



Coronavirus (COVID-19) Risk Assessment

This RA has been prepared taking into account the following guidance

1. Based on SLT vision on how the school will operate
2. Schools coronavirus operational guidance

Assessment date: 20/09/21

Review date: 04/10/21

Author: Kay Young

Hazard	Control measures	Persons at risk
1. Exposure from others due to: i) Living with someone with a confirmed case of COVID-19. ii) Have come into close contact with a confirmed case of COVID-19. (see definition of close contact, section 8 Guidance for full reopening) iii) Being advised by a public health agency that contact with a diagnosed case has occurred. iv) Adhoc contact with contaminated items / surfaces	<ol style="list-style-type: none"> 1. Parents, students and staff to be reminded on a periodic basis not to attend school should they show any of the signs of the infection as defined by PHE in their guidance such as a temperature/persistent dry cough or loss of taste and smell. In addition, should they live with someone who is suspected of or confirmed as having Covid 19 they must follow up to date government advice. 2. Parents, students and staff should not attend school if they are confirmed as a positive case or a risk of passing on COVID-19 (for example, you are required to quarantine). 3. Advise parents, students and staff they may use public transport where necessary, but encourage them to walk, cycle or scoot to and from school as the preferred means of travel. Families using public transport should refer to the safer travel guidance for passengers. https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers 4. Process to be put in place for the public to drop parcels at the very front of the school building to avoid unnecessary contact. 5. Parents to be advised only to come into school if they have a pre-arranged appointment and only for essential reasons. All visitors to the school will still be required to wear a mask 	Staff, Students, Parents and school visitors

Hazard	Control measures	Persons at risk
	<p>inside the school buildings.</p> <ol style="list-style-type: none"> 6. Ensure hand washing facilities are suitably stocked. 7. Provide hand sanitising stations at key points throughout the school – staff/students to sanitise their hands before entering buildings and classrooms. Use of hand sanitiser should be monitored by the teacher in the room. 8. Provide hand sanitiser, tissues, lidded bins and detergent for classrooms for staff/students to use throughout the day. To promote the ‘catch it, bin it, kill it’ approach. 9. Staff and students to be advised of best hygiene practices – See section 11 for further detail. 10. Staff and students to be advised of any changes to school operating procedures. 11. Provide protective screens for staff, where there is a higher risk (unknown visitors or frequency of visitors or staff). 12. All rooms used to be sanitised at the end of the working day – classrooms / washrooms / offices – cleaning staff to follow Covid-19: cleaning in non-healthcare settings guidance. 13. Clean surfaces that children and young people are touching, such as doors, sinks, toilets, light switches, bannisters, more regularly than normal. 14. Ventilation should be maintained in any rooms being used, windows and doors should be opened sufficiently to provide a flow of air. 15. Appropriate signage placed around the school, site team to check these regularly. 16. Covid-19 alert messages on desktop screens and video screens around the school. 17. The Sports centre will remain open to the public in line with government guidance. 18. Educational visits can resume; all visits need to complete additional Covid -risk assessment. 19. Face masks recommend in crowded and enclosed spaces. 	
<p>2. Working within close proximity of others in classrooms / Lessons / offices</p>	<ol style="list-style-type: none"> 1. In each room, students should only be sat face to face with each other, if absolutely necessary. 2. Students and staff should have their own items of frequently used equipment, such as pens and pencils. 3. Outdoor sports should continue to be prioritised 4. Face to face meetings with the public, including outside agencies, parents and carers may take place if it is deemed more appropriate than a remote meeting; all protocols for visitors need to be followed. 	<p>Staff and Students</p>
<p>3. Use of Changing facilities / showers</p>	<ol style="list-style-type: none"> 1. Manage access and egress the facilities to reduce congestion and contact at all times. 2. Ensure all facilities are thoroughly cleaned at the start of the day and at the end of each day. 	<p>Staff and Students</p>
<p>4. Exposure from Access / egress to site / Movement around site</p>	<ol style="list-style-type: none"> 1. One-way systems, to continue to be followed by staff and students. 2. Students should go directly to lessons and tutor bases to minimise numbers in corridors. 3. Regular cleaning of contact surfaces in reception, offices, delivery areas etc and items 	<p>Staff and Students</p>

