

John Mason School
Covid-19 Risk Assessment November 2020

Potential Hazard	Control Measures and Precautions	Further actions needed to reduce the risk?	Estimated Risk
Possible transmission of COVID-19 between staff and students and into the wider community	<ul style="list-style-type: none"> • Ensure that pupils, staff and other adults do not come into the school if they have symptoms of coronavirus, or have tested positive in at least the last 10 days. • Returning cohorts will be in separate year group bubbles and zones. • Students within each year group and bubble will not mix in school. Sixth form will be considered as one bubble. • Each bubble will be allocated a different zone for lunch and break. • Each class will only use the zones they have been allocated and the outside space they have been allocated during the school day. • Social distancing, in line with current DfE guidance, to be encouraged and promoted at all times. • Ideally staff should stay at the front of the class, and away from their colleagues where possible, maintaining 2 metre distance from each other, and from children. Where this is not possible, close face to face contact should be avoided and time spent within 1 metre of anyone should be minimised and under one minute. • Classrooms will be reorganised, where reasonable and practicable, with tables facing forwards and in the same direction. 2m markings are taped on classroom floors. • Removal of any unnecessary/difficult to clean items from classrooms and other learning environments where there is space to store it elsewhere. • Dedicated meeting rooms set up. Staff carefully consider venues for meetings and ensure they are suitable. Google Meet to continue to be used for meetings if reasonable and practical. • Meeting room 1 and 2 rearranged for social distancing and only used for parent meetings in an emergency. Rooms to be cleaned after each use and will remain out of action until cleaned. • The school canteen will only be open to year 7. Food outlets will be in each zone for each year group for both breaks. Students will be encouraged to bring a packed lunch and water/fluid for the day. A new card system will be in place. • Each bubble will have its own allocated toilets. Toilets will be cleaned throughout the day. The site team will monitor this and keep a record to show this has occurred. 	<p>Posters and signs in reception and classrooms to be displayed reminding of the importance of social/physical distancing and personal hygiene to reduce transmission.</p> <p>Posters in all toilets reminding of the importance of personal hygiene and washing hands.</p> <p>Information, guidance and risk assessment to be shared with staff, unions, parents, governors and ALT.</p> <p>Daily and weekly SLT review of protective measures in place and any adjustments required.</p>	Med

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	<ul style="list-style-type: none"> • Students will be asked to follow one-way systems, no entry signs and observe walk on left hand side of corridors only. • Routes to classes will be outside as far as is possible. • Staff should avoid congregating in reception, office areas, staffroom or corridors etc. and should respect other people's space. • Every class will have its own hygiene and cleaning materials. • Hand sanitisers and wall mounted sanitisers are strategically placed around the school. • PPE is available across the site and in student services for the sole use of an emergency and if a student or staff member shows symptoms of Covid-19. • Visitors and contractors limited to necessary visits only. Check with the contractor any requirements their employer has specified before visit. Share school protocols. • NHS QR code displayed in reception, D1, Gym and sports hall for visitors and lettings. • Wipes will be available at photocopiers to wipe down and sanitise touch points (For GDPR reasons work should not be sent directly to print from laptops). • Offices to be rearranged to support social distancing. • Signs on office doors to remind staff and students about social distancing. • Desk and office equipment sharing is not permitted. • Staff room and dedicated staff working rooms set up with desks socially distanced. • Staff leave lessons early to move promptly to the next lesson to minimise contact with students during transition phases. • The wearing of face masks and visors for students and staff is optional during the school day. If worn whilst teaching, students' individual needs must be met. Clear panel masks or visors are advised. • If lockdown measures are increased in the local area due to increased cases of Covid-19 or the school has reported cases with a partial closure we will review/enforce the wearing of face masks for all staff and students (medical exceptions applied and considered) in confined areas of the school. • Staff must use the IT helpdesk to log any IT issues. These will be triaged and dealt with as timely and as safely as possible. • Staff laptops in need of maintenance should be placed in the ICT lockers so they 		
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	can be decontaminated, worked on, decontaminated again and returned to lockers.		
Possible transmission of COVID-19 from transition arrangements including parent interactions during drop off and pick up.	<ul style="list-style-type: none"> • Senior and duty staff meet students on arrival to direct them to correct entrance and encourage hand cleaning. • All students to clean hands and go directly to their allocated class/tutor room. • Staggered end to the school day to prevent bubbles mixing. • Start and end of days supervised by pastoral, duty and senior staff. • Different entry and exit points for different groups. • Staff will be stationed at key locations en route to classrooms to ensure this transition is smooth and pupils avoid mixing with different groups. • Every route to the allocated classroom will be outside for as far as possible. • Parents to be advised not to come onto the school site without an appointment and to adhere to social distancing when on site. • External sinks have been installed in two areas close to school entrances. • Three mobile wash stations are in place. • Each year group has a designated bike storage area. • All students must wear face masks at all times on school transport. 	<p>Information, guidance and risk assessment to be shared with staff, unions, parents, governors and ALT.</p> <p>Daily and weekly SLT review of protective measures in place and any adjustments required.</p>	Low/med
Maintaining infection control during the day.	<ul style="list-style-type: none"> • Students use and remain in their allocated rooms and zones. • All students encouraged to wash their hands frequently for 20 seconds with soap or use a hand sanitiser including on arrival to school and at break times and before eating. • All staff must use hand sanitiser or wash their hands on arrival to school, at break time, before and after eating. • Thorough cleaning of the rooms at the end of the day. • On arrival, students go directly to their classroom. • Each morning students are reminded of expectations including social distancing and regular hand washing; the need to stay within their group and not socialise beyond their group; toilet arrangements; and to inform staff if they are feeling unwell. • Cleaning of touch/contact points will be carried out daily by site and cleaning team. 	<p>Communicate plans and expectations to parents and staff.</p> <p>Print signage in house.</p>	Low/med

