

## Risk Assessment for COVID-Secure Schools, Education and Childcare Settings

Establishment:.....

Risk Assessment carried out by: Jonathan Hayes and Tony Hooker

Date:....22 May 2020

Risk Title	Hazard	Who could be harmed	How could people be harmed	Risk High, Medium, Low	Control Measures	Risk (after control measures implemented) High, Medium, Low	Risk Action Update / Comments
Transmission of Coronavirus whilst staff and pupils are in school.	COVID-19	Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance Staff, Agency Staff, Peripatetic teachers		High	<b>Catch it, bin it, kill it Strategy:</b> Staff and students briefed (1) Signage to reinforce message(2) Each member of staff issued with a box of tissues (which will be resupplied when needed) (3) Each student issued with a box of tissues (which will be resupplied when needed) (4) Dedicated bins with lids will be installed in all classrooms to be used to dispose of used tissues (5) Staff and students instructed to sanitise hands after catching a cough or sneeze in a tissue (sanitiser provision for all staff and students)	Low	Procurement of signage, and consumables to supply staff. Installation during the Summer Closure. THS protocols issued to all staff and students
		Children and young people		High	<b>Hand Washing:</b> •Hand washing facilities with soap and water in place. •Stringent hand washing taking place. •See hand washing guidance <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a> Employees and students to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.  •Use of signage and regular e-mail alerts using Government gifs etc to reinforce the message  Additional hand sanitiser stations are available in every classroom and at the entrances to blocks + Year Group Zones in addition to the regular washroom facilities  •Drying of hands with disposable paper towels <a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a>	Low	Procurement of cleaning consumables and identification of supply change to maintain supply in place summer term 2020. Additional classroom provision will be installed during Summer Holiday period, and in place for 1 September 2020. Signage and resouces already in place Summer Term 2020. THS protocols issued to all staff and students
					Employees and students to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. All employees issued with hand sanitiser to allow snaitisation of hand when requiered.  •Use of signage and regular e-mail alerts using Government gifs etc to reinforce the message.  Additional hand sanitiser stations are available around the site in addition to the regular washroom facilities. <b>Staff and students will be instructed to the sanitise their hand upon arrive on site and when entering and leaving a classroom. Staff and students will be instructed to sanitise their hands before leaving site.</b>	Low	
				High	Encourage staff regualrly moisturise hands and to report any problems and carry out skin checks as part of a skin surveillance programme <a href="https://www.hse.gov.uk/skin/professional/health-surveillance.htm">https://www.hse.gov.uk/skin/professional/health-surveillance.htm</a>  •Posters up at sanitizer stations to provide guidance and instruct staff and student what they need to do if they start to have skin issues	Low	Use of signage and named SLT contact ,Jonathan Hayes.
					To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a>  Posters, leaflets and other materials are available for display. <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a>	Low	Signage in classrooms and public areas - use of VLE and schoolcomms to reinforce message.

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		Visitors e.g. school governors, suppliers		High	<b>THE STARTING POINT FOR ANY INTERACTION WITH PARENTS/GOVERNORS/EXTERNAL AGENCIES/SUPPLIERS ETC IS THAT IT SHOULD BE UNDERTAKEN REMOTELY.</b> All visitors to the school site Parents, Governors, Contractors of External Agencies will only be permitted where another means of conducting the meeting (i.e. via Teams/telephone) is not possible - in such cases a visit/meeting will be by strict appointment only. Use of signage to inform visitors of the school's strategies on social distancing; hand washing and "Catch it, bin it, kill it" - hand sanitation station at reception - reception staff will ask all visitors have they sanitised their hands and if not ask them to do so. Quarrantine area created for al "goods inward". Items will be spray disinfected before being taken into the school buildings. To limit any supplier visits to essential supplies only - staff instructed that no personal deliveries will be accepted onto site - any personal deliveries that do arrive on	Low	Protocols to be made clear to contractors, and visitors to the site.
		Contractors		High	<b>CONTRACTORS VISITS TO THE SCHOOL SITE SHOULD ONLY BE MADE FOR ESSENTIAL WORKS.</b> All contractors made aware of the school's COVID 19 RA and required to sign up these policies before any works commence. All contractor visits are only by appointment and where possible scheduled to take place outside normal school hours, with a cleaning regime factored in at the end of the works. Use of signage to inform contractors of the school's strategies on social distancing; hand washing and "Catch it, bin it, kill it" - hand sanitation station at reception - reception staff will ask all visitors have they sanitised their hands and if not ask them to do so.	Low	
Drop off and collection of pupils			Inhalation of contaminated droplets Touching contaminated surfaces (then touching mouth/nose etc)	High	<b><u>Dedicated school transport, including statutory provision</u></b> Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, <b>will not apply from the autumn term on dedicated transport. (Guidance for full opening: schoolsPublished 2 July 2020)</b> The approach to dedicated transport will be that it aligns as far as possible with the principles underpinning the system of controls set out in this risk assessment It is important to consider: <ul style="list-style-type: none"> <li>• Pupils will be encouraged to sit within Year Group areas on the school buses</li> <li>• Upon arrival on site and when leaving site students will be instructed to sanitise their hands</li> <li>• Operators will have in place an enhanced cleaning regime for all services.</li> <li>• The morning queueing system will facilitate disperersed arrival of students (one vehicle diembarking at a time upon arrival). At the emd of the day a system of bells will be used to release Year groups from their zone one at a time to aid in seperation of yar group bubbles.</li> <li>• All students will be required to wear a facecovering when using school transport. Upon arrival through signage and duty staff cars/buses will be directed to the drop off zone. Each vehicle will disembarque at the drop off point (one vehicle at a time) and students will be directed by staff, signage and barriers to their designated classroom. Signage and floor marking will remind students of the schools policies on social distancing, "catchit, bin it. kill" strategy and hand sanitising policy - sanititiser stations will be positioned at the entrance to each classroom, students must use these before entering. Parents will not be allowed to get out of their cars - any interaction with a staff member</li> </ul>	Low	Work with CWaC and CE to ensure bus bubbles are maintained. Communicate with parents making clear to them the risks of using public (school transport) buses.

