



This Risk Assessment document is set in the context of current government guidance and advice and will be updated as government guidance and advice is updated. The feedback from our recent whole staff consultation has informed the content.

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 Review date: This is a working document and is updated and shared as circumstances dictate
 Current Version: March 2021

What are the risks?	Who might be at risk	Controls Required	Additional Controls	Actions (who)	Actions (when)
Adding to the increase in transmission rate of the virus in the school community and nationally	Staff; Students; Visitors; Cleaners; Contractors; Vulnerable groups – elderly; pregnant workers; those with existing underlying health conditions	<p>The school will follow the DfE guidance: School Coronavirus (COVID 19) Operational Guidance February 2021</p> <p>SIS site will be open during the working hours of 07.00-18.30. Site team will be onsite during these hours.</p> <p>All staff will be working on site.</p> <p>Clinically extremely vulnerable staff will provide a copy of their shielding letter to the Head and arrangements to work from home will be made if appropriate until this is reviewed on 31 March.</p> <p>Clinically vulnerable staff will be offered an individual risk assessment, this includes women who are pregnant.</p> <p>Clinically extremely vulnerable students will provide a copy of their medical letter to their</p>		<p>SLT</p> <p>Site team</p> <p>Head / DSL</p>	8 March onwards



		<p>HOY and will receive remote learning in line with what those students in school are receiving until this is reviewed on 31 March.</p> <p>During the phased return, week beginning 8 March, the Key worker bubbles will remain open for students until their year group returns full time to school.</p> <p>‘Stantonbury Covid top 11’ will be used at all times to help and remind staff and students about staying safe and best practices on site.</p> <p>Year groups will remain in their own year group bubbles and have been assigned one building each on site. Each year group will enter from a different designated external gate. Students have been allocated areas within their buildings and designated areas outside their buildings for break and lunchtime.</p> <p>Only staff will move between bubbles to allow for specialist teaching. SLT will be deployed across all 6 buildings.</p> <p>Wraparound care and an enrichment programme will resume in line with Government guidelines. This will be regularly reviewed so school provides the most appropriate support for families.</p> <p>There will be no educational visits during the period between 8 March and 21 June.</p>			Ongoing
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		<p>Students may wear extra jumpers / coats where appropriate due to increased ventilation in indoor areas</p> <p>Hand Washing Hand washing facilities with soap in place. Stringent hand washing taking place.</p> <p>Extra paper towels for drying are in blocks of staff toilets. Bins in place and emptied daily.</p> <p>Hand sanitisers are in entrances to buildings.</p> <p>See hand washing guidance: https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Face coverings Staff and students will wear face coverings in social indoor areas and in areas where social distancing is difficult.</p> <p>Students will be strongly encouraged to wear face coverings in the classroom. Staff are asked to wear face coverings in classrooms when they cannot keep a 2m distance from other people in the room. Face coverings do not have to be worn if they impact on the ability of the person to take part in exercise or strenuous activity e.g. Physical Education lessons.</p>	<p>Employees & students to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying. Also reminded to catch coughs and sneezes in tissues – bin tissues and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace. Staff / students to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public</p>		<p>8 March onwards</p>
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		<p>Transparent face coverings can be used to assist communication with someone who relies on lip reading, clear sound or facial expression to communicate. Face visors should not be worn as an alternative.</p> <p>LSAs are advised to wear face covering in lessons when supporting students.</p> <p>Students and staff who are exempt from wearing face coverings for medical, physical impairment, disability or mental health reasons will be given an exemption lanyard to wear which must be worn at all times.</p> <p>Student ambassadors have delivered assemblies showing how to put on, wear and take off face coverings to ensure this is done safely and to reduce the risk of infection. Regular hand washing before removing masks is encouraged. Masks should be stored in a sealable plastic bag between use. If a face mask becomes damp it should be replaced. If using a temporary face covering it must be disposed of in a 'black bag' waste bin not recycling.</p> <p><u>Cleaning</u></p> <p>During deep room cleaning - disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods will be a priority.</p>			