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	<ul style="list-style-type: none"> • Wipes, paper towels will be provided in every class and staff may use these themselves to clean contact points in their class. • Toilets will be cleaned throughout the day. The site team will monitor this and keep a record to show this has occurred. • Improved signage at entrances to more permanent key guidance regarding people entering the site, symptoms, use of hand sanitiser, etc. • Windows should be open to aid ventilation and air flow. • Prop open doors to limit use of door handles and to aid ventilation. • Ensure all classrooms and offices have a consistent supply of hand sanitiser, paper towels and tissues. • Students are not to use their mobile phones on site and they must be put away before entering school and sanitising their hands. • Equipment should not be shared across bubbles. Specialist equipment needed for some subjects must be thoroughly cleaned between sessions and sharing e.g chromebooks. • Students to wear PE kit to school on days when they have PE. • First aid kit to be fully stocked. Full PPE available to first aiders in student services. • We will follow current guidance on playground equipment, contact sports and PE. • Water fountains turned off. • Hand dryers turned off. • No ball games at any time unless during a structured lesson. 		
Possible transmission of COVID-19 from contaminated surfaces	<ul style="list-style-type: none"> • Cleaning of touch/contact points will be carried out daily by site and cleaning team. • Wipes, paper towels will be provided in every class and staff may use these themselves to clean contact points in their class. • All used classrooms will be cleaned daily. • All adults and students frequently wash/clean their hands and dry thoroughly. • Windows should be open to aid ventilation and air flow. • Prop open doors to limit use of door handles and to aid ventilation. • Toilets will be cleaned throughout the day. A signing sheet to show this has occurred will be located in all toilets. • Every class will have its own hygiene and cleaning materials. • PPE, including face masks and hygiene material are available at nine areas across the school. 	Ensure posters are displayed widely reminding pupils and staff of good handwashing and personal hygiene	Med

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	<ul style="list-style-type: none"> • Wipes will be available at photocopiers to wipe down and sanitise touch points (For GDPR reasons work should not be sent directly to print from laptops). • Cleaners to maintain social distancing of 2 metres. • Cleaners to wash/clean hands regularly, and after removing PPE used while cleaning. • Hand towels, hand sanitisers, soap, handwash to be checked and replaced as needed by the site and cleaning team. • Hand dryers to be turned off. • Hand sanitiser available at all school entrances and in all classrooms. • Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach. • Site team to check all soap dispensers and hand towels are fully stocked before school starts and check throughout the day. <p>Disposal of waste from people with symptoms of coronavirus, such as disposable cleaning cloths, tissues and PPE:</p> <ul style="list-style-type: none"> • put it in a plastic rubbish bag and tie it when full • place the plastic bag in a second bin bag and tie it • put it in a suitable and secure place marked for storage for 72 hours. • if the individual tests negative, this can be put in with the normal waste • if the individual tests positive, then store it for at least 72 hours and put in with the normal waste. 		
A child or member of staff becomes unwell with symptoms of COVID-19	<p>Government, PHE, track and trace guidance will be strictly followed.</p> <p>Specifically, if a child becomes unwell with Covid-19 symptoms:</p> <ul style="list-style-type: none"> • Student services to be notified immediately. • Student to be escorted by first aider on site to meeting room 1 or 2 (meetings will be displaced) and isolated from other students and staff. • Student to sit at least 2m away from other people until isolated. • PPE to be used by first aider dealing with student • Guidance on how to use PPE can be found here: 		Med

