



Risk Assessment- Whole School

A	Original date: 21 st September 2020	Review Date: 08/01/2021	School: St Hilda's CE School	Location: Whole school
	Review Date: To be reviewed weekly	Ref: Covid 19 Whole school	Assessor: C Collins	Head Teacher: Jo Code

B	Assessment of Risk for: Protection from transmission of Covid-19 during pandemic including all school activities full school return.
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C	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
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1	Covid-19 virus: General	Staff Students Visitors Contractors	<p>Essential measures of this risk assessment include:</p> <ul style="list-style-type: none"> • A requirement that people who are ill stay at home • Robust hand and respiratory hygiene • Enhanced cleaning arrangements • Active engagement with NHS Test and Trace • Formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable. • Use of face coverings in communal areas <p>Measures to include reducing contacts (as much as possible) include:</p> <ul style="list-style-type: none"> • Grouping students together creating year group 'bubbles' • Avoiding contact between year groups as far as reasonably possible • Arranging classrooms with forward facing desks • Staff maintaining distance from students and colleagues as much as possible • Screens fitted in IT areas • Additional staffroom put in place 	Low

		<p>The school has active arrangements in place to monitor that the controls are:</p> <p>Effective Working as planned Updated appropriately considering any issues identified and changes in public health advice.</p> <p>Governors and Senior Leaders will work with staff representatives to share and assess any information that has been made available to the school that has an impact on the status of internal and external risk and associated control measures contained within this document.</p> <p>All staff are instructed with regards to the procedures in place for the protection against infection from the virus.</p> <p>There is adequate supervision, when required, to ensure procedures are correctly adhered to.</p> <p>Students and staff who are symptomatic or have people in their household exhibiting symptoms will not be allowed to attend school and will be required to isolate and test as per national guidance.</p> <p>The school will work alongside relevant managers to review all of the following applicable risk assessments where relevant:</p> <ul style="list-style-type: none">• New and expectant mothers• Extended duty of care• Staff welfare• Individual student assessments <p>Risk assessments for TAs/HLTAs have been reviewed.</p> <p>Risk assessments for individual staff have been reviewed</p>	
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			<p>Covid-19 specific extended duty of care risk assessment considered and carried out where relevant for all staff meeting the following criteria:</p> <ul style="list-style-type: none"> • Vulnerable member of staff who have received a Government shielded letter. • Staff who have an extremely vulnerable household member. • Staff who live with a vulnerable person <p>The school will regularly update and inform employees on latest government guidance regarding covid-19 controls required:</p> <ul style="list-style-type: none"> • Gov.uk https://www.gov.uk/ • Public Health England https://www.gov.uk/government/organisations/public-health-england • Department for Education https://www.gov.uk/government/organisations/guidance-for-schools-coronavirus-covid-19#day-to-day-running-of-a-school • Health and Safety Executive https://www.hse.gov.uk/ <p>Referring to the following guidance and publications, as applicable:</p> <ul style="list-style-type: none"> • HSE COVID19 latest information and advice • HSE Working safely during the coronavirus guide • Government guidance COVID-19: guidance for full opening: schools • Government guidance COVID-19: guidance for schools and other educational settings • Government guidance COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable • Government guidance COVID-19: guidance on shielding and protecting people who are clinically vulnerable • Government publication COVID-19: cleaning in non-healthcare settings • Government publication Best Practice: how to hand wash • Government guidance COVID-19: guidance for food businesses on coronavirus • Government guidance: safe working in education <p>Due to the rapidly changing advice on Covid-19, managers should ensure they review safe working procedures and protocols daily, until such time when it is deemed unnecessary.</p>	<p>Low</p> <p>Low</p>
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			<p>There is an adequate supply of disposable PPE, as per specific task requirements, and all staff provided with instruction in the correct use and fitment.</p> <p>All used PPE will be double bagged and disposed of appropriately.</p> <p>All employees, students and visitors will be informed that social distancing, hand washing and other controls must be adhered to as per Government guidance.</p> <p>Parents and Guardians kept informed via email bulletins etc. regarding proposals for reopening including start finish times and any new local rules regarding drop of and pick up etc.</p> <p>Staff kept informed via email, online meetings etc.</p> <p>Post-incident de-briefing carried out for anyone involved in an incident of suspected contamination, with the aim of providing support and preventing incident recurrence. Further support provided to all staff members affected by the incident.</p> <p>Reference made to HSE guidance for reporting under RIDDOR:</p> <ul style="list-style-type: none"> • HSE RIDDOR reporting of COVID-19 	
2	<p>Covid-19 virus; Prevention</p> <p>General school environment</p>	<p>Staff</p> <p>Students</p> <p>Visitors</p> <p>Contractors</p>	<p>All staff, student, visitors and contractors are asked to clean hands thoroughly more often than usual. Hand washing stations and/or hand sanitizer is located at all entrances to the building. Wash stations also located by all toilets and high use areas including the dining room, school hall, library, staff areas and kitchens. Sanitiser and sterilising wipes will also be placed in all classrooms and other work areas for staff use. All staff have their own personal supply of wipes which they can request to be replenished via the school's Help Desk</p> <p>Assemblies will take place in year group bubbles and by House with all students facing forward or via streaming applications.</p> <p>Each year group bubble has a designated area of school to assemble before registration to reduce interaction between other bubbles – see school day.</p> <p>Social distancing measures (eg tape, signs) will be used where necessary and distancing tape will be used around all teachers' desks.</p>	Low

