



264.1 – Covid-19 Risk Assessment v10

Head of Dept. / Faculty:	AKI
Date:	26.05.21
RA Completed By:	DHI
Review Date:	07.07.21

Risk rating: (example) likelihood x injury severity = number & colour code

Likelihood	Serious Illness	Incapacity	Death
Highly Unlikely	1	5	8
Unlikely	2	6	9
Possible	3	7	13
Probable	4	11	14
Certain	10	12	15

Legend	Monitor control measures are being implemented and are still valid.	Identify measures to further reduce the risk. Try to improve measures for the next review.	Cease activities until measures of control are in place.
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Potential Hazard	Who might be harmed	Hazard or Risk Description	Risk Level	Mitigating Controls - Preventative & Protective Measures in place	Assigned to and by when:	Risk Level Review 21.06.21
1. <u>Overview</u>		<p><u>THIS RISK ASSESSMENT:</u></p> <p>a) MAKES REFERENCE TO A NUMBER OF GOV.UK. DOCUMENTS AND GUIDANCE</p> <p>b) COMPLIMENTS EXISTING RISK ASSESSMENT & PROCEDURES:</p> <ul style="list-style-type: none"> - 262 GENERAL TEACHING - 261 WHOLE SCHOOL - EVACUATION PROCEDURE - FIRE RISK ASSESSMENT 		<ul style="list-style-type: none"> • THESE WEBLINKS are the latest guidance available from GOV.UK & ONS and automatically update as released • https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak • https://www.ons.gov.uk/peoplepopulationandcommunity/healthandsocialcare/conditionsanddiseases/articles/coronaviruscovid19infectionsinthecommunityinengland/characteristicsofpeopletestingpositiveforcovid19inengland22february2021 • https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers • All school RA's are included on the staff shared area. • Governors are required to agree and sign off any significant changes to this RA before implementation. 	SLT 11.05.21	
2. <u>Transport</u>	Staff Students	<p>Death, Incapacity, Serious illness or infection transmission as a result of:</p> <ul style="list-style-type: none"> • Unable to comply with social distancing on public transport. • No face coverings available 	1	<ul style="list-style-type: none"> • Staff & students should continue to be Covid aware when using public transport. • Car sharing discouraged with a review 21.06.21 • Face coverings available to staff who use public transport. • Public transport UK Gov. advice 12.05.21 	All line managers All pastoral managers All SLT	

				<ul style="list-style-type: none"> • As of 06.07.20 WM Travel are providing transport. <ul style="list-style-type: none"> - Students are not required to SD on bespoke buses. - School will monitor school bus occupants via school CCTV for the benefit of T&T if required. • School will reinstate the usual transport facilities. <ul style="list-style-type: none"> - Mini bus, coaches, taxis Etc. from 07.07.21 • Students / staff encouraged to walk or cycle into school. <ul style="list-style-type: none"> - School may provide incentives in September 2021 		
3. <u>Classroom Safety</u>	Staff Students	<p>Death, Incapacity, Serious illness or Infection transmission as a result of:</p> <ul style="list-style-type: none"> • Covid-19 exposure due to: <ul style="list-style-type: none"> - Insufficient cleaning and sanitisation of workspace. - Insufficient cleaning and sanitisation of workplace equipment. - Failure to comply with social distancing. 	1	<ul style="list-style-type: none"> • Classrooms: • Reaffirmation by AKI post school term breaks of RA protocols to be communicated. • All classrooms have been checked during term breaks and readjusted to comply with SD measures. • Will revert to a standard 32 student layout. • Classrooms layouts cannot be altered. <ul style="list-style-type: none"> ○ Layouts will be reviewed and guidance available from 01.09.21 • A clearly defined 2m SD teaching safe zone will be implemented. • Excess furniture has been removed. • Deep cleaned before school Term's recommence. • Daily cleaning: <ul style="list-style-type: none"> - The school cleaning contractor will clean effectively as per their contractual obligations and includes the use of the Covid treatment products. • Teachers will ensure classroom tables and 	SLT 20.05.21	