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<p>Movement around the site, group sizes & activities</p>	<p>Staff, students, visitors, contractors</p>	<p>Cleaning staff will be provided with appropriate PPE – gloves & face masks if they wish</p> <p>Teams of cleaners will be scheduled to clean specific year bubbles. The school has a team of day cleaners who support in bubbles during the day and a team of night cleaners who deep clean every day.</p> <p>Public areas such as dining (if open), toilets and reception will be cleaned additionally and monitored during the school day if open for use.</p> <p>Each year bubble has a computer room and students must wipe down the computer station before starting to work.</p> <p>All rooms have been checked for ventilation & staff are asked to have windows and doors open.</p> <p>Social Distancing Social Distancing by reducing the number of people in any work area, e.g. number of children and staff. https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings</p>	<p>Checks will be carried out by Leaders to ensure that the necessary procedures are being followed. Ensure safe adult/ student ratios at all times.</p> <p>Staff to be reminded of the importance of social distancing</p>		
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		<p>One way systems will be set up where appropriate. Keep left policy in place in all buildings and outside areas. High risk compact areas will be out of use unless absolutely necessary, if this is the case a one way system will operate – stairs & lifts</p> <p>Social distancing will be adhered to when moving around outside and into classrooms. Staff have been advised to leave the classroom before or after students. Movement of groups of pupils will be limited by groups staying in one classroom.</p> <p>Where staff share offices, it will be ensured that there is enough room to have desks 2m apart. Where possible staff have been asked to work in the open areas of buildings.</p> <p>Ventilation of Buildings Windows will be open in all classrooms and offices. Students will be encouraged to bring extra layers of clothing during the colder periods.</p> <p>Group sizes & activities Each year group will be located in one building. There will be a designated roped off outside area for that year group next to their building. Each year group will have one site entrance to arrive at. Only Staff will move between buildings and if students have lessons in specialist areas such</p>	<p>both in the workplace and outside of it. Ongoing checks to ensure this is adhered to.</p>		
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		<p>as for PE or have to move across campus for testing they will be accompanied by a member of staff at all times.</p> <p>Desks in classrooms will all face the front so students are not sat facing each other. Students in computer rooms will sit at alternate computers.</p> <p>Each room as a seating plan displayed and students are asked not to move desks.</p> <p>Once students are seated, where staff can, they should remain 2m from students and other adults. Each classroom is set up so the teachers desk is 2m from students desks and there is tape on the floor as a reminder.</p> <p>LSAs may be present in the classroom. If sitting they should sit 2m away from the pupil they are assisting, either to the side or behind the pupil. If they need to move closer to help the student, they should wear a face covering and move to the student to help and then move away again once the student is working.</p> <p>All areas being used will have a provision of tissues and anti-bacterial wipes</p> <p>SLT will provide regular updates on guidelines for the type of teaching activities:</p> <ul style="list-style-type: none"> -Students will work in their own books or on paper which they will keep - Live feedback will be given within lessons 			
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		<ul style="list-style-type: none"> - Books / work will be stored in boxes at the back of each room – one box will be provided for each subject. - Books can be marked having been left in boxes for 3 days. Staff should sanitise hands before and after marking books - Students will be asked to collect and give out books / equipment - All students will provide their own stationary, there will be no sharing of equipment. Staff can have a pot of spare pens and lend one pen to a student, student must return the pen wipe it down with an antibac wipe. <p>Additional staff will be in high risk areas at break and lunchtime.</p> <p>Separate risk assessment for students with EHCP plans as required.</p> <p>Separate Risk Assessments for different situations if appropriate, some of which may routinely require the use of PPE. For example first aid. https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p> <p>Expectations If expectations and procedures are not followed, appropriate warnings and support</p>			
