

Risk assessment for: Working safely during COVID 19 (Opening the whole school in September 2020)

Assessment date:

29/07/ 2020

Name of assessor:

Luke Salkeld

What are the significant hazards?	Who might be harmed & how?	Existing controls (What are you already doing?)	Additional controls required (Do you need to do anything else?)	Residual risk rating* L/M/H	1. Action by 2. Target date 3. Done date
Building and class occupancy levels	Staff Students Visitors Contractors	<ul style="list-style-type: none"> Government guidance is that school groups should form bubbles and the school should identify the number of pupils within each bubble dependant on considerations including the physical nature of the space and the pupils themselves. Bubbles will be a year group to enable the delivery of the full range of curriculum subjects with students able to receive specialist teaching. The guidance states that it should be a best fit approach rather than an all or nothing approach. Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. The groups will form a cohort and should work together; being segregated from all other groups and individuals by social distancing Specific locations for each group to work in are identified. If groups move between locations suitable cleaning and sanitising will be undertaken of each location after each use. This will need to include all equipment within the areas used Staff informed to keep 2m apart for other staff members Staff should avoid close face to face contact and minimise time spent within 1 metre of anyone Work areas have been assessed to ensure staff 	<ul style="list-style-type: none"> Upon entry to the school hygiene stations will be set up. Doors will be opened to reduce the touching of handles. Sanitisation available at the door of every classroom 	M	<ol style="list-style-type: none"> Site to team to have secured controls Friday 28th August Tuesday 1st September

		<p>are at least 2m apart and where they cannot be they must wear a mask.</p> <ul style="list-style-type: none"> • The occupancy has been assessed within the building. • Physical barriers have been put in place to promote social distancing • Notices and marker tape are present in circulation areas to encourage the 2m rule • Hot-desking is discouraged, if this happens the area and equipment is fully sanitised before anyone else uses the desk • Large gatherings to be avoided including Assembly's unless risk considered on balance to wider school functioning. • Sixth Form students to arrive and depart around timetabled lessons 			
Segregation of pupils		<ul style="list-style-type: none"> • As advised by the government and DfE year group bubbles will be formed and kept apart throughout the day, never having the opportunity for 1m face to face for prolonged periods of time • Arrival and departure points created to ensure that there is social distancing between groups • Each group having a dedicated work space and remain within this work space for the majority of lessons • Having tables and work stations as far apart as possible • Having forward facing tables so pupils are sitting side by side and not facing each other • Left hand corridor movement • Minimal movement of students in corridors at any time and staffed as they move • Staggered break and lunch times with separate dining areas, toilets and recreational spaces 	<ul style="list-style-type: none"> • Physical barrier in the upper yard to maintain bubbles at break and lunch • Management rota of student movement for break and lunch 	M	<ol style="list-style-type: none"> 1. SLT through timetabling 2. Friday 28th August 3. Tuesday 1st September



Staff and parent interaction. (Including meetings)		<ul style="list-style-type: none"> • Advising parents that access to the school is limited and that only one parent should escort a child to school or collect a child from school • Notification that parents must notify school of an outcome of a child's test as soon as possible • Setting up guidelines for parents to contact the school and specific teachers; including, telephone, website and social media contacts • If meetings are required with parents they are done using ICT systems in the first instance. If face to face meetings are needed these are conducted in a socially distant manner. Where this is not practicable the meeting should take place in a large room or area within the school, ensuring that there is ample fresh air perhaps with opening windows and social distancing observed • Using remote working tools to avoid in-person meetings • Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout • Avoid any sharing of work equipment including pens/paper/ keyboards etc. • Hold meetings outdoors or in a well ventilated room if they are essential meetings • Using floor signage to ensure that social distancing is enforced • A record will be kept of all visitors to the school. The school may be contacted by 'Test and Trace' and will cooperate fully with them 	<ul style="list-style-type: none"> • Two further communications during the Summer holiday to parents/ carers • Two INSET days sharing guidance and logistics 	L	<ol style="list-style-type: none"> 1. SLT/ LSK 2. Friday 28th August 3. Tuesday 1st September
Staff and Staff interaction		<ul style="list-style-type: none"> • Instructing staff members to adhere to social distancing at all times • Having reminders and notices clearly displayed a critical points around the building including staff only areas • Staggering break times for all staff to make social 	<ul style="list-style-type: none"> • Spare masks to be purchased for those unable to source. • All occupants to wear a face covering in corridors, quad and canteen. 	M	<ol style="list-style-type: none"> 1. LSK 2. Tuesday 1st September 3. Tuesday 1st September

