

HGSS Post COVID Further Opening Risk Assessment – August 2020

Student Year Groups: 7 and 12 from 3 Sept/All years from 4 Sept	Date 31.08.2020
Assessor's Name Lynda Jackson	Review Date: 31.09.2020 and monthly thereafter Review: 07.09.20 – Additional of face masks in communal areas 14.09.20 – Reminder for class seating plans 30.09.20 – Following first positive COVID result amongst a student the development of an Action List to manage the situation – See section 6 Face Masks in all Sixth Form Study areas at all times 05.11.20 Second Lock-down until 02.12.20 – schools remain open and unaffected – lettings curtailed unless they are 'educational' for children 14.12.20 – HGSS moves to remote learning for one week following multiple cases of COVID in Year 11 and 6 staff members testing positive. 04.01.21 – Third Lock-down – school moves to remote learning for all year groups – Critical Worker and Vulnerable students only accommodated on site. Lateral Flow Testing starts on site to help identify any asymptomatic staff or students. Both groups tested once a week. 08.03.21 – Students and Staff return to working on site with full opening of the school. Mass testing of all staff and students from 03.03.21 to identify any asymptomatic individuals. See Section 3.

This Risk Assessment has been prepared followed Government Guidance 'Full Opening of Schools' (28 August 2020) Coronavirus (COVID-19): Implementing protective measures in education and childcare setting' (11 May 2020) and also 'COVID-19: cleaning in non-healthcare settings' (26 March 2020) School COVID Operational Guidance (February 2021)

RISK/ISSUE	WHEN?	MOST AT RISK	HOW LIKELY?	X	HOW OFTEN?	X	POTENTIAL HARM	=	RISK FACTOR	ACTION
	<i>Time of day; potential triggers etc.</i>	<i>Who is most likely to be harmed and how?</i>	<i>5=Certain 4=Probable 3=Possible 2=Not impossible 1=Never</i>		<i>5=Daily 4=Weekly 3=Monthly 2=Rarely 1=Never</i>		<i>(Include an assessment of the likely physical and psychological harm) 4= Life-threatening 3=Serious 2=Harm 1=No harm</i>		<i>Approximate percentage chance of harm occurring: 100%=certain >50%=probable >9%=possible >1%=not impossible 1%=never</i>	<i>Is a formal risk assessment required? Are existing measures sufficient, or can the risk be lowered further? If applicable, list any initial suggestions for achieving such aims in the space below.</i>
1.How to reduce the spread of COVID 19	All times but particularly on arrival/departure and at break and lunch times	Students Staff Families of both groups	3	X	5	x	3	=	45%	<ol style="list-style-type: none"> All students and staff to hand sanitize on arrival at school and throughout the day when entering or leaving any room or area. Single entry point used to ensure compliance with hand sanitizing and masks. Masks available at the main gate, should a student not have one. Students reminded to walk to and from school when in groups with a mask on. Students to maintain social distancing where possible on the way to and from school in order to protect them and their community. All students and staff expected to wear face masks at all times and in all areas. The only exception to this is for short removal for eating and drinking. Students and staff reminded to wear masks if travelling on public transport Students expected to walk around the school rather than using internal

<p>2.How to control any students or staff bringing the COVID virus on site or taking the virus from the site to their homes or the community and how to control and</p>	<p>All times but particularly on arrival/departure</p>	<p>Students Staff Families of both groups</p>	<p>3</p>		<p>2</p>		<p>3</p>	<p>= 18%</p>	<p>corridor where possible and definitely at Ground level. Use of outside doors with all classrooms who have these. All students asked to walk to the left of all corridors and to maintain social distancing in all communal areas.</p> <ol style="list-style-type: none"> 8. Class teachers reminded of the importance for seating plans for all classes to aid track and trace 9. Mass Testing of all students from 3 March – 19 March (3 Lateral Flow Tests) 10. From Monday 22 March students attend school only if they have had a negative Home Test result on the preceding Sunday and Wednesday of each week 11. From Monday 8 March staff attend school only if they have had a negative Home Test result on the preceding Sunday and Wednesday of each week <p>1.Hand sanitising units to be used by all personnel on arrival to school and before leaving school</p> <ol style="list-style-type: none"> 2. Regular hand-sanitising before entering and leaving every new area within the school 3.All personnel reminded not to touch their faces with their hands at any time 4.If personnel need to blow their nose they should use a disposable tissue and dispose of this immediately by flushing down the toilet or by disposal in covered bins. Hands should be washed/sanitised immediately afterwards.
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spread of the virus on site.

5.Visitors not allowed onsite currently except in exceptional circumstances and with the approval of the Headteacher. All correspondence and any meetings are conducted electronically where possible.

