

RISK ASSESSMENT

Corona Virus Outbreak

The risk assessment should be done in conjunction with the staff involved in those duties.

What are the Hazards that may be caused? What are the likely injuries?	Who/what may be harmed? (be specific)	What is done now? (be specific)	How bad is the risk?	What needs to be done to reduce the risks? (Be specific)	By when?
<p>High pupil and staff absence due to illness. Potential to close the school.</p> <ul style="list-style-type: none"> • Higher risk to those with compromised immune systems. <p>Illness of those returning from the ski trip in Northern Italy, although, not in the outbreak area.</p> <p>Spread of illness round school.</p>	<p>Students, staff and visitors</p>	<ul style="list-style-type: none"> • Information from DFE and Public Health England is being monitored daily by the Business Manager. • Student attendance is being monitored by the Deputy Head teachers. Any significant increase in illness and the cause will be reported to the Head and Business Manager. • Staff attendance will be monitored by the Office Manager. Any significant increase and causes will be reported to the Headteacher and Business Manager. • Cleaners have been instructed to pay particular attention to cleaning the following areas on a daily basis (email to Andy Davies TLC 26th Feb): <ul style="list-style-type: none"> ○ Toilets ○ Doors and handles ○ Handrails ○ Tables • Additional dispensers and 	<p>medium</p>	<ul style="list-style-type: none"> • Additional dispensers to be placed either side of student entrance, science car park door, café Moor door to car park and exit to side of school from the pink corridor. • Awaiting information from Life Leisure on their proposals regarding hand washing and antibacterial cleaning and gel dispensers. 	<p>When outbreak subsides.</p>

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		<p>antibacterial gel have been ordered.</p> <ul style="list-style-type: none"> • LC Groups have received a poster and information to pass onto students regarding hand washing. • Email to all staff advising of the latest information from the Department of Education and Public Health England. 			
<p>Updates following closure of schools to most students</p> <p>Following advice from the Government all schools were closed to students except those of key workers and vulnerable students as of 23rd March 2020 until further notice.</p> <p>Spread of the virus</p> <p>Insufficient staff to operate the school</p>	<p>Students and Staff</p>	<ul style="list-style-type: none"> • Advice from the Government and Public Health England continues to be monitored daily. SLT • Advice from Stockport MBC monitored daily. Head and Deputies • Only students of key workers and vulnerable students are in school if they cannot be looked after at home. • All premises work by outside contractors has been halted apart from the roofing where social distancing has been possible. • Skeleton staff in school on a rota basis. <ul style="list-style-type: none"> ○ 1 x Premises ○ 1 x Admin ○ 1-3 x catering ○ 1 x First Aid ○ 1 x DSL ○ Appropriate staff for supervision depending on 	<p>High</p>	<p>All vulnerable and EHCP students have a named member of staff who keeps in contact with home.</p> <p>A central spreadsheet is updated at least weekly to ensure that records of communication are kept.</p> <p>The DSL has distributed all staff his mobile number for immediate contact if any staff have any safeguarding concerns.</p> <p>A weekly review is made of all EHCP students and sent by SENDCO to the LA.</p>	<p>Weekly ongoing</p>

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numbers

- School open over the Easter holidays on the same basis. Staffed by volunteers.
- All staff and students to sign in through the main entrance where they should use the antibacterial gel.
- Office staff to tick people in to prevent transfer on a communal pen.
- Office window to be kept shut as a barrier to infection.
- Office door to be kept closed – use stable door to prevent staff congregating.
- Practice social distancing
- Antibacterial wipes available for keyboards, phone etc.
- Social distancing practiced in classroom, cafe and playground.
- Only one set of toilets open for students (Café Moor)
- Two toilets open for staff, admin corridor and main corridor at café end.
- Cleaners deep cleaning rooms and leaving notice on door to let staff know it has been cleaned.
- Staff contacting vulnerable students as follows: -

