

Guidelines for completing Risk Assessment (please refer to the Risk Assessment Policy)						Residual Risk Score
S = Severity Factor	Trivial Injury = 1	Minor Injury = 2	Serious injury = 3	Major Injury = 4	Death = 5	1-5 Proceed
L = Likelihood Factor	Remote = 1	Possible = 2	Likely = 3	Highly Likely = 4	Certain = 5	
DR = Degree of Risk Factor		Multiply S by L to give DR. The higher the number, the greater the risk and level of control needed.				6-12 Review risks further
RR = Residual Risk Factor		Multiply S by L to give RR. This is the risk level remaining when control measures are included.				13-25 Do not proceed

Coronavirus (COVID-19) risk assessment

This RA has been prepared taking into account the following guidance

1. CLEAPPS Classroom Risk Assessment
2. Gov.uk Guidance for Social Distancing
3. Gov.uk Guidance for Educational Settings

Assessment date: 27th May 2020

Review date:

Version: 1.1

Note that his Risk Assessment provides a set of overarching principles for the school and individual departments are required to consider any additional requirements for specific circumstances in their department. Any additional requirements must be detailed in the area at the end of this document so that these are logged and this document then used to confirm with staff what the operating requirements are.

Hazard	Risk	Control measures	Residual Risk	Persons at risk
Noncompliance of requirements by students	5 X 2 = 10	1. Any student who refuses to comply with the control measures in this risk assessment will be sent home immediately.	5 x 1 = 5	Staff Students Visitors
Exposure from others due to: 1) Living with someone with a confirmed case of COVID-19. 2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19. 3) Being advised by a public health agency that contact with a diagnosed case has occurred. 4) Adhoc contact with contaminated items / surfaces	5 x 5 = 25	2. Parents, students and staff to be reminded not to attend school should they show any of the signs of the infection as defined by PHE in their guidance. In addition, should they live with someone who is suspected of having COVID-19 they should not come in for 14 days. 3. Advise parent, students and staff not to car share with others outside of their household. 4. Advise parents, pupils and staff to only travel by public transport if absolutely essential with private car, walking and cycling the preferred means of coming to school. 5. Staff are advised not to arrange personal deliveries to the school for the foreseeable future. 6. Parents to be advised only to come into school with an appointment 7. Ensure hand washing facilities are suitably stocked and that all are encouraged to wash hands on arrival and periodically through the day 8. Provide hand sanitising facilities in rooms that are in use. 9. Provide sanitising facilities in classrooms for staff and students to use periodically throughout the day 10. Staff and students to be advised of best hygiene practices – See below for further detail 11. Staff and students to be advised of changes to school operating procedures. 12. All rooms used to be cleaned at the end of the working day / before the start of the working day– classrooms / washrooms / offices 13. All communal areas cleaned during and at the end of the day 14. No school trips to be undertaken 15. Where acceptable, ventilation (open windows or use of fresh air supplied air conditioning units) should be maintained in any rooms being used. 16. The school facilities will be closed for community use until further notice 17. Staff will be asked not to arrange face to face meetings with parents at this time. 18. No students allowed off site when attending school.	5 x 1 = 5	Staff and students

Hazard	Risk	Control measures	Residual Risk	Persons at risk
		19. Students to be advised to bring their own equipment to school and not to share equipment.		
Working within close proximity of others in classrooms / Lessons / offices	5 x 5 = 25	<ol style="list-style-type: none"> 1. Year 10 and 12 teaching groups will attend school with a 7 day gap between sessions. 2. No more than ¼ of the Year 10 and Year 12 cohort will be in school at any one time. 3. Large classrooms that support a minimum of 2m social distancing to be used and numbers limited to reflect the distancing requirements and the space available 4. Where classes exceed twelve students they will be split. 5. Classrooms in use will be selected based on their size, proximity to external doors, entry and exit routes to avoid pinch points and to have access to sufficient space for breaks to allow for social distancing 6. Staff and students to be briefed on room entry, seating and exit arrangements to ensure that social distancing is maintained prior to attending and each day of attendance 7. Only one class group to use specific rooms in any one day. These rooms will be pre-allocated to ensure no conflict and to ensure that a room is only used by one group per day. 8. Where possible, students to use the same workstation/desk 9. Staff and students to ensure that movement around the room is managed to ensure social distancing. For Year 10 and 12 sessions in Term 6 there will be no movement in the room other than by the teacher/ member of support staff. 10. Staff to be reminded that there should be no close contact with students and this must be enforced. 11. No practical subjects to be undertaken that involve risk, sharing of facilities or equipment or movements around classrooms to be undertaken 12. No contact sports to be undertaken. 13. No group demonstrations to be undertaken where pupils congregate around a table / workstation 14. Face to face meetings should be avoided. When meetings are necessary, absolutely necessary participants should attend and maintain a 2m separation. 15. Office accommodation to be reviewed and arranged to ensure that social distancing can be maintained. 16. Staff to minimise time in shared department offices. 17. Rooms should be adequately ventilated, windows should be opened and doors propped open where possible 18. Recirculating air conditioning systems must not be used. 19. Excess furniture to be removed from use / stacked to reduce likelihood of agreed layouts being changed. 	5 x 1 = 5	Staff Students