6.Parents asked to drop students by car (ideally they walk or cycle) outside of Parish Piece and for students to walk down Parish Piece whilst still self-distancing to avoid any parent to parent contact

7. Staff asked to bring their own drink and snacks/food in from home – all communal utensils, glasses, mugs etc will be locked away. Water dispensers only will be available. Staff can use urns to make tea or coffee.

8.Social distancing markings onsite will remind all staff and students to maintain at least 1m social distancing at all times. Rooms will have chairs not in use taped off.

10.Staff should only use their own equipment onsite including Laptops and PC's. Where offices are shared and 2m social distancing cannot be achieved then those offices must be used on a rota basis which is agreed in advance, or teachers to use an individual designated classroom.

11. Lateral flow testing weekly for staff and CWP students from 04.01.21 to identify any asymptomatic cases

12. Mass Testing of all students from 3 March. 3 Lateral Flow tests to be performed on site to ensure students are

<p>3. How to reduce the number of asymptomatic staff and students on site with Lateral Flow and Home Test Kits</p>	<p>All times</p>	<p>Students Staff Families of both groups</p>	<p>3</p>	<p>2</p>	<p>3</p>	<p>= 18%</p>	<p>trained and confident in carrying out the tests.</p> <ol style="list-style-type: none"> 1. All staff will carry out home testing prior to attending school from 8 March 2. All students will be offered 3 Lateral Flow Tests on site from 3 March 3. All students will be asked to home test prior to attending school from 22 March 4. Clear communication strategy to staff and students about how and when to test. 5. Clear reporting strategy for results. 6. Weekly reminder of the need to test and notify the school of all positive results 7. Where students or staff are not engaging in Home Testing the school will offer to carry out twice weekly Lateral Flow testing on site. 8. Kits distributed to students in Registration and the test kit logged to their name 9. Kits distributed to staff via Reception and the test kit logged to their name 10. All kits to be named immediately on distribution
<p>4. How to Minimise infection on site</p>	<p>All times</p>	<p>Students Staff Families of both groups</p>	<p>3</p>	<p>5</p>	<p>3</p>	<p>= 45%</p>	<ol style="list-style-type: none"> 1. Deep cleaning each night of rooms with Bleach spray 2. Any shared items (eg Sports rackets, Keyboards) are wiped down immediately after use with anti-viral wipes. Tables and

<p>5.How to Minimise infection in toilets and washrooms</p>	<p>All times</p>	<p>Students Staff Families of both groups</p>	<p>3</p>	<p>5</p>	<p>3</p>	<p>=</p>	<p>45%</p>	<p>chairs do not need wiping since all students Hand Sanitise on arrival in all rooms. 3.Door of all communal areas in use are wedged open during the day to reduce the need to touch handles. Fire compartment doors in corridors and on hold-open closures during the day – these will close if the Fire Alarm is activated 4.Hand sanitising units available outside all rooms 5. Door and windows keep open as much as possible. 6. Students use exterior doors when moving arounds site together with some one-way systems.</p> <ol style="list-style-type: none"> 1. All toilets cleaned hourly by designated cleaner 2. Self distancing maintained in toilets by using Maximum Occupancy signs on outer doors 3. Toilets deep-cleaned with bleach each night 4. Staff concerned about the risk of virus spread by toilets should use the anti-viral wipes provided to wipe down the toilet before and after use. Staff should remember that the virus is spread by hands touching faces not by contact from any other part of the body. Thorough washing of hands before and after using a toilet remains the best way to avoid the spread of the virus
<p>6. How to manage any students or staff showing symptoms</p>	<p>All times</p>	<p>All Students and Staff</p>	<p>3</p>	<p>5</p>	<p>3</p>	<p>=</p>	<p>45%</p>	

during the day									
7. How to reduce transmission following a positive COVID test by	All times	All students and staff and families of both groups	3	5	3	=	45%		<ol style="list-style-type: none"> 1. Any personnel on site showing symptoms are immediately sent to the Isolation Room in Reception to be assessed by medical. 2. Senior Leaders called to collect any students with symptoms and escort them to medical. 3. Communication home for students to be collected immediately 4. Communication to NOK for staff – if able staff can arrange their own transport from site – otherwise collection by NOK will be arranged 5. Toilets – any personnel needing the toilet after showing symptoms should use the COVID Isolation Portable Loo outside of medical which will then be cleaned thoroughly. 6. Any staff member in contact with any personnel showing symptoms or required to clean or clear any items from personnel showing symptoms should use protective clothing as per guidance – mask, gloves, apron, Visor and to use spray bleach for cleaning. All contaminated items to be double bagged and locked into the SLT Meeting Room for 72 hours. Bags to be labelled with date and times. After 72 hours they should be disposed of in the normal rubbish bins. 7. All personnel showing symptoms reminded to follow self-isolation guidance and advised to request a COVID test immediately.

