

## Dedworth Middle School Covid-19 Risk Assessment (Jan 2021 onwards)

**Who is at risk:** Staff, students, contractors and visitors

**Location:** All areas where activity on behalf of DMS is undertaken

**Assessor(s) Name and position in the organisation:** Nicola Chandler, Executive Headteacher

**Date completed:** 3<sup>rd</sup> May 2021      **Planned review date:** July 2021

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	Controls in place	Further specific actions required/Comments	Action by whom	Completion date
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<b>1 Prevention of transmission of infection due to person (staff, student, or other)</b>	Anyone who suspects they have symptoms of C-19 does not attend DMS, or if already at DMS, leaves site and goes home (staff) having informed SLT or parents are called and asked to immediately collect their child (Child kept isolated whilst waiting).	Same process as before and in RA Reminders sent frequently in correspondence	NC  NC	ongoing
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<p><b>becoming unwell on site</b></p>	<p>All are encouraged to have a test and confirm results to the school.</p> <p>All staff now completing two tests a week at home – advised for this to be Sunday and Wednesday evenings</p> <p>Isolation rooms have been identified for a person to wait until transported home, if they are unable to leave site immediately. Once the person has left the building, the area is cleaned.</p> <p>Contact is made with PHE where cases are confirmed and PHE guidance followed.</p> <p>All staff to be aware of process for any person with suspected symptoms.</p>	<p>Lateral Flow tests also in place for all staff and KS3 pupils</p> <p>Mass testing RA in separate document</p> <p>Follow up to RBWM</p> <p>Reminders frequently sent out and first aider on site</p> <p>Separate risk assessment in place</p>	<p>NC to report to RBWM if positive case</p> <p>NC to make call/ensure letters sent out</p>	<p>Ongoing</p>
<p><b>2 Vulnerable people</b></p>	<p>Measures are in place for staff and students who are clinically extremely vulnerable, pregnant, or are in a category identified as at increased risk.</p> <p>New guidance allows everyone to now be back at work. Regular check ins and updated risk assessments.</p>	<p>Individual RA of these individuals takes place, to ensure there are robust arrangements to minimise infection risks</p> <p>ECV staff</p>	<p>NC/KN</p> <p>NC</p>	<p>Ongoing</p>

<p><b>3 Increased transmission risk due to large numbers of people together</b></p>	<p>All classrooms are in use but KS2 have own buildings. KS3 pupils and staff do travel around but all wear face covering when a 2m distance cannot be controlled. unless exempt (wear sunflower lanyard). Cleaning schedule in place and class expected to wipe down tables at the end of a lesson if they are leaving the room. This was part of Autumn term's routine. Each year group have their own playground space, canteen time.</p> <p>Hand sanitation points in place at every entrance/exit/every room in use. 8 new units purchased as more points identified.</p> <p>Reduced attendance in place in rooms/offices/staffroom. No more than 2 staff members in an office and only permitted to go into an office if a meeting/appointment has been scheduled.</p> <p>Canteen available at lunch – scheduled timings for each bubble with cleaning in between. On dry days, all pupils will continue to eat outside.</p>	<p>In place and checked daily. NC met with cleaning team w/c 1/3 and order new equipment where needed. New posters around school as reminders</p>	<p>MH/NC</p> <p>KN</p>	<p>daily</p>
<p><b>4 Use of face coverings in communal spaces</b></p>	<p>Face coverings are to be worn by students, staff, visitors and contractors in communal spaces when moving around the site. (unless exempt) New guidance recommends all KS3 pupils to wear face coverings in the classroom too. This has been communicated home and also recommended that KS2</p>	<p>In place and regularly communicated to parents. In letter home. Also in tutor time slides for pupils as reminders</p>	<p>NC</p> <p>Nc and all staff</p>	<p>Ongoing</p> <p>From 8/3 onwards</p>
	<p>Guidance changed in May and pupils no longer have to wear face coverings in the classroom unless they choose to. All pupils told and parents communicated to. If they continue to choose to wear one, this is also completely acceptable. All pupils, staff and visitors must wear a mask as they enter/exit site as we cannot guarantee the 2m distance, as well as in communal areas and when travelling across a bubble.</p>	<p>In place and regularly communicated to parents. In letter home. Also in tutor time slides for pupils as reminders</p>	<p>NC</p>	<p>May 2021</p>

<p><b>5 Spread of infection due to lack of or poor social distancing</b></p>	<p>Room layout altered where necessary, unnecessary furniture removed  <a href="#">All desks facing forwards</a></p> <p>Floor areas marked with tape to help people keep  Distances – 2m from teacher table and 2 pupils per desk</p> <p><a href="#">Face coverings recommended if social distancing not possible in classroom</a></p>	<p>In place</p> <p>In place</p>	<p>NC and class teachers</p> <p>Staff</p>	
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<p><b>in teaching spaces.</b></p>	<p>Seating plans must be adhered to at all times and stuck to teacher's desk and a copy with KM in the office incase track and trace needed          Windows have to be open as much as possible to help ventilation and doors are kept open.          Students are directed to leave at end of lessons in small groups to help social distancing</p> <p>Students reminded frequently about:</p> <ul style="list-style-type: none"> <li>- Personal hygiene standards</li> <li>- Physical distancing</li> <li>- Wearing of masks (in and out of school)</li> <li>- Personal responsibilities</li> </ul> <p>Staff to reinforce the requirements with students at start of each morning and afternoon          Staff should wear face coverings around school in communal areas.          KS3 Students must wear face coverings if they can when travelling around the site and on entering/exiting school.          KS2 pupils to wear a face covering when entering and exiting school.</p>	<p>Each teacher to submit. These are updated when needed and if there are any changes.          Exam seating plans for Y6 and y8 have been updated incase of a positive case.</p>		<p>ongoing</p>
<p><b>6 Covid-19 issue Spread of infection due to lack of or poor social distancing in offices</b></p>	<p>Consideration is given to the amount of staff in certain communal areas          Staff limited in entering other staff member's offices          Room layouts are altered where necessary and staff are not facing each other.          Windows are opened and closed at the end of the day.</p>	<p>In place – reminded in staff emails and briefing this week</p>		