Hazard	Risk	Control measures	Residual Risk	Persons at risk
		20. In toilets remove from use some sinks / cubicles to ensure social distancing. 21. Visitors use hands sanitising before and after signing -in		
Use of Changing facilities / showers – not applicable during Term 6.	5 x 5 = 25	<ol style="list-style-type: none"> Where possible avoid the use of changing rooms Manage access and egress the facilities to reduce congestion and contact at all times Limit the number of users and ensure that there are allocated changing points to maintain social distancing to the minimum level Introduce enhanced cleaning of all facilities throughout the day and at the end of each day 	5 x 1 = 5	Staff and students
Exposure from access / egress to site / movement around site	5 x 5 = 25	<ol style="list-style-type: none"> Term 6 arrangements for Year 10 and 12: School start time to be staggered by 30 minutes for rooming cluster areas. Start times will be 0900 and 1000 and finish times will be 1200 and 1300. Therefore no more than 20 students will be scheduled to arrive at a rooming cluster area at any point in time. The rooming cluster areas are: Penn House and Penn Stables – entrance to school via Penn Hill Road Drama and Deval 01 & 02 – entrance to school via main gate 2 on Kelston Road Deval 07/08/09/10 and Malloy (Year 12 only to use Malloy) – entrance to school via main gate 1 and then past science and the back of the gym. This will reduce student and vehicle movements arriving at the school. Staff to be on duty at the start and end of the day, break and lunchtime to support social distancing measures. Students will have allocated areas for any breaks. Staff to manage site access points to support social distancing measures reminders on social distancing to be in place Social distancing marking in place outside of the classrooms to be used for Year 10 and 12 sessions during Term 6. Year 10 and 12 students briefed on social distancing arrangements in school in advance of attending school. Staff to manage student washroom access to limit use Room allocations to make use of classrooms with external access, or where there is close proximity to external doors which are not use by others Fire doors may be propped open during the school day when the classroom is in use but will be closed when unattended by the member of staff using the room (in line with government guidance). Non-fire doors will be propped open during the 	5 x 1 = 5	Staff and students

Hazard	Risk	Control measures	Residual Risk	Persons at risk
		school day.		
Emergency Procedures Unclear	5 x 5 = 25	<ol style="list-style-type: none"> Registers to be taken at the start of the day and a copy retained by the teacher of the class group All staff to sign in and out during the day and a copy to be taken out by the admin staff to the assembly point Assembly points <ol style="list-style-type: none"> Assembly point for staff, Year 10 and 12 in usual positions but maintaining social distancing on Penn Field. Students will assemble in the groups that they were in for their teaching session with their teacher. Students in the main building will assemble in the MUGA. All students will follow social distancing guidelines. Registers to be taken by staff SLT shall sweep all buildings and site staff will check location of activation (as now) Reoccupation process as now Site team to manage the alarm panel Lockdown process as now. With revised furniture layouts, access to emergency equipment is to be maintained. 	5 x 1 = 5	Staff and students
Dangers from Covid 19 – Vulnerable Groups	5 x 5 = 25	<ol style="list-style-type: none"> Any students attending school with who are clinically extremely vulnerable or clinically vulnerable will not attend school during the period of this risk assessment. Clinically extremely vulnerable staff will continue to work from home and will not attend work during the period covered by this risk assessment. Clinically vulnerable staff will continue to work from home and will not attend work during the period covered by this risk assessment unless they have opted to and an additional risk assessment has been carried out. Staff living with extremely vulnerable people will not be asked to attend school during the period of this risk assessment unless they have opted to and an additional risk assessment has been carried out. Staff living with clinically vulnerable people (including those that are pregnant) can attend school, if they wish, to teach their Year 10 and 12 teaching group in Term 6 in line with government guidance. Staff will not be required to attend school and if they do not wish to there will be remote working arrangements in place for the Year 10 and 12 sessions. In addition these staff will not be asked to carry out duties in the main school during the period of this risk assessment. 	5 x 1 = 5	Staff and students
Use of potentially contaminated room / area / equipment	5 x 5	<ol style="list-style-type: none"> Shared departmental staff offices must only be used on an individual basis to retrieve items and not as a work station unless 2m social distancing can be maintained at all times. 	5 x 1 = 5	Staff and students

