

## Covid 19 Risk Assessment

<b>Activity</b>	School Operation during COVID-19 pandemic			Likelihood x Severity = Risk Rating	<b>SEVERITY</b>				
	<b>POOLE HIGH SCHOOL</b>				1 Negligible injury No lost time	2 Minor injury Lost time <7 days	3 Major injury Lost time >7 days and <3 months	4 Severe or fatal injury >3 months lost time	
<b>Department</b>				<b>LIKELIHOOD</b>	1 Rare	1	2	3	4
<b>Assessed By</b>	Mr. P. Gray				2 Unlikely	2	4	6	8
<b>Assessment Date</b>	11 January 2022	<b>Date Review Due</b>	As required		3 Likely	3	6	9	12
					4 Certain	4	8	12	16

<b>Reference</b>
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RISK RATING (Likelihood x Severity = Risk Rating)		
1 – 2	Low	No further action necessary. Controls to be monitored to ensure that they remain suitable.
3 – 4	Medium	If likelihood is likely or certain, identify and implement further controls as soon as is practicable. In all cases controls to be monitored to ensure that they remain suitable.
6 – 9	High	If likelihood is likely or certain, identify and implement further controls without delay. In all cases controls to be monitored to ensure that they remain suitable.
12 - 16	Extreme	Activity must not proceed until further controls have been identified and implemented, to reduce risk rating to an acceptable level.

This is a live document and it must be continuously reviewed alongside the latest Covid-19 government guidance. It must also be read alongside existing risk assessments and health and safety arrangements for your premises. ***There is one appendix – the risk assessment for Lateral Flow Testing***

Hazard/Task	Who might be harmed?	Existing control measures	Risk rating			What other controls are needed?	By when?	Person responsible
			L x S = R					
			L	S	R			
Spread of Covid 19 Corona virus causing mild to severe illness and possibly fatalities	Children	If a student records a positive COVID 19 result or has been told to self-isolate parents should contact the school straight away by email ( <a href="mailto:school@poolehigh.poole.sch.uk">school@poolehigh.poole.sch.uk</a> ) this includes weekends and school holidays.  Students must not attend if they have symptoms or are self-isolating.  Students without symptoms will self-test at home twice a week using a LFT until notified. Whilst this is voluntary we encourage all students to take part.	2	3	6	All students and their families must cooperate with the NHS track and trace process.		

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		<p>If the result of the LFT is positive* this must be confirmed with a PCR test.</p> <p><i>*Temporary amendment from 11.01.22 – Upon receiving a positive LFT result the student must self isolate and is not required to get a confirmatory PCR test.</i></p> <p>If a student develops symptoms they must take a PCR test and isolate until they receive the results.</p> <p>Current isolation rules must be followed when a positive test is received.</p> <p>All classrooms will be well ventilated at all times. During cold weather windows should be opened just enough to provide background ventilation and opened fully when the room is not occupied to purge the air. Where possible high level windows should be used</p> <p>Students will be encouraged to walk or cycle to school and avoid public transport where possible.</p> <p>If a pupil becomes unwell in the setting with a new continuous cough, a high temperature or loss of taste or smell, arrangements should be made immediately for them to be sent home. A test for COVID-19 must be booked and the school notified of results.</p> <p>Steps to be followed when a child shows symptoms</p> <ol style="list-style-type: none"> <li>1. 'Medical on Call' to be used</li> <li>2. The student to be taken to the Covid isolation room (behind reception). The student and member of staff must wear a mask at all times. A separation of 2 mtrs is to be maintained.</li> <li>3. Reception/year officer to contact the named relative to arrange for immediate collection of the student</li> <li>4. The isolation room will be cleaned once the student has left.</li> </ol>				<p>Specific risk assessments will be available for departments using a wide variety of equipment.</p> <p>Additional staff on duty at the start and end of day to ensure safe movement of students</p>		