				<p>tops of chairs are sanitised after each class / occupancy.</p> <ul style="list-style-type: none"> ○ Trigger spray bottles and paper towels are provided in all spaces. • IT / Music / DT classrooms will have an additional supply of wipes for equipment clean downs. <ul style="list-style-type: none"> ○ Teachers will ensure equipment is wiped before and after use. ○ Technicians will swap out materials as is practicable. • Shared equipment / resources for student use to be reinstated. • Hand gel, disinfectant wipes and pump sanitisers available in all classrooms. • Respiratory management protocols in place. <ul style="list-style-type: none"> ○ Catch, bin it, Kill it posters ○ Boxes of tissues ○ Sufficient bin (lid less) capacity • Enhanced student behaviour policy implemented • New student code of conduct to be signed by all in attendance. • Ventilation: <ul style="list-style-type: none"> - https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm - All classroom doors will remain open between 0800 – 1530 as is practicable for the benefit of: <ul style="list-style-type: none"> ○ (HVAC classrooms or work spaces may operate as per the occupier’s preferences). • Internal windows are advised to be left ajar or open for ventilation. <ul style="list-style-type: none"> - As long as a room is 16.C or above it is suitable for occupancy. - all spaces may operate as per the 		
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				occupier's preferences.		
4. Classroom Logistics - Whole school		Death, Incapacity, Serious illness or Infection transmission as a result of: <ul style="list-style-type: none"> Covid-19 exposure due to: <ul style="list-style-type: none"> Large groups of students gathering pre & post class changeovers or during school breaks. Overcrowded classrooms / corridors and dining and social spaces. Failure to comply with social distancing towards or between adults. 	1	<ul style="list-style-type: none"> Reaffirmation by AKI post school term breaks of RA protocols to be communicated. Normal school functions to resume as far as is practicable from 07.06.21 <ul style="list-style-type: none"> Specific year group toilet facilities will remain in place. The school can only make provision for the serving of food at 2nd break. External areas for use during students breaks will be created (see appendix 2) A school 'movement of people' via a one-way system is to be implemented as far as is practicable (see appendix 3) 	SLT 20.05.21	
5. Classroom Logistics - Vulnerable - Disruptive		Illness, distress and injuries related / caused by: <ul style="list-style-type: none"> Failure to provide a sufficiently safe or suitable learning environment. 	1	<ul style="list-style-type: none"> As above plus: Aristotle and Inclusion spaces to be reinstated from 07.06.21 	All SLT 20.05.21	
6. Movement around school	Staff Students Visitors	Death, Incapacity, Serious illness or infection transmission as a result of: <ul style="list-style-type: none"> Insufficient cleaning and sanitisation of workspace. Insufficient cleaning and sanitisation of workplace equipment. Insufficient understanding regarding the transmission of Covid-19. Low awareness of transmission vectors; GOVUK requirements and objectives for safety in schools and social distancing. 	2	<ul style="list-style-type: none"> Reaffirmation by AKI post school term breaks of RA protocols to be communicated. Normal school functions to resume as far as is practicable from 07.06.21 School will operate a 'ONE WAY' system for Gandhi / Einstein / Churchill / Franklin / Einstein blocks as far as is practicable. School will continue with 'STAY LEFT' protocols for corridors and walkways were practicable. All internal doors will remain open between 0800 – 1530 as is practicable for the benefit of: <ul style="list-style-type: none"> Ventilation <ul style="list-style-type: none"> (HVAC classrooms or work spaces will operate as per the occupier's preferences). 	All SLT 20.05.21	

				<ul style="list-style-type: none"> • Internal windows are advised to be left ajar or open for ventilation. <ul style="list-style-type: none"> - (all spaces will operate as per the occupier's preferences). • reduced touch points • No significant risk to safety due to Fire is anticipated. • All staff will have further Fire Safety Instruction in September. • Floor signage will be in place for all traffic areas. • SD floor tape laid out for all corridors as far as practicable. • Access to flight bags to help with the movement of resources. • Assistance from the Site Team as required. • School will continue to have 2 x breaks. • Students are required to move around school between lessons. • When not teaching students, staff will be can use staff / work room facilities, being mindful to social distance. • 2m Social Distancing signage on entrances and walkways. • Hand sanitisation required by all when entering or re-entering any work space. • Supervised / escorted: <ul style="list-style-type: none"> - Class relocations. - First Aid - Breaks 		
7. Social Distancing	Staff Students Visitors	Death, Incapacity, Serious illness or infection transmission as a result of: <ul style="list-style-type: none"> • Large groups of students gathering pre & post school day. • Large groups of students gathering pre & post class changeovers or during school breaks. 	2	<ul style="list-style-type: none"> • <u>Staff:</u> <ul style="list-style-type: none"> - Reaffirmation by AKI post school term breaks of RA protocols to be communicated. - Must ensure their own safety is not compromised by students or staff. 	SLT 10.05.21	

- Insufficient understanding of SD & face covering responsibilities, requirements and objectives.
- Failure to adhere to SD protocols.
- Poor decision making.
- Poor or unsafe work practices, including leadership, faculty and other staff or team meetings.

