

Dingwall Academy phased re-opening **Rev: August 2020**

<p><b>Service: CAL</b></p>	<p><b>DESCRIPTION OF WORK ACTIVITY OR AREA OF THE WORKPLACE ASSESSED:</b></p> <p><b>Dingwall Academy August re-opening risk assessme</b></p>			<p><b>Name of Assessor:</b> <u>K Cormack</u></p>
<p><b>Area: Mid</b></p>				<p><b>Reviewed</b> <b>October 2020</b></p> <p><b>December 2020</b></p> <p><b>January 2021</b></p> <p><b>February 2021</b></p>
<p><b>Location:</b> <b>Dingwall Academy</b></p>	<p>Click <a href="#">here</a> for Highland Council's guidance notes re risk assessments.</p>			<p><b>Date of Review:</b> <b>January 2021</b></p>
<p><b>STEP 1</b></p>	<p><b>STEP 2</b></p>	<p><b>STEP 3</b></p>	<p><b>STEP 4</b></p>	<p><b>STEP 5</b></p>
<p>List potential Hazards here:</p>	<p>List groups of people at risk from hazards. Including those most vulnerable:</p>	<p>List existing control measures or note where information may be found:</p>	<p>Calculate residual risk hoe effective are existing controls Severity x Likelihood = Risk Rating (1 TO 3) (1 TO 3)</p>	<p>List further risk reduction control measures (include implementation date if known)</p>

Pupil arrival at school	Pupils and staff	<p>Senior staff to control pupil entry to school. Pupils do not enter school until directed to by a member of SMT. Prefects on duty can enter from 8.30.</p> <p>Pupils (apart from those exempt) will be required to wear face coverings on arrival in school and as they move onto period 1. While school remains in Level 4 – pupils in S4, S5 and 6 also required to wear face coverings in class.</p> <p>Pupils will be directed straight to period 1 classes on arrival to school. Buses to be co-ordinated to limit the time pupils are in school before first period. No pupil access to building until 8.40.</p> <p>Prior to 8.30 staff can access using any door. After 8.30 staff should avoid using the main front entrance, the canteen doors and the door at the end of the CDT corridor. Pupils will be gathering there.</p> <p>Hand sanitiser available at all entrances.</p> <p>S1 – S2 Main entrance  S3 – S4 Canteen entrance  S5 – S6 HE/CDT doors</p> <p>Pupils directed to use hand sanitiser and/or wash hands. Pupils in Art/Science and HE to wash hands in class.</p>	<b>3</b>	<b>1</b>	<b>3</b>	
-------------------------	------------------	--	----------	----------	----------	--

		<p>Hand sanitiser to be available in every classroom without sinks.</p> <p>Parents/carers asked to avoid front of school and drop pupils off in Tesco or Leisure Centre car park.</p>				
Emphasising social distancing in corridors	Pupils and staff	<p>One-way system in place throughout school including the use of outdoor routes to minimise numbers in the corridors.</p> <p>Before period 1 – all stairwells are up. At the end of the day – all stairwells are down. The corridor one-way system is always in place (with the exception of a fire alarm).</p> <p>No-bells between periods. Staggered movement before period 1, after interval and lunch. Clear signage.</p> <p>Directional arrows on floor or walls/signage to promote any one-way system being applied.</p> <p>Pupils and staff required to wear face coverings in the school corridors.</p>	<b>3</b>	<b>1</b>	<b>3</b>	

<p>Emphasising social distancing in staff areas.</p>	<p>Staff</p>	<p>Staff to utilise their own cutlery/crockery etc, not to be stored in a shared cupboard. Any staff using the appliances should clean them before and after use, including microwave, kettle, fridge handles, etc</p> <p>Staff room open – but staff to adhere to social distancing.</p> <p>Staff to maintain 2m distancing so physical capacity of staff bases will be greatly reduced, possibly as few as 2 staff in some cases. Staggered breaks will support this.</p> <p>Signage to be displayed advising the maximum number of people permitted in staff bases and offices. For some staff bases this may be limited to 2.</p> <p>Large gatherings to be avoided. Any necessary staff meetings should be conducted with appropriate social distancing, if this is not possible through video/digital communications tools.</p>	<p><b>3</b></p>	<p><b>1</b></p>	<p><b>3</b></p>	
<p>Staff and pupil toilets</p>	<p>Staff and pupils</p>	<p>All disabled toilets to be unlocked to allow access for all. This will also increase the handwashing facilities available in teaching corridors.</p>	<p><b>3</b></p>	<p><b>1</b></p>	<p><b>3</b></p>	