		<p>School first aid arrangements to be reviewed as required. Minimum of three COVID19 trained first aiders and full PPE available.</p> <p>Staff are asked to use card readers for Parent pay and not the biometric fingerprint readers.</p> <p>Doors will be open where safe to do so to minimise high touch area contact, taking account security and fire safety.</p> <p>Signage installed to various areas of the building in line with Government guidance, reminding people to wash hands regularly, sanitise and to maintain 2m social distance where possible.</p> <p>Good respiratory hygiene is promoted by the installation of extra bins and using the 'catch it, bin it, kill it' posters next to bins in all corridors and entrances.</p> <p>Staff and students must keep to the left of corridors or walkways to maximise social distancing while others are using the opposite side. Signage will be in place to promote 'keep to the left'. Staff have been advised to move into a classroom at times of high student traffic on corridors.</p> <p>All desk and chairs in classrooms or in the areas to be used to face the same direction ie, to the front. Where this is not possible screen protection will be in place</p> <p>At the beginning of your lesson, please check the front desks are 2m from you. If not, please ask students to move them back.</p> <p>Reduced numbers in larger areas such as the dining room, dance and drama and the hall during break and lunch times.</p> <p>Schedules will be devised to reduce, where possible, movement around the school – S:\Admin Office\SLT\SAFEGUARDING\covid-19\OPENING\SEPT OPENING\HSE PREP\YEAR GROUP BUBBLES.docx</p> <p>All unnecessary items are removed from classrooms and teaching environments as much as possible. A clear desk policy is in place in all rooms.</p> <p>Windows will be open in all rooms, areas where practical to encourage as much natural ventilation as possible.</p>	
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			<p>Posters to remind staff to open windows are in every room</p> <p>The heating and ventilation systems in the school have been adjusted, in line with PHE/CIBSE recommendations, to increase natural ventilation around the school.</p> <p>Reminders regarding phone usage and cleaning are in place in all offices</p>	
3	Covid-19 virus; School day	<p>Staff</p> <p>Students</p> <p>Visitors</p> <p>Contractors</p>	<p>Face masks must be placed in a plastic bag before arriving on site and taken home for disposal or washing. Students will be instructed not to touch their face covering during use or removal.</p> <p>Staff on duty to administer hand sanitiser to all students or direct students to the hand sanitiser on all entrances.</p> <p>All students and staff, unless there is a medical reason, must wear face coverings in communal areas.</p> <p>Parents are requested to drop their children off and not wait with them where possible. Any waiting must maintain 2 metres distance if not wearing face coverings.</p> <p>Parents are requested not to gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment).</p> <p>School finish times will be staggered for different bubbles to reduce the risk of mixing.</p> <p>For a breakdown of the school day see hyperlink YEAR GROUP BUBBLES above which shares information on keeping year groups in different areas of the school.</p> <p>On arrival at school all staff, students, visitors and contractors are required to apply hand sanitiser.</p> <p>Students are organised in year bubbles and accommodated in zones wherever reasonably possible, to reduce movement and interaction between other bubbles in corridors and communal areas.</p> <p>All year group bubbles have their own assembly point on arrival. The plan also shares specific information on distancing between break and lunchtimes over a two week period.</p>	Low