a student or staff member										
8. How to manage extremely vulnerable or vulnerable students and staff on site	All times	All students and their families	2	2	2	=	8%			
9. How to gain confidence in parents to allow them to send their	All times	All Staff and their families	2	2	2	=	8%			
									<p>2. Action list developed to be followed</p> <p>a. If a student - class lists swiftly analysed to identify all students with contact with patient which require self-isolation. Staff emailed if identified as contacts with the criteria for self-isolation. Students collected by duty leaders and kept in Main Hall as a holding room at a distance from each other.</p> <p>b. Parents contacted to explain and request urgent collection from school and self-isolation for 10 days. PHE letters distributed.</p> <p>3. Students and staff checked on after 4 days to establish if any are presenting with symptoms – advice for urgent testing. Parents and staff advised as to when they can return to school</p> <p>4. If a staff member – all contact with students and other staff members swiftly analysed as above and staff and students advised to self-isolate for 10 days.</p> <p>5. As point 3 above with staff member</p> <p>6. Main Hall thoroughly cleaned with Bleach afterwards and any other identified rooms with potential for virus transmission.</p> <p>1.Shielding now extended to 31 March. 2. Once back on site - Staff to be offered PPE – mask and visor for personal protection. Discuss with staff if any additional protection is required. Students allowed to wear masks on site</p>	

<p>children back to school. School is mandatory from 8 March 2021</p>									
<p>10.How to gain confidence in staff on school Further Opening</p>	<p>All times</p>	<p>All students and their families</p>	<p>2</p>	<p>2</p>	<p>2</p>	<p>x</p>	<p>8%</p>		<p>1.Communication of school plan to parents to include advice on travelling to and from school in order to maintain self-distancing when not on site. To include: cycling/walking; no socialising in groups before/after school; straight to and return from school; minimise public transport use; students to have all their own equipment (no sharing/lending of stationary). Reminder about symptoms so that students with them are not sent in, i.e. fever, new continuous cough, loss of/change in normal sense of taste/smell. 2.Weekly updates to parents on how return is progressing for all students 3.Ensure the learning experience on site is meaningful and students can benefit from social inclusion in a safe way to help parents to balance the benefit with any risks 5.Temperature checking of staff and students on a daily basis is not being recommended by DfE guidance as it is not a reliable method for identifying Coronavirus. This is also not something that could be insisted upon, as the collection of such data would fall under GDPR. 6. School to follow PHE guidance should a positive COVID 19 diagnosis emerge from the school community</p> <p>1.Communication of school plan to staff to included advice on travelling to and from school in order to maintain self-distancing when not on site.</p>

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2. All staff offered a face visor and/or face mask for use when on site – this will be managed and maintained by the individual

3. Students maintained in bubbles and any staff or students removed from circulation immediately and sent off site for an immediate test.

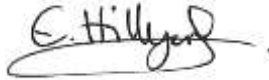
4. School to follow PHE guidance should a positive COVID 19 diagnosis emerge from the school community

Completing the Risk Audit

Note: The primary function of the risk audit pro forma set out overleaf is that of a diagnostic tool, allowing for the compilation of an accurate and comprehensive assessment of risks.

- Based on past evidence, common sense and likelihood of occurrence, think about the impact of this - who is likely to be harmed and how? **Life-threatening** = fatality, hospitalisation, long-term absence etc; **Serious** = requiring medical treatment and, usually, absence from work; **Harm** = e.g. 1st Aid, possible GP check-up and/or treatment.
- How likely is this? Is it possible to make realistic predictions for the future?
- Calculate the numerical risk factor by multiplying **likelihood x frequency x harm**. Any resulting percentage greater than 1 per cent indicates a measure of risk; a figure of 100 per cent means it is certain to happen.
- Evaluate the risks and decide what recommendations might be made for further action.
- It is important that the ‘percentage chance’ of harm occurring is not seen as a single, authoritative predictor of future outcomes. It is merely one indicator of several which can assist those charged with tackling such risks in schools. As a general rule, any percentage risk of more than one per cent should be closely analysed, and where the potential harm is calculated as a score of two or more, this becomes even more important.
- Decide when this audit should be reviewed

Checked and approved by Ed Hillyard, Headteacher



and Tony Green, Chair of Governors



Reviewed and approved by Finance, Premises, H & S Committee on 7 October 2020 – next Review 10 March 2021