

Reopening September 2020: Covid 19 Risk Assessment

Under the Management of Health and Safety at Work Regulations 1999, the minimum we must do (as an employer) is:

- identify what could cause injury or illness (hazards)
- decide how likely it is that someone could be harmed and how seriously (the risk)
- take action to eliminate the hazard, or if this isn't possible, control the risk

The School has put in place risk assessment procedures, using the HSE's risk assessment framework, to ensure the health and safety of children and staff who are in school during the period of COVID-19 outbreak.

Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness. (WHO website)

On 19 June, the UK CMOs changed the COVID-19 (national) alert level from level four to level three following a recommendation by the Joint Biosecurity Centre. This means that the virus is considered to be in general circulation but transmission is no longer high or rising exponentially. As a result, the UK Government is continuing to ease restrictions in a manner that is safe, cautious and consistent with our (their) plan.

Gov.UK Guidance: Staying alert and safe (social distancing) Updated 3 July 2020

As acknowledged by the HSE, it is not possible to eliminate all risk and some must be controlled by putting measures in place to reduce the likelihood of an occurrence or, more rarely, to reduce the severity of an occurrence. The intention is to reduce the risks to staff and students of resuming students' attendance at school, following government guidance and expectations as far as possible.

The assessment directly addresses risks associated with coronavirus (COVID-19), and follows [safe working guidance](#) to ensure that sensible measures have been put in place to control those risks for students and staff. We have a duty to consult employees on health and safety, and will publish this document and any updates for staff.

Assessment Matrix

IMPACT		LIKELIHOOD				
		1. Very unlikely	2. Unlikely	3. Possible	4. Likely	5. Very Likely
5	Severe	5. MEDIUM	10. MED HI	15. MED HI	20. HIGH	25. HIGH
4	Significant	4. MED LOW	8. MEDIUM	12. MED HI	16. HIGH	20. HIGH
3	Moderate	3. LOW	6. MEDIUM	9. MEDIUM	12. MED HI	15. MED HI
2	Minor	2. LOW	4. MED LOW	6. MEDIUM	8. MEDIUM	10. MED HI
1	Negligible	1. LOW	2. LOW	3. LOW	4. MED LOW	5. MEDIUM

The above matrix is used to assess the risks by considering the likelihood of any event and its impact, before and after control measures are implemented.

Identifying Significant Hazards (Assessing the Risk)	Rating before controls	Control Measures (Reducing the Risk)	Rating after controls	Persons Responsible
School's guidance to staff, students and others becomes outdated as government advice changes	9. MEDIUM	Headteacher and HR Manager monitor government and other sources for any changes in advice, and issue updated guidance to staff.	3. LOW	Headteacher HR Manager
Infection of staff by students / students by staff, not showing symptoms	12. MED HI	Children and staff will be asked to wash their hands thoroughly for at least 20 seconds using soap and water, or hand sanitiser, at the start and end of each session and at appropriate times between	4. MED LOW	Operations Manager / Headteacher
Clean hands thoroughly more often than usual	12. MED HI	School has agreed with the contractor that a sufficient supply of soap and hot water will be available at all times. This is monitored regularly. Where this is not possible, the school, or parts if the school, will be closed until the service resumes.		Teaching & Classroom support staff
Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach	12. MED HI	School will source and supply tissues for staff and pupils to catch coughs and sneezes and ensure these are disposed of appropriately .		Business Manager / Teachers
Minimise contact between individuals and maintain social distancing wherever possible A. Grouping children B. Measures elsewhere C. Other considerations	16. High	We will minimise contact between individuals and maintain social distancing wherever possible, by reducing movement of students across the school and keeping them in 'bubbles' where possible. <ul style="list-style-type: none"> Year 11 and Year 10 will be in year group bubbles. This is to allow them to access the full curriculum both core and option subjects. Years 7, 8 and 9 will be taught in form groups bubbles across all subjects. They will be allocated into zones across the school and in KS3 each form group will be taught as much as possible in one room with members of staff moving instead of students. The timetable will change for September and the number of lessons per week will reduce from 25 to 20. There will be four lessons per day, each of 75 minutes. Many of these lessons will be doubles (150 minutes lessons), which will support reduced movement. Break times and lunchtime will fit into these lessons and will take into account the requirement to reduce student movement and maintain distance between bubbles, as far as possible. 	12. MED HI	SLT/Duty Staff
Measures within the classroom	16. High	We will staff the timetable to minimise mixing and teachers will teach within a year group, as far as possible.	12 Med High	All staff

