

Covid 19 Risk Assessment –

Activity	Staff working during Covid 19 outbreak for all KW and VG children, extending to additional face to face support for years 10, 11 & 12		
	POOLE HIGH SCHOOL		
Department			
Assessed By	Mr. D.Newman		
Assessment Date	June 2020	Date Review Due	As required

Likelihood x Severity = Risk Rating		SEVERITY			
		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
LIKELIHOOD	1 Rare	1	2	3	4
	2 Unlikely	2	4	6	8
	3 Likely	3	6	9	12
	4 Certain	4	8	12	16

Reference

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.

Hazard/Task	Who might be harmed?	Existing control measures	Risk rating L x S = R			What other controls are needed?	By when?	Person responsible
			L	S	R			
Spread of Covid 19 Corona virus causing mild to severe illness and possibly fatalities	Children	Children and young people in eligible year groups are strongly encouraged to attend the educational establishment (where there are no shielding concerns for the child or their household), to enable them to gain the educational and wellbeing benefits of doing so. Children, young people and staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield and are not expected to attend the educational setting and should continue to be supported to learn at home as				Consider track and trace app when rolled out nationally		

		<p>much as possible. See further government guidance on home learning.</p> <p>Children living with someone who is clinically extremely vulnerable should only attend the setting if social distancing measures can be achieved and the child understands and is able to follow these instructions and measures are in place to facilitate this.</p> <p>Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. Parents should follow medical advice if their child is in this category.</p> <p>Children or young people should not attend if they have symptoms or are self-isolating due to symptoms in their household and the child and those in their household are encouraged to test if symptomatic.</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. Parents and carers to be advised to follow the national stay at home guidance and book a test.</p> <p>Steps to be followed when a child shows symptoms</p> <ol style="list-style-type: none"> 1. Call for a first aider 2. First aider will be provide with correct PPE and take the student to room 94. 3. Year office to contact the named relative to arrange for immediate collection of the student 4. Room 94 will be cleaned once the student has left. 										
<p>Spread of Covid 19 Corona virus causing mild to severe illness and possibly fatalities</p>	<p>Staff</p>	<p>Staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield and should not be attending the educational establishment but should continue to be supported to work at home as much as possible.</p>										

		<p>Staff living with someone who is clinically extremely vulnerable should only attend the setting if social distancing measures can be achieved and stringently applied.</p> <p>Clinically vulnerable (but not clinically extremely vulnerable) people should discuss their individual situations with their employer and their GP or medical professional.</p> <p>Staff should not attend if they have symptoms or are self-isolating due to symptoms in their household as required by national government guidance and are encouraged to test themselves and those in their household if symptomatic.</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 guidance. Additional cleaning will need to be implemented.</p> <p>We 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>						
Visitors to site and parents dropping off pupils	Visitors, children staff	<p>Guidance on social distancing and hygiene should be 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>Signage should be in place to inform people of any new movement arrangements such as one-way systems, markings on pavements/outside areas for queueing or keeping to the left-hand side of staircases, designated entry or exits for drop-off or collections for example.</p>						

		<p>Where possible parents should attend singly. Walking or cycling encouraged, driving if necessary. Avoid public transport.</p> <p>Parents will be asked to drop their student at 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>Staggered start and finish times. Allocation of drop off and collection times to avoid congregations of parents and carers.</p> <p>Visitors arranged by pre-appointment only, reinforced with signage. Employees tasked with receiving visitors should be trained in the control requirements – 2m distancing, hand-washing and sanitiser etc.</p> <p>Consider emergency access requirements, such as a contact telephone number in a prominent location.</p> <p>Reduce cash handling in preference to card machines and contactless payments.</p> <p>Any items being used regularly by visitors should be cleaned frequently e.g. passes, card machines. Where items cannot be easily or regularly cleaned, consideration should be given to temporarily removing them.</p>						
Supervision, safeguarding and resources	Children, Staff	<p>Ensure that appropriate and adequate supervision is in place at all times. Maintain ratios where applicable.</p> <p>Ensure that environment and resources are age appropriate.</p>						
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>Staff and children aware of 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>Children are explained & reminded of the importance of effective hand washing.</p> <p>Soap and paper towel stock checked regularly and topped up as necessary. Ensure that adequate stock levels are maintained. Staff aware of how to report shortfalls etc.</p> <p>Hand sanitiser gel available to and used by all staff and children where hand washing facilities are not readily available.</p>						
Toilets and showering facilities	Staff and children	<p>Signs and posters (available from Public Health England) should be displayed to encourage awareness of good handwashing techniques and the need to increase the frequency of handwashing. Posters discouraging touching of the face should be displayed in addition to coughing or sneezing into a tissue.</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> <p>Areas to remain free from personal possessions. If required, for example for showering after cycling, they should be kept to a minimum and stored in a bag or</p>						

