



# 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 during closure to all by Key Worker students and vulnerable students
2. Gov.uk Guidance for Social Distancing
3. Gov.uk Guidance for Educational Settings

**Assessment date:** 22/02/21

**Review date:** 05/03/21

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Hazard	Control measures	Persons at risk
1. Complexities caused by closure/partial closure of school site	1. Ensure that all health and safety compliance checks have been undertaken before re-opening fully (e.g. fire alarm, emergency lighting, water hygiene, lifts, etc)	Staff, Students, Parents and school visitors
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	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. Advise parents, students and staff to avoid car sharing with people not from their household or support bubble. Please follow the published advice with regards to car sharing. 3. Advise parents, students and staff to only travel by public transport if absolutely essential	Staff, Students, Parents and school visitors

<p>agency that contact with a diagnosed case has occurred. iv) Adhoc contact with contaminated items / surfaces</p>	<p>with private car, walking and cycling the preferred means of coming to school. Families using public transport should refer to the safer travel guidance for passengers. <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></p> <ol style="list-style-type: none"> <li>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.</li> <li>5. Parents to be advised only to come into school (eg Reception) if absolutely essential. Guidance will be provided on Covid protocols they need to follow should they need to attend a meeting. All visitors to the school will be required to wear a mask inside the school buildings.</li> <li>6. Ensure hand washing facilities are suitably stocked.</li> <li>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.</li> <li>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.</li> <li>9. Staff and students to be advised of best hygiene practices – See section 11 for further detail.</li> <li>10. Staff and students to be advised of changes to school operating procedures.</li> <li>11. Provide protective screens for staff, where there is a higher risk (unknown visitors or frequency of visitors or staff).</li> <li>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.</li> <li>13. Clean surfaces that children and young people are touching, such as books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal.</li> <li>14. Where acceptable, ventilation should be maintained in any rooms being used, windows and doors should be opened sufficiently to provide a flow of air</li> <li>15. Appropriate signage placed around the school.</li> <li>16. Covid-19 alert messages on desktop screens and video screens around the school.</li> <li>17. The sports facilities will be closed for community use.</li> <li>18. No domestic overnight or overseas educational visits to be undertaken.</li> </ol>	
<p>2. Working within close proximity of others in classrooms / Lessons / offices during partial opening</p>	<ol style="list-style-type: none"> <li>1. Large classrooms that support a minimum of 2m social distancing to be used and numbers limited to reflect the distancing requirements and the space available</li> <li>2. Only one class groups to use specific rooms in any one day (e.g. could be a general teaching room and an IT room). These rooms will be pre-allocated to ensure no conflict and to ensure that a room is only used by one group per day.</li> <li>3. Consistent use of staff in rooms to minimise transmission risk.</li> <li>4. Where possible, students to use the same workstation each period and day</li> <li>5. Staff and students to ensure that movement around the room is managed to ensure social distancing.</li> <li>6. Staff to be reminded that there should be no close contact with students.</li> </ol>	<p>Staff and Students</p>

	<ol style="list-style-type: none"> <li>7. No practical subjects or lessons to be undertaken that involve risk, sharing of facilities or equipment or movements around classrooms to be undertaken</li> <li>8. Staff to avoid the use of shared items and to ensure that where this happens that items are sanitised before and after use.</li> <li>9. No contact sports to be undertaken.</li> <li>10. No group demonstrations to be undertaken where students congregate around a table / workstation</li> <li>11. Face to face meetings with the public, including outside agencies, parents and carers should be avoided. Where meetings are necessary, they should take place via video conferencing, unless they are for safeguarding reasons.</li> <li>12. Staff to avoid the use of shared items and to ensure that where this happens that items are sanitised before and after use.</li> </ol>	
3. Use of Changing facilities / showers	<ol style="list-style-type: none"> <li>1. Changing facilities and showers will be closed to all.</li> </ol>	Staff and Students
4. Exposure from Access / egress to site / Movement around site	<ol style="list-style-type: none"> <li>1. Parents and students to be reminded that students should follow social distancing rules at all times on their journey to and from school. They should not congregate in large groups.</li> <li>2. Break time to be staggered to minimise use of corridors and outdoor spaces.</li> <li>3. Staff to manage site access points to ensure social distancing.</li> <li>4. Students should go directly to classrooms to minimise numbers in corridors.</li> <li>5. Regular cleaning of contact surfaces in reception, offices, delivery areas etc and items shared items such as scanners, screens, telephone handsets, desks. Clean surfaces that are touched, such as, desks, chairs, doors, sinks, toilets, light switches, bannisters regularly.</li> <li>6. Fire doors may be propped open during the school day and will be closed at the end of the day. Staff using rooms will be responsible for closing fire door on evacuation if the alarm sounds.</li> <li>7. Where possible to implement, floor markings to support social distancing will be put in place.</li> <li>8. Face masks to be worn in corridors and communal indoor spaces. All staff to ensure that this is consistently followed by every member of the school community</li> <li>9. Staff and students to be directed to follow the DfE guidance on the safe wearing and removal of face masks (unless medically exempt).</li> </ol>	Staff and Students
5. Emergency Procedures Unclear	<ol style="list-style-type: none"> <li>1. Registers to be taken at the start of the day for those students that are on site and a copy retained by the staff member supervising the group</li> <li>2. Emergency procedures to be tested on a regular basis.</li> <li>3. All staff to sign in and out during the day and a copy to be take out by the admin staff to the assembly point</li> <li>4. Revised evacuation procedures to be communicated to staff and students. Namely <ol style="list-style-type: none"> <li>a) Assembly point for Key Worker children /vulnerable. Staff to rotate to help maintain</li> </ol> </li> </ol>	Staff and Students

