

Control of Covid 19 Risk Assessment

Description of activity being assessed	Risk of Coronavirus transmission in school
Name School	Bullers Wood School for Girls
Headteacher or Head of School	Terry Millar
Date of Original Assessment	29/05/2020
Date of School Risk Assessment	01/09/2020 and ongoing, revised 01/09/2021

Headteacher/Head of School confirmations of staff consultation and communication:		
When did staff, covered by this risk assessment, have the opportunity to comment on this risk assessment?	12 – 17 May 2021	
Are staff covered by this risk assessment aware of, and understand, the controls noted?	Yes	
Notes		

Local Governing Board approval of this risk assessment:		
Risk Assessment agreed by Local Governing Body	Yes	
Date	01/09/2020	
Chair of Governors	Peter Selby	
Notes		

Senior Leadership Team approval of this risk assessment:		
Risk Assessment agreed by SLT	Yes	
Date	01/09/2020	
Chair of SLT	Terry Millar	
Notes		

Significant Hazards and Controls

No	Hazard and what can go wrong	People at risk	Risk Rating – High/Medium /Low	What will be done to control the hazard	Risk Rating after controls -H/M/L
1	Social Distancing	All	H	Senior leaders to monitor the actions below regularly with agreed reporting lines.	L
1a	In the classroom	Adults and Students	H	<ul style="list-style-type: none"> • Students and teachers may wear face coverings in classrooms during lessons if they choose to do so • All students socially distanced from the teacher. • Teacher delivers from front of class where possible. • Teachers should avoid handling books during the lesson. If they do need to touch books they should clean their hands before and after. • Teachers to use students to distribute any resources where practicable • Students need to raise hand if they need to move. • Students who move do so quickly and without stopping. • Students stay in their own zone for the duration of the day (excluding breaks or visits to specialist rooms). Each classroom is thoroughly cleaned at the end of each day. • Desks are arranged so that they face the same way, where classrooms allow • As much ventilation as is achievable, with doors and windows open if possible. • Students regularly reminded to catch coughs/sneezes with tissue/elbow 	L
1b	Movement around school buildings	Adults and Students	H	<ul style="list-style-type: none"> • Limit to essential movement only. • All non-fire doors wedged open during the school day, to avoid constant contact. • Students to maintain social distancing from staff • Increased communication re staggering of movements. 	L

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				<ul style="list-style-type: none"> • Some windows along corridors are opened to help with general ventilation where possible. • Removal of virtually all single periods to reduce movement around the site 	
1c	Breaktimes	Adults and Students	H	<ul style="list-style-type: none"> • Staggered breaktimes for all year group groups • Each year group to only use their designated break time area • Students to maintain social distancing from staff • Areas to be cleaned between different year groups • Exit doors/windows open to provide good general ventilation to indoor spaces 	L
1d	Lunchtimes	Adults and Students	H	<ul style="list-style-type: none"> • Staggered lunchtimes for all year groups • Each year group to only use their designated lunch time area • Students to maintain social distancing from staff • Areas to be cleaned between different groups • Exit doors/windows open to provide good general ventilation to indoor spaces 	L
1e	Drop-off and collection times	Adults and Students	H	<ul style="list-style-type: none"> • Students exit via their designated gate according to their year group • Only one adult per family to drop-off/pick up students if required • Parents/carers receive strict instructions on protocols, including where to drop off/meet, not to linger, not coming onto site unless emergency etc. • Unnecessary travel on coaches, buses or public transport is avoided where possible. 	L
1f	Toilet use	Adults and Students	H	<ul style="list-style-type: none"> • Monitored by adults at break/lunchtimes and other times if necessary. • Soap and warm water available in all toilets 	L

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1g	Hand sanitisation	Adults and Students	H	<ul style="list-style-type: none"> Hand sanitiser available on entry to site and on entry to classroom. Additionally when necessary, for example at the end of breaks and after using the toilet 	L
1h	Staffrooms/Staff toilets	Adults	H	<ul style="list-style-type: none"> Main staffrooms not to be used communally by all. Staff are encouraged to close toilet lids before flushing. Staff make their own drinks and handle their own food. Window(s) opened where possible. 	L
1i	General	Adults and Students	H	<ul style="list-style-type: none"> Assemblies can be held for a year groups Staff meetings to take place in well ventilated spaces Video messages to be used where appropriate 	L
1j	Office staff	Adults	H	<ul style="list-style-type: none"> Office staff to ensure spaces are well ventilated Protocols in place for visitors 	L
2a	The potential for transmission of virus droplets from surfaces to the hands and then to the face	Adults and Students	H	<ul style="list-style-type: none"> Hand sanitiser available on entry to site and key points around the school, including reception Prior to visits by contractors, discussions about local school requirements and contractor requirements relating to relevant controls take place. Non-disposable towels should not be used. Ensuring good respiratory hygiene – promoting ‘catch it, bin it, kill it’ First aiders have access to local handwashing facilities/hand sanitiser. Staff and contractors use their own pens and stationery where possible, not sharing items with others. Students and staff are not to share pens or other stationery items. 	L