- Current school SD & face covering protocols are for the benefit and safety of 'ADULTS'.
 - Please refer to the latest GOVUK guidance links in section 1.
 - It is encouraged that all staff wear face masks / shields:
 - When in close proximity to other adults for more than 15 minutes.
 - When within 1m of students inside or outside.
 - SLT will reinforce awareness / implementation of SD protocols of staff to staff transmission.
 - SLT must reinforce awareness of latest GOVUK guidance within an educational setting. (see link in section 1)
 - implementation of SD protocols of student to staff transmission.
 - SD protocols must be reiterated and communicated to parents and carers.
 - Endeavour to remain a minimum of 2m apart at all times.
 - SD of less than 2m should be avoided with students
 - If unavoidable PPE must be donned after 5 minutes.
 - In an emergency situation the safety of the children is the priority.
 - Endeavour to avoid the sharing of desktop devices or equipment.
- N.B. The safety of the children must take priority; in the event of:
- A potentially dangerous or unsafe situation occurring.
 - An escalating situation.
- GOVUK 17.05.21 Protocols can be

- superseded until the situation / incident is resolved.
- On Break Duties:
 - Will wear a Hi-Viz tabard to assist with proximity awareness.
 - DfE staff ratios still apply.
 - All work spaces have been:
 - Assessed for suitability
 - Reconfigured to maintain SD for staff and a clearly defined safe working zone.
 - All internal and external routes, entrances / exits within school grounds will continue to display Covid Aware Notices
 - Safety and Information Notices
 - 2m SD posters
 - 2m SD floor signs
 - Staff meetings can be held but a listed below in preferential order for safety:
 - a web based conferencing service MS Teams.
 - if a physical meeting is required:
 - The frequency is kept to a bare minimum.
 - Allocate a space where SD can be implemented.
 - No shared refreshments.
 - External guests must comply with all school SD protocols and must be accompanied to and from the work space.
 - Students:
 - Must follow:
 - GOVUK guidance 17.05.21
 - See hyperlink in section 1.
 - SLT must reinforce awareness / implementation of SD protocols towards staff from students.

				<ul style="list-style-type: none"> - SD protocols must be communicated to parents and carers outlining the significant 'RISK' to staff from student's not following guidelines. - GOVUK guidance 17.05.21 Protocols to be implemented (Minimise contact between individuals and maintain social distancing wherever possible). • <u>Contractors, School Support, External Agencies Etc.</u> <ul style="list-style-type: none"> - Only allowed on site by prior appointment. - Must comply with all school SD protocols. - In some cases 3rd Party Risk Assessments must be reviewed before any visit commences. 		
8. <u>Covid – 19 Awareness</u>	Staff Students Visitors	Death, Incapacity, Serious illness or infection transmission as a result of: <ul style="list-style-type: none"> • Insufficient understanding of SD requirements and objectives. 	2	<ul style="list-style-type: none"> • Reaffirmation by AKI post school term breaks of RA protocols to be communicated. • Restricted access notices for school. • Information notices on all entrances. • Shared Risk assessment. • Updates on staff bulletins. • Staff briefings • Staff handbook 	SLT 23.02.21	
9. <u>First Aid / Medical Assistance</u> <ul style="list-style-type: none"> - Covid-19 - General illness - General injury 	Staff Students Visitors	Death, Incapacity, Serious illness or infection transmission as a result of: <ul style="list-style-type: none"> • Insufficient understanding of SD and viral protection requirements and objectives. • Unable to adhere to SD protocols. • Poor decision making. • Poor or unsafe work practices. 	3	<ul style="list-style-type: none"> • First aid provision: <ul style="list-style-type: none"> - First aid will remain an 'on call' service as far as is practicable <ul style="list-style-type: none"> ○ To be reviewed until 21.06.21 - A central first aid station may be reinstated dependent on circumstances. - Teachers must try to ensure First Aid calls are an 'emergency request' to 	DHI 12.05.21	