	<p>social distancing.</p> <p>b) Registers to be taken by staff and classes to line up in their class groups and not tutor groups</p> <p>c) Available site staff and SLT if needed shall sweep all buildings and site staff will check location of activation (as now)</p> <p>d) Reoccupation process as now</p> <p>5. TOD to manage the alarm panel</p>	
6. Dangers from Covid 19 – Vulnerable Groups (use government guidance for definition)	<ol style="list-style-type: none"> <li>1. Staff who are over 60, pregnant or clinically vulnerable need to be especially careful and follow up to date DfE advice</li> <li>2. Students that are clinically vulnerable should only attend school if the current guidance allows and if on the CW/vulnerable list</li> <li>3. Any students attending school with a medical care plan in place to have their plan reviewed by the SEND team and in consultation with parents/carers. This then to be communicated.</li> <li>4. School to ensure extremely clinically persons should follow the most up to date guidance from the DfE in discussion with their line-manager.</li> </ol>	Staff and Students
7. Use of potentially contaminated room / area / equipment	<ol style="list-style-type: none"> <li>1. Shared Staff Offices must only be used on an individual basis to retrieve items and not as a workstation unless 2m social distancing can be maintained at all times. The school will look for staff to be moved to safer, more spacious areas.</li> <li>2. Staff not timetabled but in school, will be able to use an unallocated IT room to ensure that social distancing can be maintained.</li> <li>3. The use of staffrooms should be minimised.</li> <li>4. Where staff use an office phone / photocopier / equipment, the contact surfaces must be sanitised before and after use using the wipes / cloths and sanitiser provided</li> <li>5. Where possible staff should ventilate the areas.</li> <li>6. 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, if not possible then boxes will be provided for this purpose). SLT to ensure that this is done in areas currently being used. Staff to ensure this is done in their classrooms or areas of work not currently being used before the full reopening of school</li> </ol>	Staff and Students
8. First Aid Provision	<ol style="list-style-type: none"> <li>1. First aid provision must be maintained at all times.</li> <li>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.</li> <li>3. The full information provided by PHE on the handling of cases in Educational</li> </ol>	Staff and Students

