

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 | Catch it, bin it, kill it Strategy: 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) Pedal bins installed in areas of the building 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, an consumables to supply staff. Installation during the w/c 25/05/20. THS protocols issued to all staff and students |
| | | Children and young people | | High | Hand Washing: •Hand washing facilities with soap and water in place. •Stringent hand washing taking place. •See hand washing guidance https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ 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 around the site in addition to the regular washroom facilities •Drying of hands with disposable paper towels https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ | Low | Procurement of cleaning consumables and identification ofsupply change to maintain supply. All in place for 1 June 2020. Procurement of signage for 1 June 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. 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. | Low | |

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| | | | | High | Encourage staff regularly moisturise hands and to report any problems and carry out skin checks as part of a skin surveillance programme https://www.hse.gov.uk/skin/professional/health-surveillance.htm •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 - https://www.publichealth.hscni.net/news/covid-19-coronavirus Posters, leaflets and other materials are available for display. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19 | Low | Signage in classrooms and public areas - use of VLE and schoolcomms to reinforce message. |
| | | Visitors e.g. school governors, suppliers | | High | THE STARTING POINT FOR ANY INTERACTION WITH PARENTS/GOVERNORS/EXTERNAL AGENCIES/SUPPLIERS ETC IS THAT IT SHOULD BE UNDERTAKEN REMOTELY. 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. Quarantine 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 site will be refused and turned away. | Low | Protocols to be made clear to contractors, and visitors to the site. |
| | | Contractors | | High | CONTRACTORS VISITS TO THE SCHOOL SITE SHOULD ONLY BE MADE FOR ESSENTIAL WORKS. 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 | |

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| Drop off and collection of pupils | | | <p>Inhalation of contaminated droplets</p> <p>Touching contaminated surfaces (then touching mouth/nose etc)</p> | High | <p>All "home to school to home transport" will be organised in bubbles based upon transport arrangements. This risk assessment has identified the maximum number of students who can safely be accommodated on site during the current COVID-19 Alert Level. Students and parents will be made aware of the days when their child should attend school and they should only travel to the school site on those days. Upon arrival through signage and duty staff cars/buses will be directed to the drop off zone. Each vehicle will disembark 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 - sanitiser 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 must be in line with the school's COVID-19 protocols for visitors(see above). Staff will be reminded of the schools policies regarding social distancing/"catchit, bin it, kill it" and hand washign via signage and floor markings - staff upon arrival school park their car in the car park and sanitise their hands before entering the building using the sanitiser stations. The systems for leaving site at the end of the day will be in reverse with classroom bubbles having a starggered dismissal, with each bubble going to their bus/leaving the site, before the next bubble is dismissed.</p> | Low | <p>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.</p> |
| Staff and pupils in classrooms | | | | High | <p>In line with DfE guidance classrooms will be used with good levels of natural ventilation. Each classroom will be risk assessed to ensure social distancing can be maintained at all times, and the layout of the classroom being used adjusted to assist in maintaining this. A group size of 15 students plus a teacher is the maximum group size that will be placed in any room as per the DfE guidelines. Signage will be used in classrooms to reinforce the schools policies on social distancing, "catchit, bin it, kill strategy" and hadn washing. Adheshive floor sticker will be used to mark out the number of student workstations that can be accommodated in the classroom being used and staff and students will be instructed that under no circumstances should the layout be adjusted. 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 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 snaitiser which they should use to clean their hand if their catch a sneeze or cough. Each classroom will be equipped with a self clean station to allow the teacher to sanitise the desk</p> | Low | <p>All classrooms being used assessed in line with control measures. Weekly review of classroom provision.</p> |

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| Moving about the school | | | | | Where possible classrooms which do not require corridor access will be used to aid social distancing. During Stage 2 of the Government's Plan to re-open schools to Y10 the school has assessed that classroom accommodation which do not have corridor access (B1, B2, Sixth Form Centre, and Assembly Hall). All school corridors and common spaces will be marked out with floor marking to aid staff and students to maintain social distancing. A one way system will be put in place to allow students to access toilets and this will be monitored by a member of staff (entry at PE entrance from the Hall and exit through main foyer). If student numbers for Key Worker Families or Vulnerable students increase during this Stage of the unlock, the school plans to use F Block and G Block, which have been set out to accommodate 6 students, plus member of staff per block(please note a block constitutes 2 classrooms). | | 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. |
| Lunch and Breaktimes | | | | | Stage 2 unlock requirements for Y10, and Tarporley's response do not require a lunch break for students. Each bubble will be given a short toilet break, this will follow the one way system and one in one out policy for toilets, will be monitored by staff. In addition to washing of hands in the washroom, students and staff will be required to sanitise their hand before re-entering the classroom. Key worker students and vulnerable students will be kept in their bubbles for breaks and lunch. The dining facility will have floor marking and seating arrangements to ensure social distancing. Sneeze barriers will be in place for till staff. The biometric system will not be used during this stage of the unlock, till staff will identify students via photograph on their terminals for payment purposes. | Low | Dining room is a limiting factor on the number of students the school can accommodate as it is undersize. Midshire Catering Services have protocols in place to ensure the safe delivery of food and the safety of their staff. |
| 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 | | | | | 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. 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 | | | | High | School assemblies are suspended for the duration of stage 2 of the unlock. | | |
| Outdoor Lessons PE/Forest School | | | | High | During phase 2 of the plan to re-open schools there will be no use of PE equipment and no PE provision due to the risks involved - this will be reviewed based upon DfE guidance. | Low | |
| Use of Sports and Play Equipement | | | | High | During phase 2 of the plan to re-open schools there will be no use of PE equipment and no PE provision due to the risks involved - this will be reviewed based upon DfE guidance. | Low | |

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| Cleaning | | | | | <p>Frequently 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> | Low | Bulloughs Cleaning Services, enhanced protocols in place and deep clean daily quality assurance check in place. |
| First Aid Provision | | | | | 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 | 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 | | | | | 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 | | | | | <p>Deliveries 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>Waste 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.</p> <p>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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