

COVID-19: Health and Safety Operational Risk Assessment, September 2021

Assessment conducted by:	Tom Beveridge	Job title:	Headteacher	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	07/09/2021	Review interval:	Half Term	Date of next review:	October 2021

Risk	Control measures	In place? (Yes/No)	Comments/ Outstanding action
Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information on how infection risks are controlled in the school.	<ul style="list-style-type: none"> Government guidance is being reviewed on a daily basis to ensure the latest available information is put into practice. 	Y	
	<ul style="list-style-type: none"> Members of staff, pupils, and visitors to the school are reminded of the symptoms of coronavirus (COVID-19) at the point of entry to the site by posters displayed at site entrances and/or site rules displayed on visitor checking in systems and by regular communication with parents / carers via newsletters/email bulletins/social media/website updates. 	Y	
	<ul style="list-style-type: none"> Vaccination is the single, most effective means we have for protecting people from Covid-19 and reducing transmission risk in educational settings. We will continue to encourage vaccination uptake for eligible students and staff whenever possible. 	Y	
	<ul style="list-style-type: none"> The school has informed parents, students, carers, employees and visitors not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection); 	Y	
	<ul style="list-style-type: none"> Parents receive guidance on school times for their child and protocols set out for attending the school 	Y	
	<ul style="list-style-type: none"> COVID-19 guidelines are published on the school's website 	Y	
	<ul style="list-style-type: none"> Parents/Carers are informed of the general arrangements being made and what is expected of them in terms of dropping off and collecting children and any other local important procedures, emphasising their role in terms of the local and national approach would also be appropriate as that potentially impacts on school life and the whole pandemic control measures. 	Y	
	<ul style="list-style-type: none"> When needed, meetings will take place remotely via videoconferencing, phone, email or post. 	Y	

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Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including: <ul style="list-style-type: none"> Drop off / entry to the school. 	<ul style="list-style-type: none"> In order to prevent congestion parents and students have been informed of arrangements for the start of the day, including arrival times and moving quickly to zone/ classroom for Period 1. Use of 2 gates maximised to minimise mixing. Plenty of staff on duty to supervise movement on to school site, no waiting allowed by gates. Communication with parents to ask that students are dropped off away from the school site. SLT will keep this under review and will consult with parents or students who are not following the new procedures. Students will not be permitted to gather with students outside of their group at the start and end of the day. 	Y Y Y Y Y	
Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including: <ul style="list-style-type: none"> Pickup / leaving the school. 	<ul style="list-style-type: none"> Plenty of staff on duty to supervise movement off site and to ensure students go straight home, no waiting allowed by gates. Communication with parents to ask that students are picked up away from the school site. Catch up sessions arranged after school to stagger movement of students off site. Slightly earlier finished (2.55pm) to stagger pedestrian/bus movement away from school site. 	Y Y Y Y	
Spread/contraction of COVID-19 due to lack of social distancing measures on way to and from school	<ul style="list-style-type: none"> The school has issued guidance to students who get buses or public transport to or from school, in line with national guidance Regular communication with staff at TG and St Peters – agreement that Dingle Lane will be a ‘no waiting zone’ for cars and pedestrians. 	Y Y Y	

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<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> Classroom use / activities. 	<ul style="list-style-type: none"> There will be no large gatherings such as assemblies with more than one year group. Some assemblies to be delivered remotely to tutor groups. Students and staff will use hand sanitiser on entry and exit of every classroom/space. Students may have to move class groups for specific subjects but remain in their year group at all times; Interaction with other year groups is prevented (as far as possible); Classrooms have been organised to achieve distance between students and their teacher Unnecessary furniture has been moved out of classrooms to make space. Classroom doors and windows will be kept open if possible to improve air flow. Where classroom doors are also fire doors, they should be kept shut unless they are on an approved closing device. All unnecessary teaching aids will be removed from learning environments to promote distancing, and to also assist the cleaning process. Classrooms are arranged so that students sit side by side and facing forwards, rather than face to face, where possible Staff and pupils have their own items of standard equipment These resources are cleaned regularly as are classroom surfaces; Resources shared between year groups, such as sports, art and science equipment are cleaned frequently and meticulously between use Outdoor equipment is more frequently cleaned; The school limits the amount of equipment students bring to school to only essentials; Shared resources can be taken home but this is avoided where unnecessary; All such resources are cleaned before used by others; Heads of Year, Pastoral Managers & Faculties/Departments are proactive in managing the risks in their areas of responsibility - this means ensuring risk assessments are completed and reviewed and their teams are aware of procedures and protocols 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	