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<p>Update following Government commitment to open to small numbers of Year 10 from 15th June 2020.</p> <p>Spread of Infection</p>	<p>Students and Staff.</p>	<p>All attendees:</p> <ul style="list-style-type: none"> • No person experiencing symptoms of Covid-19 should enter the premises. They should self-isolate in line with Government recommendations. • No person who has someone in their household showing Covid-19 symptoms should attend. They should self-isolate in line with Government recommendations. • No person who has been classed as 'Extremely Clinically Vulnerable' should attend. They should self-isolate in line with Government recommendations. • No person who shares a house with someone who has been classed as 'Extremely Clinically Vulnerable' should attend. They should self-isolate in line with Government recommendations. • Individuals who fall into the following categories are advised to continue shielding in line with Government advice: - <ul style="list-style-type: none"> ○ Over 70 ○ Pregnant ○ Specific chronic pre-existing conditions • Third party visitors to school should be kept to a minimum. 	<p>High</p>	<ul style="list-style-type: none"> • Staff questionnaire to be sent out to assess current availability. <p>Government Advice on Shielding and self-isolating https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>Government Advice on Social Distancing https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</p>	<p>4/6/2020</p>
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		<p>Staff:</p> <ul style="list-style-type: none"> • Those staff available for work will be on a rota, which will be drawn up in conjunction with the members of staff involved. • All staff to enter through the Main Reception, use antibacterial gel and make sure that the Office Staff have ticked them in. • All staff to park behind the gates in each carpark to allow sufficient space for students to line up socially distanced. • Staff to bring their own lunch, government guidance is that all food should not require heating in school. • Staff rooms to be used for making hot drinks and water only. Wash your hands before and after using the kitchen. Staff should provide their own mug. Hot drinks will also be available from Café Norris during the morning. • Staff should not congregate in the main or any other office. • Staff should maintain social distancing rules wherever possible. • Transient passing in corridors without a 2 m gap is allowed where corridor width prevents this. • All staff, where using a computer other than their own class/office 		<p>Please refer to Year 10 Return Document for further detail regarding staffing and subject weeks</p>	
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		<p>computer should wipe their computer keyboard and mouse with antibacterial wipe before and after. (supplied).</p> <ul style="list-style-type: none"> • Staff should only use the toilets on the Admin corridor or on the main corridor at the Urbis end. • All Staff to sign out and clean their hands on leaving the building. • Staff to wear casual clothing to enable easy cleaning. • Staff to advise Headteacher if they develop any COvid-19 symptoms. • Only staff designated to work that day should attend, unless by prior agreement. • Staff numbers will be kept to a minimum at all times. • Antibacterial wipes to be placed next to printers in Reprographics, Library, Attendance Office, Finance Office, HR Office, College Offices and Science prep room, please clean all parts you have touched after each use. • Those organising the Keyworker children provision should advise the main office of the rooms being used so the cleaners can be directed to the correct place. • The use of small rooms for meetings should be avoided. 		<ul style="list-style-type: none"> • Parents/Carers and Students to be sent guidance on their responsibilities on getting to and from school safely and practicing social distancing. • Parents to be advised that there will be no catering service and Keyworker students should provide a packed lunch (they are doing that anyway). 	
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		<ul style="list-style-type: none"> • Staff should not congregate in offices or staff rooms. This includes, reprographics, main office and cafes. • Desk fans should not be used as this can aid any transmission. • Air conditioning can be used provided that all staff and students are 2m from the air conditioning unit. • Where there is a change of staff in the 2 hours time frame the outgoing member of staff should wipe down the chair and table, as well as the computer keyboard and mouse. • Personal Protective Equipment (PPE) to be used by staff as normally required for their role. • A designated first aider should be on site at all times. • A designated safeguarding lead should be on site at all times. • The SLT lead for each day will carry a radio in order to be contactable to assist in any behavioural issues. • Staff marshalling students in the car park should have a radio, body cam and high vis jacket. • A number of studios have been set up in Classes V1 – V11 except V5 and V8. These can be booked by staff to use to record powerpoint 		<ul style="list-style-type: none"> • Parents to be asked to pick up students away from school if they are unable to walk to and from school. 	
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commentaries or to use to deliver teams classes or meetings if they do not have access to these facilities at home. Staff should book the relevant room and only access that room before leaving, if they are not required to work that day. Staff should not move around the school in order to keep the numbers of staff in school as low as possible.