Hazard	Risk	Control measures	Residual Risk	Persons at risk
	= 25	2. There will be disposable cloths and cleaning products available for staff to sanitise any equipment that they use. 3. Where possible and comfortable, staff should ventilate the areas, windows should be closed at the end of the day. 4. All workstations should not be shared – classrooms / offices. 5. Furniture in the staffroom will be arranged to support social distancing and staff are requested not to enter if social distancing cannot be maintained. 6. Food preparation must not take place in the staffroom. 7. Year 10 / 12 teachers will not use the staff room when in school.		
Insufficient First Aid Provision	5 x 5 = 25	1. On Mondays and Thursdays a first aider will be on site. On other days, a first aider will be available either on site or on the phone. Arrangements for child who becomes unwell. <ul style="list-style-type: none"> • If a student becomes unwell with symptoms of coronavirus whilst in school, they should be immediately sent to reception who will send the student to 105, call a first aider to attend and call home and arrange for immediate collection of child. • A face mask should be worn by the supervising adult (first aider) if a distance of 2 metres cannot be maintained. • If contact with the student is necessary, then gloves, an apron and a face mask should be worn by the supervising adult (first aider). We also have face visors available which can be worn if the first aider wishes. • If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then a protective glasses should also be worn. • The student should then be contained in 105 on their own, if the student is safe to leave unattended, with the windows open, until they are collected by their parent. The parent will be told to call reception on arrival and wait at the student entrance for the student to come out. Once collected the parent should be informed that the student must not return to school for 7 days regardless of whether they have further symptoms. They should also be advised to have a test performed for COVID-19 as soon as possible. • The site team should then be called to sanitise the first aid room whilst wearing appropriate PPE (gloves, plastic apron and mask. Please note visors are also available if required). The room should not be used again until this happens. 	5 x 1 = 5	Staff and students

Hazard	Risk	Control measures	Residual Risk	Persons at risk
		<ul style="list-style-type: none"> Any incident of a student being sent home should be immediately reported to the Headteacher. A stock of PPE should be kept on the Reception desk and checked on a weekly basis to ensure that adequate stocks are available. Specific risk assessments for identified students have been /will be put in place for students with medical needs who will be on site. 		
Exposure from large numbers of persons in one area	5 x 5 = 25	<ol style="list-style-type: none"> To avoid groups of staff and students, the following restrictions will be implemented: There will be no assemblies Year 10 and 12 lesson will take place away from the main building. Break times will be staggered Areas will be actively supervised to support social distancing During break times, no contact sports shall be undertaken During break times students will use separate areas of the school Sixth Form Common Room and study rooms not to be used. LRC to be closed to students (other than for supervised learning) 	5 x 1 = 5	Staff and students
Use of food provision creating queues	5 x 5 = 25	<ol style="list-style-type: none"> Students will bring in a packed lunch Students will be encouraged to bring refillable drinking bottles from home. Year 10 and 12 students will have to bring their own drinking water. Water stations will be available for students in the main building and these will be sanitised throughout the school day Staff / students should follow social distancing measures whilst eating and avoid all contact Staff and students should wash/sanitise their hands before and after eating 	5 x 1 = 5	Staff and students
Poor hygiene	5 x 5 = 25	<p>To ensure as far as possible a safe environment, the school will:</p> <ol style="list-style-type: none"> Remind all to wash hands thoroughly and regularly. Use soap and water for at least 20 seconds.. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by PHE All classrooms will have automatic hand sanitiser dispensers that staff and students will use on entry to the room. (If not yet installed hand pump dispensers will be provided) Remind all to avoid touching face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin. Regularly clean the hand washing facilities and check soap and sanitiser levels 	5 x 1 = 5	Staff and students