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		<p>Students to use their own equipment throughout the day.</p> <p>On notification of potential spikes in cases which threaten 'business continuity'</p> <ul style="list-style-type: none"> <li>• PHE will immediately be informed and all steps followed.</li> <li>• Deep clean of affected areas</li> </ul> <p><b>After school activities</b></p> <p>All before and after-school activities will be individually risk assessed before being allowed to start. These assessments will be regularly reviewed following any updates.</p> <p>Maximum occupancy should be limited by providing a minimum of 100sqft per person.</p>						
<p>Spread of Covid 19 Corona virus causing mild to severe illness and possibly fatalities. The new strain is far more contagious</p>	<p>Staff including WSTP trainees, peripatetic teachers and agency supply staff</p>	<p>If a member of staff records a positive COVID 19 result , symptoms or has been told to self-isolate parents should contact the school straight away by cover email this includes weekends and school holidays.</p> <p>Staff must not attend if they have symptoms or are self-isolating.</p> <p>Staff who are asymptomatic are advised to self-test at home twice a week using a LFT. Whilst this is voluntary we would encourage all staff to take part.</p> <p>If the result of the LFT is positive* this must be confirmed with a PCR test.</p> <p><i>*Temporary amendment from 11.01.22 – Upon receiving a positive LFT result the student must self isolate and is not required to get a confirmatory PCR test.</i></p>	2	3	9	<p>All staff and their families must cooperate with the NHS track and trace process.</p>		

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		<p>WSTP trainees, peripatetic teachers and agency supply staff must contact the school if they have visited the site in the 48 hours prior to developing symptoms.</p> <p>Staff should not attend if they have symptoms, or are self-isolating or they have been contacted by test and trace. Staff are encouraged to test themselves and those in their household if symptomatic.</p> <p>If a member of staff develops symptoms they must take a PCR test and isolate until they receive the results.</p> <p>Current isolation rules must be followed when a positive test is received.</p> <p>Those staff who are clinically vulnerable or live with someone who is Clinically Extremely Vulnerable should continue to attend work.</p> <p>Staff who fall into the higher risk category (BAME, Obese, Pregnant, new mother or diabetic) should arrange a meeting with the school HR officer so that a risk assessment can be undertaken.</p> <p>All classrooms and offices will be well ventilated, doors and windows open. During cold weather windows should be opened just enough to provide background ventilation and opened fully when the room is not occupied to purge the air. Where possible high level windows should be used</p> <p>If a member of staff becomes unwell in the workplace with a new continuous cough, a high temperature or loss of taste or smell, they should be immediately sent home and advised to follow the national stay at home</p>						

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		<p>guidance. A test for COVID-19 must be booked and the school notified of the results.</p> <p>The school will follow the same steps as for a student with the exception being that HR will ring the named contact to arrange collection if the member of staff is unable to drive.</p> <p>On notification of a concerning spike in cases the following steps will be taken</p> <ul style="list-style-type: none"> <li>• PHE will be informed and all steps followed.</li> <li>• Deep clean of affected areas</li> </ul>						
Visitors to site and parents dropping off students	Visitors, children staff	<p>Visitors are strongly discouraged from coming on site unless their journey is essential. Where possible, they should remain in their cars.</p> <p>Guidance on social distancing and hygiene is explained to parents and reinforced with suitable local instructional signage. Request that parents respect social distancing for the safety of themselves, pupils and staff.</p> <p>Parents will be asked to drop their student away from the main gate and not walk onto the site.</p> <p>Parents will be asked to remain in their car at all times during drop off and collection.</p> <p>Essential visitors arranged by pre-appointment only, reinforced with signage. Employees tasked with receiving visitors should be trained in the control requirements – social distancing where possible, hand-washing and sanitiser etc.</p> <p>Interviews arrangements will be kept under review for new appointments.</p>	1	1	1			

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		<p>Cash handling is strongly discouraged.in favour of Wise Pay payments.</p> <p>Items being used regularly by visitors are cleaned frequently e.g. passes. Where items cannot be easily or regularly cleaned, consideration should be given to temporarily removing them.</p>						
Supervision, safeguarding and resources	Children, Staff	Ensure that appropriate and adequate supervision is in place at all times. Maintain ratios where applicable.	1	1	1			
Hand washing		<p>Display PHE signage on hand-washing and infection control.</p> <p>Hand washing facilities with soap and hot water in place in premises</p> <p>Signage on display to remind staff and students of the need to frequently wash and dry hands using correct method.</p> <p>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach with display of the relevant signage. Good husbandry in place.</p> <p>Staff must ensure that all waste including hand towels and tissues are disposed of in the appropriate bin.</p> <p>Soap and paper towel stock are checked regularly and topped up as necessary. Adequate stock levels are maintained. Staff are aware of how to report shortfalls by using the button on Calcium or directly.</p> <p>Hand sanitiser gel available are easily accessible from all areas in the school for staff and students where hand washing facilities are not readily available.</p>	2	2	4	Hand sanitiser will be available at all entrance and exit points, offices and classrooms. Stock levels checked throughout the day.		