		<p>We will put in place arrangements to maintain a social distance of 2m for teachers and other staff, as far as possible.</p> <p>Teaching in specialist rooms / using specialist equipment will be timetabled to allow for thorough cleaning after use.</p> <p>All rooms in use will be well ventilated. Where a room cannot be well ventilated it will not be used.</p> <p>Students and staff will have specific rooms / areas for their use, including specific desks, where possible</p> <p>Students will be expected to bring their own basic equipment for each lesson, (pens, pencils, etc) and will not be permitted to share.</p>		
Measures for arriving at and leaving school	16 High	We have put in place staggered times for students arriving at and leaving school and identified alternative entrances / exits in order to avoid contact between bubbles, as far as possible.	8. Medium	Duty Staff
Teaching of Music, drama, PE	16 High	<p>The teaching of Music has been limited to KS4 lessons only for practical. School are purchasing wipes for the keyboards and other use instruments to be wiped down.</p> <p>PE – PE will be taught over all year groups. Consideration has been taken to limit the number of classes on at a time, and also the groups will be taught in mixed gender form bubble as per the guidance. Students will wear their PE to school to avoid changing rooms. Bibs will be worn but then immediately washed in the washing machine. Wipes will be purchased to support the cleaning of the equipment and extra equipment has been purchased. PE students will not use the Gym.</p> <p>Drama and Dance lessons will still take place at both KS3 and 4. They will use their specialist rooms where all furniture will be taken out. Dance lessons will be taught in rows in line with the KS3 form group seating plans. Drama will again be taught but no projection of the voice will be allowed or no face to face group work or hands on work.</p>	12 Medium High	Teaching Staff
Contamination of surfaces poses a risk of infection to staff / students	12. MED HI	<p>School has agreed procedures with contractor to clean and disinfect regularly touched objects and surfaces more often than usual using their standard cleaning products/equipment.</p> <p>Where specialist teaching areas (tech) and / or equipment is used they will be cleaned after use with wipes provided by the school. Students and staff will be responsible for cleaning multi use equipment down.</p> <p>The rooming's have been adjusted so that a majority of the 'multi use' rooms are kept in Year bubbles and kept to a minimum timetable with them potentially being used in only 1 part of the day.</p> <p>In the event that cleaning cannot be delivered as required, the site, or specific areas of the site, may be closed until the service resumes.</p> <p>Outside tables will be cleaned by the lunch time supervisors as there may be multiple groups using them over different lunch sittings.</p>	9. Medium	Operations Manager / Headteacher