Hazard	Risk	Control measures	Residual Risk	Persons at risk
		5. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. 6. Ensure sufficient supplies of soap, hand sanitiser. 7. Restrict the number of people using toilet facilities at any one time e.g. use a welfare attendant and close off cubicles and sinks. Wash hands before and after using the facilities Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush 8. TV Screens / screen savers to be used to remind all of safe ways of working 9. Staff and students to wash clothes and wear a change of clothes the following day. Students will not wear school uniform 10. Regular cleaning of pinch points by site team		
Working in local vicinity to Site staff and site contractors (maintaining 2m distancing)	$5 \times 5 = 25$	1. All contractors will receive a toolbox talk to confirm the need for social distancing as well as the schools standard methods of working – in most cases this will also be sent to company in advance when works are scheduled 2. All contractor areas will be segregated from staff and students 3. All staff to adhere to any signage preventing access to work areas. 4. Starting and finishing times are to be staggered and reviewed to ensure no build-up of staff / teams in areas 5. RAMS will be in place to cover the activity including the approach to social distancing / Covid 19 Controls 6. Workers who are unwell will be asked to leave site 7. Tasks are to be rearranged to enable them to be done by one person or as small number of persons without compromising safety measures. 8. Maintain social distancing measure of 2 metres from each other as much as possible with supervision in place to monitor compliance 9. Always consider if the task can be performed differently without having to breach the 2m social distancing rule 10. Workers are to limit face to face working and work facing away from each other when possible 11. Limit the frequency of working within 2m to an absolute minimum and ensure it is for strictly low intensity, sporadic work where exposure to this distance is less than 15 mins 12. Single use PPE should be disposed of so that it cannot be reused and to control potential contamination is controlled (waste removed by a responsible, approved contractor) 13. Hygiene measures and cleaning schedules to be in place (regularly washing hands for at least 20 seconds with soap and warm water) 14. All work areas to be fully sanitised after use and completion of the works prior to reoccupation by the school. 15. Any health concern to be raised immediately with the Headteacher	$5 \times 1 = 5$	Contractor s staff students

Hazard	Risk	Control measures	Residual Risk	Persons at risk
Poor Cleaning	5 x 5 = 25	<ol style="list-style-type: none"> On a daily basis, all areas used will be sanitised after use with suitable chemicals. The safety of the cleaning team is important and as such all cleaning staff will: <ol style="list-style-type: none"> Wear gloves when cleaning Ventilate rooms / areas Dispose of all waste safely All rooms in use will be cleared of surplus items on flat surfaces to ensure thorough cleaning is possible. Any issues to be reported to the Site Team Leader Should a case of Covid 19 be confirmed in school, the areas the individual has used will be isolated from use and arrangements made for the areas to be sanitised – note this may be using external cleaners but under the guidance of the PHE HPT. The guidance provided by PHE Covid 19: Cleaning in non Healthcare Settings will be followed. <p>Additional cleaning measures to include:</p> <ul style="list-style-type: none"> Agreed daily enhanced cleaning plan implemented to ensure cleanliness Use of disposable cloths and cleaning equipment in conjunction with sanitising solution or detergent and disinfectant Cleaning staff to wear disposable gloves and visors (if required) Cleaning of all high frequency points including door handles, banisters, keyboards and push plates by site team during the school day Daily cleaning of all surfaces/desks by cleaning team including use of wipes on computer keyboards in classrooms by site team Use of electrostatic cleaner and a viral spray in high risk areas such as toilets and staff room (arrival date 15th June) Additional lockable soap dispensers have been installed in most toilets. 	1 x 5 = 5	Staff and Students
No enforcement of requirements by staff	5 x 2 = 10	<ol style="list-style-type: none"> Checks to be undertaken by SLT Concerns to be raised immediately with SLT or FFHR Manager who will consider / investigate / address 	5 x 1 = 5	Staff and students
Poor mental health	3 x 3 = 9	<ol style="list-style-type: none"> Consideration given to the wellbeing and mental health of staff (particularly at this time) and to ensure that factors such as workload, pressures of personal life and arrangements, effect of the current situation are considered in supporting their teams and to discuss any support that may be required with the individual and to seek further support as detailed in the standard school policy. Safeguarding Policy and procedures have been updated and staff are to read this. 	2 x 2 = 4	Staff

Department Additions

Hazard	Risk	Control Measures	Persons at Risk

Management

- Please ensure all staff are aware of reporting requirements and that all issues / confirmed cases are escalated to the Headteacher or FFHR Manager
- Information notes are to be sent out and any updates communicated in a timely manner to the workforce.
- This must include letting staff know about symptoms and actions the medical professionals are advising people to take.
- Risk assessment to be reviewed initially on a weekly basis.
- Please remind staff that in order to minimise the risk of spread of infection, we rely on everyone in the school taking responsibility for their actions and behaviour.