

Risk Assessment for COVID-Secure Secondary School Settings

Establishment: Blacon High School

Risk Assessment carried out by: Rachel Hudson, Laura Rose and Julie Mounfield

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. You must avoid going into anyone's office and should phone them instead - Latest phone list W:\Staff Lists and Telephone list\BHS INTERNAL TELEPHONE LIST 13.10.20.xlsx Only 2 people allowed in an office if a clear 2 metre distance can be maintained, where 2 meters is not possible only one person will be allowed. Staff will be directed to work at home where appropriate. Do not share resources between staff - pens, equipment, paper Wear masks at all times in corridors, communal areas, on arrival and departure from school and all outside areas. Ta's are to wear clear masks when working with students. No face to face meetings to take place in school (To include SLT, all Department meetings and staff briefings) - all meetings should be arranged via zoom or Teams or Google Meet even if all staff are in school No visitors in school unless it is linked to safeguarding Parent meetings should be conducted over the phone or virtually Photocopiers will only be used by approved personnel, requests will be made through the admin team School will only be open to staff from 7.30am to 4.30 pm Maintain social distancing of 2 metres or more when in contact with other adults and students Ensure you regularly use the hand sanitiser, on entry and departure from school and classrooms/office Ensure that desks and chairs are wiped and cleaned with the sprays and wipes available - supervise students doing this and remind them of the procedures and their importance After each all areas of the school site the school will be fogged to ensure deep cleaning throughout the school If you are ill, do not come in to work - I know this goes against what we would usually do but if you do feel unwell, remain at home and book a test as soon as you develop any Covid related symptoms Ensure you let HUR know if you become unwell, if you book a test and as soon as you hear the result, phone, text me or email HUR. Lettings will not take place until further notice.	Medium	
				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.
				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	
				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	
				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	
Drop off and collection of pupils		Parents, students and staff					
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	
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	

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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 will be kept with Jamie and Joe. These laptops will be available for use by students who need individual laptops to complete work throughout the day.</p> <p>At present, please only book or use laptops/Chromebooks when essential for the completion of coursework.</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.
Weekly testing of staff for Covid-19 and 2 tests of critical workers in school		Staff and students	<p>Inhalation of contaminated droplets</p> <p>Touching contaminated surfaces (then touching mouth/nose etc)</p>	High	<p>2 trained Healthcare workers testing staff and students for first 2 weeks. 6 volunteer staff trained using DfE/PHE training resources in school to undertake testing on a daily basis of staff in school from 18.01.21. Full PPE has been provided by the DfE (Gloves, masks, aprons, visors) with training on how to wear and dispose of safely. PPE being treated as advised by Public Health. All waste is treated as clinical and disposed of in the correct manner in line with guidance issued by the DfE. 04.01.21 - 15.01.21 - All staff tested once a week each Monday then staff tested in smaller groups each day from 18.02.21 to reduce contacts in school and staff attending school when not on rota. Cleaner on site and all areas cleaned regularly before, during and after testing process in line with DfE guidance.</p>	Medium	