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Travel		<p>will be given and if anti-social behaviour continues parents will be asked to collect their child from school</p> <p>Attendance Attendance is mandatory for all students from the 8 March including those who are CEV and receiving remote learning at home.</p> <p>Non-attendance will be followed up using the schools attendance strategy.</p> <p>Staff meetings / training Small meetings will be held in large enough spaces for social distancing. Staff should wear face coverings. Staff will be given the opportunity to attend by zoom if they wish.</p> <p>Larger meetings will use conference calls instead of face-to-face meetings.</p> <p>Staff training can be delivered on site in small groups in socially distanced spacing or via zoom. Larger groups will be delivered via zoom.</p> <p>Travel & arriving on site Students and staff are advised to limit using public transport – walk or cycle where possible.</p> <p>Students have designated entrances to the site. When dropping students to school there will be a specific drop area and parents will be asked not to get out if their cars</p>			<p>8 March onwards</p> <p>Ongoing</p>
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Catering		<p>Staff and students will be asked to wash / use hand sanitizer on their arrival into school</p> <p>Visitors and contractors will only be on site where absolutely necessary and if possible after school. Visitor protocols are in place – all have to fill out a covid risk assessment and contact details on arrival. All visitors are given a small bottle of hand gel on their visitor lanyard.</p> <p><u>Guidelines for food and drink</u> There will be no provision of snacks on site at break or lunchtimes until guidelines are updated.</p> <p>FSM students will be provided with a packed lunch, these will be delivered to bubbles. Staff and students will be encouraged to bring their own packed lunches where possible. FSM for those students learning remotely – food boxes will be provided weekly for collection.</p> <p>Drinking fountains are out of use and covered. Staff, students and visitors should carry their own water bottles. Water filling stations will be provided in year bubble areas.</p>			
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<p>Changes to routines / communication</p>		<p><u>Effective communication</u></p> <p>Staff will be consulted to any changes in routine</p> <p>New routines will be clearly set and shared in advance with the appropriate groups of people</p> <p>There will be regular communication about updates / changes in guidelines with staff, students, parents and visitors via email and the school website</p> <p><u>First aid</u></p> <p>A full risk assessment for administering first aid during the national pandemic is in place. (See First aid risk assessment)</p> <p>All first aiders will be provided with PPE</p> <p>There will be specified separate areas for first aid and staff/children who fall ill</p> <p>First aid room will have non-contact digital thermometers to allow for a high temperature detection and therefore as quick as possible person going home</p> <p>The new guidelines provided by St John's Ambulance for CPR will be followed</p> <p>All students must have two emergency contacts</p>			
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	<p>Staff, students, visitors, contractors</p>	<p>Symptoms of Covid-19 If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance</p> <p>Staff and students will be asked to stay at home if:</p> <ul style="list-style-type: none"> • Ill with virus symptoms • Tested positive • Advised to SI by NHS Track and Trace • House hold members are positive • SI for travel related reasons <p>Notification of a positive case The school has a full system in place to follow when notified of a positive case. DfE and Public Health England guidance is followed and sort following a group of cases. Each case is communicated to MK PH. Internal track and trace is fully followed to ensure all those in close contact are asked to SI. Close contact is defined as:</p> <ul style="list-style-type: none"> - Anyone who lives in the same household - Face to face contact including being coughed on or having face to face conversation within 1 -Being closer than 2m for longer than 2 - Being within 1m for longer than 1 minute. <p>Staff are informed if they have taught the group of a positive case and offered individual risk assessments:</p>			
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<p>Managing student and staff well-being & mental health</p>		<p>‘If you have followed the school guidelines whilst teaching you have minimised your contact and according to the DFE guidelines you do not need to isolate. Please do not hesitate to contact me if there has been an issue with this group you would like to discuss or you have any further concerns regarding this incident.’</p> <p>Well Being Leaders will continue to promote wellbeing awareness to staff during the Coronavirus outbreak. https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p> <p>Regular question and answer sessions will be held for those staff in school – either via social media format or in school.</p> <p>Well being and mental health information will be regularly communicated and the member of SLT on duty will have an open door policy</p>	<p>Leaders will offer support to staff who are affected by Coronavirus or have a family member affected.</p>		
<p>Safeguarding</p>	<p>Children attending school Children at home with families</p>	<p>All existing safeguarding policies and procedures remain. Safeguarding information and links to support agencies can all be found on the school website.</p> <p>A Designated Safeguarding Lead will be available at all times on school site when open.</p>		<p>DSL</p>	



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