

Covid 19 Risk Assessment – v110121 (*Additions in bold italics*)

Activity	School Operation during COVID-19 pandemic Lockdown			Likelihood x Severity = Risk Rating	SEVERITY				Reference <div style="border: 1px solid black; height: 30px; width: 100%;"></div>	
	POOLE HIGH SCHOOL				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		
Department				LIKELIHOOD	1 Rare	1	2	3		4
Assessed By	Mr. D. Newman				2 Unlikely	2	4	6		8
Assessment Date	March 2021	Date Review Due	As required		3 Likely	3	6	9		12
					4 Certain	4	8	12	16	

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. ***There is one appendix – the risk assessment for Lateral Flow Testing***

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	When students are on site they will wear a face mask in the classroom and in communal areas unless they have a medical exemption in which case a lanyard will be worn to identify them. <i>Each of these will be reviewed on an individual basis and students refusing to wear a face covering may be asked to work separately or off site if there is not the capacity to supervise them</i> If a student develops symptoms or has been told to self-isolate they should contact the school straight away either by phone (01202 666988) or email (school@poolehigh.poole.sch.uk) this includes weekends and school holidays	3	3	9	All students and their families must cooperate with the NHS track and trace process. Details will be sent home with the student. Each year group will		

	<p>Students must not attend if they have symptoms or are self-isolating due to a confirmed case in their household. The child and those in their household are encouraged to test if symptomatic.</p> <p>From w/c 22nd march students will self-test at home twice a week. Whilst this is voluntary we would encourage all students to take part.</p> <p>A small test facility will remain open in school to help those unable to test at home.</p> <p>Year groups will remain segregated on site</p> <p>All classrooms will be well ventilated at all times. During cold weather windows should be opened just enough to provide background ventilation and opened fully when the room is not occupied to purge the air. Where possible high level windows should be used</p> <p>Students will be encouraged to walk or cycle to school and avoid public transport where possible.</p> <p>Each year group will be allocated a specific bike shed</p> <p>At break and lunchtime each year group will be allocated a zone and must remain in that zone throughout break.</p> <p>We will operate a staggered lunchtime so that only one year group is in the dining room at any time</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. A test for COVID-19 must be booked and the school notified of results.</p> <p>Steps to be followed when a child shows symptoms</p> <ol style="list-style-type: none"> 1. Call for a first aider or a member of the SLT 2. First aider will be provide with correct PPE, if required, and take the student to an isolation room. A separation of 2 mtrs. Is to be maintained at all times. 3. Reception to contact the named relative to arrange for immediate collection of the student 													
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have a designated secure area for bike storage.

All parents will be asked to provide a lunch and snacks where possible.

Specific risk assessments will be available for departments using a wide variety of equipment.

Additional staff on duty at the start of day to ensure all students are wearing a mask.

4. The isolation room will be cleaned once the student has left.

Students to use their own equipment throughout the day.

On notification of a confirmed case the following steps will be taken

- Seating plan will be used to confirm all staff and students who have been in close proximity. Once confirmed these students/staff will be sent home and told to self-isolate for 10 days.
- PHE will immediately be informed and all steps followed.
- Deep clean of affected areas
- If the school has two or more confirmed cases in a 14 day period, or an overall rise in sickness where COVID-19 is suspected, there may be an outbreak and should call the dedicated advice service, who will escalate the issue to PHE.

Close proximity is defined as

anyone who lives in the same household as someone with coronavirus (COVID19) symptoms or who has tested positive for coronavirus (COVID-19)

- anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test:
 - face-to-face contact including being coughed on or having a face-to-face conversation within one metre
 - been within one metre for one minute or longer without face-to-face contact
 - sexual contacts
 - been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
 - travelled in the same vehicle or a plane. **The following factors should be considered**

		<p>Vehicle size</p> <p>Degree of face-to-face contact</p> <p>Length of time in close proximity</p> <p>Whether a Perspex screen was in place</p> <p>After school activities</p> <p>All before and after-school activities will be individually risk assessed before being allowed to restart. These assessments will be regularly reviewed following any updates.</p> <p>From 29th March all children can access outdoor provision.</p> <p>If the provision is taking place indoors and day bubbles cannot be maintained groups should be kept consistent and a maximum of 15 students one member of staff.</p>					
<p>Spread of Covid 19 Corona virus causing mild to severe illness and possibly fatalities. The new strain is far more contagious</p>	<p>Staff including WSTP trainees, peripatetic teachers and agency supply staff</p>	<p>All staff must wear a facemask if they are in any room with other staff or students unless they have a medical exemption in which case they must wear a lanyard If a member of staff develops symptoms or has been told to self-isolate they should contact the school straight away either by phone (01202 666988) or email (school@poolehigh.poole.sch.uk) this includes weekends and school holidays.</p> <p>WSTP trainees, peripatetic teachers and agency supply staff must contact the school if they have visited the site in the 48 hours prior to developing symptoms.</p> <p>Staff should not attend if they have symptoms, or are self-isolating due to a confirmed case in their household or they have been contacted by test and trace. Staff are encouraged to test themselves and those in their household if symptomatic.</p> <p>Those staff who are clinically vulnerable or live with someone who is Clinically Extremely Vulnerable should continue to attend work.</p>	3	3	9	<p>All staff and their families must cooperate with the NHS track and trace process. Details will be sent home with the student.</p>	