Risk	Control measures	In place? (Yes/No)	Comments/ Outstanding action
Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including: <ul style="list-style-type: none"> • Dining; • Moving around the school; • Break-time / playgrounds. 	Dining: <ul style="list-style-type: none"> • Year groups will be spread across 2 break and 2 lunch slots. • Each Year group will access a different canteen/servery • Internal and external areas will be zoned so that year groups remain separate at break and lunch. • Lunch area cleaned before and after each group's lunch. Only one student will use a clean lunch space before it is cleaned again; • Tables are wiped clean with an appropriate disinfectant before and after lunch; • Students are advised to clean hands before and after eating lunch • Grab and go food to be served with disposable receptacles. 	Y Y Y Y Y Y	
	Moving around the school: <ul style="list-style-type: none"> • When students move there will be a one way system to prevent undue mixing. There will also be allocated staircases for the same purpose. • Floor/wall markings and signs are visible where it is necessary to manage any queuing. 	Y Y	
	Break-times / playgrounds: <ul style="list-style-type: none"> • Staggered times and separate areas are issued for each separate year group. • Students are permitted to complete normal playground activities within their year groups; • Contact sports are not permitted; • Mixing with other years is not permitted; • Each year group is assigned a specific area of the school to use for break and lunch • Daily inspection and enhanced cleaning programs are in place for external areas. 	Y	
	Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene. <ul style="list-style-type: none"> • Staff and parents are encouraged to use education resources such as PHE schools resources; • Hand sanitation stations are positioned at each student, staff and visitor entrance to the school; • Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively; • Students and staff have been shown how to wash hands properly; • Help is available for children and young people who have trouble cleaning their hands independently; • Wash stations have single use paper towels for drying hands; • All those entering the school are required to wash/sanitise their hands; 	Y Y Y	
		Y	
		Y	
		Y	

Risk	Control measures	In place? (Yes/No)	Comments/ Outstanding action
	<ul style="list-style-type: none"> Sanitizer dispensers are located in all entrances, first aid rooms, dining rooms and specialist subject rooms Hand washing sinks are located within each toilet provision; All students and adults are required to use hand sanitiser on entrance and exit from each classroom. Signage and communication clear for 'catch it, bin it, kill it'; Have bins (lidded where possible) in place in toilets and classrooms. Students have been encouraged to bring their own tissues to school to promote the catch it, bin it, kill it advice. All classrooms also have a pack of tissues 	Y Y Y Y	
Spread/contraction of COVID-19 due to lack of adequate cleaning measures.	<ul style="list-style-type: none"> A cleaning schedule has been implemented for all areas of the school. Equipment used by the students and staff will be suitably cleaned Hard surfaces in classrooms will be cleaned regularly Wipes/cleaning spray will be situated in every room in the school. If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an occupant of a classroom), the room will be subject to a hard surface deep clean, using disposable cleaning materials and the associated waste will be double bagged to be stored securely for 72hours before disposal. Cleaning of our lateral flow testing area is governed by a separate RA 	Y Y Y Y Y	BuT to monitor cleaning contractors and review checklist for cleaning.
Spread/contraction of COVID-19 due to lack of social distancing measures between staff in communal areas.	<ul style="list-style-type: none"> Guidance issued to all staff regarding distancing in offices, staff room and other communal areas. Work stations maximised to ensure staff are able to use these safely. 	Y Y	