		<p>At least one disabled toilet identified on each floor for staff use only. These designated staff toilets should be kept locked.</p> <p>Signage in pupil toilets reminding of 20 second hand wash rule.</p> <p>Soap and hand sanitiser available in toilets.</p> <p>Pupils' access to toilets will require to be carefully managed. Pupils needing to visit the toilet during class time should be directed to the closest disabled toilet. There should be a strong emphasis on hand washing after visiting the toilet.</p> <p>Cleaning of toilets – regular cleaning, not after each visit</p>				
Emphasising social distancing for visitors to the school	Pupils, staff and visitors	<p>Visiting partners (eg. Counsellors, CSWs) Any meeting rooms used to have access to ventilation. Spaces to be booked through main school office. Where possible, meetings should be held remotely.</p> <p>HC have now issued guidance saying that visitors (external partners) to the school are allowed into school if they are necessary to support learners. Partners should not visit more than one school on any one day.</p>	<b>3</b>	<b>1</b>	<b>3</b>	

		<p>Mears have separate risk assessment for their staff and contractors</p> <p>Visual and clear lining up arrangements to be in place to space out visitors/parents waiting to enter the school building to the appropriate 2m physical distancing.</p> <p>Perspex panel at front receptions, marking on floor to clearly mark 2m distancing. When reporting to the office, face coverings should be worn.</p> <p>Minimal cash handling, online payments to be encouraged wherever possible.</p> <p>In most cases, four people in the main office and one at reception enforcing 2m distancing.</p> <p>Sign in sheets, pens will be required to be wiped between each visitor (can the reception staff fill in the sign in sheet on behalf of the visitor) Ensure 2m distancing areas don't encroach on any other doors, walkways, etc.</p> <p>Sign on front doors stating that, with the exception of staff or pupils, no one else should be entering the building without appointment.</p>				
Drinking fountains	Pupils and staff	No direct drinking from fountains – can only be used for filling water bottles. Clear signage provided on this.	<b>3</b>	<b>1</b>	<b>3</b>	

Classrooms	Pupils and staff	<p>Windows to be opened at start of each day to increase ventilation.</p> <p>Desks set up to ensure 2m space around teacher's desk and board.</p> <p>Desks to be arranged so that pupils face the front and are seated side by side. If 2m distance cannot be adhered to then face coverings should be worn by staff and pupils.</p> <p>Discourage sharing of resources (particularly stationary, books or small objects that are difficult to clean between uses). Basic stationery, pens and pencils, to be available from the school office for pupils to collect and keep.</p>	<b>3</b>	<b>1</b>	<b>3</b>	
Social distancing in canteen/eating areas	Pupils and staff	<p>Staggered lunchtimes, break times and the movement of pupils around the school.</p> <p>Early lunch    S2 &amp; S3 Late lunch    S1, S4, S5 &amp; S6</p> <p>Food should not be shared; food should be portioned and there should not be any buffet arrangements. Pupils to be given the opportunity to pre order.</p>	<b>3</b>	<b>1</b>	<b>3</b>	

		<p>Only restricted pupil groups (S3, S4, S5 and S6) will be allowed off site during lunchtime. This will be reviewed in line with advice to retailers.</p> <p>Limited seating space in the canteen. Pupils to be encouraged to take food outside.</p> <p>Use outdoor spaces if suitable and available, weather permitting. Break out spaces available in MPH, games hall and gym.</p> <p>During inclement weather it may be necessary to bring large pupil groups inside. Groups will be spread out throughout designated areas.</p>				
Safe delivery of the curriculum given pedagogical challenges	Pupils and staff	<p><u>Process for arriving at and leaving class.</u></p> <p>When pupils enter a classroom they need to wipe down their desk and chair. The wipe should then be put in the bin. Hand sanitiser will also be available in each classroom.</p> <p>Where required, departments to devise subject specific risk assessment. These will consider the different equipment and materials used. National guidance to be provided for Science, Art and Music, HE and PE. This guidance will vary</p>	<b>3</b>	<b>1</b>	<b>3</b>	