	<p>Staff who fall into the higher risk category (BAME, Obese, Pregnant, new mother or diabetic) should arrange a meeting with the school HR officer so that a risk assessment can be undertaken.</p> <p>All staff must wear a mask when in a communal area</p> <p>All classrooms and offices will be well ventilated, doors and windows open. During cold weather windows should be opened just enough to provide background ventilation and opened fully when the room is not occupied to purge the air. Where possible high level windows should be used</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. A test for COVID-19 must be booked and the school notified of the results.</p> <p>The school 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> <p>On notification of a confirmed case the following steps will be taken</p> <ul style="list-style-type: none"> • Confirm students and staff who have been in close proximity to the confirmed case. • All students and staff will be sent home and told to self-isolate for 10 days • PHE will immediately be informed and all steps followed. • Deep clean of affected areas <p>If the school has two or more confirmed cases in a 10 day period, or an overall rise in sickness where COVID-19 is suspected, there may be an outbreak and should call the dedicated advice service, who will escalate the issue to PHE</p>													
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		<p>All staff will be given self-test kits to be used at home. Staff should undertake a test twice per week. This will allow us to identify asymptomatic people unknowingly spreading the virus</p> <p>Any staff who feel anxious about returning to work should arrange to meet with our HR officer to discuss their concerns.</p>					
Visitors to site and parents dropping off students	Visitors, children staff	<p>Visitors are strongly discouraged from coming on site unless their journey is essential. Where possible, they should remain in their cars. New signage in the reception area explains that exceeding the capacity in that area is now a reportable matter that the Headteacher will deal with.</p> <p>Guidance on social distancing and hygiene is 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 is in place to inform people of 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>Parents should not attend the site. Where essential, they should only attend singly. Walking or cycling is encouraged, driving if necessary. Public transport is to be avoided.</p> <p>Parents will be asked to drop their student away from 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>Essential visitors arranged by pre-appointment only, reinforced with signage. Employees tasked with receiving visitors should be trained in the control requirements – social distancing where possible, hand-washing and sanitiser etc.</p>	1	1	1		

		<p>All interviews for new appointments will be held remotely via video conference e.g. Zoom</p> <p>Cash handling is strongly discouraged.in favour of Wise Pay payments.</p> <p>Items being used regularly by visitors are cleaned frequently e.g. passes. 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>	1	1	1		
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>Signage on display to remind staff and students of the 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>Soap and paper towel stock are checked regularly and topped up as necessary. Adequate stock levels are maintained. Staff are aware of how to report shortfalls by using the button on Calcium or directly.</p> <p>Hand sanitiser gel available are easily accessible from all areas in the school for staff and students where hand washing facilities are not readily available.</p>	2	2	4	Hand sanitiser will be available at all entrance and exit points, offices and classrooms. Stock levels checked throughout the day.	
Toilets and showering facilities	Staff and children	<p>Signs and posters (available from Public Health England) are displayed to encourage awareness of good</p>	2	2	4	Extra cleaning staff	

		<p>handwashing techniques and the need to increase the frequency of handwashing. Posters discouraging touching of the face are displayed in addition to tissue use for people who are coughing or sneezing</p> <p>.</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>				will be employed to ensure continuous cleaning throughout the day.		
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 has been increased along with 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.</p> <p>Frequently used items such as photocopiers, kettles, fridges, white boards & pens, access keypads are cleaned regularly or banned from shared use</p> <p>Equipment is cleaned regularly with frequent disinfection of surfaces that are touched regularly such as handles, on/off switches and controls .</p>	2	2	4	Additional cleaners to be recruited to allow cleaning throughout the day. Anti-bacterial wipes to be placed with all photocopiers		

		<p>Ensure shared equipment such as outside equipment is appropriately wiped between group uses.</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>						
<p>Social Distancing, entering and exiting buildings and movement around the premises and classrooms</p>		<p>Social distancing should be adhered to wherever possible and applies to all parts of the premises. If the social distancing guidelines cannot be 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>Non-essential movement within the site is effective through the bubbled zones by Year Group. All staff are advised to use telephone or email communication rather than face to face conversations.</p> <p>Video and conference calls can be used instead of face to face meetings.</p> <p>The number of staff in any work area has been reduced to comply with the distancing requirement, such as 1 teacher, 1 TA and must be complied with.</p>	2	2	4	<p>Each external door will be designated as either an entrance point or exit to maximise one way flow.</p>		