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Spread/contraction of COVID-19 due to insufficient First aid measures or poor arrangements when handling student's medication. This includes: <ul style="list-style-type: none"> • Dealing with general First aid; • Lack of trained first aiders; • Dealing with a suspected case of Covid-19; • Inappropriate handling/removal of clinical waste • Intimate care procedures. 	<ul style="list-style-type: none"> • A senior member of staff has been designated to deal with ensuring correct procedures are carried out for any confirmed cases of COVID19, including all communications with PHE 	Y	
	<ul style="list-style-type: none"> • The school has a specific room/area dedicated for suspected cases of COVID-19; 	Y	
	<ul style="list-style-type: none"> • Where an individual exhibits symptoms during the school day, the individual will be escorted to the marked Isolation Room/Area to isolate them from the main population until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate; 	Y	
	<ul style="list-style-type: none"> • Staff escorting the individual will be provided with disposable gloves and apron if the 2-metre social distancing rule cannot be maintained 	Y	
	<ul style="list-style-type: none"> • Where the risk of contact with droplets to the face, e.g. from coughing or vomiting, face protection will be provided 	Y	
	<ul style="list-style-type: none"> • The classroom area or workspace the individual leaves will be subject to a hard surface deep clean, with appropriate disinfectant products and all waste double bagged and stored securely for 72 hours before disposal. 	Y	
	<ul style="list-style-type: none"> • Staff or contractors carrying out the area clean will be provided with a minimum of disposable gloves, aprons, mop heads or paper towels. 	Y	
	<ul style="list-style-type: none"> • Where visible contamination, e.g. saliva droplets, is present face protection in the form of mask, goggles or face shield will be provided. 	Y	
	<ul style="list-style-type: none"> • All building users advised re monitoring their own health, reporting of symptoms and self-isolating 	Y	
	<ul style="list-style-type: none"> • Where available, the school will provide individual displaying symptoms with a home testing PCR kit – where the individual is a pupil, the kit will be provided to their parent or carer. This will only be in the case where families are unable to acquire a test themselves through usual routes. 	Y	
	<ul style="list-style-type: none"> • PPE is disposed of in accordance with NHS COVID-19 waste management guidance; https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings 	Y	
	<ul style="list-style-type: none"> • The first aid room is cleaned frequently and after each use (when first aid care has been provided). 	Y	
	<ul style="list-style-type: none"> • Staff dispensing medication to students will minimise contact and wash their hands before and after dispensing the medication. If required, gloves will be worn by staff when giving medication 	Y	
	<ul style="list-style-type: none"> • Where appropriate, students will take the medication out of the blister packs/bottles then place the unused ones back in the cupboard, etc. 	Y	
	<ul style="list-style-type: none"> • First Aid training for staff in July 2020, January 2021, February 2021, July 2021 to ensure sufficient numbers of First Aiders are trained and on-site in the event of staff absences. 	Y	

Risk	Control measures	In place? (Yes/No)	Comments/ Outstanding action
Spread/contraction of COVID-19 due to lack of social distancing measures for external visitors to the school, including: <ul style="list-style-type: none"> • Parents; • Maintenance contractors; • External Teachers; • Inspectors; • Delivery personnel 	<ul style="list-style-type: none"> • Screens will separate receptionist from visitors to the site • Cold calls (sales) will not be processed beyond the reception area of the school. • Door control pads will be regularly cleaned. • Supply teachers will be briefed of our procedures both before and upon arrival at the school • All visitor passes will be issued using <i>clip badges that are cleaned each time and recycled</i> so no touch required. • A record of all visitors, including contractors, to site will be kept and maintained; • ITT trainees, supply teachers, peripatetic teachers and volunteers all receive an induction to inform them of the school's risk assessment and controls to prevent infection risks in the school, when pertinent, relevant training is also provided. • Essential visits such as those concerned with the management of fire safety, legionella, gas safety, electrical safety, and examinations of ventilation systems will be pre-arranged with the relevant contractor. The following measures will be adopted, where possible: <ul style="list-style-type: none"> • The contractor will attend the site out of hours to minimise opportunity for contact between all parties • Where contractor visits attend site during hours of school operation, contractors will work in rooms that are not in use by teaching staff or pupils. • The room will be well ventilated, where possible. • Contractors will be issued with additional site rules at reception, including expectations in terms of cleaning, respiratory hygiene and hand hygiene. The contractor must confirm that they are not symptomatic. • Hand sanitiser gel will be provided for use upon entry to the site. 	Y Y Y Y Y Y Y Y	
Spread/contraction of COVID-19 due to lack of social distancing measures <ul style="list-style-type: none"> • Unsuitable use of toilets. 	<ul style="list-style-type: none"> • Toilets checked and cleaned regularly during the school day • Year groups allocated toilets for break and lunch. • Students and staff are encouraged to close toilet lids where applicable before flushing. 	Y Y Y	

Risk	Control measures	In place? (Yes/No)	Comments/ Outstanding action
Lack of staffing / insufficient staff ratios	<ul style="list-style-type: none"> Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation; Introduction of twice-weekly LFD Covid testing for all staff. Students are suitably supervised at all times. Suitable contingency plans are in place to maintain adequate premises management 	Y Y	
Ventilation	<ul style="list-style-type: none"> Good ventilation can help reduce the risk of spreading coronavirus, where possible windows doors (unless fire doors) will be opened to improve general ventilation through fresh air, when this is not possible, the Premises Manager will look at improving mechanical systems. Air conditioning will be switched off as will all systems that re-circulate air. 		
Hazardous substances management, unsuitable COSHH management and unsafe use of chemicals leading to ill-health, environmental contamination or fire.	<ul style="list-style-type: none"> Suitable storage and management of flammable hand sanitiser is in place; All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately; Material safety data sheets are held for all chemicals and readily available to all staff; All cleaning chemicals are stored safely and securely in accordance with requirements; COSHH safety training has been completed by all those using chemicals for cleaning; Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment 	Y Y Y Y Y Y	
Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or occupants being spread around the building without suitable procedures in place.	<ul style="list-style-type: none"> Safe exit via the nearest fire exit; Training occupants of any changes to evacuation; Ensuring there are enough trained fire wardens on site with the ability to sweep all used areas of the school; Disabled students who have to access upper floors and are unable to make their own way out of the building will be evacuated by Evac Chair. The student and accompanying member of staff will wear PPE if required, including gloves and mask at all times whilst evacuating the building. PPE equipment will be stored with any Evac Chairs. All staff assisting disabled student in the evacuation by Evac Chair will have completed appropriate training for 'donning and doffing' PPE All other fire system testing and maintenance has continued as normal. 	Y Y Y N Y Y	