Students:

- Students allowed on site: -
 - Keyworker children to access childcare.
 - Vulnerable children to access childcare.
 - Year 10 invited to specific days. No more than 25% of the year group on site at any one time. No more than 15 per class at any one time.
- Students should practice social distancing at all times.
- All students should bring their own lunch where appropriate. (No catering facilities will be available in school).
- Students should wear their own clothes to allow for ease of washing.
- Students should bring their own equipment and paper with them.
- Keyworker and Vulnerable children

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		<p>should enter school via the main entrance and should queue up outside observing social distancing, marks have been put on the ground.</p> <ul style="list-style-type: none"> • Students allocated to the main Hall should enter via the Science Car Park and should queue up outside observing social distancing, marks have been put on the ground. • Students allocated to the Library should enter via the student entrance and should queue up outside observing social distancing, marks have been put on the ground. • Students allocated to Café Mersey should enter through the Lates Desk Pedestrian Entrance and should queue up outside observing social distancing, marks have been put on the ground. • Students allocated to the Sports Hall should enter via the Recreation Centre Car Park and queue on the righthand side observing social distancing, marks have been put on the ground. • Students Allocated to the Gym should enter through the Recreation Centre Car Park and queue to the left hand side of the car park and observe social distancing, marks have been put on the ground. • Each class will have a Teacher and 			
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		<p>Teaching Assistant.</p> <ul style="list-style-type: none"> • All students will enter via the external doors where possible directly into the room. • All students should wash their hands in antibacterial gel on arrival and on leaving. • One student per desk, 15 exam desks will have been set up spaced out and should not be moved. • A pink lidded bin is provided in each room for rubbish together with a box of tissues and a pack of antibacterial wipes for the member of staff to wipe down the keyboard and mouse before and after use. • Toilets have been allocated as follows: <ul style="list-style-type: none"> ○ Main Hall to use Imperial ○ Library to use Bridgewater ○ Café Mersey to use Café Moor ○ Gym to use PE Staff Toilets ○ Sports Hall to use PE student Toilets ○ Keyworker and vulnerable students to use Urbis boys and Victoria girls. • Only one student will be allowed to go to the toilet at a time. • Students must not be allowed to wander around the building. • Parents should not be dropping off 			
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		<p>their children and congregating outside school.</p> <ul style="list-style-type: none"> • Online work through FROG and Teams should continue to be set for Years 7-10 as per emails from the Headteacher. • Children who are both Year 10 and Keyworker can only attend one of these groups in a day. They cannot move between the two. <p>Premises</p> <ul style="list-style-type: none"> • School will be open 8am to 4pm. • One of the Premises Team will be on site each day. • All statutory health checks have been continued to be completed. • Issues should still be raised through the Premises helpdesk on FROG. • Urgent health and safety issues should be advised to the main office who will contact premises. • Cleaners will be on site 1pm – 3:15pm daily and will prioritise all the areas in use. • Should we have a confirmed outbreak the cleaning company has an industrial cleaning arm that can be brought in to complete a clean. • Posters to be put in classrooms, toilets and corridors for ‘Catch it, bin it kill it’, social distancing and 			
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		<p>handwashing.</p> <ul style="list-style-type: none"> • Posters on all external entrances regarding not entering if you have symptoms and social distancing. • Rubbish to be removed daily. <p>Critical Incident Drill Policy</p> <ul style="list-style-type: none"> • This will revert to the normal policy where by evacuation point is the Astro pitch. • PE Cones to be used to mark out 2 meter standing points. <p>First Aid</p> <ul style="list-style-type: none"> • Temporarily relocated to B2. • Full face guards available for main first aiders. These are not to be shared. They should be wiped with an anti bacterial wipe before and after use. • PPE is available, gloves, disposable masks and aprons. • Existing first aid room to be used for isolation, if anyone develops symptoms whilst in school. This has a toilet in it. • Disabled toilet next to reception and the office at the back of the staff room (toilet opposite) to be used if multiple cases are presenting concurrently. 			
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		<ul style="list-style-type: none"> • If possible rooms used for quarantine will be closed for 72 hours before cleaning. • In the case of a confirmed case of Covid-19 the school will follow the Government guidelines as indicated at the end of this document. 			
<p>Other risk assessments relevant to this document include: Medical Policy Health and Safety Critical Incident Drill Plan</p>					

Do people need to wear face coverings at work?

