

**COVID 19 – School General Risk assessment proforma**

**Date of Risk Assessment: 02/06/20**

**Initial risk assessment completed by: Leo Timmins (Deputy Headteacher)**



<p><b>The Activity</b>  <b>What are the Hazards?</b></p>	<p><b>Who might be affected?</b></p>	<p><b>What additional controls have been put in place to reduce the risk of infection in accordance with Public Health advice?</b></p>	<p><b>Are there any further actions necessary?</b></p>
<p><b>General controls to prevent risk of infection.</b></p>	<p>Staff Students</p>	<ul style="list-style-type: none"> <li>• Promotion of good hygiene and social distancing via signage throughout the building.</li> <li>• Handwashing and sanitizing facilities are available throughout the building and there will be an expectation that all staff and students will be required to use these on entry and exit and throughout the day.</li> <li>• Expectations of social distancing to be communicated with staff and students.</li> <li>• Daily cleaning of all areas used and deep cleaning to take place every Wednesday.</li> <li>• Timetable ensures that rooming's are used only once per day, or if more than once surfaces are cleaned down between sessions.</li> <li>• Staggered start for form groups and staggered end to day will reduce interaction between students and staff.</li> <li>• Break time to take place outside with social</li> </ul>	<ul style="list-style-type: none"> <li>• Signage to be implemented throughout the building</li> <li>• Cleaning plan in place</li>   <li>• Staff briefings ensure clarity of expectations for Staff and Students</li> <li>• Ongoing communication to all stakeholders regarding importance of infection control measures</li> </ul>

		distancing measures and staffed by Senior Leadership Team	
<b>Clinically vulnerable staff</b>	Staff	<ul style="list-style-type: none"> <li>• New guidance has been reviewed and staff working practices have been adapted accordingly.</li> <li>• Some staff continue to shield and work from home, others will now be able to return to the working rotas.</li> </ul>	<ul style="list-style-type: none"> <li>• HR to continue to review clinically vulnerable staff and provide appropriate guidance</li> </ul>
<b>Use of Classrooms</b>	Staff Students	<ul style="list-style-type: none"> <li>• Removal of furniture not required – e.g. chairs that will not be used.</li> <li>• Tables moved to 2 m apart, 1 chair per table.</li> <li>• Windows and doors to be opened in classrooms to ensure good ventilation.</li> <li>• There will be maximum 15 students in each classroom sat one child per table.</li> <li>• Sanitizing and cleaning materials will be available in every classroom and available to use by staff as appropriate.</li> <li>• Sealed bins to be in each classroom.</li> <li>• Surface cleaning to take place at the end of each lesson and at end of each day. There will be a full site cleaning programme each Wednesday.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that appropriate sanitizing material are in place in each classroom and that the rooms are laid out as per plan.</li> <li>• Cleaning plan in place and fulfilled by cleaning team.</li> </ul>
<b>Use of Corridors</b>	Staff Students	<ul style="list-style-type: none"> <li>• Students limited to maximum 25% of Year 10 cohort on site at any time will ensure that social distancing will be achievable</li> <li>• Corridors will have appropriate and clear signage to encourage social distancing.</li> </ul>	<ul style="list-style-type: none"> <li>• Signage to be implemented to communicate expectations in terms of social distancing</li> <li>• Staffing plan ensures that corridors are supervised at all changeovers and at start and</li> </ul>

		<ul style="list-style-type: none"> <li>• A one-way system will be implemented to ensure that social distancing is achievable in narrow corridors, with all students walking on the left.</li> </ul>	end of school day
<b>Use of toilets and cloakrooms</b>	Staff Students	<ul style="list-style-type: none"> <li>• Reduced numbers of students on school site will ensure that social distancing whilst using the toilets is achievable.</li> <li>• Students will be able to visit facilities in Science and Central Atrium areas.</li> <li>• Staff will be in position to ensure that social distancing is encouraged.</li> <li>• Toilet areas cleaned hourly.</li> </ul>	<ul style="list-style-type: none"> <li>• Staffing plan ensures that toilet areas are supervised</li> <li>• Cleaning plan in place</li> </ul>
<b>Use of the playground and outdoor play equipment</b>	Staff Students	<ul style="list-style-type: none"> <li>• Break times are limited - 1 x 15-minute break time in an outdoor covered and uncovered area staffed by Senior Leadership Team.</li> <li>• Light refreshments will be available to students; they will access these through a social distance queuing system</li> <li>• No lunch time provision on site.</li> </ul>	<ul style="list-style-type: none"> <li>• Staffing plan ensures that break area is supervised</li> </ul>
<b>Drop off/collecti on areas with parents</b>	Staff Students Parents	<ul style="list-style-type: none"> <li>• Clear guidance provided to parents about methods of transport (walk, cycle and car drop offs are acceptable) and expectations that parents do not come to student entrance with students.</li> <li>• Drop area is staffed and supervised each morning/end of school day.</li> <li>• Staggered start and finish will be in place to reduce student interaction.</li> </ul>	<ul style="list-style-type: none"> <li>• Letter to parents with further guidance relating to expectations</li> <li>• Staffing plan ensures that student entrance is supervised appropriately</li> </ul>