		<p>distancing easier</p> <ul style="list-style-type: none"> Limited staff meetings or gatherings Face coverings to be worn in communal areas and compulsory in the event of a local lockdown. 			
Statutory and best practice inspections		<ul style="list-style-type: none"> Prior to reopening completing a check of all statutory compliance using Walsall Council's statutory and best practice check available on 'Walsall Link' Statutory and best practice checks will be completed taking into account the controls highlighted within this risk assessment and the contractors own risk assessment 	•	L	<ol style="list-style-type: none"> LSK/ Site Team Friday 28th August Tuesday 1st September
Contamination on surfaces including equipment		<ul style="list-style-type: none"> Ensuring that all surfaces and shared resources are suitably sanitised between each group use. Ensuring that all surfaces are sanitised at the end of each day and regularly throughout the day Pupils and staff having individual equipment provided where possible including paper and pens. These items should not be shared. Classroom based resources, such as books and can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. 	•	L	<ol style="list-style-type: none"> LSK Tuesday 1st September Tuesday 1st September
Lack of effective cleaning		<ul style="list-style-type: none"> Cleaning programmes have been reviewed and enhanced to ensure that all areas are sanitised at least daily. Site has been thoroughly cleaned throughout the duration of lock down. Frequent cleaning of work areas, class rooms and equipment between uses, using your usual cleaning products. Frequent cleaning of objects and surfaces that are touched regularly, such as door handles, surfaces and keyboards, and making sure there are adequate disposal 	<ul style="list-style-type: none"> Housekeepers and support staff timetable throughout the day of cleaning rooms used by a different bubble Additional cleaning sourced for the end of the school day as of 19/10/2020 	L	<ol style="list-style-type: none"> Site Team Tuesday 1st September Tuesday 1st September

		<p>arrangements. Clearing workspaces, class rooms and removing waste and belongings from the work area, class room at the end of the day</p> <ul style="list-style-type: none"> • Additional housekeepers on site cleaning areas of use before another bubble enters • Bathrooms must be cleaned and disinfected using standard cleaning products before being used by anyone else if used by a person displaying symptoms before being sent home • Adequate time for cleaning of dining halls between groups • Limiting or restricting use of high-touch items and equipment. If cleaning after a known or suspected case of COVID-19 then refer to the specific guidance. <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-health</p>			
Lack of effective ventilation		<ul style="list-style-type: none"> • Opening doors and windows frequently to increase ventilation where possible • Most air conditioning system do not need adjustment. Advice sought from heating ventilation and air conditioning (HVAC) engineers 	•	L	<ol style="list-style-type: none"> 1. LSK 2. Tuesday 1st September 3. Tuesday 1st September
Personal Hygiene, toilet, shower and changing facilities		<ul style="list-style-type: none"> • Face coverings to be worn in communal areas (Corridors, Canteens and Quad) • Handwashing facilities are available to all staff. These include those in the following locations: Staff room, toilets • Sanitiser pump in communal office entrance • Hand sanitisers have been made available at the following locations: entrances, every classroom, communal offices • Signage installed to build awareness of good handwashing technique, the need to avoid touching your face and the need to cough or sneeze into your arm • Pupil friendly signage 	•	M	<ol style="list-style-type: none"> 1. LSK/ Site 2. Friday 28th August 3. Tuesday 1st September