Face coverings are not compulsory. However, if you can, people are advised to wear face coverings in enclosed public spaces where social distancing is not possible or where you are more likely to come into contact with people you do not normally meet. For example, on public transport or in some shops. Face coverings can help us protect each other and reduce the spread of the disease if you are suffering from coronavirus, but not showing symptoms.

A face covering is not the same as the surgical masks or respirators used as part of personal protective equipment by healthcare and other workers; these should continue to be reserved for those who need them to protect against risks in their workplace such as health and care workers and those in industrial settings like those exposed to dust hazards.

Will a face covering stop me getting COVID-19?

The evidence suggests that face coverings can help us protect each other and reduce the spread of the disease if you are suffering from coronavirus, but not showing symptoms.

To protect yourself, you should continue to follow social distancing measures and isolation guidance and wash your hands regularly.

Should people wear face coverings on public transport?

If you can, wear a face covering in an enclosed space where social distancing isn't possible and where you will come into contact with people you do not

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normally meet. This is most relevant for short periods indoors in crowded areas, for example on public transport or in some shops. The evidence suggests that face coverings can help us protect each other and reduce the spread of the disease if you are suffering from coronavirus, but not showing symptoms.

If people choose to wear them, we are asking people to make their own face coverings at home, using scarves or other textile items. We are publishing guidance to help illustrate the process.

We urge the public not to purchase medical or surgical masks as these should be reserved for health and social care workers.

Further Information and Government Advice –

<https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>

<https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults>

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

What happens if there is a confirmed case of coronavirus (COVID-19) in a setting?

When a child, young person or staff member develops symptoms compatible with coronavirus (COVID-19), they should be sent home and advised to self-isolate for 7 days and arrange to have a test to see if they have COVID-19.

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They can do this by visiting [NHS.UK](https://www.nhs.uk) to arrange or contact NHS 119 via telephone if they do not have internet access. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus (COVID-19), and are encouraged to get tested in this scenario.

Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

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Risk Matrix – Assessing the Risk Level

Use this matrix to decide the risk level for each type of risk

Likelihood ↑	Very likely	Medium 2	High 3	Extreme 5
	Likely	Low 1	Medium 2	High 3
	Unlikely	Low 1	Low 1	Medium 2
	What is the chance it will happen?	Minor	Moderate	Major
		Impact →		

Notes –

The purpose of this risk assessment comes under the Management of Health and Safety at Work Regulations 1999. A risk assessment must be carried out for every work activity. This can initially be a simple consideration of the work activity / method of work in order to identify all potential hazards. Should none be identified, no further action is required. If a potential hazard is identified, you must carry out a full risk assessment using this form.

This form must be completed prior to any work activity taking place so any potential hazard can be identified and any controlling measures can be put into place. This form will be reviewed after a 12 month period or if there are any significant changes that have been made to the work activity.

On completion of this form it must be signed, dated and the location of where the risk assessment was carried out. All boxes must be filled in that are relevant to the work activity; any existing control measures must be included as well.

A copy of this risk assessment must be made available to the staff members performing the work activity and a copy must be placed on file.

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Name: Paula Thomas

Location:

Date: 16/03/2020

Signature:

<u>Review Date</u>	<u>Person Reviewing</u>
<u>25/03/2020</u>	<u>Paula Thomas</u>
<u>08/04/2020</u>	<u>Rob Jones</u>
<u>02/06/2020</u>	<u>Craig Burns and Paula Thomas</u>
<u>08/06/2020</u>	<u>Union Input</u>

Once the risk assessment has been agreed and signed off an electronic copy should be stored here:

T:/Risk Assessment

Paper copies of the risk assessments should be kept in the department available to view by anyone needing to. Under the schools Record Retention Policy the risk assessments should be kept for 4 years from the current date.

It is good practice to review and update each risk assessment on an annual basis.