		<p>Windows are required to be opened to help air circulate (take into account fire, security and safeguarding).</p> <p>Work schedules are under continuous review, including start and finish times to reduce number of people on site at any one time. Where staff can work at home they have been advised to.</p> <p>Staff rest breaks have been staggered at different times to enable social distancing in eating areas and common rooms etc. Minimise activity times.</p> <p>Desks have been repositioned e.g. in classrooms and the staffroom to allow social distancing with back to back or side by side working. Perspex screens installed in areas to further diminish risk.</p> <p>Clear desk policies and reducing personal belongings on site have been encouraged.</p> <p>Disabled access routes remain safe and accessible to those that require them.</p> <p>The numbers in lifts are limited. The use of the stairs is encouraged.</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>Staff are encouraged to walk, cycle or travel alone in a vehicle. Social distancing has been reviewed and continues to be e.g. entry and exit routes including, bicycle storage.</p> <p>All meetings are via Zoom /Google meet.</p> <p>If the use of public transport is unavoidable, staff and students should wear face coverings. Hand hygiene at the end of journeys is strongly advised (washing for at least 20 seconds or sanitise hands as soon as possible.)</p> <p><i>Shared used of vehicles for people who do not live in the same bubble breaches safety guidance. This must not happen.</i></p>	2	2	4			

		<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 independently always observing the 2m safe distancing. Masks should be worn at all times unless they need to be removed for essential activity – teaching, explaining...</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 school 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 are cleaned between each use.</p> <p>If a staff member or student 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> <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).</p>	2	3	6			

		https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/ First aiders are to ensure that appropriate personal protective equipment is worn dealing with a casualty (see PPE section below)					
Personal protective equipment (PPE) and face coverings		<p><i>Students and staff MUST wear a facemask when entering and leaving the site and at any time they are not in their normal working environment. Students must wear a facemask while in the classroom.</i></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 and training on how to correctly use and remove the PPE, as well as how to maintain and store PPE (if applicable).</p>	2	1	2		
Handling of post, paperwork and deliveries		All staff should avoid sending items via post where possible. Electronic formats are preferable. Try to reduce printing where possible.	2	1	2	Consider provision of gloves if large volumes of paperwork	

		<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>				handling is unavoidable		
Adversely affected mental health	All staff, children and carers	<p>Monitoring of the progress and well-being of SEND pupils is a very high priority during the lockdown. Senior staff and LSAs have a strong presence in online classrooms. Parents are consulted with high frequency calls from the SEND team to check on the well-being and progress of SEND learners.</p> <p>SEND students are the highest priority for leaders in the school in the frequent tracking of attendance and engagement data. Interventions are adjusted based on this on a daily basis. We have a designated team who report to both parents and the leadership team with regards to students online attendance. Where concerns are raised they are able to offer an immediate response</p>	2	2	4			

		<p>to ensure that lost learning is minimised and that progress is maintained. Individual students for whom very personalised care is needed have their level of risk assessed by the Assistant Headteacher (SENDCO) using the BCP risk assessment template and that a dedicated communication field is maintained with all stakeholders.</p> <p>The government has produced guidance for parents and carers on supporting children and young people's mental health during the pandemic.</p> <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>Lunch breaks will be staggered. Dining room will be cleaned between groups.</p> <p>Students are encouraged to bring their own meals into school. Staggered lunchtimes and bubbled zones must be adhered to. Food available for staff (e.g. parents' evenings) will be sealed. Signage about hand hygiene should be appropriately placed.</p>	2	2	4			

		<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>We will provide meal options for all children who are in school and meals should be available free of charge where pupils meet the free school meal eligibility criteria and to all infant pupils.</p> <p>Efforts will 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</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>Ongoing communication about this document will heighten its profile (and training where applicable) of revised risk assessments, processes, new procedures and arrangements to staff, pupils, parents 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>Individual care plans and risk assessments will be reviewed in light of new developments in response to the pandemic. Consideration will be given to those individuals who require additional support.</p> <p>Feedback is encouraged to identify what is not working and concerns for consideration and implementation.</p> <p>Meetings and briefings will maintain social distancing. Consider smaller groups with key participants are being</p>	<p>1</p>	<p>1</p>	<p>1</p>			

		<p>introduced as the transmission rate increases to diminish risk..</p> <p>Frequent contact with the LA, will continue to share best practice and advice from the Regional Commissioner's Office.</p> <p>On line resources are being used as advised by the HoDs.</p> <p>Building safety inspections are being complied with and the constraints of the lockdown has heightened the risk awareness associated with these:</p> <p>Fire safety: Emergency lighting test Fire alarm Extinguisher checks/servicing 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>					
Emergency intervention And capital works	All occupants	<p>Where emergency intervention is required for capital projects requiring specialist support, the school needs to adjust its access and provision to ensure that there is no conflict of interest between the differing needs being addressed. The diminution of health requirements may impact upon educational access.</p> <p>Any ostensible conflict or tension will be referred to the governing body for their information</p>	1	2			