Risk	Control measures	In place? (Yes/No)	Comments/ Outstanding action
Transmission of Covid-19 via food preparation, handling, storage, contact surfaces or packaging.	<ul style="list-style-type: none"> • The Kitchen/Catering Manager has reviewed and implemented the Guidance for food businesses on coronavirus (COVID-19) • The Kitchen/Catering Manager has reviewed and implemented FSA guidance on good hygiene practices in food preparation and PHE guidance • The HACCP processes and waste disposal arrangements have been reviewed to reduce the spread of coronavirus • Good hand hygiene practices will be followed, including washing hands with soap and water for at least 20 seconds, routinely including: before and after handling food/when moving between different areas of the school • Food handlers who develop COVID-19 symptoms must self isolate at home, and should arrange to have a test through NHS Test and Trace. 	Y Y Y Y Y	Details of which Year groups to use each canteen have been confirmed with the catering team. BeT to monitor to ensure all measures are appropriately followed. SaR to communicate with catering team on student numbers in school as required.
Development of high numbers of legionella bacteria within the water system, leading to increased risk of legionellosis.	<ul style="list-style-type: none"> • The school has a legionella risk assessment in place. Plans for recommissioning of water system following a period of absence will be implemented; 	Y	
Spread/contraction of COVID-19 during an educational visit.	<ul style="list-style-type: none"> • A risk assessment – in line with the school's policy will be carried out for all educational visits. 	Y	

Risk	Control measures	In place? (Yes/No)	Comments/ Outstanding action
Spread/contraction of Covid-19 due not acting appropriately when a case is suspected or confirmed.	<ul style="list-style-type: none"> If anyone becomes unwell in school with a new, continuous cough, a high temperature or loss of taste/smell they are sent home/their parents or carer are contacted to collect them and they are advised to follow COVID-19: guidance for households with possible coronavirus infection Parents/Carers are informed that a responsible adult should be on standby in order to collect their child from school if they become unwell during the school day. The school has identified the Local Public Health England team so they can be contacted in line with the contingency plan The school keeps informed of Government and Department for Education guidance and updates To avoid attendance to the school, remote education plans are in place for students or groups that need to self-isolate All members of staff will be briefed on the self-isolation process. Self-isolation includes the day symptoms started or a positive test was taken (whether by PCR test or lateral flow test), and the following 10 days. If someone tests positive for covid-19 whilst not experiencing symptoms, but develops symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms. A contingency plan is in place for a local outbreak, and if the school is asked to close temporarily by the local authority to help control transmission. A senior member of staff has been designated to deal with ensuring correct procedures are carried out for any confirmed cases of COVID19, including all communications with PHE, and if the school is asked to cooperate with track and trace. 	Y Y Y Y Y Y	
Stress or anxiety caused to staff due to lack of support, information or staff consultation.	<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. Staff briefings and training have included content on wellbeing. Staff have been signposted to useful websites and resources. All members of staff will be briefed on the self-isolation process. Self-isolation includes the day symptoms started or a positive test was taken (whether by PCR test or lateral flow test), and the following 10 days. 	Y Y Y Y	
Stress or anxiety caused to students due to lack of support or information	<ul style="list-style-type: none"> Assemblies to be held for all year groups (single year groups only) on return to school to share all information. Staggered return over week from 6 September to ensure all year groups are tested before returning to school and to support students effectively on return. Pastoral managers to be with year groups each break and lunch time to offer additional support. Pastoral systems have been adapted to ensure all students have immediate access to support 	Y Y Y Y	

Risk	Control measures	In place? (Yes/No)	Comments/ Outstanding action
	<ul style="list-style-type: none"> Additional mental health support for students through school agencies, local authority and government initiative. 	Y	