		<ul style="list-style-type: none"> • Providing regular reminders and signage to maintain hygiene standards • Providing hand sanitiser in multiple locations in addition to washrooms • Providing tissues, bins and sanitiser within each group area to encourage pupils to 'Catch it, Bin it, Kill it' • Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible • Enhancing cleaning for busy areas • Providing more waste facilities and more frequent rubbish collection • Where shower and changing facilities are required, setting clear use and cleaning guidance for showers and changing rooms to ensure they are kept clean, clear of personal items, and social distancing is achieved as much as possible • Changing facilities should be sanitised after each group use • Enhancing cleaning for busy areas. 			
<p>Staff at increased risk from the virus</p>		<ul style="list-style-type: none"> • Government guidance re shielding, higher risk groups, and the impact of COVID-19 are followed. • From 1st August 2020 staff members who are clinically vulnerable may be able to work at school but social distancing measures must be in place and medical advice should be followed in each case • People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace • Providing support for workers around mental health and wellbeing. • Personal risk assessment offered and undertaken for anyone at increased risk of the virus 	<ul style="list-style-type: none"> • 	<p>M</p>	<ol style="list-style-type: none"> 1. LSK 2. 21st August 3. Tuesday 1st September

		<ul style="list-style-type: none"> ECV staff members may be written to if Walsall moves to Tier 3. If this is the case individuals should speak to the Headteacher. 			
Pupils at an increased risk from the virus		<ul style="list-style-type: none"> Pupils may still be identified as needing to shield and if advised to do so following recent guidance they should not be attending school, additional arrangements would need to be made for their education. Pupils who are clinically vulnerable – medical advice should be followed to identify if they should attend school and what controls needs to be implemented. From 1st August 2020 most will be able to attend school but social distancing and medical advice should be followed. Pupils living with someone who is shielding (if the individual is advised to continue to shield) – only attend school if stringent social distancing can be guaranteed and the pupil can understand to follow the instruction. If not they should not attend school. Most people previously shielding can attend school but advice should be sort from a medical professional 	•	M	<ol style="list-style-type: none"> LSK Tuesday 1st September Ongoing
Visitors and contractors		<ul style="list-style-type: none"> Visitors are advised not to come to the school location if they have any symptoms as identified by the NHS Visitors are limited where possible and asked to call in advance prior to coming to the site Visitors are asked to respect the 2m distance at all times At interaction locations a physical barrier is in place (e.g. screens and panels) Sanitation and hand washing is available for visitors Encouraging visits via remote connection/working 	•	L	<ol style="list-style-type: none"> Site Tuesday 1st September Tuesday 1st September / Ongoing

		<p>where this is an option</p> <ul style="list-style-type: none"> • Limiting the number of visitors at any one time • 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) • Maintaining a record of all visitors • Revising visitor arrangements to ensure social distancing and hygiene. For example where someone physically signs in with the same pen in reception • Keeping a record of all visitors and cooperating fully with the Test and Trace service in the event of an outbreak 			
Staff with symptoms of the virus		<ul style="list-style-type: none"> • Staff who have any symptoms are advised not to attend work and should make contact with their line manager/ Headteacher and NHS services for further advice • Staff with symptoms may still be able to work from home • If a staff member becomes unwell whilst at work they should be advised immediately to go home and to contact the NHS services/ get a test. • Government guidance for staff with symptoms will be followed: this can be found at: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools • In the event of any staff member is identified as having symptoms of COVID 19 the school will contact the Walsall Health Protection Team on 01922 658065 for further advice and follow this advice • The school may be contacted by 'Test and Trace' and will cooperate fully with them 	•		<p>H</p> <ol style="list-style-type: none"> 1. LSK 2. Tuesday 1st September 3. Tuesday 1st September

