

COVID-19 Safe Risk assessment

Location: Stoke Damerel Community College

Date of risk assessment: 29/08/2020

What are the hazards?	Who might be harmed and how?	Measures to control this risk	Actions to be taken	Action by who?	Action by when?	Done
Access and egress – to site and buildings. Groups gathering, lack of social distancing, contact with surfaces, doors, handles	Pupils/staff/visitors coming onto site may be carrying COVID-19 virus which could be spread to other pupils or staff	Ensure all who have access to the school continue to focus on the 4 key points of infection control: <ul style="list-style-type: none"> • Avoiding contact with anyone with symptoms • Frequent hand cleaning and good respiratory hygiene practices • Regular cleaning of settings • Minimising contact and mixing 	Clear communication with staff, parents and students: <ul style="list-style-type: none"> • Map of school informing of any changes to exit/entrances. • Routine for arrival including times, hygiene and dress • Reminder on symptoms and when not to attend site. • Clear signs with directions on where to go dependent on class location Review any student travelling via public transport. Add travel arrangements to onsite place booking form	Headteacher	01/09/2020	Yes
		<ul style="list-style-type: none"> • Inform all visitors, suppliers, and contractors that only pre-arranged calls will be allowed on site • Visits and deliveries to be arranged for quiet times or outside school hours • Consider staggering arrival and collection times to limit numbers at peak times 	Make parents and visitors aware that they can only attend with an appointment. Add procedures to Reception Team protocols. Visitor information poster in Reception Issue reception team procedures SMT and site team liaise daily on where contractors & staff are	Headteacher	01/09/2020	Yes
		Vigilant monitoring of staff/pupils who are symptomatic: <ul style="list-style-type: none"> • a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) • a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more 	Staff and student information poster & podcast to be updated for September	Headteacher	01/09/2020	Yes

		<p>coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</p> <ul style="list-style-type: none"> a loss of, or change in, your normal sense of taste or smell (anosmia) 				
		<p>Ensure all children, parents, carers, or any visitors, such as suppliers or contractors, are informed not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19) and will be sent home if they develop symptoms on site.</p>	<p>Clear signs on all entrance points showing symptoms and not to enter</p>	<p>Headteacher</p>	<p>01/09/2020</p>	<p>Yes</p>
		<p>Advise staff/parents to follow guidance about self-isolation, which says:</p> <ul style="list-style-type: none"> If they live alone, they must self-isolate for 10 days from when they first experience symptoms. If they live with others, then they must again self-isolate for 10 days but anyone they live with must self-isolate for 14 days. If they are contacted by Test and Trace they must self-isolate for 14 days. 	<p>Staff training (regular updates) Letter to parents</p>	<p>Headteacher</p>	<p>01/09/2020</p>	<p>Yes</p>
		<p>Ensure plans and precautions are communicated to all, including:</p> <ul style="list-style-type: none"> Maintain social distancing Not to group or gather around the school gate Not to enter the school grounds unless to attend a pre-arranged meeting 	<p>Staff information posters displayed Student information posters displayed Social distancing posters displayed Reception training to ensure message of appointments only Duty Guidelines at end of day at school gates One Way systems in school, and year group zones</p>	<p>Headteacher</p>	<p>01/09/2020</p>	<p>Yes</p>
<p>Hygiene practices</p>	<p>Staff and pupils working together could increase the risk of spreading the virus</p>	<p>Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments.</p>	<p>Additional toilets added.</p> <p>Check availability of supplies and order more as required.</p> <p>Signage in toilets with hand washing procedures</p>	<p>N McKeegan</p>	<p>01/09/2020</p>	<p>Yes</p>