<b>Reception area</b>	Staff Students Parents	<ul style="list-style-type: none"> <li>• Separate entrances for staff and students. Hand hygiene facilities available for all staff and students who enter the site which they are expected to use on entry and exit.</li> <li>• Student Reception – for students only and staffed to ensure registration is done efficiently and within social distancing parameters.</li> <li>• Main reception – for staff sign in/out. Appropriate signage in place to ensure that social distancing is promoted.</li> <li>• Both areas are deep cleaned daily.</li> <li>• Visitors to site are by appointment only</li> </ul>	<ul style="list-style-type: none"> <li>• Sign in plan communicated to staff.</li> <li>• Registration plan communicated to students.</li> <li>• Cleaning plan in place</li> </ul>
<b>Critically vulnerable and extremely critically vulnerable</b>	Students Parents	<ul style="list-style-type: none"> <li>• Those Y10 students with identified vulnerabilities will have individual care plan in place led by SENCO</li> </ul>	<ul style="list-style-type: none"> <li>• Students identified and care plans in place and communicated to staff and parents as appropriate</li> </ul>
<b>Staff contingency arrangements</b>	Staff	<ul style="list-style-type: none"> <li>• Given student numbers will be capped at 25% of cohort there will very little risk that staff ratios will be problematic. Classes will be capped at 15 students.</li> <li>• Should staff absence present issues there will be contingency arrangements in place whereby SLT will take responsibility for groups of no more than 15 students when required</li> </ul>	<ul style="list-style-type: none"> <li>• Staffing plan has built in capacity for contingency</li> </ul>
<b>Area for isolation/first aid and separate</b>	Students	<ul style="list-style-type: none"> <li>• Areas identified for student isolation –</li> <li>• Room 1: rear of Year 11 office – with Year 11 toilets available as a separate toilet. Room 2: First Aid room.</li> <li>• First aid staff are provided with appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• First aid plan communicated to students and staff</li> <li>• Staffing plan ensure first aider availability</li> </ul>

toilet		PPE.	<ul style="list-style-type: none"> <li>• PPE to be provided to First Aid staff</li> </ul>
<b>Symptomatic staff or pupils</b>	Students Staff	<ul style="list-style-type: none"> <li>• If a pupil present with symptoms (temperature, new persistent cough and/or loss of smell/taste) they will be isolated in a ventilated room and parents contacted to collect the child. <b>We will advise families to follow guidance related to the Test and Trace.</b> <a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</a></li> <li>• If a staff member presents with symptoms they will be asked to leave site safely and isolate for 07 days as per guidance. They will be removed from staff rotas until isolation period is over. <b>Staff should follow guidance related to Test and Trace.</b> <a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</a></li> </ul>	<ul style="list-style-type: none"> <li>• Symptom plan presented to students and parents (letter)</li> <li>• Students who present with symptoms on site are tracked by Achievement and Support team</li> <li>• Symptom plan communicated to staff (email)</li> <li>• Staff who present with symptoms are tracked by HR</li> </ul>
<b>Assembly &amp; gatherings</b>	Staff Students	<ul style="list-style-type: none"> <li>• Safety briefings for staff will take place week commencing 08 June, but will be limited to 15 staff and adhere to social distancing measures in the silver service cafe</li> <li>• Student assemblies will not take place until guidance suggests it is safe to do so</li> </ul>	

<b>Transport arrangements</b>	Students	<ul style="list-style-type: none"> <li>Parents have been asked to ensure that students are transported to and from school by recommended safe travel methods – walk, cycle, parent drop off.</li> </ul>	
<b>Personal Protective Equipment (PPE)</b>	Staff	<ul style="list-style-type: none"> <li>PPE must be used by first aiders where appropriate.</li> </ul>	
<b>Home visits into the property</b>	NA	<ul style="list-style-type: none"> <li>As per guidance, all necessary contact with families is being done by phone/video call or other appropriate communication methods.</li> </ul>	
<b>Visitors &amp; Contractors in schools</b>	Staff Parents	<ul style="list-style-type: none"> <li>Visitors to school are accepted by appointment only. If they are to come onto school site they will use main reception, following protocols for staff and are briefed on entry to the building.</li> </ul>	