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				<ul style="list-style-type: none"> No hot desking for staff takes place without additional controls in place, such as staff having their own keyboard, mouse and phone. Students allowed to bring in gels (not shared). 	
3	Cleaning Classrooms	Adults and Students	H	<ul style="list-style-type: none"> All classrooms to be cleaned/disinfected at the end of each session/day. Doors to be cleaned by site staff/all staff on rotation basis. Staff to be allowed to clean their own workstation at the end of the day should they wish. 	L
3a	Cleaning General areas	Adults and Students	H	<ul style="list-style-type: none"> All door handles and other regular contact areas to be disinfected on rotation basis. Where possible doors wedged open whilst maintaining essential fire safety requirements. Toilets to be disinfected regularly. Offices to be disinfected regularly including keyboards, phones etc. <p>For routine cleaning (i.e. not cleaning in the event of significant contamination by someone suspected of having Covid-19), the following are in place:</p> <ul style="list-style-type: none"> Disposable gloves are provided for staff/contractors and should not touch their face through cleaning process. Staff wear their usual washable uniform/clothing. Mops are used for the correct tasks (note colour-coding). Staff wash their hands when they have finished their task and dispose of the gloves. Clothing such as trousers, t-shirts and sweatshirts can be washed each evening as normal. 	L
3b	Cleaning Monitoring	Adults and Students	H	<ul style="list-style-type: none"> Site Manager/site team to ensure all cleaning/sanitising resources are available and in place. 	L

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				<ul style="list-style-type: none"> Site manager to monitor all areas on a regular basis to check cleaning is taking place to required standard and frequency. 	
4	Clothing	Adults and Students	H	<ul style="list-style-type: none"> Adults should avoid wearing jewellery which may prevent effective handwashing. 	L
5	Unclear communication leading to mixed/unclear messages and subsequent inappropriate actions	Adults and Students	H	<ul style="list-style-type: none"> Written communication to all parents/carers in advance and on-going. Posters/notices around school (internal and external) with clear messaging. Increased use of internal phones, mobiles and radios between staff during the day. Regular reviews of issues and adopted actions. Senior leaders visible and available at all times. 	L
6	Behaviour expectations and their communication	Students	H	<ul style="list-style-type: none"> Adaptation of behaviour policy to include amended appendix on inappropriate COVID19 related incidents. Early communication of above to students, staff and parents Clear explanation to students on appropriate behaviours. 	L
7	Insufficient staff	Adults and Students	H	<ul style="list-style-type: none"> Senior leaders to ensure they have full detail on necessary numbers linked to numbers/needs of students in school. Senior leaders to ensure they have accurate knowledge of all available staff and adjust student numbers if necessary. At all times on site there will be a member of SLT, DSL or trained deputy, first aider, access to SENCO, and site team. Clear procedures in place to close individual year groups or the whole school at short notice should staffing levels fall to insufficient levels 	L
8	Vulnerable students and staff	Adults and Students	H	<ul style="list-style-type: none"> Staff / parents of students have been asked to let the school know if any of the medical conditions listed in the NHS link provided below apply to them or their household. 	L

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	Some staff or students may be more vulnerable to complications associated with COVID-19			<p>Link: https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/</p>	
9	People with symptoms of COVID-19 creating potential for transmission from person to person	Adults and Students	H	<ul style="list-style-type: none"> • Staff, students, parents/carers or any visitors, such as suppliers, are made aware they must not enter the education setting if they or any member of their household are displaying any symptoms of COVID-19. • If anyone becomes unwell with a new, continuous cough or a high temperature they are sent home/their parents or carer are contacted to collect them and they are told to immediately seek testing and engage with NHS Track and Trace • Should the result be positive, they should immediately contact the school, and guidance will be taken from PHE and DfE as to the next steps 	L
10	Student and staff mental health	Adults and Students	H	<ul style="list-style-type: none"> • Communication with parents/carers regarding students who may be particularly at risk/anxious. • Pastoral staff available on site in year group areas during the school day for students • Input from DSLs / HoY on particular actions. • Class teachers to report all concerns to senior leaders. • Individual staff given opportunity to talk to trusted colleague/senior leader, including one to one conversations if required. • Staff and school have access to official guidance from DfE and Public Health England. 	L
11	Provision of first aid and medication	Adults and Students	H	<ul style="list-style-type: none"> • To protect administering staff as well as students. 	L

