

## RISK ASSESSMENT

### Corona Virus Outbreak – September Restart

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

<b>What are the Hazards that may be caused? What are the likely injuries?</b>	<b>What is done now? (be specific)</b>	<b>What needs to be done to reduce the risks? (Be specific)</b>	<b>By when?</b>
<ul style="list-style-type: none"> <li>• Outbreak of Covid-19.</li> <li>• Someone symptomatic attending</li> <li>• School Closure due to high staff absence.</li> <li>• Local Lockdown</li> </ul>	<p>If you are unwell:</p> <ul style="list-style-type: none"> <li>• Information from DFE, SMBC and Public Health England is being monitored by the Senior Leadership Team (SLT).</li> <li>• Student attendance is being monitored by attendance officer. Any significant increase in illness and the cause will be reported to the Head and Business Manager.</li> <li>• Staff attendance will be monitored by the Office Manager. Any significant increase and causes will be reported to the Headteacher and Business Manager.</li> <li>• No person experiencing symptoms of Covid-19 should enter the premises. They should self-isolate in line with Government recommendations.</li> <li>• No person who has someone in their household showing Covid-19 symptoms should attend. They should self-isolate in line with Government recommendations.</li> <li>• If staff are unavailable for work they should use the existing systems to report their absence.</li> </ul> <p>Cleaning/Hygiene</p> <ul style="list-style-type: none"> <li>• Additional Cleaning hours during the school day - Cleaners have been instructed to pay particular attention to cleaning the following areas after each lesson change: <ul style="list-style-type: none"> <li>○ Doors and handles</li> <li>○ Handrails</li> </ul> </li> </ul>	<p>Government guidance on staying at home if households have possible or confirmed cases.  <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p> <p>Government advice for those who are shielding due to being extremely clinically vulnerable  <a href="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">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</a></p>	<p><b>When outbreak subsides</b></p>

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- Keyboards in B6-B9 on a rota basis.
- Additional cleaning of toilets will be completed during the day around lesson change times.
- All Classrooms, toilets, café's and entrances have hand sanitiser, tissues and wipes available.
- All rooms have posters for: -
  - Catch It Bin It Kill It
  - Hand washing
- All entrances to have bins and poster regarding removal and disposal of disposable facemasks.
- All to wash hands as frequently as possible or use the sanitiser provided.
- Usual whole school cleaning to take place at the end of each day.
- Should we have a confirmed outbreak the cleaning company has an industrial cleaning arm that can be brought in to complete a clean.

**Staff:**

- Staff to park in either the Science Car park (please leave the gates at the far end free for access) or in front of the blue gates in the recreation centre car park.
- Staff can enter/leave at any of the entrances but must use the hand sanitiser on arrival or departure.
- Staff to bringing their own lunch should not bring food that requires further heating or preparation.
- 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 with a lid.
- Staff should not congregate in the main or any other office.
- Staff should not have personal deliveries made to school.

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- 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 computer should wipe their computer keyboard and mouse with antibacterial wipe before and after. (supplied).
- 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.
- The use of small rooms for meetings should be avoided.
- 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.
- Personal Protective Equipment (PPE) to be used by staff as normally required for their role.
- Please see the additional detail and guidance regarding teaching and the structure of the school day in the associated document.

**Students:**

- Please see the information in the separate document for details on students and families guidance.

**Premises**

- Hand sanitiser will be available in each room, toilets and at each entrance.
- Posters to be put in classrooms, toilets and corridors for 'Catch it, bin it kill it' and handwashing.

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- Posters on all external entrances regarding not entering if you have symptoms.
- All classrooms to be marked with a 2m line from the whiteboard.
- Tissues and disposable wipes to be available in each room.
- Windows to be kept open as much as possible for additional ventilation.
- One way system to be clearly marked and strictly adhered to by all students and staff.

### Main Office:

- Clear Perspex to be installed across the visitor window.
- Stable door to be kept locked.
- Staff, other than office staff, not to congregate in the office.
- Visitors to be signed in and out by office staff.
- Only visitors with an appointment will be allowed.
- Parents will not be able to drop off forgotten lunches, PE kits or homework.

### Attendance Office:

- Clear Perspex to be installed across the student window.

### First Aid

- Has been relocated to what was the Curriculum Support Office.
- 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

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	<p>develops symptoms whilst in school. This has a toilet in it.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• If possible rooms used for quarantine will be closed for 72 hours before cleaning.</li> <li>• In the case of a confirmed case of Covid-19 the school will follow the Government guidelines and advice from PHE.</li> </ul> <p>Reprographics:</p> <ul style="list-style-type: none"> <li>• No students will be allowed in reprographics.</li> <li>• Only two adults in addition to the reprographics manager will be allowed in.</li> <li>• All printers must be cleaned with a wipe when you have finished.</li> <li>• Work for copying for lessons should be supplied at least 72 hours in advance so it can be copied and quarantined for 48 hours before use.</li> <li>• You should only touch supplies that you actually want.</li> </ul> <p>Critical Incident Drill Policy</p> <ul style="list-style-type: none"> <li>• Changes to the responses to Fire and Bomb Evacuation alarms are detailed in the revised policy which will be circulated to all staff.</li> <li>• Health and safety training for staff will occur on inset day in September.</li> <li>• Students will all receive instruction during their LC time at the start of each year.</li> </ul>	<p>only refer to <a href="#">cleaning non-healthcare settings guidance</a> in relation to cleaning following a suspected or confirmed case of coronavirus (COVID-19) and not in relation to regular, routine cleaning as part of an effective hierarchy of controls</p>	
<p><b>Other risk assessments</b></p>			

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<p>relevant to this document include: Medical Policy Health and Safety Critical Incident Plan Critical Incident Drill Plan</p>			
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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:** 10/07/2020

**Signature:**

<u>Review Date</u>	<u>Person Reviewing</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.