			<p>To reduce contact between students each year group bubble is assigned their own zone in school.</p> <p>All staff and students are reminded to wash their hands regularly during the day and use hand sanitiser.</p> <p>Extra-curricular activities will resume after half term subject to risk assessments. The only exception will be outside activities where year group bubbles can be maintained.</p> <p>PE have 6 changing spaces and records of their 'seating' plans must be maintained.</p> <p>No after-school or extra-curricular activities</p>	
4	Covid-19 virus; Working and teaching within the school environment	<p>Staff</p> <p>Students</p> <p>Visitors</p> <p>Contractors</p>	<p>Staff instructed in the following working practices:</p> <ul style="list-style-type: none"> • Minimise contact between individuals and to maintain 2m social distancing at all times, where practicable. • Limit number of surfaces touched. • Keep hands away from face as much as possible. • Regularly perform appropriate hand washing/sanitising. • Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. <p>Lessons and other work activities planned to make best use of school resources whilst maintaining social distancing.</p> <p>Students will be reminded of the need for high standards of behaviour in accordance with the school's policy. Sanctions that include the removal of students will be given for wilful refusal to adhere to arrangements for social distancing and deliberate acts that put others at risk.</p>	Low

			<p>The SLT and other duty posts will be actively present around the school to provide additional support, advice and reassurance. Please bear in mind that SLT also have 6 duties a day.</p> <p>Risk assessments will be completed for PE, Music and peripatetic teachers, Science, Art, Drama, IT, DT and Music following relevant guidance.</p> <p>Changing of classrooms for different activities is minimised as far as is reasonably possible.</p> <p>The staffroom will be set up to support social distancing, as will all staff communal areas where signage or marking will be in place. Additional spaces, such as the library can be used by all staff outside of lunchtime and after school.</p> <p>Masks can be worn inside the classroom by all staff and students.</p>	
5	Covid-19 virus; Use of the dining spaces	Staff Students	<p>The dining room and Sports Halls have hand sanitiser situated at the entrance, inside and immediately after using the tills.</p> <p>All tills have screen protection in place.</p> <p>Where possible and appropriate, all windows will be open for ventilation.</p> <p>There is a schedule in place to ensure all tables and chairs are cleaned after use by each year group,</p> <p>School lunchtime will be split for year groups in the dining room at thirty-minute intervals. We will use the Dining Room and the Sports Hall for years 7 to 11 and the College kiosk.</p>	Low
6	Covid-19 virus; School reception and offices	Staff Visitors	<p>Staff are encouraged to send information electronically to avoid the use of internal mail service.</p> <p>All offices have anti-bacterial wipes and hand sanitiser for personal use.</p> <p>Office windows will be open where practical, to encourage as much natural ventilation as possible.</p>	Low

			<p>Staff will not enter workspaces/offices of others uninvited and where social distancing cannot be maintained.</p> <p>Workplace layouts are configured to allow staff to maintain social distancing of 2m when they are seated at work stations. Screens will be installed where this is not possible.</p> <p>Sharing of workstations should be avoided where possible. If not possible, the keyboard, mouse etc must be cleaned by the person leaving it and again by the person beginning to use it.</p> <p>A clear desk policy is in place. All work items and belongings are stored in desk pedestals or store cupboards when not in use.</p> <p>Telephones must not be shared and staff should transfer calls rather than pass handsets to colleagues. Where this is not possible. Callers are provided with an alternative number to call back.</p> <p>All visitors/contractors will be given a 'visitor' label to eliminate the use of badges and lanyards.</p>	
7	Covid-19 virus; Meetings	<p>Staff</p> <p>Students</p> <p>Visitors</p>	<p>The use of electronic meetings will be considered where the host considers it appropriate.</p> <p>The use of meeting rooms must be made via the electronic booking system.</p> <p>Meeting room capacity is reduced to comply fully with prevailing social distancing measures.</p> <p>Where possible, meeting rooms should be adequately ventilated with external windows opened during meetings.</p> <p>The Chapel becomes an additional meeting space to allow for enhanced social distancing.</p> <p>Meeting room users advised not to share equipment during meetings ie, pens stationery etc. Attendees to remove all items following the meeting.</p> <p>Meeting room users to wipe down surfaces (including any buttons on IT equipment an remote controls) following meetings. Additional cleaning materials will be provided in all meeting rooms for use by staff and replenished as required.</p>	Low