		locker. Lockers should be wiped over before and after use.						
Cleaning and waste disposal		<p>A full deep clean must be undertaken prior to re-opening. Use standard cleaning products (detergents and bleach). Ensure that these are stored and used correctly and remain inaccessible to pupils.</p> <p>Premises cleaning increased, 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. Consider other frequently used items such as photocopiers, kettles, fridges, white boards & pens, access keypads etc.</p> <p>Equipment cleaned regularly with frequent cleaning and disinfecting of surfaces that are touched regularly such as handles, on/off switches and controls using appropriate cleaning products and methods.</p> <p>Ensure shared equipment such as outside equipment is appropriately wiped between group use.</p> <p>If a pupil or staff member develops Covid-19 symptoms whilst using premises or equipment they are cleaned thoroughly. Leave for 72 hours if possible before cleaning.</p> <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		Social distancing of two metres apart should be adhered to wherever possible and applies to all parts of the premises. If the social distancing guidelines cannot be						

<p>around the premises and classrooms</p>		<p>followed, then a risk assessment must consider whether the activity needs to be carried out or if there are alternative means of working.</p> <p>Reduce movement where possible throughout the building. 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>Discourage non-essential movement within a site and encourage the use of telephone or email communication rather than face to face conversations.</p> <p>All staff who are able to should work from home. Video and conference calls can be used instead of face to face meetings.</p> <p>Number of staff in any work area reduced to comply with the 2 metre distancing requirement, such as 1 teacher, 1 TA.</p> <p>Minimise contact and mixing by altering, as much as possible, the environment (such as classroom layout – keep to small groups, no more than 15 children) and timetables (such as staggered break times, hand-washing and toilet access).</p> <p>Desks to be spaced as far apart as space constraints permit.</p> <p>Consider outside classrooms and timetables.</p> <p>Ensure windows are open (take into account fire, security and safeguarding).</p> <p>Review work schedules, including start and finish times to reduce number of people on site at any one time.</p> <p>Consider staggering staff rest breaks over different times to enable social distancing in eating areas and common rooms etc. Minimise activity times.</p>													
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		<p>Staff to have dedicated desk if possible. Wiped after use if not shared.</p> <p>Reposition desks to allow social distancing with back to back or side by side working. Encourage clear desk policies and minimise personal belongings unless these can be stored in lockers.</p> <p>Processes redesigned to ensure social distancing in place. For example, tape on the floor to show 2m distance, one way system implement</p> <p>Consistent rotas to maintain the same staff and children where possible.</p> <p>No mixing of classes for combined teaching.</p> <p>Ensure that disabled access routes remain safe and accessible to those that require them.</p> <p>Ensure numbers in lifts are limited. Encourage use of the stairs where possible.</p> <p>Lone working procedures reviewed where social distancing has reduced the number of staff on duty.</p>						
<p>Travelling to and from work and work-related travel</p>		<p>Encourage staff to walk, cycle or travel alone in a vehicle. Ensure social distancing can be carried out effectively when entering, storing bicycle or parking – staff member to wait prior to exiting their vehicle if someone is within 2m vicinity.</p> <p>Anyone carrying out visits are to follow the social distancing rules, including keeping at least 2 metres away from other people at all times. Consider whether travel is necessary – can other means of communication be achieved [electronic, email, Skype, telephone].</p> <p>If the use of public transport is unavoidable allow additional time and check with operators beforehand on their arrangements. Wear a face covering if you need to use public transport. Maintain a two metre distance from others where possible and minimise the amount of</p>						