		The location of hand sanitiser stations, for example at the school and classroom entrance points and their replenishment.	Purchase and install hand sanitiser stations on entrance points. Hand sanitiser located in classrooms. CA to check supplies in classrooms	N McKeegan	01/09/2020	Yes
		Ensure that all adults and children: <ul style="list-style-type: none"> ● frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning ● clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing ● are encouraged not to touch their mouth, eyes and nose ● use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') 	Staff information posters displayed – staff training Student information posters displayed – staff to review with students on arrival. Student podcast	Headteacher	01/09/2020	Yes
		Ensure there is a good supply of disposable tissues to implement the 'catch it, bin it, kill it' approach in each classroom and enough to top up regularly.	Order face tissues to ensure there is a box in each classroom, staff area and reception. Instruction to children	N McKeegan	01/09/2020	Yes
		Clean surfaces that children and young people are touching, such as books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal.	Cleaning team reminder of routines and issued with daily cleaning checklist which is monitored by the Cleaning Supervisor. Instructions on cleaning given to children	All cleaning staff	01/09/2020	Yes
		Lidded pedal bins should be available in classrooms and other key areas for the disposal of tissues. Bins will be emptied throughout the day if they become full. Contents will be double bagged for safe disposal.	Order lidded pedal bins for classrooms Daytime cleaner routines to include check and emptying of bins during the day. CA to check supplies in classrooms	N McKeegan	01/09/2020	Yes
		Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units.	Staff information poster. Site team routines to open/close windows at start and end of day. Staff to ensure classrooms are ventilated	Headteacher	01/09/2020	Yes
		Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. Fire door hold opens which are connected to fire alarm system in place	Staff information poster. Site team routines to open/close doors at start and end of day.	Headteacher	01/09/2020	Yes

		Equipment will not be shared by others. Reception staff will complete the signing in process for any visitors so they don't use touch screens or generic pens. Biometric fingerprint recognition systems will not be used wherever possible.	Staff information posters displayed – staff training Student information posters displayed – staff to review with students on arrival. Where available, staff use personal biometric ID cards to register arrival and departure from site. Install sanitiser and signage by printers and till points which require fingerprint or pin printing.	Headteacher	01/09/2020	Yes
Cleaning	Staff and pupils working together could increase the risk of spreading the virus	Maintain normal cleaning routines.	Cleaning team reminder of routines	All cleaning staff	01/09/2020	Yes
		A member of cleaning staff should be onsite during operating hours to ensure regular cleaning of frequently used areas, janitorial routines are maintained and the school can respond effectively in the event of a suspected coronavirus case on site.	Additional daytime cleaner	A Martin	01/09/2020	Yes
		Clean and disinfect equipment, toys, and surfaces more regularly. This includes keyboards / chromebooks, mouse, tables, chairs, door handles, light switches, and bannisters. (Quarantine chromebooks on return)	Cleaning team reminder of routines Podcast to staff and students on how to clean equipment	All cleaning staff	01/09/2020	Yes
		Wear disposable or washing-up gloves for cleaning.	Cleaning team reminder of routines	All cleaning staff	01/09/2020	Yes
		Waste bins to be emptied at least daily Waste bins for tissues may need emptying more frequently	Cleaning team reminder of routines Podcast to students on use of bins	All cleaning staff	01/09/2020	Yes
		If there is a suspected case of COVID 19 in school follow the COVID-19 Supplementary Cleaning Risk Assessment.	Step by step guide on actions to take Cleaning team reminder of cleaning risk assessment	All cleaning staff	01/09/2020	Yes

Social distancing	Staff and pupils working together could increase the risk of spreading the virus	A daily list of staff working onsite will be maintained – All staff MUST sign in/out using the Inventry system	Cover Inventry touch screens so they can't be used. Ensure staff have an ID card with barcode to sign in or are able to download app to mobile phone.	All staff	01/09/2020	Yes
		Staff and pupils should work at a distance of 2 metres apart wherever practical.	Staff information posters displayed – staff training. Social distancing poster to be displayed.	All staff	01/09/2020	Yes
		Classroom floors will be marked with tape to provide a 2 metre space for teachers.	Floors to be marked	A Martin	01/09/2020	Yes
		Barriers or screens will be used in reception areas to offer a level of protection when visitors are standing adjacent to the desk.	Install Perspex screen around reception desk & student reception desk	A Martin	01/09/2020	Yes
		Classroom layouts will be arranged so tables are all facing forward.	Rearrange all classrooms	A Martin	01/09/2020	Yes
		Staff should not socialise together when working onsite unless they are maintaining the 2 metres distancing requirement.	Staff information posters displayed – staff training	All staff	01/09/2020	Yes
		During break and lunch periods – queues will be operated as per the key stage as the queue time is less than 15 minutes. Seating areas will be zoned in Year Group bubbles.	Student information posters displayed – staff to review with students on arrival. Student podcast	All staff	01/09/2020	Yes
		Signage will be installed at entrances to the site and in main circulation areas to remind the public, staff and pupils to maintain social distancing.	Check and update all signage	A Martin	01/09/2020	Yes
	Lifts should be used by individuals or students in the same bubble. Staff should avoid accompanying students unless essential	Staff training	All staff	01/09/2020	Yes	
Face coverings	Staff and pupils working together could increase the	Students Must wear face covering when: <ul style="list-style-type: none"> • Moving from lesson to lesson • In communal areas 	Order branded, washable face coverings to provide one to each student and member of staff. Sell replacements in School Shop.	Headteacher	01/09/2020	Yes