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Toilets and showering facilities	Staff and children	<p>Signs and posters (available from Public Health England) are displayed to encourage awareness of good handwashing techniques and the need to increase the frequency of handwashing. Posters discouraging touching of the face are displayed in addition to tissue use for people who are coughing or sneezing</p> <p>.</p> <p>Clear guidance on the use and cleaning of toilets, showers and changing facilities should be set to ensure that they remain clean and social distancing can be maintained as far as possible.</p> <p>Access to toilets may need to be staggered to ensure that overcrowding does not occur.</p> <p>Enhanced cleaning regimes for these areas should be in place. These areas should remain free from personal possessions.</p>	2	2	4	Extra cleaning staff will be employed to ensure continuous cleaning throughout the day.		
Cleaning and waste disposal		<p>Use standard cleaning products (detergents and bleach). Ensure that these are stored and used correctly and remain inaccessible to pupils.</p> <p>Premises cleaning has been increased along with frequent cleaning and disinfecting of objects and surfaces that are touched regularly such as door handles, light switches, handrails and lift switches, using appropriate cleaning products and methods.</p> <p>Equipment is cleaned regularly with frequent disinfection of surfaces that are touched regularly such as handles, on/off switches and controls .</p>	2	2	4	Additional cleaners to be recruited to allow cleaning throughout the day. Anti-bacterial wipes to be placed with all photocopiers		

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		<p>Regular waste collection and disposal throughout the day and at the end of every day. Ensure correct waste streams are used (provide training and guidance as appropriate).</p> <p>Arrange additional waste disposal collections (where appropriate).</p> <p>Staff to escalate any cleaning concerns for action.</p>						
Social Distancing, entering and exiting buildings and movement around the premises and classrooms		<p>Face masks to be worn on entry and exit to the site and inside all buildings, unless medically exempt.(see p11)</p> <p>During periods where rates of the virus is high mask will be required during lessons in classrooms. Parents will be informed when this requirement is in place.</p> <p>Social distancing should be adhered to wherever possible and applies to all parts of the premises.</p> <p>Consider access and egress routes, in addition to areas of high population; toilets, corridors, stair wells, break out areas, assembly halls and shared resources such as libraries and photocopiers and how social distancing can be maintained.</p> <p>Non-essential movement should be minimised. All staff are advised to use telephone or email communication rather than face to face conversations.</p> <p>Video and conference calls can be used instead of face to face meetings.</p> <p>Windows are required to be opened to help air circulate (take into account fire, security and safeguarding).</p> <p>Work schedules are under continuous review, including start and finish times to reduce number of people on site at any one time. Where staff can work at home they have been advised to.</p>	2	2	4			



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		<p>Clear desk policies and reducing personal belongings on site have been encouraged.</p> <p>Disabled access routes remain safe and accessible to those that require them.</p> <p>The numbers in lifts are limited. The use of the stairs is encouraged.</p> <p>Lone working procedures reviewed where social distancing has reduced the number of staff on duty.</p>						
Travelling to and from work and work-related travel		<p>Staff are encouraged to walk, cycle or travel alone in a vehicle.</p> <p>All meetings are via Zoom /Google meet.</p> <p>If the use of public transport is unavoidable, staff and students should wear face coverings. Hand hygiene at the end of journeys is strongly advised (washing for at least 20 seconds or sanitise hands as soon as possible.)</p> <p>Staff are to wash their hands on entering and leaving a building (if hand washing facilities are available). Otherwise use hand sanitiser.</p> <p>If travel is unavoidable staff should travel independently to an area and work independently always observing a safe distancing. Masks should be worn at all times unless they need to be removed for essential activity.</p> <p>Surfaces which may have been touched such as handles should be cleaned regularly using gloves and standard cleaning products.</p> <p>Alcohol or soap-based cleansing wipes or spray is used on school vehicles to clean them periodically throughout the day and at the end of each shift e.g. keys, door</p>	2	2	4			

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		<p>handles, hand holds and rails, dashboards, steering wheels, controls and fuel caps.</p> <p>Ensure that school vehicles are cleaned between each use.</p> <p>If a staff member or student develops Covid 19 symptoms, cleaning needs to be considered promptly.</p> <p>Free school transport for those applicable to remain. Review risk assessment as appropriate.</p> <p>Reduce number of persons sharing vehicles to minimise contact.</p> <p>Postpone trips and outings where possible.</p>						
Provision and administration of first aid		<p>Ensure adequate numbers of appropriately trained personnel on site whenever the premises are occupied.</p> <p>First aiders to be aware of the information from the Resuscitation Council (UK).</p> <p><a href="https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/">https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</a></p> <p>First aiders are to consider that appropriate personal protective equipment is worn dealing with a casualty (see PPE section below)</p>	2	3	6			
Personal protective equipment (PPE) and face coverings		<p>The correct PPE for the tasks being carried out should be in accordance with site and COSHH guidance and risk assessments.</p> <p>Pupils whose care routinely already involves the use of PPE due to their care needs should continue to receive their care in the same way</p> <p>PPE for intimate care must continue to be worn.</p>	2	1	2			