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				<ul style="list-style-type: none"> • First aiders have access to local handwashing facilities including soap and paper towels/hand sanitiser. • Disposable gloves are provided for first aiders • First aiders should wear a fluid-resistant mask when carrying out direct patient care, with anyone exhibiting symptoms of COVID19. • A disposable plastic apron is recommended. • Risk assess whether there is a need to use eye protection (such as face visor or goggles) when there is an anticipated risk of contamination with splashes, droplets of blood or body fluids. • Clean hands thoroughly with soap and water or alcohol sanitiser before putting on and after taking off PPE. • See also the section on ‘Someone develops COVID-19 symptoms whilst at school’ <p>Medication</p> <ul style="list-style-type: none"> • Staff dispensing medication to students should minimise contact. • Wash hands before and after dispensing the medication. • Where appropriate, students should take the medication out of the blister packs/bottles then place the unused ones back in the cupboard, etc. • If required, gloves will be worn by staff when giving medication. 	
12	Someone develops COVID-19 symptoms whilst at school, or receives a positive test result	Adults and Students	H	<ul style="list-style-type: none"> • If anyone becomes unwell with a new, continuous cough or a high temperature, they are sent home/their parents or carer are contacted to collect them and they are told to immediately seek testing and engage with NHS Track and Trace 	L

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				<ul style="list-style-type: none"> • Should the result be positive, they should immediately contact the school, and guidance will be taken from PHE as to the next steps • If anyone receives notification of a positive test result whilst on the school site, they are sent home/their parents or carer are contacted to collect them • If a student is awaiting collection, they are moved to a room (likely B9) where they can be isolated behind a closed door • Where possible, a window is opened for ventilation. • If the child needs direct personal care until they can return home, a fluid-resistant surgical face mask should be worn by the supervising adult if social distancing cannot be maintained. • If contact with the child is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. • If they need to go to the toilet while waiting to be collected, they use a separate toilet where possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else. • The school will call 999 if they are seriously ill or injured or their life is at risk. • If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves or the child subsequently tests positive. • Staff wash their hands thoroughly for at least 20 seconds after any contact with someone who is unwell. 	

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				<ul style="list-style-type: none"> Cleaning with normal household disinfectant after someone with symptoms has left reduces the risk of passing the infection on to other people. 	
13	Storage, issuing and putting on of masks	Adults	H	<ul style="list-style-type: none"> Where masks have been supplied for staff (e.g. first aiders) they need to be decanted into clean, sealable bags or plastic lidded boxes so that staff each have their own supply for social distancing purposes and keeping the unused masks clean. 	L
14	Ventilation	Adults and Students	H	<ul style="list-style-type: none"> Reference has been made in this risk assessment to having some windows open in various areas, including classrooms, offices, corridors and kitchens to help create general natural ventilation. Where schools have ventilation systems/air handling units/air conditioning, refer to the following guide produced by the REHVA (Federation of European Heating, Ventilation and Air Condition Association): <p>Link: https://www.rehva.eu/fileadmin/user_upload/REHVA_COVID-19_guidance_document_ver2_20200403_1.pdf</p>	L
15	The potential for transmission of virus droplets from surfaces to the hands and then to the face Shared equipment.	Adults and Students	H	<ul style="list-style-type: none"> Sharing of computers etc between two people at the same time is not permitted. Only teachers may touch IWBs. No hot desking for staff takes place without additional controls in place, such as staff having their own keyboard, mouse and phone. 	L
16	Fire or other Evacuation	Adults and Students	H	<ul style="list-style-type: none"> All students and staff to use muster point on hard courts 	L

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17	Food and drink	Adults and Students	H	<ul style="list-style-type: none"> Staff to make own drinks and not to share, foodstuffs, cutlery and cups (unless cleaned in dishwasher) etc. Students are not allowed to swap food or drink 	L
18	SEND	Adults and students	M	<ul style="list-style-type: none"> SENCO to maintain dialogue with parents/carers of students with SEND to provide reassurance that their child will still be working with, or have access to, appropriate support in school Groups and roomings arranged to allow LSAs to work safely with those students requiring additional support 	L
19	COVID controls declaration			<ul style="list-style-type: none"> The Government has produced a declaration poster for employers to display which schools may like to display: <p>Link: Covid Secure Poster: https://assets.publishing.service.gov.uk/media/5eb97d30d3bf7f5d364bfbb6/staying-covid-19-secure.pdf</p>	L

Risk Rating:

High = Current controls totally inadequate with serious consequences: death(s), serious injury, long-term ill health, or there is a very high frequency of the hazard/hazardous event occurring immediate action required, may require task to be suspended until issue resolved.

Medium = Current controls still poor but consequences less serious: minor injury, short-term ill health with no lasting effects, Action required in specific timeframe, normally within 3/6 months, may be sooner dependent on how serious an issue it is.

Low = Current controls are adequate to minimise the risk so far as reasonably practicable, check still relevant at next review date.

Name of School: Bullers Wood School for Girls

Signed by: _____ Headteacher