<p>Staff / students do not understand importance of maintaining social distancing measures</p>	<p>12. MED HI</p>	<p>School leaders will discuss with staff the procedures to be followed to reduce the risk of catching or transmitting the virus. All members of the school community will receive regular briefings and reminders from the Headteacher and other senior leaders. Staff will follow strict routines with students and ensure their awareness of social distancing requirements. Risk assessments will be shared with staff, as appropriate. Staff and students will be made aware of how the Behaviour Policy has been amended to support the management of students who do not comply with social distancing arrangements in school</p>	<p>8. MEDIUM</p>	
<p>Risk of transmission as a result of Educational visits</p>	<p>15. Med Hi</p>	<p>Educational visits will not take place for the foreseeable future and each visit will require an individual risk assessment, with a focus on COVID control measures.</p>	<p>1. Low</p>	<p>AHT with responsibility for trips</p>
<p>Before and after school provision</p>	<p>15. Med Hi</p>	<p>Students will arrive using 5 different entrances and will then make their way to their zones. 2 Year groups will arrive 10 minutes earlier than other groups</p>	<p>8. Medium</p>	<p>All Staff</p>
<p>Circumstances make it impossible to maintain social distancing measures and increase risks to staff.</p>	<p>15. MED HI</p>	<p>In most circumstances normal social distancing arrangements and regular hand hygiene can be maintained, and normal controls will be sufficient to keep staff safe. A quarantine room and toilet facilities have been identified and the hygiene room is available nearby, if required. These will be disinfected thoroughly after any use. Normal PPE is available for intimate care / general hygiene issues. If a student becomes unwell with symptoms of coronavirus while in school and needs direct personal care until they can return home: Arrangements are in place to allow supervision from a distance of 2 metres. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn PPE is available for use by staff, if needed, in these circumstances. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult.</p>	<p>8. Medium</p>	<p>SLT/SOM</p>
<p>Increased risk of severe health impact to staff considered “extremely clinically vulnerable”, “clinically vulnerable”, or living with others who are.</p>	<p>15. MED HI</p>	<p>See all general control measures. We will discuss with the employee the arrangements for following the safe working guidance, social distancing and any specific measures to avoid infection, including staying 2 metres away from others wherever possible. Staff in this group will not be required to undertake any activities that might be considered to elevate the risk, eg supervision of sick students.</p>	<p>4. MED LOW</p>	<p>SLT Link</p>

<p>Infection of staff by students / students by staff who are showing symptoms</p>	<p>15. MED HI</p>	<p>Parents will be reminded that children should stay at home if they are unwell with a new, continuous cough or a high temperature. Staff should stay at home if they are unwell with a new, continuous cough or a high temperature. If a member of staff or a child becomes unwell on site with a new, continuous cough or a high temperature they will be sent home immediately and not return for at least 7 days. If a child or a member of staff is awaiting collection, they will be moved, if possible and if appropriate, to the quarantine room, where they can be isolated behind a closed door. A window should be opened for ventilation. If it is not possible or appropriate to isolate the individual, they should be moved to an area which is at least 2 metres away from other people, see H, above, if ability to maintain 2m distance is compromised. A separate toilet facility is available for any individual who displays symptoms. The toilet area will be cleaned and disinfected using standard cleaning products before being used by anyone else. Where a member of staff has been with a child or another adult who has become unwell with a new, continuous cough or a high temperature, there is no requirement for that teacher to go home unless they also feel unwell with COVID-19 related symptoms. However, they should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p>	<p>4. MED LOW</p>	<p>Duty Manager</p>
<p>Anxiety/frustration re lack of information</p>	<p>8. Medium</p>	<p>Staff will be kept informed, by the Headteacher and Senior Leadership team with as much information as is able to be shared. Dedicated time on the training days to support staff with the new changes.</p> <p>Consultation with Middle leaders re changes</p> <p>Staff will be directed to the DFE website for more information</p>	<p>4. Med Low</p>	<p>Headteacher and Line Managers</p>
<p>Spreading of germs and possible COVID 19</p>	<p>16. High</p>	<p>Staff and students permitted to wear face masks to reduce potential levels of transmission and to provide reassurance. Where a local lockdown is put in place, appropriate guidance to be followed.</p> <p>Any person represented with the school are advised to self-isolate if they believe they or someone in their household has symptoms of Covid 19. They must also inform the Headteacher and the HR Manager if they are doing so, or have tested positive.</p>	<p>8. Med</p>	<p>Headteacher and Line Managers</p>