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All Non-employees	COVID - 19	Children	Inhalation of contaminated droplets Touching contaminated surfaces (then touching mouth/nose etc)	High	<p>Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings or schools.</p> <p>Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.</p> <p>Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. Ensure a good supply of tissues is available.</p> <p>Cleaning frequently touched surfaces more often using standard products, such as detergents and bleach*. These products must contain at least 1000ppm AV</p> <p>Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)</p> <p>Reduce transmission risk by ensuring children, young people and staff where possible, only mix in a small, consistent group and that small groups stays away from other people and groups.</p> <p>Maintain social distancing 2 metres where practical.</p> <p>Handling potential cases of the virus as per the advice.</p> <p>Organise classrooms and other learning environments such as workshops and science labs for those groups, maintaining space between seats and desks where possible.</p> <p>Refresh the timetable: Decide which lessons or activities will be delivered. Consider which lessons or classroom activities could take place outdoors Use the timetable and selection of classroom or other learning environment to reduce movement around the school or building Stagger assembly groups Stagger break times (including lunch), so that all children are not moving around the school at the same time Stagger drop-off and collection times</p> <p>For secondary schools and colleges, consider how best to supplement remote education with some face to face support for students. Plan parents' drop-off and pick-up protocols that minimise adult to adult contact.</p> <p>Keep small groups of children together throughout the day and avoid larger groups of children mixing. Ensuring play equipment is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously. Remove unnecessary items from classrooms and other learning environments. Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) Reduce any unnecessary travel on coaches, buses or public transport where possible. Residential provision will also need to consider the maximum number of children or young people they can safely accommodate in residences.</p> <p><u>Re-opening of Secondary Schools from 15.06.2020.</u> Continue to deliver remote education as the predominant form of education delivery for year groups 10 and 12. Continue to use best endeavours to support all other pupils remaining at home, making use of the available remote education support. Only a quarter of the year 10 and year 12 cohort (for schools with sixth forms) in school at any one time. Keep pupils in small groups for face-face support and keep those groups as consistent as possible whilst at school, (e.g. for arrival, lunchtime, breaks and departure).</p> <p><u>Altering the School environment</u> Change classroom layout so desks are further apart or divide groups into different classrooms. No pupils should be on the school grounds unless agreed contact time.</p> <p><u>Minimising contact and mixing</u> Practise social distancing - keeping pupils 2 metres apart from each other <u>where possible</u>. This is more achievable in secondary schools than in primary schools, due to the age of the pupils, and is more important as mixing between groups – while limited as far as possible – will be more common in secondary schools. Keep mixing between groups to a minimum. Where mixing is unavoidable keep groups smaller than normal. No more than half class sizes to ensure sufficient distancing. Use alternative larger space for larger groups where possible to maintain social distancing and reduce mixing.</p> <p>Stagger start and end times during transportation. Advise pupils and parents to minimise use of public transport where possible. Advise pupils on reducing social mixing outside of school. 04.01.21 Reopening of School 04.01.2021 with 04.10.21 as a training day and only critical workers/vulnerable students in school as per guidance https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision?utm_source=5%20January%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DIE%20C19</p>	Medium /Low	For advice on handling potential cases please click on this link
Clinically extremely vulnerable children and young people	COVID - 19	Children and young people	Inhalation of contaminated droplets Touching contaminated surfaces (then touching mouth/nose etc.)	High	<p>Children and young people (0 to 18 years of age) who have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield. We do not expect these children to be attending school and they should continue to be supported at home as much as possible.</p>	Low	
					<p>Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. A small minority of children will fall into this category, and parents should follow medical advice if their child is in this category.</p> <p>Refresh the timetable: Decide which lessons or activities will be delivered. Consider which lessons or classroom activities could take place outdoors. Use the timetable and selection of classroom or other learning environment to reduce movement around the school or building.</p>		

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Tell children, young people, parents, carers or any visitors, such as school governors, suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection).

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Communicating your plans	Failure to communicate the schools plans resulting in transmission of COVID 19 infection	Parents	Inhalation of contaminated droplets Touching contaminated surfaces (then touching mouth/nose etc.)	Low	<p>Inform parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend.</p> <p>Inform parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)</p> <p>Advise parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)</p> <p>Engage parents in education resources such as e-bug and PHE schools resources where possible.</p> <p>Ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the Coronavirus (COVID-19): safer travel guidance for passengers.</p> <p>Re-opening of Secondary Schools from 04.01.21 Advise pupils and parents to minimise use of public transport where possible and to ensure face coverings are worn.</p>	Low	
Communicating your plans	Failure to communicate the schools plans resulting in transmission of COVID 19 infection	Children	Inhalation of contaminated droplets Touching contaminated surfaces (then touching mouth/nose etc.)	Low	<p>Engage children in education resources such as e-bug and PHE schools resources. Posters and lesson plans on general hand hygiene can be found on the ebug website, all displayed in school on notice boards, screens and social media.</p> <p>Re-opening of Secondary Schools from 04.01.21 Advise pupils and parents to minimise use of public transport where possible. Advise pupils on reducing social mixing outside of school.</p>	Low	e-Bug
Communicating your plans	Failure to communicate the schools plans resulting in transmission of COVID 19 infection	Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance, Agency Staff, Peripatetic teachers	Inhalation of contaminated droplets Touching contaminated surfaces (then touching mouth/nose etc.)	Low	<p>Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful. Weekly zoom briefings with staff along with additional emails with updates. Further training for staff on remote learning. Staggered timetable and separate bubbles to continue with critical workers in school.</p>	Low	
Communicating your plans		Contractors and Visitors	Inhalation of contaminated droplets Touching contaminated surfaces (then touching mouth/nose etc.)		<p>Communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers</p> <p>Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this.</p> <p>Encouraging visits via remote connection/working where this is an option.</p> <p>Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival.</p> <p>Limiting the number of visitors at any one time.</p> <p>Limiting visitor times to a specific time window and restricting access to required visitors only.</p> <p>Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night.</p> <p>Maintaining a record of all visitors, if this is practical.</p> <p>Revising visitor arrangements to ensure social distancing and hygiene, for example, where someone physically signs in with the same pen in receptions.</p>		

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