

## RAVENSCLIFFE HIGH SCHOOL RISK ASSESSMENT – COVID-19

NOTE: Due to the constantly changing situation, dynamic risk assessments must also be carried out.



**RAVENSCLIFFE**  
HIGH SCHOOL & SPORTS COLLEGE

### PART A. ASSESSMENT DETAILS:

**Area/task/activity:** Full School opening arrangements during COVID-19 restrictions from 1 September 2020

**Location of activity:** Ravenscliffe High School

<b>Team/School name:</b> <b>Address &amp; Contact details:</b>	Ravenscliffe High School	<b>Name of Person(s) undertaking Assessment:</b>	Chris Lingard
		<b>Signature(s):</b>	
<b>Line Manager/ Headteacher (Name/Title):</b>	Chris Lingard - Headteacher	<b>Date of Assessment:</b>	27.7.20
<b>Signature:</b>		<b>Planned Review Date:</b>	30.9.20
<b>How communicated to staff:</b>	Inset day	<b>Date communicated to staff:</b>	7.9.20

### PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
Changes to official COVID-19 guidance and advice	Staff, pupils, visitors, contractors, parents	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• School regularly refers to official advice from the DfE, PHE, HS&amp;Q and HR;                             <ul style="list-style-type: none"> <li>○ <u>Coronavirus (Covid-19): guidance for schools and other educational settings</u></li> <li>○ <u>CMBC Schools HR guidance</u></li> <li>○ CMBC Health &amp; Safety COVID-19 Guidance</li> <li>○ DofE Guidance for full opening of schools 28.8.2020</li> </ul> </li> <li>• Headteacher and SLT to keep up to date with <u>official COVID-19 Guidance</u> and informs employees/school arrangements as required.</li> </ul>
Vulnerable & extremely vulnerable staff or pupils with pre-existing health conditions	Staff, pupils, household members	Becoming seriously ill from the effects of coronavirus, potential to be life threatening	<ul style="list-style-type: none"> <li>• Adults who were considered to be clinically extremely vulnerable and received a letter advising them to shield are/were advised by the Government that they can/could return to work from 1 August 2020 as long as they maintain social distancing;</li> <li>• Pupils who were considered to be clinically extremely vulnerable and received a letter advising them to shield are/were advised by the Government that they can/could return to school from 1 Sept 2020 (when the rest of students return), although some of the most vulnerable may be phased back to school over the first few weeks (dependent upon health condition etc).</li> </ul>

**PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

<p><b>List of significant hazards</b> (something with the potential to cause harm)</p>	<p><b>Who might be harmed</b></p>	<p><b>Type of harm</b></p>	<p><b>Existing controls</b> (actions already taken to control the risk - include procedure for the task/activity where these are specified)</p>
			<ul style="list-style-type: none"> <li>• If infection rates rise in local areas, individuals (or family members) from that area only, will be advised to shield during the period where rates remain high and therefore may be temporarily absent;</li> <li>• Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school. The school works closely with parents of children who are extremely medically vulnerable to support a return to school, carrying out an individual risk assessment as necessary;</li> <li>• School applies the measures set out in the government <u>Guidance for full opening: schools</u> as far as is reasonably practicable to reduce the risk to all staff including those who are extremely clinically vulnerable and clinically vulnerable;</li> <li>• Staff members who are in the most at risk categories are reminded to take particular care. Where an employee expresses concerns, <u>An individual risk assessment</u> will be completed to assess the risks to that individual and identify ways to reduce these risk to an acceptable level including where possible the need for any reasonable adjustments. This will be done in consultation with the member of staff and will be reviewed on a regular basis or in the event of any significant changes;</li> <li>• People who live with those who are clinically extremely vulnerable or clinically vulnerable attend the workplace as normal;</li> <li>• Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the <u>COVID-19: review of disparities in risks and outcomes report</u>. If people with significant risk factors <u>express concerns an individual risk assessment</u> will be completed to assess the risks to that individual and identify ways to reduce them to an acceptable level;</li> <li>• People who live with those who have comparatively increased risk from coronavirus (COVID-19) attend the workplace as normal;</li> <li>• (Advice for those who are extremely clinically vulnerable can be found in the <u>guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</u>).</li> </ul>
<p>Staff, pupils &amp; household members displaying signs of COVID-19</p>	<p>Staff, pupils, visitors, contractors, household members</p>	<p>Potential spread of infectious disease</p>	<ul style="list-style-type: none"> <li>• Staff, parents and pupils are made aware of the <u>virus symptoms</u>;</li> <li>• Staff, other adults and pupils are instructed not to come into school if they or members of their household have <u>coronavirus (COVID-19) symptoms</u>, in-line with the <u>guidance for households with possible coronavirus infection</u>;</li> <li>• Staff or pupils showing COVID-19 symptoms should be moved into an isolation area where possible (meeting room @SG or staff room @SH), supervised by staff member in full PPE in ventilated area, even better supervised outside if the weather allows it, and a member of the household should be asked to come and pick up with immediate effect. If this is genuinely not possible, then school staff will consider transporting home. In this instance the driver should wear</li> </ul>

**PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<p>PPE, and the affected student/staff member should wear PPE if possible. As much distance as possible should be placed between the driver and the student/staff member being transported.</p> <ul style="list-style-type: none"> <li>• Staff and students in the immediate bubble will be sent home with parents collecting students.</li> <li>• Parents of students on the same transport will be informed and given the option to come and collect their son/daughter. Admin team to make these phone calls and note on the Onwards and Upwards system</li> <li>• Parents should be reminded to self-isolate for 10 days and instructed to <u>arrange a test</u> to see if they have COVID-19;</li> <li>• Staff and parents are advised that other members of their household (including any siblings) should self-isolate for 14 days from date of onset of symptoms;</li> <li>• Staff and parents have been instructed to inform school immediately of the results of a test so that an assessment can be made of the potential impact on school;</li> <li>• If someone tests negative, if they feel well and no longer have any symptoms similar to those identified for coronavirus (COVID-19), they can stop self-isolating. They may still have another virus, therefore it is still advisable to avoid contact with others until they recover. However other members of their household can stop self-isolating;</li> <li>• Staff who have assisted someone who has taken ill with COVID-19 symptoms and any pupils who have been in close contact with them, will wash their hands with warm, running water and soap for a minimum of 20 seconds.;</li> </ul> <ul style="list-style-type: none"> <li>- If a pupil displays symptoms their parent/carer will be required to take them home. Where this is not immediately possible, the pupil will be placed in a separate room until they can be collected. In the first instance, isolate as per local guidance.</li> <li>- In the case of a member of staff showing symptoms, the same procedure should be followed. In the first instance, any member of the household who drives should pick up. If not, then we should transport, except both the driver and the member of staff should definitely wear PPE.</li> </ul> <ul style="list-style-type: none"> <li>• We would disinfect and clean bus after use and lockdown bus for 72 hours.</li> <li>• Ideally, a window will be opened in the room for increased ventilation;</li> <li>• If it is not possible to isolate the pupil e.g. if it causes them undue distress or they need to remain under adult observation, an assessment will be carried out to see whether it is sufficient to move them to an area which is at least 2 metres away from others;</li> <li>• If an individual (adult or child) showing COVID-19 symptoms, needs to use the bathroom while waiting to go home, they will use a separate bathroom if possible. The bathroom will then be cleaned and disinfected before being used by anyone else;</li> <li>• The area around the person with symptoms will be cleaned after they have left to reduce the risk of</li> </ul>

**PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<p>passing the infection on to other people as per the <u>COVID-19: cleaning of non-healthcare settings guidance</u>;</p> <ul style="list-style-type: none"> <li>When caring for someone with symptoms of coronavirus (COVID-19) a face mask should be worn if a distance of 2 metres cannot be maintained. If direct contact is necessary, then gloves, an apron and a face mask should be worn;</li> <li>If a risk assessment determines that there is a risk of splashing to the eyes, e.g. from coughing, spitting, or vomiting, then eye protection will also be worn by the supervising adult.</li> </ul>
Staff, pupils & household members test positive for COVID-19	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>If someone tests positive, they are instructed to follow the '<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>' self-isolating for at least 10 days from the onset of their symptoms and will only be allowed to return to school when they do not have symptoms including; a high temperature, cough or loss of sense of smell/taste. They will be advised that other members of their household must continue self-isolating for the full 14 days;</li> <li>The School will contact the local health protection team as soon as they have been notified of a positive result. (This team may also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace);</li> <li>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate;</li> <li>Based on the advice from the health protection team, school will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means: <ul style="list-style-type: none"> <li>— direct close contact - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin);</li> <li>— proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual;</li> <li>— travelling in a small vehicle, i.e. a car, with an infected person;</li> </ul> </li> <li>School will keep a record of pupils and staff in each bubble and any close contact that takes place between children and staff in different groups. School will not share the details of people with coronavirus (COVID-19) unless essential to protect others;</li> <li>Household members of those contacts who are sent home do not need to self-isolate themselves unless the pupil or staff member who is self-isolating subsequently develops symptoms;</li> </ul>

**PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<ul style="list-style-type: none"> <li>• If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they are instructed to follow the <u>'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</u> and instructed to get a test;</li> <li>• If the test is negative they are instructed to remain in isolation for the remainder of the 14-day isolation period as they could still develop the coronavirus (COVID-19) within the remaining days; School will request to see evidence of the negative test.</li> <li>• If the test result is positive, they are instructed to inform school immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period);</li> <li>• They are advised that their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms. Text evidence must be provided to the school.</li> </ul>
Outbreak of Covid-19 within school	Staff, pupils, visitors, contractors, household members	Spread of infectious disease	<ul style="list-style-type: none"> <li>• The school will work closely with the local health protection team if there are two or more confirmed cases within 14 days, or there is an overall rise in sickness absence where coronavirus (COVID-19) is suspected. The local health protection team will advise if additional action is required;</li> <li>• School is aware that in consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice. SLT and Governors will make a decision about school closure if a significant number of staff are taken ill.</li> </ul>
Transmission of Covid-19 due to lack of consultation on safe working practices and provision of information & instruction on safe ways of working.	Staff, pupils, visitors, contractors, parents	Spread of infectious disease	<ul style="list-style-type: none"> <li>• Guidance and training is provided for staff to ensure they understand, and can enforce, the new routines and support pupils in understanding them and are familiar with revised physical arrangements;</li> <li>• Senior leaders within school ensure staff are consulted when considering local arrangements and there is ongoing engagement with staff (including through trade unions and employee rep. groups) to monitor and understand any unforeseen impacts of changes to working environments;</li> <li>• Senior Leadership Team, are available to offer support and advice and to monitor the current working arrangements on a daily basis;</li> <li>• All new staff and volunteers are provided with a site induction and adequate information, instruction and training on local health, safety and COVID secure arrangements and their key roles and responsibilities;</li> <li>• Signage, posters and other instructions are displayed to support implementation of COVID secure measures;</li> </ul>

**PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<ul style="list-style-type: none"> <li>Up to date information and guidance on how to manage the risks associated with COVID -19 are available on the Health &amp; Safety Website.</li> </ul>
Spread of Covid-19 during travel to and from school on dedicated transport	Staff, pupils, household members, members of the public	Potential spread of infectious disease Pupils stranded or missing	<ul style="list-style-type: none"> <li>To be read in conjunction with CMBC Transport Risk Assessment</li> <li>Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. Therefore the usual social distancing measures will not apply from Sept 2020;</li> <li>The approach to dedicated transport has been aligned as far as possible with the principles underpinning the system of controls set out in school.</li> <li>Assurances have been given by transport providers that transport is cleaned regularly and that high touch points are sanitised prior to a school pick up/drop off;</li> <li>A system is in place to manage boarding and disembarking from transport to prevent unnecessary close contact with others;</li> <li>School have been assured that transport providers, as far as possible, follow hygiene rules and where possible social distancing within vehicles will be maintained;</li> <li>Pupils over the age of 11, are required to wear face coverings if they are independent travellers and likely to come into close contact with people they do not normally meet;</li> <li>Drivers must not undertake duties for school if they or a member of their household are displaying any symptoms of coronavirus;</li> <li>Staff to wear appropriate PPE when supporting pupils with complex needs who require assistance to access the vehicle or fasten seatbelts etc. Immediately after assisting pupils staff will wash their hands thoroughly with warm running water and hand soap for at least 20 seconds.</li> <li>If a student refuses to go home on transport at the end of the school day, and local authority transport has to leave, their parent would be contacted and asked to pick up their child. If this is not a viable option, school staff would transport the student using school transport as a last resort. This would have to be done within social distancing guidelines, with the student seated towards the rear of the minibus. In the case that this is unsuccessful and the student still refuses to leave, then the involvement of the police would be the final decision</li> </ul>
Spread of Covid-19 when arriving at school	Staff, pupils, household members, members of the public	Potential spread of infectious disease Pupils stranded or missing	<ul style="list-style-type: none"> <li>Parents/carers are requested not to enter school unless absolutely necessary and by appointment only. When it is necessary for parent/carer to enter the school building they will be instructed to follow handwashing and social distancing guidelines;</li> <li>Arrangements are in place for parents/carers to drop off and collect children at staggered start/finish times, without physically entering the premises e.g. front gate drop-off with staff meeting pupils at the school door;</li> <li>Parents have been advised that only one parent should accompany their child to the school</li> </ul>

**PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

<p><b>List of significant hazards</b> (something with the potential to cause harm)</p>	<p><b>Who might be harmed</b></p>	<p><b>Type of harm</b></p>	<p><b>Existing controls</b> (actions already taken to control the risk - include procedure for the task/activity where these are specified)</p>
			<p>entrance;</p> <ul style="list-style-type: none"> <li>• When in local lockdown temperature checks will be carried out each day by appropriate staff first thing in the morning and if the child presents as unwell during the day. If there is any concern about a child's temperature or health they will then be referred to the School Nurse</li> <li>• If a student on a bus is sent home, the remaining students from that bus will have their temperature monitored throughout the day</li> <li>• Pupils who wear face coverings have been instructed not to touch the front of this during use or when removing them on arrival at school. Independent/taxi travellers should either be provided with 2x disposable masks (i.e. for the inward and outbound journeys) or bring a plastic bag to place their washable mask in.</li> <li>• Those removing face coverings are required to wash or sanitise their hands immediately after removing it;</li> <li>• A covered bin is in place for non-reusable face coverings on arrival at the school grounds;</li> <li>• The contents of the bin will be disposed of as normal domestic waste unless the wearer has symptoms of Covid-19 in which case it will be disposed of in line with the <u>guidance on cleaning for non-healthcare settings</u>;</li> <li>• All staff and pupils wash their hands thoroughly with warm, running water and hand soap for at least 20 seconds on arrival at school;</li> <li>• <i>(Provide further detail re any other specific arrangements here).</i></li> </ul>
<p>Transmission of Covid-19 through insufficient personal hygiene</p>	<p>Staff, pupils, visitors, contractors, household members</p>	<p>Potential spread of infectious disease</p>	<ul style="list-style-type: none"> <li>• Good hand hygiene and the need to wash hands more frequently is promoted around school;</li> <li>• Staff, pupils and visitors are instructed to wash hands when they arrive at school, when they return from breaks, if they change rooms, before and after eating, after using the bathroom, after touching shared resources, blowing their nose, sneezing, coughing;</li> <li>• Designated hand washing facilities are available, and pupils supervised and monitored to ensure safe and appropriate hand hygiene;</li> <li>• Skin cleaning wipes can be made available for use with pupils with complex needs;</li> <li>• Hand driers have been isolated in all toilets and hand towels provided</li> <li>• Pupils are encouraged to avoid touching their faces whenever possible particularly with unwashed hands;</li> <li>• Pupils are supported to follow the catch it, bin it, kill it guidance to catch coughs and sneezes in tissues and throw them in the bin immediately (hands to be washed immediately after disposal). Tissue supply to be coordinated by school caretaker at SG and coordinated via PC team/admin at SH, ensuring that sufficient tissues are in each operational room at all times.</li> </ul>

**PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<ul style="list-style-type: none"> <li>• Pupils are reminded how to catch coughs and sneezes if a tissue is not readily available i.e. in the crook of the elbow rather than in the hands;</li> <li>• Posters are displayed on good hand washing technique and good respiratory hygiene;</li> <li>• Tissues are readily available around school including in all classrooms and sufficient numbers of bins are in place for the disposal of tissues.</li> </ul>
Spread of COVID-19 virus via germs on surfaces and furniture within the building	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• An enhanced cleaning schedule is followed which includes;               <ul style="list-style-type: none"> <li>— More frequent cleaning of rooms/shared areas that are used by different groups and any equipment passed between staff; Hot soapy water wash down of ALL chairs and tables every day in classrooms that are being used. Extra wash down of key areas and equipment by Carroll cleaning.</li> <li>— More frequent cleaning of touched objects such as railings/bannisters, door and window handles, push plates, sign in screens, taps, desk/table tops, play equipment, toys, sports equipment, teaching &amp; learning aids, computer equipment and bathroom facilities.</li> <li>— Telephones (land-lines) and walkie-talkies will be wiped down after every use.</li> <li>— Sanitising of dining tables;</li> <li>— Stringent Pool cleaning protocols followed each day</li> <li>— Deep cleans in all toilets, staff room and dining room every day.</li> </ul> </li> <li>• When cleaning, the usual detergent products will be used as effective to remove virus on surfaces;</li> <li>• Staff have been instructed on cleaning and sanitising requirements.</li> <li>• PPE is provided for staff to wear during cleaning activities and must be worn as instructed e.g. gloves and aprons (min.) for personal care etc. (see section on PPE for more details).;</li> <li>• COSHH risk assessments are in place and followed for cleaning products;</li> <li>• A documented cleaning checklist is in place to ensure the enhanced cleaning schedule is followed and maintained;</li> <li>• As the ability to social distance in our setting is limited, resources that are hard to clean are not used and additional meticulous attention is given to the cleaning regime;</li> <li>• For individual and very frequently used equipment, such as pencils and pens, staff and pupils are instructed to have their own items that are not shared;</li> <li>• Classroom based resources, such as books and games are used and shared within the bubble; these are cleaned regularly, along with all frequently touched surfaces;</li> <li>• Resources that are shared between bubbles, such as art and science equipment are cleaned frequently and meticulously between bubbles; and should be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. The exception is</li> </ul>

**PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

<p><b>List of significant hazards</b> (something with the potential to cause harm)</p>	<p><b>Who might be harmed</b></p>	<p><b>Type of harm</b></p>	<p><b>Existing controls</b> (actions already taken to control the risk - include procedure for the task/activity where these are specified)</p>
			<p>cooking equipment which is able to be sterilised between use in a dishwasher (following CLEAPS guidelines).</p> <ul style="list-style-type: none"> <li>• Bubbles will have their own allocated PE equipment and this will be rotated on a regular basis</li> <li>• Pupils are only allowed to bring essentials into school each day including coats, school bag, lunch boxes, named water bottle, diary and pencil case with stationery;</li> <li>• Pupils and teachers are permitted to take books and other shared resources home that contribute to the pupil's education and development. Unnecessary sharing of items that do not contribute to a pupil's education or development is not permitted;</li> <li>• Shared resources are cleaned frequently and meticulously and before being shared</li> <li>• Toilet visits – students are to anti bac their hands prior to the toilet visit, wash their hands after using the toilet and then anti bac hands again on return to the classroom</li> <li>• Waste bins are emptied at least daily or more often as necessary and contents disposed of safely;</li> <li>• School follows the procedures set out in the Government guidance <u>Cleaning in Non-Health Care Settings</u> following a confirmed or suspected case of COVID-19 on site;</li> <li>• Contaminated or suspected contaminated waste will be double bagged, labelled and either stored for 72 hours before being disposed of with general waste or arrangements made for collection by the school's specialist clinical waste contractor;</li> <li>• Waste cleaning materials are disposed of in the usual way unless it is confirmed or suspected that they are contaminated as a result of a member of staff or pupil displaying symptoms;</li> <li>• Staff have been instructed to store personal items and clothing in areas not widely accessible during the working day e.g. in lockers at SG or bubble lockable storeroom/cupboard at SH.</li> </ul>
<p>Transmission of Covid-19 through airborne particles due to interaction with a large number of other pupils</p>	<p>Staff, pupils, visitors, contractors, household members</p>	<p>Potential spread of infectious disease</p>	<ul style="list-style-type: none"> <li>• The school has applied the Government's principles of keeping groups separate (bubbles), keeping bubble sizes as small as is reasonably practicable and maintaining social distancing based on the age and ability of the pupils and the feasibility of measures when offering a broad curriculum;</li> <li>• Pupils have been placed in 'class bubbles' and interaction between other classes minimised as far as is reasonably practicable within wider 'zones';</li> <li>• Pupils have been placed in 'class bubbles' for all core and foundation subjects;</li> <li>• Staff members will generally remain within a designated bubble each day as far as possible (with the exception of some specialist staff who may teach (but not enter/be part of) a number of bubbles);</li> <li>• Bubbles will not mix with other bubbles during Teaching and Learning</li> <li>• Measures have been put in place to limit interaction, between bubbles as much as possible within a wider 'zone';</li> </ul>

**PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

<p><b>List of significant hazards</b> (something with the potential to cause harm)</p>	<p><b>Who might be harmed</b></p>	<p><b>Type of harm</b></p>	<p><b>Existing controls</b> (actions already taken to control the risk - include procedure for the task/activity where these are specified)</p>
			<ul style="list-style-type: none"> <li>• Start and finish times are staggered to keep groups apart as they arrive/leave school;</li> <li>• Start and finish times and breaks are staggered to ensure that corridors or circulation routes have a limited number of pupils using them at any time and to reduce mixing between bubbles and zones;</li> <li>• Children in different zones are encouraged not to play together/socialise at break times. Breaks are staggered to restrict the number of children playing at one time and groups are supervised and kept apart as far as possible;</li> <li>• Classroom selection have been carefully managed to reduce movement around the building and to prevent mixing of different zones of pupils;</li> <li>• A one-way circulation route along corridors is in operation;</li> <li>• Lunch breaks are staggered, although dining will initially take place in class bubbles (delivered on trolleys to the classroom). At SG, two bubbles from the same zone will eat in the dining room each day. Otherwise students will eat in their designated classroom bubbles.</li> <li>• Large gatherings such as assemblies with more than one group is prohibited, and will only be undertaken within smaller zones;</li> <li>• Pupils are kept in consistent groups during P.E/ outdoor activities and use of bikes (see separate bike protocol for details).</li> <li>• When indoor sport is unavoidable a large indoor space is used maximising distancing between pupils and scrupulous attention is given to cleaning and hygiene;</li> <li>• Where necessary external facilities are also used in line with government guidance for the use of, and travel to and from, those facilities;</li> </ul>
<p>Transmission of Covid-19 through airborne particles due to close proximity to others</p>			<ul style="list-style-type: none"> <li>• All staff and pupils are expected to adhere to the current social distancing guidelines as far as is reasonably practicable;</li> <li>• Staff avoid close face to face contact where possible (apart from hoisting and personal care etc) and minimise time spent within 1 metre distance of anyone;</li> <li>• Pupils who are able to understand the concept, are supported to maintain a distance from each other and are encouraged not to touch staff and their peers where possible;</li> <li>• Where staff or pupils cannot maintain social distancing, the risk is reduced by strictly keeping pupils in class-sized group bubbles;</li> <li>• Classrooms have been adapted to support social distancing where possible including; <ul style="list-style-type: none"> <li>— seating pupils side by side and facing forwards, rather than face to face or side on;</li> <li>— moving unnecessary furniture out of classrooms to make more space;</li> </ul> </li> <li>• Where practical desks have been assigned to individuals or to the smallest number of pupils</li> </ul>

**PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<p>possible. Where desk sharing cannot be avoided desks are wiped down between changes of pupils;</p> <ul style="list-style-type: none"> <li>As much as possible, fresh air is increased by opening windows every morning and doors frequently to encourage ventilation, taking account of potential security or fire safety issues;</li> <li>Where mechanical ventilation is present, re-circulatory systems have been adjusted to full fresh air. Where this is not possible mechanical ventilation systems have been switched off;</li> </ul>
Transmission of Covid-19 through airborne particles due to singing, chanting, playing wind or brass instruments or shouting.	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Singing, and playing wind and brass instruments will not take place in larger groups or school assemblies and instruments will not be shared where at all possible</li> <li>During music lessons involving singing, shouting or the playing of wind and brass instruments group sizes will be restricted, with a 2 metre social distance maintained and pupils positioned back to back or side by side;</li> <li>When practical, singing and wind/brass instruments will be played outside. If this is not possible windows will be opened to encourage good ventilation.</li> </ul> <p><i>Further detailed DfE guidance will be published shortly</i></p>
Transmission of Covid-19 staff work areas	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>The occupancy of the school office and PPE rooms is restricted to ensure social distancing rules can be observed;</li> <li>The school office layout facilitates side by side working rather than face to face;</li> <li>Measures have been put in place to protect office staff when dealing with contractors, parents and visitors. Perspex screens have been installed in open reception areas;</li> <li>Shared work areas should be avoided if possible. Where this is not possible work areas are thoroughly sanitised before and after use by different people (inc. photocopier on corridor etc.);</li> <li>Sanitising wipes are available to enable shared desks and equipment to be cleaned before and after use, staff are reminded of this requirement regularly;</li> </ul>
Transmission of Covid-19 staff rest areas	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Staff lunch breaks are staggered to limit the occupancy of the staff room and additional space will be created by using other parts of the school if available;</li> <li>The number of staff allowed in the staff room at any one time is restricted to enable social distancing to be maintained;</li> <li>Staff room furniture has been reconfigured to maintain social distancing and reduce face to face contact.</li> <li>Signage and floor markings support staff to maintain 2 metre distance;</li> <li>Staff are encouraged to bring their own food to work or purchase a staff lunch rather than visit the local shops</li> </ul>

**PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

<p><b>List of significant hazards</b> (something with the potential to cause harm)</p>	<p><b>Who might be harmed</b></p>	<p><b>Type of harm</b></p>	<p><b>Existing controls</b> (actions already taken to control the risk - include procedure for the task/activity where these are specified)</p>
<p>Transmission of Covid-19 through airborne particles due to face-face meetings</p>	<p>Staff, pupils, visitors, contractors, household members</p>	<p>Potential spread of infectious disease</p>	<ul style="list-style-type: none"> <li>• Meetings to be held via remote working tools wherever possible or at a safe distance</li> <li>• Face to face meetings will take place, whilst observing social distancing rules, in a well ventilated area;</li> <li>• Hand-sanitiser is provided in designated meeting rooms where handwashing facilities are not immediately available;</li> <li>• Disinfectant wipes are available in designated meeting rooms to enable staff to wipe down shared equipment before and after use;</li> <li>• Meetings are held outdoors or in well-ventilated designated rooms;</li> <li>• Floor markings are used in designated meetings rooms to help participants to maintain appropriate social distancing.</li> </ul>
<p>Moving and Handling</p>	<p>Staff</p>	<p>Musculoskeletal injuries</p>	<ul style="list-style-type: none"> <li>• A dynamic risk assessment is carried out when moving furniture &amp; resources which takes into account;                             <ul style="list-style-type: none"> <li>— the task being undertaken;</li> <li>— the capabilities of individual carrying out the task;</li> <li>— the load being lifted or moved;</li> <li>— the surroundings (environment) and;</li> <li>— consideration of social distancing in 2 person manual handling activities/lifts.</li> </ul> </li> </ul>
<p>Need for Personal Protective Equipment (PPE)</p>	<p>Staff, pupils, visitors, contractors, household members</p>	<p>Potential spread of infectious disease</p>	<ul style="list-style-type: none"> <li>• Disposable gloves are worn during normal cleaning regimes. Disposable gloves and impermeable aprons must be worn when cleaning areas that have been occupied by someone displaying symptoms of COVID-19;</li> <li>• PPE required for personal care following our normal procedural use. This includes gloves, aprons and good hand hygiene. Individual Bubble PPE Risk Assessment will be completed for each bubble and a copy retained within the bubble area</li> <li>• When dealing with students re suctioning/tracheotomy full PPE must be worn (and take place outside the bubble in a specified area)</li> <li>• When staff are undertaking gastro feeds full PPE must be worn</li> <li>• When administering any medication full PPE must be worn</li> <li>• PPE made available to all colleagues who wish to wear it throughout the school day. School nurse will issue each bubble group with a bag of PPE at the beginning of each week. This will consist of aprons, masks and gloves. It will then be staff responsibility to take their visor with them and leave it in their bubble for the week.</li> </ul>

**PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<ul style="list-style-type: none"> <li>• Visors and masks available to all staff working with all students who are unable to keep 2 metre distance. Staff to decide if they wish to use. Visors allocated to each member of staff who will then be responsible for cleaning and maintenance which includes the following:               <ul style="list-style-type: none"> <li>- Wash hands before putting visor on</li> <li>- Wash hands when removing visor</li> <li>- Spray inside and outside with anti bac spray and disposable roll</li> <li>- Place visor in new plastic bag</li> <li>- Seal the bag by tying</li> <li>- Wash hands</li> <li>- At next shift wash hands</li> <li>- Open bag</li> <li>- Put visor on</li> <li>- Dispose of bag</li> <li>- When visor removed for any purpose follow cleaning steps above.</li> <li>- Staff to follow guidance on WHO poster for mask removal and disposal</li> </ul> </li> <li>• When caring for someone with symptoms of COVID-19 a face mask should be worn if a distance of 2 metres cannot be maintained and if contact is necessary, gloves, an apron and a face mask should be worn.</li> <li>• If a risk assessment determines that there is a risk of splashing to the eyes, e.g. from coughing, spitting, or vomiting, eye protection will also be worn by the supervising adult.</li> <li>• Staff and pupils are instructed on the need to wear a face covering by law on public transport and have been given guidance on wearing and making face coverings;</li> <li>• During lockdown/restrictions, face coverings must be worn by adults in areas outside classrooms/bubbles, when moving around communal areas where social distancing is difficult to maintain e.g. corridors.</li> <li>• Staff are provided with information and instruction on the use and disposal of PPE inc. face masks;</li> <li>• Further guidance is available on <a href="#">safe working in education, childcare and children's social care</a> .</li> </ul>
Dealing with dynamic or emergency situations including wider contextual issues, accidents, physical intervention, security and evacuation during the COVID-19 pandemic	All building occupants	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• In an emergency, e.g. an accident or fire, people do not have to stay 2m apart if it would be unsafe but should do so where this is possible;</li> <li>• First Aiders are aware of and follow the <a href="#">Government guidance for first responders</a>;</li> <li>• The First Aid Needs Assessment has been reviewed and amended to take account of current occupancy, numbers of first aiders required and additional PPE needed during the COVID-19 pandemic including provision of disposable gloves, disposable plastic aprons, fluid repellent surgical face masks and visors as required;</li> </ul>

**PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<ul style="list-style-type: none"> <li>• Pupils who require first aid will continue to receive care in the same way; No additional PPE is needed because of COVID-19 for any pupil who does not have symptoms;</li> <li>• When administering first aid to an adult a face mask should be worn if a distance of 2 m cannot be maintained. If direct contact is necessary, gloves, an apron and a face mask should be worn;</li> <li>• If a risk assessment determines that there is a risk of splashing to the eyes, e.g. from coughing or vomiting, eye protection will also be worn by the first aider;</li> <li>• Staff involved in the provision of assistance to others in an emergency including first aid are instructed to pay particular attention to sanitation measures immediately afterwards including washing hands for 20 seconds under warm, running water or using hand sanitiser;</li> <li>• For instances where first aid qualifications are due for renewal and may expire during the current crisis i.e. due for renewal on or after 16 March 2020, the HSE had granted a 3-month extension. School will endeavour to provide training ASAP.</li> <li>• If a student refuses to go home on transport at the end of the school day and local authority transport has to leave, staff would transport the student using school transport. This would have to be done within social distancing guidelines, with the student seated towards the rear of the minibus. If the student still refuses to leave, then the police would be called.</li> <li>• The Head teacher to reassess inclusion policy based on each individual case as it arises, and the context including type of need, challenges presented and ability to adhere to social distancing etc .</li> </ul>
Reduced premises inspections, tests, servicing and maintenance	All building occupants	Accidents or incidents from poorly maintained premises etc	<ul style="list-style-type: none"> <li>• Premises management inspections, testing and servicing of plant, equipment, mechanical and electrical systems e.g. water, fire system etc. have been brought up to date for all parts of the building from September 2020 onwards</li> <li>• Records of all testing and checks are stored and available to all interested parties.</li> <li>• Half termly fire drills continue with strict social distancing enforced.</li> <li>• Building lockdown procedure has been reviewed and the new arrangements agreed</li> </ul>
Transmission of Covid-19 through airborne particles from customers, visitors and contractors accessing the building	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• Visitors to site including contractors, parents and visitors are limited to essential persons only and wherever possible by appointment only; They must wear a mask at all times.</li> <li>• Supply teachers, peripatetic teachers and/or other temporary staff are permitted and can move between schools, but will minimise contact and maintain as much distance as possible from others.</li> <li>• Specialists, therapists, clinicians and other support staff for pupils with SEND will provide interventions as usual;</li> <li>• All visitors will follow the Government's guidance and the school's strict hygiene and social distancing rules e.g. hand washing/sanitisation upon entry;</li> <li>• Visitor/Contractor site rules &amp; procedures have been revised to include additional controls to</li> </ul>

**PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<p>mitigate the risk of transmission of COVID-19;</p> <ul style="list-style-type: none"> <li>• Reception staff responsibilities have been established in relation to COVID-19 and the communication of procedures required by contractors and visitors to site;</li> <li>• Office staff are aware of and explain additional hygiene and social distancing rules required by contractors and visitors on arrival;</li> <li>• Signing in/out arrangements for visitors have been modified to prevent the handling of pens and paper by multiple people. A record of all visitors is kept (re. track and trace purposes);</li> <li>• A procedure is in place to sanitise touchscreen sign-in systems each time they are used by the individual using this;</li> <li>• Contractors must obtain permission before attending site;</li> <li>• Contractors will wear appropriate PPE as determined by their employer, however they may be asked to wear additional PPE (provided by the school) upon arrival e.g. gloves, mask, coveralls, shoe covers, etc. where this is considered necessary. Contractors will comply with any additional PPE or hygiene requirements made by the school prior to entry; will be asked to keep the time spent on site to a minimum and will make all efforts to only attend site to carry out work during periods of reduced occupation;</li> <li>• Alternative routes around or through the premises will be used as instructed by the school e.g. the school may usher the contractor through a fire escape door to access an adjacent room, rather than walking them through the school to reach their destination;</li> <li>• The number of site deliveries has been reduced where possible;</li> <li>• A procedure is in place to wipe down deliveries with sanitiser on entering the school premises where possible;</li> <li>• Staff handling deliveries will observe good hand hygiene, washing hands using warm, running water and soap for a minimum of 20 seconds or using hand sanitiser after handling new deliveries that have not been sanitised.</li> </ul>
Stress and Anxiety	Staff	Increased levels of stress/anxiety and lower than normal levels of wellbeing	<ul style="list-style-type: none"> <li>• Senior personnel monitor working arrangements and offer support and advice where necessary;</li> <li>• Staff are able to contact colleagues or managers for advice and support, or just for reassurance, during the normal working day;</li> <li>• A process is available for individuals to report concerns over breaches of school safe working policy/guidelines so that intervention can occur;</li> <li>• Where a member of staff returning to the workplace has raised concerns about their safety or wellbeing due to the risk of COVID-19, where necessary their line manager will complete a <u>risk assessment addressing COVID-19 concerns for an employee</u> to help identify key concerns and any</li> </ul>

**PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			further adjustments required to support them at work; <ul style="list-style-type: none"> <li>• Staff are made aware of sources of information that will assist staff wellbeing such as:                             <ul style="list-style-type: none"> <li>○ <a href="#">Employee Wellbeing</a></li> <li>○ <a href="#">MIND web site</a></li> <li>○ <a href="#">H&amp;S COVID-19 web page</a></li> </ul> </li> <li>• The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information re. <a href="#">extra mental health support for pupils and teachers</a> is available;</li> <li>• The <a href="#">Education Support Partnership</a> provides a free helpline for school staff and targeted support for mental health and wellbeing.</li> </ul>

This general risk assessment will apply to this area/task/activity in most schools providing the control measures described are in operation and there are no further local significant hazards. If it does not fully apply and further control measures are required, please complete the Action Plan at Part C. If it fully applies please sign below.

I certify that the risk assessment above fully applies to the area/task/activity under assessment in Ravenscliffe High School

Signed:

Name:

Risk Assessor:

PART C: ACTION PLAN Further action / controls required						
Hazard	Action required	Person(s) to undertake action?	Priority	Projected time scale	Notes / comments	Date completed