

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 – updated 10.09.20 following Government guidance changes and increase in national infections
Assessor's Name Lynda Jackson	Review Date: 31.09.2020 and monthly thereafter

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)

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 by maintaining students in bubbles. HGSS bubbles identified as Key Stages	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%	Key stage 3 refers to years 7 and 8. Key stage 4 refers to years 9, 10 and 11. Key stage 5 refers to years 12 and 13. 1. Staggered start dates considered unworkable and will offer little protection since so many students travel to school

									<p>together. Students reminded to wear masks if travelling on public transport</p> <ol style="list-style-type: none"> 2. Students kept in Key Stage bubbles. Key Stage 3 allowed to exit all periods 5 mins early to avoid 'meeting' other Key Stages in corridors and leave 10 minutes early for lunch. 3. Students expected to walk around the school rather than using internal 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. 4. Key Stage 3 to access the Dining Room for Break and Lunch. Key Stage 4 to access the Outside Festival Van. 5. Key Stage 5 should access the Dining Room/Festival Van. 6. All students reminded to social distance when accessing and exiting school site to avoid
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<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 spread of the virus on site.</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>=</p>	<p>18%</p>	<div data-bbox="1733 65 2134 767"> <p>contact between bubbles – Key Stage 3 allowed to leave school at 3.12 pm</p> <p>7. From Monday 14 September all personnel on site (students, staff, all other personnel) will be required to wear face coverings in all communal areas throughout the school. Exemptions only for those with medical issues which need to be notified to Lynda Jackson for Staff and the Medical Officers for Students. All personnel may remove to eat and drink in communal areas only eg Dining Room/Main Hall.</p> </div> <div data-bbox="1682 815 2134 1370"> <p>1.Hand sanitising units to be used by all personnel on arrival to school and before leaving school</p> <p>2. Regular hand-sanitising before entering every new area within the school</p> <p>3.All personnel reminded not to touch their faces with their hands at any time</p> <p>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</p> </div>
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[illegible]

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 – Coffee machines not in use.

8. Social distancing markings onsite will remind all staff and students to maintain at least 1m social distancing at all times. Classrooms 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.

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3.How to Minimise infection within each group of students	All times	Students Staff Families of both groups	3	2	3	= 18%	<p>1.Deep cleaning each night of rooms with Bleach spray</p> <p>2.Any shared items (eg Sports rackets, Keyboards) are wiped down immediately after use with anti-viral wipes. Tables and chairs do not need wiping since all students Hand Sanitise on arrival in all rooms.</p> <p>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</p> <p>4.Hand sanitising units available outside all rooms</p> <p>5. Door and windows kept open as much as possible.</p> <p>6. Students use exterior doors when moving arounds site together with some one-way systems to avoid contact between bubbles.</p> <p>7.From Monday 14 September all personnel on site (students, staff, all other personnel) will be required to wear face coverings in all communal areas throughout the school.</p> <p>Exemptions only for those with medical issues which need to be notified to Lynda Jackson for Staff and the Medical Officers for Students. All personnel may</p>
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4.How to Minimise infection in toilets and washrooms	All times	Students Staff Families of both groups	3	5	3	=	45%	<p>remove to eat and drink in communal areas only eg Dining Room/Main Hall.</p> <p>1.Each Key Stage of students will use a different block of toilets – Key Stage 3 – Drama/ Key Stage 4 – PSY/ Key Stage 5 – designated KS5 toilets</p> <p>2.All toilets cleaned hourly by designated cleaner</p> <p>3.Self distancing maintained in toilets by using Maximum Occupancy signs on outer doors</p> <p>4. Toilets deep-cleaned with bleach each night</p> <p>5. 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>
			3	5	3	=	45%	<p>1.Any personnel on site showing symptoms are immediately sent to the Isolation Room in</p>

6. How to manage extremely vulnerable or vulnerable students and staff on site	All times	All students and staff and families of both groups	3	5	3	=	45%	<p>6. All personnel showing symptoms reminded to follow self-isolation guidance and advised to request a COVID test immediately.</p> <p>1. Shielding now paused from 1 August. 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>
7. How to gain confidence in parents to allow them to send their children back to school	All times	All students and their families	2	2	2	=	8%	<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.</p>

8.How to gain confidence in staff on school Further Opening	All times	All Staff and their families	2	2	2	= 8%	<p>2.Weekly updates to parents on how return is progressing for all students</p> <p>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</p> <p>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.</p> <p>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> <p>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</p> <p>3. Students maintained in bubbles and any staff or students removed from</p>
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										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
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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