	<p>establishments will be available and provided for first aiders to follow.</p> <ol style="list-style-type: none"> <li>4. Where routine medical support is needed, student services/reception will be used.</li> <li>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.</li> </ol>	
9. Exposure from large numbers of persons in one area	<ol style="list-style-type: none"> <li>1. To avoid groups of staff and students, the following restrictions will be implemented</li> <li>2. Any gatherings of all staff / students must be essential and shall be undertaken either outside or in an area where there is a physical layout supporting a minimum of 2 m separation. Access and egress will be positively managed.</li> <li>3. Break times will be staggered, students will have a designated area supported by a duty member. If wet students will remain in the hall</li> <li>4. Areas will be actively supervised to ensure social distancing</li> <li>5. During break times, no contact sports shall be undertaken</li> <li>6. 6<sup>th</sup> Form Common Room to be closed to students.</li> <li>7. Library to be used by KW/vulnerable students with TA support. Social distancing must be maintained at all times.</li> <li>8. Open days, parents' evenings and other events will be avoided. Events will be held on a virtual platform to avoid large gatherings in school.</li> <li>9. Face masks to be worn in corridors and communal indoor areas.</li> <li>10. Staff and students directed to follow the DfE guidance on the safe wearing and removal of face masks (unless medically exempt).</li> </ol>	Staff and Students
10. Food provision	<ol style="list-style-type: none"> <li>1. Students/Staff will have limited access to canteen facilities. It is recommended where possible that packed lunches are brought into school.</li> <li>2. Students will have a designated area supported by a duty member. If wet students will remain in the hall</li> <li>3. Students should bring their own drink to school. Water stations will be available but only to re-fill bottles and should only be used if essential.</li> <li>4. Staff / students should ensure social distancing whilst eating and avoid close contact.</li> <li>5. Tables will be cleaned after each use – inside and outside .</li> </ol>	Staff and Students
11. Poor hygiene	<p>To ensure as far as possible a safe environment, the school will:</p> <ol style="list-style-type: none"> <li>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</li> <li>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.</li> <li>3. Regularly clean the hand washing facilities and check soap and sanitiser levels</li> <li>4. Provide suitable and sufficient bins with a pedal and lid for tissues only in classrooms, with regular removal and disposal.</li> </ol>	Staff and Students

	<ol style="list-style-type: none"> <li>5. Ensure sufficient supplies of soap, hand sanitiser, paper towels and tissues</li> <li>6. Restrict the number of people using toilet facilities at any one time e.g. by staggering break and lunch. Wash hands before and after using the facilities. Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush.</li> </ol>	
12. Working in local vicinity to site staff and site contractors (maintaining social distancing)	<ol style="list-style-type: none"> <li>1. All contractors will receive information to confirm the need for social distancing as well as the schools standard methods of working.</li> <li>2. All contractor areas will be segregated from staff and students.</li> <li>3. All staff to adhere to any signage preventing access to work areas.</li> <li>4. Workers who are unwell will be asked to leave site.</li> <li>5. Tasks are to be rearranged to enable them to be done by one person or as small number of persons without compromising safety measures.</li> <li>6. Maintain social distancing measures from each other as much as possible with supervision in place to monitor compliance.</li> <li>7. Always consider if the task can be performed differently without having to breach social distancing rules.</li> <li>8. Workers are to limit face to face working and work facing away from each other when possible. Where worker do need to work in close proximity it is advised that face masks and other protective equipment be worn as required</li> <li>9. Limit the frequency of working within 2m to an absolute minimum and ensure it is for strictly low intensity, sporadic work where exposure to this distance is less than 15 minutes.</li> <li>10. All equipment to be thoroughly cleaned prior and after using it.</li> <li>11. Increased ventilation will be provided within enclosed spaces.</li> <li>12. Consider alternative or additional mechanical aids to reduce worker interface.</li> <li>13. Hygiene measures and cleaning schedules to be in place (regularly washing hands for at least 20 seconds with soap and warm water).</li> <li>14. All work areas to be fully sanitised after use and completion of the works prior to reoccupation by the school.</li> <li>15. Any health concern to be raised immediately with the school Site Manager.</li> </ol>	Contractors, Staff and Students
13. Cleaning	<ol style="list-style-type: none"> <li>1. On a daily basis, all areas used will be thoroughly cleaned with detergent or bleach.</li> <li>2. The safety of the cleaning team is important and as such all staff will: <ol style="list-style-type: none"> <li>a) Wear gloves when cleaning</li> <li>b) Ventilate rooms / areas</li> <li>c) Dispose of all waste safely</li> </ol> </li> <li>3. All rooms that are in use will be cleared of surplus items on flat surfaces to ensure thorough cleaning is possible.</li> <li>4. Any issues to be reported to the Site Manager.</li> <li>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.</li> </ol>	Staff and Students

14. Poor mental health	<p>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.</p> <p>2. Line-managers to check the welfare of all staff on a regular basis.</p> <p>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.</p> <p>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.</p>	Staff and Students
15. Rapid testing in school	1. Risks for rapid resting in schools will be covered in a separate risk assessment	Staff and Students

## Management

- Please ensure all staff are aware of reporting requirements and that all issues / confirmed cases are escalated to the Headteacher/Business Manager
- 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 up to date 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.