



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. Gov.uk Guidance for Social Distancing
3. Gov.uk Guidance for Educational Settings

Assessment date: 18/05/2020 (reviewed 03/07/20)

Review date: 10/07/2020

Version: 0.1

Author: Kay Young

Risk matrix used in risk assessment below
RR = residual risk

		Likelihood				
		Very Unlikely	Unlikely	Possible	Likely	Very Likely
		1	2	3	4	5
Severity	Negligible	1	2	3	4	5
	Minor	2	4	6	8	10
	Moderate	3	6	9	12	15
	Major	4	8	12	16	20
	Extreme	5	10	15	20	25

Hazard	Risk	Control measures	RR	Persons at risk
1. Complexities caused by closure/partial closure of school site	4 x 3 = 12	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) 2. AC systems should not be used.	4 x 1 = 4	
2. Exposure from others due to: i) Living with someone with a confirmed case of COVID-19. ii) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19. iii) Being advised by a public health	4 x 3 = 12	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 parent, student and staff not to car share with others outside of their immediate family 3. Advise parent, student and staff to only travel by public transport if absolutely essential	4 x 1 = 4	Staff and Students

Hazard	Risk	Control measures	RR	Persons at risk
agency that contact with a diagnosed case has occurred. iv) Adhoc contact with contaminated items / surfaces		<p>with private car, walking and cycling the preferred means of coming to school.</p> <ol style="list-style-type: none"> 4. Process to be put in place for the public to drop parcels at the very front of the school or to call for assistance prior to entering the school building so that deliveries can be accepted externally and without physical contact. 5. Parents to be advised only to come into school (eg Reception) if absolutely essential. Guidance will be provided on the school approach to social distancing should they be staying for a meeting. 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 8. Provide hand sanitiser, tissues and anti-bacterial wipes in classrooms for staff/students to use periodically through the day 9. Staff and students to be advised of best hygiene practices – See section 12 for further detail 10. Staff and students to be advised of changes to school operating procedures. 11. Provide protective screens for staff in reception area, where there is a higher risk (unknown visitors or frequency of visitors) 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. Clean surfaces that children and young people are touching, such as books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal 14. No school trips to be undertaken 15. Where acceptable, ventilation should be maintained in any rooms being used. 16. The Sports facilities and swimming pool will be closed for community use. 17. Signage placed at all entrance points to inform the public that they should not use the school facilities. 18. Appropriate signage placed around the school 19. Covid-19 alert messages on desktop screens and video screens around the school. 		
3. Working within close proximity of others in classrooms / Lessons / offices	$4 \times 3 = 12$	<ol style="list-style-type: none"> 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 2. In each room, specific workstations to be marked out with suitable access and egress to ensure that the social distancing is maintained 3. 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. 4. Where possible, students to use the same workstation each period and day 5. Staff and students to ensure that movement around the room is managed to ensure social 	$4 \times 1 = 4$	Staff and Students

Hazard	Risk	Control measures	RR	Persons at risk
		<p>distancing.</p> <p>6. Staff to be reminded that there should be no close contact with students.</p> <p>7. No practical subjects to be undertaken that involve risk, sharing of facilities or equipment or movements around classrooms to be undertaken</p> <p>8. Staff to avoid the use of shared items and to ensure that where this happens that items are sanitised before and after use.</p> <p>9. No contact sports to be undertaken.</p> <p>10. No group demonstrations to be undertaken where students congregate around a table / workstation</p> <p>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.</p>		
4. Use of Changing facilities / showers	<p>4</p> <p>x</p> <p>4</p> <p>=</p> <p>16</p>	1. Changing facilities and showers will be closed to all.	<p>4</p> <p>x</p> <p>2</p> <p>=</p> <p>8</p>	Staff and Students
5. Exposure from Access / egress to site / Movement around site	<p>4</p> <p>x</p> <p>4</p> <p>=</p> <p>16</p>	<p>1. School start time to be staggered between the children of key workers/vulnerable, the Yr 10 and Yr 12 students. This will reduce students and vehicle movements arriving at the school. Potential issue is where students make use of public / school provided transport</p> <p>2. 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.</p> <p>3. Staff to be on duty at the start and end of the day and at break time to ensure social distancing</p> <p>4. Break time to be staggered to minimise use of corridors and outdoor spaces.</p> <p>5. Staff to manage site access points to ensure social distancing</p> <p>6. One-way systems, where possible to be introduced into areas that are being used in buildings and reminders on social distancing to be in place</p> <p>7. Allow plenty of space (two metres) between people waiting to enter rooms</p> <p>8. 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, more regularly than normal</p> <p>9. Staff to manage students' washroom access to limit people using to ensure that some control of social distancing is provided, groups to be allocated staggered break to reduce number using facilities</p>	<p>4</p> <p>x</p> <p>1</p> <p>=</p> <p>4</p>	Staff and Students