	risk of spreading the virus	<p>No face coverings - in lessons, in classrooms, when eating, unless SEND need etc</p> <p>Staff The same procedures as students to act as role models. Can be removed in meetings provided socially distant. Meetings with parents - must be by appointment - face coverings until in meeting room, then can remove if social distancing is in place.</p>	<p>Order visors for staff to use when on duty or in close contact with students if they prefer. Due to late guidance advise students and staff to bring their own face covering until branded ones arrive.</p>			
<p>Class, Classrooms, and equipment. Groups gathering, lack of social distancing, contact with surfaces, doors, handles</p>	<p>Staff and pupils working together could increase the risk of spreading the virus</p>	Organise class groups so students stay in the same group as far as possible.	<p>Rearrange all classrooms Seating Plans kept for all classes</p> <p>Create classroom rules. Adapt behaviour policy.</p> <p>Assemblies to be streamed to classrooms</p>	Headteacher	01/09/2020	Yes
		Organise classrooms and other learning environments for those groups- all desks facing forward.		Headteacher	01/09/2020	Yes
		Decide which lessons or activities will be delivered and consider which lessons or classroom activities could take place outdoors.		Headteacher	01/09/2020	Yes
		Avoid assemblies or stagger assembly groups if they need to take place.		Headteacher	01/09/2020	Yes
		At break times students will sit and play in bubble zones.		Headteacher	01/09/2020	Yes
		Ensure where possible equipment is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously.		<p>All classrooms will be equipped with:</p> <ul style="list-style-type: none"> ● Wall mounted hand sanitiser. ● Antibacterial wipes. ● Face tissues. ● Lidded pedal bins. <p>Students will use antibacterial wipes to clean desk when they arrive in a classroom.</p> <p>Reminder of cleaning routines and sanitising of equipment particularly IT, desks and chairs</p>	Headteacher	01/09/2020

			Student poster and podcasts shared with students Individual department Covid planning and action plans			
		Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere.	Remove furniture not required and tidy away loose items which aren't required. CA to de-clutter department rooms and offices	Headteacher	17/07/2020	Yes
		At peak times, toilet facilities may need supervision at the outermost door to help to control numbers of occupants. Where possible toilet facilities should be assigned to specific groups.	Staff to supervise toilet areas – duty rota	Headteacher	01/09/2020	Yes
		No overnight trips or educational visits will take place. Day trips will only take place if COVID-19 measures are in place. Trip organisers should avoid public transport.	Evolve Risk Assessment to be completed for each trip which must give regard to COVID-19 measures in place at trip destination.	Headteacher	01/09/2020	Yes
		To achieve safe circulation around school the following must be adhered to: <ul style="list-style-type: none"> • The floor must be marked as a one way system • Coats and bags should be stored under the pupils' desk or on the back of their chair to avoid risk of cross-contamination of belongings. This can be further supported if occupants are able to wear clean clothes each day. • Never queue in circulation areas - students are not to line up outside of classrooms. 	Create a one-way system – install floor direction markers. Duty areas to be reviewed to supervise one-way in corridors	Headteacher	01/09/2020	Yes
Transport	Students traveling on public transport or on school minibuses	Students who use public transport or school transport should wear a face mask.	Inform parents and carers and advise they check with public transport provider regarding the service routes and timetables. Inform the Local Authority if there are any specific issues identified.	Headteacher	01/09/2020	Yes
		Minibus protocols in place which include face coverings to be worn, hand sanitiser to be used, keep windows open wherever possible, consider boarding, seating and alighting arrangements to keep students in year	Policy document to be located in minibus.	A Martin	01/09/2020	Yes