		<p>time you spend close to other people. At the end of the journey wash your hands for at least 20 seconds or sanitise hands as soon as possible.</p> <p>If transport is shared with someone from outside of your household, whether for travelling to or from work or for work related travel, then share with the same individuals and a minimum number of people. Face away from each other may help reduce the risk of transmission. Vehicle windows kept open to increase ventilation where possible. Do not use recirculated air conditioning.</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 as a group to carry out service and then return independently. Maintain the same group where possible.</p> <p>Staff and pupils to use hand gel on entering and exiting vehicles.</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 vehicles to clean them periodically throughout the day and at the end of each shift e.g. keys, door handles, hand holds and rails, dashboards, steering wheels, controls and fuel caps.</p> <p>Ensure that school vehicles can be cleaned between each use.</p> <p>If a staff member or pupil develops Covid 19 symptoms whilst using a school vehicle, the vehicle is to be cleaned thoroughly, leaving for 72 hours if possible before cleaning.</p>													
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		<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). https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</p> <p>First aiders are to ensure that appropriate personal protective equipment is worn dealing with a casualty (see PPE section below)</p>						
Personal protective equipment (PPE) and face coverings		<p>Wearing a face covering or mask in educational establishments has not been recommended by the government.</p> <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> <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> <p>Suitable PPE is available to all staff that need it and relevant staff have been provided information, instruction</p>						

		and training on how to correctly use and remove the PPE, as well as how to maintain and store PPE (if applicable).					
Handling of post, paperwork and deliveries		<p>All staff should avoid sending items via post where possible. Electronic formats are preferable. Try to reduce printing where possible.</p> <p>Staff must follow social distancing rules when handling post or paperwork and should particularly avoid touching their face or mouth.</p> <p>Paperwork should be kept to a minimum and avoid sharing of papers, pens etc.</p> <p>When dealing with high volumes of paperwork ensure that frequent effective handwashing or hand sanitisation is undertaken.</p> <p>Where possible, delivered items should not be sorted immediately after delivery. If possible, allow 24 hours for cardboard items and four days for paper. Minimise the number of people handling new items. Increase the cleaning frequency, particularly surfaces that have had direct contact with post items.</p> <p>Where possible consider methods to reduce the number of deliveries, for example, by ordering larger quantities, less often. Consider deliveries during quieter or outside school hours.</p> <p>Revise pick up and drop off collection points, procedures, signage and markings. Where it is possible and safe to do so, have single workers unload vehicles, or use the same pairs of people where this is not possible.</p>			Consider provision of gloves if large volumes of paperwork handling is unavoidable		
Adversely affected mental health	All staff, children and carers	The government has produced guidance for parents and carers on supporting children and young people's mental health during the pandemic.					

		<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> <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>											
<p>Eating lunch and provision of school meals for eligible pupils and breakfast clubs</p>		<p>Staggered lunch breaks where possible. Cleaning of area between groups.</p> <p>Encourage own meals to be brought in that do not require refrigeration or heating: hot and cold drinks in flasks, bottled water and food in cooler lunch bags.</p> <p>If refrigeration or heating is necessary, any contacted surface should be wiped down by the user after each use. This may include taps, water dispensers, kettles, water boilers, fridge handles and microwave doors using suitable cleaning materials.</p> <p>Social areas are to be used within social distancing guidelines. Furniture may need to be reorganised to allow this.</p> <p>Schools should provide meal options for all children who are in school and meals should be available free of</p>											

		<p>charge where pupils meet the benefits-related free school meal eligibility criteria and to all infant pupils.</p> <p>Efforts should be made to continue to provide free school meal equivalents for children who are eligible who remain at home e.g. food parcels, food vouchers or via the DfE voucher scheme or supermarket ecards.</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>						
<p>Statutory Inspections, review of existing risk assessments and procedures and communications to staff, pupils and parents</p>	<p>All occupants</p>	<p>Ensure ongoing communication (and training where applicable) of revised risk assessments, processes, new procedures and arrangements to staff, pupils, parents, Trusts and 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>Ensure individual care plans and risk assessments are reviewed. Consider those individuals who may require additional support.</p> <p>Encourage feedback as to what is or is not working and concerns for consideration and implementation.</p> <p>Meetings and briefings to maintain social distancing. Consider smaller groups with key participants only.</p> <p>Seek assistance from LA, other educational establishments etc. Do not be afraid to ask for assistance. Consider sharing resources if applicable.</p> <p>Building safety inspections must be complied with prior to reoccupation. This may include, but is not limited to:</p> <p>Fire safety: Emergency lighting test Fire alarm Extinguisher checks/servicing</p>						

		<p>Review FRA – will social distancing be applied? Can evacuation be achieved with one-way system? Will this be ignored in an emergency?</p> <p>LOLER – lifting equipment – hoists, passenger lifts</p> <p>Air Conditioning – Can this be adjusted to fresh air? If not switch off.</p> <p>Kitchen extraction – cleaned to TR19 standards</p> <p>Water systems – full flush and chlorination (if premises closed). Consider drinking water stations and toilets</p> <p>Gas – annual gas safe inspection</p>						
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