

## Risk Assessment for COVID-Secure Secondary School Settings

Establishment: Blacon High School

Risk Assessment carried out by: Rachel Hudson and Laura Rose

Date: 29th June 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	Clear, regular and continued communication from the Headteacher to students, parents and staff about symptoms to look out for and clear monitoring to ensure that anyone presenting with symptoms is sent home. Signs have been added at strategic points around school to remind all within the school community of measures in place, and good hygiene. Government guidance is followed around testing, and track and trace to reduce transmission where covid has been identified.	Medium	
		Children and young people		Medium	Scientific advice is suggesting that children are at lower risk of contracting Covid19 so with students attending at staggered times, and food being offered out of school rather than in school.	Low	Concerns over students attending with vulnerable family members.
		Visitors e.g. school governors, suppliers		Medium	Only essential meetings take place in school where it is not possible to hold virtually. This will minimise the number of people visiting school. We ask that one parent attends any essential meetings, following both the guidance set out in our policies, risk assessment and the DFE. Track and trace information is collected from all visitors on site. Soft furnishings have been removed from the reception area, and staff are to collect any visitors immediately from reception and take them to the area that the meeting will be held. Sanitising stations have been set up in reception, and the glass screens will remain closed.	Medium	
		Contractors		Medium	Only essential contractors are to visit the school, and are required to follow the schools risk assessment, checklist and procedures. This is checked by the School Business Manager.	Medium	
		Drop off and collection of pupils		Low	Most students walk or ride their bikes home. A staggered start and finish time has been implemented to avoid congestion at school entrances/exits.	Low	
Staff and pupils in classrooms		Staff and students		Medium	The area around the teachers desk has been marked 2 meters. The class teacher will minimise the movement of students around school where possible. Students will be supplied with their own equipment which will be kept in school, and consist of a pencil case, pen, pencil, ruler, rubber, calculator, protractor and highlighter. Paper will be provided and exercise books will not be used. Rooms including tables, chairs and door handles will be cleaned by the cleaning team using sanitising spray after use by each class bubble. Peddle bins are provided and will be emptied after use using the sufficient PPE. Sanitising dispensers have been added to the entrance of each classroom for all those entering to use. Tables, desks and door handles will be sanitised after each class.	Medium	More difficult to manage as numbers increase. Manageable with key workers/vulnerable students and small groups of Year 10 - not possible to manage with all students in.
Moving about the school		Staff and students		Medium/High	A one way system has been developed and adopted. Floors have been clearly marked 2 meters apart. Each bubble is staggered both on entry and departure to school to keep the number of people moving around school to a minimum. Hand sanitiser is available at strategic points around school, and at all exit and entry points. Students are supervised by teachers and other staff as they move around school.	Medium	
Lunch and Break times		Staff and students		Medium/High	Staggered break and lunchtimes are in place. There is a reduced menu in operation to ensure that the number of people in the dinner at any one time is kept to a minimum. Cards have been given to students in place of the existing biometric system, and cashless catering is in operation. Signs are displayed and hand sanitiser is available. Canteen staff are provided with the required PPE, with a maximum of four members of staff allowed in the kitchen at any time, the dinner will be sanitised after use by each bubble this is checked by the School Business Manager regularly. Water fountains have been decommissioned, students will be asked to bring their own, staff will be supplied with drinks on request throughout the day. All kettles, fridges and microwaves have also been removed. Clear Perspex screens have been added to all areas where catering staff will be interacting with the wider school community	Medium	More difficult to manage as numbers increase. Manageable with key workers/vulnerable students and small groups of Year 10 - not possible to manage with all students in.
Staff Room		Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance Staff, Agency Staff, Peripatetic teachers		High	Staff areas only open to 1 or 2 members of staff at a time due to layout and very limited space. Rooms are cleaned by the cleaning team after use with sanitiser. There are clear signs around social distancing and hygiene, all staff have received a set of checklists issued by the Headteacher, along with sanitising wipes and access to PPE on request. Refreshments are available in the dinner where social distancing can take place.	Medium	May need to close staff rooms and work on diner as key access for staff refreshments.
Office and Meeting Rooms		Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance Staff, Agency Staff, Peripatetic teachers	Inhalation of contaminated droplets Touching contaminated surfaces (then touching mouth/nose etc)	Medium	Signs have been put up to indicate a maximum number of staff in each office. Clear guidelines have been issued to staff in conjunction with whole staff meetings conducted by the Headteacher, and will continue as new information is released. All offices and meeting rooms are supplied with cleaning materials so that they can be cleaned after use. The cleaning team are working throughout the school day with a focus upon tables, chairs, bins and door handles.	Medium	More difficult to manage we move from a rota to full time.