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		<p>Additional PPE may be required for first aid administration.</p> <p>Catering staff and other roles who require PPE should continue as usual. Follow usual food safety and hygiene procedures and government guidance.</p>						
Adversely affected mental health	All staff, children and carers	<p>SEND students are the highest priority for leaders in the school in the frequent tracking of attendance and engagement data. Interventions are adjusted based on this on a daily basis. We have a designated team who report to both parents and the leadership team with regards to students' attendance. Where concerns are raised they are able to offer an immediate response to ensure that lost learning is minimised and that progress is maintained. Individual students for whom very personalised care is needed have their level of risk assessed by the Assistant Headteacher (SENDCO) using the BCP risk assessment template and that a dedicated communication field is maintained with all stakeholders.</p> <p>The government has produced <a href="#">guidance</a> for parents and carers on supporting children and young people's mental health during the pandemic.</p> <p>All staff to be made aware that mental health support is available through the BCP Council counselling service and Occupational Health. Staff have been made aware of mental health resources available on the BCP Covid 19 intranet page.</p> <p>Local arrangements in place for each establishment. Additional resources from NEU etc.</p>	2	2	4			

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		<p>Many other free sources of help and support are available via the NHS and online in addition to council initiatives such as #TogetherWeCan.</p> <p>Managers etc. to maintain frequent contact with their teams.</p> <p>Encourage staff to discuss any concerns.</p> <p>Home or agile working staff are encouraged to maintain contact with teams and support one another through use of Skype or other electronic communications, regular team calls or e-meetings.</p>						
Vulnerable staff		<p>With 280 staff and 120 classrooms, we have a number of colleagues who have medical conditions which heighten their susceptibility to respiratory disease (e.g. immunocompromised), It is not possible to timetable such colleagues in 'safe zones'. Therefore government guidance will be followed rigorously to minimise the risk to staff and to reduce the chances of school closure due to staff absence through illness.</p>	3	3	9			
Eating lunch and provision of school meals for eligible pupils and breakfast clubs		<p>Social areas are to be used within social distancing guidelines. Furniture may need to be reorganised to allow this.</p> <p>Efforts will be made to continue to provide free school meal equivalents for children who are eligible who need to self-isolate e.g. food parcels, food vouchers</p> <p>Staff should minimise the use of kitchen and social areas. Hands should be washed, or sanitiser used upon entry and departure, as well as before and after eating.</p>	2	2	4			
Statutory Inspections, review of existing risk assessments and procedures and	All occupants	<p>Ongoing communication about this document will heighten its profile (and training where applicable) of revised risk assessments, processes, new procedures and arrangements to staff, pupils, parents and</p>	1	1	1			

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communications to staff, pupils and parents		<p>Governors: COVID-19 RA, alternative layouts (classrooms, meals), PPE, fire evacuations, cleaning regimes and COSHH, child protection policy, safeguarding lead arrangements, protection of vulnerable children, welfare and mental health, etc.</p> <p>Individual care plans and risk assessments will be reviewed in light of new developments in response to the pandemic. Consideration will be given to those individuals who require additional support.</p> <p>Feedback is encouraged to identify what is not working and concerns for consideration and implementation.</p> <p>Meetings and briefings will have regard to appropriate group size to diminish risk of transmission.</p> <p>Frequent contact with the LA, will continue to share best practice and advice from the Regional Commissioner's Office.</p> <p>Building safety inspections are being complied with and the constraints of the lockdown has heightened the risk awareness associated with these:</p> <p>Fire safety:  Emergency lighting test  Fire alarm  Extinguisher checks/servicing  Normal FRA will be practised with masks.</p> <p>Kitchen extraction – cleaned to TR19 standards</p> <p><a href="#">Water systems</a> – full flush and chlorination (if premises closed). Consider drinking water stations and toilets</p> <p>Gas – annual gas safe inspection</p>						
Emergency intervention And capital works	All occupants	<b><i>Where emergency intervention is required for capital projects requiring specialist support, the school needs to adjust its access and provision to ensure</i></b>	1	2				

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		<p><i>that there is no conflict of interest between the differing needs being addressed. The diminution of health requirements may impact upon educational access.</i></p> <p><i>Any ostensible conflict or tension will be referred to the governing body for their information</i></p>						

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