Hazard	Control measures	Persons at risk
	<p>shared items such as scanners, screens, telephone handsets, desks. Clean surfaces that are touched, such as doors, sinks, toilets, light switches, bannisters regularly.</p> <p>4. The serving area of the canteen will be divided into two. Key Stage 3 students to access from the left, Key Stage 4 & 5 from the right.</p> <p>5. Face covering can continue to be worn by any member of the school that chooses to do so.</p>	
5. Emergency Procedures Unclear	<p>1. Registers to be taken at the start of the day and each lesson.</p> <p>2. Emergency procedures to be tested on a regular basis.</p> <p>3. All staff to sign-out if they leave the site during the day and a copy to be take out by the admin staff to the assembly point.</p> <p>4. Staff and students to be aware of emergency produces.</p> <p>5. TOD to manage the alarm panel.</p>	Staff and Students
6. Dangers from Covid 19 – Vulnerable Groups (use government guidance for definition)	<p>1. Clinically extremely vulnerable are no longer advised to shield but should follow the practical steps set out in the CEV guidance to minimise their risk to exposure.</p>	Staff and Students
7. Use of potentially contaminated room / area / equipment	<p>1. All shared areas should be well ventilated.</p> <p>2. All rooms in use must be cleared of any non-essential items from flat surfaces to ensure that thorough cleaning can take place (where possible items should be in cupboard).</p>	Staff and Students
8. First Aid Provision	<p>1. First aid provision must be maintained at all times.</p> <p>2. Students / staff requiring medical support will be initially assessed to quickly determine whether Covid 19 is suspected. Those needing support must contact student services/reception immediately so that an initial assessment can be made. Where Covid 19 is suspected, the individual will be in the small meeting room, P1 or P2. These areas will be thoroughly cleaned once the individual has left. If students require the toilet there will be a dedicated toilet available and this will be thoroughly cleaned following Covid 19 protocols.</p> <p>3. The full information provided by PHE on the handling of cases in Educational establishments will be available and provided for first aiders to follow.</p> <p>4. Where routine medical support is needed, student services/reception will be used.</p> <p>5. First aid staff will be provided with PPE as required to include aprons, gloves, masks, glasses and sanitising solutions. A screen may also be provided for additional protection. Waste facilities will also be emptied at least daily.</p>	Staff and Students
10. Food provision	<p>1. School canteen will remain fully open</p>	Staff and Students

Hazard	Control measures	Persons at risk
	<ol style="list-style-type: none"> 2. The serving area of the canteen will be divided into two. KS3 students will access the canteen from the left hatch, all other students from the right. 3. Students should still be encouraged to bring in a water bottle or drink from home and water fountains should only be used as a last resort to re-fill bottles, these will be cleaned after each break. 4. Staff should still, where possible, use their own crockery/cutlery, they should be washed with hot water and washing-up liquid. 5. Hands must be sanitised before entering the canteen area 	
11. Poor hygiene	<p>To ensure as far as possible a safe environment, the school will:</p> <ol style="list-style-type: none"> 1. Remind all to wash hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser, if soap and water is not available and hand washing technique to be adopted as directed by NHS 2. Remind all to avoid touching face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin. 3. Regularly clean the hand washing facilities and check soap and sanitiser levels 4. Provide suitable and sufficient bins with a pedal and lid for tissues only in classrooms, with regular removal and disposal. 5. Ensure sufficient supplies of soap, hand sanitiser, paper towels and tissues 	Staff and Students
12. Working in local vicinity to site staff and site contractors (maintaining social distancing)	<ol style="list-style-type: none"> 1. All contractor areas will be segregated from staff and students. 2. All staff to adhere to any signage preventing access to work areas. 3. Workers who are unwell will be asked to leave site. 4. Increased ventilation will be provided within enclosed spaces. 5. Consider alternative or additional mechanical aids to reduce worker interface. 6. Hygiene measures and cleaning schedules to be in place (regularly washing hands for at least 20 seconds with soap and warm water). 7. All work areas to be fully sanitised after use and completion of the works prior to reoccupation by the school. 8. Any health concern to be raised immediately with the school Site Manager. 	Contractors, Staff and Students
13. Cleaning	<ol style="list-style-type: none"> 1. On a daily basis, all areas used will be thoroughly cleaned with detergent. 2. The safety of the cleaning team is important and as such all staff will: <ol style="list-style-type: none"> a) Wear gloves when cleaning b) Ventilate rooms / areas c) Dispose of all waste safely 3. All rooms that are in use will be cleared of surplus items on flat surfaces to ensure thorough cleaning is possible. 4. Any issues to be reported to the Site Manager. 	Staff and Students

Hazard	Control measures	Persons at risk
	5. Should a case of Covid 19 be confirmed/suspected in school. The guidance provided by PHE Covid 19: Cleaning in non-Healthcare Settings will be strictly followed.	
14. Poor mental health	<ol style="list-style-type: none"> 1. SLT to remind line managers to consider the wellbeing and mental health of staff (particularly at this time) and to ensure that factors such as workload, pressures of personal life and arrangements, effect of the current situation are considered in supporting their teams and to discuss any support that may be required with the individual and to seek further support if necessary. 2. Line-managers to check the welfare of all staff on a regular basis. 3. Staff to be made aware of Occupational Health resources to help school staff cope with the pressures of the current Coronavirus outbreak. These are available on Schoolsnet. 4. Staff to consider the wellbeing and mental health of students (particularly at this time) and to ensure that factors such as pressure of schoolwork and pressures of personal life are taken into account. Staff to be able to signpost students to appropriate help. 	Staff and Students
15. Rapid testing in school	Risks for rapid testing in school will be covered in a separate risk assessment.	

Management

- Please ensure all staff are aware of reporting requirements and that all issues / confirmed cases are escalated to SLT
- Detailed protocols will be available and shared with all stakeholders and any updates communicated in a timely manner to all..
- Staff/students/parents to be fully briefed on new routines and to support students with their understanding
- This must include letting staff know about symptoms and actions the medical professionals are advising people to take.
- Risk assessment to be reviewed initially on a fortnightly basis.
- Please remind staff that in order to minimise the risk of spread of infection, we rely on everyone in the school taking responsibility for their actions and behaviour.