day.</p> <p>Departmental risk assessments will be updated in line with current legislation</p> <p>Antibacterial wipes, spray and blue paper rolls will be available for cleaning. Gloves will be available in classrooms and teaching areas.</p> <p>If a person with coronavirus symptoms comes into 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>HH / Ridgecrest / Site team</p>	<p>1st September 2021</p>	
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<p>Spreading infection due to excessive contact and mixing between pupils and staff in lessons</p>		<p>At social times, students will stay in their group zones except when collecting food or during extra curricular activities.</p> <p>Students will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this where possible.</p> <p>All departments will update their own risk assessment that will form appendices to this document.</p> <p>Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between pupils will be maximised as much as possible.</p> <p>On days when students in years 7 & 8 have Dance or Drama they should come to school in their PE kit and remain in it for all lessons.</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</p> <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 and will be organised through the SEND department and the sanctuary (if necessary)</p>	<p>EG / DB</p>	<p>September 2021</p>	<p>Simply Education and Anzuk - main supply agencies, will have a copy of the risk assessment and all external supply staff will be informed they need masks and visors to attend supply in Biddenham.</p>
<p>Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school</p>		<p>At social times, students will stay in their group zones except when collecting food or during extra curricular activities.</p> <p>Students will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this where possible.</p> <p>Pupil groups will have slightly staggered timetables, including for start and finish times and lunch times, and assemblies, to avoid too many pupils being in one place</p>	<p>EG / DB</p>	<p>1st September 2021</p>	

		<p>at the same time. (see attached timetable that shows staggering, timings and zoning plans.)</p> <p>Movement will be managed via a one way system (to ensure transition is outside blocks as much as possible) that all students should adhere to. (see attached plan) to minimise mixing as best as possible.</p> <p>Rooms will be accessed directly following the one way system and students will leave following that system, but via an outside door if the classroom has one. (See appendix 2)</p> <p>Staff should take reasonable precautions when they are in communal areas.</p> <p>Visitors to the site will be discouraged. Meetings should be held remotely if possible. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors.</p> <p>Permission should be sought from DB, EG or CW</p> <p>Educational day visits and domestic residential visits can go ahead provided a risk assessment is conducted for each trip to ensure that it can be undertaken safely.</p> <p>International trips are still not recommended before the start of the autumn term.</p>	DB/EG		
Spreading infection due to the school environment		<p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be open, where fire safety and safeguarding wouldn't be compromised.</p> <p>The use of the lift to the library will be avoided unless essential as now and a click and collect service will operate.</p>			

		<p>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 marquees will be in place to provide cover in zoned areas.</p> <p>See Appendix for zoned areas.</p>			
Spreading infection due to excessive contact and mixing in meetings		<p>Where possible, 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 outside, or in a room large enough to allow for social distancing.</p>	DB	1 st September 2021	A3 - large classrooms.
Individuals vulnerable to serious infection coming into school		<p>The government is no longer instructing people to work from home if they can, so the school will continue to follow statutory health and safety requirements, conduct a risk assessment, and take reasonable steps to manage risks in their workplace or setting, as set out in this guidance.</p> <p>For pregnant staff who are 28 weeks pregnant and beyond, or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from COVID-19 at any gestation, should take a more precautionary approach.</p> <p>The school will follow the government guidance for pregnant employees. We will carry out a risk assessment and remove or manage identified risks where possible. Pregnant staff will not be required to continue working if this is not supported by the risk assessment and will be offered alternative arrangements.</p>	DB		
The virus returns nationally or	Staff and students.	Responding to suspected cases Sept 21		September 2021	

<p>locally and the school has to move to partial or remote learning - thereby creating a risk to students' achievement and wellbeing and staff wellbeing.</p>		<p>To ensure good ongoing learning we will: Work with staff and students to ensure remote schemes of work in place and students aware of expectations.</p> <p>Ensure a plan for remote assessment of learning, live lessons and protocol for identifying students who are not engaging.</p> <p>Develop usage of all facets of GCSE pod and develop diplomas for all year groups that have subject elements.</p> <p>Utilise google technology to provide virtual parents' evenings, option evenings and open evening events.</p> <p>Pastorally, we will commit to:</p> <ul style="list-style-type: none"> ● Use of technology to support parent engagement ● Teaching staff contacting parents/ students ● Tutors contacting tutor groups ● Weekly virtual assemblies ● SEND staff to contact vulnerable students ● Weekly newsletters from HOY with signposted support ● TAFs/ CP meetings to happen online with key worker and family ● Postcards home <p>For our SEND students we will:</p> <ul style="list-style-type: none"> ● Support will be provided in school, socially distanced, if a child needs direct support then staff and students will wear masks. ● Technology that can support remotely in lessons will be utilised where possible. ● Link TA's will contact parents weekly to support concerns they may have about their child in school 			
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		<ul style="list-style-type: none"> • Safe spaces will be developed to support students with needs. Pupils will be kept in the same year groups at all times each day • Where possible, meetings will be conducted by telephone or using video conferencing <p>To deliver this virtually we will ensure that accessibility is not a barrier by:</p> <ul style="list-style-type: none"> • Providing a chromebook for every student at the school. • Checking wifi access for all of our families and providing access where possible 			
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Appendix 1: New timings.

NEW TIMINGS OF THE SCHOOL DAY - SEPTEMBER 2021

Year 7 and 8				Years 9, 10, 11 and Sixth Form			
Monday, Wednesday, Thursday, Friday				Monday, Wednesday, Thursday, Friday			
	Time	Mins	Break/ Transition		Time	Mins	Break/ Transition
Tutor/ELS	7.50 - 8.20	30		Tutor	8.00 - 8.20	20	
Transition			5	Transition			5
Period 1	8.25-9.25	60		Period 1	8.25 - 9.25	60	
Transition			5	Transition			5
Period 2	9.30-10.30	60		Period 2	9.30 - 10.30	60	
Break	Food available		10	Break	Food available		10
Period 3	10.40 - 11.40	60		Period 3	10.40 - 11.40	60	
Transition	No food available		5	Transition	No food available		10
Period 4	11.45 - 12.40	55		Period 4	11.50 - 12.50	60	
Lunch	12.40 - 13.20		40	Lunch	12.50 - 13.30		40

Period 5	13.20-14.20	60		Period 5	13.30 - 14.30	60	
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Tuesday				Tuesday			
	Time	Mins	Break/ Transition		Time	Mins	Break/ Transition
Staff training	7.45-8.45	60		Staff training	7.45-8.45	60	
PSHE	8.50 - 9.45	55		PSHE	8.55 - 9.45	50	Sixth form attend PSHE
Transition			5	Transition			5
Period 2	9.50 - 10.50	60		Period 2	9.50 - 10.50	60	
Break			10	Break			10
Period 3	11.00 - 12.00	60		Period 3	11.00 - 12.00	60	
Transition			5	Transition			5
Period 4	12.05 - 13.00	55		Period 4	12.05 - 13.05	60	
Lunch	13.00 - 13.40		40	Lunch	13.05 - 13.45		40
Period 5	13.40-14.40	60		Period 5	13.45 - 14.45	60	