Pupils with Symptoms of the virus		<ul style="list-style-type: none"> • If a student starts to show symptoms of COVID 19, they should be sent home immediately • Whilst waiting collection by a parent/carer the pupil should be moved to an isolated room where a window can be opened to provide fresh air. • If they need to use a bathroom they must use one dedicated bathroom and this must be thoroughly sanitised following the use • Suitable PPE including Apron, Goggles, moisture resistant face mask and gloves • Staff and pupils who engage with the person showing symptoms should be encouraged to wash their hand immediately following the min washing of 20 seconds and using the correct technique • Government guidance for pupils with symptoms will be followed: this can be found at: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools • In the event of any pupil is identified as having symptoms of COVID 19 the school will contact the Walsall Health Protection Team on 01922 658065 for further advice and follow this advice • The school may be contacted by 'Test and Trace' and will cooperate fully with them 	•	H	<ol style="list-style-type: none"> 1. LSK 2. Tuesday 1st September 3. Tuesday 1st September
Deliveries and collections		<ul style="list-style-type: none"> • Revising pick-up and drop-off collection points, procedures, signage and markings • Minimising unnecessary contact with staff and delivery staff for example non-contact deliveries where the nature of the product allows for use of electronic pre-booking • Ordering larger quantities of inbound materials less often to reduce deliveries • Where possible and safe, having single employees load or unload vehicles • Where possible, using the same pairs of people 	•	L	<ol style="list-style-type: none"> 1. Site 2. Tuesday 1st September 3. Tuesday 1st September/ Ongoing

		<ul style="list-style-type: none"> for loads where more than one is needed • Enabling drivers to access welfare facilities when required, consistent with other guidance • Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-aways • Cleaning procedures for equipment, tools and vehicles after each shift and after each use of shared equipment, for example pallet trucks and trolleys • Nearby supply of hand sanitiser for employees to use handling deliveries when handwashing is not practical • Regular cleaning of reusable delivery boxes 			
Access and Egress		<ul style="list-style-type: none"> • Promoting facilities such as bike-racks • Reducing congestion, for example by having more entry points to the school and entry points dedicated to single groups if possible • Providing hand sanitation at entry and exit points. Ensure that these are used when both children and adults enter the building • Providing alternatives to touch-based security devices such as keypads • Using markings and introducing a flow at entry and exit points • Making sure that people with disabilities are able to access lifts and other areas of the building • Process in place for the removal and disposal of face coverings 	•	L	<ol style="list-style-type: none"> 1. Site 2. Tuesday 1st September 3. Tuesday 1st September
Common areas		<ul style="list-style-type: none"> • Staggering break times to reduce pressure on break rooms or places to eat • Using outside areas for breaks • Using protective screening for staff in receptions or meetings if on site • Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions and 	•	L	<ol style="list-style-type: none"> 1. Site 2. Tuesday 1st September 3. Tuesday 1st September



		<ul style="list-style-type: none"> maintain the 2m social distancing where possible • Considering use of social distance marking for other common areas such as toilets and canteen • Identify specific toilet areas for specific groups • Staggering break times to reduce pressure on break rooms or dinner halls. • Using safe outside areas for breaks 			
Moving around the building		<ul style="list-style-type: none"> • Reduced movement by discouraging non-essential trips within buildings, for example, restricting access to some areas, encouraging use of radios, dedicate specific areas and toilets for each group • Reducing job and equipment rotation. If any equipment is shared this should be sanitised before being used by another group or staff member e.g. On-Call tablets • Introducing a flow of movement around site • Stagger the group arrival, break and leaving times to ensure that groups don't mix 	•	L	<ol style="list-style-type: none"> 1. SLT 2. Tuesday 1st September 3. Tuesday 1st September
Work places and work stations		<ul style="list-style-type: none"> • Workstations allow staff to maintain social distancing wherever possible • If it is not possible to keep workstations 2m apart, then extra attention needs to be paid to equipment, cleaning and hygiene to reduce risk • Avoiding employees working face-to-face. For example, by working side-by-side or facing away from each other with a 2m distance between them • Avoid using hot desks and share workstations. 	<ul style="list-style-type: none"> • Cleaning 'call cards' left by cleaning team to signify when cleaning complete. 	L	<ol style="list-style-type: none"> 1. Site/ LSK 2. Tuesday 1st September 3. Tuesday 1st September
Meetings		<ul style="list-style-type: none"> • Using remote working tools to avoid in-person meetings • Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout • Avoid any sharing of work equipment including pens/paper etc. • Hold meetings outdoors or in a well ventilated 	<ul style="list-style-type: none"> • Communicated with parents that in person meetings will be a secondary approach 	L	<ol style="list-style-type: none"> 1. LSK 2. Tuesday 1st September 3. Tuesday 1st September