				<p>reduce the levels of significant number minor requests.</p> <ul style="list-style-type: none"> - Administering or supervising any first aid requires the donning of PPE. - Hands on care only by trained staff. - 1 x primary First Aider on duty 0830 to 1515 SRY - 1 x Covid-19 trained First Aider on duty 0915 to 1500 KRE CWO - 1 x Covid-19 biohazard trained staff member on duty 0800 to 1600 DHI - 1 x support first aiders on duty at all times throughout school day to - Other first aiders will assist in supervision only. <ul style="list-style-type: none"> • Covid-19 protocols in place for people who are symptomatic. <ul style="list-style-type: none"> - PPE donning and doffing / casualty manual handling techniques in place. - The reception meeting room will be used as a holding area for students who are not symptomatic prior to collection. - Reception Interview room used as holding area for students who are symptomatic prior to collection. <ul style="list-style-type: none"> ○ These areas must be sanitised after occupancy before reuse. • Symptomatic staff or students must follow latest GOVUK advice. • https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/how-long-to-self-isolate/ • Students attending school who inform a staff member they have symptoms will be sent home. • All First aid requests must be logged by the main office with a record of the students and current name location. 		
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				<ul style="list-style-type: none"> - This will assist in test and trace • <i>Staff or students do not need to be sent home even if they have been in contact with someone in school who is symptomatic.</i> <ul style="list-style-type: none"> - <i>If that someone tests positive, UK Gov. then test and trace protocols apply.</i> • All students requiring a PEEP will have it reviewed or amended by 04.09.21 with appropriate actions implemented accordingly. <ul style="list-style-type: none"> - Any additional risks and mitigating actions will be recorded on the PEEP 		
10. <u>Confirmed cases of Covid-19</u>	Staff Students Visitors	Death, Incapacity, Serious illness or infection transmission as a result of: <ul style="list-style-type: none"> - Contact with a person who has tested positive. 	2	<ul style="list-style-type: none"> • Latest GOVUK protocols to be implemented. • https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person • LFT Home testing kits are provided to all staff & students via PHE. • Significant wellbeing policies and procedures in place. • HR conduct a back to work and welfare review after self-isolation following: <ul style="list-style-type: none"> - https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/how-long-to-self-isolate/ 		
11. <u>Stress & Wellbeing</u>	Staff Students	Illness or distress caused by: <ul style="list-style-type: none"> • An adverse reaction to the demands and pressures associated with the current health crises. 	2	<ul style="list-style-type: none"> • Current risk assessments apply • HR will consult with Vulnerable & BAME staff members to ascertain any additional 	CPE 13.05.21	

				<p>workplace risks or traveling on public transport.</p> <ul style="list-style-type: none"> • Vulnerable, BAME & Pregnant staff members are to be consulted on an additional RA. • Reaffirmation by AKI post school term breaks of RA protocols to be communicated. • The school will act and mitigate accordingly. • All consultations will be recorded. • All staff will have access to hand sanitiser, wipes, face mask, Hi-Viz tabard and gloves. • School Fitness Room <ul style="list-style-type: none"> - This room is to be made available to all students from 02.09.21 - Students may use the as part of extracurricular activities. - It is cleaned as part of the usual schedule. - Hand sanitiser is available and all equipment must be sanitised after use by staff. - No more than 4 x staff to occupy this space at the same time with a review on 21.06.21 		
12. Hygiene	Staff Students Visitors	<p>Death, Incapacity, Serious illness or infection transmission as a result of:</p> <ul style="list-style-type: none"> • Insufficient understanding regarding the transmission of Covid-19. • Low awareness of transmission vectors. • UK Government requirements and objectives for safety in schools not being met. 	3	<ul style="list-style-type: none"> • GOVUK 17.05.21 Protocols to be implemented. • Daily inspection of all 'in use' spaces. • Covid-19 hygiene management protocols in place. • 2 x day cleaners are in situ to assist in the hygiene management. • Food & DT technicians will also be cleaning and sanitising their designated spaces from 08.03.21 <ul style="list-style-type: none"> - Technicians will be redeployed as directed by LM AKI to assist with school 	SLT 20.05.21	