		<p>IFM to ensure toilets are maintained in a clean state with hot water, soap and disposable paper towels or a hand dryer. SOM to monitor.</p> <p>Rigorous deep clean has taken place in all classrooms, offices and corridors over the holiday. Hand sanitiser available for staff and students to use who are on site and clear instructions on when and how to use it available. Every classroom and entry point will have hand sanitiser</p> <p>2m Social distancing guidelines for staff to follow. Information will be given to staff about this. Also classrooms have 2m distance at the front and also home base staff levels have been reduced</p> <p>A plan to be put in place with the Headteacher, SOM, HR Manager, Interserve and other key staff ready for a return. This plan to be shared with staff once we have guidance from the government on the measures in place</p> <p>Regular updates will be sent to staff to remind them of the classroom routines and how to keep themselves safe in school.</p>		<p>All staff</p> <p>IFM / SOM</p>
Students mixing with each other and staff.	12. Med Hi	<p>Students will be placed into a bubble within a Year Group Zone to avoid bubbles mixing. Staff will then move around the rooms to reduce student movements. Each zone has their own outside area and will be given different lunch times/break times.</p> <p>Each zone will have an entry and exit gate. Students will be allowed into school from 8.30am.</p> <p>A One way system has been introduced in B Block as this is the area with the smallest corridors. This will ensure that all students and staff are walking In the correct direction rather than into each other.</p>	8 Medium	<p>IFM/SOM/SLT</p> <p>All staff SOM/IFM</p>
A suspected case of Covid 19 on site	16. High	<p>Students and staff who believe they have symptoms have been advised to self-isolate and not to attend the site.</p> <p>If symptoms develop whilst on site we have a Quarantine Room in place with the appropriate ventilation (window) PPE (face masks, shield for staff, aprons and gloves) and also a 2m zone in place both inside and outside the room</p>	8. Medium	Headteacher/SOM/HR

		First aider will collect the student and hand over a mask for the student to wear. They will also wear a mask		
Fire alarm activation during the Covid 19 phased return plan	6. Medium	Evacuation to still take place, led by the Fire Officer on site. Fire Refuge points are the same as before. Bubbles can be broken to allow the safe exit of the building	4. Med Low	Headteacher/SLT/SOM Year teams and staff
Visitors on site	9. Medium	We will inform parents and other external agencies that appointments need to be booked before they visit the school. Face to face meetings have been discouraged and will only take place if absolutely necessary. These will take place in a well ventilated room and hand sanitiser must be used by all. All visitors will be given a COVID 19 update sheet with information of our COVID practice on. There is also a display board in reception ready for visitors to see the implementations we have put in place.	1. Low	Pastoral Team/Att team
Supply Teachers and other part time workers from other agencies	12. Med Hi	All avenues for covering lessons will be exhausted before bringing in any external supply staff. When in school, supply staff will receive the same advice given as that given to OA staff. 2m distance must be kept from all staff and students Hand sanitiser must be used on entry to classrooms etc Information must be kept for Track and Trace	8 Medium	Asst Head / SOM / First Aider
Large gatherings	12. Med Hi	All large gatherings (staff briefings and assemblies) have been cancelled or will take place via online platforms Lunch time has been split over two different times using three different areas of the school. The canteen will be closed and only outdoor areas will be used. In cold or wet weather – students will enter a corridor / large inside space with windows / doors opened for ventilation. Only cold food, limited to four options will be available. This will reduce the queuing of students	2. Low	SOM / SLT on site

Multi use rooms	12. Med Hi	<p>We have tried to limit the number of muti use rooms. If needed, we will limit the year group which can use the rooms. Where multiple year groups or bubbles use the room antibacterial wipes have been purchased to wipe down all multi use areas (including staff bases) before / after use</p> <p>Hand sanitiser must be used by all students and staff before and after entering the room</p> <p>Staff will be monitoring the students as they move around the building and the different timings of the day will support the no mixing rule</p>	4. Med Low	
First aid	6. Medium	<p>Each zone will have a designated first aider, and a whole school first aider will be on hand if needed</p> <p>PPE is not needed, unless there is a concern over body fluid or spitting etc.</p> <p>Information will go to staff to inform them not to send students out of the room but to call for assistance if needed.</p>	4. Med Low	
General	12. Med Hi	<p>School staff will follow the advice and guidance of the government and also local authority. If there is a local outbreak, school will take advice as to whether to lock down or not.</p> <p>Students and staff will be reminded to wash/sanitise hands regularly.</p> <p>Staff will be kept 2m apart from students and other staff</p> <p>Zones are used in most areas of the curriculum</p> <p>Cleaning will take place at the end of the day and toilets throughout the day</p> <p>Where the school is deemed to be unsafe to staff or students, the decision will be made to partly or fully close the school.</p>	8. Medium	