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	<p>https://www.youtube.com/watch?reload=9&v=-GncQ_ed-9w&feature=youtube)</p> <ul style="list-style-type: none"> • School reception is notified and parents contacted to collect. • When parents arrive, the student is escorted to reception for collection. • The parent will be advised to follow COVID-19: guidance for households with possible coronavirus infection. • They should then ensure their child has a test https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested • In the event of not taking a test, they will need to self-isolate for 10 days. Their fellow household members will need to self-isolate for 14 days. • The school will follow the current government guidance and communicate with all staff, students and their families as set out in the guidelines. • Affected rooms to be re-cleaned immediately. <p>Specifically, if a staff member develops symptoms:</p> <ul style="list-style-type: none"> • The staff member needs to inform a member of SLT immediately and then leave the site, having minimal contact with anyone else. • In turn the Head (if not already informed) and JH must be informed. • The member of staff must then ensure they have a test (this is administered through the trust) https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested • If the test is negative the member of staff can return to school if they feel well enough to do so. • If the test is positive we will follow current guidance and communicate with all necessary staff, students and parents. • Staffing arrangements will be adjusted to ensure the safe supervision of pupils. 		
A child or member of staff is confirmed to have contracted COVID-19	<ul style="list-style-type: none"> • Government, PHE, track and trace guidance will be strictly followed. • The school will actively participate in track and trace. • All relevant parties will be informed and instructed to stay at home, isolate and follow current guidance. • Infected persons must not return to school until advised it is safe to do so. • The Head will continually monitor the number of cases to inform the wider community 		Med

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	and in decisions regarding closing of bubbles and partial school closure.		
Possible transmission of COVID-19 from external visitors or deliveries.	<ul style="list-style-type: none"> • There will be no external visitors or volunteers in the school during school hours, unless it is strictly necessary. • If any visitor must enter the school site they will be asked to maintain 2m social distancing rules from all people and wash or sanitise hands on arrival. NHS QR code available in reception for visitors to use. • Parents should not come onto the school site unless it is strictly necessary, and then by appointment only. If any parent is invited onto the school site they should not bring partners or children. Meetings should follow 2m social distancing rules. • Any meetings with parents or external agencies will be held in allocated meeting rooms. • All postal deliveries must be placed in the allocated area in the main reception. • Lettings all have risk assessments in place. All lettings cancelled from Wed 4th Nov due to national lockdown. To be reviewed post lockdown. • Cover supervisors briefed on school risk assessment and key measures. 	<p>Signage and guidance needed.</p> <p>Communication to parents.</p>	Low
Ensuring accurate knowledge of pupil's attendance at school.	<ul style="list-style-type: none"> • Attendance register to be completed daily and communicated in a timely manner to the DfE as requested. • SIMs registers to be taken with new DfE guidance and codes.. • Attendance letter outlining DfE attendance guidelines to be sent to all parents. • The school will follow the DfE guidance on non-attendance due to covid-19. • Remote learning policy in place. • Remote learning monitoring tracker to be used by staff in accordance with remote learning policy. 		Low
Safeguarding procedures	<ul style="list-style-type: none"> • Health and safety check of buildings is complete. • Safeguarding concerns must be logged on CPOMs asap and reported to DSLs. 		Low