		<p>depending on what Level Highland Council area is operating in.</p> <p>Subject specific risk assessments may identify aspects of teaching and learning for specific departments which will need to be changed or stopped considering social distancing and cleaning requirements. Lead SMT will work with departments to risk assess and amend these approaches to align with national advice. Protocols for revised approaches to learning and teaching will be agreed with each department</p>				
Lunchtime activities	Pupils and staff	Staff can offer lunchtime activities. All such activities must adhere to the same procedures i.e. desks must be cleaned down, a register and seating plan maintained.	<b>3</b>	<b>1</b>	<b>3</b>	
Behaviour management issues pertaining to social distancing	Pupils and staff	<p>Pupil assemblies delivered via Google Meet to all year groups. Amendment to Promoting Positive Behaviour code communicated to staff and under constant review.</p> <p>The school will look to roll out the <i>Promoting Positive Behaviour</i> programme developed this session but will need to ensure that all stages remain possible under the current restrictions.</p>	<b>3</b>	<b>1</b>	<b>3</b>	

		Some pupils will require individual risk assessments to be completed. This will be discussed and shared with parents.				
Support for pupils with ASN	Pupils and staff	<p>A review of individual support and approaches to in-class support will be conducted prior to pupil return. Digital/telephone meetings thereafter with parents.</p> <p>At times it may be difficult to provide support and maintain 2m social distancing. In these situations, it may be appropriate for support to be provided outside the classroom.</p> <p>If a member of staff cannot adhere to 2m social distancing a face covering must be worn.</p> <p>Signage on support to be provided for classrooms.</p> <p>Perspex screens to be provided in smaller tutorial rooms.</p> <p>Soft play area to be made available for one identified pupil only. Room will be cleaned daily.</p>	<b>3</b>	<b>1</b>	<b>3</b>	
Transport	Pupils	<p>Risk assessments are being co-ordinated with transport providers.</p> <p>Where possible, pupils are encouraged to walk or cycle to school. Parents will also be encouraged</p>	<b>2</b>	<b>1</b>	<b>2</b>	

		<p>to bring pupils where possible. Drop off points should be the leisure centre car park or Tesco Car park.</p> <p>Pupils required to wear a face covering on school transport.</p> <p>Seating plans for all buses. Copy of plans available in school folder and on buses. Senior bus monitors appointed.</p> <p>Hand sanitiser available on D&amp;E Coaches. D &amp; E buses also sanitised between each school run.</p> <p>Hand sanitiser to be provided for pupils travelling on stagecoach buses.</p> <p>Limit journeys/non-essential travel. Staff should use private vehicles, bikes or walking where possible and not car share unless it is with members of your own household or if the 2m rule can be observed.</p> <p>Avoid unnecessary travel on public transport School transport 2m rule should be implemented where possible (by restricting passengers or using larger vehicles). If travelling on public transport pupils must adhere to government safety requirements.</p>				
--	--	---	--	--	--	--

Minibus use	Pupils and staff	<p>Minibus bookings can only be made by Dingwall Academy, no external bookings allowed.</p> <p>Booking system altered to ensure 72 hour gap between bookings.</p> <p>Pupils must have designated seats. Face coverings to be worn by staff and pupils.</p>	<b>2</b>	<b>1</b>	<b>2</b>	
Enhanced cleaning regime	Pupils and staff	<p>Highland Council are to provide enhanced cleaning programmes in school.</p> <p>Further details of this will be provided by Mears.</p>	<b>3</b>	<b>1</b>	<b>3</b>	
Classroom cleaning materials	Pupils and staff	<p>Materials for cleaning down desks stored in meeting room.</p> <p>Staff to return empty shield spray bottles and collect refill. Bottles will be marked with expiry date.</p> <p>Mears staff to be responsible for refilling cleaning sprays.</p> <p>School responsible for ordering and replenishing stock.</p>	<b>3</b>	<b>1</b>	<b>3</b>	
Provision of assistance to person developing symptoms Covid-19 (Coronavirus) and/or when doing personal care or cleaning up body fluids e.g. toileting/changing or when dealing	Employees Service users (children)	<p>Follow procedures to remove from setting where someone becomes unwell - NHS guidance followed at all times - Emergency contact list accessible and up to date – Remove from setting to an appropriate area identified to ensure child can be isolated but appropriately supervised until arrival of emergency contact.</p>	<b>3</b>	<b>1</b>	<b>3</b>	

with spillages – bodily fluids, blood, vomit, etc <b>Note: individual risk assessments will need to be developed for those with Intimate Care needs</b>		Protocol set up for pupils and staff displaying symptoms – shared with staff and parents.				
Information if test and protect required	Pupils and staff	All staff to have accurate seating plans and registers.  Pupils using senior social area to record seat numbers.  Pupils using study spaces to record seat numbers.  School timetable stretched to operate over 2 weeks reducing the number of teacher and pupil movements and contacts.  All pupil contact details, staff contact details, seating plans stored in central folder in KCs office.	<b>3</b>	<b>1</b>	<b>3</b>	
Waste	Employees <b>Service Users (Children)</b>	Consumable waste items that have been in contact with a service user with symptoms, including used tissues, should be put in a plastic rubbish bag, double bagged and tied.  Double bag placed in a secure location and marked for storage until the test result is available.	<b>3</b>	<b>1</b>	<b>3</b>	