		<ul style="list-style-type: none"> room if they are essential meetings Using floor signage to ensure that social distancing is enforced A record will be kept of any visitors to the school and made available to the 'Test and Trace' service if needed 			
Accidents, incidents and emergencies		<p>In emergencies social distancing should be observed if possible, but this may not always be possible.</p> <ul style="list-style-type: none"> Checking that first aid and fire safety provision and equipment is adequate for the new working environment A rota system for first aid qualified staff, fire marshals and Evac chair operators, to ensure that they are available during the operating hours and accessible to all areas of the building or work area Review the location of the assembly point and if this needs to be changed to allow for social distancing Ensure adequate PPE if provided for use of staff in all emergencies including first aid and fire What sanitation systems will you need to put in place following an emergency? E.g. equipment cleans for Evac chairs, radios, etc. Ensure that any fire safety systems that have not been tested during lockdown are tested eg.fire alarm including the operation of electronically locked doors and emergency green box over rides, self-closing doors held open on electro magnets, emergency lighting, sprinklers, automatic smoke vents etc. Adequate means of escape must be maintained even if the building is not fully occupied – occupants must have a primary escape route plus a secondary route in case the primary route is unavailable due to fire or smoke Flow systems that have been put in place may 	•	L	<ol style="list-style-type: none"> 1. Site/ LSK 2. Tuesday 1st September 3. Tuesday 1st September



		<p>have to be abandoned in the event of fire</p> <ul style="list-style-type: none"> • Keys to external gates must be available to occupiers • Check that fire exits open easily – especially doors operated by push bars as they can ‘stick’. • Amend the fire action plan if necessary to incorporate reduced staffing levels – i.e. those staff with specific roles in a fire evacuation may not be present • Check whether servicing of fire safety equipment is due or has been missed • If skips are to be used to dispose of unwanted items, site them at least 6 metres from the building • In the event of CPR needing to be performed the Resuscitation Council (UK) guidance should be followed. Suitable PPE should be worn by the first aider (e.g. FFP3 face mask, disposable gloves, eye protection) • If there is a perceived risk of infection, rescuers should place a cloth/towel over the victims mouth and nose and attempt compression only CPR and early defibrillation until the ambulance (or advanced care team) arrives • For a Paediatric casualty – There is an acceptance that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child. The advice from the Resuscitation Council (UK) is that rescue breaths should be undertaken as ventilations are crucial to the child’s chances of survival 			
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Parent queuing outside school		<ul style="list-style-type: none"> Discouraging drop off and collection by parents/carers. If this must take place then it is off site. 	•	L	<ol style="list-style-type: none"> LSK Tuesday 1st September Tuesday 1st September
Transport to and from school		<ul style="list-style-type: none"> Encourage pupils to travel to school via walking, cycling or private vehicles In line with government guidance discourage the use of public transport Stagger leaving times to allow for an increase in private cars, walkers and cyclists Pupils walking or cycling to school should be advised to socially distance at all times If drivers and pupils are within 2m of each other, suitable face covering should be worn (for those over 11 years old) All pupils will use hand sanitiser when exiting the dedicated school transport (before entering school) On arrival at school and when returning home pupils should wash their hands for at least 20 seconds following the recommended method Put a process in place for the removal and disposal of face coverings 	•	M	<ol style="list-style-type: none"> LSK/ Operations Tuesday 1st September Tuesday 1st September
Communication of control measures to staff, pupils and parents		<ul style="list-style-type: none"> Engaging with staff during the development of the risk assessments and identification of suitable control measures Providing clear guidance on social distancing and hygiene to people on arrival, for example, signage or visual aids and before arrival, for example, by phone, on the website or by email Providing clear, consistent and regular communication to improve understanding and consistency of ways of working. Engaging with workers and worker 	•	L	<ol style="list-style-type: none"> LSK Tuesday 1st September Tuesday 1st September