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remain robust.	<ul style="list-style-type: none"> ● Safeguarding policy updated and read by staff. ● Staff to pupil ratios will be considered to ensure enough staff for teaching, duties and start and end of day. ● Daily review of numbers of first aid trained staff on site at all times. ● Fire drill and procedures to be updated due to change of provision. ● New Covid-19 behaviour policy in place. ● Remote learning monitoring tracker to be used to contact students at risk. 		
Vulnerability of pupils with an EHCP and SEN need and changes to their provision whilst in school/home.	<ul style="list-style-type: none"> ● SENCO will support staff with concerns regarding SEN pupils and provision. ● Assistant SENCO will also be available to support staff. ● SENCO has completed a SEND risk assessment spreadsheet during the coronavirus outbreak for each student with an EHCP and vulnerable pupils. Most students are low risk and RAs are reviewed with parents weekly via email / threshold visit or phone conversation. ● Staff aware of students with an EHCP. Staff have read the Student Profiles and they implement strategies where applicable and relevant. ● Reasonable Endeavours template completed for each pupil with an EHCP and shared with parents. Updated as needs change. ● Teachers/TAs should also be aware that there may be additional pupils, including those with SEND, who display symptoms of stress or anxiety and additional support may be needed for them, including ELSA resources, check ins with known adults, social stories or visual resources. ● ELSA practitioner is available on 2 working days and will be working with students who need emotional support ● Students with an EHCP / vulnerable students and their family are regularly contacted via phone or email to ensure everyone's safety and emotional well-being. ● Allocated time out areas for each zone to prevent mixing of year groups in the inclusion area. ● TAs will be allocated to zones. ● Inclusion area to be split into zones to support year group bubbles. 		

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<p>Mental-health and well-being of staff and pupils</p>	<ul style="list-style-type: none"> • Staff are aware of available support and advice for schools and pupils Available Support and Advice • Oxfordshire County Council support line http://schools.oxfordshire.gov.uk/cms/content/employee-assistance-programme-formerly-staff-care and http://schools.oxfordshire.gov.uk/cms/schoolsnews/guidance-bereavement-and-loss • Samaritans - Confidential support for people experiencing feelings of distress or despair. https://www.samaritans.org/how-we-can-help/contact-samaritan/talk-us-phone/ • Anxiety UK - Charity providing support if you suffer from anxiety. http://www.anxietyuk.org.uk/ • Mind - Promotes the views and needs of people with mental health problems www.mind.org.uk • SANE - Emotional support, information and guidance for people affected by mental illness, their families and carers.www.sane.org.uk/support/SupportResources https://www.mind.org.uk/information-support/coronavirus/coping-as-a-key-worker • https://www.nhs.uk/conditions/stress-anxiety-depression/reduce-stress/ • https://cdn.mentalhealthatwork.org.uk/wpcontent/uploads/2019/11/29103243/HPH- • https://www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/ • Teachers to be mindful of children's wellbeing and report any concerns to pastoral managers or DoKS. • Senior leaders to monitor staff wellbeing and workload • School staff will need to consider how to support: <ul style="list-style-type: none"> - individual students who have found the long period at home difficult - those who have developed anxieties related to the virus - those about whom there are safeguarding concerns - those who may make safeguarding disclosures once they are back in school - students who have experienced bereavements in their immediate family or wider circle of friends or family - students who have had increased/new caring responsibilities. • Targetted 1-1 support for identified students. <ul style="list-style-type: none"> - opportunities for students to talk about their experiences 	<p>Parents to be sent resources that may help manage any pupil anxiety.</p>	<p>Low</p>
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	<ul style="list-style-type: none"> - some advice on mental wellbeing or staying safe - advice or activity to renew and develop friendships and peer groups - other enriching developmental activities. 		
Vulnerable members of staff possibly contracting COVID-19	<ul style="list-style-type: none"> • The school holds a staff risk profile of every member of staff, which has been RAGB rated. • Government guidance will be followed as updated for staff who are clinically extremely vulnerable with suitable support and measures put in place. • Staff who are clinically vulnerable to be advised to take extra care observing social distancing when on site. Individual risk assessments to be carried out to ensure their safety on site and any additional measures are put into place. • Trust documents will be used to RAGB each staff and to complete individual risk assessments, which will be reviewed termly. 	<p>Regular contact made by a member of SLT, line manager or JH.</p> <p>Individual RA to be carried out.</p>	<p>Low</p> <p>Med</p>

Risk Assessment Completed by:	Adrian Rees	Job Title:	Head of School	Date:	02/11/20
Distribution List:	<p>Fiona Hammans Sarah Brinkley Terry Watts Jean Challis</p> <p>All teachers and support staff.</p>		<p>Chief Executive Executive Head Chair of Governors Health & Safety Governor</p>		