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Staff and pupils in classrooms				High	In line with DfE Guidance for the Full Re-opening of Schools published on the 2 July 2020 students will be organised into Year Group "bubbles". Each year group will have a dedicated zone including dining facilities, outside space and toilets. This will allow year groups to be kept totally separate throughout the school day. Some corridor fire doors will be fitted with electronic security locks to aid in the segregation of the year groups. These doors will be linked to fire alarm and disengage when a fire alarm activation occurs - fire safety will not be compromised. Year groups will be issued with different ties to aid in the identification of students within zones. All layouts in addition to COVID -19 considerations will set-up taking in to account other relevant H&S considerations such as fire evacuation, even if this means that room capacities will be reduced. Each classroom will have access to a hand sanitising station, all staff and student must sanitise their hands before entering the classroom and when leaving the classroom. Each student and member of staff will be issued with a personal box of tissues to "catch it, bin it, kill", if a cough or sneeze is caught the tissue should be disposed of in the pedal tissue bin within the classroom. Students should then sanitise their hands using the sanitising station. Staff members will be issued with a personal hand sanitiser which they should use to clean their hand if they catch a sneeze or cough. Each classroom will be equipped with a self clean station to allow the teacher to sanitise the desk when they leave the classroom and before another member of staff uses the teacher desk (IMPORTANT NOTE THIS IS IN ADDITION TO THE DAILY DEEP CLEAN WHICH WILL TAKE PLACE). The waste deposited in the tissue pedal bin will be disposed of at the end of the session by a cleaner wearing appropriate PPE.	Low	All classrooms being used assessed in line with control measures. Weekly review of classroom provision.
Moving about the school					All school corridors and common spaces will be marked out with floor marking to aid staff and students to maintain social distancing. Each Year Group will have a dedicated entrance and also dedicated corridors to services its classrooms. This negates the need for one way systems within the blocks as inter bubble contact will not occur during the school day.		Corridor fire doors are held open automatically and close should fire alarm sound. Additional sets of corridor fire doors and, hall and sixth form fire doors have been converted to this model to reduce the need to touch surfaces when moving around the school. In addition some fire doors will be fitted with security locks to integrated into the fire alarm system to aid segregation.
Lunch and Breaktimes					Each year group bubble will have dedicated dining and toilet facilities. Students will be encouraged to take "toilet breaks" throughout the day to limit congestion at breaks and lunch. Break and lunch time will be reduced in length to limit social interactions and possible spread of infection.	Low	Dedicated Year Group dining spaces - each with a severy. Dedicated year group toilets.
Staff Room					Use of the staff room will be limited to a maximum of 8 persons and the rooms will be laid out and floor marked to ensure social distancing is maintained. Staff will be instructed to sanitise their hand upon entering the staff room and upon leaving it using their issued hand sanitiser. Staff will be encouraged to bring packed lunches.	Low	Management to monitor
Office and Meeting Rooms		Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance Staff, Agency Staff, Peripatetic teachers			For office based staff, those who can should still work from home. The school will only staff to allow effective safe operation, and keep staff number down to aid social distancing. Offices will be set up to allow social distancing, and maintain the 2 metre rule where possible, or 1 metre+ where it is not. Each office will be issued with a sanitation station and staff will be encouraged in addition to the enhanced daily clean. At the threshold of each office signage will be used to deter other staff members of students from entering offices. Meeting should be held remotely wherever possible. Where a meeting must be used social distancing, "catch it, kill it, bin it" and hand sanitising policies will be in place. In addition each meeting room will have a self clean station which should be used before and after the meeting.	Low	Continue to utilise remote ways of working for office based staff where possible
School Assembly		Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance Staff, Agency Staff, Peripatetic teachers		High	Physical School assemblies are suspended for the duration of stage of the pandemic management process. The pastoral hour created within the new timetable on Wednesday afternoons will allow year group and whole school assemblies to be held via teams, with students remaining in their tutor bases. This will be kept under review.		
Outdoor Lessons PE/Forest School		Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance Staff, Agency Staff, Peripatetic teachers		High	PE will be delivered as part of a broad and balanced curriculum in line with DfE guidance issued on 2 July 2020.	Low	
Use of Sports and Play Equipment		Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance Staff, Agency Staff, Peripatetic teachers		High	PE will be delivered as part of a broad and balanced curriculum in line with DfE guidance issued on 2 July 2020. Use of equipment will be kept to a minimum and where it is used will be cleaned thoroughly - this will necessitate the truncation of PE lessons to allow the 15 minutes required for sprayed cleaning to be effective.	Low	