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School Assembly		Staff and students		High	No full year group or Key Stage assemblies. Briefings for students will be held by the Headteacher in the main school hall so that key messages can be given. Students will be in small groups and desks will be clearly marked 2 meters apart. Both entrance and exit into the school and hall will be managed by pastoral leads, multiples access points will be used into the hall, with sanitiser available at each point. Students are required to sanitize their hands and they enter the building.	Low	Cleaners on hand throughout the day to clean each room before new students and staff arrive.
Outdoor Lessons PE/Forest School		Staff and students		High	Only non-contact sport is to take place where it is possible to socially distance, this will be monitored by the class teacher. before touching equipment. A separate PE checklist has been developed in preparation for September.	Medium	Some concern over transmission of fluids if students are sweating or coughing as a result of physical exercise.
Use of Sports and Play Equipment		Staff, students and cleaners		Medium	All equipment to be wiped with sanitiser before and after use by designated members of staff. Sanitising dispensers, sprays and wipes have all provided and levels of supplies will be monitored by the cleaning manager.	Low	Checklist for staff and students in school outlining expectations and procedures for hygiene in PE and practical activities.
Cleaning		Parents, students and staff		Medium	Hand soap and sanitiser is made available to everybody, dispensers are located strategically around school, they are checked throughout the day to ensure that they are full. Sanitising spray and wipes have been distributed to all staff to ensure that desks are kept clean along with telephones, keyboards and other equipment. Paper towels are made available in all washrooms rather than hand dryers, and water fountains have been made inaccessible and clearly marked not for use. A bin with a lid is to be placed in each room, and cleaners have been given guidance how to empty these safely. A number of toilets have been made unavailable and those that are used are cleaned hourly, a record of this is kept by the Cleaning Manager. The school premises are to be cleaned throughout the school day, specific contact points such as door handles and banisters are cleaned each hour, and rooms are sanitised after use. The cleaning manager checks the standard of cleaning, and the areas cleaned. Gloves must be worn by the cleaning and site team when cleaning surfaces, and emptying bins.	Medium	
First Aid Provision		Staff and students		High	All First Aiders have been allocated learning modules within the IHASCO training package available to school (infection control and covid-19 return to work), along with guidance from the School Business Manager around the steps to take when undertaking first aid. PPE - mask, gloves and apron and visors are available along with non-contact thermometers. A designated room has been allocated to Covid-19 first aid, along with a specific cleaner briefed by the Cleaning Manager on how to clean this room after it has been used. All staff are required to complete the online training on infection control, this is monitored by the SLT training lead. HSE have advised that first aid certificates due to expire will be extended for a further three months.	Medium	
Year briefings		Staff and students		High	Half year briefings will take place in the school hall. They will take place with 10 minutes between each group, which will allow for cleaning to take place between briefings.. There will be 2 meters between each class group.		
Catering		Staff and students		Medium	Both break and lunchtimes are staggered to keep the number of people in the canteen to a minimum. There are clear markings on both tables and floors to indicate where people can safely sit/stand 2 meters apart. The Catering Manager has sought advice from environmental health around the safety of staff, and relayed this message to the wider team including advice on PPE. See above lunchtimes/break times.	Medium/Low	
Deliveries and Waste Collection				High	Waste Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):Site and cleaning team to wear gloves at all times when emptying bins  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.  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.	Medium	

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Opening times of school and closure during weekends and half term		Staff and students		Medium	Staff instructed to be offsite by 4.30pm each day to reduce contact between adults and to allow sufficient time for cleaning. School to be closed during weekends and half term.	Low	
ICT Equipment - Laptops/Chrome books and PCs		Staff and students		Medium/High	<p>As there has to be 72 hours between the use of computers between bubbles, laptops are being labelled and assigned for either KS3 or KS4.</p> <p>In 201 and 202, the desktop computers are only to be used by KS4. If staff have a KS3 group the students must use the laptops that are permanently based in these rooms. At the moment there is a set of PC laptops for KS3 in 201 and a set of Chromebooks for KS3 classes in 202: these laptops and Chromebooks must stay in the computer rooms.</p> <p>In 204, there is a set of 30 Chromebooks for use by KS4 only and these must stay in 204.</p> <p>MFL have two sets of 15 laptops, one set for KS3 and one set for KS4. If staff need to use these, email Rachel Thomas who has a booking system. Staff must make sure that the correct set is used for the class and they should be wiped down after each use.</p> <p>On the bottom floor, there is a set of laptops for KS4 use only, staff should contact Ilya Haycock to book these in advance for a KS4 group.</p> <p>Jamie and Joe are working hard to repair damaged laptops. When these laptops are repaired they will replace the Chromebooks in 202. This set of Chromebooks will then be available to book for KS4 use; initially they are needed by KS4 Tech classes to complete coursework that has a deadline in October, but will be available to book at other times.</p> <p>A small number of remaining laptops will then be labelled KS3 and KS4 and</p>	Medium/Low	Wipes to be by equipment for cleaning between uses as an additional measure even though resources are not been shared between bubbles or key stages.

Review Date: Updated 12/10/2020