			Meetings to take place promptly and conclude fully in the meeting room to avoid attendees congregating in adjoining areas prior to the following meetings.	
8	Covid-19 virus; Cleaning	Staff Students Visitors Contractors	<p>All cleaning staff are experienced and have received appropriate COVID-19 related training. An update and refresher training will be taking place before the start of term for all including site staff and catering.</p> <p>Reference will be made to school COSHH risk assessments, any new chemicals used will have COSHH safety data sheets and risk assessments.</p> <p>Cleaners have appropriate PPE in line with current (and any new) COSHH risk assessments.</p> <p>Cleaning undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings.</p> <p>Cleaners and maintenance staff will be on site throughout the school day to assist with additional cleaning.</p> <p>School will be fully cleaned at the end of each day.</p> <p>Signage indicating classrooms are clean will be on each door. If your sign is not there or does not say cleaned, please let Lynne Noon know immediately.</p> <p>Enhanced cleaning will take place during the school day for frequently used contact surfaces will include (amongst other items) door handles, handrails, switches, doors, surfaces.</p> <p>All spaces used throughout the school day will be 'fogged' of an evening.</p> <p>Each room will have adequate wipes and sanitiser for staff and students to wipe down any work surface if you or students move.</p> <p>All toilets will also be cleaned regularly throughout the day.</p> <p>Classrooms and other work spaces where a student or staff member has become symptomatic during the day will be deep cleaned along with other areas used.</p>	Low

9	Covid-19 virus; Students and staff who become symptomatic during the school day	Staff Students Visitors Contractors	<p>The school will engage with the NHS test and trace process.</p> <p>Manage confirmed cases of coronavirus (COVID-19) amongst the school community by contacting the local health protection team.</p> <p>The school will contain any outbreak by following local health protection team advice.</p> <p>If anyone in school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should <u>arrange to have a test</u> to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had the symptoms.</p> <p>If a student is awaiting collection, they will be moved to the chapel which is the designated holding room where they can be isolated behind a closed door with ventilation and with appropriate adult supervision if required. If they need to go to the bathroom while waiting to be collected, they will use the disabled toilet. The toilet will be cleaned and disinfected immediately after use.</p> <p>PPE will be worn by staff caring for the student while they await collection if a distance of 2m cannot be maintained.</p> <p>Any areas, items and surfaces the student has come into contact with will be thoroughly cleaned as soon as possible.</p>	Low
10	Safeguarding and wellbeing	Staff	<p>Staff well-being issues are managed in line with school policies.</p> <p>Individual risk assessments have been updated.</p>	Low

		Students	<p>The designated safeguarding lead will ensure that any safeguarding issues are managed in line with the safeguarding policy.</p> <p>The Special Educational Needs Co-ordinator (SENCO) will manage the day to day implementation of the SEND policy and co-ordinate specific provision required to support individual students with SEND, including those with or without EHC plans.</p>	
11	Preparing the school building and facilities	<p>Staff</p> <p>Students</p> <p>Visitors</p> <p>Contractors</p>	<p>Premises and utilities have been health and safety checked and building compliant.</p> <ul style="list-style-type: none"> • Legionella control, flushed and tested • Fire alarm testing and maintenance • Emergency light testing and maintenance • Local exhaust ventilation (LEV) testing and maintenance including air conditioning • External and internal site maintenance and safety checks • PAT testing • Boiler/heating servicing • All other statutory inspections completed before start of term. <p>Review of entry and exit routes daily to ensure correct signage and supervision to ensure best practice is maintained.</p> <p>No school lettings to take place</p> <p>Revised evacuation procedure in place with signage to reflect with consideration given to any Personal Emergency Evacuation Plan (PEEP).</p>	Low
12	Covid 19: examinations	<p>Students</p> <p>Staff</p>	<p>All invigilators have received Covid 19 briefing</p> <p>Multiple rooms are in use to limit numbers per room</p> <p>Social distancing outside of the examination room</p> <p>Queuing system with social distancing to enter, dismissed by rows to exit</p> <p>Strict pathway on entrance to seat.</p> <p>Students will sit at the same exam desk for all exams.</p> <p>Only 1 bubble in the examination area</p>	Low

			<p>Social distancing seating arrangements</p> <p>Hand sanitisers and anti bacterial wipes in use</p> <p>All equipment, including chairs and desks are cleaned at the end of each exam</p> <p>If equipment is given out to students, it is cleaned/or quarantined for 3 days</p> <p>Papers quarantined for 3 days</p> <p>Invigilators wear full PPE</p> <p>2m zone maintained between staff and students</p> <p>Windows/doors remain open</p> <p>Papers distributed and collected when students when students have been dismissed</p> <p>Students wear face coverings outside of the examination room</p> <p>Scribes/readers to be at 1m+ and full PPE</p>	
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Risk Level: High: Accident likely with possibility of serious injury or loss
Medium: Possibility of accident occurring causing minor injury or loss
Low: Accident unlikely with control measures in place

F	Once additional controls are implemented, what will the overall risk level be:	Risk assessment signed off by:	
	<p>High Medium <u>Low</u></p>	<p>Signature: C Collins</p> <p>Date: 08/01/2021</p> <p><i>Please note an electronic signature will suffice.</i></p>	