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Cleaning		Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance Staff, Agency Staff, Peripatetic teachers			<p>Frequency cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Bulloughs asked to document additional cleaning regime to allow effective monitoring of cleaning on site</p> <p>Deep clean of classrooms being used to be undertaken once the lesson finishes in the afternoon on a daily basis.</p> <p>Sanitizer and disposable paper towel to clean items before and after use of workstation/teacher desk</p> <p>Pedal bins, in place in each classroom for tissues etc. "Clean as You Use Systems" for the following areas:</p> <ul style="list-style-type: none"> <li>•Teacher desks in classrooms that are used by more than one teacher</li> <li>•Photocopiers in staff work rooms</li> </ul>	Low	Bulloughs Cleaning Services, enhanced protocols in place and deep clean daily quality assurance check in place.
First Aid Provision		Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance Staff, Agency Staff, Peripatetic teachers			First aid provision will be maintained at an appropriate level for the numbers of students and staff present in school. Staff will be provided with PPE, face mask, gloves, apron. First aiders will be trained to use to use this PPE correctly using the HSE video guide. Conference room in foyer identified as a COVID-19 isolation room for students displaying COVID symptoms, well ventilated, separate from other students and near to	Low	HSE staff training in the safe use of PPE for first aiders and staff handling clinical waste. Conference room has been cleared and will used to accommodate any student displaying symptoms whilst waiting for their parents. Room will be deep cleaned once student has left.
Catering		Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance Staff, Agency Staff, Peripatetic teachers			Midshire Catering will be operating a COVID-19 compliant operation - append Midshire policy and work instructions.	Low	Midshire Catering Services Covid Protocols.
Deliveries and Waste Collection		Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance Staff, Agency Staff, Peripatetic teachers			<p><b>Deliveries</b> The school has established a quarantine area for all deliveries before entering the school buildings. All deliveries will go into the "goods inward are" and be sanitised by spraying with disinfectant. Only then will deliveries be taken into the building. To limit the number of deliveries and therefore the risk of infection, staff have been instructed that no personal deliveries to site will be allowed.</p> <p><b>Waste</b> Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):</p> <p>Should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a suitable and secure place and marked for storage until the individual's test results are known. Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.</p> <p>if the individual tests negative, this can be put in with the normal waste if the individual tests positive, then store it for at least 72 hours and put in with the normal waste.</p>	Low	New "Goods Inward" Depot in place to allow sanitation.

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Students becoming unwell and displaying COVID symptoms in whilst in schools.	Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19). All schools must follow this process and ensure all staff are aware of it.	Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance Staff, Agency Staff, Peripatetic teachers			<p>If anyone in the 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 must 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 arrange to have a test 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 symptoms.</p> <p><b>First aiders will be trained to use to use this PPE correctly using the HSE video guide. Conference room in foyer identified as a COVID-19 isolation room for students displaying COVID symptoms, well ventilated, separate from other students and near to front entrance so transit of the student within the building is limited. This room will be cleared and set-up to maintain social distancing by layout - only staff wearing PPE will be allowed to enter the room.</b></p> <p>If they need to go to the bathroom while waiting to be collected, they should use the disabled bathroom (only separate facility to other students). The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>7 <b>PPE must be worn by staff caring for the child while they await collection</b></p>	Medium	PPE in place, COVID isolation room set up and staff trained.
Engagement with Track and Trace					<p>Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> <li>• book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</li> <li>• provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test &amp; Trace</li> <li>• self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</li> </ul> <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. We will release more details on new testing avenues as and when they become available and will work with schools so they understand what the quickest and easiest way is to get a test. By the autumn term, all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.</p>		<p><b>How to contact public health England:</b> Cheshire and Merseyside HPT Public Health England North West Suite 3B 3rd Floor Cunard Building Water Street Liverpool L3 1DS Email Candmhpu@phe.gov.uk; PHE.candmhpu@nhs.net Telephone 0344 225 0562 (option 1) Out of hours advice 0151 434 4819 <b>How</b></p> <p><b>to book a test for students:</b> <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/</a> <b>How</b></p> <p><b>to book a test staff:</b> The employer referral portal allows employers to refer essential workers who are self-isolating either because they or member(s) of their household have coronavirus symptoms, for testing.</p> <p>The employer referral portal is a secure portal for</p>

Review Date:.....12 July 2020