		group bubbles as much as possible and keep a register of any mixed year groups. Cleaning wipes to clean door handles, seatbelts etc. increased cleaning, staff to report any issues regarding non-compliance.				
Catering	Staff and pupils working together could increase the risk of spreading the virus	Kitchen staff must be able to safely prepare and serve hot and cold food whilst maintaining social distancing in the kitchen and dining areas. Review external catering providers risk assessment.	Review Catered Risk Assessment for compliance	A Martin	01/09/2020	Yes
		Menu will be modified to increase service and dining times. No hot plated food will be served.	Review proposed menu with Catered	A Martin	24/07/2020	Yes
		Seating areas will be organized in year group bubbles	Wipes available for students to wipe seating area Duty teams to supervise	Headteacher	01/09/2020	Yes
Staff attending site	Groups of people who are more at risk from coronavirus could be exposed to COVID-19	Employee has coronavirus symptoms or employee's household has a suspected coronavirus case. Employees must not attend site and should follow self-isolation guidance.	Staff training on staffing principles flowchart and guidance notes All staff must engage in Test and Trace. All staff must notify HR of reasons for any absence. New staff Attendance Policy Addendum agreed in July	All Staff	17/07/2020	Yes
		All other student facing staff must attend. A staff risk assessment will be carried out for staff identified as Extremely Clinically Vulnerable.		A McLaughlin	17/07/2020	Yes
		Non student facing staff may continue to work from home in agreement with their line manager.		A McLaughlin	17/07/2020	Yes
Staff capacity with increased numbers of pupils	Shortage of teachers to maintain staff to pupil ratio	If there are any shortages of teachers, then cover, teaching assistants or other staff can be allocated to lead a group, working under the direction of a teacher.		Headteacher	01/09/2020	Yes
Anxiety levels of staff and community	Causing breakdown in staffing ratios, compromising group sizes.	Talk to staff about the plans including discussing whether training would be helpful.	IHASCO Returning to work after COVID-19 training course offered to staff. Union rep meeting - ongoing consultation and joint working partnership	Headteacher	17/07/2020	Yes

			Suite of staff welfare resources made available including counselling and links to external specialist organisations.			
Pupils attending site	Vulnerable groups who are clinically, extremely vulnerable.	Parents should follow medical advice if their child is in this category.	Letter to parents and carers asking them to complete an attendance survey.	Headteacher	01/09/2020	Yes
	Children with EHCP	Complete risk assessment before attendance		Headteacher	01/09/2020	Yes
	Pupils follow guidance	Ensure staff instruct and support pupils to follow procedures onsite.	Staff and pupil briefing at the start of the week to ensure everyone understands onsite protocols (during lockdown). Compliance with protocols added to behaviour policy. Staff and student information posters displayed in every classroom and in circulation areas.	Headteacher	01/09/2020	Yes
First Aid, Intimate Care and PPE	Staff and pupils working together could increase the risk of spreading the virus	Ensure areas are thoroughly cleaned and checked for additional hazards at the start and end of the day, and after use.	Reminder of cleaning routines	All Cleaning Staff	01/09/2020	Yes
		Ensure adequate first aid trained staff on site		Headteacher	01/09/2020	Yes
		Ensure sufficient and appropriate equipment available		Headteacher	01/09/2020	Yes
		Ensure sufficient stock of PPE available, minimum disposable gloves, aprons and masks.	Ensure orders are delivered and stock levels maintained	A Martin	01/09/2020	Yes
		Ensure staff trained in use of PPE	Produce and issue staff training guide and watch the video	A Martin/ Headteacher	01/09/2020	Yes
Staff or student develops COVID-19 symptoms onsite or after being onsite	Staff and pupils exposed to increased risk of spread of infection	Anyone developing symptoms onsite should be sent home as soon as possible and the SMT duty lead informed. If the person is unable to go home straight away, they should be escorted to the isolation room (Family Room), maintaining 2 metre distance.	Procedures issued to all staff and displayed around the school. PPH flowchart followed and cases reported to LA	A Martin/ Headteacher	01/09/2020	Yes