		representatives through existing communication routes to explain and agree any changes in working arrangements.			
PPE provision		<ul style="list-style-type: none"> • PPE is provided as identified within the risk assessment • Should there be a shortage in supply this is highlighted with the senior management team and additional supplies are sourced from other departments within the council • Providing an emergency PPE kit and spare stock, to be used in the event a pupil or staff member starts to show symptoms of COVID 19. This PPE can be worn by any staff member needing to supervise a pupil whilst awaiting their collection from school <p>Unless there is a situation where the risk of COVID-19 transmission is very high, this risk assessment reflects the fact that the role of PPE in providing additional protection is extremely limited.</p>	•	L	<ol style="list-style-type: none"> 1. Site/ Operations 2. Tuesday 1st September 3. Tuesday 1st September
Teaching pupils with SEN		<ul style="list-style-type: none"> • Providing Perspex screens to work with students • Allowing for 'extraction' from a classroom to provide better specialist support • Allocating dedicated staff to care for individual children where personal care is needed • Ensuring that personal care environment and equipment is thoroughly sanitised following each use • Using SEN tools to help communicate the control measure and new rules to the pupils. Consider how best to do this for the communication to be effective • Specialists, therapists, clinicians and other support staff for pupils with SEND should provide 	•	L	<ol style="list-style-type: none"> 1. SENCO/ LSK 2. Tuesday 1st September 3. Tuesday 1st September

		interventions as usual			
Educational Visits		An application for a visit should be made to the Headteacher to consider whether viable in the COVID climate.	•	L	1. LSK 2. Tuesday 1 st September 2. Ongoing

Date reviewed	Amendments made	Reviewed by	Next review
27/08/2020	Face coverings to be encouraged in communal areas and compulsory in the event of a local lockdown. Large gatherings to be avoided including Assembly's unless risk considered on balance to wider school functioning.	LSK	07/09/2020
07/09/2020	One-way system through ES corridor	LSK	14/09/2020
14/09/2020	Adaptations of timetables to further reduce corridor movement Keyboards and mice are now static with anti bac wipes provided Stationary supplies have been supplied Y9 have now been redirected via the lower yard at the end of break and lunch which has significantly reduced congestion near RE and the canteen	LSK	21/09/2020
21/09/2020	Face masks for adults in corridors no longer 'encouraged' but 'strongly urged'	LSK	28/09/2020
14/10 /2020	<ul style="list-style-type: none"> Face coverings to be worn in communal areas by staff and students (Corridors, Canteens and Quad) Public Health Walsall and England advice adhered to for confirmed cases in staff, Y8, Y10 and Y13 28+ weeks pregnant guidance as below: Women that are 28+ weeks pregnant that are not vulnerable or extremely clinically vulnerable - An individual risk assessment must be undertaken with the member of staff prior to them carrying out their duties. The work they will be undertaking and how risks will be mitigated should be agreed, documented and reviewed as work requirements or personal health circumstances change. Reasonable adaptations to work duties should be considered 	LSK	



	<p>where possible. Women that are 28+ weeks pregnant that are vulnerable or extremely clinically vulnerable - An individual risk assessment must be undertaken with the member of staff prior to them carrying out their duties. The risk assessment should be explicit in how risks will be mitigated. All discussions should be agreed, documented and regularly reviewed as work requirements or personal health circumstances change. Reasonable adaptations to work duties should be considered with a view to them working from home where possible.</p> <ul style="list-style-type: none">• ECV staff members may be written to if Walsall moves to Tier 3. If this is the case individuals should speak to the Headteacher.• Additional cleaning sourced for the end of the school day as of 19/10/2020		
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