<b>7 Spread of infection due to sharing tools and equipment</b>	<p>Where practical, students provide their own equipment, or it is loaned to a named person for their own personal use – this is communicated home regularly.</p> <p>Subjects have had to adjust curriculum to avoid unnecessary sharing</p> <p>Time to clean/sanitise has been added to timetable for lessons such as Computing</p>	<p>Ensure cleaning equipment and gloves remain available.</p>	<p>MH/cleaners</p>	
<b>8 Spread of infection due to poor hand washing</b>	<p>Hands are cleaned thoroughly and more often than usual. Staff and student reminders on this are given frequently, and reinforced with posters. Whole school assembly (virtually) to go through all these reminders and in extended tutor time weekly.</p> <p>More hand sanitizer stations purchased (8) Hand sanitiser in every classroom and at every entrance and exit to building.</p>	<p>In place</p>		

	<p>Soap and paper towels are restocked regularly by MH and cleaning team</p> <p>Catch it, Kill it, Bin it message re-enforced with posters, newsletters and in tutor time powerpoints.</p>			
<b>9 Cleaning arrangements</b>	<p>Contractual cleaning arrangements have been reviewed and enhanced – since Sept and reviewed monthly</p> <p>Touch points have been identified and added to schedule if in common use.</p> <p>Cleaning of common touch points is included in enhanced cleaning arrangements.</p> <p>Staff to keep desks clear for ease of cleaning by cleaners.</p> <p>Staff to keep own areas clean during the day.</p> <p>Pupils expected to clean chair/table if they leave classroom</p> <p>If cleaning materials are needed they are requested from MH</p> <p>Keyboards and tables to be cleaned by pupils and teachers between lessons</p> <p>Half termly deep cleans to take place in classrooms.</p> <p><i>NC met with MH to review and revise</i></p>	In place		
<b>10 Reducing risk of transmission in toilets.</b>	<p>All toilet areas have been reviewed for safe use. New urinals installed in Year 5 bubble area</p> <p>Staff and students have been advised to wear face coverings in communal spaces including toilets.</p> <p>Increased cleaning is taking place during the day.</p> <p>Each bubble has their own toilet area</p> <p>Disabled toilet used if there are suspect Covid cases</p> <p>Max of 2 adults/pupils in one toilet area at a time</p> <p>Toilet areas were flushed regularly – twice weekly during lockdown and paperwork all in place and checked</p>	In place	MH	



<b>12 First aid</b>	First aid procedures amended, and first aid staff receive updates on any Covid-19 arrangements in place. First aider always on rota PPE and first aid stock is replenished by office administrator. First aid training level 3 taken place May 21.	In place	NC/MH	
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<b>13 Room ventilation</b>	Windows are opened MH to open windows when opening up	In place	NC communicat ed	
<b>14 Transport</b>	Year 5 and 8 pupils walk up driveway and stand 2m apart in marked areas. Staggered timings. Year 6 and 7 pupils to walk through vehicular gate access and into their designated areas Staff and students are encouraged to drive, walk or cycle In line with government guidance, face coverings are worn when using public transport.	In place		
<b>15 Mental Health</b>	Wellbeing initiatives are taking place with additional sessions for identified pupils Regular communications in place.. An Employers Assistance Programme is in place for staff to contact an independent counselling service. Vulnerable pupils/SEND received more check ins if they are having to stay home to self-isolate – now all back in school and sessions take place during the day CPOMS used to monitor any pupil's mental health Staff have had individual risk assessments for their return to school SLT/line management check ins (weekly/bi-weekly) Staff CPD programme adapted weekly to ensure no overload	In place.	NC NC  Pastoral/ Tutors KN/EJ/NC  NC/KN  NC KB/EOD	
<b>16 Staff working from home</b>	n/a May 21	NC to RA	NC	.

<p><b>17</b> <b>Communications</b></p>	<p>All staff to be able to seen updated information on all Covid-19 measures in place.  Weekly updates to keep staff up to date.  Posters and signage in place to remind on social distancing and frequent hand washing.  Students are given information regularly on measures in place.  No visitors on site (unless related to safeguarding/mental health) but weekly communication goes to parents  Weekly newsletter to pupils and parents will go back to fortnightly now school re-open  Website updated frequently and when appropriate  All parents have had progress meeting virtually with tutor  Class Dojo will continue as will communication via Teams/Dojo if child self-isolating  Extra subject Parents' Eve took place virtually May 21</p>	<p>In place</p>		
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<b>18 Monitoring</b>	All control measures monitored for effectiveness. Weekly meetings to review controls and make any changes necessary. Government guidance to be followed as changes are made.	In place		
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