Hazard	Risk	Control measures	RR	Persons at risk
		10. Room allocations to make use of classrooms with two access doors, or where there is close proximity to external doors which are not use by others 11. 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 12. Where possible to implement, floor markings to support social distancing will be put in place.		
6. Emergency Procedures Unclear	4 x 3 = 12	1. Registers to be taken at the start of the day and a copy retained by the teacher of the class group 2. Emergency procedures to be tested on a regular basis. 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 4. Revised evacuation procedures to be communicated to staff and students. Namely a) Assembly point for Key Worker children /vulnerable and Y10 on the lower tennis court and Y12 on the larger upper tennis court. Staff to rotate to help maintain social distancing. b) Registers to be taken by staff and classes to line up in their class groups and not tutor groups c) Available site staff and SLT if needed shall sweep all buildings and site staff will check location of activation (as now) d) Reoccupation process as now 5. TOD to manage the alarm panel	4 x 1 = 4	Staff and Students
7. Dangers from Covid 19 – Vulnerable Groups	4 x 4 = 16	1. Staff who are pregnant need to follow up to date DfE advice and risk assessments need to be reviewed to ensure their safety 2. 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 decide whether they should be in school or not. This then to be communicated. 3. School to ensure extremely clinically vulnerable persons should follow the most up to date guidance from the DfE and should only attend work when to it is safe to do so. 4. School to ensure clinically vulnerable persons should follow the most up to date guidance from the DfE in discussion with their line-manager.	4 x 1 = 4	Staff and Students
8. Use of potentially contaminated room / area / equipment	4 x 3 =	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. 2. Staff not timetabled but in school, will be able to use unallocated rooms to ensure that social distancing can be maintained.	4 x 2 =	Staff and Students

Hazard	Risk	Control measures	RR	Persons at risk
	12	<ol style="list-style-type: none"> 3. 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 4. Where possible staff should ventilate the areas 5. 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). 	8	
9. First Aid Provision	$4 \times 4 = 16$	<ol style="list-style-type: none"> 1. First aid provision must be maintained at all times. 2. Students / staff requiring medical support will be initially assessed to quickly determine whether Covid 19 is suspected. Those needing support must contact students 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. 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. 4. Where routine medical support is needed, student services/reception will be used. 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. 	$4 \times 1 = 4$	Staff and Students
10. Exposure from large numbers of persons in one area	$4 \times 4 = 16$	<ol style="list-style-type: none"> 1. To avoid groups of staff and students, the following restrictions will be implemented: 2. There will be no full year assemblies 3. 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. 4. Any gathering shall be no more than 15 minutes duration 5. Break times will be staggered, students will have a designated area supported by a duty member. If wet students will remain in their room 6. Areas will be actively supervised to ensure social distancing 7. During break times, no contact sports shall be undertaken 8. 6th Form Common Room to be closed to students. 9. Library to be closed to students unless being used for a lesson. Only one group will be allowed to use per day. 10. Canteen Dining area to be closed. 	$4 \times 1 = 4$	Staff and Students
11. Food provision	4×3	<ol style="list-style-type: none"> 1. Students will have to bring in a packed lunch and canteen facilities will not be available for small numbers 2. Students will have a designated area supported by a duty member. If wet students will remain in their room 	4×1	Staff and Students

Hazard	Risk	Control measures	RR	Persons at risk
	= 12	3. Student should bring their own drink to school. Water stations will not be available around the site 4. Staff / students should ensure social distancing whilst eating and avoid all contact 5. Tables will be cleaned after each use – inside and outside	= 4	
12. Poor hygiene	4 x 4 = 16	To ensure as far as possible a safe environment, the school will: 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 and paper towels 6. Restrict the number of people using toilet facilities at any one time e.g. use a welfare attendant. Wash hands before and after using the facilities. Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush.	4 x 1 = 4	Staff and Students
13. Working in local vicinity to site staff and site contractors (maintaining 2m distancing)	4 x 4 = 16	1. All contractors will receive information to confirm the need for social distancing as well as the schools standard methods of working 2. All contractor areas will be segregated from staff and students 3. All staff to adhere to any signage preventing access to work areas. 4. Workers who are unwell will be asked to leave site 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. 6. Maintain social distancing measure of 2 metres from each other as much as possible with supervision in place to monitor compliance 7. Always consider if the task can be performed differently without having to breach the 2m social distancing rule 8. Workers are to limit face to face working and work facing away from each other when possible 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 10. All equipment to be thoroughly cleaned prior and after using it. 11. Increased ventilation will be provided within enclosed spaces 12. Consider alternative or additional mechanical aids to reduce worker interface 13. Hygiene measures and cleaning schedules to be in place (regularly washing hands for at	4 x 1 = 4	Contractors, Staff and Students

Hazard	Risk	Control measures	RR	Persons at risk
		<p>least 20 seconds with soap and warm water)</p> <p>14. All work areas to be fully sanitised after use and completion of the works prior to reoccupation by the school.</p> <p>15. Any health concern to be raised immediately with the school Site Manager</p>		
14. Cleaning	<p>4</p> <p>x</p> <p>3</p> <p>=</p> <p>12</p>	<p>1. On a daily basis, all areas used will be sanitised after use with suitable chemicals.</p> <p>2. The safety of the cleaning team is important and as such all staff will:</p> <p>a) Wear gloves when cleaning</p> <p>b) Ventilate rooms / areas</p> <p>c) Dispose of all waste safely</p> <p>3. All rooms that are in use will be cleared of surplus items on flat surfaces to ensure thorough cleaning is possible.</p> <p>4. Any issues to be reported to the Site Manager</p> <p>5. Should a case of Covid 19 be confirmed in school, the areas the individual has used will be isolated from use and arrangements made for the areas to be sanitised – note this may be using external cleaners but under the guidance of the PHE HPT. The guidance provided by PHE Covid 19: Cleaning in non-Healthcare Settings will be followed.</p>	<p>4</p> <p>x</p> <p>1</p> <p>=</p> <p>4</p>	Staff and Students
15. Poor mental health	<p>3</p> <p>x</p> <p>3</p> <p>=</p> <p>9</p>	<p>1. SLT to remind line managers to consider the wellbeing and mental health of staff and students (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. Line-managers to check with all members as least once a fortnight, including those that are shielding.</p>	<p>4</p> <p>x</p> <p>1</p> <p>=</p> <p>4</p>	Staff

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 symptoms and actions the medical professionals are advising people to take.
- Risk assessment to be reviewed initially on a weekly 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.