				<p>function and hygiene.</p> <ul style="list-style-type: none"> • Contract cleaners will continue all functions as per contract. • High traffic areas will be cleaned throughout the day. • Student toilets will be cleaned between breaks and between the lunch service 'pause' in Gandhi • Information notices in all work spaces. • Hand washing and / or sanitisation available in all work spaces. • Hand sanitisation required before entering or leaving: <ul style="list-style-type: none"> - school site - any work space - classroom • PPE will still be made available to staff, students, visitors and contractors. • Contractors have pre notification of required protocols before attending site. • Staff will not preparation of food or drinks for others. • External water fountains are to be reinstated from 21.06.21 • Catering and service staff have own safety protocols and risk assessments in place if required to attend. • All students are encouraged to provide own food and drink. • The school will be reviewing the provision for hot & cold food on 21.06.21 • Staff are encouraged not to use students dining facilities. 		
<p>13. <u>Remote & Home Working</u></p>	<p>Staff Students</p>	<p>Illness, distress and injuries related caused by:</p> <ul style="list-style-type: none"> • Failure to advise staff and students on DSE regulations (Homeworking) 	<p>1</p>	<ul style="list-style-type: none"> • The need for home working as significantly reduced however it is still a requirement. • Home Working should only be as a result of 	<p>DHI 12.05.21</p>	

- An adverse reaction to the demands and pressures associated with the current health crises.
- Poor working practices.
- No training or preparation made for homeworking.

- self-isolation.
- School regularly updates staff on the latest guidance.
 - <https://www.hse.gov.uk/msd/dse/home-working.htm>
- School has made provision for the supply of suitable IT devices and access rights.
- School has set up sufficient remote access for the provision of lessons and pastoral care.
 - Code of conduct protocols are in place.
- Additional materials and resources can be provided if suitable and available via HR welfare meetings.
- School has directly provided identified Homeworkers advice on how to work from home safely.
 - Staff must have completed their own dynamic risk assessment to identify if working from home is safe.
 - The school will provide homeworking equipment as is practicable.
 - Best practice advice from external sources (e.g.) BBC website
 - H&S Working from Home & First Aid Training from the schools Ellis Whittam Training Portal is available.
 - https://elliswhittamgroup.safetylearnin.g.co.uk/index.php?/=courseviewer&!&mid=11938&i=b18c3&native_player=alse
- The school has a H&S statement on the staff portal (N) Drive and notice boards.
- Line managers will ensure the contacting Homeworkers is within contracted hours only.
- Student wellbeing is managed via pastoral

				managers, form tutors or other staff as required.		
14. <u>Catering Provision</u>	Staff Students	Death, Incapacity, Serious illness or infection transmission as a result of: <ul style="list-style-type: none"> • Insufficient understanding regarding the transmission of Covid-19 among non-school staff. • Low awareness of transmission vectors affecting food service. • GOVUK requirements and objectives for safety in schools not being met. 	1	<ul style="list-style-type: none"> • Covid-19 hygiene management protocols in place. • Additional service hygiene protocols agreed 13.07.20 • Contract cater to provide operational Risk Assessment. <ul style="list-style-type: none"> - Prepared food will only be available at 2nd break. - Hot and Cold food will available. - Breakfast bags will be made available on request from Pastoral managers for students who require it. - Other menu items are available as directed by Taylor Shaw with the agreement of and SLT. 	SLT 20.05.21	
15. <u>Space Allocations</u> - All staff - Years 7 to 10	Staff Students	N.B the 'ZONE' spaces are subject to review and amendment without consultation. Please see: Appendix 1. Site map v4 Appendix 2. One-way map		<ul style="list-style-type: none"> • Staff will return to their pre Covid workspaces as far as is practicable. 	SLT 20.05.21	
16. <u>Curriculum</u> - Science - Art - Design Technology - PE - Drama - Music - Educational trips	Staff Students	Death, Incapacity, Serious illness or Infection transmission as a result of: <ul style="list-style-type: none"> • Covid-19 exposure due to: <ul style="list-style-type: none"> - Insufficient cleaning and sanitisation of complex workspaces. - Insufficient cleaning and sanitisation of specialist workplace equipment. - Failure to comply with social distancing. 	1	<ul style="list-style-type: none"> • Curriculum is being delivered as required. • The remote provision remains available for use as required. • The school will deliver a broad and balanced curriculum as directed. • The school will continue to be provide extra curriculum provision from 15.03.21. 	SLT 20.05.21	

- Extra Curriculum Provision

- The school will reinstate the running of educational trips from 07.07.21
- The school will be removing any changing room restrictions from 07.07.21
- Internal letting will recommence 17.05.21 subject to GOVUK guidance.
 - All lettings are Covid and GOVUK compliant.
 - All lettings are subject to RA