		<p>If 2 metre distance can't be maintained due to illness, age or complex needs of the individual - use PPE apron, mask and gloves. PPE is located in the isolation room and should always be used in accordance with the Using PPE safely guidance.</p> <p>A member of the cleaning team will carry out additional cleaning in line with the COVID-19 Cleaning Risk Assessment. Staff and pupils will wash their hands thoroughly for 20 seconds and return to activities.</p> <p>STAFF MEMBER with suspected Coronavirus: Staff member arranges for an NHS test, MUST self-isolate for 10 days (their household should self-isolate for 14 days), contact HR and inform HR of the test result.</p> <p>STUDENT with suspected Coronavirus: Parent is contacted and asked to arrange for their child to have an NHS test. Student MUST self-isolate for 10 days (their household should self-isolate for 14 days). Parents asked to inform the school of the test result as soon as it is received.</p> <p>A record of all students and staff in the same group as the person with suspected Coronavirus must be kept. If the test result is positive the Executive Team will make arrangements for the whole group to self-isolate for 14 days (this does not include other members of their households).</p> <p>If the test result is negative the student or staff member can return to school and their household can end their self-isolation.</p>				
	Staff and pupils exposed to increased risk of spread of infection	Maintain at least one specific isolation space for anyone who may develop Coronavirus symptoms during the school day. The door to this space (or spaces) must be clearly signed as such and be used for no other purpose. Anyone who displays symptoms of Coronavirus should leave the school environment as soon as possible. There should also be a dedicated toilet facility for anyone requiring to use the isolation space.	<p>Identify isolation space and access to toilet – Family Room and disabled toilet.</p> <p>Install signage on doors</p> <p>Install procedures poster on the wall</p> <p>Ensure PPE pack containing mask, apron and gloves is available in the isolation room.</p>	A Martin/ Headteacher	01/09/2020	Yes

		Waste from these spaces (such as hand towels) must be disposed of as contaminated waste.				
	Follow local health protection team advice	Ensure everyone is aware of the PHE SW flowchart for education settings and follows the steps in every case.	Team of staff to log cases, follow up with parents and staff, inform PHE if necessary.	Headteacher	01/09/20	Yes
	Accessing testing arrangements are clear for all staff	Access to testing is already available to all essential workers.	Trust registered as essential worker employer with NHS. Inform staff of testing procedures.	A McLaughlin	01/09/2020	Yes
Safe and Secure Premises and buildings – defective, untested equipment, slips, trips, unavailable routes or exits	Staff/pupils/visitors at risk of injury	Security fencing and gates working, not damaged or breached	Checklist to be completed	N McKeegan	01/09/2020	Yes
		Fire equipment and systems serviced and tested, where applicable, and in place, including: <ul style="list-style-type: none"> ● Fire detection and alarm system ● Emergency lighting ● Fire extinguishers ● Emergency exits ● Fire doors ● Suppression, venting or smoke extraction systems 		N McKeegan	01/09/2020	Yes
		Ensure sufficient number of trained fire marshals on site		Headteacher	01/09/2020	
		Ensure any PEEPs are still suitable and staff aware of contents		Headteacher	01/09/2020	
		Hot water system heated to full temperature, and hot and cold systems flushed through, and temperatures monitored and recorded		N McKeegan	01/09/2020	Yes
		Visual inspection of all Asbestos Containing Materials, electrical fixtures and fittings and portable appliances to ensure no damage during lockdown		N McKeegan	01/09/2020	Yes
		Full Premises walk through to ensure clear of slips, trips, or item falling hazards, clear routes, and corridors		N McKeegan	01/09/2020	Yes
		External check of playground and playing field areas to ensure clear of debris, rubbish, animal faeces.		N McKeegan	01/09/2020	Yes
Training, Information,	Staff/pupils/visitors working together	Update staff information sheets and ensure they are visibly displayed.	Staff information posters displayed	A Martin	01/09/2020	Yes

Instruction, Supervision Protective measures not followed	could increase the risk of spreading the virus	Conduct staff meetings to share the contents of the risk assessment, operating guidance and provide opportunity for questions.	Staff meeting 01/09/20 Staff to sign a form confirming they understand the safe working practices in place, having read documents and protocols provided. Training for students through Familiarisation Day	Headteacher	01/09/2020	Yes
	Increased spread of infection from incorrect use of face coverings	Provide guidance to staff on how to use face coverings safely if they choose to do so	Guidance provided at staff meeting and in documents folder. Training for students through Familiarisation Day	A Martin	01/09/2020	Yes

Other information:

Government advice used to produce the risk assessment includes:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

DATE OF REVIEW: 12/07/2020 updated 29/08/2020	COMMENTS:
DATE OF 10/09/2020 REVIEW:	COMMENTS:

Completed By: Anita Martin	Reviewed By: Anita Frier	Date:	29/08/2020
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