Laundry	<b>Employees Service Users</b>	<p>Any clothing, towels or other laundry used by the child should be bagged in accordance with service policy or into disposable plastic bags (double bagged and tied).</p> <p>Bag should be set aside in a secure location pending assessment of the possible case by a healthcare professional.</p> <p>If the test result of the person is negative, the laundry can be managed as per normal service policy/practice.</p> <p>If the result is positive, follow the advice of the local Health Protection Team for NHS Highland: telephone 01463 704886</p>	<b>3</b>	<b>1</b>	<b>3</b>	
Fire	<b>Staff, children, visitors, contractors</b>	<p>Emergency evacuation procedures up to date.</p> <p>Fire drill carried out in first weeks of new session.</p> <p>Fire drill procedure amended to consider staggered lunchtime and social distancing of staff. If fire alarm sounds during a lunchtime, pupils and staff in the building gather at muster points. Registration carried out for those year groups not at lunch – should a full registration be required this will take place at the end of lunchtime.</p> <p>To avoid staff contact with pupils – pupils should line up in alphabetical order. Teacher registers pupil at front, pupil at front then moves to the back of the line i.e. the pupils move, not the teacher.</p>	<b>3</b>	<b>1</b>	<b>3</b>	



		<p>All pupils enter school through front entrance. Hand hygiene.</p> <p>Signed in by SMT.</p> <p>All pupils and staff to wear face coverings in corridors and communal areas.</p> <p><b>Learning areas</b></p> <p>Pupils assigned numbered desk in learning area:</p> <p>S1 Library</p> <p>S2 Canteen</p> <p>S3 Drama Studio</p> <p>S4 MPH</p> <p>S5/6 Senior Social area</p> <p>In learning areas pupils are to be seated 2m apart.</p> <p>Hearing impaired pupils based in Room 204. Apollo 13 group based in room 132. 2m rule not always possible in these areas. Staff to wear face coverings when 2m cannot be adhered to.</p> <p><b>Wiping down desks</b></p> <p>Pupils wipe down the desk in their learning area each morning.</p> <p><b>Intervals and lunchtime</b></p>	<p><b>3</b></p> <p><b>3</b></p> <p><b>3</b></p>	<p><b>1</b></p> <p><b>1</b></p>	<p><b>3</b></p> <p><b>3</b></p>	
--	--	--	---	---------------------------------	---------------------------------	--



		<p>Pupils are not allowed off school premises during intervals or lunchtimes. Pupils encouraged to be outside as much as possible.</p> <p><b>Sharing equipment</b></p> <p>Pupils to bring own chromebooks, chargers and additional resources to occupy the day. Pupils will have the opportunity to take part in some additional activities in school. All safety procedures already in place prior to Christmas must be adhered to. School currently operating within Level 4 restrictions.</p> <p><b>Staff in school</b></p> <p>Staff on rota for supervision do not need to sign in. Any staff coming into school for any other reason must sign in at the front of the school. KC informs Mears of areas requiring daily cleaning, the sign in book is also checked for any additional areas requiring cleaning.</p> <p>All staff in school must adhere to hand hygiene and face covering procedures. Staff must always model social distancing with other staff.</p> <p><b>Reporting absences</b></p> <p>All pupils in school are extracted and marked appropriately on SEEMiS. Any vulnerable pupils not attending must be phoned that morning. (Not required for key worker children)</p>	3	1	3	
			3	1	3	
			3	1	3	
			2	1	2	

--	--	--	--	--	--	--

From January 2021 school returned to online learning. A small number of pupils attend and for those pupils all the above procedures are kept in place. In addition, senior phase pupils are now required to wear face coverings in school. Physical Education can only be non-contact and outdoors.

From February 22<sup>nd</sup> 2021 a limited number of pupils are able to attend school as part of a managed phased return. The additional procedures for these pupils are in the attached document. The 2m rule is now applied throughout the school and on school transport.

[Phased return for senior phase practical subjects](#)

LFD testing kits are now made available to all staff and senior phase pupils. While not compulsory, all are encouraged to take part.

Assessor Signature	Karen Cormack	Grade / Location	Head Teacher	Date: February 2021.
-----------------------	---------------	---------------------	--------------	----------------------